

# REPORT

## *DEVELOPMENT SERVICES DEPARTMENT*

To: Members of the Advisory Planning Commission                      Date: June 13, 2017

From: Lynn Roxburgh, Senior Planner                      File: 13.2525.20  
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Subject: OUR CITY 2041: Official Community Plan Adoption Bylaw and  
Associated Amendments to the Zoning Bylaw

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### **PURPOSE**

This report presents the Advisory Planning Commission with the final draft of the Official Community Plan. Once adopted, the 2017 Official Community Plan will replace the 2011 Official Community Plan. This report also presents associated amendments to the Zoning Bylaw. These amendments support infill housing by pre-zoning subject properties across the city to allow laneway and carriage houses, and creating a new zone for townhouses and rowhouses.

The purpose of this report is to seek a recommendation from the Advisory Planning Commission on the proposed bylaw.

### **BACKGROUND**

In January 2014, Council endorsed a general scope, work plan and budget for the Official Community Plan (OCP). The purpose of the revised OCP is to provide a renewed vision for New Westminster to the year 2041 and a regulatory framework to guide future growth of the city. Year one of the process, titled OUR CITY 2041, focused on conducting background research and community events to let people know about the OCP review and start the community thinking about key ideas. Year two focused on exploring housing needs and opportunities and creating the draft OCP framework: the vision, goals, and policies. The OCP framework also included the first draft of the Land Use Designation Map, which was presented to the Advisory Planning Commission in September 2016.

The final year of the OUR CITY 2041 process was focused on the drafting of the OCP and making revisions to the Land Use Designation Map. The draft OCP was supported in principle by Council on January 30, 2017. Feedback from community members, stakeholders and Council was used to revise the OCP and Land Use Designation Map. The final draft of both, which reflect these revisions, is the first focus of this report.

Through the creation of the OCP a main focus was increasing housing choice by facilitating more ground oriented, infill housing in New Westminster. Based on feedback from the community and direction from Council, staff developed an implementation strategy for the housing forms that received the highest level of support during consultation: laneway and carriage houses, and townhouses and rowhouses. The development of the implementation strategy, which ran concurrent to the OCP review process, explored what regulations are needed, what design guidelines are needed and what the approval process should look like. The design guidelines that were created are included in Development Permit Areas in OCP. The zoning regulations, which would be amended into the Zoning Bylaw, are the second focus of this report.

## **EXISTING POLICY/PRACTICE**

### **Official Community Plan**

The 2017 OCP will replace the 2011 OCP, and will become the document that guides growth and development throughout the city. In addition to the OCP, the City relies on community plans (e.g. Queensborough and Downtown) as policy documents which guide growth and development in specific neighbourhoods. Community plans align with the overarching OCP but include greater detail. Community plans will be schedules to the citywide OCP.

In some cases, further detail on implementation of the various policy areas will be found in other policies, plans, strategies and bylaws. The Affordable Housing Strategy, Master Transportation Plan, Community Energy and Emissions Plan and Envision 2032 are some examples. These documents are compatible pieces that work collaboratively with the OCP to help implement its vision.

### **Zoning Bylaw**

The current Zoning Bylaw does not include provisions for laneway or carriage housing. As a result, a detached accessory unit (i.e. a laneway or carriage house) would be added as a permitted use to the single detached dwelling districts (with the exception of the single detached dwelling districts in Queensborough, which require further study.)

While it does include zoning districts that allow for townhouses and rowhouses, none of these zoning districts were created with the intent of allowing the small scale, infill

townhouse projects contemplated during the OUR CITY 2041 process. A new infill townhouse and rowhouse zone has been created and would be added as a new zoning district in the Zoning Bylaw.

## THE FINAL DRAFT OFFICIAL COMMUNITY PLAN

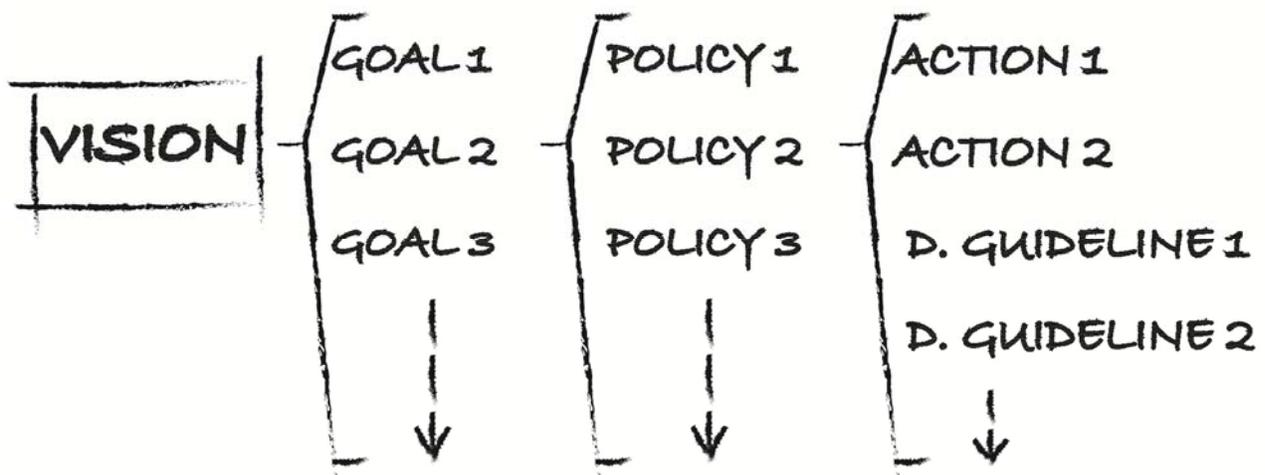
The final draft OCP provides a renewed vision to the year 2041 and the regulatory framework to guide the future growth toward achieving the vision. The OCP contains a Land Use Designation Map, which shows the types and locations of land uses that will be encouraged. The land use designations will determine future development, redevelopment and rezoning of property. The land use policies in the OCP will be implemented through development permit areas, design guidelines, zoning regulations and in some cases, heritage revitalization agreements. The OCP also includes actions for the City to undertake or continue to do toward implementing the vision.

The final draft OCP is included **Attachment 3**.

### **OCP Framework**

The OCP is organized around a framework that connects the “big picture” vision to the specific policies, actions, development permit guidelines and land use designations, needed to achieve that vision (see Figure 1). The complete planning framework will have six elements: the vision, goals, policies, actions, design guidelines and the Land Use Designation Map. Each successive element of the planning framework provides progressively more detailed instructions such that, together, they create a clear “road map” to achieve the OCP vision.

**Figure 1: Planning Framework for the Official Community Plan**



Each of the planning framework elements blend best practice with the community's priorities, as expressed by community members during the public consultation process:

- *The Vision* – the vision is a vivid description of the communities' aspirations for the future of the city. It provides a clear direction for the plan. (See page 27 of the attached final draft OCP).
- *Goals* – the goals are broad statements describing the results that the plan would seek to achieve in relation to each of the ten policy areas. (See page 33 of the attached final draft OCP).
- *Policies* – the policies describe the City's objectives or course of action related to each policy area. (Policies are dispersed between pages 35 and 144 of the attached OCP).
- *Actions* – the actions describe specific next steps to be taken by the City to further Plan implementation. Actions identify future policies to be created, relationships to be developed and specific projects to be completed. In some cases, they reinforce continuing actions that the City is already undertaking. (Actions are dispersed between pages 35 and 144 of the attached OCP).
- *Design Guidelines* – the guidelines shape the form and character of new development, protect development from hazardous conditions, and encourage best practices for promoting water and energy conservation and reducing greenhouse gas emissions. The guidelines ensure that all new development helps to implement the land use policies in the Plan. (Design Guidelines are included as Schedule B at the end of the OCP).
- *Land Use Designations and Map* – land use designations shown on the Land Use Designation Map help determine future development, redevelopment and rezoning of property. The location of land use designations helps achieve the land use policies. (See pages 145-158 of the attached OCP).

## **OCP Themes**

The OCP provides comprehensive guidance in all areas related to the economic, environmental, social and cultural development of the community. The plan review process considered a number of issues that were raised by Council, community members and other stakeholders. These issues and the City's approach to addressing them formed the seven themes of the plan which are integrated throughout the OCP's twelve goals. The seven themes are:

### *1. Housing Choice*

Encouraging more ground oriented housing forms, increasing the variety of tenures and unit sizes, and making affordable housing available for the needs of different ages, incomes, family types and abilities will help create diverse, intergenerational neighbourhoods.

2. *Neighbourhood Hearts*

Ensuring each neighbourhood in New Westminster has a heart—a central place where people gather to shop, play, access services and meet their neighbours. Neighbourhood hearts can be community facilities, Great Streets or places like the River Market.

3. *Strengthened Connections*

Creating more social and physical connections for a healthy community by fostering growth that supports all modes of transportation, creating new connections to the riverfront, addressing physical barriers that keep people from meeting and connecting, and working with neighbouring municipalities to improve regional connections.

4. *Supporting Innovation*

Pursuing new concepts or ideas to effect positive change and create value for residents, businesses and institutions. Our goal is to ensure innovative activity that benefits the local economy while creating an environment that engages our entire community in positive change.

5. *Heritage*

Celebrating and enhancing the character that makes New Westminster unique to ensure our heritage continues to be felt across the city. Present in both traditions and in physical spaces, the city continually adds new layers of heritage all of which contribute to New Westminster's cultural identity.

6. *Community Health*

Directing land use and urban design for improved health and well-being. A well-planned community can influence health by promoting physical activity, improving access to healthier foods, addressing housing needs, reducing pollution, promoting healthier natural environments and fostering good mental health.

7. *Resilience*

Becoming a resilient community by ensuring all policy areas contribute to a more socially, economically and environmentally sustainable city. Forward thinking initiatives growing out of City policy will help prepare the city to adapt to the impacts of climate change.

## OCP Land Use Designation Map

Toward the creation of the draft land use designation map the City explored how to achieve two key housing goals with the community and with Council.

### 1. *Accommodate expected growth.*

To be in conformance with the Regional Growth Strategy the City must show how and where it can accommodate 102,000 residents in New Westminster by 2041. The City's own demographic forecast anticipates that the City could grow to close to 104,000 people by 2041. Compared to the 2011 population this means approximately 34,000 new residents (16,500 new homes) and 700,000 square feet of new local-serving commercial businesses over the next 26 years.

Staff presented draft City Building Principles to the community at the Neighbourhood Visioning Process held in February 2015. They included the following principles, which will guide the work done towards achieving this goal:

- Locate the most number of residents within mixed-use, pedestrian oriented nodes that are well served by transit.
- Locate the next highest number of residents along pedestrian-oriented transit corridors.
- Locate some additional residents in single detached dwelling areas using form and character that maintain neighbourhood character.

### 2. *Increase housing choice.*

Currently single detached dwellings and apartment/condo buildings make up more than 95% of the city's housing stock. Increasing housing choice in New Westminster would be achieved by encouraging more ground oriented housing forms. Typically a ground oriented unit has a separate, exterior entrance directly accessible (without passing through a common lobby or corridor) from a street or open space.

The draft City Building Principles included the following, which will guide this work:

- Provide housing to meet the needs of different ages, incomes, family types and abilities.

## OCP Land Use Designations

The final draft OCP takes a different approach to land use designations than the current OCP. The purpose of the new approach is to provide additional clarity and direction regarding the expectations for development within each designation.

In particular, this approach hopes to make clearer the opportunities presented through Heritage Revitalization Agreements, or other similar heritage conservation tools, to retain and protect heritage assets throughout the city. Through a Heritage Revitalization Agreement a property may be eligible for incentives such as an increase in floor space, reduced parking requirements, a creative reuse of a building, regularizing an existing non-conforming use, or incorporating a heritage building into a larger comprehensive development. The purpose of the incentives is to make it viable to conserve buildings with heritage merit.

Each land use designation includes most of the following elements.

*Purpose* – an explanation of the vision and objectives of this designation.

*Principal Forms and Uses* – the primary uses or category of uses, and/or the building forms expected in areas with the designation. While these uses and forms are expected on a majority of the properties within this designation, complementary uses may occasionally occur.

*Complementary Uses* – other uses that may happen in areas with the designation. These uses may happen on the same site as primary uses or other complementary uses, or they may occur as the primary use on the site. Unlike primary uses, complementary uses are only expected occasionally and are not expected on many sites.

*Maximum Density* – a general density category to set expectations. Additional detail about height and massing may be included as design guidelines in the Development Permit Areas. Specific height and density entitlements are established by the Zoning Bylaw.

*Heritage Assets* – retention of heritage assets is a priority for the City. This section helps communicate the expectations for heritage assets that exist in areas with this designation. The appropriate incentives are unique to each property and situation. The City's heritage policies and the Standards and Guidelines for the Conservation of Historic Places in Canada (as amended from time to time) will be considered.

*Precedent Image* – an example of what the permitted form or primary use could look like.

## Development Permit Areas (DPAs)

The Development Permit Areas (provided as Schedule B to the OCP) would assist with the implementation of the OCP. The DPAs would shape the form and character of new development, protect development from hazardous conditions, and encourage best practices for promoting water and energy conservation and reducing greenhouse gas emissions.

To be user friendly, the approach has been taken that each DPA is “stand alone”, meaning that a user would only need to look at the one DPA relevant to their site, rather than looking through different sections to find relevant design guidelines. This means that the same design guidelines are often repeated in a number of DPAs. Together the DPAs will cover the entire city (excluding Downtown and Queensborough as there are DPAs in each respective plan) and will help guide all future growth. The only uses exempted are single detached dwellings (the design guidelines will only apply to the laneway or carriage house), and major institutional uses (including schools and the hospital).

The Development Permit Areas are organized into the following categories, which are based on the prominent land use or mix of uses.

### 1. *Residential Neighbourhoods*

The city’s residential neighbourhoods provide a variety of housing forms that meet the needs of different ages, incomes, family types and abilities. Each DPA under this category largely focuses on the form and character of one of the residential building types found in residential neighbourhoods. The DPA for laneway and carriage houses and the DPA for townhouses and rowhouses fall under this category.

### 2. *Residential Corridors*

Residential corridors are an important part of the urban fabric of New Westminster. Residential corridors include residential multiple unit buildings that enhance the character of New Westminster’s Great Streets and create walkable, pedestrian friendly and vibrant neighbourhoods. The DPAs in this category would apply to the portions of Sixth Street and Upper Twelfth Street that the final draft OCP proposes would transition from a commercial main street to a residential main street (where no commercial is required at grade).

### 3. *Commercial Corridors*

Commercial corridors provide a concentration of services, retail, public amenities as well as housing units to enhance the livability and walkability of the neighbourhoods they serve. Building on existing uses and integrating a mixture of commercial spaces along corridors well-served by public transit will strengthen the desirability and livability of these neighbourhoods. The DPAs in this category

would apply to East Columbia Street and the commercial portions of and Upper Twelfth Street.

4. *Mixed Use Nodes*

Mixed use nodes are important components of New Westminster's urban fabric that provide a high concentration of services, amenities, employment opportunities as well as places to live. These areas are well connected to other areas of the city by walking, transit, cycling and vehicular routes, and tend to serve as destinations for the immediate neighbourhood as well as the larger city and region. Growth around mixed use nodes will create more opportunities for a variety of housing options oriented around transit, amenities and services. Uptown is an example of a Mixed Use Node DPA.

5. *Mixed Use Neighbourhoods*

Mixed use neighbourhoods are large master planned areas in the city, such as Victoria Hill and the Brewery District, which include a variety of services, amenities, and places to live. As these master planned neighbourhoods continue to develop, they will provide important areas of growth for the city's projected population. Some will also provide important employment opportunities and will form significant clusters of activity that support the city's economic development. No updated DPAs will be created for these areas. Instead the existing design guidelines that were created specifically for each neighbourhood will continue to apply.

6. *Employment Lands*

New Westminster's employment lands are a crucial component of the City's economic and urban fabric. It will be important to maintain a balance of commercial and light industrial land into the future, while still recognizing the potential for these areas to redevelop into attractive job-oriented centres. These DPAs cover all of the lands in the city that are not intended for residential use, such as the Brunette River Industrial Area.

7. *Natural Features*

The new OCP includes a DPA to protect and enhance the Brunette River. This DPA would only apply to the stretch of the river adjacent to the Sapperton Green development. It is expected that in the future the DPA would be expanded to the rest of the river.

8. *Study Areas*

Two DPAs have been created for areas where additional analysis needs to be completed before more specific land use designations can be applied and design guidelines can be created. These DPAs will cover Bent Court as well as Lower Twelfth Street and Sharpe Street.

## INFILL HOUSING

### **Laneway and Carriage Houses**

For the purpose of the Official Community Plan, a laneway house is a detached rental unit at the rear of an existing single detached lot with a lane. A carriage house is a detached rental unit at the rear of a single detached dwelling, but is on a lot which does not have a lane.

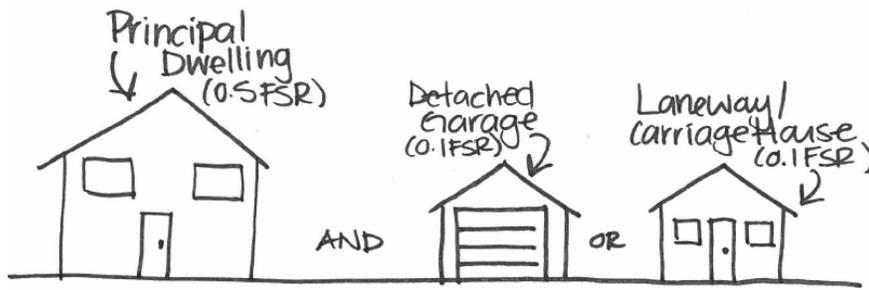
In the final draft OCP, laneway and carriage houses would be permitted on properties designated “Residential – Detached and Semi-detached” or “Residential – Ground Oriented Housing.” The OCP also includes a Development Permit Areas that provides design guidelines for the form and character of the units (included as part of Schedule B to **Attachment 3**). Regulations that would be added to the Zoning Bylaw have also been created to assist in implementation of infill housing forms. The draft zoning districts for laneway and carriage houses are provided as **Attachment 1**.

The final draft design guidelines and regulations would cover each of the topics outlined below:

*Building Size:* The size of the laneway/carriage house would be controlled in the following ways:

- Floor Space Ratio (FSR) of 0.10 for Detached Accessory Structures or Laneway/Carriage Houses. Home owners could choose to build a laneway/carriage house or a detached accessory structure (e.g. a garage). This would allow a maximum FSR of 0.6 on each property (0.50 for the principal dwelling + 0.10 for the detached accessory structure).
- A laneway/carriage house would be eligible for a Floor Space Ratio bonus of an additional 0.05 FSR if the principal dwelling was not build to the maximum (i.e. if the FSR of the main house is 0.45 or lower, an additional 0.05 FSR could be allocated to the laneway/carriage house). This would allow a maximum laneway/carriage house FSR of 0.15. The maximum FSR for the property would still be 0.6.
- The maximum building size would be limited to 958 square feet (89 square metres).

**Figure 2: RS-1 Zoning District – Illustration of Proposed Approach**



Principal Dwelling:	0.5 Floor Space Ratio
AND	
Detached Accessory Structures: (e.g. detached garages, sheds)	0.1 Floor Space Ratio
OR	
Laneway/Carriage House:	0.1 Floor Space Ratio PLUS 0.05 Floor Space Ratio IF the Floor Space Ratio for the Principal Dwelling is 0.45 or less

These calculations for building size will allow increased housing choice in the city while maintaining the existing neighbourhood character by not allowing more density than currently permitted, except through Heritage Revitalization Agreements.

*Setbacks:* Required setbacks from the side and rear property lines are intended to optimize privacy between new units, access to sunlight and opportunities for open space. Extra consideration was given to rear yard setbacks for carriage houses since there is no lane providing separation between the new unit and the neighbouring property at the rear.

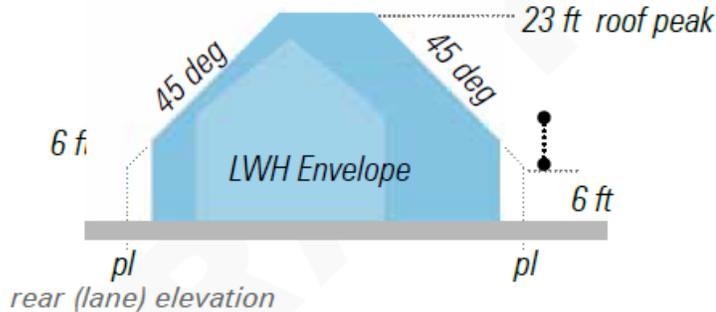
*Building Separation:* There would be a minimum distance required between the main house and the laneway/carriage house (16 feet/4.8 metres) to help ensure adequate open space, light and privacy for the new unit and the main house.

*Parking Type:* Parking pads (neither covered nor enclosed) would be encouraged since they do not add building bulk, and cannot be converted to living or storage space. Pads can be used for other purposes (e.g. play space) but are readily converted back when needed for parking. A maximum of one of the parking spaces could be a carport (covered parking). A maximum of one of the parking spaces could be a garage (enclosed parking) but would count towards the total permitted size of the unit. The total number of parking spaces required is discussed later in this report.

*Building Envelope and Massing:* The building envelope is the three dimensional space the laneway/carriage house must be located within. The building envelope is generally defined by side and rear setbacks, separation from the main house, and height. The building envelope tends to be larger than the maximum unit size would permit. This

means that it is possible to configure a laneway/carriage house in different ways, while still fitting within the envelope. The purpose of the building envelope is to ensure that whatever the configuration of the new unit, it will have minimal impact on shade, shadow, and overlook of neighbouring properties. The design guidelines for the building envelope also include a provision for the second floor of the laneway/carriage house that includes inclines that will ensure that unit is pulled back from neighbouring property lines and minimizes shade and shadows.

**Figure 3: Building Envelope Example.**



This image shows a section through the building envelope illustrating how the building envelope will be calculated for side elevations. The darker blue shape indicates the building envelope. The light blue shape indicates a possible building configuration that fits within the envelope.

**Roof Forms:** The second floor would also have to be built into the roof line (see Figure 4). This would allow a second floor while keeping the building height lower. It would make the building less bulky and allow more light into yards.

**Figure 4: Building Into Roofline**



**Privacy and Overlook:** Second floor windows have the potential to impact privacy and overlook. As a result, upper level windows would have to be designed to minimize overlook into neighbours' yards. Windows could be oriented to the lane or side street (on a corner lot). Other windows that are oriented to a neighbour's yard would not be at eye level. Instead skylights, clerestory windows (windows located above eye level) and floor level windows would be encouraged. These window types will protect privacy of adjacent houses while still allowing natural light into the unit.

Fences and landscape screening would be used to increase privacy, especially on the sides and back of the property. This would provide privacy for the new unit as well as for adjacent houses.

*Open Space:* The laneway/carriage house would be provided with a private outdoor space that is clearly delineated. The space would be at least 160 square feet (14.9 square metres), which would provide room for patio furniture and a barbeque. This would make the unit a more livable and functional place to live for the occupant. The laneway/carriage house could also have additional open space on a second floor balcony but this space has to be oriented and screened to reduce overlook. This would provide additional outdoor space while maintaining privacy between homes.

*Landscape Design:* Landscape design would be encouraged to incorporate stormwater management and must consider tree protection in accordance with the Tree Protection Bylaw. Planted areas would be required between the laneway house and the lane. This would help achieve other City objectives and would create an attractive interface between the lane and the new unit.

*Pedestrian Access:* A three foot (one metre) wide path that connects the new unit to the front street would be required. This access route is meant to make it easy for emergency services, delivery people and visitors to find the new unit. It also means that the residents of the unit have easy access to the main street. Laneway houses would also have well-designed access from the lane.

*Lighting:* Carefully considered exterior lighting creates safe, welcoming and clearly identified building entrances, lanes, and access pathways. Laneway/carriage house lighting would be expected to be neighbour friendly, avoiding glare into neighbouring and principal dwellings' outdoor or indoor spaces.

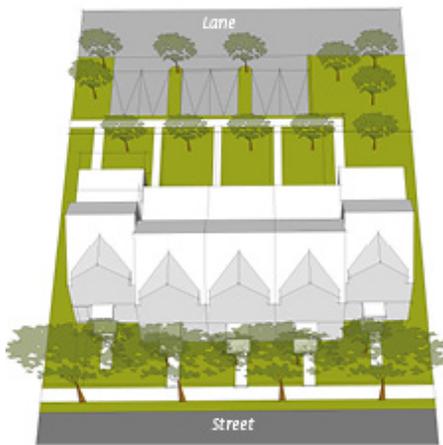
*Architectural Expression:* These guidelines anticipate buildings that enhance existing neighbourhoods. A specific architectural approach would not be identified, but design excellence and innovation would be expected, including: weather protection and passive energy performance design, long lasting materials with low maintenance costs, clearly residential architectural character.

## **Townhouses and Rowhouses**

Both townhouses and rowhouses are ground oriented units which share a wall with a unit on at least one side. Townhouses are stratified to allow multiple owners. Rowhouses are developed as freehold lots, meaning that each unit is on its own lot.

The design guidelines would allow projects in the following forms:

- *Street Fronting (Townhouse and Rowhouse)*: All units on shallow mid-block lots would face the street. This is a traditional form that creates an attractive streetscape with front doors and yards. Units also have back yards. This format also has the flexibility of being either a townhouse (stata) or a rowhouse (fee simple).
- *Courtyard (Townhouse)*: A project on deep lots could be a courtyard style development, where units face an internal courtyard. The two end units would be required to face the street. Due to the layout this format could only be a townhouse (stata), not a rowhouse (fee simple).



**Figure 5: Street Fronting Townhouse/Rowhouse**



**Figure 6: Courtyard Townhouse**

In the final draft OCP, townhouses and rowhouses would be permitted on properties designated “Residential – Ground Oriented Housing” or “Residential – Infill Townhouse.” The OCP also includes a Development Permit Areas that include design guidelines for the form and character of these buildings (included as part of Schedule B to **Attachment 3**). Regulations that would be added to the Zoning Bylaw have also been created to assist in implementation of infill housing forms. The draft zoning district for townhouses and rowhouses are provided as **Attachment 2**. The guidelines and regulations are targeted at small projects that would be designed to fit next to and across from single detached dwellings.

The final draft design guidelines and regulations would cover each of the topics outlined below.

*Density*: The maximum building width would be 125 feet (38.1 metres), which would limit the scale of a building and keep it to an infill form. The permitted base density would be a floor space ratio of 0.75. On deeper lots (120 feet/36.57 metres or greater), where courtyard style development is possible, the density may increase to a floor space

ratio of 0.85. Units would be permitted to have basements, which would not count towards to total floor space ratio.

*Setbacks:* Setbacks provide adequate separation between neighbours, support a streetscape with transitions between varying front yard depths and optimize functional front and back yards. Generally setbacks for side yards are more than what would be required for a single detached dwelling to increase the separation from neighbouring houses. The side setback will be greater for courtyard style (14 feet/4.26 metres) than for street fronting (6 feet/1.8 metres) and would act as backyards. Requiring a side yard that is substantially larger than what is normally required in a single detached dwelling neighbourhood helps ensure a new courtyard development would have minimal impact on neighbouring homes and their backyards.

The minimum front yard for projects would be 14 feet for both project types. However, the end units of street fronting townhouse projects would be greater (19feet/5.8 metres) to improve the transition to neighbouring houses.

*Parking Type:* Parking pads (neither covered nor enclosed) are encouraged. Parking pads are preferred they do not add building bulk and cannot be converted to storage space. It is also use for other uses (e.g. play space) but can be readily converted back when needed for parking. A detached carport would be permitted but the size (number of stalls) per carport would be limited.

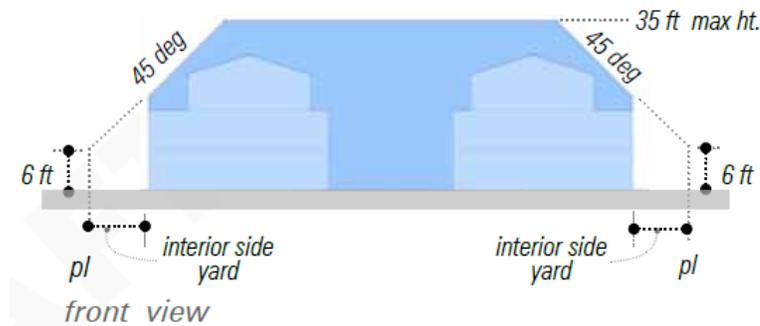
*Parking Number:* One parking stall would be required for each unit. Townhouse projects would also be required to provide one visitor parking space. Parking for a townhouse is in a common area which is shared by all the owners, and can therefore include an additional space. Each rowhouse would be on its own property. One parking space would be provided on the individual property for each rowhouse and no visitor parking would be included as there would be no common (shared) space to locate it.

*Building Height:* Units can be up to two and a half floors. For street fronting projects, the end units could only be two floors due to their closer proximity to neighbouring houses. This will make livable units while also ensuring that these new townhouses work well as neighbours to single detached dwellings.

*Building Envelope and Massing:* The building envelope is the three dimensional space the townhouse/rowhouse building must be located within. The building envelope is generally defined by front, side and rear setbacks, and height. The building envelope tends to be larger than the maximum building size permitted. This means that it is possible to configure a building in different ways, while still fitting within the envelope. The purpose of the building envelope is to ensure that whatever the configuration of the new units they will have minimal impact on shade, shadow, and overlook of neighbouring properties. The design guidelines for the building envelope focus on the

second floor and third floor by including inclines that will ensure that unit is pulled back from neighbouring property lines and minimizes shade and shadows.

**Image 7: Building Envelope Example**



This image shows a section through the building envelope illustrating how the building envelope will be calculated for side elevations. The darker blue shape indicates the building envelope. The light blue shape indicates a possible building configuration that fits within the envelope.

*Open Space:* Private outdoor space will be located in the backyard of each unit. The space would be a minimum of 160 square feet (14.9 square metres). This would ensure the units are livable and functional.

*Landscape Design:* Landscape design would be encouraged to incorporate stormwater management and must consider tree protection in accordance with the Tree Protection Bylaw. Planted areas would be encouraged within the parking area to break up the size of continuous parking. This will help achieve other City objectives such as tree protection and stormwater management.

*Privacy and Overlook:* Fences and landscape screening would be required between back yards to increase privacy of the private outdoor space. This would provide privacy for the each of the units as well as for adjacent homes.

*Architectural Expression:* These guidelines would encourage new development that emphasizes livability and responds to the West Coast climate through the use of durable, long lasting materials, passive design elements including solar shading on the west and south elevations, outdoor spaces located to optimize sun and surveillance and generous areas of glazing to optimize daylighting.

## **ZONING BYLAW AMENDMENT**

In addition to the final draft OCP, a Zoning Bylaw amendment is also being proposed. The intent of the amendment is to assist with the implementation of infill housing forms considered in the OCP, specifically: laneway and carriage houses, and townhouses and rowhouses as described above. Both the design guidelines and regulations reflect

principles that ensure infill housing is designed to fit within the existing neighbourhood and have minimal impact on streetscapes.

The Zoning Bylaw amendment would add laneway and carriage houses as a permitted use to those single detached dwelling properties (i.e. those with an “SR” or “NR” zoning district) that are also designated “Residential – Detached and Semi-Detached” and “Residential – Ground Oriented Housing” in the OCP. The zoning would not be changed for properties with other designations (e.g. “Residential – Infill Townhouse”). The single detached dwelling zoning in Queensborough would not be changed since further study is required.

The Zoning Bylaw amendment would add regulations for laneway and carriage houses to the zoning districts, including the permitted density and height, and the required parking. The draft zoning districts for laneway and carriage houses are provided as **Attachment 1**.

The Zoning Bylaw amendment would also add a new zone for infill townhouses and rowhouses to the bylaw. The draft zoning district for townhouses and rowhouses are provided as **Attachment 2**. This zone would be added to the Zoning Bylaw but would not be applied to any property. Anyone wanting to build townhouses or rowhouses would have to go through a rezoning process.

## **CONSULTATION**

There has been extensive consultation throughout the OCP review that has included community members, stakeholders and City committees. The feedback received has been presented to Council regularly during the OCP process.

In addition, an OUR CITY Advisory Group, made up of community members appointed by Council, has been involved throughout the process. The members of the Advisory Group met prior to each consultation event to provide advice about the structure of the event and provide feedback on the material. Many of the Advisory Group members also attended events, providing an additional source of information about the process and materials.

*Community Consultation:* Numerous consultation activities were held throughout the review process, including fifteen open houses, booths at seven community events, eleven workshops and five online surveys. Events, especially the workshops, were well attended and where considered a success. Throughout the process young people (under 35), renters and people living in Brow of Hill have been underrepresented in the consultation. Older adults (50-64), owners, and long-time New Westminster residents (e.g. have lived in the city for more than nine years, have been overrepresented.

*Stakeholder Consultation:* In a January 19, 2014 Council report, staff outlined the requirements of the Local Government Act for early an ongoing consultation with agencies and organizations such as Metro Vancouver, TransLink, New Westminster Schools and neighbouring municipalities. Letters were sent to stakeholders at each milestone of the OCP process, including when the first draft of the goals and policies were released, and when the first draft of the Land Use Destination Map was released.

*City Committee Consultation:* Fourteen of the City's committees were identified to have an interest in the OCP (e.g. Community and Social Issues, Youth Advisory Commission, Environment Advisory Committee) and were visited twice through the process. Their feedback was focused on the policies in the OCP and was considered during revisions to the document.

*Invited Meetings:* Over the course of the OCP process staff attended a number of meetings when invited, including residents' associations. These meetings provided an opportunity to get additional feedback and to promote the planned public consultation activities.

*Letter, Emails, Phone Calls and Petitions:* Numerous emails, letters and phone calls were received during the OCP process. This feedback was incorporated with, and considered along with the feedback received during community consultation events. In addition to the emails and phone calls, a number of petitions were also received. Each was presented to Council and was considered when they set direction.

## **NEXT STEPS**

This APC meeting will be the last significant opportunity for the community to provide input into the OCP before the final version is presented to Council. It is anticipated that the OCP and the Zoning Bylaw amendments will be presented to Council on June 26, 2017 for first and second readings. If first and second readings are given to the bylaws, a public hearing is expected to be set for September 18, 2017.



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Lynn Roxburgh,  
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