



City of Richmond

Report to Committee

To: Planning Committee **Date:** June 29, 2015
From: Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol
01
Re: **Affordable Housing Resource Guide**

Staff Recommendation

1. That the Affordable Housing Resource Guide dated July 2015 be endorsed; and
2. That the staff report titled "Affordable Housing Resource Guide", dated June 29, 2015 from the General Manager, Community Services, along with the revised Affordable Housing Resource Guide (July 2015) be sent to local Members of Parliament (MPs), Members of the Legislative Assembly (MLAs), BC Housing, Metro Vancouver, the Richmond Community Services Advisory Committee, the Richmond Seniors Advisory Committee and the Urban Development Institute for their implementation support.

Cathryn Volkering Carlile
 General Manager, Community Services
 (604-276-4068)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Project Development	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the March 17, 2015 Planning Committee, staff were directed to seek comments from the development community and other key stakeholders regarding the Affordable Housing Resource Guide draft and report back.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

2.2 Effective social service networks.

Continued implementation of the Social Development Strategy that articulates our role and how we work with our partners in service provision, manage expectations and target our limited resources on the delivery of these services.

Providing resources to navigate development processes, the technical aspects of building housing, and a tool to partner with the development community and other organizations helps build capacity for housing providers to meet the affordable housing needs in Richmond.

Background

The Affordable Housing Resource Guide (the "Guide") is one component of the broader Affordable Housing Strategy (AHS) update process currently underway. Other components include:

- Affordable Housing Contribution Rate Review
- Housing Action Plan (as per Metro Vancouver requirements)
- Low End Market Rental Housing
- Affordable Home Ownership Options

The Resource Guide responds specifically to Policy Area #5 (Building Community Capacity) of the current AHS. The Guide is intended to provide clarity and guidance primarily to non-profit housing providers and other stakeholders regarding the City's Affordable Housing Strategy, the City's development processes, and other relevant City policies, regulation and guidelines that need to be taken into account in the development of affordable housing in Richmond. The Guide also provides an overview of the City's Affordable Housing Reserve Fund requirements for groups interested in applying for capital grant assistance and provides examples of recent, stand-alone affordable housing developments. Ideas for innovative housing development along with project examples (e.g. aging in place, energy efficiency, building materials) are also provided.

Stakeholder Feedback

As per Planning Committee's direction, staff sought comments on the draft Guide from the development community and key community stakeholders including:

- Non-profit housing and service providers
- Council-appointed advisory committees
- Urban Development Institute (UDI)
- Representatives from Richmond Small Builders Group
- Greater Vancouver Home Builders' Association (GVHBA)
- Richmond Visitability Task Force
- Richmond Centre for Disability
- Richmond Homelessness Coalition

The comments were received from the UDI and the Richmond Seniors Advisory Committee and are included verbatim in Attachment 2 along with staff responses. The comments from stakeholders were in reference to the Resource Guide that was submitted to Planning Committee on March 17, 2015. Page numbers of the current Guide (Attachment 1) may not match the stakeholder comment submissions, due to formatting changes and incorporation of feedback.

The feedback has helped improve clarity and consistency between the Guide and current City policies and zoning regulations (e.g. references to the City's requirements for Basic Universal Housing Features). The Guide more clearly distinguishes City development regulations and requirements, versus additional guidelines and standards that may be required by other jurisdictions. It is noted that several comments addressed specific development projects in the City and important issues such as affordable homeownership which are not specifically within the scope of the Guide, but will be explored as part of the ongoing Affordable Housing Strategy update. References regarding the role of collaboration and partnerships including the private sector have been strengthened.

Financial Impact

None.

Conclusion

Staff reviewed stakeholder feedback and have prepared a revised Resource Guide for adoption by Council. Subject to Council approval, the Resource Guide will be made available on the City's web site and in hard copy. The Guide will be seen as a "living document" that can be updated in the future as needed. Staff recommend that the Guide be sent to local Members of Parliament (MPs), Members of the Provincial Legislative Assembly (MLAs), BC Housing and Metro Vancouver Regional District for their implementation support.



Rob Innes
Aux. Affordable Housing Coordinator
(604-247-4946)

Att. 1: Affordable Housing Resource Guide

June 29, 2015

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Att. 2: Summary of Stakeholder Comments and Staff response

Att. 3: Submission from Urban Development Institute

Att. 4: Submission from Richmond Seniors Advisory Committee



City of
Richmond

City of Richmond Affordable Housing Resource Guide

July 2015

DRAFT





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1.1 A Glossary of Definitions Pertaining to Development of Various Types of Affordable Housing

Affordable Housing developments have a descriptive and regulatory language that is specific to the needs and requirements of this sector. It is useful to define various Affordable Housing-related terms, to provide meaning and clarity to the various parts of this document.

Adaptable Housing - single storey units that are not ground-oriented and designed with the potential to be easily renovated to accommodate a future resident in a wheelchair. (This is a term that is regulated by the BC Building Code - "Adaptable Units" are similar to the City of Richmond's "Basic Universal Housing Unit").

Affordable Housing - housing that meets the needs of households earning 65% or less of the median income in Richmond, with a goal of that household spending no more than 30% of total gross income on shelter.

Accessibility - housing that is barrier-free for users with disabilities or mobility challenges. Also, providing housing that is available or accessible to lower income households.

Aging in Place - the ability to live in one's own home for as long as possible. Often this depends on the living space allowing for adaptability to assist with health and wellness goals.

At-Risk Populations - individuals or households with income or health challenges, whose shelter needs are a concern, and who are homeless or at risk of homelessness.

Complete Community - a neighbourhood where households from all income strata can find options for stable, secure and comfortable housing. Also, a neighbourhood that features a wide range of uses, where all residents can enjoy options for living, working, learning and recreation.

Convertible Housing Unit - designed with the potential to accommodate a future resident in a wheelchair. Basic Universal Housing Unit - a City of Richmond zoning term, regulating features in housing unit design to accommodate a resident in a wheelchair.

Crime Prevention through Environmental Design [CPTED] - an approach to building and urban design which can foster feelings of security for residents and users, and perhaps result in crime prevention. CPTED principles include natural surveillance and overlook ["eyes on the street"], access control by means of fences and gates, and appropriate types of night-lighting.

Density - the number of dwelling units on a parcel of land. Usually expressed as "units per hectare" or "units per acre". Also, density relates to the total amount of floor space that is or can be developed on a parcel of land.

Flexible Housing - housing that can adapt to the changing needs of its users, including the ability to modify layouts to adjust one's housing over time. Related to "Aging in Place" and "Visitability".

Floor Area Ratio [FAR] or Floor Space Ratio [FSR] - a calculation where the total floor area of a building or development is divided by the site area of the site. Often the FAR or FSR is expressed as the maximum floor area allowed on a particular site.

Inclusionary Zoning - Zoning that encourages or mandates the inclusion of lower income housing options in a proposed development.

Healing Environments in Housing - housing that provides appropriate supports to enable residents to better deal with health-related challenges. Such supports include amenity spaces that encourage wellness for users, and facilities for supervisory staff.

Housing Action Plan - specific program adopted by Metro Vancouver. Local governments in Metro Vancouver must adequately plan to meet the existing and projected needs of all economic segments of the community.

Housing Agreement - a regulatory tool that allows municipalities to secure different housing options over the long term in new developments. For example, as part of an incentive to develop, a Housing Agreement would be negotiated between the developer and the City to secure different housing options.

Housing Types relating to Household Income - City of Richmond

[See Richmond's Affordable Housing Strategy; Note that yearly income rates are 2013 rates.]

- Subsidized Rental (also called Non-Market Rental) - targeted at households with an annual income of less than \$34,000.
- Low End of Market Rental - targeted at households with an annual income of between \$34,000 or less and \$57,500 or less.
- Entry-Level Market Housing - targeted at households with an annual income of less than \$60,000.



Waterstone Pier, Richmond, BC | DIALOG project

FUNDING RESPONSIBILITIES FOR AFFORDABLE HOUSING

Developing affordable housing is a challenging and costly process that the City cannot undertake on its own.

While the City will assist where it can, funding responsibilities have to be shared with other levels of government.

1.2 Intent of this Document and How it is to be Applied

In the City of Richmond, affordable housing is typically negotiated through the rezoning or development approval process. The intent of this document is to provide clarity for residents, land owners, developers, architects, housing operators, and others in the housing and non-profit sectors regarding the City's policies and expectations for the design and delivery of Affordable Housing in Richmond. By helping with design decision-making, the City hopes to promote enhanced urban design and social outcomes for new Affordable Housing developments.

1.3 City of Richmond's Commitment to Affordable Housing

The City of Richmond is committed to facilitating the construction of quality, accessible affordable housing projects in the City, to enhance housing opportunities for all Richmond households and families, and to help foster overall economic stability and growth in the City.

The City has a strong history of facilitating the development of affordable housing, across a range of housing types, based on the following core planning principles:

- meet existing community needs and anticipate future needs
- provide quality spaces, indoors and outdoors
- provide for equity in the development of housing opportunities
- commitment to working with the private, non-profit and various government sectors to partner with and deliver affordable housing in the City

- commitment to best practices in housing and sustainability
- commitment to principles of accessibility and visitability
- commitment to exploring ways to help provide appropriate housing and support for Richmond citizens who are part of vulnerable groups, or at-risk of homelessness
- commitment to partnering with community health or other organizations that can assist with generating healing environments
- development of resilient buildings for housing uses, that are durable and that minimize maintenance costs over the life of the building
- commitment to sound public finance economic practice, and working pro-actively with all stakeholders in the delivery of affordable housing
- commitment to public engagement on the delivery of affordable housing

INTENT OF THIS DOCUMENT

This document is meant to serve as a resource and tool box for those interested in the development of affordable housing for the City of Richmond. It will be of particular interest to non-profits and community groups, as it provides design guidelines and technical specifications relating to affordable housing, and a checklist itemizing components of an affordable housing project.

Users of this document are also encouraged to review Richmond's Official Community Plan and sections of City Bylaws pertinent to the subject of affordable housing.

Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.4 Richmond's Affordable Housing Strategies

Strategies to deliver Affordable Housing in Richmond are set out in three main policy documents:

1.4.1 Official Community Plan [OCP]

The OCP is a legally required City Bylaw which enables Council to plan, coordinate and manage City interests for social, economic and environmental sustainability, and land use over the long term.

Approved in November 2012, the 2041 OCP Bylaw 9000, provides a vision for the future for the City to the target year of 2041, and is meant to provide certainty for residents, land owners and the general public, about how growth in the City will be managed and shaped in the next 30 years.

Besides being required to meet Provincial legislative requirements such as addressing Greenhouse Gas [GHG] policies and targets, and preparing Regional Context Statements [RCS] indicating how Richmond will meet Metro Vancouver's Regional Growth Strategy, the OCP also establishes housing policies that will allow Richmond to meet housing needs for a period of at least five years.

1.4.2 Building Our Social Future

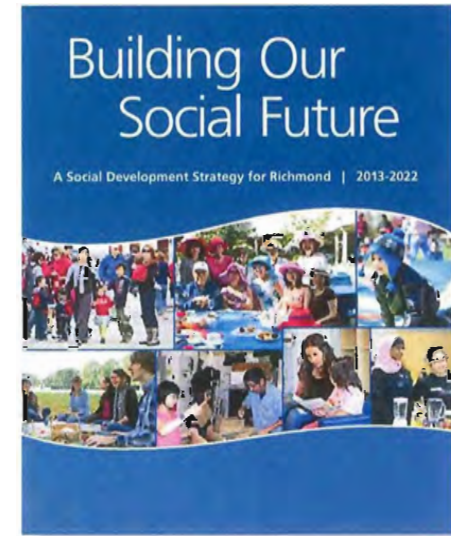
A Social Development Strategy for Richmond 2013 – 2022

This document envisions the City in 2022 being an inclusive, engaged and caring community, that not only addresses existing social issues of today, but also develops the capacity to deal with change in the future and the emerging needs of a diverse population.

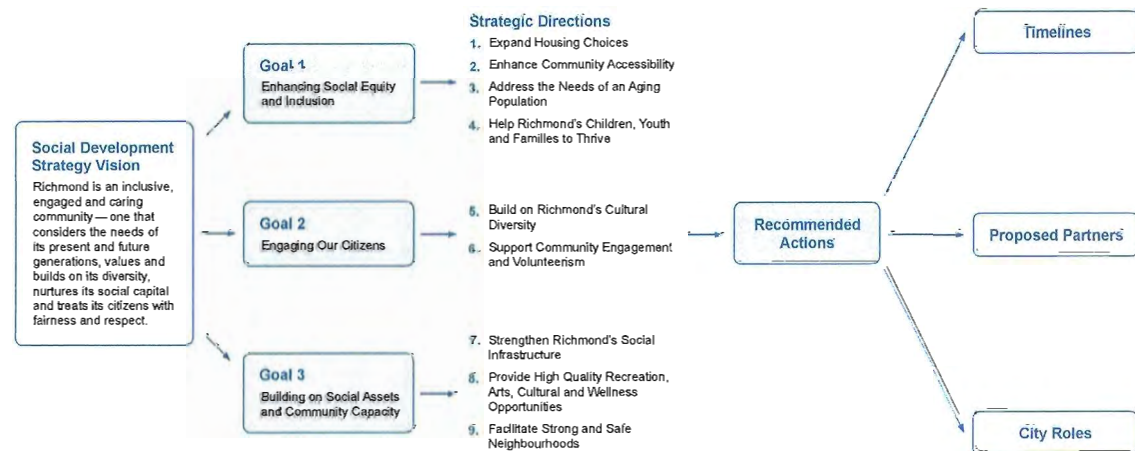
The strategy presents a vision, goals, strategies and recommended actions to work towards implementing the vision.

The strategy also provides clarity that the City cannot meet social goals alone, and that collaboration with other community partners is required, including senior governments and government agencies, and the nonprofit and private sectors.

The strategy sets out that in order to help create an inclusive City, housing choices must be expanded and more affordable and accessible housing units created. This includes implementing, monitoring and enhancing the Richmond Affordable Housing Strategy of 2007, as well as developing a Housing Action Plan and additional housing strategies to enable current and future residents to live, work, play and thrive in the City.



Social Development Strategy Framework





1.4.3 Richmond Affordable Housing Strategy

Richmond City Council approved the “Richmond Affordable Housing Strategy” in May 2007, which sought to provide a range of housing options for households of different ages, family types and incomes.

The strategy recognizes that the City alone cannot adequately address the affordable housing needs of its citizens, and that substantial support and cooperation is required from other levels of government, and from the non-profit sector and the development community.

Richmond City Council has adopted the following Affordable Housing Strategies:

- Targeting priorities for affordable housing types and eligible tenant yearly income thresholds:
 - 1st priority - subsidized rental [less than \$34,000]
 - 2nd priority - low end of market rental [between \$34,000 or less and \$57,500 or less]
 - 3rd priority - entry level homeownership [less than \$60,000]

Priority	Affordable Housing Type	Household Annual Income Threshold *	Initial Annual Target <small>(NOTE: Estimated housing needs)</small>
1st	Subsidized Rental	less than \$33,500	73 housing units
2nd	Low End Market Rental	between \$33,500 and \$51,000	279 housing units
3rd	Entry Level Homeownership	less than \$60,000	243 housing units

* Note that yearly income thresholds rates for the 3 priorities are 2013 rates; provided by BC Housing.

- Providing for density bonuses for all multi-family rezoning applications:
 - for apartment developments of greater than 80 residential units, 5% of the residential floor area is to be built as low end of market rental units, secured by Housing Agreement
 - for townhouse or smaller apartment developments, a cash-in-lieu contribution towards the City’s Affordable Housing Reserve fund is collected
 - for single-family rezoning applications, 50% of the new lots being created must deliver a secondary suite or coach house as well as the principal residence, and a cash-in-lieu contribution is collected on all new single family dwellings
- The City utilizes cash-in-lieu contributions deposited into the Affordable Housing Reserve Fund, to assist working with senior governments and community-based and non-profit groups to deliver affordable subsidized housing units.

Affordable Housing Reserve Fund Requirements

At its open meeting of April 10, 2012 Council endorsed the Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206.

These policies provide Council with authority to direct:

1. Different proportions of contributions to the two capital and operating Affordable Housing Reserve Funds, from time to time, to support affordable housing special development circumstances (“AHSDC’s”); and
2. Capital potential financial support for specific affordable housing developments for affordable project eligible costs that include:
 - a. Municipal fiscal relief (ie., development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees);
 - b. The construction of infrastructure required to service the land on which the affordable housing is being constructed; and
 - c. Other costs normally associated with construction of the affordable housing (eg. Design costs, soft costs).

At the discretion of Council, 100% of contributions can be allocated to projects that meet the AHSDC requirements set out in Policy 5008; with the creation of subsidized rental projects being the first priority.

For more information on AHSDC’s, see the City’s website link to the [Affordable Housing Strategy](#) and the Report to Council dated 11 March 2013.



Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.4.4 A Definition for Affordable Housing

The City of Richmond uses the standard accepted in the mortgage, finance and development sectors for affordability - that no more than 30% of the gross income of a household (not counting utilities and communication fees), should be spent on providing for housing for that household.

While meeting this threshold is often a challenge in today's climate of escalating real estate prices and high rental rates, the 30% of gross income level remains a useful point of departure for discussing the subject of affordable housing, as it indicates how difficult it is for some households to find accommodation within this threshold.

The following diagram, the "Housing Continuum", illustrates the range of housing types found in Richmond, and the general affordability associated with each.

The Housing Continuum

Emergency Shelters	Transitional Housing	Supporting Housing	Affordable Rental Housing	Market Rental Housing	Entry Level Homeownership Housing	Market Homeownership Housing
Year-round beds Seasonal and extreme weather beds	Includes provision of on-site support services in which residents may stay from 30 days to 2-3 years	Integrates on-site support services available to residents Residents may or may not have a maximum length of stay	Offers rents at or below market rent Purpose built affordable housing Secondary suites/coach houses Rental condominiums	Offers rents at market rental rates	Is considered to be affordable if the purchase price is below market price for a unit of similar size, type and number of bedrooms, and it is sustainable for the purchaser over time within a threshold of 30% of before tax household income (source: Canada Housing and Mortgage Corp.)	Single-family Condominium Other

↑ Subsidized Rental Housing ↑

* Requires subsidy in order to serve lower income individuals and households

* Note that while subsidy is required to make shelter and housing affordable for lower income individuals and households, many market rental units cannot be considered affordable, since residents pay higher than 30% of gross income for rent.

For example, Canada Mortgage and Housing [CMHC] statistics indicate that for households renting market housing, a growing number spend over 50% of gross income on housing and shelter costs.



1.5 City Approaches and Mechanisms to Assist in the Delivery of Affordable Housing

Priority Processing for Affordable Housing Projects

The City can expedite rezoning and development permit applications, at no additional cost to the applicant, where the entire development or building consists of affordable subsidized rental housing units.

Strategic Land Acquisition by the City

The City can acquire sites for affordable housing with funding coming from the Affordable Housing Reserve Fund and other sources where appropriate.

Development of such sites will typically involve funding from other levels of government or partnerships with the private sector and/or non-profit agencies or groups.

Density Bonus Approach

This approach can be used to collect affordable housing contributions from larger sized residential and mixed-use developments.

Typically, the intent is to require at least 5 per cent of the total residential building area in mixed use development with more than 80 units to be made available for low-end market rental purposes. However, the City will also typically seek to maximize housing capacity, and will encourage the creation of more housing units rather than the delivery of a small number of larger units, except in cases where creating family housing is a priority.



Rental Housing Preservation

OCP policy and the Affordable Housing Strategy both encourage 1:1 replacement when existing rental housing in multi-family developments is converted to strata-title or where existing sites are rezoned.

The City wants to work with owners and developers so that the existing stock of affordable rental housing is not eroded.

Entry Level Homeownership

As noted over, the intent is to see development of strata units at a price point that is affordable to purchasers with low to moderate incomes (i.e. less than \$60,000 per year).





1.6 Current Implementation of the Affordable Housing Strategy

1.6.1 Richmond's Housing Stock

- Update on the progress status of the Affordable Housing Strategy as of March 31, 2015.

1. Affordable Rental Units in Richmond - 5,130 Units
 - 3,797 affordable units in the existing inventory
 - 1,352 units secured through the City's Affordable Housing Strategy (are constructed or in the process of being constructed)
2. Units Secured Through the City's Affordable Housing Strategy and Secondary Suite Bylaw
 - 300 Low End of Market Rental Units (LEMR)
 - 477 Subsidized Rental Units
 - 411 market rental units secured in private developments
 - 145 secondary suites and coach houses
3. Affordable Home Ownership Units
 - 19 units secured through the City's Affordable Housing Strategy

4. Specialized and Supportive Housing
 - 39 Group Homes accommodating 219 residents
 - 712 Residential Care Beds
 - 7 person women's recovery group home (in a City-owned house)
 - 10 year-round shelter spaces
 - 22 extreme weather shelter beds

1.6.2 Current Initiatives - Richmond Homelessness Coalition [RHC]

Formed as a multi-stakeholder, 45 active participant community planning table in July 2011, the Richmond Housing Coalition addresses homelessness issues, and supports affordable housing initiatives as long-term solutions to end homelessness. Five priorities are identified:

- a year-round emergency shelter
- a drop-in centre to serve socially marginalized individuals
- outreach services
- youth services
- housing with support services

1.6.3 Future Directions for the Affordable Housing Strategy

1. Affordable housing contribution rates and reserve fund efficiencies
2. Low-end market rental unit management
3. Accessibility standards, including social, cultural and economic considerations
4. Affordable homeownership initiatives
5. Promoting multi-stakeholder investment opportunities in affordable housing
6. Review of parking requirements in developments with affordable housing

The Affordable Housing Strategy is making progress in helping to deliver more affordable housing units in Richmond. The goal is to sustain this progress, and to enhance the effectiveness of the strategy in the future.



1.7 Examples of Recent Projects in Richmond that have delivered Affordable Housing Units

*Seniors Rental Housing - Kiwanis Towers - Innovative Partnership - Private Developer (Polygon), Kiwanis Seniors Housing Society, City of Richmond
6251 Minoru Boulevard*



The proposed development provides:

- a City Centre location - across from Richmond Centre, close to services and transit
- 296 units of senior's rental housing units for low-income households
- 710 square meters of resident amenity spaces

The development and funding for the project includes a collaborative effort with:

- Kiwanis Society - (Owner and Operator)
- Polygon - Design (Development and Construction Management)
- City - (Financial support towards project capital costs)
- BC Housing - (Providing construction financing and facilitating long-term mortgage)

Estimated Need and Demand for Affordable Senior's Housing
(a senior is defined as someone over 65 years of age)

- the 2011 Census reports that Richmond senior's population is 53,635—an increase of 25 per cent from the 2006 reported total of 42,625 Richmond seniors
- over the next two decades, the Richmond Senior population is projected to increase by 163 per cent or 38,000 more individuals, comparing to a region-wide forecast rate of 118 percent
- the 2006 Census reports that there are 26,980 Seniors in Richmond with incomes of \$29,999 and below, with 16,675 of these households with incomes of \$15,000 and below

Public, Private and Non-Profit Collaboration

- Kiwanis Seniors Citizens Housing Society to provide land and Polygon Developments hired to provide development and construction management services. Polygon also assisted with the relation of the original tenant
- Kiwanis Senior Citizens Housing Society, Polygon, City of Richmond, BC Housing, and Vancouver Coastal Health representatives are working together through the municipal approvals, project development, and community/resident amenity planning processes
- collaborative multi-stakeholder planning approach to address the policy, tenant and communication requirements
- the use of City Affordable Housing Reserve Funds to provide financial support towards the proposed capital project costs
- BC Housing financing and technical support



Affordable Housing - Storeys Development City-Owned Site 8111 Granville Avenue / 8080 Anderson Road



The proposed development provides:

- a convenient City Centre location close to services and supports
- approximately 129 units of affordable rental housing for low-income households
- 2,146 square meters of community amenity and service space (e.g. social enterprise coffee shop, community meal program, community support services, health and service provision spaces)

The proposed project includes a collaborative effort including:

- the applicant team consisting of six non-profit housing and service providers, including:
 - Atira Women's Resource Society
 - Coast Mental Health
 - S.U.C.C.E.S.S.
 - Tik'va Housing Society
 - Turning Point Housing Society
 - CMHA - operating Pathways Clubhouse
- an example of multi-stakeholder approach to leveraging resources to support affordable housing:
 - City of Richmond (City owned land, Affordable Housing Reserves, Affordable Housing Value Transfers)
 - BC Housing (project financing and technical support)
 - Private Developers (City policy requirements for density bonusing)
- City and BC Housing collaborative development of an Expression of Interest Process:
 - City and BC Housing representatives working together to develop the Expression of Interest document, expedite development, funding and project approval processes
 - collaborative multi-stakeholder planning approach
 - City-owned land and use of Affordable Housing Reserve Funds to provide financial support towards the proposed capital project costs
 - BC Housing financing



Low-End Market Rental - Cadence Development
Private Developer
5640 Hollybridge Way [Cressey Developments]



- two market residential buildings with 14 and 15 stories facing Lansdowne Road with a total of 218 apartment units, located above commercial space on the ground and second floors
- a five storey block facing Elmbridge Way with a 5,000 ft (465 m) childcare facility and 15 affordable housing units located above street-oriented commercial space
- street-oriented commercial space with two levels of decorative metal screened parkade located above and the 15-storey market residential tower and the five storey affordable housing / child care block located at each corner
- a block of 13 townhouses and street-oriented commercial space facing Hollybridge Way
- the City working with a selected affordable housing provider and local non-profit community service and health providers to develop a coordinated approach for access and delivery of housing, social programs and supports for the families (e.g. life skills, self sufficiency, financial literacy, health education, higher education, and employment opportunities)
- the City-owned childcare facility will be operated by a non-profit childcare provider with the expectation that spaces will be provided to accommodate children from the affordable housing units
- the affordable housing units are located on the top three floors of the five-storey block facing Elmbridge Way on the south side of the development in which the 5,000 ft (465 m) to 5,500 ft (5 11 m) childcare facility is located on the fifth level



1.8 Developing Affordable Housing Projects in the City of Richmond - Overview of the Process

The City wants to continue to work with the development community and housing sector and non-profit operators to help create high quality, affordable housing projects. To facilitate the process, it is important for project applicants to follow an appropriate Affordable Housing development methodology in order to promote successful applications. An overview of the process would include:

- review City and Provincial guidelines and requirements for affordable housing delivery, and operation and sponsorship of an affordable housing project
- determination of community needs and identification of a site. Preliminary project discussions with City staff
- a review of what consultants may be needed to help develop an Affordable Housing project. A list of consultants might include:
 - a Development Consultant, specializing in affordable or non-profit housing
 - consultants to provide required site specific information, such as Land Surveyor (to provide a legal survey), a Geotechnical Engineer (to provide a Soils Report and Building Foundation Recommendations), an Environmental Consultant (to provide Environmental and Hazardous Materials Surveys and Recommendations)
 - a Cost Consultant (sometimes called a Quantity Surveyor)
 - a Construction Manager (to help with a market-based cost analysis

- an Architect
- Engineers, including structural, mechanical, electrical and civil engineers
- a Landscape Architect
- a Building Code Consultant / Code Engineer
- a Building Envelope Consultant

Other specialist consultants who might be included in an Affordable Housing project could include an Acoustic Engineer, a Traffic Consultant, a Heritage Consultant, an Arborist (where existing trees would be protected), a Security and/or Hardware Consultant, and a LEED Consultant (where the project has an ambition for a LEED certification and be recognized for a “Leadership in Energy and Environmental Design).

- discussion of a project pro forma, which analyzes the economics and financial viability of a project. A detailed Business Plan is recommended
- review of the typical approvals process
 - City Approvals

Rezoning

- a rezoning of a parcel of land is required when the proposed use or scale of development is not consistent with the existing zoning for the property
- a rezoning should be consistent with the Official Community Plan (OCP)

Development Permit (DP)

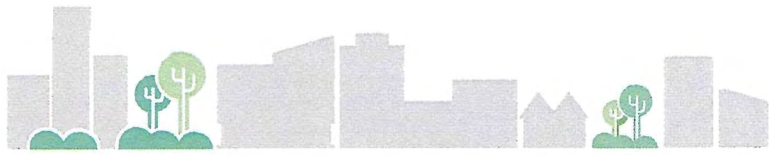
- a development application for the project, comprised of design drawings that incorporate OCP DP Guidelines, City zoning regulations, the Affordable Housing Resource Guide and Technical Guidelines criteria, and any pertinent Provincial regulations
- the City provides a Checklist on the DP application, so that Applicants are aware of the submission requirements that will accompany a development application
- all projects containing affordable housing will be reviewed by the Community Services Department in conjunction with the Development Applications Department, to ensure that applications meet the City's affordable housing policies and objectives

Building Permit (BP)

- City approval that allows construction to begin, comprised of working drawings and specifications that demonstrate compliance with the BC Building Code, Zoning and Development Permit requirements, and City Bylaws

Final Building Permit Issuing Occupancy Permit

- City final approval of the constructed facility, indicating that it is ready for use

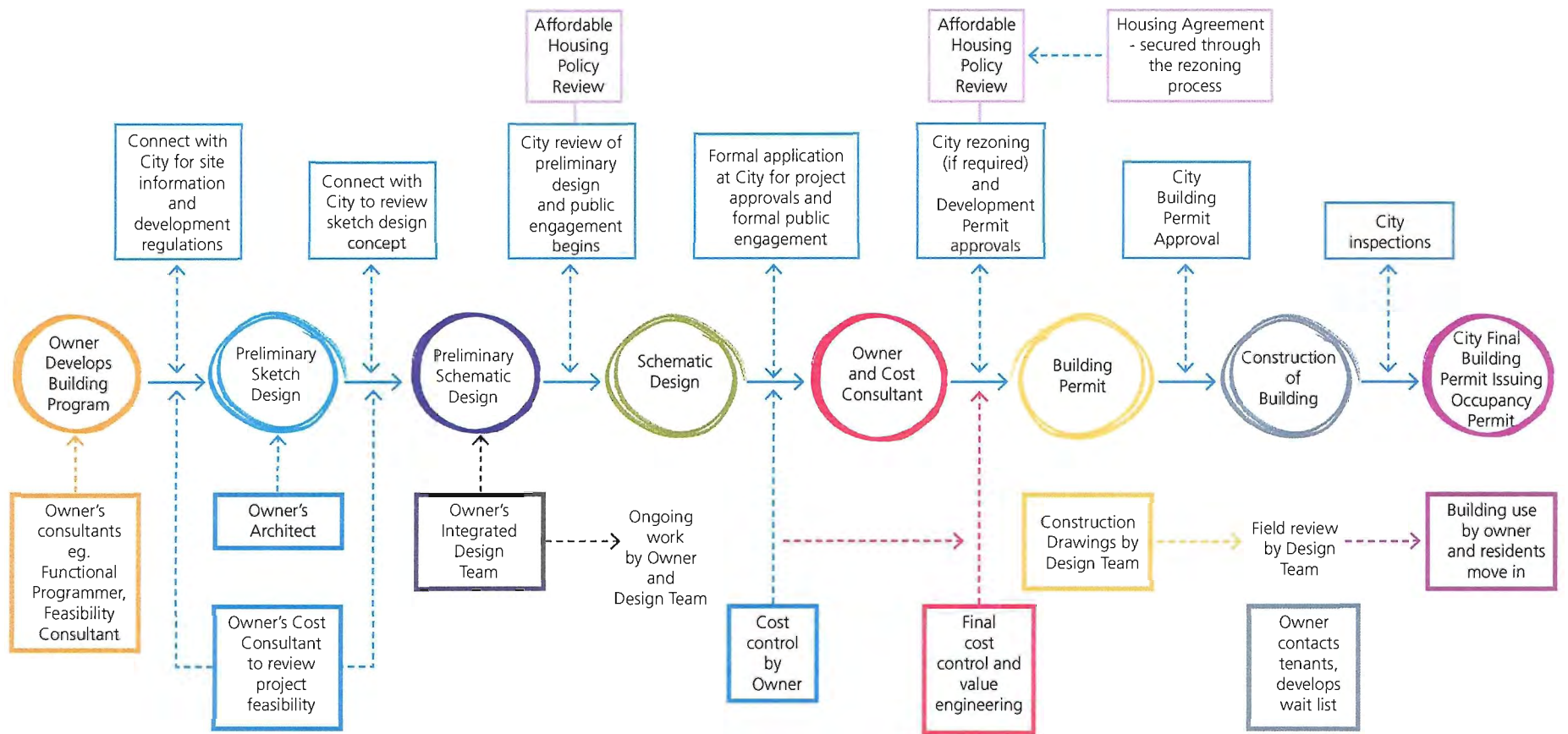


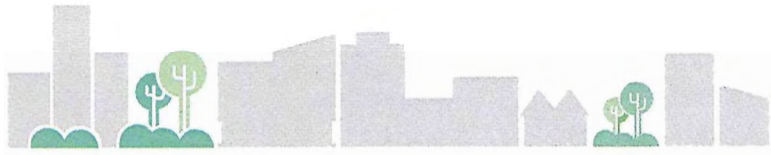
Affordable Housing Resource Guide

Policy Context in the City of Richmond

Affordable Housing Project - Overview of the Development Process

Multi-Unit Project





1.9 Building the Optimal Consulting Team to Develop an Affordable Housing Project

As noted in the previous section, the list of consultants who would assist an owner to deliver an Affordable Housing project can be long and seemingly complex. Typically, consultants are grouped into two categories, non-design related and design-related consultants.

Non-Design Owner's Consultants

One group of these consultants provide the owner with legal documents that are required for project approvals, such as environmental surveys or hazardous material remediation reports or certifications, or they provide inventories of existing site conditions, such as legal surveys or soil conditions.

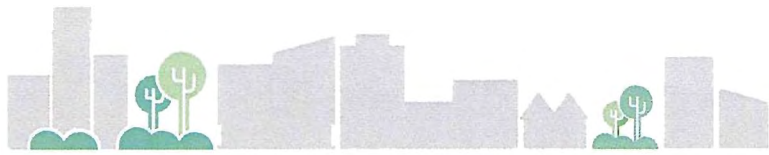
Another group of non-design consultants are engaged to advise the owner on aspects of the development process as a whole. Many affordable housing developers, for example, are non-profit groups and might not be especially skilled in how to successfully deliver a housing project. These owners can engage development consultants who have experience in construction management and finance, to help lead the planning, budget, construction and operations aspects of a project. It greatly assists if the development consultant is well-versed in how to deliver affordable housing, as there are many aspects of development that are unique to this project type.

Design-Related Owner's Consultants

Owners will typically engage an architect to lead the design process. The architect not only designs the building, but also typically acts as the managing consultant who coordinates the work of the other engineering and specialist design consultants. Again, it is useful if the architect selected to lead the design process has affordable housing development experience. The architect can assist the owner with selecting other design consultants, and these consultants can either be engaged directly by the owner or sometimes by the architect.

The various engineering and specialist consultants play specific roles in helping to fully describe the building that is being designed. These include building structure, building systems for heating, cooling and ventilation, building lighting and fire and life safety concerns, and creating landscaping for the project.

All of the design-related consultants have specific responsibilities set out by provincial legislation and by professional organizations. The municipality, who acts as the approving authority, or "authority having jurisdiction" on a project. Design-related consultants must certify to the municipality that their designs meet all pertinent zoning and development regulations, and building code requirements.



The Integrated Design Process

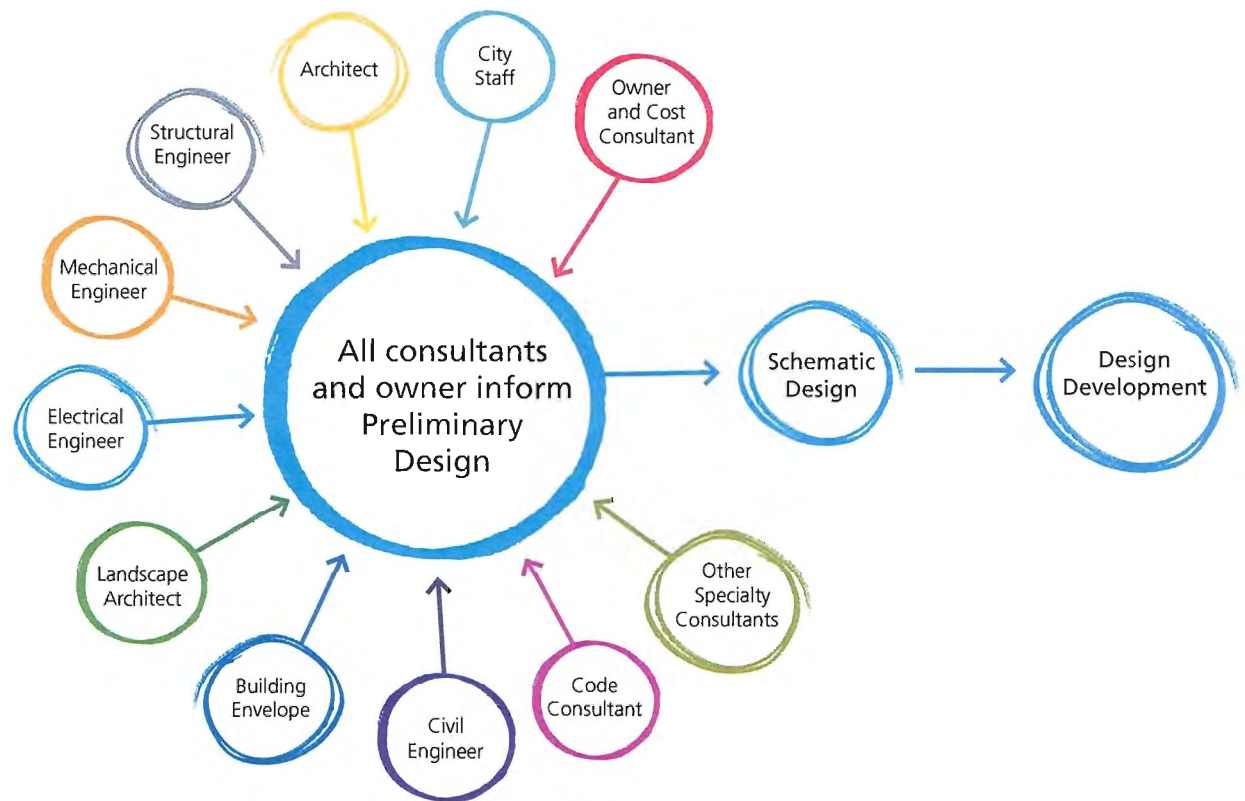
More and more in today's development world, projects are designed by an integrated team of consultants, who define project goals and set out how best to achieve these from the outset of the design process.

For example, in the contemporary context, it is becoming more prevalent that new buildings provide a high degree of energy utilization. To achieve this, the consultant team and the owner's team will decide early in the design process what design features and building systems the building should accommodate. Heating and cooling and insulation goals are set out at the beginning of the project, which helps inform the architect's overall design for the project.

Beyond being useful to develop high performance type buildings for energy utilization, the integrated design approach is also used to articulate a wide range of building and space planning goals for a building, including social and community building goals.

With an integrated team approach, appropriate design decisions can be made from the outset of a project to enhance the delivery of buildings that work for communities.

INTEGRATED DESIGN - THE TEAM APPROACH





2.1 Providing for Financial Viability for both Private Sector and Affordable Housing Projects that involve the Public Sector

No matter who is developing housing, whether it is the private sector or an agency from the public sector, investment in and delivery of new or renovated housing is a complicated and costly process. It is often said that the biggest investment a household will make is to acquire and maintain home and shelter, and it is important to keep in mind the cost of, and effort required, to provide for the delivery of new housing supply.

Given the substantial investment required, it is fundamental that the financial viability of the development of a housing project be kept foremost in mind, so that new housing supply can be delivered successfully, and be maintained successfully over time, to meet evolving housing needs.

While concern for the bottom line is typically thought of as the purview and strength of the private sector, it is no less important that where the public sector is involved in delivering housing, specifically affordable housing, that individual projects be planned to demonstrate financial viability, in the planning and construction stages and especially over the longer term in the operations and maintenance stages of the building.

This means that some aspects of housing delivery, such as maintenance and life cycle costs, which often aren't a primary concern in lower cost private sector projects, should be a key component of public sector affordable projects.

The overall message then, is that all housing developments require close attention to the cost of delivering new housing supply, and that while the private sector should be encouraged and made more viable by the setting out of clear regulation that delivers certainty while meeting community goals, the viability of affordable projects involving the public sector must take into account a wide range of public goals and objectives.

2.2 Financial Analyses

In the first stages of planning for a housing project that includes affordable housing components, financial assessments must be made of key project elements:

2.2.1 *Identifying Development and Financing Costs*

The Cost of Land

- capital costs, financing costs, legal and holding costs

Project Development Soft Costs

- project management costs, including development planning and financial consultant costs
- geotechnical (soils and foundation) consultant and legal survey costs
- environmental and hazardous materials survey costs
- design costs, including architectural, engineering and landscape consultant costs
- design contingency
- municipal fees
- project close-out and marketing costs
- public art amenity contribution

Project Development Hard Costs

- site development and servicing costs
- per sq.ft. (or sq.m) costs of construction (based on the consultants' preliminary design)
- construction contingency



Identifying Operating Expenditures

- maintenance
- heat and utilities
- property management
- taxes
- replacement reserve (for eventual major servicing or replacement of constructed portions of the project)
- long term financing commitments
- demolition reserve fund

Identifying Funding And Operating Income

- private lender funding
- government funding
- capital fund-raising
- partnerships with other community service organizations
- housing unit rental income
- revenue from parking
- possible revenue from services to tenants (eg. Laundry), or rents from commercial space in the project
- possible revenue from social enterprises that might be incorporated in the building

Developing Proformas To Assess Project Viability

- updating proformas at project milestones, to assess project financial viability on an ongoing basis

Long-Term Operations Models That Illustrate Financial Sustainability Over The Long term

- summary of energy and utilities costs, and how these are evolving
- analysis of building systems replacement costs, and pressures on the replacement reserve
- analysis of property management costs
- summary of adequacy of revenues to meet operations costs



3.1 Meeting Community Needs

As Richmond continues to grow and demographics change, community housing needs will continue to evolve. Individual development applications that include housing should respond to community needs, and provide housing types, including a range of affordable housing types, that match the profile of existing and future residents in Richmond.

3.2 Meeting Housing Demand

Metro Vancouver's Regional Growth Strategy stipulates that Richmond must absorb a significant amount of residential growth in order to meet anticipated Regional population increases. By 2040 it is estimated that Richmond must add 16,200 units over today's existing unit numbers.

To ensure marketability, and to meet the housing needs of the widest range of Richmond residents, new housing should provide a supply of various housing types, with an appropriate mix of numbers of bedrooms, in a variety of building forms.

2040 Total Demand:

- Additional Units (see Table 1 - Estimated Housing Demand, Regional Growth Strategy, May 2009)

3.3 Additional Considerations Regarding Housing Mix and Unit Types

- provision of amenity spaces or community services in an individual project or connectivity with amenities and community services nearby. (Refer to the City of Richmond Official Community Plan for minimum indoor amenity area requirements.)
- level of resident independence
- visitability aspects including accessibility and barrier-free design

Low-End Market Rental

Low-End Market [LEM] Rental in medium and higher density development is a priority in Richmond.

When part of a new market housing development, the LEM units should have the following four characteristics:

- Constructed with the same level of finish as the market units.
- LEM residents should have the same access to shared spaces and amenities as market residents.
- No charges to residents for vehicle parking. [Parking requirements can be decreased for LEM units].
- LEM units should incorporate Basic Universal Housing features, consistent with Richmond's zoning requirements.

Housing demand estimates in the City of Richmond - Table 1
- part of Metro Vancouver's Regional Growth Strategy

As part of Metro Vancouver, it has been determined that Richmond should deliver 400 units of affordable housing per year in order to accommodate growth in the region.

City of Richmond	Overall Housing Demand	Ownership Demand	Rental Demand	Total Affordable Rental Demand	Low Income Rental Demand	Moderate Income Rental Demand	Market Rental Demand
RICHMOND: Annual estimated housing demand	1,600 units	1,040 units	560 units	400 units	180 units	220 units	160 units
RICHMOND: 10-year estimated housing demand	16,000 units	10,400 units	5,600 units	4,000 units	1,800 units	2,200 units	1,600 units
METRO VANCOUVER: 10-year estimated housing demand	185,600 units	120,700 units	64,900 units	46,800 units	21,400 units	25,400 units	18,100 units



4.1 Context and Environmental Concerns

4.1.1 Location in the Community

As Richmond continues to evolve as an urban centre in Metro Vancouver, with a more compact form of development, affordable housing will be delivered in more medium and higher density developments.

These should be strategically located close to community facilities such as community centres, schools, libraries and parks, and transit.

4.1.2 Adjacent Uses

It is anticipated that as Richmond grows, affordable housing units will tend to be delivered as part of mixed-use developments, including as part of market housing projects.

In such projects, effort should be made not to segregate the affordable components. The preferred approach will be to integrate the affordable units into the larger development so that the perception of lower-income versus higher-income, or market versus non-market housing components, is not pronounced or obvious.

Where non-market or affordable units are delivered in a single stand-alone project, effort should be made to design the exterior of the building so that it complements and feels in context with adjacent buildings in a local precinct.

The overall design intent should be to create a seamless integration of market and affordable housing units in the community, through the careful manipulation of scale and massing, and the use of building materials in a consistent and complementary way.

4.1.3 Zoning

As noted previously, the Richmond Official Community Plan [OCP] and Zoning Bylaws guide growth and change in the City. When reviewing a possible site for a project that contains affordable housing components or comprises the entire project, the zoning and development parameters must be determined, and early contact with City staff is recommended to discuss the potential development.

4.1.4 Relationship to Grade

Affordable housing projects, and larger projects in general, should be designed to provide barrier-free, same level access from the public realm, through the exterior site areas and to the interior of the project. This allows for wheelchair accessibility and freedom of movement for all users, with all trip hazards also minimized.

4.1.5 Relationship of Indoor and Outdoor Spaces

In order to promote barrier-free design, and enhance visitability for projects, indoor and outdoor spaces should also be connected in a wheelchair accessible manner. Minor differences in grade should be accommodated by means of ramps, while vertical movement requirements will be provided by elevators as well as stairs. The elevator should be of sufficient size to accommodate mobility aides such as strollers and scooters, as well meet code requirements for wheelchairs and ambulance stretchers.

4.1.6 Importance of Natural Light

Natural lighting is an important aspect of creating useful and amenable housing projects. Indoor and outdoor common areas, as well as the interiors of the housing units themselves, require good exposure to natural light and at some direct sunlight.

A high level of daylighting for interior spaces can reduce artificial lighting needs and passive solar heat gain into housing units, and can reduce energy consumption in buildings, as well as improve the energy utilization levels over the long term.

4.1.7 Access

Walking, Biking, Transit

As Richmond continues to grow as an urban centre, especially in areas with transit-oriented development, the preferred means of movement will be non-vehicular. Richmond's flat topography is highly amenable to walking and biking, and a barrier-free, pedestrian-oriented public realm and means of access to housing developments is important.

Vehicular Access, Drop-Off and Parking, Parking and Loading Regulations

- while non-vehicular modes of mobility are to be encouraged, vehicle use must also be accommodated for new housing projects
- the Parking and Loading Section of the Zoning Bylaw sets out minimum resident, and visitor parking and loading space requirements. City staff should be consulted on this matter



Affordable Housing Project Design Considerations **4**

- new multi-unit projects may also require for safe and convenient vehicular drop-off and short-term parking areas
- other vehicle movements considerations will include access for service and delivery vehicles, garbage trucks and emergency vehicles. As all of these parking, loading and traffic movement issues can be quite complex, early contact with the City's Engineering, Planning, Project Development, and Transportation Departments is encouraged

4.1.8 Security

Fences and Boundaries

- in higher density urban settings, it is important to provide a practical and highly amenable inter-relationship between the public realm, and semi-private and private areas that are part of the housing project
- typically, solid fences should be avoided, and separation between the public realm and the housing should be comprised of landscaping with grade changes, and open fence or glazed screens where appropriate. In this way, natural surveillance of the public and private realms is enhanced

Gates and Security

- for higher density projects, gates that access entry courtyards or outdoor common areas should be secured with electronic locking devices that limit entry to residents only. Electronic security however must not compromise safe egress and emergency exit capability that is required by building code

Surveillance

- typically, access to housing projects will be by enterphone, with resident-controlled "buzzing-in" of visitors. Video monitoring of the entry area is recommended, to heighten residents' ability to survey and control who is asking for admittance to the building
- outdoor entry areas and interior lobbies should be well-lit. Security can also be enhanced by limiting elevator access to other floors to residents only, by means of electronic devices such as fobs and card-readers

4.2 Housing Design - Interior Spaces

4.2.i Housing Unit Size

4.2.1.1 Richmond Standards

While the City does not have any formal standards for minimum unit size, the City recognizes that unit livability and visitability relates directly to more generous unit areas, as well as to unit layout openness and overall design.

Unit size, however, also is closely related to housing affordability, and there is a trend in market housing in urban centers in Metro Vancouver, towards delivering smaller sized units to make housing more affordable.

In the Richmond marketplace, smaller units are not typically the norm, but for affordability reasons it warrants consideration to make units as compact as possible, while still making the housing sufficiently open and spacious to meet visitability and aging in place concerns.

The following unit sizes should be considered as minimums for the purpose of affordable housing design:

Studio Unit: 400 sq.ft. [37 sq.m]

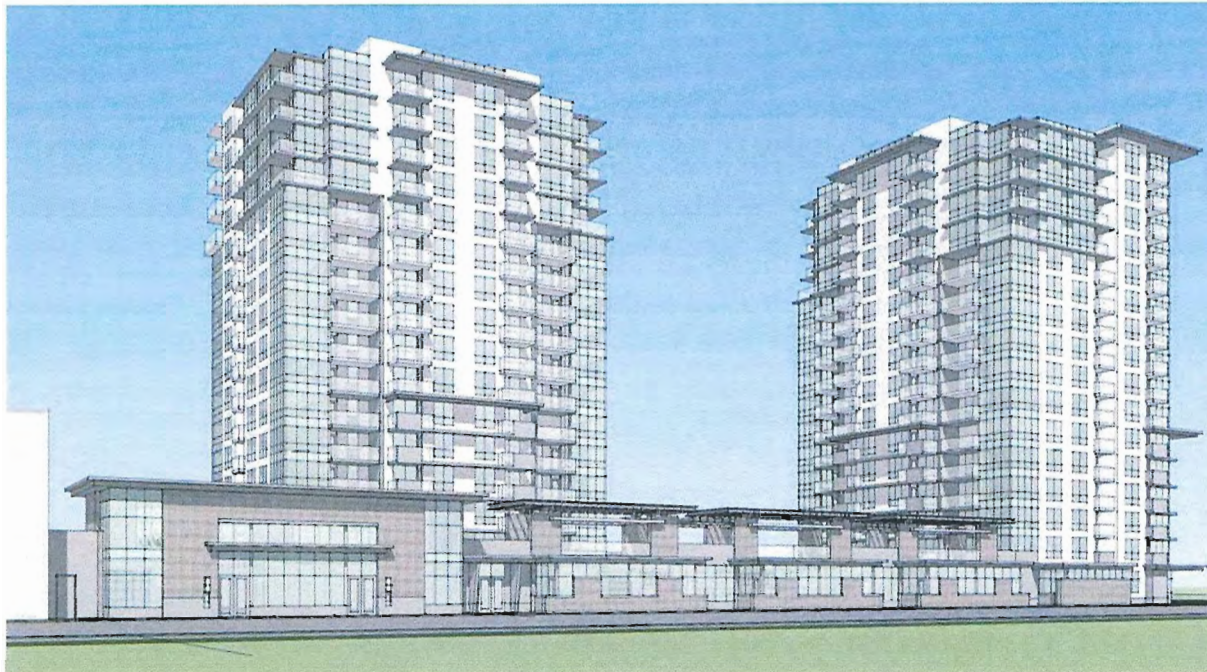
1 - BR Unit: 535 sq.ft. [50 sq.m]

2 - BR Unit: 860 sq.ft. [80 sq.m]

3 - BR Unit: 980 sq.ft. [91 sq.m]



Affordable Housing Project Design Considerations **4**



Kiwanis Towers, Minoru Park, Richmond, BC

Basic Universal Housing Features

Richmond's Zoning and Development Bylaw sets out basic universal housing features. See section 4.16.

Bylaw 8500 provides a modest FAR exemption for single-storey residential units that incorporate the specified "Basic Universal Housing Features".

City staff encourage universal design features in all built affordable housing units.

4.2.1.2 Design Characteristics for Affordable Housing Units - Universal Housing Units and Accessible Housing Units

The intention is that affordable units generally be designed as Universal Housing Units, incorporating features that will enhance opportunities for residents to remain in their homes over time, and allow for independent living over the long term. Richmond zoning regulations characterize such units as "Basic Universal Housing", with such features as:

- open kitchen and living room
 - if the living spaces flow together in an open plan, areas can be made smaller while still allowing for ease of movement and flexibility in furniture arrangement
- wider hallways and stairs
 - ideally hallways and stairs should be no less than 1,220.0 mm wide minimum
- wider doorways
 - minimum clear opening of 850.0 mm for all entry doors to dwelling units
 - if the front door opens into the unit, provide a minimum of 6.0 m of unobstructed clearance on the wall at the latch side of the door
 - low profile wheelchair accessible thresholds at the front entry door - maximum 13.0 mm high
- consider use of pocket doors



Affordable Housing Project Design Considerations **4**

- wider bathrooms
 - provide at least 760.0 mm x 1,220.0 mm wide of unobstructed space between the toilet and the bath or shower stall, when these elements are situated opposite from each other, and the same unobstructed area in front of sink vanities
- electrical outlets at a higher level off of the floor; light switches at a lower level
 - install outlets at 455.0 mm to 1,200.0 mm above finish floor to the centreline of the electrical box, and light switches at 900.0 mm to 1,200.0 mm from the floor
- have a lower sill for windows, and taller, brighter windows
 - install sill at 750.0 mm above finish floor. (Windows will have tempered glass and be rated for guard loading structurally)
- other consideration to allow for future adaptability (not in Zoning Bylaw)
 - provide backing for future grab bars in washroom tub, shower and toilet locations
 - allow for cabinets under kitchen sinks and bathroom vanities to be removable, to provide for knee space for possible future wheelchair use
 - rough-in wiring for a future possible automatic door opener at the unit entry door
 - for multi-level units, stack closets or storage spaces over one another, to allow for a possible residential elevator/platform lift to connect floors. The closets must be deep and wide enough to accommodate construction of a rated hoistway
- allow for “smart home” options by providing a “Node Zero Location”, where all housing unit wiring, including security, telephone, cable and data, meets in one place
- position bath and shower controls closer to the outside edge of the tub or shower, to assist with future mobility issues
- install low threshold showers that already have an “ADA” compliance rating [American Disabilities Association]
- leave space on one side of the toilet

Accessible Residential Units

Accessible Housing Units have special design features to accommodate the needs of residents who require the use of a wheelchair. Such features include:

- space for turning wheelchairs and manoeuvring
- larger kitchen and bathroom areas
- specific appliance and fixture needs

Richmond Zoning also allows for the construction of “Convertible Units” which are designed with the potential to be easily renovated to accommodate a future resident in a wheelchair.

Consult City staff regarding “Convertible Unit Guidelines” for townhouse units.



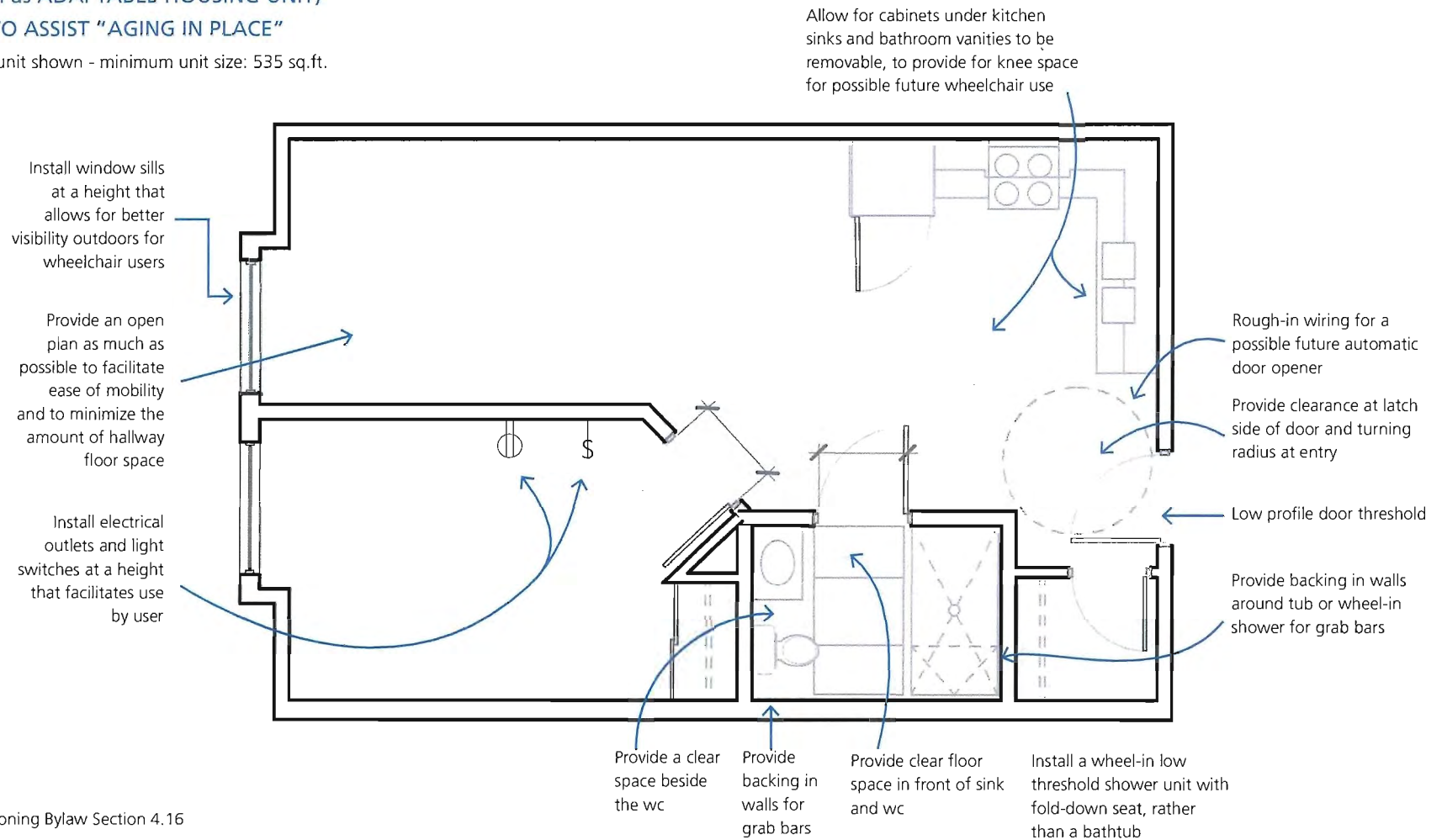
Affordable Housing Project Design Considerations 4

BASIC UNIVERSAL HOUSING UNIT (see Richmond Zoning Bylaw for specific dimensions/requirements)

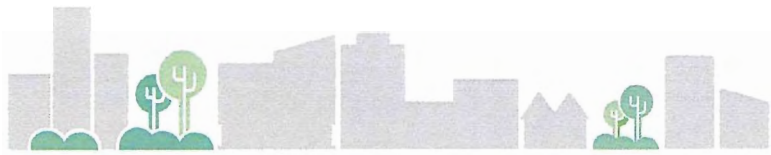
(also known as ADAPTABLE HOUSING UNIT)

FEATURES TO ASSIST "AGING IN PLACE"

One bedroom unit shown - minimum unit size: 535 sq.ft.

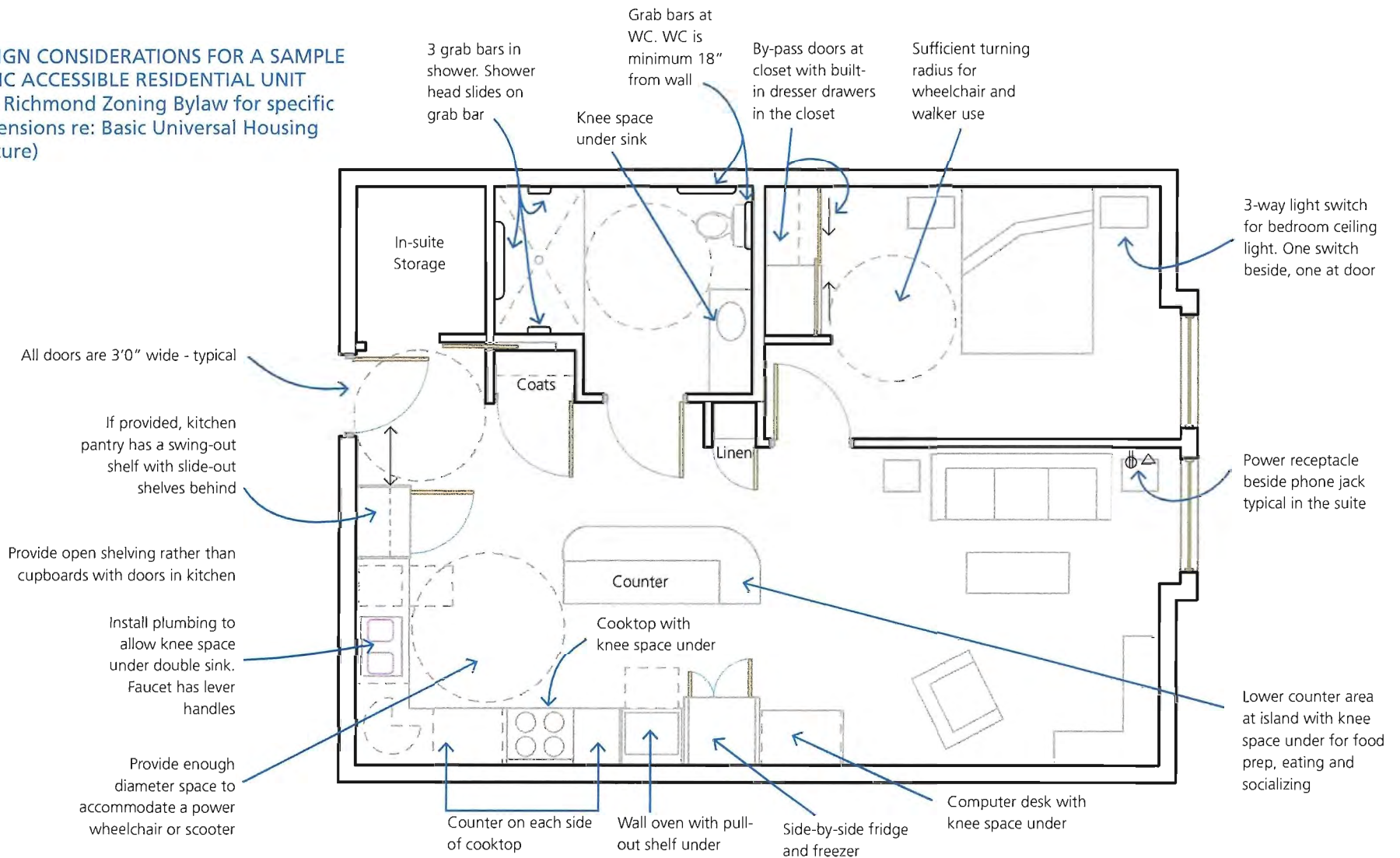


Refer to Zoning Bylaw Section 4.16



Affordable Housing Project Design Considerations 4

DESIGN CONSIDERATIONS FOR A SAMPLE BASIC ACCESSIBLE RESIDENTIAL UNIT (see Richmond Zoning Bylaw for specific dimensions re: Basic Universal Housing Feature)





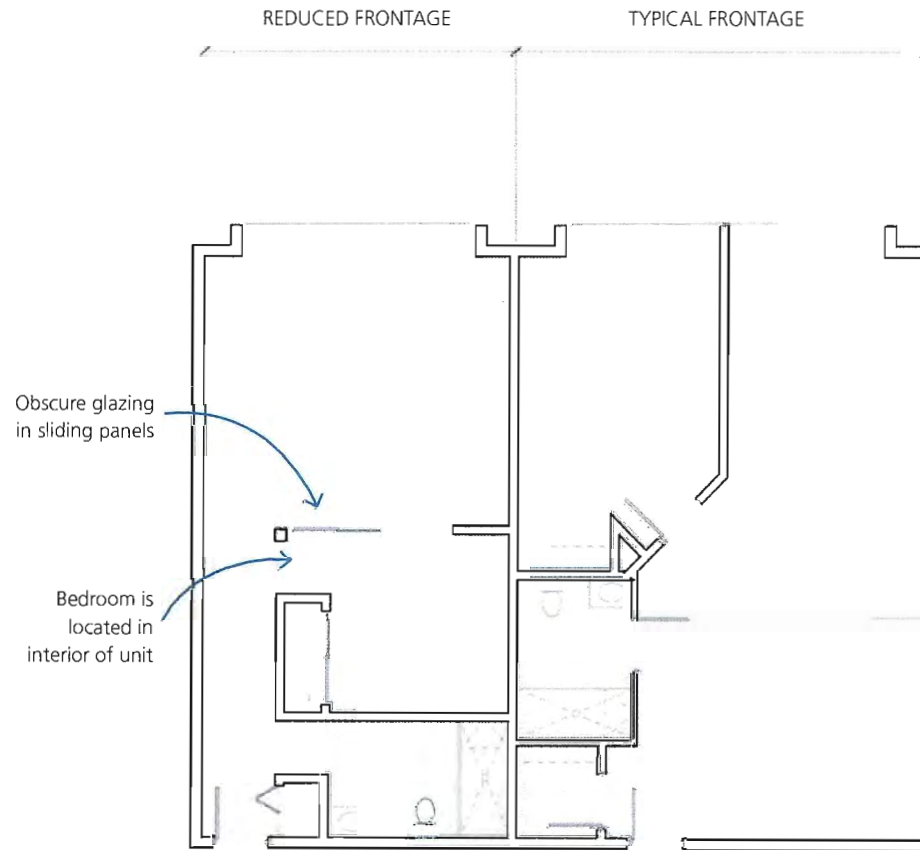
Affordable Housing Project Design Considerations 4

Affordable Housing Layout - Utilizing Less Building Frontage

One way to create more affordability is to accommodate a second or third bedroom wholly within the unit interior, with no exterior windows.

The light into the interior of this bedroom is borrowed light through high windows or obscure glass from an adjoining room that has outside windows. Additionally, good mechanical ventilation of such spaces are required, to provide fresh air supply in these spaces.

When housing units take up less building frontage, more units can be created within the same building footprint, which typically enhances affordability.



Where appropriate, consider reducing unit frontage to increase total number of dwelling units provided.

Note: This idea is non-prescriptive and not all units should feature internal bedrooms. Consult with City staff.

ONE SUGGESTION FOR AN AFFORDABLE HOUSING LAYOUT UTILIZING LESS BUILDING FRONTAGE



Affordable Housing Project Design Considerations 4

Common Areas in Buildings - Design Characteristics for Building Community

In affordable housing projects, it is important to consider including common areas in new developments that will enhance livability, and allow for building community among residents.

In some cases, these common areas might be provided for all residents in the development to use, but if this is not feasible, some of the following areas should be included where the number of affordable units in the project is greater than 10 units:

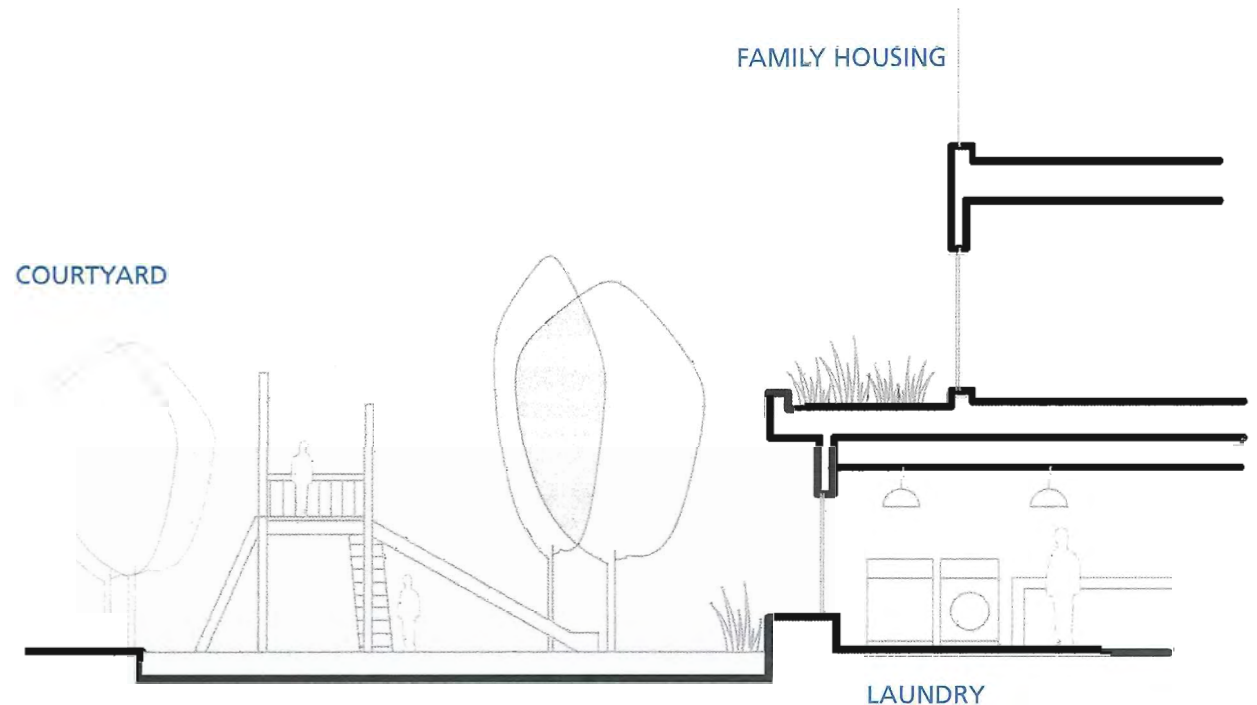
- community kitchen and dining area
- library and common internet use area
- lounge and multi-purpose rooms
- common laundry area
- use of the entry lobby as a casual meeting area
- opportunities for gardening - greenhouses

The overall design intent here is to provide opportunities for residents to gather in various sized groups, whether casually, or in more structured meeting situations. The size of meeting areas can range from those that accommodate 4 to 6 people, to a larger meeting room or amenity space that holds most of the resident population.

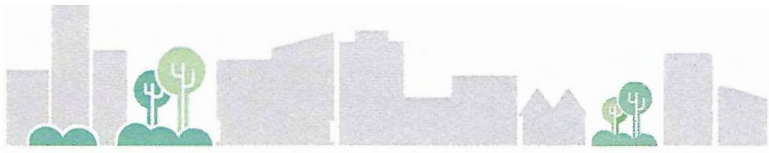
Additionally, in larger mixed use developments, the following opportunities should be reviewed:

- possible commercial space
- look at possibilities for multi-cultural uses
- look at integration of public art

In all, it is important for affordable housing sponsors and designers to review specific requirements for common areas in projects in Richmond's Official Community Plan, and coordination with City staff is recommended.



Locate social areas like meeting rooms and laundry rooms adjacent children's outdoor play areas.



Affordable Housing Project Design Considerations **4**

Supportive Housing Projects

These affordable housing projects typically serve specific target populations, and tend to be health-related housing operated by non-profit agencies partnering with government or with a private sector partner.

Some of the common area amenities listed in the above section should be included in these types of developments.

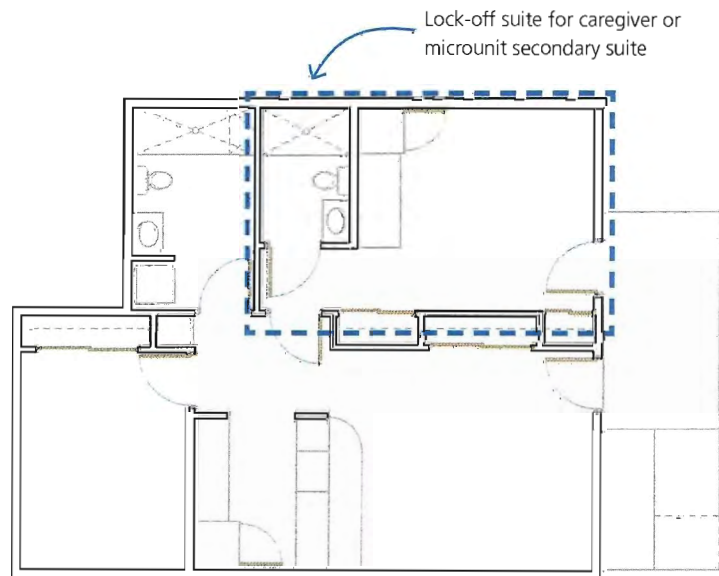
Such projects can also benefit from live-in staff, where 24-hour assistance is required for the resident group. A small self-contained unit, with bathroom and kitchenette, is typically satisfactory to provide supportive living assistance.

It is also preferred that supportive housing projects be integrated with appropriate services that serve the larger community, such as health services, child care, and seniors service facilities.

Supportive Housing Units with Adjacent Caregiver Suites [Lock-off suites]

As residents age in place, health issues may develop. Rather than relocating a resident to a care home, it may be preferable and more economical to allow the resident to remain in place, with the assistance of a live-in caregiver.

To accommodate the caregiver, a smaller self-contained (with bathroom and kitchenette) adjoining unit could be designed as part of the original unit layout ensuring that all relevant Building Code requirements are met. This unit would initially be locked-off from the main unit, and serve as secondary suite type accommodation in the overall development.



ONE-BEDROOM SUITE WITH LOCK-OFF UNIT



4.3 Affordable Housing Design - Exterior Considerations

4.3.1 Environmental Concerns

As noted in Richmond's Official Community Plan, well-designed private and semi-private outdoor areas can greatly enhance the livability and appearance of affordable housing projects. Addressing site specific environmental concerns is an important part of this aspect of the affordable housing design process, whether the outdoor area is an active zone for socializing, or a more passive landscaped area.

Wind Protection

Exposure to wind limits the use of outdoor areas. Locating building mass and wall extensions to shelter outdoor areas from prevailing winds and weather will assist in making outdoor areas more usable, especially for seniors and for children's outdoor play areas in family-oriented affordable housing projects.

Sun Exposure

Outdoor areas should be oriented to provide at least three hours a day of direct sun exposure at the winter solstice, preferably in the mid-day hours.

Provide Some Shade for Hot Days

- shade on hot summer days must be provided, by means of wide building overhangs, shade structures (such as pergolas and the like), and by strategically located specimen tree landscaping. Open roof structures can also be considered, which have the advantage of providing shelter on rainy days

Provide Non-glare Surfaces

- building materials on walls adjacent active outdoor areas, and those used for ground plane hard-surfacing, should not be shiny or be finished in bright reflective colours

Lighting

- provide adequate night-lighting in outdoor areas, but avoid lighting fixtures that produce glare. Consider the use of soffit or down-lighting that are International Dark Sky Association compliant
- consider using lighting projects and systems that are energy conserving, have long life, have a low cost of ownership and are accessible for service and maintenance

Protect from Car Traffic and Noise and Fumes

- active outdoor areas should not be located where they can be negatively impacted by traffic noise or exhaust

Pay Close Attention to the Location of a Building's Mechanical Equipment and Vents.

- do not locate a building's mechanical exhaust vents such that they exhaust into active use outdoor areas. Mechanical and electrical equipment should also not be located where equipment noise or vibration impacts such areas

Hard Landscaping

- hard surfacing must be carefully considered to meet universal design and accessibility requirements, and to provide ease of maintenance and meet long-term wear and resiliency characteristics
- slippery or unstable surfaces must be avoided, as well as sharp corners or rough surfaces
- provide for effective surface drainage with adequate slopes to drain for all surfaces of ¼" in 1'0", and avoid all ponding
- for children's play areas, provide adequate fall zones and cushioned play surfaces around play equipment

Soft Landscaping

- significant areas of soft landscaping should be provided in affordable housing projects, including specimen trees and shrubs, massed planting and lawn areas
- ensure that plant species are vigorous and chosen for ease of maintenance and resistance to drought. If built-in irrigation systems are used, ensure they can be automatically operated
- provide for adequate drainage in lawn and landscaped areas to avoid pooling and standing water
- consider the use of indigenous plant material as a priority, and avoid toxic plants
- avoid known invasive plant species
- consider pollinator friendly landscaping strategies.
- consider edible landscaping



Affordable Housing Project Design Considerations 4

Rooftop Outdoor Space

- rooftop areas have considerable potential for outdoor amenity areas in affordable housing projects, especially in urban areas where available outdoor space on the ground is limited or non-existent
- for these rooftop areas, the roof structure must be designed to support the weight of sufficient soil depth for landscaping, including larger shrubs and small trees
- if play equipment or landscape structures are contemplated, consider anchoring these into housekeeping pads that do not penetrate the roofing membrane. Locate heavier landscape elements over the building structure's columns and beams, to minimize added structural cost. Advance plan to prevent roof leaks and for repair of roofing membranes in the future
- provide for positive slopes to drain of 1/4" in 1'0" minimum, and make all roof drains easily accessible for cleaning



Rooftop Garden, Centro, Richmond, BC | DIALOG

- boundary fencing should be designed to prevent climbing, and with a top that extends back into the rooftop area, as a deterrent to objects being thrown over the fence. Fencing should be high enough to meet Richmond by-law and safety requirements, and incorporate glazing panels to allow views from the rooftop
- allow for sun exposure, but provide shade opportunities since roof areas can get very hot in sunny weather. Use wind tolerant and drought-resistant landscaping
- locate mechanical exhaust vents and rooftop equipment away from active use rooftop areas, to avoid noise and fumes

4.4 Affordable Housing Design - Sustainability Issues

Energy Efficiency and Utilization

It is recommended that purpose-built Affordable Housing projects in the City of Richmond be designed in accordance with the energy utilization guidelines as noted in the City's Corporate High Performance Building Policy.

The policy guidelines advocate for achieving "sustainable" building design through energy use optimized systems and on-going operations and maintenance procedures, such as commissioning and retro-commissioning on an on-going basis. Other areas of importance for the "sustainable" design of Affordable Housing project include the following:

- reduce landfill waste generation
- demonstrate a high level of operational efficiencies in energy use
- reduce greenhouse gas emissions

- best practice efficient use of natural resources such as water, land and materials
- minimize facility maintenance costs over the long-term

Capability to Plug into District Energy Systems

The City of Richmond is encouraging the expansion of a District Energy System program to effect energy utilization savings and the reduction of greenhouse gas emissions in the centre area of the City.

New developments in the City Centre will be expected to be "District Energy Ready" - contact City staff regarding District Energy Ready specifications.

Resilient Buildings - Durability and Maintenance Considerations

- Materials and Building Design
 - new buildings should be appropriately designed, and constructed with quality and durable building materials, to promote structural and material longevity and ease of maintenance considerations
 - the goal will be to optimize occupant satisfaction and to minimize annual ownership costs for the building, including energy, operating, service and maintenance costs
- Building Systems
 - plumbing and heating, fire and life safety, and electrical, communication and security systems should all be designed and installed to deliver a high standard of performance and durability, while being as simple to maintain as possible

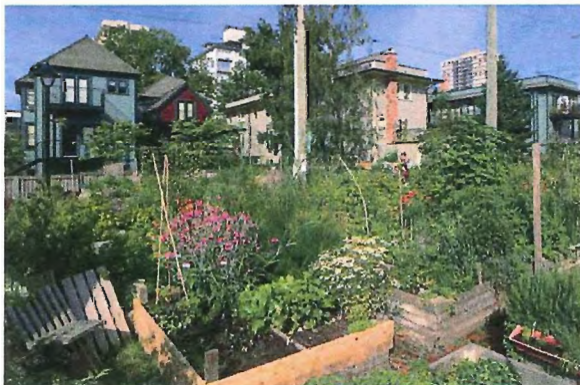


Affordable Housing Project Design Considerations 4

- building commissioning should be thorough, and operations and maintenance manuals should be comprehensive with maintenance schedules clearly laid out for effective upkeep of the building's physical plant

Environmental Design Rating Systems

- certification costs for Environmental Design Rating Systems are high, requiring a significant investment in consultant and testing agency fees, and in making application for certification itself
- for affordable housing projects, it will be sufficient that the criteria for certification only be followed to achieve equivalency, and that unless desired by the developer or housing sponsor, the costs associated with the actual certification process may be avoided



Community Garden at Mole Hill Community Housing, Vancouver, BC | DIALOG / S.R. McEwen, Associated Architects

Food Security - Community Gardens

- it is desirable that affordable housing projects provide opportunities for foodstuff gardening on site, either at grade or on rooftops

Sustainable Transportation

- consider adding EV charging stations in affordable housing projects
- encourage transit use, cycling, and provide dedicated car-share parking spaces

4.5 Affordable Housing Design - Innovative Examples from Other Places

4.5.1 Aging-in-Place Affordable Housing Examples

A) NATURALLY OCCURRING RETIREMENT COMMUNITIES ["NORC'S"]

NORC's are multi-age communities with large concentrations of older adults. These communities have evolved in recent years, owing to a variety of demographic shifts in society:

- aging-in-place
- the arrival of more older adults coming to live in a community, seeking amenities and services that fit with their retirement lifestyle
- the departure of younger people in search of opportunities, leaving behind the older generations

In the United States, federal and state health programs are being put in place to provide place-based public services to improve the health status of older adults and seniors in these naturally-occurring communities, which typically contain a large percentage of lower-income households. The intent is to promote better health for seniors in these communities, and so lessen pressure on the acute care and extended care sectors of the health system.



Co-op City, Bronx, New York



Affordable Housing Project Design Considerations **4**



Elliot-Chelsea Houses, Manhattan, New York



Ravenswood Houses, Queens, New York

Though funding to serve NORC's has been established in over 25 states in the USA, some of the better known examples (all in NY state) include:

- Co-op City in the Bronx
- Elliot-Chelsea Houses in Manhattan
- Ravenswood Houses in Queens

B) PACE MODELS TO SERVE FRAIL SENIORS IN THEIR OWN HOMES

The Program for All-Inclusive Care for the Elderly [PACE] model is centred on the belief that it is better for the well-being of seniors with chronic care issues (and their families), to be served in the community and remain in their own homes, rather than having to reside in a nursing home.

It has also been established that this model delivers health care services to seniors at far less cost than institutionalization. The model is especially beneficial for lower-income frail seniors, who can live independently, or with family, and maintain a quality of life and better health outcomes without dependence on the acute care and long-term care health sectors.

Begun in San Francisco's Chinatown in the early 1970s as the On Lok Senior Health Services, with similar programs now in place across the USA, PACE services include the following:

- assistance with maintaining independent living for frail seniors in their own home, providing home health care and personal care, and local treatment-related transportation.

- medical care provided by a PACE physician, familiar with the history, needs and preferences of each participant
- adult day care at a local Centre that offers physical, occupational and recreational therapies; meals and nutritional counseling; medical specialties, including all necessary prescription drugs
- respite care and hospital and nursing home care when necessary

C) INTENTIONAL COMMUNITIES

"Intentional Communities" have been created by residents in local areas in American cities, to advocate for and establish aging-in-place strategies to allow seniors to live independently and remain in their own homes. Rather than move to care homes to receive supports and assistance, seniors pay a membership fee and receive free or discounted services in their own home.



On Lok, Bush and Larkin, San Francisco, CA



Affordable Housing Project Design Considerations **4**

Intentional communities are non-profit organizations, funded in part by medical insurance plans as well as membership fees. They are found across the United States. A well-known one is “Beacon Hill Village”, located in Cambridge Massachusetts and adjacent areas.

4.5.2 Supportive Housing Examples

A) SENIORS HOUSING INTEGRATED IN A MIXED USE COMMUNITY PROJECT KITSILANO NEIGHBOURHOOD HOUSE 2305 WEST 7TH AVENUE, VANCOUVER B.C.

Kitsilano Neighbourhood House [“Kits House”], developed by the Association of Neighbourhood Houses of BC, in conjunction with funding from the Province and the Municipality, is a mixed-use assembly and residential project. The building complex features the retention of two heritage buildings, joined by a new infill structure. The complex features child cares, a community meeting hall, a seniors lounge, rooftop gardens for urban agriculture, and meeting rooms for use by the general public, as well as 15 units of low-income seniors housing.

The intent is that the seniors will use the facility like their “living room”, while Kits House continues to serve the local neighbourhood.



Kitsilano Neighbourhood House Redevelopment incorporating Low-Income Seniors Housing | S.R. McEWEN Architect



Affordable Housing Technical Guidelines 5

5.1 Purpose

This section outlines key technical considerations and guidelines addressing building functionality, long term operational efficiency and sustainability that should be taken into account during the planning and design phases for affordable housing projects. It is targeted primarily to consultants who are ultimately responsible for ensuring that a completed project meets applicable technical guidelines and conforms to the regulations of all relevant authorities having jurisdiction over planning, development and construction approvals. This information will be important to help prepare project cost estimates early in the design process. The section also includes references to standards and guidelines that may be required by jurisdictions other than the City of Richmond.

5.2 Applicable Regulations

Developers and Consultants must ensure that all applicable regulations are met to the satisfaction of all authorities having jurisdiction. Regulations include, but are not limited to:

- British Columbia Building Code
- City of Richmond Official Community Plan (OCP)
- City of Richmond Zoning Bylaw
 - Richmond Social Development Strategy
 - Affordable Housing Strategy
- Energy Utilization and Building Performance Regulations
 - Energy components of the BC Building Code
 - National Energy Code for buildings

5.3 Technical Guidelines for Affordable Housing Design and Construction

Note: Section numbers shown under the following headings refer to Sections organized in "Masterformat", the national standard for organizing Specifications for construction projects in Canada.

5.3.1 Building Construction

- refer to Building Code

- Use and Occupancy
- Combustible or Non-combustible construction requirements

5.3.2 Building Envelope and Roofing

- design and construct according to the latest edition of Walls, Windows and Roofs for the Canadian Climate by the National Research Council of Canada (NRCC 13487) and per the project's Envelope Consultant's recommendations
- if floor areas are over an unheated space, consider the use of in-floor radiant heating loops set into a concrete floor topping, or increase the insulation R-values in the floor system beyond that required by the Building Code or ASHRAE 90.1 standards
- Exterior Openings
 - doors and windows to meet CAN/CSA-A440 standards and as per the Building envelope Consultant's recommendations

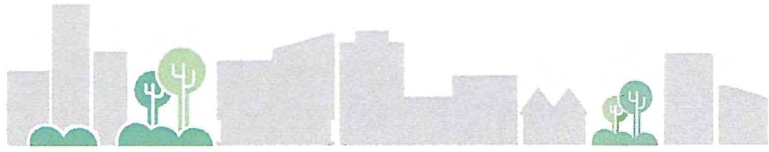
- install windows generally with a sill height such that users can see out while seated
- place restrictors on windows to limit the opening dimension to 4 inches
- ensure opening windows are not a hazard at exterior pathways
- pay attention to solar heat gain issues
- Roofing
 - provide a minimum 5 year Roofing Warranty from the RCABC
 - provide roof edge safety barriers, fall protection and fall arrest as per the Building Code and WCB requirements

5.3.3 Building Systems

- Heating, Ventilation and Air Conditioning - if not a stand-alone facility, the Housing should have its own separate metering from the rest of the building
- Acoustic Design:
 - provide protection from external noise or that from adjacent occupancies
 - consider enhancing STC ratings above those required by the Building Code

5.3.4 Floors

- provide resilient low gloss flooring generally in living and wet areas
- resilient flooring should be non-slip in wet areas
- avoid carpet with underlay



- consider high durability flooring at entries and high traffic areas
- provide walk-off mats at entries
- provide vinyl or rubber tread, riser and stringer trim systems at stairs, with colour contrast nosings, and tactile warning strips at landings

5.3.5 Walls and Partitions

- painted drywall is the typical finish - consider acoustic requirements
- use low volatile organic compound (VOC) paints and sealants
Gloss levels:
 - G5 (semi-gloss) - Kitchen, Washrooms, Laundry, Janitor's Room and all doors, door frames and interior trims
 - G3 (eggshell) - typical for walls (Matte finishes not acceptable)
- provide corner guards
- impact-resistant drywall and/or wall protection paneling is recommended in activity and high traffic areas
- for durability, consider the use of ceramic tile in Washrooms, and for Kitchen back-splashes
- provide backing in walls and partitions to secure millwork, railings and fittings as required. Refer to BC Building Code and the Building Access Handbook for requirements for backing for grab bar locations

5.3.6 Ceilings

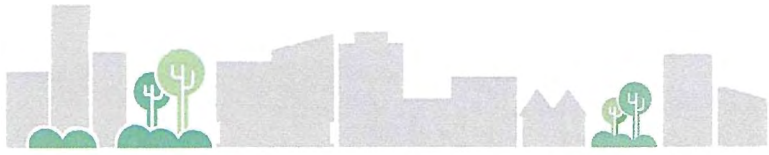
- painted drywall is a typical finish - consider acoustic requirements (Kitchen ceilings must be washable)
- use low volatile organic compound (VOC) paints and sealants (Refer to Gloss levels over)
- acoustic T-bar ceilings:
 - install commercial quality
 - system to have an NRC of 70 or better
- provide access for above ceiling services

5.3.7 Doors and Hardware

- doors into any public area are to contain glazing with tempered glass
- doors typically should be solid core, except for bi-fold and sliding bypass doors, which can be hollow core. Meet AWMAC standards for doors
- Hardware
 - should be commercial grade
 - should meet accessibility and universal design requirements
 - door stops to typically be wall-mounted
 - sliding doors should have the ability to be pinned in place to prevent unsupervised sliding
 - swing doors to social areas to be equipped with "elephant's foot" or similar hold-open devices (unless not permitted by Code)
 - kick plates are required on the push side of doors with closers, and at all storage room doors

▪ Locks, Security and Alarms

- all doors to have locks with a "classroom" function except:
 - Storage Rooms or Laundry Rooms may have "classroom" or storeroom" function
 - janitor and service rooms to have "storeroom" function.
- provide a lockbox embedded in the building façade for Fire Rescue. [Refer to Fire Protection and Life Safety Bylaw No. 8306]
- gates typically will feature child-proof latches. Emergency exiting, however, must not be impeded
 - equip gates with heavy duty hinges
- review security and surveillance requirements
 - consider controlling access with the use of enterphones
 - equip doors to the building exterior, and certain interior doors with piezo type alarms, to prevent unsupervised access. Provide delay releases and alarms at emergency exits
 - restrict access from elevators, parking areas and exits



5.3.8 Housing Unit Bathrooms and Common Washrooms

Housing Unit Bathrooms

- Plumbing Fixtures
 - accessible height tank style toilets with bolted tops
 - self-rimming drop-in sinks in vanities with accessible type plumbing brass (locate sinks as close as possible to the front edge of the counter to promote accessibility)
 - wheel-in showers rather than bathtubs
- Washroom Accessories
 - grab bars or future adaptability to accommodate accessible features
- Lighting
 - standardize fixtures and lamping as much as possible

Common Washrooms and Gender Neutral Washrooms

- Toilet Partitions
 - acceptable products:
 - plastic laminate covered high density particle board
 - metal with baked enamel finish
 - phenolic (if budget allows)
- Plumbing
 - toilets
 - tank style toilets
 - sinks

- self-rimming drop in vanity sinks
- faucets to have aerators for water conservation and have temperature control (120 degree F / 49 degrees C maximum). (Provide mixing valves)

- Hardware
 - heavy duty stainless steel with tamper-proof screws. (concealed where possible)
- Countertops - plastic laminate with large-size ceramic tile backsplash with dark grout colour
- Accessories
 - paper towel dispensers
 - towel and waste unit
 - soap dispenser
 - toilet paper dispensers
 - diaper change table in washrooms

5.3.9 Housing Unit Kitchen and Common Area Kitchens

- Appliances - "Energy Star" rating
 - dishwasher:
 - typically not provided with Affordable Housing Unit Kitchens
 - for Common Kitchens used as community kitchens consider a commercial style under-counter dishwasher with a sani-cycle
 - 21.5 cu. ft. refrigerator for units and common kitchens
 - consider an additional freezer for a community kitchen

- 30 inch wide 4 burner stove with oven, with controls out of reach of children
- rangehood
- microwave oven:
 - generally not provided for Affordable Housing Units
 - 2.0 cu.ft., 1100 watt minimum for community kitchens

Millwork

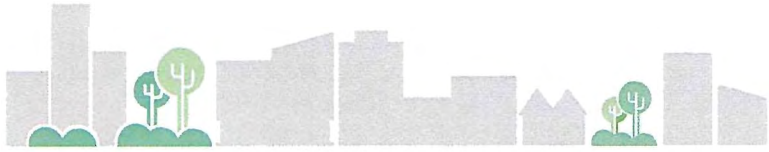
- for housing units - residential casework standards
- for community kitchens - commercial casework standards
 1. plywood carcass construction
 2. plastic laminate countertop with all outside corners eased
 3. Architectural Woodwork Manufacturers Association of Canada (AWMAC) requirements

Plumbing

- double bowl stainless steel kitchen sink
- separate stainless steel hand sink

5.3.10 Laundry Room

- Millwork: AWMAC standards for construction
- Mechanical:
 - provide 10 inch deep stainless steel laundry sink in counter
 - standard temperature hot water



- stacked washer/dryer hook-up
- laundry vent to exterior avoiding outdoor common areas

5.3.11 Staff Office (Supportive Housing)

- Millwork:
 - Desk / Work Table
 - Room for Photocopier
- Staff Lockers

5.3.12 Storage Areas

- provide in-suite storage closets, as well as coat and clothes closets
- Residential Storage - 200 cu.ft. caged storage locker for each unit
- Supportive Housing Additional Storage
 - configure as per specific requirements

5.3.13 Additional General Mechanical Considerations

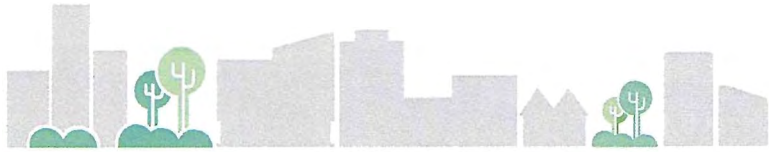
- HVAC
 - all rooms to be adequately ventilated
 - if baseboards heaters or radiators are used, ensure hot surfaces cannot be touched
 - all equipment to be easily accessible for maintenance purposes
- Controls
 - to be Direct Digital Control (DDC), with the ability to tie into the City of Richmond's DDC networks

- install a permanent Carbon Dioxide monitoring system
- Plumbing
 - hot water temperature shall be adjustable. Provide mixing valves as required
 - high temperature water to be provided to the commercial kitchen plumbing and dishwasher, and residents' laundry and janitor's sinks
 - all faucets to have aerators for water conservation
 - provide hose bibs at residents' outdoor areas, and in garbage and recycling areas. Provide drains so no standing water occurs
 - hose bibs should be frost-free with a vacuum breaker and be vandal resistant
 - floor-mounted mop sink in the Janitor's Room to have an approved backwater prevention valve

5.3.14 Additional General Electrical Considerations

- Power
 - all outlets to have shatterproof faceplates
 - provide high outlets for use by seniors
 - where the building has an emergency power generator, the emergency lighting system shall be powered by the generator, and not by separate battery packs

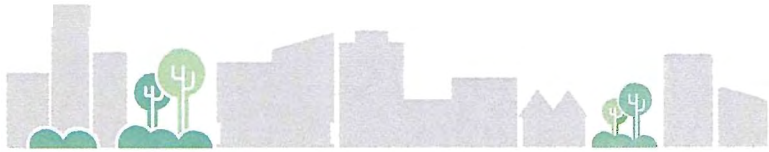
- Lighting
 - provide sufficient illumination:
 - 50 ft. candles (540 lux) in Kitchen, Offices and Washrooms
 - minimize the number of fixture types and lamp types. [No MR 16 lamp type fixtures]
 - LED lighting is preferred
- Controls
 - each room to have its own light switching and controls
 - provide for varying lighting levels in residents' activity rooms, with dimmer capability
- Cable and Telephone
 - provide outlets in Residential Units and in common Activity Rooms
 - consider having telephone cable/type specification (Cat 5e minimum) the same as data grade to allow for non-analog features
- Data
 - Cat 5e is the minimum specification but Cat 6 is preferred
 - provide as required, including:
 - in staff offices, 1 with fixed IP address for DDC controls
 - allow space for City fibre network connection and separate conduit network (if nearby) or capped at the property line
- Fire Alarm
 - ensure no proprietary alarm system is installed



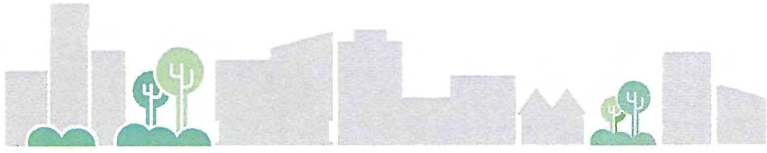
- strobe light and audible signal in the dwelling unit
 - Security
 - Access
 - review which type of entry security system is appropriate for the development. [eg. Bell, buzzer, intercom, video enterphone, etc.]
 - it is recommended that a security consultant be engaged to assist with the appropriate security solution
 - consider the installation of card readers with pass cards or fobs for controlled access, including elevators
 - After-Hours Security
 - provide an intruder alarm system
- 5.3.15 Additional Interior Design Considerations**
- General Finish Requirements
 - no rough or sharp surfaces are permitted. All corners should be rounded and edges eased, particularly at countertops, window sills and corners
 - General Architectural Millwork Specification [Section 06 40 00]
 - typically ¾ inch plywood interiors with ½ inch plywood backs, natural wood veneer or sheathed in laminate. Drawers from plywood construction
 - good quality melamine on MDF is acceptable except in wet areas
 - use rubber cove base over ¾ inch plywood at toe-kicks
 - plastic laminate finish over plywood core is preferred for countertops and splashes
 - Window Blinds
 - to be commercial grade, chain operated roller style preferred
 - to be installed on all exterior windows, and at interior doors in meeting room and support staff areas
 - all cords or chains to terminate 5 feet above the floor, or have a hook tie-off at that height
 - Mailbox
 - typically, one large mailbox accessible from the interior to be installed at the main entrance. All accessible elements to be no more than 4 feet above finished floor. Consult with Canada Post
 - Notice Boards and Tackboards
 - provide corkboard with trim tackboards and white boards
 - typical locations include the Meeting Rooms and support staff areas
 - Signage
 - conform with City of Richmond Sign Bylaw for exterior signs
 - 50% or more of the content on a sign is encouraged to be in the English language
 - provide wayfinding signage as required
 - provide all signage required for Fire and Life Safety
 - provide signage in parking areas
 - provide all required accessibility signage and room identification signage
 - Elevator Design Considerations
 - if the affordable housing is located in a mixed-income building, and has its own dedicated elevator, ensure that the elevator controllers are non-proprietary
 - the cab size of the elevator must be able to accommodate sufficient person capacity and emergency stretcher size requirements
 - elevators serving Affordable Housing projects with usable roof-top areas must be able to accommodate freight for the purposes of maintaining the rooftop areas. [Minimum capacity of 4000 pounds is recommended]
 - Seismic Bracing
 - all furnishings greater than 4 feet high should be secured to prevent tipping



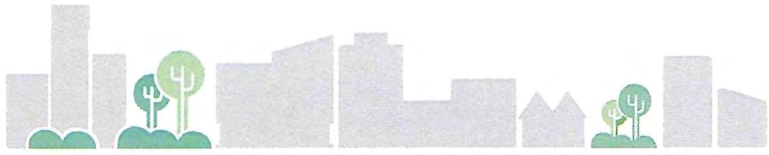
Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
1. Building Construction Assemblies			
1.a Building Envelope	A qualified consultant will confirm all building envelope elements and assemblies in the project		
1.b Exterior Finishes	Exterior finish materials are quality and durable products <ul style="list-style-type: none"> - masonry, stucco or siding - fascias and trims - exposed structure - wall systems - painting (conforms to latest edition of MPI Manual) 		
1.c Windows and Doors	Meet CAN / CSA – A440 Standards with these minimum ratings: <ul style="list-style-type: none"> - Air Tightness A-3 - Water Tightness B-3 - Wind Load Resistance C-3 - as required by the Building Envelope Consultant, pre-installation lab testing and during construction field testing are specified 		
1.d Roofing	Conforms to the standards set out in the RCABC [Roofing Contractors Association of BC], latest edition and updates, and provides a minimum 5 year RCABC Roofing Warranty <ul style="list-style-type: none"> - low slope membrane roofing - asphalt shingles - roof hatch (with ladder) - rooftop equipment - service penetrations - venting - fall arrest equipment 		
1.e Interior Items and Finishes			
.1 Floors	Resilient flooring recommended <ul style="list-style-type: none"> - non-slip vinyl in wet areas, with flash coving and cap stick - high durability in building entries and high traffic areas - walk-off mats at entries - vinyl or rubber tread systems at stairs 		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.2 Walls	<ul style="list-style-type: none"> • Painted drywall is the typical finish. (Consider higher acoustic ratings) <ul style="list-style-type: none"> - use low VOC paints and sealants - impact-resistant drywall in activity and high traffic areas - provide all backing in walls for all accessibility items and items to be installed in the future • Ceramic tile recommended in washrooms and for kitchen splashes 		
.3 Ceilings	<ul style="list-style-type: none"> • Painted drywall is the typical finish (Consider higher acoustic ratings) <ul style="list-style-type: none"> - Use low VOC paints - Kitchen and bathroom ceilings must be washable - Install commercial quality acoustic T-Bar ceilings with 70 NRC minimum 		
.4 Doors and Hardware	<ul style="list-style-type: none"> • Doors to be solid core, except for bifolds and sliding bypass doors <ul style="list-style-type: none"> - doors in public areas to have glazing • Hardware to be commercial grade <ul style="list-style-type: none"> - meet accessibility and universal design requirements - all doors to have a "classroom" function, except Storage or Laundry (can have "storeroom" function). Service and Janitor rooms to have "storeroom" function • Surveillance and Security <ul style="list-style-type: none"> - access control at entries, exits, and from parking areas - restrict access to certain floors in elevators - alarm exterior doors and key interior doors to prevent unsupervised holding open 		
.5 Housing Unit Bathrooms and Common Use Washrooms	<ul style="list-style-type: none"> • Plumbing Fixtures <ul style="list-style-type: none"> - accessible height WC's with bolt-down lids - accessible plumbing brass - wheel-in showers not bathtubs - grab-bars or future adaptability for same (backing in walls) • Common Use Washrooms <ul style="list-style-type: none"> - stainless steel towel and waste - fold-down diaper change table - low-flush WC's and aerators on - faucets to reduce water consumption 		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.6 Housing Unit Kitchens and Common Use Kitchens	Appliances (“Energy Star” rated) and Fixtures <ul style="list-style-type: none"> • Dishwasher <ul style="list-style-type: none"> - typically not supplied in Units - in Common Use Kitchens provide a “sani-cycle” appliance • Refrigerators - 21.5 cu.ft. • Oven Range <ul style="list-style-type: none"> - 30 inches wide with 4 burners • Range Hood 2 speed, 180 cfm • Microwave <ul style="list-style-type: none"> - typically not supplied in Units - in Common Use Kitchens provide minimum 2.0 cu.ft. 1100 watt item • Kitchen Improvements to aid accessibility <ul style="list-style-type: none"> - pull-out shelves under wall ovens - open shelving rather than cupboards with doors - install plumbing to allow knee space under sinks - cooktop with knee space under - lower counter area with knee space under for food prep and socializing in the Kitchen • Stainless steel double bowl sinks 		
.7 Millwork	<ul style="list-style-type: none"> • For Housing Units <ul style="list-style-type: none"> - residential casework standards • For Common Use Areas <ul style="list-style-type: none"> - plywood carcass construction - AWMAC standards 		
.8 Laundry Room	Millwork as for Common Use Areas <ul style="list-style-type: none"> • Laundry appliances <ul style="list-style-type: none"> - electrical and mechanical requirements for specific appliances - vent to exterior avoids outdoor common use areas 		
.9 Storage Areas	Housing Units <ul style="list-style-type: none"> - 200 cu.ft. storage lockers as well as in-suite storage 		
.10 Mailbox	One large mailbox at the Front Entry <ul style="list-style-type: none"> - ensure all elements are accessible 		



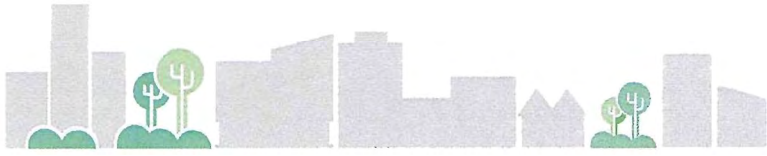
Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.11 Signage	Provide all required wayfinding, fire and life safety and accessibility-related signage		
.12 Elevator	Confirm elevator controllers are non-proprietary		
2. Building Mechanical Systems			
2.a Plumbing			
.1 Potable Water System	<ul style="list-style-type: none"> • Confirm low water consumption fixtures are specified • All faucets should be accessible type 		
.2 Domestic Hot Water System	<ul style="list-style-type: none"> • Confirm no water supply piping is in the outside walls, unless completely inside the exterior wall • Confirm shut-offs for piping risers and valves are easily accessible • Provide frost free hose bibs c/w automatic draining vacuum breakers / backflow preventer at: <ul style="list-style-type: none"> - garbage enclosure - main entry - landscaped areas 		
.3 Drainage Systems	<ul style="list-style-type: none"> • Hot water temperature not to exceed 43 C (110 F) at tenants' faucets • Hot water storage and distribution to Laundry systems should not be below 60 C (140 F) 		
.3 Drainage Systems	<ul style="list-style-type: none"> • Minimize the number of stacks from roof to storm sewer, while requirements for 2-way drainage to flat roof drains • Provide floor drains in housing unit Bathrooms, and in Laundry rooms and Common Use Kitchens 		
2.b Heating and Cooling			
.1 Corridors	Provide for positive pressurization in all common corridors		
.2 Suite Ventilation	<ul style="list-style-type: none"> • Supply air will be ducted directly to each suite • Suite ventilation systems should have heat recovery • Exhaust fans to be ultra-quiet rated 		
.3 Laundry Rooms	<ul style="list-style-type: none"> • Make-up air to be adequate volume and pre-heated to room temperature • Dryer exhaust to be direct to outdoors • Provide adequate space to service commercial equipment 		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.4 Parking Exhaust	<ul style="list-style-type: none"> Mechanical exhaust for common enclosed parking areas to have CO or combustible gas sensors Exhaust louvers to be located away from building windows or entrances, fresh air intakes or outdoor activity areas 		
2.c Fire Protection	<ul style="list-style-type: none"> Provide a complete sprinkler system in accordance with the requirements of the BC Building Code and the Authority Having Jurisdiction Provide sprinkler system zoning in accordance with NFPA 13 and the Authority Having Jurisdiction Sprinkler system installation: <ul style="list-style-type: none"> avoid installing wet sprinkler system in cold attics and exterior walls provide furred out drops and wall-mounted heads in top floor units Fire Extinguisher Cabinets <ul style="list-style-type: none"> recessed installations in corridor walls preferred. (Do not compromise fire separations or wall ratings) mount cabinet top 4'0" above finish floor 		
2.d Metering	<ul style="list-style-type: none"> Gas and Water <ul style="list-style-type: none"> independent /separate meters for residential common areas and each separate lease space Revenue metering for local utilities <ul style="list-style-type: none"> provide for a single utility meter on the entire service with the ability to change to individual suite utility metering 		
3. Building Electrical Systems			
3.a Electrical	<ul style="list-style-type: none"> Project design should incorporate best practices to reduce energy consumption, and incorporate sustainable technologies typical for LEED Gold buildings (although Certification for LEED is not a requirement) 		
.1 Utilities	Must be underground		
.2 Service Voltage	Not to exceed 250, to limit maintenance costs associated with higher voltage services		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.3 Wiring Devices	Universal Design features: <ul style="list-style-type: none"> - switches to be 42" above finish floor [AFF] to the centre of the box - receptacles to be 20" AFF to the centre of the box 		
.4 Lighting	<ul style="list-style-type: none"> • Select luminaries to limit the number of different lamp types • Provide a ceiling-mounted luminaire in suite bedrooms with a three-way switch, one at the door and one at bedside 		
.5 Emergency Lighting	<ul style="list-style-type: none"> • Where provided, an emergency generator must be utilized for supply of power to emergency lighting • Otherwise, utilize emergency battery Packs with remote heads; units to have 5 year warranty 		
.6 Fire Alarm	<ul style="list-style-type: none"> • Provide a complete fire alarm system, integrated with the building's sprinkler system as required • Provide smoke alarms in all suites, with a silence switch integral with the device 		
.7 Auto Door Openers	<ul style="list-style-type: none"> • Install these at entry and lobby doors, and at key interior doors, to allow free access for persons in wheelchairs • Rough-in for future auto door openers at suites, to allow for "aging-in-place" 		
.8 Telecommunications	Provide a complete telecommunications cable plant to support telephone and personal call, TV and internet, and entryphone connections to suites		
.9 Security	Provide access control, intrusion detection and video surveillance		
3.b Metering	Provide revenue metering to local utility standards, with provisions for separate metering of each residential suite, and of the "house" or common area		
4. Building Service Rooms			
4.a Size	Confirm size of rooms are adequate for proposed building systems		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
4.b Location	<ul style="list-style-type: none"> • Confirm rooms are located as close as possible to service entry points • Confirm the location of the rooms allow for efficient distribution, including space for servicing 		
5. Fire Safety Plan	<ul style="list-style-type: none"> • Confirm a qualified consultant is engaged to produce this Plan • Confirm with the Fire Department whether a secure location in the proposed building lobby is required to locate the Plan 		
6. Sustainability	<ul style="list-style-type: none"> • Provide an analysis to show compliance with City objectives for High Performance Buildings for Affordable Housing Development <ul style="list-style-type: none"> - sets out LEED Gold focus areas, but meeting a LEED Silver points level for these is the requirement 		
7. Acoustic Design	Floor and Wall details are provided with STC required ratings, and notes that minimize flanking noise transmission		
8. Structural Differential Shrinkage	Minimize differential shrinkage that could result from the use of steel, concrete or engineered wood in conjunction with sawn lumber		

The City of Richmond provides the following Affordable Housing Resource Guide (the "Guide") to assist the general public as part of the City's ongoing commitment to providing excellent customer service. The Guide is being made available "for information purposes only". While the content is thought to be accurate on the publication date shown, it is provided on an "as is" basis and without warranty of any kind, either expressed or implied. The City of Richmond, its elected officials, officers, agents, employees and contractors will, in no event, be liable or responsible for losses or damages of any kind arising out of the use of the Guide. Changes may be made to the Guide without prior notice.

The information contained in the Guide is subject always to the provisions of all governing legislation and bylaws including, without limitation, the BC Building Code, the City of Richmond Building Regulation Bylaw 7230, the City of Richmond Zoning Bylaw 8500, and the City of Richmond Subdivision and Development Bylaw 8751, all as they amended or replaced from time to time.

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
Urban Development Institute (UDI)	
Typo in the first bullet point following the paragraph starting with “Affordability, location...” Should read “daycare designed to be accessible”.	This comment does not refer to the Resource Guide but rather the staff covering report to Committee dated Feb 24, 2015
On PLN -27, the table indicates the goals for various housing options. However, it fails to point out that those goals are being met, except for affordable homeownership.	The table reflects current Affordable Housing Strategy (AHS) priorities as adopted by Council in 2007; affordable homeownership options will be explored as part of the current AHS update process
<p>On page PLN – 28, there doesn’t seem to be any recognition that income levels in Richmond are under-reported. Many people living in homes worth more than \$2,000,000 are reporting little or no income. While it may be true that some people are paying up to 50% of their income in rent, one needs to consider where Richmond sits relative to other communities. The proscribed rents for AH units are well below the market rates for the same unit. In many cases, the AH rate is half as much as the market rate for a brand new apartment</p> <p>It would provide clarity if the City noted the Income thresholds referenced are from BC Housing (HILS) for Vancouver. It would also be beneficial if they quoted the 2015 BC Housing (HILS) rates (Link below) versus 2013. http://www.bchousing.org/resources/HPK/Rent_Calculation/HILs.pdf</p>	<p>30% of gross household income continues to be the accepted affordability standard in the financial/mortgage sector; the AHS update will review current data on incomes and affordability levels in Richmond.</p> <p>The City’s Social Development Strategy (2013) acknowledges that income data from Statistics Canada alone does not present a complete picture in the City and the need to work with other community partners/levels of government to better understand incomes/poverty in Richmond.</p> <p>Reference to BC Housing as the source of HIL data has been included; staff anticipate providing Council with updates to HIL rates in Fall 2015.</p>
In 1.5, Priority Processing is offered for projects consisting of 100% “affordable subsidized rental housing units”. This is a form of development that is nearly impossible to achieve. Suggest offering priority processing to any development that exceeds the 5% of floor area as rental housing required in the AHS.	The draft Resource Guide reflects current AHS priorities and associated implementation measures as adopted by Council; the AHS update process provides an opportunity to review the current policy re:priority development application processing
Same section: Density Bonus Approach doesn’t talk about density bonuses. It says “as outlined above”, but I don’t see where that is done. It goes on to talk about unit mix, which doesn’t have anything to do with density bonuses	The sentence has been edited to remove “as outlined above”; this section of the guide reflects the current density bonusing approach in Richmond as per Council policy.
Entry Level Homeownership simply restates the policy without adding any detail on what might be acceptable or how this might be achieved. Certainly this needs to be a significant part of the Housing Affordability Strategy.	Exploration of affordable home ownership options is included within the scope of the current AHS update process.

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
<p>On page PLN-32, the bubble says that “The AHS is making progress...” It should clearly state that Richmond is meeting its’ goal for subsidised and rental units, but not meeting the goals for affordable homeownership.</p>	<p>As noted, the exploration of affordable home ownership options is within the scope of the current AHS update process.</p>
<p>PLN-33 and 34; both of these projects were developer driven. Polygon, in partnership with the Kiwanis, presented the proposal to the City. Page 33 should recognize that this project does not fit the present AHS and only proceeded because of the innovative approach taken by the developer. Similarly, the Storeys project was put together by a group assembled by a developer and was funded by agreements with developers to transfer cash to this project instead of building AH elsewhere. In the call for proposals, there was only one response: the developer driven proposal that is now coming to fruition. The City needs to acknowledge the help and innovative thinking that the development community has provided to enable these important projects to advance.</p>	<p>Partnerships and collaboration with the private, non - profit and government sectors are central elements of the current AHS (Policy #5) with the City’s Affordable Housing Reserve Fund providing significant capital funds to help support the Kiwanis project.</p> <p>This project is referenced in the Guide as a collaborative effort between Polygon, Kiwanis, Richmond and BC Housing. Text has been amended to highlight the innovative partnerships among these partners.</p>
<p>PLN-36 needs to include more information on the financial analysis. To skip over this critical part of the process is to continue to live the fantasy that somehow these projects will get done without developer engagement. It is unlikely that there will be a significant amount of help from federal or provincial governments. The City doesn’t have the resources to get these projects built on their own. The only way to build these projects is with cooperation between the City, non-profits and the development community.</p>	<p>Partnerships and collaboration with the private, non - profit and government sectors are central elements of the current AHS (Policy #5); The City recognizes that these partnerships are needed to help develop affordable housing;</p> <p>The City recognizes the invaluable contribution and experience of the development community to help create affordable housing.</p>
<p>PLN-39, 40 and 41 skip over the requirement for a developer to be part of the mix. To suggest that a property owner could redevelop a site as entirely not-for-profit housing is not realistic. Staff has acknowledged this in various meetings with UDI and other stakeholders. This needs to be stated.</p>	<p>These sections highlight the “Integrated Design Approach” necessary to develop affordable housing. The role of the owner/developer is referenced in the report as part of this process.</p>
<p>On PLN-42, the bubble talks about requirements for AH units. It includes a comment that there should not be a charge for parking for AH units. This is not part of the existing policy. It is also inappropriate to restrict the developer or owner from charging for parking. It is not uncommon to do so for market units (either by way of a pre-paid lease or monthly charges). Since the intent is to provide housing for people with lower incomes, many of them will not own a vehicle. It does not make sense to add to the cost of all AH units to benefit a minority. Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting.</p> <p>Also, while it is desirable to provide units that meet the basic universal housing guidelines, why would ALL AH units be required to meet this? Again, it adds cost to all for the benefit of a few. Why not require the same ratio as the rest of the development? Once again, the table fails to point out where Richmond is meeting its goals and where they are not.</p>	<p>The text has been edited to reflect recent developments (and written into Housing Agreements) that have significantly reduced/eliminated parking charges for affordable housing tenants; future review of Low End Market Rental Units as part of AHS update will provide an opportunity to explore the issue of parking in more detail.</p> <p>Text in the draft Guide is consistent with Richmond’s Zoning Bylaw provisions regarding Basic Universal Housing Features</p>

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
<p>PLN-43 and 44 are mostly a restatement of the overall development guidelines for the City. The section labelled 4.2.1.1 lists minimum sizes for units. Why would the AH units be so restricted? It is not uncommon to have market units smaller than the minimums specified. Why not require them to be the same as the market units in the rest of the project, or as are commonly available elsewhere as market units? Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting.</p> <p>The spatial requirements for universal housing can have negative impacts on unit efficiency, particularly for smaller units. Suggest a percentage of affordable units are required to be universal. Some of the design features referred to as 'Basic Universal Housing' in section 4.2.1.2 don't appear to be consistent with the Richmond's 'Basic Universal Housing' such as the 6' wide diameter space to accommodate a power wheelchair or scooter in the kitchen as shown on page PLN -48. The document should be clear on which items are consistent with the Basic Universal guidelines and those that are suggested design items.</p>	<p>This section recognizes that Richmond does not have any formal standards for minimum unit size but does note that unit livability and visitability relates to more generous unit sizes. The text has been edited to remove the phrase "should be considered" to "are suggested as" re: minimum unit sizes for affordable housing units.</p> <p>Dimensions have been updated to ensure consistency with the Basic Universal Housing Features provisions in the Zoning Bylaw.</p>
<p>PLN-45,46, 47 and 48 list design characteristics for accessible units. However, some of these are NOT included in the guidelines, such as 3'6" hallways and stairs. Why attempt to reinvent the wheel? Why not simply copy the accessible guidelines into the document, or refer the reader to them? The bubble on 46 speaks about "Convertible Units", specifically for townhouses. Townhouses are inherently less accessible than condos, with the requirements to make them convertible being very expensive. This seems like a contradiction in objectives: particularly for townhouses.</p>	<p>Dimensions in the Guide has been updated to ensure consistency with Zoning Bylaw provisions.</p>
<p>PLN-51 suggests a lock off unit as a way to allow a caregiver to reside with the tenant. While the lock-off suite is a good idea for market housing, if the appropriate FAR exemptions are in place to adjust for the loss of efficiency, it is very unlikely that a low income resident could afford to have a live-in caregiver. The sketch provided seems to create a lock-off suite without any exterior wall. This would not meet code or "livability" requirements.</p>	<p>Text has been added to ensure that all relevant BC Building Code provisions are met.</p>
<p>PLN-57 to the end of the document is specifications and it too prescriptive. For example specifying the type of data wiring (CAT 5e is the minimum, CAT 6 is preferred) does not contribute anything to making these units affordable. In market units, many developers aren't including data wiring: everyone is going wireless anyway. Suggest further conversation about this entire section.</p>	<p>The introductory paragraph for this section has been edited to reflect its main purpose to outline key technical considerations and guidelines (building functionality and long term operational efficiency and sustainability) that should be taken into account during the planning and design phases. Clarification is provided re: City requirements versus other guidelines/standards that may be required by other jurisdictions.</p>

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
<p>Richmond Seniors Advisory Committee</p>	
<p>On page 3 (1.3.3 Richmond Affordable Housing Strategy, 2nd bullet), regarding five percent of floor plan area to be built as low rental units in developments greater than 80 units, I understand from the City of Richmond Planning Department that a project with market sales did not include affordable housing as the developer requested to have these units transferred to a rental building which is to be built 2016 – 2017. I inquired if this rental building would now have affordable housing plus affordable housing from the market building, but was informed “NO” as rental buildings did not have to provide affordable housing. Hopefully, this loophole has now been closed and in future, all rental buildings will have affordable housing units. My query is, how is this transfer of affordable housing units to be recorded – not forgotten because of change of staff, etc. Is there a mechanism in place to prevent this?</p>	<p>Staff are guided by current Council policy that states that any development greater than 80 units must provide a minimum of 5% of Low End of Market units. Units secured through the Affordable Housing Strategy (including unit transfers) are tracked by staff through the City’s Affordable Housing inventory that is updated quarterly.</p>
<p>On page 11, affordable housing units are not to be integrated into market residential buildings. If indeed, affordable housing is integrated on various floors in market residential buildings (see page 19 – 4.1.2 Adjacent Uses) and these units would possibly be smaller (square foot) would not this be a problem for the architect, developer and contractor? I would think this problem would be venting, stacking, electrical, plumbing, natural gas and even electrical and computer wall plugs. Would this change of irregular size of units not add to the cost of construction?</p>	<p>Page 11 refers to the Cadence project on Hollybridge Way. This project is unique in that the 15 units of subsidized units that are targeted to lone parent families were located to be close to the planned child care facility.</p> <p>Units secured through the Affordable Housing Strategy are typically comparable in size to market units.</p>
<p>See page 19 (4.1.2 Adjacent Uses), are rental tenants allowed to use market residential common area facilities? With regards to affordable housing having access to amenities enjoyed by market residential owners, I recall a project where 5 affordable housing units were built (attached to tower) and having their own amenity space. Is this a developer’s decision and approved by the City?</p>	<p>It is the City’s intent to ensure that tenants in rental units that are secured through the Affordable Housing Strategy can access and use any common area, facility or amenity area that is enjoyed by owners and other tenants. These provisions are included in Housing Agreements between the City and a developer.</p>
<p>On page 14 (1.9 Building the Optimal Consulting Team to Develop an Affordable Housing Project), mention of building and developing affordable housing project – does this mean a complete building with affordable housing renters or does Richmond anticipate having additional high rises for affordable housing renters only, as well as Granville Avenue and Kiwanis?</p>	<p>As a key priority for the City, the provision of additional affordable rental housing is always encouraged.</p> <p>This reference to “affordable housing project” could include projects that provide either 100% affordable rental units or a proportion of rental units as part of a larger development.</p>
<p>See page 18 (Low-End Market Rental), regarding construction – same level of finishes as market residential units, but on page 34, you mention no carpet, etc.?</p>	<p>Basic Universal Housing Feature provisions included in the City’s Zoning Bylaw require that floor surfaces be slip resistant but do not specifically prohibit the use of carpets provided that they be firmly fixed, with a firm underlay and low pile. The references on page 34 are drawn from other jurisdictions and suggest that carpets be avoided, not necessarily prohibited.</p>

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
Item 3, page 18, parking for affordable housing renters to be at no charge. Kiwanis does charge for parking, is this cost at the discretion of the developer/management?	As of December 2014, Housing Agreements now state that developers/property managers cannot charge tenants in affordable housing for parking. The Kiwanis Towers project pre-dates this.
See page 19 (4.1.5 Relationship of Indoor and Outdoor Spaces), will there be a wheelchair ramp to balcony within suite, as well as including a scooter room available in parking area?	While the City's zoning regulations address wheel chair access to the building and unit, they do not however specifically require a wheelchair ramp to a balcony. Similarly, there are currently not specific provisions in the Zoning Bylaw to require space for scooter parking.
See pages 21-22 (4.2.1.2 Design Characteristics for Affordable Housing Units – Universal Housing Units and Accessible Housing Units), affordable housing units are not designated for seniors. Although, I agree that Universal Guidelines can be adapted to all affordable housing units, but who will be responsible for the added cost? If, in the likelihood, that a senior moves into a suite that has to be adapted, and she eventually moves out, is this suite reverted back to the original plans? In fact, affordable housing is for all residents in Richmond and the units can be available to anyone outside the City. I have advocated for many years that a percentage of affordable housing should be allocated to seniors and residents with disabilities. Although, you mention that Universal Guidelines would be encouraged by the City, I note that in the plans there is no indication that pocket doors are being installed in bathroom entrances, can this be included?	Richmond's Zoning Bylaw does prohibit the use of pocket doors. A reference to pocket doors has been added to the guide.
See page 27, Supportive Housing Projects – these would be rentals and solely for supportive and assisted living residents. Is this a correct assumption?	Yes, the reference in this example could be a rental unit and potentially accommodate a care giver to support a resident/tenant.
See page 31 (B - Pace Models to serve frail seniors in their own homes), note in USA they have adult daycare. Is this to be an initiative in Richmond, as at present there are perhaps a total of 3-4 adult daycare facilities? I believe that it would be a positive move for the City of Richmond to encourage developers to incorporate space on the ground level for adult daycare. This would alleviate the worry of families finding appropriate safe daycare and also an excellent social environment for seniors.	The need for adult day in Richmond is recognized, however at present, there are no plans to provide additional facilities in the City.
See pages 34 - 45, is this an example of what we can expect in an affordable housing tower? Have these specifications been copied from Kiwanis project design?	This section serves primarily as a guide to groups interested in pursuing affordable housing projects and outlines key technical considerations and guidelines that should be taken into account during planning and design phases. Many of the guidelines referenced in this section are outside of the City's jurisdiction. While the Kiwanis Towers may include many of these features, they have not been specifically copied from that specific project.

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
See page 38 (5.3.15 – Additional Interior Design Considerations – Signage) – 50% or more of the content on a sign is encouraged to be in the English language. Why encouraged, not enforced?	The City's current Sign Bylaw does not require a minimum amount of English. This provision will be retained in the current update of the Sign Bylaw per Council direction of May 25, 2015.



April 16, 2015

City of Richmond Affordable Housing Resource Guide
 UDI Liaison Committee Feedback

Link to guide: http://www.richmond.ca/agendafiles/Open_Planning_3-17-2015.pdf (full report starts on page 15)

1. Typo in the first bullet point following the paragraph starting with "Affordability, location..."
 Should read "daycare designed to be accessible".
2. On PLN -27, the table indicates the goals for various housing options. However, it fails to point out that those goals are being met, except for affordable homeownership.
3. On page PLN – 28, there doesn't seem to be any recognition that income levels in Richmond are under-reported. Many people living in homes worth more than \$2,000,000 are reporting little or no income. While it may be true that some people are paying up to 50% of their income in rent, one needs to consider where Richmond sits relative to other communities. The proscribed rents for AH units are well below the market rates for the same unit. In many cases, the AH rate is half as much as the market rate for a brand new apartment

 It would provide clarity if the City noted the Income thresholds referenced are from BC Housing (HILS) for Vancouver. It would also be beneficial if they quoted the 2015 BC Housing (HILS) rates (Link below) versus 2013. http://www.bchousing.org/resources/HPK/Rent_Calculation/HILs.pdf
4. In 1.5, Priority Processing is offered for projects consisting of 100% "affordable subsidized rental housing units". This is a form of development that is nearly impossible to achieve. Suggest offering priority processing to any development that exceeds the 5% of floor area as rental housing required in the AHS.
5. Same section: Density Bonus Approach doesn't talk about density bonuses. It says "as outlined above", but I don't see where that is done. It goes on to talk about unit mix, which doesn't have anything to do with density bonuses.

6. Entry Level Homeownership simply restates the policy without adding any detail on what might be acceptable or how this might be achieved. Certainly this needs to be a significant part of the Housing Affordability Strategy.
7. On page PLN-32, the bubble says that “The AHS is making progress...” It should clearly state that Richmond is meeting its’ goal for subsidised and rental units, but not meeting the goals for affordable homeownership.
8. PLN-33 and 34; both of these projects were developer driven. Polygon, in partnership with the Kiwanis, presented the proposal to the City. Page 33 should recognize that this project does not fit the present AHS and only proceeded because of the innovative approach taken by the developer. Similarly, the Storeys project was put together by a group assembled by a developer and was funded by agreements with developers to transfer cash to this project instead of building AH elsewhere. In the call for proposals, there was only one response: the developer driven proposal that is now coming to fruition. The City needs to acknowledge the help and innovative thinking that the development community has provided to enable these important projects to advance.
9. PLN-36 needs to include more information on the financial analysis. To skip over this critical part of the process is to continue to live the fantasy that somehow these projects will get done without developer engagement. It is unlikely that there will be a significant amount of help from federal or provincial governments. The City doesn’t have the resources to get these projects built on their own. The only way to build these projects is with cooperation between the City, non-profits and the development community.
10. PLN-39,40 and 41 skip over the requirement for a developer to be part of the mix. To suggest that a property owner could redevelop a site as entirely not-for-profit housing is not realistic. Staff has acknowledged this in various meetings with UDI and other stakeholders. This needs to be stated.
11. On PLN-42, the bubble talks about requirements for AH units. It includes a comment that there should not be a charge for parking for AH units. This is not part of the existing policy. It is also inappropriate to restrict the developer or owner from charging for parking. It is not uncommon to do so for market units (either by way of a pre-paid lease or monthly charges). Since the intent is to provide housing for people with lower incomes, many of them will not own a vehicle. It does not make sense to add to the cost of all AH units to benefit a minority. Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting. Also, while it is

desirable to provide units that meet the basic universal housing guidelines, why would ALL AH units be required to meet this? Again, it adds cost to all for the benefit of a few. Why not require the same ratio as the rest of the development? Once again, the table fails to point out where Richmond is meeting its goals and where they are not.

12. PLN-43 and 44 are mostly a restatement of the overall development guidelines for the City. The section labelled 4.2.1.1 lists minimum sizes for units. Why would the AH units be so restricted? It is not uncommon to have market units smaller than the minimums specified. Why not require them to be the same as the market units in the rest of the project, or as are commonly available elsewhere as market units? Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting.

The spatial requirements for universal housing can have negative impacts on unit efficiency, particularly for smaller units. Suggest a percentage of affordable units are required to be universal. Some of the design features referred to as 'Basic Universal Housing' in section 4.2.1.2 don't appear to be consistent with the Richmond's 'Basic Universal Housing' such as the 6' wide diameter space to accommodate a power wheelchair or scooter in the kitchen as shown on page PLN -48. The document should be clear on which items are consistent with the Basic Universal guidelines and those that are suggested design items.

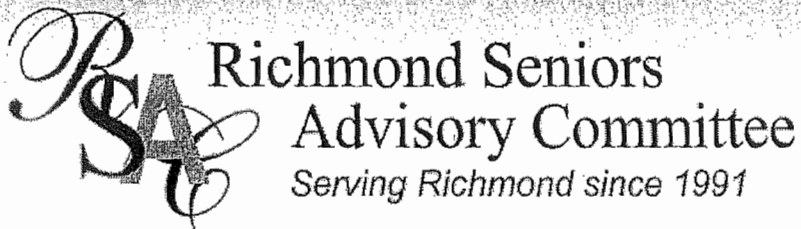
13. PLN-45,46,47 and 48 list design characteristics for accessible units. However, some of these are NOT included in the guidelines, such as 3'6" hallways and stairs. Why attempt to reinvent the wheel? Why not simply copy the accessible guidelines into the document, or refer the reader to them? The bubble on 46 speaks about "Convertible Units", specifically for townhouses. Townhouses are inherently less accessible than condos, with the requirements to make them convertible being very expensive. This seems like a contradiction in objectives: particularly for townhouses.

14. PLN-51 suggests a lock off unit as a way to allow a caregiver to reside with the tenant. While the lock-off suite is a good idea for market housing, if the appropriate FAR exemptions are in place to adjust for the loss of efficiency, it is very unlikely that a low income resident could afford to have a live-in caregiver. The sketch provided seems to create a lock-off suite without any exterior wall. This would not meet code or "livability" requirements.

15. PLN-54,55 and 56 offer examples of innovative approaches to providing housing. All but one are from the U.S., with the one local example being in Vancouver. The U.S. examples cannot be repeated here: there isn't the same financial support from the provincial or federal

governments as exists in the U.S. The Vancouver example relied on funding from the Federal Infrastructure grants, a program that is no longer available. The “Remy” project on Cambie, in Richmond, is a better example of accessing the FI grants: S.U.C.C.E.S.S. was able to purchase 81 units of affordable market housing by leveraging that grant money, along with the affordable units provided under Richmond’s AH. It is curious why a project that has been widely praised as very successful is ignored in favour of examples from elsewhere.

16. PLN-57 to the end of the document is specifications and it too prescriptive. For example specifying the type of data wiring (CAT 5e is the minimum, CAT 6 is preferred) does not contribute anything to making these units affordable. In market units, many developers aren’t including data wiring: everyone is going wireless anyway. Suggest further conversation about this entire section.



May 4, 2015

City of Richmond
6911 Number 3 Road
Richmond, BC, V6Y 2C1

Attn: Ms. Joyce Rautenberg, Affordable Housing

Dear Joyce:

Re: Affordable Housing Resource Guide

On behalf of **Richmond Seniors Advisory Committee, the Housing Sub-Committee** has been requested to provide comments on the Affordable Housing Resource Guide.

We were reminded that this report is a Resource Guide, which can be followed in its entirety or various segments that would pertain to developers building affordable housing within Richmond.

On page 3 (1.3.3 Richmond Affordable Housing Strategy, 2nd bullet), regarding five percent of floor plan area to be built as low rental units in developments greater than 80 units, I understand from the City of Richmond Planning Department that a project with market sales did not include affordable housing as the developer requested to have these units transferred to a rental building which is to be built 2016 – 2017. I inquired if this rental building would now have affordable housing plus affordable housing from the market building, but was informed “NO” as rental buildings did not have to provide affordable housing. Hopefully, this loophole has now been closed and in future, all rental buildings will have affordable housing units. **My query is, how is this transfer of affordable housing units to be recorded – not forgotten because of change of staff, etc. Is there a mechanism in place to prevent this?**

On page 11, affordable housing units are not to be integrated into market residential buildings. **If indeed, affordable housing is integrated on various floors in market residential buildings (see page 19 – 4.1.2 Adjacent Uses) and these units would possibly be smaller (square foot) would not this be a problem for the architect, developer and contractor?** I would think this problem would be venting, stacking, electrical, plumbing, natural gas and even electrical and computer wall plugs. **Would this change of irregular size of units not add to the cost of construction?**

See page 19 (4.1.2 Adjacent Uses), **are rental tenants allowed to use market residential common area facilities?** With regards to affordable housing having access to amenities enjoyed by market residential owners, I recall a project where 5 affordable housing units were built (attached to tower) and having their own amenity space. **Is this a developer's decision and approved by the City?**

On page 14 (1.9 Building the Optimal Consulting Team to Develop an Affordable Housing Project), mention of building and developing affordable housing project – **does this mean a complete building with affordable housing renters or does Richmond anticipate having additional high rises for affordable housing renters only, as well as Granville Avenue and Kiwanis?**

See page 18 (Low-End Market Rental), regarding construction – same level of finishes as market residential units, **but on page 34, you mention no carpet, etc.?**

Item 3, page 18, parking for affordable housing renters to be at no charge. **Kiwanis does charge for parking, is this cost at the discretion of the developer/management?**

See page 19 (4.1.5 Relationship of Indoor and Outdoor Spaces), **will there be a wheelchair ramp to balcony within suite, as well as including a scooter room available in parking area?**

See pages 21-22 (4.2.1.2 Design Characteristics for Affordable Housing Units – Universal Housing Units and Accessible Housing Units), affordable housing units are not designated for seniors. Although, I agree that Universal Guidelines can be adapted to all affordable housing units, but who will be responsible for the added cost? If, in the likelihood, that a senior moves into a suite that has to be adapted, and she eventually moves out, is this suite reverted back to the original plans? In fact, affordable housing is for all residents in Richmond and the units can be available to anyone outside the City. I have advocated for many years that a percentage of affordable housing should be allocated to seniors and residents with disabilities. **Although, you mention that Universal Guidelines would be encouraged by the City, I note that in the plans there is no indication that pocket doors are being installed in bathroom entrances, can this be included?**

See page 27, Supportive Housing Projects – these would be rentals and solely for supportive and assisted living residents. **Is this a correct assumption?**

See page 31 (B - Pace Models to serve frail seniors in their own homes), note in USA they have adult daycare. **Is this to be an initiative in Richmond, as at present there are perhaps a total of 3-4 adult daycare facilities? I believe that it would be a positive move for the City of Richmond to encourage developers to incorporate space on the ground level for adult daycare. This would alleviate the worry of families finding appropriate safe daycare and also an excellent social environment for seniors.**

See pages 34 - 45, **is this an example of what we can expect in an affordable housing tower? Have these specifications been copied from Kiwanis project design?**

See page 38 (5.3.15 – Additional Interior Design Considerations – Signage) – 50% or more of the content on a sign is encouraged to be in the English language. **Why encouraged, not enforced?**

Conclusion

We wish to thank the City of Richmond for giving us the opportunity to review and comment on the Affordable Housing Resource Guide. We think this document is a good first step to encourage developers to incorporate affordable housing in their projects. We would appreciate being kept apprised of any additions and have the opportunity to work with your team on all positive changes to this Guide. In addition, we would request that this letter be included with any report that goes forward to City Council on this subject.

Submitted by:

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