



Planning Committee

Date: Wednesday, April 8, 2015

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Chak Au
Councillor Carol Day
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:00 p.m.

The Chair advised that Rental Housing will be considered as Item No. 4A and Richmond Heritage Homes will be considered as Item 4B.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on Tuesday, March 17, 2015, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, April 21, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

DELEGATION

1. Kerry Starchuk, 7611 Lancing Place, referred to photographs of various construction sites in the city and expressed concern with regard to (i) unsightly construction sites, (ii) construction and demolition work schedules, (iii) excessive noise from construction and demolition sites, (iv) the availability of construction site contact information, and (v) the recycling of demolition materials.

Discussion ensued with regard to the City's Good Neighbour Program (attached to and forming part of these minutes as Schedule 1) and in reply to queries from Committee, Ms. Starchuk noted that other municipalities in the Lower Mainland have limited construction and demolition activities on Sundays and statutory holidays.

In reply to queries from Committee, Joe Erceg, General Manager, Planning and Development, noted that proposed revisions to residential building height and half-storey building area regulations will be proceeding to the April 20, 2015 Public Hearing.

Discussion ensued with regard to recycling of demolition materials and in reply to queries from Committee, Mr. Erceg noted that provincial legislation require the recycling of some demolition material and Metro Vancouver ensures facilities that can receive demolition material are available. He added that the City is currently running a pilot program working with small builders to recycle demolition materials and that staff will provide an update to Council within three months.

Discussion then ensued with regard to limiting construction and demolition activity on weekends and statutory holidays.

In reply to queries from Committee, Mr. Erceg noted that the City's Good Neighbour Policy differs from the City's bylaws and that the City has existing bylaws regulating noise.

In reply to queries from Committee, Edward Warzel, Manager, Community Bylaws noted that construction and demolition is permitted on weekends but is prohibited on statutory holidays.

Discussion took place with respect to the response time of the City's Bylaw Officers to resident complaints. Mr. Warzel noted that response time by Richmond Bylaw Officers vary, subject to the staff available. He added Bylaw Officers are available everyday until 9:00 p.m. and the Richmond RCMP can respond to resident complaints when City Bylaw Officers are not available.

In reply to queries from Committee with regard to securing vacant homes, Mr. Warzel noted that City Bylaw Officers regularly patrol vacant homes and that City bylaws require that vacant homes are secured.

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In reply to queries from Committee, Gavin Woo, Senior Manager, Building Approvals, advised that permits are required to be posted on work sites however, builder contact information and work schedules are not required to be posted on-site.

Discussion ensued with regard to resident complaints and patrolling by City Bylaw Officers. Mr. Warzel noted that staff relies in part on resident reporting to identify violations and that builders are advised of the City's Good Neighbour Policy during the permit process.

In reply to queries from Committee, Mr. Erceg noted that staff regularly meets with builders and builders are aware of the City's Good Neighbour Policy. He added that the City's Good Neighbour Policy is a voluntary suggested code of conduct for builders and that current City bylaws will require amendments to limit certain aspects of construction or demolition activity.

Discussion ensued with regard to (i) after hours reporting of construction and demolition activities, (ii) using alternative methods to limit construction activities such as using a covenant on-title, and (iii) the demolition of vacant homes.

In reply to queries from Committee, Mr. Erceg noted that demolitions require a permit and that the City can take action if violations are identified.

Discussion then ensued regarding builders posting work schedules and contact information on-site.

As a result of the discussion the following **referral** was introduced:

It was moved and seconded

That staff examine options:

- (1) to limit construction and demolition activity during weekends and statutory holidays and define allowable construction activities during restricted periods;***
- (2) to require construction and demolition sites post work hours, contact information and emergency contacts on-site; and***
- (3) to involve the community in monitoring potential violations.***

and report back.

The question on the referral was not called as discussion ensued with regard to (i) posting 24-hour emergency contact information on-site, (ii) using resident photographs to identify violations, (iii) restricting construction and demolition activities on the weekends, and (iv) defining allowable construction activities during the restricted periods.

The question on the motion was then called and it was **CARRIED**.

PLANNING AND DEVELOPMENT DIVISION

2. **APPLICATION BY PETER HARRISON FOR REZONING AT 2080/2100 NO. 4 ROAD FROM SINGLE DETACHED (RS1/D) TO SINGLE DETACHED (RS2/B)**
(File Ref. No. 12-8060-20-009183; RZ 14-657378) (REDMS No. 4382240)

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9183, for the rezoning of 2080/2100 No.4 Road from "Single Detached (RS1/D)" to "Single Detached (RS2/B)," be introduced and given first reading.

CARRIED

3. **APPLICATION BY MATTHEW CHENG ARCHITECT INC. FOR REZONING AT 7751 HEATHER STREET FROM SINGLE DETACHED (RS1/F) TO HIGH DENSITY TOWNHOUSES (RTH2)**
(File Ref. No. 12-8060-20-009234; RZ 13-644767) (REDMS No. 4536458)

Wayne Craig, Director, Development, briefed Committee on the proposed development, noting that the subject site was orphaned when adjacent sites were developed into townhouses.

In reply to queries from Committee, Mr. Craig noted that (i) the garbage enclosure will be a single-storey structure to house garbage and recycling carts, (ii) the garbage enclosure will be architecturally integrated into the proposed building to ensure an attractive streetscape, (iii) the proposed variance would allow garbage collection to occur close to the street, and (iv) should the proposed development proceed, direct mail notification would occur in advance of the Public Hearing and would include a notification area of 50 metres surrounding the subject site.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9234, for the rezoning of 7751 Heather Street from "Single Detached (RS1/F)" to "High Density Townhouses (RTH2)," be introduced and given first reading.

CARRIED

4. **MANAGER'S REPORT**

(i) Concord Gardens (Capstan Village) – Proposed Change in Development Phasing

Mr. Craig briefed Committee on proposed revisions to the phases of development of Concord Gardens, noting that all three phases on the north lot are proposed to be built simultaneously. He added that the proposed revisions are not expected to affect the delivery of City amenities and that the relocation of the temporary park will enhance the size of said park.

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(ii) *Lingyen Mountain Temple*

Mr. Craig advised that the applicant of the Lingyen Mountain Temple project is represented by a new architect. He added that preliminary plans indicate that the scale of the proposed project has been reduced to be in compliance with the City's No. 5 Road Backlands Policy.

(iii) *Vancouver Airport Authority Land Use Master Plan*

Mr. Erceg provided an update on the Vancouver Airport Authority's proposed 2037 Master Plan preparation process, noting that community consultation is expected to occur over an 18 month period. He added that staff will be examining the Master Plan and will maximize the City's involvement in the consultation process.

(iv) *Airport Restrictions for Building Height*

Mr. Erceg advised that the City is examining increasing the allowable building height in the City Centre area. He noted that the Vancouver Airport Authority has conducted a technical study on flight paths in the area and City staff will review the report.

In reply to queries from Committee regarding the City's input into the upcoming Airport Authority's 2037 Master Plan preparation process, Mr. Erceg advised that the Minister of Transportation approves the plan and that the City has a cooperative relationship with the Airport Authority.

(v) *Land Use Contracts*

In reply to queries from Committee, Mr. Craig advised that items involving land use contracts are currently under staff review and that staff will update Council on the matter.

4A. RENTAL HOUSING

(File Ref. No.)

Discussion ensued with regard to rental housing developments in the city.

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

That staff examine strategies and incentives to encourage development of below market rental housing in the city and report back.

The question on the referral was not called as discussion ensued with regard to (i) new rental housing supply in the city, (ii) incentives to encourage developers to build rental housing with rental rates of approximately \$1,000 per month or less, and (iii) multiple secondary suites in single-family dwellings.

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In reply to queries from Committee, Dena Kae Beno, Affordable Housing Coordinator, noted that (i) staff are currently in the process of receiving stakeholder feedback on opportunities for the addition of secondary suites on new single-family dwellings, (ii) there is existing City policy in effect for existing single-family homes that want to incorporate a secondary suite, (iii) the Riverport Flat Rental Apartments are considered market rental housing (iv) Richmond has the highest ratio of family-oriented purpose built rental housing in the Lower Mainland, and (v) the City has a policy encouraging one-for-one rental housing replacement requirement on the redevelopment of existing rental sites.

Mr. Erceg advised that zoning bylaw permits secondary suites on all single-family zones. He added that homeowners are required to meet building codes on secondary suites and on average 200 secondary suites are upgraded annually.

In reply to queries from Committee, Mr. Craig noted that current building codes do not permit multiple secondary suites in single-family dwellings however; there is an active referral for staff to examine zoning provisions for multi-family housing forms such as duplexes.

The question on the motion was then called and it was **CARRIED**.

4B. RICHMOND HERITAGE HOMES

(File Ref. No.)

Discussion ensued with regard to correspondence received from Geraldine Wray, 4460 Garry Drive (copy on file, City Clerk's Office) expressing concern with regard to the preservation of Goldie Harris House and Barn, located on 11620 No. 4 Road.

Discussion then ensued with regard to (i) background information on the Steves House and the Goldie Harris House and Barn (attached to and forming part of these minutes as Schedule 2) and (ii) the preservation of heritage homes in the city.

As a result of the discussion, the following **referral** was introduced:

- (1) *That staff update the Richmond Heritage Inventory 1989 and other related lists to determine:*
 - (a) *the remaining listed buildings; and*
 - (b) *options to protect the remaining heritage buildings in the inventory; and*
- (2) *That staff examine options to preserve or relocate the Goldie Harris House and Barn and the Steves House and report back.*

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The question on the referral was not called as discussion ensued regarding the Richmond Heritage Inventory and it was noted that staff are requested to update the inventory list to reflect the remaining heritage homes.

Discussion then ensued with regard to (i) preserving heritage homes by possibly incorporating them into new developments on-site, and (ii) introducing a bylaw to protect heritage homes.

In reply to queries from Committee, Terry Crowe, Manager, Policy Planning, advised that an example of incorporating heritage homes into new development is in Steveston. He noted that the City has explored zoning incentives to preserve heritage homes. He added that alternative options, such as relocating heritage homes, have been explored however; acquiring all heritage homes would not be feasible.

Discussion ensued with regard to previously used rezoning strategies and incentives to preserve heritage homes in the city.

The question on the motion was then called and it was **CARRIED**.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:03 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Wednesday, April 8, 2015.

Councillor Linda McPhail
Chair

Evangel Biason
Committee Clerk

Related City Bylaws

- Construction activity noise is governed by the Noise and Sound Regulation Bylaw No. 8856. This bylaw prohibits certain construction activity noise prior to 7:00 a.m. and after 8:00 p.m. on Monday through Friday, prior to 10:00 a.m. and after 8:00 p.m. on Saturday (provided it is not a Statutory Holiday), and prior to 10:00 a.m. and after 6:00 p.m. on Sundays and Statutory Holidays.
 - Applications for exemption to this bylaw must be made to the Engineering Inspections Division at 604-276-4014.
 - The City's Unsightly Premises Regulation Bylaw No. 7162 contains requirements for proper clean-up of properties.
 - Tree Protection Bylaw 8057 regulates the removal and retention of trees 20 cm in diameter or greater located on private property.
 - Subject to the Local Government Act, all people doing business in the City such as Designers, Builders, Sub-trades, etc. are required to hold a valid Richmond Business Licence as stated in Richmond's Business Licence Bylaw No. 7360.
 - Builders and Sub-trades should be aware of local parking regulations in the City's Traffic Bylaw No. 5870 and should not block or obstruct private driveways, sidewalks, lanes or streets.
- Other City Bylaws may also apply.

Other Regulations

As well as City bylaws and regulations, construction projects must also conform to other Provincial regulations. The Workers' Compensation Act covers a wide variety of issues, from safety helmets and boots, to property protection, to proper shoring of trenches.

Clean Up & Close Out

Collect and remove construction waste on a regular basis. Prompt clean-up keeps the site from becoming a safety hazard and an eyesore. Regularly clean sidewalks, streets and lanes that have become dirty or muddy from excavation and landscaping activities. Repair any damage done to abutting properties.

Telephone Enquiries:

For more information on infill building, please contact:

Greater Vancouver Home Builders' Association

#203, 15463 – 104 Avenue
Surrey, BC V3R 1N6 **604-588-5036**
Web: www.vancouverhomebuilders.org

City of Richmond

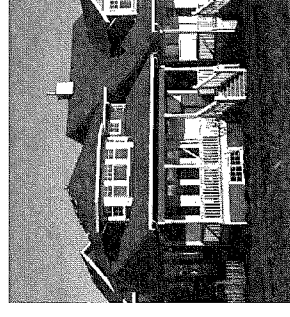
6911 No. 3 Road
Richmond, BC V6Y 2C1 **604-276-4000**
Web: www.richmond.ca

Development Permits, Subdivision, Zoning & Business Licence..... **604-276-4017**
Tree Protection Bylaw..... **604-247-4684**
City Street Trees..... **604-244-1208**
Fire Department..... **604-278-5131**
Workers' Compensation Board.. **604-276-3100**
BC Hydro..... **604-543-1595**
Telus **604-310-2255**
Terasen Gas **1-888-224-2710**



Good Neighbour Program

(Construction Intrusion into Communities)



The Greater Vancouver Home Builders' Association and with the City of Richmond have created this brochure which recommends what builders should do as "good neighbours" and what neighbours might reasonably expect from a builder working in their area.

Schedule 1 to the Minutes of the Planning Committee meeting of Richmond City Council held on Wednesday, April 8, 2015.

For urgent matters such as water and sewer problems, road obstructions, downed trees or other problems, call:

Public Works 24hr Enquiries and Emergencies..... **604-270-8721**

For construction activity noise, dispersion of rodents during construction, health hazards related to air and water or sewage disposal problems, call:

Vancouver Coastal Health, Richmond **604-233-3147**

RCMP non-emergency line (after hours)..... **604-278-1212**

For building permit enquiries, construction vibration, neighbouring fencing and property line encroachment, and tree protection during construction, call:

Building Approvals Division **604-276-4285**
Tree Protection Bylaw..... **604-247-4684**

City Street Trees..... **604-244-1208**
For unsightly or accumulation of construction debris, and parking enquiries at construction site, call:

Community Bylaws Division **604-204-8631**
For soil on roadway or sidewalk, pollution impact on drainage ditches or storm sewers, call:

Engineering Division..... **604-276-4289**

City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1
www.richmond.ca
BA-B-2 / November 21, 2012

Planning and Development Department
www.richmond.ca

What is Infill Housing?

Infill Housing is the construction of new residential structures in an already established neighbourhood. As Richmond continues to grow and evolve so do its neighbourhoods, and we must protect and enhance the quality of life presently enjoyed by its residents.

Neighbourhoods may be impacted by changes that could involve:

- demolition
- construction of larger single-family homes
- duplex construction
- townhouse construction
- major additions and renovations to existing homes
- the removal of trees and hedges

Communicating with Neighbours

Well before work starts and prior to any applications for a building permit, minor variance, rezoning or Official Community Plan amendment, an infill builder should advise nearby residents what is being planned, by writing a letter or visiting them personally. When neighbours have full information, they are usually much more supportive and understanding of the project.

In these letters/visits, the builder should give neighbours a sheet with his/her full name, address and phone number. In this way, neighbours can contact the builder immediately if they have concerns, or if there is any emergency.

Prior to the project beginning, a sign should be erected at the site, also giving the builder's full name and phone number. Signs may be obtained from the Greater Vancouver Home Builders' Association.

What Makes a Successful Infill Housing Project?

Good Neighbour Practices

There are six basic recommended Good Neighbour Practices for builders:

1. Obtain all required permits and approvals.
2. Inform all surrounding neighbours about your plans and what you are doing.
3. Protect the immediate neighbourhood, including trees on and off site.
4. The site should be kept clean at all times.
5. Respect hours of work and noise regulations.
6. Do not block driveways, keep street and lanes passable.

The General Contractor should ensure all his sub-trades comply with City Bylaws and these Good Neighbour Practices.

City Approvals

Builders should consult with City Planning and Building staff well in advance to determine if the project meets all planning requirements. If a proposal does not comply with the current Zoning Bylaw, the site may require rezoning; a minor variance request through the Board of Variance; or a Development Variance permit, which require City Council's approval.

Every infill project must receive City approval (building permit, etc.) before construction starts.

Generally, soils removal and site preparation does not require a permit.

Development Permits

A Development Permit from the Development Applications Division is required for all multi-family residential projects. The process time will vary depending on the planning issues involved.

Demolition Permits

A permit must be obtained from the Permits Centre. The builder should arrange for the safe disconnection of all utilities and the removal of all hazardous materials prior to demolition, and ensure that Part 8 of the BC Building Code titled "Safety Measures at Construction and Demolition Sites" is complied with.

Dust, noise and debris must be minimized and the work should be undertaken at a time which will not have a negative impact on the harmony of the neighbourhood.

Tree Removal Permits

Tree removal permits should be displayed in a visible location. All trees to be retained should have a prescribed tree protection barrier, clearly marked as "Tree Protection Zone".

Unless a valid tree permit has first been obtained, all existing trees 20cm calliper or greater located on site, all trees located on a neighbouring property within 1.5m of a property line, or any tree located on City property shall be protected with a tree protection barrier (see Bulletin Tree-03).

Tree protection barriers are required to be inspected and approved prior to demolition permit issuance.

Building Permits

City staff review construction drawings for compliance with land use, the minimum requirements of the BC Building Code, as well as other applicable bylaws and regulations. The permit site card must be displayed on the site where it is visible from the street.

Protection and Safeguards

Vacant homes waiting for demolition should not be allowed to become an eyesore or a potential fire hazard. Ideally a house should be vacant only for a very short period before being demolished or removed from the site.

Do not damage or disrupt existing neighbourhood services during construction. Prior to excavation or digging, contact electrical, gas, telephone, cable and other utilities for information on underground service locations.

Do not use power, water from neighbouring properties without their consent.

Protect adjacent buildings, landscaping, fences, etc. from construction activities. Use fencing or equivalent measures to protect shrubs. If certain areas are at risk, the builder should work out an acceptable agreement with the affected property owner before starting work.

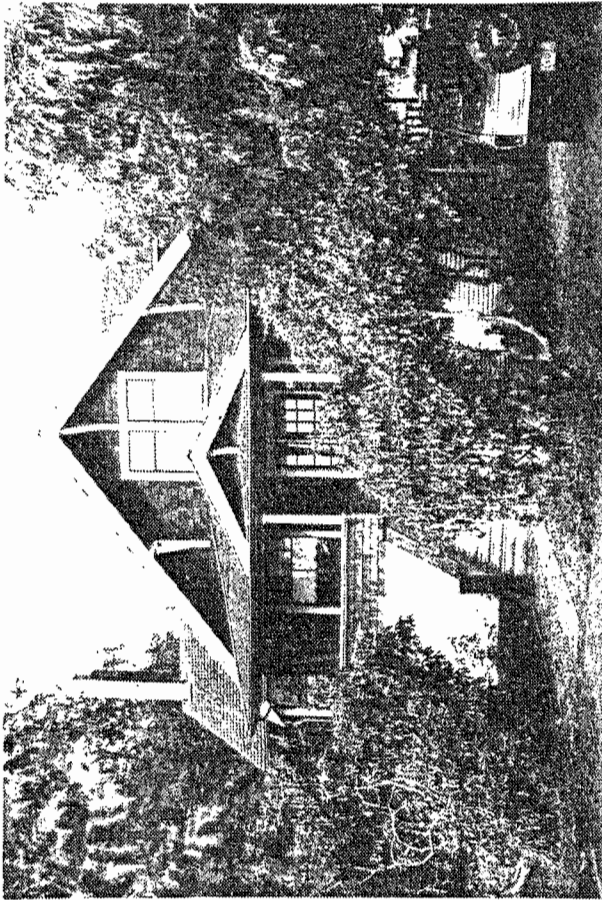
Care should be taken to secure the project site and building to restrict access by children or pets; do not encroach neighbouring properties nor burn construction wastes on site.

STEVES HOUSE
4431 STEVESTON HIGHWAY
1915

Neighbourhood: Steveston

This was the second home of Ida B. Steves, the daughter of Richmond pioneer settler Manoah Steves. Although it is now surrounded by later suburban development, it was originally set on its own acreage, and still retains many mature landscape features, including holly trees, several large rhododendrons, cedars, and a large fir tree.

Ida Steves designed the house herself; the many large windows were a feature that she particularly desired. An unusual variation on the Craftsman style, this house features a prominent open front verandah, large multi-paned windows, and triangular eave brackets. The interior has also remained virtually unchanged since its construction. The house was reacquired by the Steves family to prevent its demolition, and has been carefully restored.



Schedule 2 to the Minutes of the Planning Committee meeting of Richmond City Council held on Wednesday, April 8, 2015.

GOLDIE HARRIS HOUSE AND BARN

11620 NO. 4 ROAD

House 1912; Barn Circa 1913

Neighbourhood: Gilmore (South Arm)

Heritage Area: South Arm Slough District

Goldwin Herschel Harris was born in Ontario in 1879, moved to Vancouver in 1893, and settled in South Arm in 1894. In 1906 he was married to the eldest daughter of Thomas Kidd, Agnes Isabella. Harris had originally been Kidd's hired man, and may have received this land as a wedding gift; Kidd later lived here, until his death in 1930.

This prominent house was built in 1912; its simple rectangular form is capped with a belcast hip roof and twin chimneys. The wraparound verandah has now been mostly enclosed, altering the appearance of the main floor, but some of the original brackets and columns may be seen at the entry. A central second floor balcony provides a decorative highlight.

The property is important for retaining its agricultural function and appearance. The barn, built approximately one year after the house, is a very good example of the utilitarian structures that were built to house horses and cows, and provide for the storage of hay. There are also a number of early fruit trees that remain in conjunction with the house. This is a rare example where an important early farmhouse has survived intact, in its original setting, complete with an outbuilding and early landscaping features, and is an important reminder of the agricultural origins of the community.

