



SUMMARY REPORT

Community Open House #1

Belcarra Zoning Advisory Committee - Phase 1

April 12, 2017

Prepared by: Brook Pooni Associates

June 9, 2017





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1.0 EXECUTIVE SUMMARY

On Wednesday, April 12, 2017, the Belcarra Zoning Bylaw Advisory Committee (ZAC) held a Community Open House to outline the Committee's progress to date, provide an overview of material covered during Phase 1 of the process, and answer questions.

The Open House was held at Belcarra Municipal Hall from 5:00 pm to 8:00 pm, with a presentation from the lead of the consultant team, Richard White, at 7:00 pm, followed by a question and answer session. The Open House display material included a summary of the material covered during Phase 1 of the Committee's process, as well as information on Phases 2 and 3.

Sixteen members of the committee attended the Open House as hosts, and an additional 29 members of the public attended as well. Councillor Jamie Ross was also in attendance.

Participants were invited to provide feedback at the Open House by filling in a comment form. A total of 13 comment forms were received.

This report provides a summary of the Open House and includes:

- Event details including a description of the notification methods, the format of the Open House, and an overview of the information presented;
- A summary of the feedback received through comment forms;
- Transcription of all comment forms received; and
- Copies of all materials distributed or presented to the public (notification flyer (mailed to the community and posted on Community Boards), Belcarra Barnacle newspaper advertisement, Open House presentation material, and comment form).





2.0 EVENT DETAILS

Date: Wednesday, April 12, 2017
Time: 5:00 pm – 8:00 pm (drop in), presentation at 7:00 pm
Location: Belcarra Municipal Hall, 4084 Bedwell Bay, Belcarra, BC

Notification:

A number of methods were used to notify members of the public of the Open House, including direct mail through Canada Post to all addresses of Belcarra, an advertisement in the Belcarra Barnacle, advertisements posted on community notice boards at bus stops and the Municipal Hall, and a notice on the Village of Belcarra website. Notification material was prepared by the Consultant Team, and the flyer notification, advertisement, and website notice were coordinated by the Village of Belcarra.

A. Flyer Notification

300 flyer invitations were distributed to residents of Belcarra through Canada Post mail delivery. Flyers were also posted on community notice boards at bus stops and on the community board at Municipal Hall.

See Appendix A for a copy of the invitation.

B. Newspaper Advertisement

The Open House was advertised in the March 2017 and April 2017 issues of the Belcarra Barnacle. *See Appendix B for a copy of the newspaper advertisement.*

C. Village of Belcarra Website

The Open House was advertised on the Village of Belcarra website (belcarra.ca), both on the homepage and under the Zoning Advisory Committee link.

Attendees:

Approximately 29 members of the public attended the Open House.

Comment Forms Received:

A total of 13 comment forms were received: 12 at the Open House and 1 during the week-long comment period following the Open House. Of those forms received, 9 provided comments, while the remaining 4 provided only contact/personal information.

See Appendix C for a copy of the comment form. See Appendix D for a transcription of all comments received.

Belcarra Staff in Attendance:

Lorna Dysart, Chief Administrative Officer
Connie Esposito, Committee Clerk

Planning Consultant Team in Attendance:

Richard White, Laura Beveridge, Dan Watson





2.0 EVENT DETAILS

Zoning Advisory Committee Members in Attendance:

Rob Begg, John Carlson, Carolina Clark, Rex Crider, Paul Degraaf, Bruce Douglas, Clive Evans, Martin Greig (Vice Chair), Braam LeRoux, Ken Mikkelsen, Adrienne Peacock, Don Reid, John Reynolds, Deborah Struk, John Stubbs (Chair), Des Wilson.

Council representative: Councillor Jamie Ross

Committee member unable to attend: Jim Chisholm

Open House Format:

Open house display boards were set up in a circle around the main meeting space in the Belcarra Municipal Hall. A sign-in sheet was provided at the entrance and attendees were given a welcome sheet outlining the format and purpose for the event. A satellite image of Belcarra was shown on a display board at the entrance, and attendees were asked to place a sticky dot on the approximate location of their home in order to determine the spectrum of attendees at the Open House. A presentation by the Consultant Team lead, Richard White, was given from approximately 7:00 pm to 7:15 pm, followed by a question and answer session with Open House attendees.

Comment forms were available on the tables in the centre of the room and attendees were encouraged to complete a form after reviewing the display material. A member of Belcarra staff was also available to transcribe comment forms for members of the public if they wished.

Tables and chairs were placed toward the back of the room as well as around the table in the centre of the room to allow attendees to sit down to fill out a comment form and during the question and answer session.

Comment forms were accepted for one week following the Open House (until April 19, 2017) and could be submitted by email.

Presentation Material:

The following topics were summarized in the display material:

- Roles of the Zoning Advisory Committee, Committee Chairs, Staff, Mayor & Council, and Consultants
- An overview of the three phases of the process
- Key Belcarra statistics
- Overview of key pieces of legislation that impact zoning bylaws
- Key elements of a zoning bylaw, including regulations related to shape, size, siting, and use
- Different approaches to and considerations for zoning
- How issues outside the zoning bylaw can be addressed
- 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 Whistler, Port Moody, Lions Bay, Richmond, District of West Vancouver, District of North Vancouver, and Belcarra

See Appendix E for a copy of the presentation boards.



3.0 FEEDBACK SUMMARY

Feedback was collected on comment forms distributed to Open House attendees. A total of 13 comment forms were received: 12 at the Open House and 1 during the week-long comment period following the Open House. Of those forms received, 9 provided comments, while the remaining 4 provided only contact/personal information.

Comment Forms:

The comment form asked respondents the following questions:

1) I have lived in Belcarra for:

<input type="checkbox"/> Less than 1 year	<u>1 response</u>	<input type="checkbox"/> 10 - 15 years	<u>1 response</u>
<input type="checkbox"/> 1 - 5 years	<u>0 responses</u>	<input type="checkbox"/> 15 - 20 years	<u>1 response</u>
<input type="checkbox"/> 5 - 10 years	<u>2 responses</u>	<input type="checkbox"/> More than 20 years	<u>8 responses</u>

2) My home is:

<input type="checkbox"/> Less than 1,000 sq. ft.	<u>0 responses</u>	<input type="checkbox"/> 8,001 - 9,000 sq. ft.	<u>0 responses</u>
<input type="checkbox"/> 1,001 - 2,000 sq. ft.	<u>0 responses</u>	<input type="checkbox"/> 9,001 - 10,000 sq. ft.	<u>0 responses</u>
<input type="checkbox"/> 2,001 - 3,000 sq. ft.	<u>4 responses</u>	<input type="checkbox"/> Bigger than 10,000 sq. ft.	<u>0 responses</u>
<input type="checkbox"/> 3,001 - 4,000 sq. ft.	<u>5 responses</u>	<input type="checkbox"/> I'm not sure	<u>0 responses</u>
<input type="checkbox"/> 4,001 - 5,000 sq. ft.	<u>3 responses</u>		
<input type="checkbox"/> 5,001 - 6,000 sq. ft.	<u>1 response</u>		
<input type="checkbox"/> 6,001 - 7,000 sq. ft.	<u>0 responses</u>		
<input type="checkbox"/> 7,001 - 8,000 sq. ft.	<u>0 responses</u>		





3) The ZAC has just completed Phase 1 of the Zoning Bylaw Update process. Phase 1 covered key elements of a zoning bylaw, how a zoning bylaw is administered, and what is governed by a zoning bylaw. In Phase 2, the ZAC will look at Belcarra's zoning bylaw in greater detail and identify areas requiring updates. Is there anything you would like the Committee to know before we start Phase 2?

Responses to this question touched on a number of themes, including:

- Desire for all homes to conform to the requirements of the updated bylaw
- Desire for views to be protected
- Incentives to encourage energy efficiency and sustainability measures should be considered
- Provision for coach houses and accessory suites should be considered
- Desire to maintain current maximum home sizes
- Desire for apartment and duplex zones
- Suggestion to review Anmore's latest draft Zoning Bylaw
- Request to address criteria regarding short-term rentals
- Desire for multiple zones
- Desire for smaller minimum lot requirements
- Suggestion that short term rentals should not be permitted
- Suggestion that owners be penalized for vacant homes
- Suggestion to increase setbacks to mitigate fire risk





4.0 CONCLUSION

The Belcarra Zoning Advisory Committee hosted an Open House from 5:00 pm to 8:00 pm on April 12, 2017 at the Belcarra Municipal Hall to provide members of the public with an opportunity to view the Committee's progress to date.

In total, 29 members of the public attended the Open House and 12 attendees provided comment forms at the Open House; 1 comment form was received in the week following the Open House. The comment forms provided a range of feedback that the Zoning Advisory Committee will consider as they embark on Phase 2 of the process.





APPENDICES

Appendix A - Flyer Invitation

Appendix B - Newspaper Advertisement

Appendix C - Comment Form

Appendix D - Comment Form Transcription

Appendix E - Open House Presentation Material



Appendix A - Flyer Invitation



VILLAGE OF BELCARRA PUBLIC OPEN HOUSE Wednesday, April 12, 2017 Village Hall



Please Join Us...

The Village of Belcarra's **Zoning Advisory Committee** will be hosting a **Public Open House** on **Wednesday, April 12, 2017** at the Belcarra Village Hall.

The Zoning Advisory Committee is in the process of reviewing Belcarra's Zoning Bylaw. The Committee's objective is to make recommendations to Council regarding changes and updates to the existing Zoning Bylaw. This process, which will be conducted in 3 Phases, began in January 2017 and is expected to be complete by the end of the year.

The Zoning Advisory Committee has just completed Phase 1: Introduction to Zoning. Phase 1 included a detailed review of the components of a zoning bylaw, different approaches to zoning, and examples of zoning from other municipalities.

This Open House will provide an opportunity for members of the public to learn about the Zoning Advisory Committee process, review the material that was covered during Phase 1, and to offer feedback.

In Phase 2: Belcarra's Zoning Bylaw Review, set to begin later this month, the Committee will begin drafting the updated Zoning Bylaw in detail. In Phase 3: Recommendations, the Committee will make recommendations to Council regarding changes or updates to the existing Zoning Bylaw. Additional Open Houses will be hosted for Phases 2 and 3 of the process.

We are excited to share our progress with you and look forward to hearing your feedback at this important milestone. Members of the Committee, Municipal Staff, and members of the consultant team will be present at the Open House to answer your questions. **A short presentation will be given by the consultant team at 7:00 pm. Members of the public are encouraged to attend early to review the display material prior to the presentation.**

Open House Details:

Date: Wednesday, April 12, 2017
Time: 5:00 pm to 8:00 pm (drop-in)
Presentation: 7:00 pm – 7:20 pm
Location: Belcarra Village Hall
4084 Bedwell Bay Road, Belcarra, BC

For more information, please contact:
Lorna Dysart, Chief Administrative Officer
Village of Belcarra
Phone: 604-937-4100
Email: ldysart@belcarra.ca

The Zoning Advisory Committee's regular meeting agendas, minutes, and presentation materials are available at www.belcarra.ca.



Appendix B - Newspaper Advertisement

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The Belcarra Barnacle

March 2017



**VILLAGE OF BELCARRA
PUBLIC OPEN HOUSE
Wednesday, April 12, 2017
Village Hall**



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Open House Details:

Date: Wednesday, April 12, 2017

Time: 5:00 pm to 8:00 pm (drop-in)

Location: Belcarra Village Hall

4084 Bedwell Bay Road, Belcarra, BC

For more information, please contact:

Lorna Dysart, Chief Administrative Officer

Village of Belcarra

Phone: 604-937-4100

Email: ldysart@belcarra.ca



Appendix B - Newspaper Advertisement

April 2017

The Belcarra Barnacle

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**VILLAGE OF BELCARRA
PUBLIC OPEN HOUSE
Wednesday, April 12, 2017
Village Hall**



Please Join Us...

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4084 Bedwell Bay Road, Belcarra, BC

For more information, please contact:

Lorna Dysart, Chief Administrative Officer

Village of Belcarra

Phone: 604-937-4100

Email: ldysart@belcarra.ca



Appendix C - Comment Form

Comment Form

Belcarra Zoning Bylaw Update - Open House #1

April 12, 2017

Thank you for attending today's Open House. Your input is important as the Zoning Advisory Committee (ZAC) begins to draft proposed updates to the Village of Belcarra Zoning Bylaw.

Comment form material will be analyzed by the consultant team and provided anonymously to the Committee for their consideration during Phase 2 of the process.

Please tell us about yourself *(optional)*:

Name: _____

Phone: _____

Address: _____

Email: _____

Would you like to be contacted for future updates? ☐ Yes ☐ No

I have lived in Belcarra for:

☐ Less than 1 year

☐ 10 - 15 years

☐ 1 - 5 years

☐ 15 - 20 years

☐ 5 - 10 years

☐ More than 20 years

My home is:

☐ Less than 1,000 sq. ft.

☐ 4,001 - 5,000 sq. ft.

☐ 8,001 - 9,000 sq. ft.

☐ 1,001 - 2,000 sq. ft.

☐ 5,001 - 6,000 sq. ft.

☐ 9,001 - 10,000 sq. ft.

☐ 2,001 - 3,000 sq. ft.

☐ 6,001 - 7,000 sq. ft.

☐ Bigger than 10,000 sq. ft.

☐ 3,001 - 4,000 sq. ft.

☐ 7,001 - 8,000 sq. ft.

☐ I'm not sure



Village of Belcarra
Zoning Bylaw Advisory Committee



Appendix C - Comment Form

The ZAC has just completed Phase 1 of the Zoning Bylaw Update process. Phase 1 covered key elements of a zoning bylaw, how a zoning bylaw is administered, and what is governed by a zoning bylaw. In Phase 2, the ZAC will look at Belcarra's zoning bylaw in greater detail and identify areas requiring updates. Is there anything you would like the Committee to know before we start Phase 2?

Please drop your completed comment form in the drop box at the front entrance. You may also submit comments by email to Lorna Dysart, C.A.O., at ldysart@belcarra.ca before April 19, 2017.

Appendix D - Comment Form Transcription

The ZAC has just completed Phase 1 of the Zoning Bylaw Update process. Phase 1 covered key elements of a zoning bylaw, how a zoning bylaw is administered, and what is governed by a zoning bylaw. In Phase 2, the ZAC will look at Belcarra's zoning bylaw in greater detail and identify areas requiring updates. Is there anything you would like the Committee to know before we start Phase 2?

1. All existing homes conforming and protect the homeowners (current numbers on 502 okay can be larger for 2+ acres, up to 15,000 sqft), incentives given to people who implement energy efficient homes, protection of people's views, provide coach homes/ accessory suites, do not decrease the size numbers of sqft in 502, duplex/apartment zones okay
2. All existing homes should be made conforming; the bylaws should protect the homeowners, incentives should be given to people who provide energy-efficient homes, protect people's views, provide accessory suites and coach homes, we like the new improved bill 502 and do not support decreasing the numbers of square footage, we support duplex/apartments.
3. N/A
4. There is no mention of "views", would like to see building restriction regarding blocking the views of neighboring houses. For the past 20 years, the ocean views I used to have is now blocked by neighbors trees and trees from the [unintelligible] and something has to be done about this!
5. N/A
6. Check out Anmore's latest draft zoning bylaw
7. Need to address criteria regarding short-term rentals (i.e. less than 30 days)
8. We need multiple zones and smaller lot sizes
9. Multiple zones need to be created and smaller lot sizes should be allowed. There is one particular lot we know about (for instance) that is just a tad too small to be sub-divided, which could be easily allowed. There should be a bit more leniency. Thank you.
10. N/A
11. N/A
12. What is the budgeted cost for this full process?
13. No short term rentals - especially AirBnB! Empty houses - owner penalty if vacant for over 6 months. For future buildings, increase setbacks to prevent interface fires.

NOTE: "N/A" denotes a comment form question that was not answered.



Appendix E - Open House Presentation Material

Welcome

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



Village of Belcarra
Zoning Advisory Committee

1

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;
- ✓ viewscape 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.



Village of Belcarra
Zoning Advisory Committee

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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)



Village of Belcarra
Zoning Advisory Committee

3



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 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:



643 residents
(2016 Census - Belcarra)



71 Secondary Suites
(including less than 5 coach houses)



292 Single Family Homes
(2016 Census - Belcarra)



2 Home Based Businesses

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.



Village of Belcarra
Zoning Advisory Committee

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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.



Village of Belcarra
Zoning Advisory Committee

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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.



Village of Belcarra
Zoning Advisory Committee

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Meeting
2
February 15

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 Penney



Village of Belcarra
Zoning Advisory Committee

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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
- Viewscapes
- 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 the update to the zoning bylaw?

Please pick your top 5 priorities.

<input type="checkbox"/> Minimum lot size	<input type="checkbox"/> Maximum lot size
<input type="checkbox"/> Minimum lot area	<input type="checkbox"/> Zoning
<input type="checkbox"/> Height	<input type="checkbox"/> Floor area ratio
<input type="checkbox"/> Density	<input type="checkbox"/> Greenhouse gas emissions
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Maximum building height
<input type="checkbox"/> Minimum of built up to lot area	<input type="checkbox"/> Empty homes
<input type="checkbox"/> Density	<input type="checkbox"/> Viewscapes
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Simplicity/clarity of bylaw
<input type="checkbox"/> Maximum house/building size	<input type="checkbox"/> Clarity of definitions

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Village of Belcarra
Zoning Advisory Committee



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

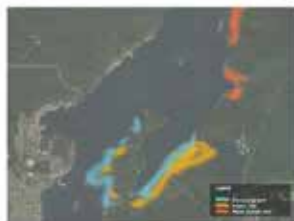
- ✓ To understand the impacts and implications of different approaches to zoning
- ✓ To understand when flexibility may be required to address properties that cannot conform with the bylaw

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**.



Village of Belcarra
Zoning Advisory Committee

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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.



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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.

Belcarra Board of Variance Statistics

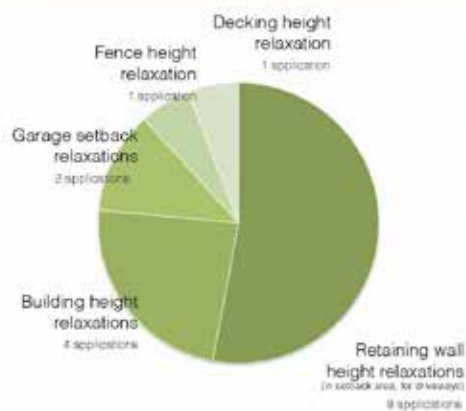


15 Board of Variance
applications since 2011*

Number of applications per year



100% of applications
granted by the Board



*note: some applications requested multiple variances



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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 3rd)
3. Richmond (tied for 3rd)

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

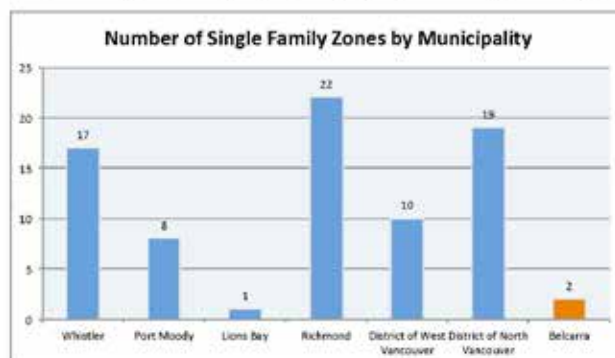
- ✓ Zoning in different municipalities, including Whistler, Port Moody, Lions Bay, Richmond, District of West Vancouver, District of North Vancouver, and Belcarra
- ✓ How height, density, maximum building size, simplicity, and sustainability are addressed in the 6 example municipalities and Belcarra

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.



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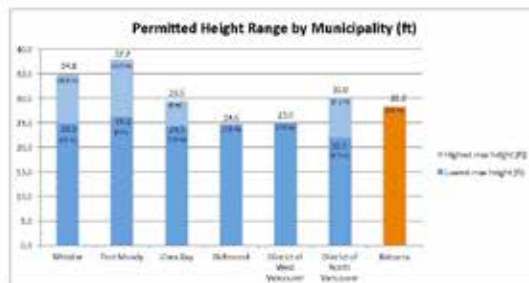
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Meeting
4
March 8

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.



*District of West Vancouver limits building to 237 sq m only for properties between 474 – 677 sq m in area. Otherwise density is regulated by FAR.

- 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.



Village of Belcarra
Zoning Advisory Committee



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



***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.



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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.



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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 with 'Zoning Feedback' in the Subject Line.



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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?

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