

ADVISORY PLANNING COMMISSION

**Tuesday, December 5, 2017 at 6:30 p.m.
Council Chambers**

MINUTES

VOTING MEMBERS PRESENT:

Peter Hall	- Chair, Community Member
Christa MacArthur	- Vice-Chair, Community Member
Darlene Carty	- Community Member
Laura Cornish	- Community Member
Margaret Fairweather	- Community Member
Andrew Hull	- Community Member
Tobi May	- Community Member

VOTING MEMBERS REGRETS:

Alex Swezey	- Community Member
-------------	--------------------

GUESTS:

Tara Fraser	- Property Owner (312 Fifth Street)
Hugo Shaw	- Property Owner (318 Fifth Street)
Nancy Shaw	- Property Owner (318 Fifth Street)
Kirsten Sutton	- D3 Dimension Drafting and Design Inc.
David Vickars	- Property Owner (312 Fifth Street)

STAFF:

Julia Dugaro	- Planning Analyst
Britney Quail	- Heritage Policy Planner
Heather Corbett	- Committee Clerk

The meeting was called to order at 6:34 p.m.

1.0 ADDITIONS TO AGENDA

1.1 There were no additions.

2.0 ADOPTION OF MINUTES

2.1 Adoption of the minutes of Tuesday, October 17, 2017

MOVED AND SECONDED

THAT the minutes of the October 17, 2017 Advisory Planning Commission meeting be adopted.

CARRIED.

All members of the Commission present voted in favour of the motion.

3.0 INFORMATION PRESENTATIONS

3.1 There were no items.

4.0 REZONING

4.1 312 Fifth Street – Heritage Revitalization Agreement

Ms. Julia Dugaro, Planning Analyst, summarized the report dated December 5, 2017, regarding a Heritage Revitalization Agreement (HRA) for a heritage home at 312 Fifth Street. The proposal is to restore and protect the original house, in exchange for increasing the floor space and adding a basement suite, along with the addition of a two-bedroom laneway house, with a larger area. The original house would be moved forward on the lot to allow the laneway house, and two parking spaces would be added.

Ms. Dugaro also indicated that a tree permit is currently underway for the property and outlined the community consultation that took place on November 5, 2017, in which 28 people attended, and six comment forms were received, all in support of the project.

In response to questions from the Committee, Ms. Dugaro provided the following information:

- Two parking spaces will be associated with the property – one carport, and one parking pad, both accessed from the lane; and,
- The increase in allowable area for the laneway house is in exchange for the designation of the main house on the property.

The owners of the property, Ms. Tara Fraser and Mr. David Vickars, along with Ms. Kirsten Sutton of D3 Dimension Drafting and Design Inc, made a presentation to the Commission, reviewing the heritage significance and history of the property, including archival photographs, the current condition of the house, the restoration objectives, green initiatives, and the planned design.

In response to questions from the Committee, Ms. Fraser, Mr. Vickars and Ms. Sutton provided the following information:

- The lane sees some traffic as a result of the Remax office behind the property and the resulting use of its parking lot;
- The other buildings on the property (garage and shed) will be removed;
- The owners are confident that the heritage house will withstand being raised and moved forward on the property;
- The heritage house currently stands on a foundation;
- The timeframe given by the City to restore the heritage house is three years, which is believed to be more than sufficient; and,
- The roof line of the laneway house has been designed in accordance with the laneway house design guidelines.

The Chair called three times for comments from the public.

The Commission thanked the Applicants for the information and noted the following comments on the proposed land use:

- Appreciation was expressed for the project and how the extra density addresses the need for family friendly housing;
- It is likely that the proposed HRA will provide a significant contribution to the Queen's Park neighbourhood and community;
- Appreciation was expressed for the inclusion of the historical photographs in the presentation;
- The proposed relaxations are suitable for the project;
- The roofline of the laneway house appears awkward and may be more successful if the design is adjusted to reflect the symmetrical nature of the surrounding neighbourhood;
- It would be important to ensure that relaxations in laneway house design guidelines and adherence to FSR do not create awkward form, as seen in the laneway house roof line of this project; and,
- A skylight balcony may be an option for providing a skylight within a dormer.

MOVED and SECONDED

THAT the Advisory Planning Commission recommend approval to Council for the application of 312 Fifth Street; and,

THAT the applicant give further consideration to adjusting the design of the laneway house.

CARRIED.

All members of the Commission present voted in favour of the motion.

Procedural Note: Christa MacArthur recused herself due to a conflict of interest.

4.2 318 Fifth Street – Heritage Revitalization Agreement

Ms. Julia Dugaro, Planning Analyst, summarized the report dated December 5, 2017, regarding a Heritage Revitalization Agreement (HRA) application for a heritage home at 318 Fifth Street. The proposal is to make minor restorations and protect the original house, in exchange for the construction of a three-bedroom laneway house, with a larger area, on the footprint of an existing garage at the rear of the house. The proposal includes two off street parking spaces.

Ms. Dugaro reported that the owners propose to replace the existing vinyl windows with wood frame windows on Fifth Street and Blackford Street within ten years, and other windows at their “end of life”, however Planning Staff have requested that all existing windows be replaced with wooden frames within ten years, and this is still under negotiation.

Ms. Dugaro also indicated that a tree survey had been conducted on the property and a hedge is due to be removed, and community consultation for the project took place on November 5, 2017, in which 28 people attended, and 12 comment forms were received, all generally in support of the project.

In response to questions from the Committee, Ms. Dugaro and Ms. Britney Quail provided the following information:

- It is the City’s practice that all work as part of a HRA is to be completed within the timeframe of the agreement, which in this case is three years;
- As the property would be designated, any future applications for work on the property would require a Heritage Alteration Permit (HAP);
- The City’s mechanism for enforcing the replacement of the windows is the Heritage Designation which would accompany the HRA. The Designation would require HAPs for all proposed future changes to the house; these changes would also be required to be consistent with a high heritage standard, which would include wood window frames; and,
- The LUPC was comfortable with a 10 year timeframe for replacement of the windows.

The owners of the house, Mr. and Mrs. Hugo and Nancy Shaw, and Christa MacArthur, Architect, made a presentation to the Commission, reviewing the following:

- History of ownership and significance of the house in the context of the neighbourhood;
- Proposed restorations, including a change of door, removal of the hedge, adjustments to the colour scheme, and restoration of the front porch rails;
- Proposed site and landscape plans;

- Design of the proposed laneway house;
- Neighbourhood benefits of the proposed HRA; and,
- Information about the window replacement, including the legal implications of registering the HRA with Land Title, details of the current windows and their lifespan, costs for replacement, and environmental factors of window replacement.

In response to questions from the Committee, Mr. and Mrs. Shaw provided the following information:

- Apart from restoring the front stairs and replacing the door, the owners propose to remove the hedge and replace (within 10 years) the windows on two sides of the house;
- There is currently a legal suite on the property which could possibly be rented out in future; and,
- The “end of life” of the windows is not currently defined in the proposed HRA, but the owners would be willing to include a definition in years if the City wishes to do so.

The Chair called three times for comments from the public.

The Commission thanked the Applicants for the information and noted the following comments on the proposed land use:

- Appreciation was expressed for the proposal and its multi-generational aspects;
- The design of the laneway house seems appropriate and recalls the design of the neighbouring house;
- Appreciation was expressed for the laneway house footprint being on the same footprint as the existing garage;
- It is likely that the proposed HRA will provide a significant contribution to the Queen’s Park neighbourhood and community;
- The Commission had mixed feelings about the removal of the hedge, however it was supported overall;
- There appears to be an environmental and sustainability component in terms of the windows in this project, which may be addressed by looking to green building best practices;
- Replacing the windows may be needless financial and environmental waste; and,
- A reasonable pace for replacing windows may be supportable.



MOVED and SECONDED

THAT the Advisory Planning Commission recommend supporting the Heritage Revitalization Agreement; and,

THAT the Advisory Planning Commission receive the December 5, 2017 report for information.

CARRIED

All members of the Commission present voted in favour of the motion.

Procedural Note: Christa MacArthur returned to the Commission at 7:48 p.m.

Procedural Note: Margaret Fairweather left the meeting at 7:50 p.m.

5.0 NEW BUSINESS

5.1 There were no new items.

6.0 REPORTS AND INFORMATION

6.1 Queen's Park Heritage Conservation Area: Proposed Community Consultation on Zoning Incentives for Protected Properties

Ms. Britney Quail, Heritage Policy Planner, reviewed the report dated December 5, 2017, and gave a presentation to the Commission outlining the guiding principles and potential zoning incentives being considered for properties protected through the Queen's Park Heritage Conservation Area (HCA).

Ms. Quail's presentation reviewed the following information:

- The Council-endorsed work plan, including the four implementation actions of the HCA:
 1. An update to the Minimum Maintenance Standards for Protected Heritage Properties Bylaw;
 2. Development of zoning based incentives for protected properties;
 3. A "Special Limited" category study and subsequent City-led Official Community Plan Amendment; and,
 4. A program to encourage voluntary protection of post-1941 homes in the Heritage Conservation Area;
- The current policies, protection levels, and regulations allowed in the Heritage Conservation Area;
- The five guiding principles, as proposed by Staff, to guide the zoning incentives work, including:
 1. Incentives developed should benefit protected properties;
 2. Benefits to the property owner should be balanced with benefits to community;

3. Consider the livability of the Queen's Park neighbourhood in the context as a single family neighbourhood;
 4. Ensure that there are meaningful opportunities for HRAs in the Queen's Park neighbourhood; and,
 5. Implementation of the incentive must not increase the amount of incentives considered for HRAs across the city.
- The three proposed zoning incentives developed by Staff:
 1. Increase in Floor Space Ratio (FSR), which would provide additional density spread over the principal house and/or laneway house – this would be simple for the City to administer and would be related to lot size;
 2. Exempt basements from the FSR calculations, opening up a potential of vastly increasing density, especially in houses that currently have a basement; and,
 3. Exempt attic space from the FSR calculations, which would generally make it harder to predict how much density would be freed up, as it would depend on the pitch of the roof, and adhering to more requirements in terms of building and fire codes.

Ms. Quail informed the Commission that community consultation will be forthcoming as a next step, and asked for the Commission's feedback and comments on the proposed incentives in order to help in directing further research and preparing the draft regulations.

In response to questions from the Commission, Ms. Quail provided the following information:

- The lot sizes in Queen's Park range from 2,000 sq. ft. to 18,000 sq. ft.;
- An increase in FSR has been proposed because it allows for flexibility within the policy rather than looking at lots individually;
- An FSR ceiling on HRA applications has not been proposed as each individual HRA is negotiated on a case by case basis and are context specific;
- Adjusting rental suite sizes has not been proposed as an incentive because it would not be permissible under the BC Building Code;
- Stratification of properties is currently only supported through the use of an HRA;
- The increase in FSR would be determined taking into consideration all houses on a property, however under the current guidelines, laneway houses have a cap of 0.1;
- The proposed incentives would be provided to existing protected houses in the HCA;
- There are no current plans to make significant changes to the laneway house program; and,



- Currently rental suites are permitted on upper floors, however satisfying the requirements, such as providing egress and a separate front door, can often be difficult on upper floors.

Upon discussion, the Commission made the following comments:

- Equitability may be an issue – there seems to be an advantage to Queen’s Park heritage homes rather than those in other neighbourhoods;
- It is possible that these incentives may only benefit bigger property owners who have the space to add additional FSR, in which case these incentives may not be equitable and beneficial to all property owners in the HCA;
- A sliding scale in terms of FSR may be beneficial whereby thresholds could be worked out and properties below a certain threshold could take advantage of a bonus in FSR;
- As there is a desire for family friendly housing in the City, it may be beneficial to allow laneway houses an FSR which equates to a family friendly size; and,
- Incentives could be oriented towards creating additional units and densification, rather than on FSR.

MOVED and SECONDED

THAT the Advisory Planning Commission accept the December 5, 2017 report; and,

THAT the Advisory Planning Commission support a revision of the guiding principles for the zoning incentives program for properties protected through the Queen’s Park Heritage Conservation Area, to encourage an increased number of family friendly forms of units; and,

THAT the Advisory Planning Commission support a revision of the proposed zoning incentives for properties protected through the Queen’s Park Heritage Conservation Area, to include a sliding scale benefitting smaller properties in order to encourage increased FSR on smaller lots.

CARRIED

All members of the Commission present voted in favour of the motion.

7.0 CORRESPONDENCE

7.1 Correspondence regarding 312 and 318 Fifth Street HRA Applications

MOVED and SECONDED

THAT the Advisory Planning Commission accept the correspondence included in the December 5, 2017 agenda package.

CARRIED

All members of the Commission present voted in favour of the motion.



8.0 NEXT MEETING

The next Advisory Planning Commission meeting is scheduled for Tuesday, January 16, 2018 in Council Chamber, City Hall.

9.0 ADJOURNMENT

ON MOTION, the meeting adjourned at 8:40 p.m.

Certified Correct,

ORIGINAL SIGNED

Peter Hall
Chair

ORIGINAL SIGNED

Heather Corbett
Committee Clerk