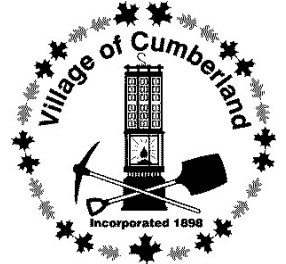


**The Corporation of the Village of Cumberland
Homelessness & Affordable Housing Committee Agenda**

**Wednesday, September 21, 2022 at 9:30 a.m.
Council Chamber, 2675 Dunsmuir Avenue**



We are honoured to gather on the unceded traditional territory of the K'ómoks First Nation.

1. Approval of the Agenda

2. Minutes

Adoption of Minutes of July 20, 2022

3. Unfinished Business

None

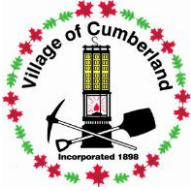
4. New Business

4.1 Streamlining Accessory Dwelling Unit Approval Process

5. Next Meeting

The next meeting of the Homelessness and Affordable Housing Committee will be held on Wednesday, October 19, 2022, at 9:30 a.m.

6. Adjournment



Minutes

Wednesday, July 20, 2022, 9:30 a.m.

PRESENT:	Kathy Duperron, Chair Bobby Herron Mark Fortin	Jesse Ketler, Councillor Lindsay Monk
REGRETS:	Debbie Bowman	
STAFF AND GUESTS:	Karin Albert, Senior Planner Nancy Henderson, Urban Systems Sydney Rankmore, Urban Systems Andrew McLane, applicant for Lot A, Ulverston Ave rezoning	

Meeting called to order at 9:32 a.m.

1. Approval of Agenda

Fortin/Herron: That the agenda be approved.

Carried Unanimously

2. Adoption of the Minutes

Fortin/Duperon: That the minutes of April 20, 2022 be adopted.

Carried Unanimously

3. Business Arising from the Minutes

None.

4. New Business

4.1 Streamlining Accessory Dwelling Unit (ADU) Approval Process

Nancy Henderson of Urban Systems provided a brief overview of the project to streamline the approval process for accessory dwelling units. Council is seeking Committee comment on how the existing Infill Development Permit (DP) guidelines could be replaced by zoning bylaw regulations.

Comments:

- Concern that ADUs fit into established neighbourhoods, windows don't overlook the neighbouring yards, that security lighting does not disturb neighbours, and that ADUs don't shade neighbouring yards. - Clarification that shading cannot be controlled. ADU's or other accessory buildings can be built to maximum height and

minimum set-back in Zoning Bylaw. It may be possible to address intrusive lighting through nuisance bylaw and it may be possible to limit the percent of window area on one side of the ADU through zoning regulations. Consultant and staff will review this.

- Concern about requiring trees if lots are small, homeowner does not want a shady yard, or there are underground services restricting possible planting area. - Proposal is one tree per 50 m² of ADU floor area. That would typically mean one tree per ADU. Requirement proposed to help meet canopy cover target in Village's Urban Forest Management Plan.
- What are the advantages of streamlining the application process? - Staff time freed up for other projects. Simpler process, less red tape, less cost and time for homeowners to get to building permit stage.
- Not so much concerned about time it takes for the applicant, more concerned about staff time, freeing up time for other projects.
- Utility connections dealt with at Building Permit.
- Is reviewing Infill DP guidelines part of this project? - Project reviews how they can be translated into Zoning Bylaw regulations. The regulations and an ADU development guide for homeowners would replace the Infill DP. If not replaced, opportunity to review the DP is during the Official Community Plan review.

4.2 Request for Comment on Rezoning Concept Plan – Lot A, Ulverston Avenue

Staff introduced the concept plan and the applicant explained his project and the Affordable Homeownership Program (AHOP).

- Intent is to open up Affordable Home Ownership (AHOP) units first to those who live or work in Cumberland.
- BC Housing does not contribute financially directly to project (but incurs costs), acts as a lender offering lower interest rates.

Comments:

- Project ticks off a lot of boxes.
- Have AHOP units been developed elsewhere? - Only other jurisdiction on the island where AHOP units have been built (are in process) is in Ucluelet, one of Andrew's projects.
- Has partnering with Habitat been considered? – No, developer will be building the units.
- Will the uses be included in the zone – Yes, they will be.
- Has access through to Carlisle Lane been considered for emergency access? – Layout is conceptual at this point, road alignment will be finalized at subdivision and emergency access is part of the subdivision review process.
- Village needs more rentals. Twenty-five percent of residents rent. Also, concerned that there are some affordable housing units in the multi-family and mixed use area.

Herron/Fortin: That the Homelessness and Affordable Housing Committee recommend support in principle of the application and concept plan for a proposed new zone on Lot A at Ulverston Avenue (2022-03-RZ) with consideration to requiring a minimum of 25 percent of the residential units outside of the Affordable Homeownership Area be under rental tenure and five percent be affordable rental units.

Carried Unanimously

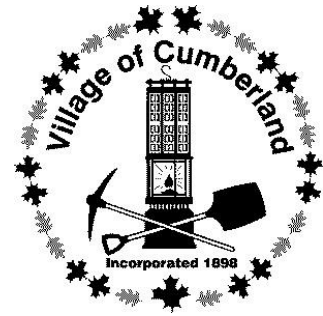
- 5. **Next Meeting:** Wednesday, August 17 at 9:30 a.m. pending a Council referral
- 6. **Adjournment:** 11:30 a.m.

Certified Correct: _____ Chair	Confirmed: _____ Deputy Corporate Officer
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DRAFT

MEMO

ADVISORY PLANNING COMMISSION HOMELESSNESS AND AFFORDABLE HOUSING COMMITTEE and ACCESSIBILITY AND INCLUSION COMMITTEE



REPORT DATE: 9/1/2022
MEETING DATE: September 2022

File No. 3010

TO: Commission and Committee Members
FROM: Courtney Simpson, Manager of Development Services
SUBJECT: Streamlining Accessory Dwelling Unit Approval Process

Council referred the Streamlining Accessory Dwelling Unit (ADU) Approval Process report, draft amending bylaws, and draft application guide to the Advisory Planning Commission, Accessibility and Inclusion Committee, and the Homelessness and Affordable Housing Committee.

Amendment Bylaws:

Council gave first and second reading to bylaws amending the OCP and Zoning Bylaw at their August 8, 2022 meeting. The purpose of these amendments is to remove the requirement for a development permit for ADUs in all zones. As much as possible, development permit requirements are transferred to the Zoning Bylaw.

Draft Accessory Dwelling Unit How-to Guide:

The attached draft Guide is designed to assist the typical property owner from design through to building permit approval for an ADU. It includes information about bylaw requirements and aims to encourage and inspire thoughtful design related to neighbourhood character, visual interest, and accessibility and sustainability. This draft Guide has not yet been through a close editorial review, so high level comments on organization, content and message will be most helpful at this stage.

The Advisory Planning Commission, Homelessness and Affordable Housing Committee, and Accessibility and Inclusion Committee are requested to provide a recommendation to Council stating the following:

- support, or;
- support with suggested changes, or;
- denial with stated reasons.

Following are possible resolutions for convenience:

- i. That the _____ Commission/Committee recommend *support/denial* of the proposed bylaws to streamline the accessory dwelling unit approval process.

OR

That the _____ *Commission/Committee* recommend support of the proposed bylaws to streamline the accessory dwelling unit approval process with the following suggested changes: _____

- ii. That the _____ *Commission/Committee* recommend the following changes to the Accessory Dwelling Unit How-To Guide: _____

ATTACHMENTS

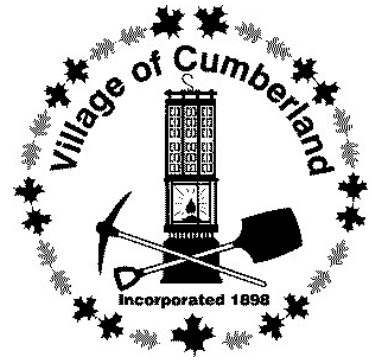
1. August 1, 2022 Council Report
2. DRAFT Accessory Dwelling Unit How-to Guide

Respectfully submitted,

Courtney Simpson

Courtney Simpson
Manager of Development Services

COUNCIL REPORT



REPORT DATE: 6/30/2022
MEETING DATE: 7/11/2022

File No. 3010

TO: Mayor and Councillors
FROM: Courtney Simpson, Manager of Development Services
SUBJECT: Streamlining Accessory Dwelling Unit Approval Process

RECOMMENDATION

- i. THAT Council receive the Streamlining Accessory Dwelling Unit Approval Process report.
- ii. THAT Council refer the Streamlining Accessory Dwelling Unit Approval Process report to the Advisory Planning Commission and the Homelessness and Affordable Housing Committee.
- iii. THAT Council direct staff to draft bylaws to amend the development approval procedures to streamline the approval process for Accessory Dwelling Units.

PURPOSE

The purpose of this report is to outline steps to streamline the Accessory Dwelling Unit approval process as recommended in the Development Approvals Process Modernization Summary Report, May 25, 2022.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
May 22, 2021	THAT Council direct staff to submit an application to the Union of BC Municipalities Local Government Development Approvals Program, for funding to review and update the Village of Cumberland's development approvals processes including information technology to support it, and that the Village of Cumberland provide overall grant management.

BACKGROUND

Project Background

The Village of Cumberland received funding from the Union of BC Municipalities Local Government Development Approvals Program to undertake the Development Approvals Process Modernization project. This project is intended to streamline the development approval process and lead to positive outcomes related to the provision of affordable housing and other community priorities as outlined within the Official Community Plan (OCP) and other bylaws.

Accessory Dwelling Unit (ADU) approvals were reviewed as a part of this process and several recommendations were identified to streamline and provide clarity in communication. Since they were first permitted in 2017, there have been 55 ADUs either converted from existing accessory buildings or new-builds.

Accessory Dwelling Unit Regulation

The OCP contains a growth management strategy that prioritizes development that makes efficient use of existing infrastructure, increases access to affordable housing, promotes walkable neighbourhoods, and reinforces the Village core. The OCP identifies ADUs as a preferred approach to achieving these goals.

It is expected that continued ADU uptake will contribute to supporting the 415 existing rental households and especially the 41% that spend more than 30% of their household income on rental shelter costs.

Challenges

The current challenges that exist in relation to ADU uptake and the approvals process include:

- The cost of a development permit. The application fee is \$1,200. Additional costs related to development permit requirements are a stormwater management plan and landscape plan, for an estimated additional cost of \$2,000.
- A relatively small planning department with significant portion of the department's staff resources dedicated to development permits associated with ADUs.
- The development permit process is helpful because it allows more fine-grained control over issues such as dwelling unit design, but it adds several months to the approval time.

Recommendations

The following recommendations were developed as a part of this project and a review of best practices specific to ADUs:

- An OCP amendment to exempt ADUs from the development permit process.
- A Zoning Bylaw amendment to add specific requirements for ADUs (Attachment 1 – ADU Zoning Regulation Recommendations).
- Updated application guides and brochures to clearly outline entire application process and components of the process that often lead to staff inquiries for clarification. This includes outlining a requirement for a pre-application meeting.
- Use of guides and communication to encourage the use of certain materials and design elements for ADUs.
- Provide simplified check-lists specific to the ADU process.

ANALYSIS

Removing the requirement for a development permit for an ADU will reduce cost and time to the applicant, and free up a significant amount of staff time. ADUs have been permitted for 5 years, and lessons learned from the development permit process in Cumberland as well as best practices from other jurisdictions lead to this recommendation. If these recommendations are implemented, a building permit would be the only approval from the Village needed for an ADU,

as long as it complies with the Zoning Bylaw.

Many existing requirements for ADUs will be translated from the development permit area to the Zoning Bylaw including screening, pathway and clearance to the street, and the amenity area. A requirement for tree planting is proposed to be added to the Zoning Bylaw. Form and character DPA guidelines such as those related to visual interest in design and use of building materials that reflect the character of the principal dwelling unit will be promoted through the new website and brochure that will include sample images and design suggestions.

No changes are proposed to the gross floor area, parking requirements, height or setbacks that are already specified in the Zoning Bylaw. Any proposed changes to these requirements will continue to require a development variance permit.

PUBLIC NOTIFICATION AND CONSULTATION

Following discussion of these recommendations, the project team will follow up with further engagement and communication about the changes. This includes:

- Meeting with Advisory Planning Commission and the Homelessness and Affordable Housing Committee
- Preparation of a public news release
- Preparation of website information communicating changes
- Bring amending Bylaws to Council for 1st and 2nd readings
- Public Hearing
- 3rd reading and bylaw adoption
- Amend ADU application information
- Create website information, brochures and guides about adopted ADU process

The new ADU application information include website info, brochures and guides will be drafted and ready for release after bylaw amendments are adopted.

ALTERNATIVES

1. That Council provide alternate direction

STRATEGIC OBJECTIVE

- Healthy Community
- Quality Infrastructure Planning and Development
- Comprehensive Community Planning
- Economic Development

FINANCIAL IMPLICATIONS

Preparation of new website and brochure materials, and bylaw amendments are funded by the UBCM grant.

OPERATIONAL IMPLICATIONS

Implementation of the changes as recommended will reduce staff time spent on ADU approvals.

CLIMATE CHANGE IMPLICATIONS

Removing barriers to ADU uptake promotes increased density in the Village core. A compact development pattern is one of the most significant ways of reducing greenhouse gas emissions.

ATTACHMENTS

1. ADU Zoning Regulation Recommendations

Respectfully submitted,

C. Simpson

Courtney Simpson
Manager of Development Services

M. Mason

Michelle Mason
Interim Chief Administrative Officer

ATTACHMENT 1 - ADU Zoning Regulation Recommendations

Regulation	Existing DP Guideline	Proposed Zoning / Implementation Options
<i>OCP section 10.6.6 Specific Guidelines for Coach Houses</i>		
<p>Landscaping and Screening</p>	<p>1) A landscape plan should be prepared, with the broad objectives of providing:</p> <ul style="list-style-type: none"> a. Vegetative screening on private lots to protect the privacy and to mitigate noise between occupants of adjacent properties b. Low height vegetation between adjacent driveways on private lots to mitigate the visual impact of paved surfaces 	<p>One tree per 50 m² of ADU floor area</p> <p>Tree spacing and species type shall follow the Village of Cumberland’s Urban Forest Management Plan</p> <p>Where a carriage house or amenity area is located within 4.5m of a parcel boundary, a solid screen, consisting of either fencing or a hedge with a minimum height at maturity of 2.0m, must be provided and maintained along rear and interior side parcel boundaries adjacent to the ADU and its outdoor amenity space only.</p>

Access	7) Each dwelling unit should have a dedicated, unobstructed, hard surfaced path, not be less than 1.2 metres in width that links the unit to a public street or lane.	An unobstructed, hard-surfaced lighted pathway at least 1.5 m wide is required from the front lot line to the entrance of the ADU. (note that the 1.5 m width is to be consistent with the 1.5 m clearance requirement for emergency services)
Non-residential Parking	2) Parking areas for all recreational vehicles, trailers and boats, including commercial or industrial vehicles (if permitted by bylaw), should be located behind the front face of the primary dwelling unit. "Temporary" storage or parking areas are not permitted.	Required residential parking for the ADU is already addressed in the Zoning Bylaw Specific requirements for location of RV, trailer and boat parking in relation to a new ADU not transferred to Zoning Bylaw.
Amenity Areas	3) An outside amenity area should be provided in the form of a deck, dedicated yard, garden or similar feature. A parking area does not qualify as an outside amenity area.	Maintain the current regulation.
Amenity Areas	4) The amenity area should not be narrower than 2.5 metres and must not be less than 10.0 square metres in area.	Maintain current regulation.

Decks and Balconies	5) Minimize impacts of decks and balconies on adjacent properties.	An accessory dwelling unit must not include any balconies or above ground patios facing the rear or side yard, , or roof top decks.
Urban Design	8) New Buildings should: <ul style="list-style-type: none"> a. Create visual interest by providing variations in height, rooflines and massing b. Avoid building plans that are repetitive 	Promote new website and guide that includes sample images to encourage desired design elements
Urban Design	9) Large blank walls should not dominate the buildings and where windows/dormers/bays are not possible; landscaping should be used to mitigate the blank walls.	Promote new website and guide that includes sample images to encourage desired design elements.
Urban Design	13) The design and siting of buildings should: <ul style="list-style-type: none"> a. Be sensitive to the scale, mass and form of adjacent buildings b. Use building materials that reflect the character of the principal dwelling unit c. Not overlook and shadow adjacent properties d. Utilize all habitable space opportunities such as building into the truss system of the unit 	For uphill sloping lots, with slopes greater than 20%, no portion of the roof of an ADU shall be higher than the peak of the roof of the principal detached dwelling on the same parcel.

Urban Design	10) The garage should not be visually prominent, mitigated through the use of staggered setbacks, and varied orientation, materials, scale, and finishes.	Garages shall not protrude beyond the front entrance of a unit.
Urban Design	11) The use of vinyl siding is discouraged.	Promote new website and guide that includes sample images to encourage desired design
Addressing	6) The civic addressing must be visible from the primary street frontage.	Already required in Zoning Bylaw section 3.12.
Privacy	12) Large windows should not face directly onto adjacent properties.	Screening requirements for ground floor windows. Website and brochure to encourage design that respects privacy related to second storey windows.
<p><i>OCP Section 10.6.5 Guidelines for Ground Oriented Housing</i></p> <p><i>Note: The guidelines in this section have been applied to ADUs with some difficulty as many appear to be better suited for multi-family buildings and where an entire site is being redeveloped.</i></p>		
Site Design	<p>1)</p> <ul style="list-style-type: none"> a. The Village will work with the principles of Crime Prevention Through Environmental Design (CPTED) in the consideration site design and landscaping b. Site Design should consider the preservation of natural site features c. Site design should consider the preservation and enhancement of view corridors to open areas and viewsapes 	Promote new website and guide that includes sample images to encourage desired design

	d. The use of rear lane access to garages and surface parking is encouraged	
Landscaping	<p>2)</p> <p>a. All landscaping should be irrigated by means of an automated system</p> <p>b. All waste disposal and recycling bins shall be screened on three sides within a solid walled animal-proof enclosure</p> <p>c. walled animal-proof enclosure</p> <p>d. Building footprints should be located to create opportunities for courtyards, or garden patio areas with appropriate site furniture and lighting</p> <p>e. The appearance of the both the buildings and the site landscaping should have a strong emphasis toward public street views, incorporating a concept that emphasizes the public realm</p> <p>f. Landscape plans will be provided at the developer's expense, which have been prepared by landscape professional utilizing plants appropriate to the growing conditions. The plan shall include a complete plant list and cost estimate. A performance security will be required before the Permit is issued</p> <p>g. A landscape plan should be prepared, with the broad objectives of providing:</p> <p>i. Vegetative screening on private lots to protect the privacy and to mitigate</p> <p>ii. noise between occupants of adjacent properties</p> <p>iii. ii. Effective vegetation between adjacent driveways on private lots to mitigate the</p> <p>iv. visual impact of paved surfaces</p>	A landscape plan, automatic irrigation and a landscape security would not be required.

<p>Accessibility</p>	<p>3)</p> <ul style="list-style-type: none"> a. Accessibility features shall be integrated into the overall design concept and identified on the site plans b. Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and shall incorporate barrier-free universal design principles c. Accessible travel routes shall be of a hard, slip-resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC) d. Accessible travel routes shall conform to the requirements of the most current edition of the BCBC 	<p>Requirements of the BC Building Code will continue to apply. Accessible travel routes on the site to be accommodated through 1.5m path requirement. On sloping lots, DPs issued to date have not required wheelchair accessible adaptations to remove stairs or reduce grade of path. Many ADUs will have accessible travel routes due to many lots in the Village being flat.</p>
<p>Building Form and Character</p>	<p>4)</p> <ul style="list-style-type: none"> a. Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise b. All buildings and expansions thereto, storage, and parking shall be designed to be compatible with surrounding land uses and the major roads fronting the property c. The use of smooth surfaced, wood, concrete board, acrylic stucco, brick, baked enamelfinished metal siding, or metal panels are encouraged d. The use of untreated or unfinished concrete, metal, vinyl siding as a final building finish is prohibited 	<p>Most of these guidelines are better suited for multi-family buildings and where an entire site is being redeveloped.</p> <p>1.2 m path and addressing from the street will be required in the Zoning Bylaw.</p> <p>Other form and character elements related to ADUs will be promoted through website and guide.</p>

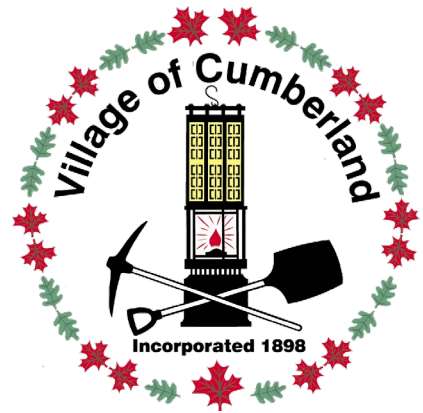
	<ul style="list-style-type: none"> e. Rooftop mechanical equipment shall be hidden behind screens or parapets designed as an integral part of a building to conceal such equipment f. Building design should include a variety of architectural design treatments, including articulated building footprints to reduce massing and to promote architectural definition and interest g. Building massing shall consider the preservation or enhancement of view corridors to open areas and mountain vistas h. Building massing should respond to a human scale with materials and details that are proportionate to human height and provide visual interest at the street and sidewalk level i. Minimize impacts of decks and balconies on adjacent properties j. The civic addressing must be visible from the primary street frontage k. Each dwelling unit should have a dedicated, unobstructed, hard surfaced path, not be less than 1.2metres in width that links the unit to a public street or lane l. New Buildings should: <ul style="list-style-type: none"> i. Create visual interest by providing variations in height, rooflines and massing ii. Avoid building plans that are repetitive m. Large blank walls should not dominate the buildings and where windows/dormers/bays are 	
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	<p>not possible; landscaping should be used to mitigate the blank walls</p> <ul style="list-style-type: none"> n. The garage should not be visually prominent, mitigated through the use of staggered setbacks, and varied orientation, materials, scale, and finishes o. Large windows should not face directly onto adjacent properties p. Main entrances for all dwellings shall be located at ground level and should be prominent to the street 	
<p>Lighting</p>	<p>5) Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting.</p> <ul style="list-style-type: none"> a. All site lighting installations should be fully shielded (full cutoff) b. Light should be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter c. Security and other lighting should be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer d. Exterior building lighting should generally be concealed in soffits or other similar architectural features 	<p>Most of these guidelines are better suited for multi-family buildings and where an entire site is being redeveloped.</p>

	<ul style="list-style-type: none"> e. Lamp poles and luminaries used for site area lighting should be complementary to the form and character of adjacent sites and Village streetlighting standards f. There should be sufficient on-site illumination for pedestrian/vehicle safety. g. Illumination should not encroach onto adjacent properties h. Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety 	
Access, parking and amenity areas	6)	Guidelines not copied here are they are either clearly for a multi family development or addressed in other guidelines.
Energy Conservation & Reduction of Greenhouse Gas Emissions	<p>7)</p> <ul style="list-style-type: none"> a. Building design should include passive heating, lighting and cooling design features b. Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs c. Building orientation should, where practical, be designed to optimize the benefits of solar orientation d. Building design should incorporate solar ready features e. Sheltered and secure bicycle parking shall be provided to a level that is consistent with 	Require solar ready and energized outlets capable of Level 2 charging stations.

	<p>the proposed use</p> <p>f. Electric Vehicle Plug-ins should be provided for new developments</p> <p>g. All buildings shall be designed and engineered to be solar ready</p> <p>h. Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation</p>	
Water Conservation	8)	Guidelines not copied here are they are either clearly for a multi family development or addressed in other guidelines.
Stormwater	<p>9)</p> <p>A stormwater management plan shall be required as prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season</p> <p>b. Stormwater management shall follow source control (on-site) principles and practices and minimize the use of conventional pipe and pond techniques, and avoid direct discharges to streams and other water-bodies</p> <p>c. Stormwater management shall take advantage of on-site opportunities to recycle water to absorbent soils, wetlands, and forests</p>	A stormwater management plan would no longer be required for an ADU. ADUs would be required to connect to municipal stormwater system where available.

DRAFT



ACCESSORY DWELLING UNIT

HOW-TO GUIDE

September 1, 2022



The Village of Cumberland

2673 Dunsmuir Ave

Box 340 Cumberland, BC V0R 1S0

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Appendix A: Approved Tree Species

OVERVIEW

In the Village of Cumberland, an accessory dwelling unit (ADU) is a small, stand-alone house located on an existing lot with the main house. An ADU can have one or two storeys and can be above a detached garage. ADUs must meet the zoning regulations and building code, and they must receive a building permit before construction.

ADUs help to increase the diversity and supply of rental housing in the community. Near the downtown core, they allow the creation of more homes within a short walk to shops and services, while integrating with the established historic neighbourhoods. Effective ADU planning considers accessibility, sustainability, and neighbourhood character into their designs.

ADUs are permitted in the back yard or side yard of the following zones:

- R-1A Infill Residential Infill
- R-2A Medium Lot Residential
- R-3 Large Lot Residential
- R-4 Carlisle Lane

ADUs are also permitted in the FGS Forest Stewardship Greenway Zone and the following Interchange zones: IMU-3, IHR-1, and ICR-1.

Homeowners can add an ADU while keeping their existing house or can build an ADU along with a new main house.

An ADU is different from a secondary suite, which is contained within the main house and may also be permitted in some zones.

SITE ELIGIBILITY

If you are interested in building an ADU, first check that your site is eligible. Some basic requirements include correct zoning, adequate emergency response access, available site area, and absence of a steep slope.

1. Zoning

Ensure your property is located in a zone where ADUs are permitted. You can find out by accessing the iMap online and searching for your property by address: cumberland.ca/maps/

2. Emergency Response Access

Adequate emergency access must be provided to an ADU. This includes access for firefighting and first responders.

- For lots with a rear lane of 6.0 metres or greater in width and accessible year-round, the lane is considered the emergency access.

For lots with a rear lane of less than 6.0 metres in width or 6.0 metres in width but not accessible year-round or without a lane.

- Clearance of at least 1.5 metres from the street past the main house and within the property boundary, must be provided.

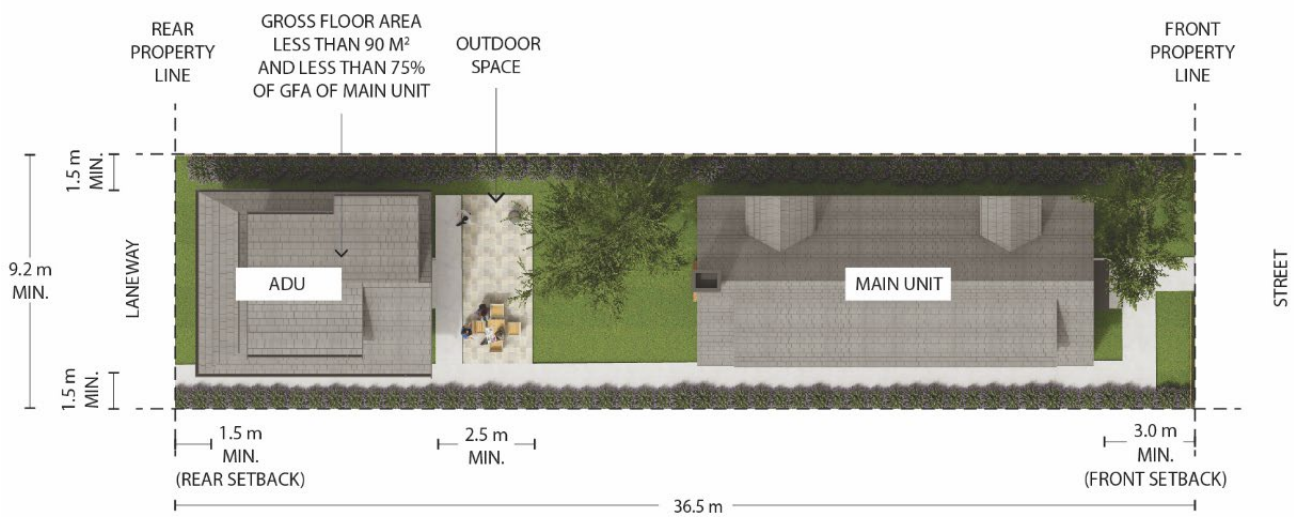
3. Available Site Area

There must be available area on your site for an ADU to meet the required setbacks, an outdoor amenity area, one parking space and a shade tree.

- The ADU must be setback 1.5 metres from the rear and side lot lines, and 3.0 metres from an exterior site lot line.
- The outdoor amenity area must be at least 2.5 metres wide and at least 10.0 square metres in total.

4. Site Slope

- It may be difficult to design an ADU for a lot that slopes uphill from the street. For uphill sloping lots, with slopes greater than 20%, no portion of the roof of the ADU can be higher than the peak of the roof of the principal dwelling on the same lot.



APPLICATION PREPARATION AND SUBMISSION

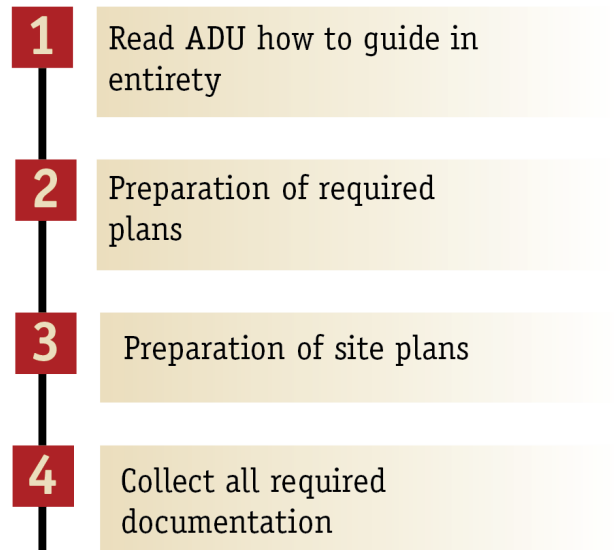
Once you have confirmed that your site is eligible for an ADU, you must investigate costs, review Village regulations and prepare the necessary plans and documents for a building permit application.

Key Considerations

When preparing an application for an ADU, there are several key considerations:

- Existing trees and landscaping requirements
- Utilities and service connections (i.e. sewer and water design, electrical servicing, gas line location, stormwater system)
- Any site restrictions (easements, zoning regulations)

A building permit must be obtained prior to starting construction of your ADU. You will need to hire a professional to assist with the preparation of plans and application materials. Read through this entire guide and consider consultation with the Village of Cumberland Building and Development staff prior to application to ensure you understand the requirements.



DESIGNING AN ACCESSORY DWELLING UNIT

Building Design

Design should aim to maintain existing character and neighbourhood design to ensure newly constructed ADUs fit with the streetscape. ADU design can range from traditional to contemporary, while keeping in mind neighbourhood character and overall livability. This includes materials, architectural features, and size and scale. Consider the following:



- Use building materials and architectural features that match and coordinate with the character and feel of the main unit.
 - Consider using materials that are smooth surfaced, wood, concrete board, acrylic stucco, brick, baked enamel finished metal siding, or metal panels.
 - Do not use vinyl siding except high-quality and where it is complementary to the principal building.
- Building design should avoid overlooking adjacent properties and minimize windows on walls that face adjacent properties to maximize privacy.
- Consider the preservation or enhancement of views of mountains and forests in building design.
- Avoid large blank walls by using windows/dormers/bays and attractive landscaping.

Location and Massing

Considerations for the location and massing of the ADU help to maximize privacy, create opportunities for outdoor amenity space and maintain the attractiveness of the neighbourhood.

Siting on the Lot

- ADUs are not permitted to be located in a front yard of the property. They must be located in the back yard or side yard.
- It must be fully detached from the main unit (no breezeways etc.).
- Utilize location and screening to create privacy between neighbouring properties.
- Ensure the ADU observes the following minimum setbacks:
 - Front - 3.0 metres
 - Rear - 1.5 metres
 - Side - 1.5 metres
 - Side, Exterior - 3.0 metres

Size and Height

- Gross floor area must not exceed 90 square metres. Gross floor area is the sum of all floors, as measured to the interior walls.
- Gross floor area must be less than 75% of the gross floor area of the main house.
- The height of an ADU must not exceed 6.5 metres for one storey and 7.5 metres for two storeys.
- Garages shall not protrude beyond the front entrance of a unit.

(Sketch Placeholder)

TREE PROTECTION AND LANDSCAPING

Trees are vitally important to ensuring the Village of Cumberland remains a livable and attractive place as we densify our neighbourhoods. During the design and construction of your ADU, prioritize the protection of existing trees. As well, planting additional trees is highly encouraged. The landscaping recommendations listed below should coordinate with the privacy and screening recommendations (page 10 of this guide) to ensure privacy with neighbouring properties where possible. Vegetative screening not only maximizes privacy, but also helps to mitigate noise

The following are required:

- One shade tree per ADU. This can be an existing tree, or a new tree (*see Appendix A for approved list*).



- Required landscaping must be watered by a fully automatic irrigation system that meets or exceeds Irrigation

Industry Association of British Columbia standards to reduce any water run-off onto sidewalks, streets, or parking areas.

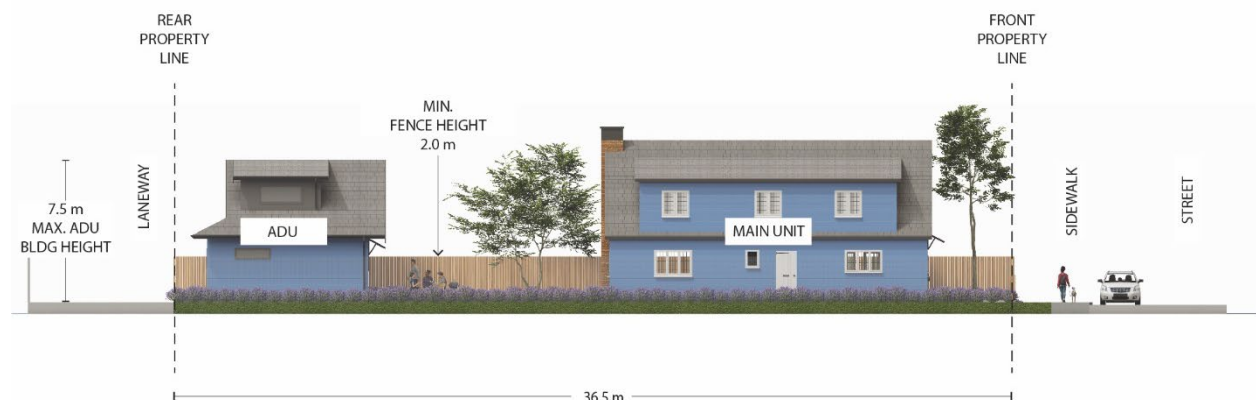
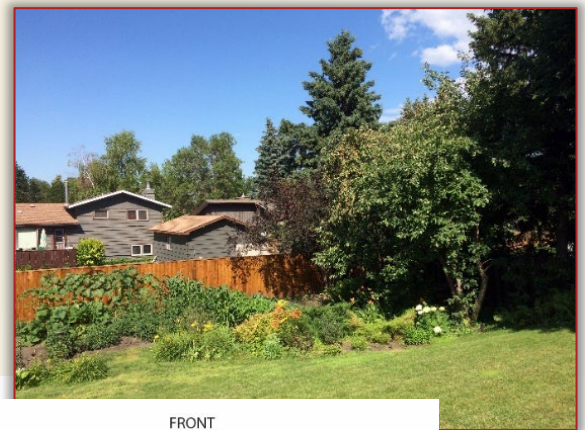
Consider consulting a landscape professional when choosing the appropriate plants and soils for your property

PRIVACY AND SCREENING

Consider privacy for both your existing neighbours and the new residents of your ADU when designing landscaping. Fences or hedges should be used on all side property lines for ADUs. Ensure that materials are attractive, durable, and maintain existing neighbourhood design characteristics. You can use techniques such as siting your outdoor amenity space in a location that helps to maximize privacy and only placing windows on parts of the building that do not overlook neighbouring properties.

The following are required:

- An ADU will not include balconies, rooftop decks, or above-ground patios that face the rear or side yard immediately adjacent to a neighbouring property.
- Where an ADU is located within 4.5 metres of the property boundary, a solid screen of fencing or a hedge will be provided with a minimum height of 2.0 metres.
- In the R1-A Zone, second storey windows of an ADU on the adjacent to an interior side or rear lot line will not take up more than 20% of the wall when there is a setback of less than 2.0 metres.



OUTDOOR SPACE

Considerations for decks and patios, outdoor lighting, and pathways all contribute to livability of the ADU and integration within an existing neighbourhood.

Outdoor Amenity Area

It is important to provide outdoor amenity areas for ADUs to maintain livability as the neighbourhood densifies. An outside amenity area in the form of a deck, dedicated yard, garden or similar feature is required for all ADUs.

The design of open space should balance requirements for privacy with the value of sunlight and of views 'out.'

The following are required:

- The amenity area must not be narrower than 2.5 metres and must not be less than 10.0 square metres in area to be able to provide adequate outdoor space for residents.
- Amenity areas must be located along the rear property line or internal to the lot to maximize privacy.
 - Please note that a parking area does not qualify as an outside amenity area.
- Waste disposal and recycling bins that are stored outdoors must be screened from adjacent properties. They could be kept inside a garage, or within an enclosure built for that purpose.



Outdoor Lighting

Outdoor lighting is recommended to encourage safety and create a welcoming environment while minimizing disruption to neighbouring dwelling units. Lighting is required along the pathway leading to the entrance to the ADU.

The following is required:

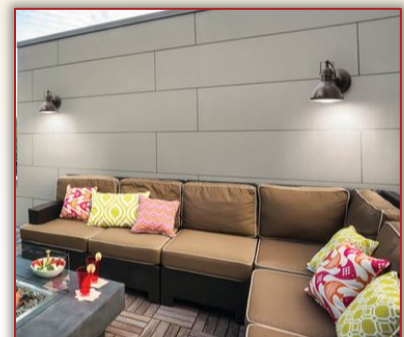
- Outdoor lighting for any development must meet current dark skies guidelines.¹
- Outdoor lighting will be located and arranged so that no direct rays of light are directed at any adjoining properties to minimize light pollution and disruption.

These additional considerations will help to minimize the impact of lighting on adjacent properties.

- Consider using lighting that is energy efficient LED and has a warm colour temperature between 2700 and 3000 Kelvins.
- Motion sensor lights are discouraged if possible.
- Light fixtures should complement the architecture and landscape design to complement existing neighbourhood character.
- Low level pedestrian bollard lighting is encouraged for pathway lighting (see pathway section on page 12 of this guide)

Dark sky guidelines aim to minimize the harmful effects of light pollution. These guidelines recommend that lighting:

- Only be used when needed
- Only light the area that needs it
- Be no brighter than necessary
- Minimize blue light emissions
- Eliminate upward-directed light



¹ Find guidelines at the International Dark-Sky Association: <https://www.darksky.org/our-work/lighting/lighting-for-citizens/lighting-basics/>

Pathways

Providing well constructed pathways will increase overall accessibility to the ADU (see accessibility considerations on page 15 of this guide). Consider using permeable material to support rainwater infiltration, and provide low level pedestrian bollard lighting on pathways

In addition, the following is required:

- An unobstructed, hard packed surfaced lighted pathway at least 1.2 metres wide from either a street or lane, to the entrance of the ADU.
- Pathways be adequately lit to dark sky standards as outlined in the outdoor lighting guidelines.
- The street address at the street entrance of the access route to identify the ADU.

Permeable surfaces (also known as porous or pervious surfaces) are hard surfaces designed to allow water to infiltrate through the ground surface, either into underlying layers (soils and aquifers), or be stored below ground and released at a controlled rate to surface water. This may include permeable pavers or porous asphalt. Permeable surfaces reduce rainwater runoff to mitigate flood impacts and help to restore groundwater levels



SUSTAINABILITY AND ENERGY EFFICIENCY

The Village of Cumberland has made sustainability and energy efficiency key priorities for future development. When designing your ADU, consider the use of clean energy and water conservation, and ultimately work towards reducing greenhouse gas emissions. Sustainable design may include passive orientation to minimize heating in the winter months and cooling in the summer months, use of landscaping to encourage natural cooling.

The following are required:

- Electric vehicle charging capabilities (see zoning bylaw for more details).
- That ADUs be solar ready and include the technical components to facilitate the use of solar panels.

Note that woodstoves are not permitted in new dwellings.

You may also consider providing and encouraging:

- Safe and secure bicycle parking and storage to encourage the use of active transportation methods.
- Reuse of onsite building materials is encouraged where possible, as permitted within the BC Building Code.
- Incorporation rainfall capture systems for irrigation where possible.

You may consider engaging an energy advisor throughout the design process to encourage energy efficient building design.



ACCESSIBILITY

Accessible ADUs provide rental housing that allow options for all people, including those using wheelchairs or other assisted mobility devices, to allow them to age in place. It is required to provide unobstructed, hard-surfaced lighted pathway at least 1.2 metres wide from either a street or lane, to the entrance of the ADU. Accessible travel routes must conform to the requirements of the most current edition of the BC Building Code.

Incorporating accessible design during the initial building construction is much more cost-effective than retrofitting later. The following guidelines are recommended to increase accessibility to all tenants and visitors of the ADU.

Consider the following when incorporating accessibility into ADU design:

- Universal design principles are encouraged wherever possible.
- Step-free access and [Saferhome Standards](#) are encouraged.
- There should be clear and level covered front door landing areas.
- Minimum door clearance widths of 0.85m (34”).
- Maximum door thresholds height of 13mm (1/2”), including patio doors.
- Accessibility features shall be integrated into the overall design concept and identified on the site plans.
 - Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and shall incorporate barrier-free universal design principles.
 - Accessible travel routes shall be of a hard, slip-resistant surface with a minimum width as per requirements of the most current edition of the British Columbia Building Code (BCBC).



Parking Requirements

Number of Parking Spaces

- For all zones, at least one surface parking space for the ADU must be provided on site. For zone R-1A Infill Residential Zone, no more than one parking space is permitted. For the rest of the zones, you may have up to two parking spaces.

Location of Parking

- Locate parking for the ADU off the lane if it is in adequate condition.
- Only one driveway is permitted per street frontage. A corner lot may have a second driveway. Driveways on corner lots must be at least 5.0 metres from the intersection.



Other Considerations/Requirements

- Provide a plan of proposed parking for the ADU showing the spaces and driveway. This will be filed with the Building Inspector prior to issuance of a Building Permit.
- Parking areas for all recreational vehicles, trailers and boats, including commercial or industrial vehicles (if permitted by bylaw), should be located behind the front face of the primary dwelling unit. “Temporary” storage or parking areas are not permitted.
- Parking spaces should be flexibly designed to provide additional outdoor space when not used by cars.
- Permeable parking spaces are recommended to support rainwater infiltration.



STORMWATER MANAGEMENT

To reduce runoff and conserve water, consideration must be made for stormwater management where there is new construction. This includes reducing impermeable surfaces wherever possible and selecting landscape design that incorporates rainwater retention.

- Infiltration galleries are required for new ADUs and must be designed and certified by a Professional Engineer.
- Only one stormwater connection is allowed per lot, so there cannot be a second connection for an ADU.

Consider the following:

- Permeable surfaces are encouraged for driveways and vehicle maneuvering spaces, including permeable unit pavers, gravel, and wheel paths integrated into planted strips.
- Permeable surfaces are highly recommended on pathways and patios, where they do not impede access for persons with a disability.
- Landscape design that incorporates rainwater retention, infiltration and harvesting including rain gardens, permeable surfaces, rain barrels and swales is strongly encouraged.



Utilities

New buildings and new residents impact the existing municipal infrastructure capacity. When building an ADU, you must consider:

- The Village allows one service connection per lot; therefore, the ADU must connect into the existing servicing to your property.
- There is a second garbage collection and sewer fee for additional units on your property. Consider this additional charge when calculating costs.
- Consider the impact of a secondary unit on your utility bills (i.e. being charged for additional garbage pickup, energy bills etc.).

APPENDIX A

APPROVED TREE SPECIES