



Meeting June 19, 2023

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COUNCIL REPORT

TO: MAYOR & COUNCIL

FROM: GENERAL MANAGER PLANNING AND DEVELOPMENT

SUBJECT: **HOUSING CHOICES – FINAL PROGRAM FOR PHASE 1A AND SCOPE FOR PHASE 1B**

PURPOSE: To obtain Council approval for the final program for Housing Choices Phase 1a, and the scope and schedule for Phase 1b.

RECOMMENDATIONS

1. **THAT** the final program for Housing Choices Phase 1a, to permit laneway homes and secondary suites in semi-detached homes on properties with lanes, and on corner lots and through lots, in Burnaby's single and two family neighbourhoods, be approved;

THAT staff is directed to bring forward a report outlining the bylaw amendments required to implement the final program for Housing Choices Phase 1a, concurrently with the necessary amendment bylaw.

2. **THAT** the proposed scope and schedule for Housing Choices Phase 1b, to permit laneway homes and secondary suites in semi-detached homes on properties without lanes, and additional housing types with three or four units on all properties in single and two family neighbourhoods, be approved; and

THAT staff be authorized to prepare a report outlining tools for retention of heritage resources in single and two family neighbourhoods.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

I concur with the recommendation of the General Manager Planning and Development.

EXECUTIVE SUMMARY

This report seeks Council approval for the final program for laneway homes and suites in semi-detached homes on properties with lanes. It also seeks Council approval on the scope and schedule for the next phase of the Housing Choices program, to expand lot eligibility to properties without lanes, as well as introducing other forms of housing to single and two family neighbourhoods.

1.0 POLICY SECTION

The Housing Choices program generally aligns with the following Council adopted plans, reports and policies: *Corporate Strategic Plan* (2022), *Official Community Plan* (1998), *HOME: Burnaby's Housing and Homelessness Strategy* (2021), *Burnaby's*

Housing Needs Report (2021), and the Mayor’s Task Force on Community Housing Final Report (2019).

2.0 BACKGROUND

Housing Choices is a City program to introduce more housing variety to Burnaby’s single and two-family neighbourhoods. The program was set up to implement one of the actions from Burnaby’s 10-year housing action plan (*HOME: Burnaby’s Housing and Homelessness Strategy*), adopted by Council on December 6, 2021.

On February 27, 2023, Council approved the draft program for Phase 1a of Housing Choices. Phase 1a focuses on permitting laneway homes and suites in semi-detached homes on single and two-family properties with lanes. In March and April 2023, staff shared the draft program with the public. The feedback received has been considered in preparing the recommended final program for Phase 1a, which is presented in Section 3.1 of this report.

When the Housing Choices program was first launched in February 2022, Council requested that staff expand Phase 1 to include additional small-scale housing types in advance of the Official Community Plan update. These additional housing types will be introduced in Phase 1b. A proposed scope of work and schedule for Phase 1b of Housing Choices is presented in Section 3.2 of this report.

3.0 GENERAL INFORMATION

3.1 Phase 1a: Laneway Homes and Suites in Semi-Detached Homes

Phase 1a: Program Update

The draft program for Phase 1a was approved by Council on February 27, 2023, and presented to the public in open houses in March 2023. Following public consultation, several changes are being recommended to the draft program, to improve livability and make it easier to build these types of housing. These changes are outlined below.

Changes to the draft program:

- **Lot Eligibility:** reducing the minimum lot width and area required to build a semi-detached home or duplex in the R4 and R5 Zoning Districts. This will enable more properties in two-family zones to build semi-detached and duplex homes.
- **Semi-detached Floor Area:** removing the restrictions on floor area that were previously applied to the top storey of a two-storey semi-detached home. This will make it easier to provide upstairs bedrooms in semi-detached homes.
- **Semi-detached Ground Level Suites:** changing “accessible basement suites” in semi-detached homes to “ground level suites” that meet the SAFERhomes universal design standard. The elevation of these suites to ground level will allow for greater accessibility and livability. Universal design focuses on creating barrier-free living spaces for all ages and abilities.

- **Removing Cellars:** prohibiting cellars in laneway homes and semi-detached homes. Basements will be permitted (as shown in the draft program) but cellars will not be permitted. The difference between a cellar and a basement is that a basement has more of its height above ground (a basement has more than 50% of its height above ground whereas a cellar has more than 50% of its height *below* ground). Basements are preferred over cellars as they provide more light and livable space for occupants.
- **Laneway Home Minimum Size:** increasing the minimum size of a laneway home to 32.52 m² (350 sq. ft.). This change is to increase livability and align with concurrent proposed changes to minimum unit sizes in Burnaby.
- **Laneway Home Height:** changing the building height calculation method. The height of a laneway home will be measured from *the lowest* point on the perimeter of the laneway home. The lowest point will be the lower of the natural or finished grade. This will reduce the potential height of a laneway home on sloping lots and will help to protect views.
- **Laneway Home Fire Access:** Adding a maximum distance from a street for siting laneway homes without sprinkler systems. Laneway homes without sprinkler systems must be located within 45 metres of a street. This will better support fire safety and access, as fire hoses have a limited reach from the fire truck.
- **Bike Storage:** Removing the proposed below-height bike locker floor area exemption. Instead, bike storage sheds may be added under the current regulations as an accessory building. The floor area of an accessory building will not count towards the floor area of the laneway home or the principal home. Bike storage within a carport or a smaller “bikeport” will also be encouraged and will not be counted as floor area.

Phase 1a: Final Program

The final program for Phase 1a is presented in (*Attachment 1*). This includes all of the recommended changes outlined above.

Phase 1a: Next Steps

If the final program for Phase 1a, as presented in (*Attachment 1*), is approved by Council, the bylaw amendments required to support the program will be advanced to Council in July, with the opportunity for final adoption at the subsequent Council meeting in late August. Shortly after final adoption, eligible property owners will be able to apply for a building permit to build laneway homes and suites in semi-detached homes.

3.2 Phase 1b: Additional Housing Types for All Single and Two Family Lots

Phase 1b: Program Update

Phase 1b will expand eligibility for laneway homes and suites in semi-detached homes to properties without lanes, as well as permit additional housing forms with three or four units on single and two family lots.

In April 2023, the BC government announced a “Homes for People (HFP)” plan that includes proposals to loosen zoning restrictions in single and two family lots across the province. This may mean permitting up to three or four dwelling units on all single and two family lots, depending on the lot type, and potentially more units in locations that are close to transit. These proposals have the potential to align well with Phase 1b of the Housing Choices program. Additional details are anticipated from the Province in the fall. At that time, where feasible, provincial legislation will be incorporated into the planning process for Phase 1b.

Phase 1b: Scope

The proposed scope for Phase 1b includes the following items:

- Permitting laneway homes on properties without lanes;
- Permitting suites in semi-detached homes on properties without lanes;
- Permitting additional configurations for three or four units on single and two-family lots, with or without lanes. These may include permitting:
 - single-family homes with two suites;
 - duplexes and semi-detached homes in more zone districts and on smaller lots;
 - triplexes;
 - fourplexes;
 - cottage courts (3 or 4 detached units on a lot);
 - duplex and semi-detached laneway homes; and
 - secondary suites in the above housing forms.
- Considering the appropriate mix of strata and rental housing units;
- Considering new incentives for properties on the heritage inventory to encourage retention of heritage buildings;
- Responding to anticipated provincial legislation which may require permitting additional units on eligible properties near frequent transit; and
- Making minor revisions to Phase 1a regulations, if required. These will respond to feedback from the initial intake of building permits for laneway homes and suites in semi-detached homes.

Phase 1b: Schedule

The proposed schedule for Phase 1b is as follows:

June 2023	Seek Council approval of Phase 1b scope and schedule (this report)
July/Aug 2023	Conduct a public survey on housing types for Phase 1b
Sept 2023	Incorporate provincial housing legislation (if available)
Oct/Nov 2023	Set out the draft program for Phase 1b
Dec/Jan 2023	Consult with the public on the draft program for Phase 1b
Feb 2024	Seek Council approval on the final program for Phase 1b
March 2024	Amend City bylaws to implement the final program for Phase 1b

Phase 1b: Next Steps

If the scope and schedule for Phase 1b are approved by Council as recommended in this report, staff will immediately start this work. The first step will be to launch a public survey on the housing types for Phase 1b. This survey will be made available to the public over the summer.

3.3 Housing Choices: Retention of Heritage Resources

The final program recommended for Phase 1a, and introduction of additional housing options in Phase 1b, has implications for the retention of heritage homes.

Local governments in BC can provide incentives to property owners to protect a heritage resource, including entering into Heritage Revitalization Agreements (HRAs). HRAs provide for variances to the *Zoning Bylaw* in consideration of retention, conservation, and designation of heritage building. The City maintains an inventory of heritage resources considered to have heritage value and potential eligibility for an HRA. This “heritage inventory” is updated as resources are protected or demolished.

Excluding City-owned properties, there are currently 90 heritage resources listed in the inventory. Of those, 61 are buildings located in R Residential zone districts. 25 of those 61 buildings are located in R4 and R5 Districts and do not meet the current Zoning Bylaw requirements for a two-family home. However, with the reduction in minimum lot size for two-family homes, which is recommended for the Phase 1a program, these 25 lots could redevelop with a semi-detached home with two secondary suites.

The proposed change would provide an incentive for the owners of these 25 properties to redevelop their lot to maximize the permitted density. The City is currently losing more homes on the heritage inventory to demolition than are being retained through HRAs. Since January 2021, three privately owned residential heritage resources have received demolition permits. Only two applications for retention of residential heritage resources through an HRA were advanced to Council during the same period.

Staff are currently completing a review of the City’s heritage policies and programs, including the City’s use of tools available under the *Local Government Act* for retention of heritage resources. The intent of the review is to inform the policy recommendations of the Official Community Plan (OCP) update. However, as housing policy updates are being made in advance of the OCP update, it is recommended that Council authorize staff to prepare a report outlining tools that the City could implement to retain heritage resources in residential neighbourhoods concurrent to advancing the Housing Choices program.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Community engagement for the Housing Choices program began in spring 2022. A dedicated project webpage was established at that time. As of May 15, 2023, the project webpage has been accessed 27,220 times, by a total of 17,402 users.

Phase 1a included three rounds of community engagement and directly involved over 4,000 people. Events included two public surveys, three virtual workshops, one in-person workshop and three open houses. A summary of what we heard was provided in reports to Council on May 30, 2022 and February 27, 2023. A final round of engagement was held in spring 2023 to present the draft program to the public before finalizing the details. A summary of what we heard is presented in (*Attachment 2*).

Engagement for Phase 1b will begin with a survey on the housing types and forms that are being considered for this phase. Information collected from this survey will be considered in conjunction with the anticipated provincial housing legislation to develop a draft program for Phase 1b.

5.0 FINANCIAL CONSIDERATIONS

As more housing units are introduced to Burnaby's neighbourhoods through the Housing Choices program, there will be costs to upgrade lane infrastructure and provide ongoing servicing. Supplementary annual utility fees will be levied to pay for annual sewer, water and garbage collection services. Additional information on servicing upgrade costs and utility fees is provided in (*Attachment 1*).

Funding for infrastructure and policy development to support new housing units created through the Housing Choices program may be available through the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF). CMHC has identified Burnaby as a growth leader within the large/urban stream and the City will be submitting its HAF application in advance of the summer intake.

Respectfully submitted,

E.W. Kozak, General Manager Planning and Development

ATTACHMENTS

Attachment 1 – Housing Choices Phase 1a: Final Program

Attachment 2 – Housing Choices Phase 1a: Summary of Feedback on the Draft Program

REPORT CONTRIBUTORS

This report was prepared by Sarah Crawford, Planner 2, and reviewed by Lily Ford, Planner 3, Carl Isaak, Director Community Planning, and Lee-Ann Garnett, Deputy General Manager Planning and Development.

Attachment 1. Phase 1a: Final Program

This attachment provides details of the final program for Housing Choices: Phase 1a, to introduce laneway homes and suites in semi-detached homes to single and two family properties on lanes in Burnaby.

A “How-To” guide will be prepared to assist residents in understanding these regulations. A frequently asked questions (FAQ) section is also available on the Housing Choices website (www.burnaby.ca/HousingChoices). Any questions may be directed to HousingChoices@Burnaby.ca.

Details of the final program are provided in the following sections:

- 1.0 Laneway Homes
- 2.0 Suites In Semi-Detached Homes
- 3.0 Additional Information

1.0 LANEWAY HOMES

FINAL PROGRAM FOR PHASE 1A: LANEWAY HOMES	
Zoning Districts	R1, R2, R3, R4, R5, R6, R9, R10, R11, R12 and RM6.
Eligible Lots	<p>Eligible lots must have:</p> <ul style="list-style-type: none">• A single-family home; <i>and</i>• Vehicular access to the rear yard from the side or rear of the property, via an open lane or residential street. <p>Notes:</p> <ol style="list-style-type: none">1. Corner lots or double frontage lots (‘through lots’) that do not have access to an open lane will require access approval from the Engineering Department.2. If a lot is near a stream, Streamside Protection and Enhancement Area regulations may limit the ability to construct a laneway home. (See Section 6.23 of the Zoning Bylaw)
Units per Lot	Eligible lots may have up to 3 units. These may include a single family home with a secondary suite, and a laneway home.
Tenure	<ul style="list-style-type: none">• A lot with a laneway home must remain under a single title. This means that a laneway home cannot be stratified or otherwise subdivided, and cannot be sold separately from the main home.• A laneway home may be rented out as a long term rental unit. Short term rentals will not be permitted in laneway homes.• The owner will not be required to live on the property. If the owner lives off-site, an annual house rental business license will be required. Only one license will be required per lot.
Floor Area	<p>Maximum Floor Area for a Laneway Home:</p> <ul style="list-style-type: none">• Up to 20% of the lot area, but no larger than 140 m² (1,507 sq. ft.). <p>Minimum Floor Area for a Laneway Home:</p> <ul style="list-style-type: none">• 32.52 m² (350 sq. ft.) <p>Notes:</p> <ol style="list-style-type: none">1. The floor area calculation for a laneway home will exclude:<ul style="list-style-type: none">• Floor area of the principal dwelling• Floor area of carports that are attached to the laneway home• Floor area of any accessory buildings that are not attached to the laneway home (e.g. garages, sheds, workshops, bike sheds/lockers)

Height	<p>Maximum Height for a Laneway Home:</p> <ul style="list-style-type: none"> • No more than 2 storeys; and • Up to 7.6 m (24.9 ft.) for a sloping roof; or • Up to 6.7 m (22 ft.) for a flat roof. <p>Notes:</p> <ol style="list-style-type: none"> 1. The height of a laneway home will be measured from the lowest point on the perimeter of the laneway home. The lowest point will be the lower of the natural or finished grade. 2. A laneway home cannot exceed the maximum height permitted for the principal dwelling, as provided in the Zoning Bylaw. 3. Basements are permitted in laneway homes and will count as one storey.
Location on the lot	<ul style="list-style-type: none"> • A laneway home must be located in the rear yard. <p>Minimum setbacks for the laneway home:</p> <ul style="list-style-type: none"> • 2.4 m (7.87 ft.) from the main house • 2.4 m (7.87 ft.) from a detached garage or other accessory building • 1.2 m (3.94 ft.) from the rear lot line • 1.2 m (3.94 ft.) from the side lot line <p>Notes:</p> <ol style="list-style-type: none"> 1. On a corner lot, the rear yard is the area furthest from the front lot line. The front lot line is usually the narrowest street frontage. 2. On a corner lot, the side yard setback from the flanking street will be the same as for the main house. 3. On a double-fronted lot (also called a “through lot”) there is technically no rear yard, so a laneway home should be located behind the main residence. 4. If a lot is near a street/lane intersection, the regulations to maintain vision clearance at intersections may impact the siting of a laneway home (Zoning Bylaw section 6.13). 5. An unsprinklered laneway home may not be located further than 45m (147.64 ft.) from a lot line abutting a road.
Lot Coverage	<ul style="list-style-type: none"> • 45% maximum for buildings/structures • 70% maximum for impervious surfaces
Parking	<ul style="list-style-type: none"> • 1 parking space will be required on the property. This must be uncovered or in a carport, and meet the City standard for a van accessible parking space. <p>Notes:</p> <ol style="list-style-type: none"> 1. The parking space may be located within the side yard setback, subject to vision clearance at intersection regulations (Zoning Bylaw section 6.13). 2. The parking area must include an energized outlet capable of providing Level 2 charging for an electric vehicle. 3. Additional parking spaces may be provided on the property but will not be required. These may be uncovered, in a carport, or in a garage. 4. Parking/storage for bikes, strollers etc. may be provided in detached accessory buildings, attached “bikeports” or bike lockers.
Environmental Design	<ul style="list-style-type: none"> • Laneway homes must meet BC Energy Step Code Level 3 <p>Notes:</p> <ol style="list-style-type: none"> 1. Laneway homes are considered Part 9 residential buildings under the BC Building Code. As of May 1, 2023, Step Code Level 3 is the new provincial standard for all Part 9 buildings. 2. An additional 0.5 m (1.64 ft.) in height may be permitted to support passive house, net zero, or BC Energy Step Code 5 buildings.
Outdoor Space	<ul style="list-style-type: none"> • Trees must be retained or replaced as per the <i>Burnaby Tree Bylaw</i>. Additional information is provided in Section 3.0 of this attachment. • Private outdoor space for the laneway home will be encouraged: a minimum 4 m² (43.06 sq. ft.) private patio or minimum 3 m² (32.29 sq. ft.) deck or balcony.
Access/ Addressing	<ul style="list-style-type: none"> • A minimum 0.9m (3 ft.) wide pathway is required from the street to the laneway home. • An apartment-style address will be added to the main address to identify laneway homes (e.g. L1-1234 Main Street).

Servicing and Utilities	<ul style="list-style-type: none"> • Separate sewer, water and power services. • An annual supplementary utility fee will be charged for a laneway home. Additional information is provided in Section 3.0 of this attachment.
Application Process	<ul style="list-style-type: none"> • Building permit • A “How-To” guide will be provided to assist with building permit applications. • A preapproved design library will be set up to accompany the program. Additional information is provided in Section 3.0 of this attachment.
Heritage	Exceptions to these regulations may be considered to preserve heritage buildings, through the Heritage Revitalization Agreement process.

2.0 SUITES IN SEMI-DETACHED HOMES

FINAL PROGRAM FOR PHASE 1A: SUITES IN SEMI-DETACHED HOMES	
Zoning Districts	R4, R5, R6, R12 and RM6.
Eligible Lots	<p>To add a semi-detached home in the R4, R5, R6 or RM6 Districts a lot must be at least:</p> <ul style="list-style-type: none"> • 557.4 m² (6,000 sq. ft.) and 15.0 m (49.2 ft.) wide. <p>To add a semi-detached home in the R12 District a lot must be at least:</p> <ul style="list-style-type: none"> • 306.57 m² (3,300 sq. ft.) and 9.15 m (30 ft.) wide on lots <i>with</i> lanes, or • 306.57 m² (3,300 sq. ft.) and 13.7 m (45 ft.) wide on lot <i>without</i> lanes. <p>To add secondary suites to a semi-detached home, an eligible lot must have:</p> <ul style="list-style-type: none"> • A semi-detached home (two attached units placed side-by-side or front-to-back). • Vehicular access to the rear yard from the side or rear of the property, via an open lane or residential street.
Maximum Dwelling Units per Property	Eligible lots may have up to 4 units: two semi-detached units, each with one secondary suite per unit.
Ownership	<ul style="list-style-type: none"> • A semi-detached home may be stratified into two ‘primary’ units (each side may be sold separately). However, a secondary suite may not be separately stratified (sold separately) from a primary unit. • A secondary suite may be rented out as a long term rental unit. Short term rentals will not be permitted in secondary suites. • The owner will not be required to live on the property. If the owner lives off-site, an annual house rental business license will be required.
Floor Area	<p>Maximum Floor Area for a Secondary Suite:</p> <ul style="list-style-type: none"> • There will be no maximum floor area for a secondary suite, but it must be contained within a semi-detached unit. • Ground level suites, and basements containing secondary suites, may be added to a two-storey semi-detached home. The floor area of the secondary suite will not count toward the total floor area permitted for the semi-detached home. <p>Minimum Floor Area for a Secondary Suite:</p> <ul style="list-style-type: none"> • 32.52 m² (350 sq. ft.) <p>Notes:</p> <ol style="list-style-type: none"> 1. A “ground level suite” means a suite at or below ground level with an accessible path to the front door that is certified as meeting universal design standards. See additional details in Section 3.0. 2. The floor area of a basement or ground level suite must be no greater than the floor area of the storey above. 3. The top floor of a semi-detached home has no maximum size, but must be at least one third of the permitted above grade floor area.
Maximum Height	<p>Semi-detached homes that include a suite:</p> <ul style="list-style-type: none"> • Two storeys plus basement; and

	<ul style="list-style-type: none"> Up to 9.0 m (29.5 ft.) for a sloping roof or 7.4 m (24.3 ft.) for a flat roof. <p>Semi-detached homes that include a ground level suite:</p> <ul style="list-style-type: none"> Two storeys plus ground level suite; and Up to 10.5m (34.4 ft.) for a sloping roof, or 8.9m (29.2 ft.) for a flat roof.
Setbacks	<ul style="list-style-type: none"> Setbacks for semi-detached homes will be as per existing Zoning Bylaw regulations.
Lot Coverage	<ul style="list-style-type: none"> As per existing Zoning Bylaw regulations 70% maximum for impervious surfaces
Parking	<ul style="list-style-type: none"> 2 parking spaces will be required on the property (one per side of the semi-detached home). These must be uncovered or in a carport. Parking spaces for suites must meet the City standard for an accessible parking space. Parking spaces for ground level suites should meet the City standard for a van accessible parking space.
Environmental Design	Step Code Level 3
Outdoor Space	<p>As per the <i>Burnaby Tree Bylaw</i>. Additional information is provided in Section 3.0 of this attachment.</p> <p>Private outdoor space for each suite will be encouraged: minimum 4 m² (43.06 sq. ft.).</p>
Access/ Addressing	S suffixes will be added to the main address to identify secondary suites. (e.g. S1- 1234 Main Street).
Servicing and Utilities	<ul style="list-style-type: none"> Servicing for secondary suites in semi-detached homes will be as per secondary suites in single-family homes. An annual supplementary utility fee will be charged for each secondary suite that is rented out. Additional information is provided in Section 3 of this attachment.
Application Process	<ul style="list-style-type: none"> Building permit A "How-To" guide will be provided to assist with the application process. A pre-approved design library will be set up to accompany the program. Additional information is provided in Section 3.0 of this attachment.

3.0 ADDITIONAL INFORMATION

This section provides additional details for implementing Phase 1a of the Housing Choices program. This includes:

1. Infrastructure Upgrades
2. Trees and Green Space
3. Universal Design Standards
4. Pre-approved Designs
5. Supplementary Utility Fees

1. Infrastructure upgrades

As laneway homes have their main access facing the back lane of the property, careful assessment of lane conditions and standards must be incorporated to ensure the infrastructure associated with these housing types meet the appropriate levels of service.

Lane infrastructure may include upgrading to formal drainage systems (storm sewers, catch basins, etc.) rather than ditches with driveway culverts, pavement rehabilitation and surface works such as full width lane paving, curbs, as well concrete letdowns on

either side of the lane. Consideration must also be given to proper lighting, garbage collection, and pedestrian and vehicular movements in the lane.

Based on historical construction costs, it is estimated that lane upgrades would be in the range of \$2,000 to \$3,000 per linear metre. It is important to note that these costs do not include other features to address site specific conditions such as fencing, steepness and grade differentials requiring structural walls between the property and the lane, and/or other environmental factors.

2. Protecting Trees and Green space

As the Housing Choices program progresses, protection of Burnaby's trees will be challenging. The Tree Bylaw is currently being reviewed and this is expected to be completed by the end of this year. However, under current legislation (*BC Community Charter*) the Tree Bylaw cannot prevent development of a lot in accordance with the density allowed under the Zoning Bylaw.

The final program for Phase 1a includes minimal setbacks and lowered parking requirements to maximize the options for locating buildings, and make it easier to retain existing trees. Reductions to front setbacks are also being considered for Phase 1b which will provide additional options for building placement. The existing maximum lot coverage requirement of 45% has been retained to try to protect greenspace, tree roots and manage stormwater runoff. The impervious surface maximum of 70% is also retained.

The Tree Bylaw can be used to require fees, tree-cutting permits and replacement trees or contributions to the Civic Tree Reserve Fund for planting new trees on public lands. As part of the review, options are being considered to maintain the goal of no net loss of trees, and if possible, net gain, via replacement tree planting.

3. Universal Design Standard

Semi-detached homes containing suites that meet a universal design standard will be provided with additional height to elevate these suites to ground level. This will result in a three-level home where all of the living space is fully above ground. The objective is to encourage the development of more rental suites in the City that can be used to the greatest extent possible, regardless of age, size, ability or disability.

Universal design is “a set of features, principles and strategies that can be incorporated into the design and construction of a home, to allow it to be adapted easily and cost-effectively to keep pace with changing needs. Universally designed houses allow their occupants to live safely, comfortably and independently in their home as they age, without the need for any costly upgrades or renovations.” (*CMHC information on the SAFERhome Standard, 2017*).

To demonstrate that a suite has been built to a universal design standard, applicants will be asked to provide certification from the SAFERhome Standards Society as part of the building permit process. This standard is used by BC Housing and has been recommended by the Rick Hansen Foundation. The SAFERhome Standards Society keeps a registry of all of the units that have been certified as meeting the universal

design standard in BC, including laneway homes and secondary suites. This will be useful in tracking rental units in Burnaby that have been built to a Universal Design standards. See www.saferhomestandards.com for additional details on this standard.

4. Pre-approved Designs

A pre-approved design library will be set up to accompany the program. Plans for laneway homes or semi-detached homes with suites that have been permitted by the City, and that meet key City policy objectives, and/or demonstrate best practices will be added to a public design library following occupancy, and be available for purchase from the designer. Examples of key objectives are universal design standards, or higher levels of the BC Energy Step Code or Zero Carbon Step Code.

Building permit applications that use designs from the preapproved design library may receive faster approval than other designs.

5. Supplementary Utility Fees

i) Laneway Homes

Utility charges for laneway homes will be levied as follows:

- If there is an existing flat rate service for the primary residential property, waterworks and sanitary sewer utility fees will be levied for the laneway home upon receipt of an occupancy permit for the laneway home:
 - Utility fees for the laneway home will be charged for the calendar year, less the portion of the year before the laneway home occupancy permit was issued;
 - An additional utility notice will be issued to the property owner to reflect the laneway home;
 - Ongoing fees will be applied annually, and issued each January to the property owner on the annual utility notice;
 - Service disconnection: No adjustment will be made to utility fees for a period of 28 days following receipt of the disconnection request or notice of issuance of a demolition permit.
- If there is no existing flat rate service for the property, waterworks and sanitary sewer utility charges will be levied for the property in two parts:
 - Utility fees for the main house will be charged for the calendar year, less the portion of the year before the building permit for the main house was issued;
 - Utility fees for the laneway home will be charged for the calendar year, less the portion of the year before the laneway home occupancy permit was issued;
 - Additional utility notices will be issued to the property owner to reflect each change in status;
 - Ongoing fees are applied annually, and issued each January to the property owner on the annual utility notice;

- Service disconnection: No adjustment will be made to utility fees for a period of 28 days following receipt of the disconnection request or notice of issuance of a demolition permit.

Utility Rates – Water and Sewer:

- Utility rates for a laneway home will match the rates listed in the City's consolidated fees bylaw for "Single Family Dwellings with a Rental Suite."
- Charges will be levied on a per unit basis

Single Family Dwelling Laneway Home example – based On Current 2023 Rental Suite Rates	Paid by March 15	Paid after March 15
Laneway Home – Water	\$309.86	\$326.17
Laneway Home - Sewer	\$293.80	\$308.45
Combined	\$602.89	\$634.62

Utility Rates – Garbage

- Property owners will not be required to add a new container;
- However, owners will be asked to upsize to a 360 litre receptacle before obtaining an additional container for the laneway home;
- Standard residential garbage rates will apply, based on the size of container provided;
- Garbage will be billed annually to the property owner in January as part of the utility notice;
- Garbage fees are not pro-rated during the year. Any changes will be in effect from January 1 of the next calendar year.

ii) Suites in Semi-Detached Homes

Utility charges for suites in semi-detached homes will follow the process that is currently in place for suites in single-family homes.

- Property owners will only be charged supplementary utility fees if their suite(s) are rented;
- Owners will be required to submit a *supplementary utility fees declaration* form to declare the rental status of each suite.

Utility Rates for Water and Sewer:

- Rates for suites in semi-detached homes are currently listed in the City's consolidated fees bylaw, under "Rented Suite in a Two Family dwelling."
- Charges will be levied on a per unit basis.

Suite in a Two Family Dwelling – example based On Current 2023 Rental Suite Rates	Paid by March 15	Paid after March 15
Suite – Water	\$232.37	\$244.60
Suite - Sewer	\$219.22	\$230.76
Combined	\$451.59	\$475.36

Utility Rates for Garbage:

- Property owners will not be not required to add a new container;
- Property owners may have one toter per side of a semi-detached home, to a maximum of 360 litres;
- Standard residential garbage rates will apply, based on the size of container provided;
- Garbage is billed annually to the property owner in January as part of the utility notice;
- Garbage fees are not pro-rated during the year. Any changes will be in effect from January 1 of the next calendar year.

Attachment 2:

Housing Choices Phase 1a: Summary of feedback on the draft program

1.0 Introduction

This report provides a summary of feedback from engagement on the draft program for Housing Choices Phase 1a. This phase focuses on introducing laneway homes and secondary suites in semi-detached homes to Burnaby's single and two family properties on lanes.

This was the third and final round of public engagement for Phase 1a of the Housing Choices program. The objectives of this engagement were to check in with the public on the draft regulations, to raise awareness of the draft regulations, and to provide an opportunity to collect any final feedback before the program was finalized.

2.0 Engagement Summary

Feedback on the draft program was collected through a public survey and two open houses.

Public Survey: A public survey was available on the City of Burnaby website from March 27 until April 10, 2023. The survey was advertised through newspaper advertisements, social media (Facebook, Twitter, Instagram), at the open houses and via email to residents who had signed up to receive updates on the project. There were a total of 276 responses to the survey. Respondents were able to answer sections on the proposed regulations for laneway homes, suites in semi-detached homes, or both. 91 respondents only answered the section on laneway homes, 7 respondents only answered the section on suites in semi-detached homes, and 177 respondents answered both sections.

Open Houses: The City hosted two open houses on the draft program. The first was held on March 28, 2023 at the Confederation Senior Centre. The second was held at the Bonsor Recreation Centre on March 29, 2023. Presentation boards explaining the draft program were displayed and City staff were available to answer questions. The presentation boards were also made available on the Housing Choices website. Over 900 people attended the open houses.

Attendees at the open houses were invited to submit written comments after reviewing the presentation boards and discussing the program with staff. Dropboxes were provided for private comments. Public comments could be added to the boards using sticky notes. There were 56 dropbox comments and 73 sticky notes comments received.

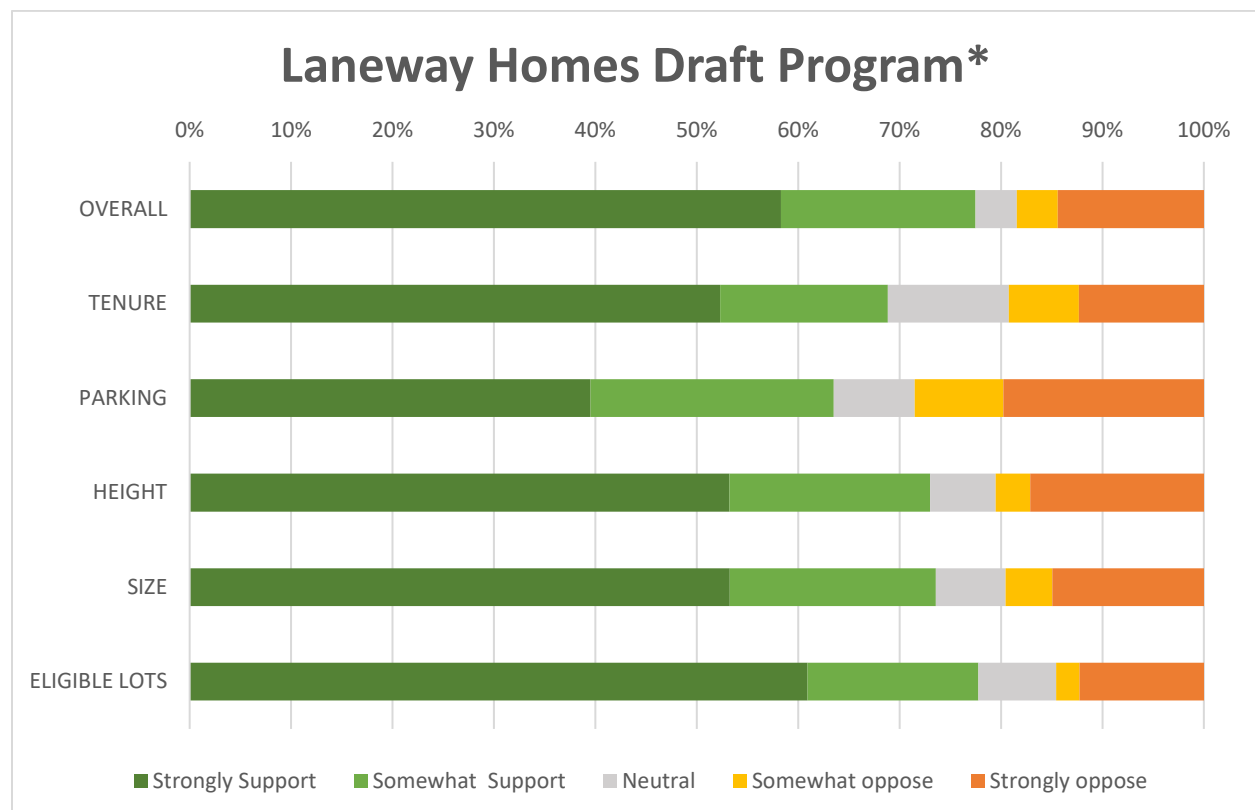
3.0 What We Heard

Feedback received on the draft program has been organized into three categories: laneway homes, suites in semi-detached homes, and written comments on the draft program.

3.1 Laneway Homes

Laneway Homes: Feedback from the Survey

There were 268 responses to the laneway homes section of the survey. Respondents were provided with information on the draft program regulations and asked to indicate their level of support for key aspects of the draft program. The chart below summarizes the level of support for the overall draft program, in addition to specific regulations on tenure, parking, height, size and lot eligibility.



**Note: there were 265 individuals that chose to answer these questions in the survey. This chart only includes those who answered these questions.*

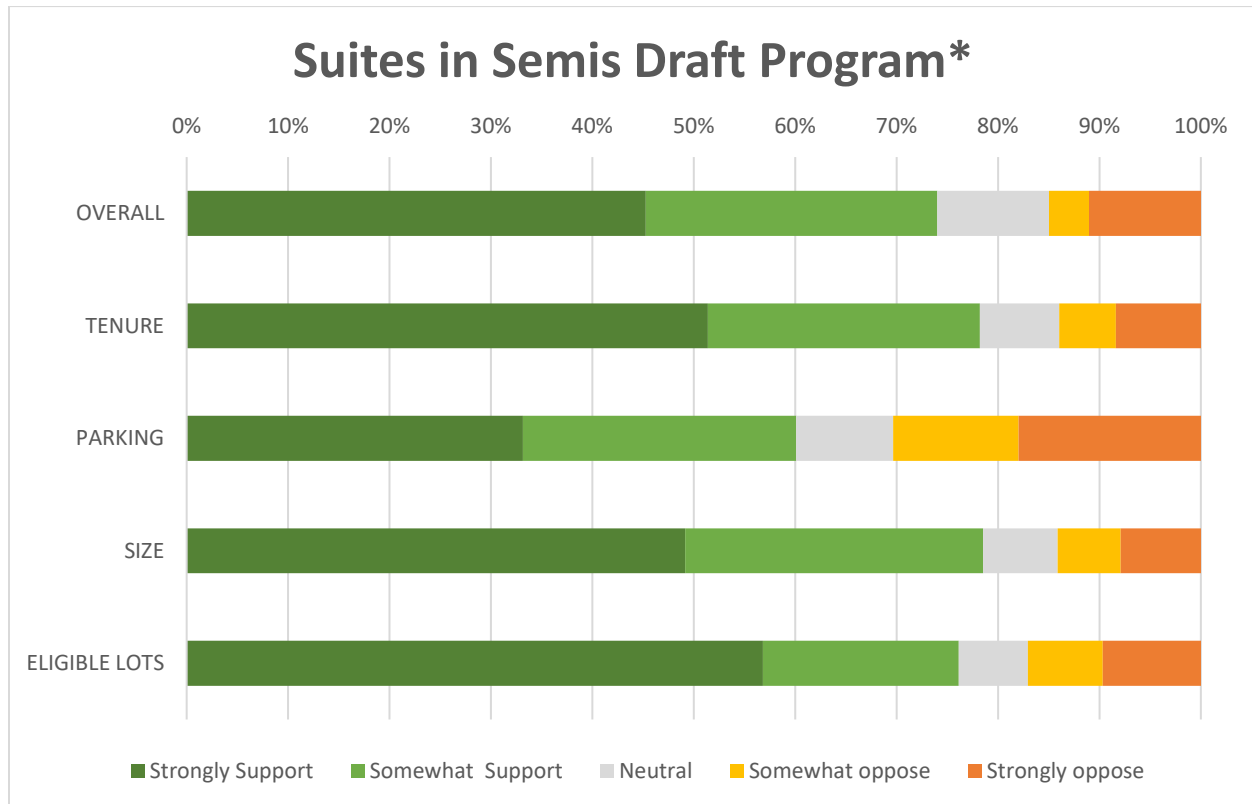
There was a majority of support for all of the key elements of the draft program. The highest level of support was for the regulations regarding lot eligibility for Phase 1a housing types, with 78% either strongly supporting or somewhat supporting this regulation. The lowest level of support was for the regulations for parking, with 63% either strongly supporting or somewhat supporting the draft program regulations. Support for height, size and tenure regulations for laneway homes received 74%, 73% and 69% respectively.

Respondents were also asked to indicate their level of overall support for the draft program for laneway homes. 77% of respondents stated that they strongly supported or somewhat supported the overall program.

3.2 Suites in Semi-Detached Homes

Suites in Semi-detached Homes: Feedback from the Survey

There were 184 responses to the suites in semi-detached homes section of the survey. Respondents were asked to indicate their level of support for key aspects of the draft program. The chart below summarizes the level of support for the overall draft program, in addition to specific regulations on tenure, parking, suite size and lot eligibility.



**Note: there were 180 individuals that chose to answer these questions in the survey. The chart only includes those who answered these questions.*

There was a majority of support for all of the key elements of the draft program. The highest level of support was for the regulations regarding the size of secondary suites, with 79% either strongly supporting or somewhat supporting this regulation. The lowest level of support was for the regulations for parking, with 60% either strongly supporting or somewhat supporting the draft program. Support for regulations on tenure and lot eligibility for suites in semi-detached homes received 78% and 76% respectively.

Respondents were also asked to indicate their overall level of support for the draft program for suites in semi-detached homes. 74% of respondents stated that they strongly supported or somewhat supported the overall program.

3.3 Written Comments

Survey respondents were invited to provide additional comments on the draft program for laneway homes. Comments were not mandatory. Comments from the survey were combined with written comments that were posted in drop boxes at the open houses, or added to the presentation boards.

Some people submitted multiple comments, or single comments referencing different aspects of the program. Many of the comments were general in nature, relating to the overall program and process. These comments are reflected in the quantitative data. Comments on the regulations were summarized and categorized by subject matter, and then analyzed by frequency. There were 428 comments in total. Comments on the regulations that were received four or more times are shown in the table below.

#	Summary of Comments on Program Elements	Frequency
1	More parking should be required on the property	45
2	Less/no parking should be required on the property	24
3	Allow on lots without rear lanes	22
4	Homes should be bigger	18
5	Stratification should be allowed	15
6	Costs/housing is too expensive	14
7	Allow duplexes on smaller lots	13
8	Living space should be above ground	13
9	Attached garages should not count in size calculation	9
10	Do not allow short term rentals	6
11	Homes should be taller	6
12	More lot coverage should be allowed	6
13	Owners should live on-site	6
14	Views should be protected	6
15	Homes should be lower in height	5
16	Minimum suite size is too small	5
17	Allow laneway homes on duplex lots	4
18	Allow short term rentals	4
19	Homes should be smaller	4
20	Support for pre-approved plans	4

Parking was one of the most common topics, with mixed opinions over how much parking should be required on a property. Some people mentioned that lower parking should be required near transit. Others asked that attached garages be excluded from the laneway home floor area calculation.

Other common topics were the size and height of homes and suites, with some commenters stating that they should be bigger and others concerned about the size and height and potential

impact on views. Some commenters suggested permitting more lot coverage to allow a larger building footprint. Some commented that the minimum suite size was too small. Others noted that more above ground living space was desirable.

There were also comments about lot eligibility, with many commenting that duplexes/semi-detached homes should be allowed on smaller lots. Others commented that laneway homes should be allowed on lots without lanes and on duplex lots.

Comments were received in support of stratification. Some people were concerned about the high cost of housing in the City. There was mixed support for short term rentals, with some respondents noting that owners should be required to live on site.

Finally there was some support for pre-approved plans to assist with the development process.

Next Steps

The feedback received from this final check-in on Phase 1a has been considered in conjunction with the program recommendations and policy objectives, and where feasible, amendments have been made to the draft program. This feedback will also inform future phases of the Housing Choices program.