



**VILLAGE OF BELCARRA
ZONING ADVISORY COMMITTEE
VILLAGE HALL
July 26, 2017
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held July 26, 2017 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Members in Attendance

John Stubbs, Chair
Martin Greig, Vice Chair
Rob Begg
Carolina Clark
Rex Crider
Paul Degraaf
Bruce Douglas (arrived 7:01 pm)
Clive Evans (arrived 6:52 pm – departed 8:51 pm)
Braam LeRoux
Adrienne Peacock
Don Reid
Deborah Struk
Des Wilson

Members Absent

John Carlson
Jim Chisholm
Ken Mikkelsen
John Reynolds

Council in Attendance

Jamie Ross, Councillor

Planning Consultants in Attendance

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

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Connie Esposito, Committee Clerk
Paul Wiskar, Building Inspector

1. CALL TO ORDER

Chair Stubbs called the meeting to order at 6:34 pm.

2. APPROVAL OF THE AGENDA

2.1 Agenda for July 26, 2017

It was Moved and Seconded:

That the Agenda for July 26, 2017 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Minutes of June 14, 2017

3.2 Action Items: None

It was Moved and Seconded:

That the Minutes of the meeting held June 14, 2017 be adopted.

CARRIED

4. BC ASSESSMENT UPDATE – Lorna Dysart, CAO

Lorna Dysart, Chief Administrative Officer, provided an overview regarding BC Assessment data after her discussion with a representative from BC Assessment who noted that:

BC Assessment (BCAA) conducted a reassessment of Belcarra in 2012 and that considerable work has been completed since that time. At that time, BCAA did find a few old plans and / or surveys (some from 1908, etc.) that were not up to date; however, that is not uncommon. BCAA does check their GIS Department. BCAA advised that while there may be a couple of 'one offs', there is nothing which indicates a major error. If any property is resurveyed, BCAA are advised.

Overall, BCAA indicated that the information that they provide is considered accurate.

5. CHAIR'S REMARKS

6. OPEN HOUSE DATE – John Stubbs, Chair

Potential to change Open House date to September 6, 2017

Discussion ensued relative to:

- Rescheduling an additional meeting on September 6, 2017;
- After some discussion it was approved that the Open House will take place on September 20, 2017.

7. ZONING ADVISORY COMMITTEE ROLES – A REFRESHER – John Stubbs, Chair

John Stubbs noted that:

- The operating principle of the Zoning Advisory Committee is to be transparent and fair to the public;
- The ZAC Committee review take into consideration the Official Community Plan (OCP);
- The ZAC Committee will draft a proposed set of zoning regulations for Council to adopt.

Discussion ensued relative to:

- Architectural incentives to be reviewed;
- Possibility to discuss regulation of Air BnB or rental vacation property or refer to Council.

8. GROUP DISCUSSION RE: DRAFT BYLAW

a) Overview

Laura Beveridge, Planning Consultant, introduced Chi Chi Cai, Planning Consultant, of Brook Pooni who brings extensive knowledge on zoning bylaws.

The following was noted:

- The current bylaw being reviewed looked at by the ZAC Committee in 'Draft' only and is to be reviewed and/or amended;
- 4 main changes are being proposed: 1) New Definitions, 2) New Regulations, 3) New Zones, 4) New Map;
- There are 10 new or revised definitions to be reviewed by ZAC;
- There are 5 residential zones being proposed based mainly on the geography of the Village;
- A new zoning map has been created to match the proposed new zones.

Discussion ensued relative to:

- The purpose of Section 209 is to provide direction on how to calculate FAR;
- Items such as stairs should be counted once;
- Room height should be accounted for;
- Concern regarding 600 sq ft requirement;
- Support for individual preference on how large the garage will be;
- 3,500 sq ft being the base figure with exemptions added to this;
- The normal size of garages;
- Accessory/secondary suites would be included in the house but a coach house would be a separate building;
- A Building Code does not limit size of coach house;
- Proposal to increase size of coach houses to 1,600 sq ft and encourage occupancy;
- Topography will/may limit size of garage and coach house;
- Concern that some coach houses are not occupied.

Richard White and Laura Beveridge, Planning Consultants, noting the following:

- The garage is an exclusion with the first 600 sq ft to be excluded and anything over the 600 sq ft would be included in FAR;
- Parking requirements are included in the Zoning Bylaw pertaining to accessory suites and coach houses;
- Middle ground sought regarding parking as it may be a challenging matter in Belcarra;
- The garage attached to the house would be added to the bulk but a detached garage would not be calculated in the bulk of the house;
- Proposal to strike the word 'separate' was supported;
- A bigger coach house would result in a smaller principle residence;
- Solutions to individual building issues on each lot cannot be accommodated in the Zoning Bylaw;

- A recommendation can be made to Council to look at development variance permits with respect to building larger coach houses;
- Only 2 buildings may be built on one lot, a principle residence and a garage;
- Coach house size may remain as is with proposed variances to be reviewed by Council on an individual basis;
- A review of coach house sizes will be reviewed by the consultants and brought back to the Committee.

b) General Regulations

Committee members reviewed the following Regulations and provided comments.

- Height to be more clearly defined;
- Average Grade (Natural and Finished);
- Calculations for Building and Structure Height or Floor Area Ratio wording to be reviewed for clarity;
- Highest Face of Building Envelope;
- Floor Area Ratio Exclusions;
- Accessory Secondary Suite Use;
- Accessory Coach House Use;
- Landscaping and Permeability Requirements.

Break called at 8:14 pm for 10 minutes

c) Definitions

Laura Beveridge, Planning Consultant, noted the following:

- Many of the definitions put forward in the Draft Zoning Bylaw have been discussed throughout the meeting;
- 'Coach house' and 'Accessory Suite' have been defined separately;
- The term 'Structure' should have the term 'Accessory' in front of it;
- The term 'Average Natural Grade' will have its definition clarified;
- 'Gross Floor Area' term will have the exclusions listed in General Regulations section, and referenced in the Gross Floor Area section;

Discussion ensued relative to:

- Concern regarding wording on height calculation;
- Definition of average finished grade and natural grade;
- Definitions will be reviewed for clarity and simplicity and accuracy;
- Flat roof vs pitched roofs will be reviewed to clarify its definition;
- A review of how height is defined.

Clive Evans departed at 8:51 pm

d) New Residential Zones

Discussion ensued relative to:

- The creation of 2 new definitions to deal with Lot line waterfront/rear: these
- Key differences between these zones which prompted the creation of these new lot lines so as to clarify.

Considerable discussion ensued with regard to AirBnB vacation rentals.

Richard White, Planning Consultant noted the following:

- There will be a public hearing on all points of the proposed Zoning Bylaw, including the inclusion/exclusion of AirBnB properties;
- There will be better control over various forms of rentals if it is not included in the Zoning Bylaw;
- It is very difficult to exclude a permitted use once it is included;
- Suggest that the Committee include in their final report to Council that the Committee was unable to reach a consensus on the operation of AirBnB Rentals in Belcarra.

Laura Beveridge, Planning Consultant, put forward a proposal for 5 new zones with 4 of the zones restricted to single family residential and 1 zone for duplexes.

Discussion ensued relative to:

- Suggestion that the waterfront name be referenced as 'Esplanade Waterfront' to reflect higher assessment values;
- Clarification on number of boats that can be parked at water access only properties;
- The proposed new 'Duplex Zone' is concurrent with the OCP;
- Coach house and accessory suites are not permitted in the 'Duplex Zone';
- Concern regarding the limited square footage limitation set upon each side of a duplex;
- Costs are a factor and need to be taken into account;
- Clarification needed regarding the exclusion of basements;
- Support and credit should be given to those installing fire sprinklers;
- Concern regarding homes that may become non-confirming;
- Support for building bigger if building green.

Committee members reviewed the 'Comparing Building Size: Current vs Proposed' Chart and provided comments.

Richard White and Laura Beveridge, Planning Consultants, noted the following:

- The square footage for each side of a duplex was a compromised figure to be viewed as a benchmark;
- An Environmental Consultant may make a presentation at the next meeting;
- Various measures can be taken to support and credit those who install fire sprinklers;
- Potential for homes to become non-confirming will not be an issue with spot checks to be conducted.

The following items have been deferred to the August 23, 2017 meeting.

- e) Process**
- f) Current vs. Proposed Building Sizes**
- g) 0.5 Acre Sample Site**
- h) Belcarra Example**
- i) New Zoning Map**

9. NEXT STEPS


- 1) Clarify main points from this meeting
- 2) Proceed with Floor Area Ratio (FAR)
- 3) Complete the remainder of the topics of this agenda at the August 23, 2017 meeting
- 4) Prepare for the September 20th Open House at the September 6th meeting
- 5) A cost analysis can be distributed from a webinar

10. ADJOURNMENT

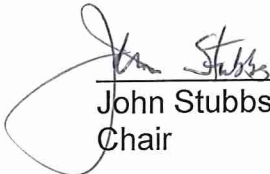
It was Moved and Seconded:

That the July 26, 2017 was adjourned at 9:56 pm.

CARRIED



Lorna Dysart
Chief Administrative Officer



John Stubbs
Chair