



Memo

To: Neighbourhood Associations
From: Sharon Hvozdanski, Manager of Special Projects
Date: 29-April-2009
Subject: Study to look at the legalization of Secondary Suites

The purpose of this memo is to seek general feedback from Neighbourhood Associations, within and outside the proposed study area, regarding the proposal to look at the legalization of Secondary Suites.

1. Goal

The goal of the study is to look at the issues and possible regulations regarding the potential legalization of secondary suites, with residents and property owners of single family homes in a defined geographic region. Depending on the outcome, a similar process could be replicated in other areas of Saanich.

2. Proposed Study Area

The general area south of McKenzie Avenue (See Attachment 1) was determined to provide a good cross section of neighbourhoods, housing stock, lot sizes, subdivision layouts, and streetscapes. The defined area also has good access to transit and a range of services. Accordingly this area should provide us with the good quality feedback on the key issues related to the potential legalization of secondary suites.

The Neighbourhood Associations within the proposed study area are:

- 1) Camosun;
- 2) Mt. Tolmie;
- 3) Quadra-Cedar Hill;
- 4) Mt. View - Colquitz;
- 5) Gorge –Tillicum; and
- 6) Rainbow Park.

3. Approach

Regardless of how a person participates in the review process (on-line, in-person or by mail), they will be provided standardized background information and be asked to provide feedback on two issues:

- The potential legalization of secondary suites located within a Single Family Dwelling; and
- The potential legalization of secondary suites located in an accessory building (e.g. converted garage, or purpose built cottage).

The key regulations that feedback will be sought on are outlined in Attachment 2 of this memo. Participants in the review process will also be asked to let us know if we have missed something that they think needs to be addressed in regard to successfully legalizing and regulating secondary suites.

4. What Would Make a Secondary Suite Legal?

If Council ultimately decides to make secondary suites a permitted use, in all or parts of Saanich, for a suite to be considered “legal” three (3) conditions would need to be met:

- 1) A property would need to have the correct Zoning;
- 2) The property/secondary suite would need to comply with the requirements of the Zone; and
- 3) An Occupancy Permit issued by Saanich in relation to the Secondary Suite. This Permit would address Building Code issues related to the health and safety of both the homeowner and tenant.

5. The Building Code & Secondary Suites

- 1) Secondary Suites within a Single Family Dwelling

The BC Building Code includes specific provisions for secondary suites located within a Single Family Dwelling. The health and safety issues addressed in the code deal with the following key issues:

- Ceiling Height (2 meters or 6.6 Feet)
- Fire Safety (Fire separation between the main and secondary dwelling unit)
- Safe Exiting (Doors, shared egress)
- Smoke Alarms (hardwired, interconnected)
- Heating Systems (common forced air systems)
- Ventilation (Bathrooms & Kitchens)
- Plumbing (Drainage, venting and Water System throughout the dwelling)

- 2) Secondary Suites in an Accessory Building

Currently the BC Building Code does not include specific provisions for secondary suites located in accessory buildings. As such the full extent of the BC Building code would apply.

6. Council Review

At the end of the study, all of the collected community feedback, along with options for addressing the secondary suites issue, would be presented to Council for review and consideration. As always, Neighbourhood Associations and the general public would be able to provide direct input to Council on the issue in writing and/or in person.

Assuming legalization of suites is supported, staff would undertake an information program (on-line, brochures at municipal facilities, and presentations to Community Associations) letting them know the process and rough costs for building a new secondary suite, or legalizing an existing secondary suite.

7. Process & Timeframe

Tentative Time Line	Phase	Activity
April – May 2009	Stakeholder Input	<ul style="list-style-type: none"> ▪ Stakeholder Meetings Obtain public input through: <ul style="list-style-type: none"> ▪ Mail surveys ▪ Online survey ▪ Open Houses & paper surveys
June – August 2009	Analysis	<ul style="list-style-type: none"> ▪ Undertake analysis of survey results ▪ Prepare summary information ▪ Post survey results online & notify stakeholders.
September - October 2009	Reporting	<ul style="list-style-type: none"> ▪ Post survey results online & notify stakeholders. ▪ Discuss findings and options with Neighbourhood Associations located within the study area. ▪ Discuss findings and options with Saanich Neighbourhood Association Network. ▪ Discuss findings and options with relevant Committees of Council. ▪ Present findings and options to Council.

8. Consultation

	Method of Consultation	Target Groups
1	Mail Survey	<ul style="list-style-type: none"> ▪ Randomly selected property owners within the study area. ▪ The results would be <u>statistically significant</u>, and be applicable to the greater study area.
2	Online Survey	<ul style="list-style-type: none"> ▪ Open to all property owners and residents within the study area.
3	Open House(s) & Paper Survey	<ul style="list-style-type: none"> ▪ Open to all property owners and residents within the study area.
4	Meetings with Key Stakeholders	<ul style="list-style-type: none"> ▪ Relevant Committees of Council. ▪ Neighbourhood Associations within the study area. ▪ Saanich Neighbourhood Association Network. ▪ The need to consult other key groups will become evident as we move through the review process.

Sharon Hvozdanski

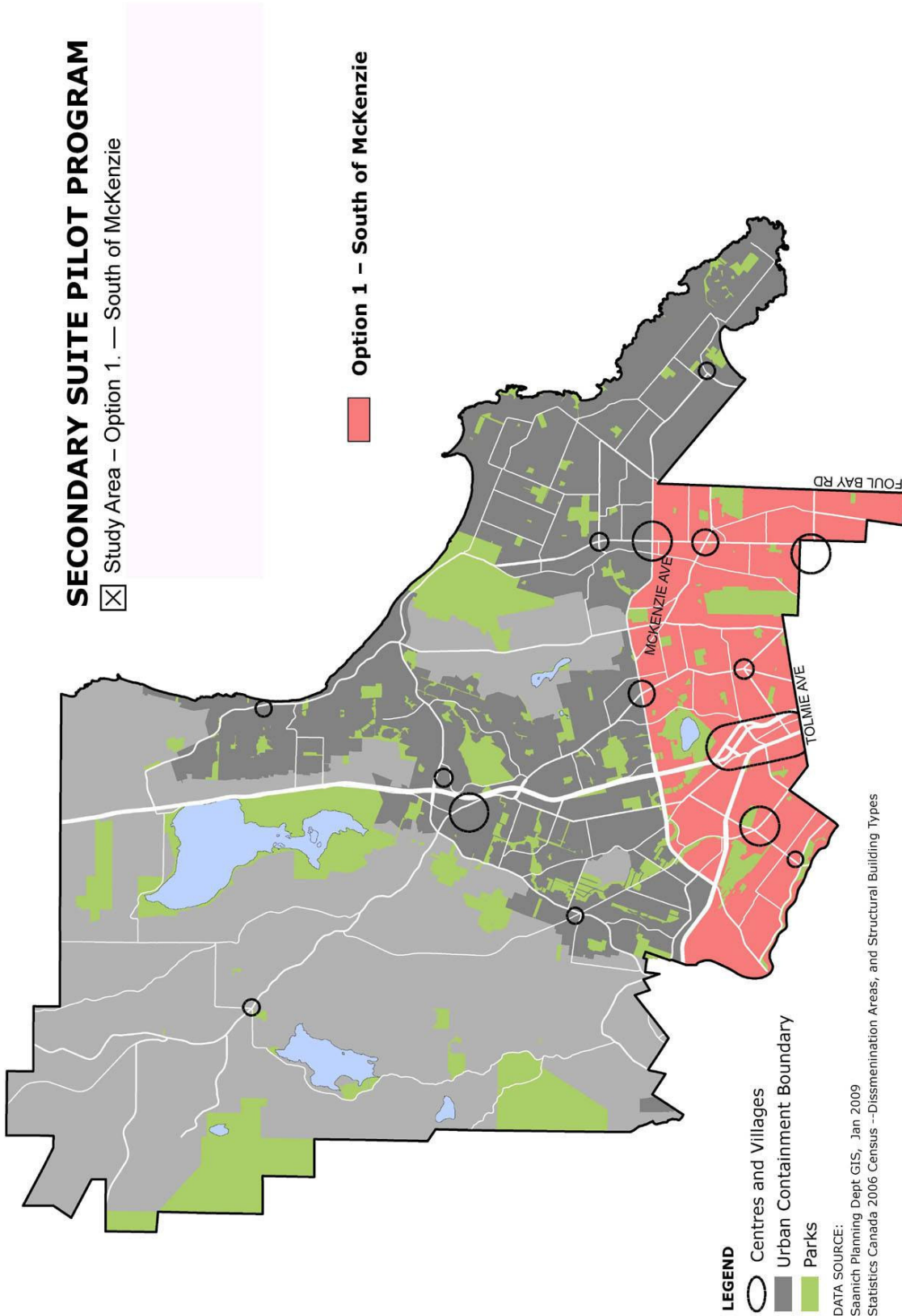
Ph: 475-5494 ext 3409
 Email: hvozdans@saanich.ca

Attachments

G:\Planning\Affordable Housing\Secondary suites\Corresp\MEMO NEIGH ASSOC Apr 2009

SECONDARY SUITE PILOT PROGRAM

☒ Study Area – Option 1. — South of McKenzie



Feedback would be sought from participants in the Secondary Suite Pilot Project on a set of key regulations. Participants in the review process will also be asked to let us know if we have missed something that they think needs to be addressed in order to successfully regulate suites.

1) Secondary suites located in a Single Family Dwelling

The basic regulations if Secondary Suites were legalized would be as follows:

- Correct zoning.
- An Occupancy Permit issued by Saanich, based on the Secondary Suite Section (936) of the BC Building Code.
- One (1) secondary suite per lot.
- The secondary suite may not exceed 40% of the habitable floor area of the home, or a maximum of 90 square metres (967 sq. ft.).
- The lot must be 560 square meters (6028 sq. ft.) in area, or greater.
- One (1) onsite parking stall must be provided for the tenant of the secondary suite. Tandem parking is permitted.
- The secondary suite can not be strata titled.

2) Secondary suites located in an Accessory Building on a Single Family Dwelling lot
(e.g. converted garage or purpose built cottage)

The basic regulations if Secondary Suites were legalized would be as follows:

- Correct zoning
- Compliance with the Zone regulations (setback, building height and lot coverage restrictions, etc).
- An Occupancy Permit issued by Saanich, based on the BC Building Code.
- One (1) secondary suite per lot.
- The secondary suite may not exceed 40% of the habitable floor area of the home, or a maximum of 90 square metres (967 sq. ft.).
- The lot must be 560 square meters (6028 sq. ft.) in area, or greater.
- One (1) onsite parking stall must be provided for the tenant of the secondary suite. Tandem parking is permitted.
- The secondary suite can not be strata titled or subdivided.

Note(s):

- The calculation for Habitable Floor Space in regard to suites will not include the following: common storage area; common laundry area; egress (stairs/halls); and garages (assuming they are not being converted for a suite).