



Planning Committee

Anderson Room, City Hall
6911 No. 3 Road

Tuesday, March 17, 2015
4:00 p.m.

Pg. # ITEM

MINUTES

PLN-7 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on Tuesday, March 3, 2015.*



NEXT COMMITTEE MEETING DATE

Wednesday, April 8, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **AFFORDABLE HOUSING RESOURCE GUIDE**
(File Ref. No. 08-4057-01) (REDMS No. 4509629 v. 11)

PLN-15

See Page PLN-15 for full report

Designated Speakers: Dena Kae Beno and Joyce Rautenberg

STAFF RECOMMENDATION

- (1) *That the staff report titled Affordable Housing Resource Guide, dated February 24, 2015, from the General Manager, Community Services, be received for information; and*

- (2) *That staff be directed to seek comments from the development community and other key stakeholders regarding the Affordable Housing Resource Guide and report back to the Planning Committee.*



2. **RICHMOND AGE-FRIENDLY ASSESSMENT AND ACTION PLAN**
(File Ref. No. 08-4055-01) (REDMS No. 4508866 v. 2)

PLN-70

See Page PLN-70 for full report

Designated Speaker: Lesley Sherlock

STAFF RECOMMENDATION

- (1) *That the Richmond Age-Friendly Assessment and Action Plan be approved;*
- (2) *That the Plan be sent to the Seniors Advisory Committee, the Richmond Community Services Advisory Committee, Community Partners, TransLink, Vancouver Coastal Health, the Chamber of Commerce, and Richmond MLAs and MPs, with a request to participate in implementation; and*
- (3) *That BC Age-Friendly Recognition be sought.*



PLANNING AND DEVELOPMENT DIVISION

3. **APPLICATION BY PAUL CHEUNG FOR A TEMPORARY COMMERCIAL USE PERMIT RENEWAL AT 12631 VULCAN WAY FOR 2015, 2016 AND 2017**
(File Ref. No. TU 14-670690) (REDMS No. 4526068)

PLN-137

See Page PLN-137 for full report

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

- (1) *That the application by Paul Cheung for a Temporary Commercial Use Permit Renewal at 12631 Vulcan Way be considered at Public Hearing to be held on April 20, 2015 at 7:00 pm in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:*

“That a Temporary Commercial Use Permit be issued to Paul Cheung for a Temporary Commercial Use Permit Renewal at 12631 Vulcan Way for the purposes of permitting an evening night market event between May 8, 2015 to September 27, 2015 (inclusive), May 6, 2016 to September 25, 2016 (inclusive) and May 5, 2017 to September 24, 2017 (inclusive) subject to the fulfillment of all terms, conditions and requirements outlined in the Temporary Commercial Use Permit and attached Schedules;” and

- (2) *That the Public Hearing notification area be expanded to include all properties within the area bounded by River Road to the north, No. 5 Road to the west, Bridgeport Road to the south and Knight Street to the east.*



4. **APPLICATION BY ANWER KAMAL AND NABEEL ABRAHANI FOR REZONING AT 8760 AND 8780 ROSEMARY AVENUE FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/B)**
(File Ref. No. 12-8060-20-009928; RZ 14-662478) (REDMS No. 4497275)

PLN-165

[See Page PLN-165 for full report](#)

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9228, for the rezoning of 8760 and 8780 Rosemary Avenue from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/B)”, be introduced and given first reading.



5. **APPLICATION BY YAMAMOTO ARCHITECTURE INC. FOR REZONING AT 5320, 5340 AND 5360 GRANVILLE AVENUE AND 7260 LYNNWOOD DRIVE FROM SINGLE DETACHED (RS1/E) TO MEDIUM DENSITY TOWNHOUSES (RTM3) AND SCHOOL AND INSTITUTIONAL USE (SI) PROPOSED OCP AMENDMENTS REGARDING 5300, 5320 AND 5360 GRANVILLE AVENUE AND 7260 LYNNWOOD DRIVE**
(File Ref. No. 12-8060-20-009114/009115/009230; RZ 12-610630) (REDMS No. 4514826)

PLN-181

[See Page PLN-181 for full report](#)

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

- (1) *That Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 9114,*
- (a) *to redesignate portions of 5320 Granville Avenue and 7260 Lynnwood Drive from "Park" to "Neighbourhood Residential" in Attachment 1 to Schedule 1 of Bylaw 9000 (City of Richmond 2041 OCP Land Use Map);*
 - (b) *to redesignate a portion of 7260 Lynnwood Drive from "Neighbourhood Residential" to "Park" " in Attachment 1 to Schedule 1 of Bylaw 9000 (City of Richmond 2041 OCP Land Use Map);*
 - (c) *to redesignate portions of 5320 Granville Avenue and 7260 Lynnwood Drive from "Public Open Space" to "Residential (Townhouses)" in the Land Use Map of Schedule 2.5A of Bylaw 7100 (Blundell Area Laurelwood Sub-Area Plan);*
 - (d) *to redesignate portions of 5360 Granville Avenue and 7260 Lynnwood Drive from "Residential (Single-Family)" to "Residential (Townhouses)" in the Land Use Map of Schedule 2.5A of Bylaw 7100 (Blundell Area Laurelwood Sub-Area Plan); and*
 - (e) *together with related minor map and text amendments in Schedule 2.5A of Official Community Plan 7100 (Blundell Area Laurelwood Sub-Area Plan);*
- be introduced and given first reading;*
- (2) *That Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 9230,*
- (a) *to redesignate a portion of 5300 Granville Avenue from "Park" to "Neighbourhood Residential" in Attachment 1 to Schedule 1 of Bylaw 9000 (City of Richmond 2041 OCP Land Use Map); and*
 - (b) *to redesignate a portion of 5300 Granville Avenue from "Residential (Townhouses)" to "Public Open Space" in the Land Use Map of Schedule 2.5A of Bylaw 7100 (Blundell Area Laurelwood Sub-Area Plan);*
- be introduced and given first reading;*

- (3) *That Bylaws 9114 and 9230, having been considered in conjunction with:*
- (a) *the City's Financial Plan and Capital Program; and*
 - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*
- is hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act;*
- (4) *That Bylaws 9114 and 9230, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation. However, out of courtesy, that the report be sent to the Richmond School Board for information purposes and the Richmond School Board may provide comments at the Public Hearing; and*
- (5) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9115,*
- (a) *for the rezoning of 5340 and 5360 Granville Avenue from the "Single Detached (RS1/E)" zone to the "Medium Density Townhouses (RTM3)" zone;*
 - (b) *for the rezoning of a portion of 5320 Granville Avenue and 7260 Lynnwood Drive from the "Single Detached (RS1/E)" zone to the "Medium Density Townhouses (RTM3)" zone; and*
 - (c) *for the rezoning of a portion of 5320 Granville Avenue and 7260 Lynnwood Drive from the "Single Detached (RS1/E)" zone to the "School & Institutional Use (SI)" zone;*
- be introduced and given first reading.*



6. **PROPOSED REVISIONS TO SINGLE-FAMILY AND TWO-UNIT DWELLINGS BUILDING HEIGHT AND HALF-STOREY BUILDING AREA REGULATIONS**

(File Ref. No. 12-8060-20-009223; 08-4430-01) (REDMS No. 4511924)

PLN-247

See Page PLN-247 for full report

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9223 amend the regulations for “Storey, half (1/2)” and Building Height within single-family, coach house and two-unit dwelling zones be introduced and given first reading; and*

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ITEM

- (2) *That staff refer the proposed amendments to the Greater Vancouver Home Builders Association, the Urban Development Institute and the Richmond Small Builders Group for comment prior to the Public Hearing on April 20, 2015.*

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7. **MANAGER'S REPORT**

ADJOURNMENT

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Planning Committee

Date: Tuesday, March 3, 2015

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Bill McNulty

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

MINUTES

It was moved and seconded

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

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, March 17, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

- HOUSING AGREEMENT BYLAW NO. 9102 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 6511 BUSWELL STREET (MAJORCA INTERNATIONAL INVESTMENT LTD.)**
(File Ref. No. 08-4057-01; 12-8060-20-009102) (REDMS No. 4134610)

Planning Committee
Tuesday, March 3, 2015

A revised Page 3 of the staff report titled, "Housing Agreement Bylaw No. 9102 to Permit the City of Richmond to Secure Affordable Housing Units Located at 6511 Buswell Street (Majorca International Investment Ltd.)", dated January 30, 2015, from the General Manager, Community Services (attached to and forming part of these minutes as Schedule 1) was distributed on table as the number of secured affordable housing units was amended from seven to five.

It was moved and seconded

That Bylaw No. 9102 be introduced and given first, second, and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the Affordable Housing Units required by the Development Permit Application DP 13-634111.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

2. APPLICATION BY 0825215 B.C. LTD. FOR REZONING AT 8231 RYAN ROAD FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED(RS2/B)

(File Ref. No. 12-8060-20-009214; RZ 14-665297) (REDMS No. 4500028)

Wayne Craig, Director, Development, briefed Committee on the proposed application, noting that the proposed application is consistent with the lot size policy in the area and that there are no trees on-site.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9214, for the rezoning of 8231 Ryan Road from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/B)," be introduced and given first reading.

CARRIED

3. APPLICATION BY ROBERT KIRK FOR REZONING AT 8395 RUSKIN PLACE FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED(RS2/B)

(File Ref. No. 12-8060-20-009218; RZ 11-586707) (REDMS No. 3472510)

Mr. Craig briefed Committee on the proposed application, noting that the proposed application is consistent with the lot size policy in the area and that hazardous trees will be removed from the site.

Discussion ensued with regard to the orientation of the proposed house relative to the site. In reply to queries from Committee, Mr. Craig noted that the subject site is relatively narrower compared to other sites however, the site remains consistent with an approved development north of the proposed application.

It was moved and seconded

That Bylaw No. 9218, for the rezoning of 8395 Ruskin Place from “Single Detached (RS1/E)” to “Single Detached (RS2/B),” be introduced and given first reading.

CARRIED

4. MANAGER’S REPORT

(i) City of New Westminster Official Community Plan

Terry Crowe, Manager, Policy Planning, spoke on the City of New Westminster’s Official Community Plan (OCP) preparation process and noted that staff attended a New Westminster OCP Open House on February 28, 2015. Mr. Crowe added that a draft OCP is anticipated in a year’s time and staff will monitor its progress.

(ii) Chinese Bunkhouse

Mr. Crowe advised that the City has submitted an application to the Provincial Chinese Historic Recognition Project to recognize the Chinese Bunkhouse.

(iii) Coach House and Granny Flats in the Burkeville area

Mr. Crowe commented on establishing a coach house and granny flat policy for the Burkeville area. He added that staff plan to first meet with the Sea Island Community Association (SICA) and then report to the Planning Committee in May 2015 with possible policy options.

Discussion ensued regarding the concerns expressed by Burkeville area residents related to (i) coach house lane access, (ii) lane dimension and configuration, (iii) traffic, (iv) drainage, (v) coach house architectural form and character, and (vi) retaining single family houses.

In reply to queries from Committee, Mr. Crowe advised that staff will present possible solutions to address coach house and granny flat concerns when meeting with SICA.

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Discussion ensued regarding the development process for coach houses in the Burkeville area and in reply to queries from Committee, Joe Erceg, General Manager, Planning and Development, noted that the City has guidelines in place for coach house development. He added that incentives are included in the development process for developers to retain the existing house when adding a coach house on-site.

In reply to queries from Committee, Mr. Crowe noted that a comprehensive community consultation will take place following the initial consultation with SICA.

(iv) Housing Concerns

An article from the March 3, 2015 edition of the *Vancouver Sun* titled “‘Hot’ Chinese money triggers alarm bells” was referenced (attached to and forming part of these minutes as Schedule 2) and discussion took place on the use of foreign funds to purchase property in Canada.

In reply to queries from Committee, Mr. Erceg noted that the City cannot impose residential development restrictions through demolition requirements or impose higher development fees beyond those to recover staffing costs. Also, he advised that other levels of government may possess mechanisms to determine the legality of capital invested, which are not available to the City.

Discussion ensued with regard to (i) foreign buyers of local properties, (ii) property vacancies, (iii) the potential introduction of a vacancy fee for vacant properties, and (iv) options for a demolition tax.

In reply to further queries from Committee, Mr. Erceg noted that Law and Community Safety staff have advised that the City’s options, with regard to the imposition of demolition fees and charges, are limited.

Discussion ensued with respect to options for a possible fee on the demolition of dwellings that, whereby one may be of the opinion, has not reached its liveable life span.

Discussion then took place on recycling demolition material requirements and the use of funds received from demolition fees for affordable housing.

In reply to queries from Committee, Mr. Erceg noted that introducing regulations related to the recycling of demolition materials can be examined; however changes related to demolition fees would need to be accomplished at the provincial level or by other legal means.

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

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It was moved and seconded

That staff:

- (1) *examine options to address concerns related to foreign capital used to purchase property in the city as noted in the article from the Vancouver Sun titled “‘Hot’ Chinese money triggers alarm bells,” dated March 3, 2015;*
- (2) *provide Council with data related to overseas buyers of property in the city;*
- (3) *examine other strategies to address concerns related to vacant properties; and*
- (4) *examine options to restructure demolition fees and regulate the recycling of demolition material;*

and report back.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:21 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 Tuesday, March 3, 2015.

Councillor Linda McPhail
Chair

Evangel Biason
Auxiliary Committee Clerk

Figure 1

Location	Type	Unit Size	Minimum Unit Size
Level 2	1 bedroom unit	749 ft ²	535 ft ²
Level 2	1 bedroom unit	693 ft ²	535 ft ²
Level 3	1 bedroom unit	749 ft ²	535 ft ²
Level 3	1 bedroom unit	693 ft ²	535 ft ²
Level 5	2 bedroom unit	866 ft ²	860 ft ²
	5 units	3,750 ft²	

The Housing Agreement restricts the annual household incomes for eligible occupants and specifies that the units must be made available at low end market rent rates in perpetuity. The Agreement includes provisions for annual adjustment of the maximum annual housing incomes and rental rates in accordance with City requirements. The Agreement also specifies that occupants of the affordable housing units shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces.

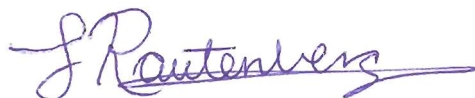
The applicant has agreed to the terms and conditions of the attached Housing Agreement, and to register notice of the Housing Agreement on title to secure the five affordable rental housing units.

Financial Impact

None.

Conclusion

In accordance with the Local Government Act (Section 905), adoption of Bylaw No. 9102 is required to permit the City to enter into a Housing Agreement which together with the housing covenant will act to secure five (5) affordable rental units that are proposed in association with Development Permit Application 13-643111.



Joyce Rautenberg
Affordable Housing Planner
(604-247-4916)

JR:jr

Att. 1: Map of Subject Property
Att. 2: Bylaw No. 9102, Schedule A

'Hot' Chinese money triggers alarm bells; Open debate on real estate effect needed: ex-ambassador

Vancouver Sun
March 3rd, 2015

- **Page:** A1 / Front
Section: Westcoast News
Byline: Peter O'Neil
Source: Vancouver Sun

Canadian cities need to have an open debate about the risks and benefits of Chinese money - including "hot" funds brought in by corrupt officials - in Canada's housing market, according to a former senior Harper government official.

The recommendation comes from David Mulroney, Canada's ambassador to China from 2009-12 and a former senior foreign policy adviser to Prime Minister Stephen Harper.

In his new book *Middle Power, Middle Kingdom*, which critically analyzes Canada's relationship with China, Mulroney devotes a chapter to the impact of China's emerging class of super-wealthy individuals who are buying up real estate, especially in Toronto and Vancouver.

And he floats some potentially controversial solutions to deal with the downside of foreign money, including a special tax on non-residents and a requirement that foreigners be allowed to invest only in newly constructed housing.

Mulroney challenges the notion advanced by some, especially in the real estate industry, who play down the role of foreign money in Canadian real estate prices.

"It's hard to argue that investment from China isn't having at least some impact on real estate markets in our biggest cities," he writes.

"This fact should encourage us to have a discussion, either nationally or in our largest cities, about how we get the balance right between providing high-quality affordable housing and encouraging the economic boost that comes from a lively and open real estate market."

However, Mulroney also said the debate should be guided by factual information and not anecdotal evidence and "urban myths."

Part of the discussion, according to Mulroney, needs to look at ways to close the door to corrupt former government officials who use ill-gotten millions to buy housing in Canada.

He notes that Canada and the U.S. have been targeted by Operation Fox Hunt, a 2014 initiative that involves dispatching teams of officials to foreign countries to track down ex-bureaucrats.

"The U.S. and Canada are key targets for its investigators. Both places are popular with corrupt officials because both are highly desirable locations in which to house family members and educate children, and neither has an extradition treaty with China," writes Mulroney, who said Canadian authorities could go "much further" in co-operating with China in its crackdown.

Mulroney cites the research and arguments of University of B.C. geographer David Ley and UBC-affiliated urban planner Andy Yan, who works with Bing Thom Architects.

Yan has studied power usage in Vancouver neighbourhoods to pinpoint absentee rates in areas believed to be targeted by Chinese investors, such as Coal Harbour.

Yan "also makes it clear that it matters little whether the absentee owners are 'from Calgary or Shanghai.' The important thing is that someone, somewhere consider the negative impact of absenteeism on the vibrancy of a neighbourhood, avoiding the emergence of what Yan calls a 'zombie city,' " Mulroney writes. "Addressing this fully in cities such as Vancouver and Toronto requires much more civic (and civil) debate than we have seen to date. Ideally, it should be based on fact rather than anecdote - something that argues for collecting data that can help us better understand what's really happening in the market."

He suggested Canada look at jurisdictions like Australia, where foreign investors are barred from buying existing housing to encourage a growth in the housing supply.

Canada could also follow the lead of other jurisdictions that have looked at or implemented a special tax on non-resident owners.

"If we levied such a tax in Vancouver and Toronto, for example, its proceeds could be used to support the construction of affordable housing in the downtown sections of both cities."

Mulroney praises Ottawa's decision to both overhaul and pare down the Investor Immigrant program, which essentially lets rich foreigners buy visas with a modest investment.

He cites Ley's book *Millionaire Migrants*, which raised questions about whether wealthy foreign investors do much to boost local economies.

"But it would have been useful to set it in the context of a more fundamental and more inclusive discussion about what it is to be a resident, a neighbour and a citizen," he writes.

"That kind of honesty is a prerequisite for developing policies designed to ensure that our cities remain welcoming, affordable, prosperous and livable. Being open to discussing this doesn't in any way imperil our commitment to building a diverse and tolerant society. But it depends on having more facts than we do now."

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- **Edition:** Final
- **Length:** 736 words
- **ID Number:** 215598043
- **Illustration:** Gerry Kahrmann, PNG / A former ambassador has suggested Canada consider taxes for non-resident property owners or regulations barring foreign investors from buying existing housing.;



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: Affordable Housing Resource Guide

Date: February 24, 2015
File: 08-4057-01/2015-Vol
01

Staff Recommendation

1. That the staff report titled "Affordable Housing Resource Guide", dated February 24, 2015, from the General Manager, Community Services be received for information.
2. That staff be directed to seek comments from the development community and other key stakeholders regarding the Affordable Housing Resource Guide and report back to the Planning Committee.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Project Development	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Law & Community Safety Administration	<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

The purpose of the Affordable Housing Resource Guide is to provide clarity and guidance to non-profit housing providers and other stakeholders regarding the City's Affordable Housing Strategy policies and processes when developing affordable housing. The document outlines expectations for the design, technical specifications and delivery of affordable housing to promote positive social, economic and environmental outcomes for new developments. The development of an affordable housing resource guide is part of the broader Affordable Housing Strategy update, responding to Policy Area #5 – Building Community Capacity.

This report supports Council's Term Goal #2 Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

2.5. Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

The community benefits that this report addresses are:

- Providing resources and tools to non-profit housing providers builds the capacity within the community to respond to gaps and opportunities in the housing continuum; and
- Developing affordable housing promotes more intensive and efficient use of land and buildings by optimizing public investment in meeting the community's built and social infrastructure needs

Background

In 2011, Community Social Development staff facilitated focus groups with various community organizations in Richmond discussing affordable and accessible housing. The purpose of those focus groups was to assist staff to identify:

- Building accessibility requirements and guidelines for Council review and approval
- Social and Community accessibility recommendations for future policy work
- Recommendations for the City's 2041 OCP update process and Development Permit Guidelines
- Information to support informed dialogue with Richmond development community (e.g. Urban Development Institute, representatives from Richmond Small Builders, and Greater Vancouver Home Builders' Association)

The focus groups included participants from:

- Richmond Centre for Disability
- Richmond Community Seniors' Advisory Committee
- Richmond Intercultural Advisory Committee
- Richmond Seniors' Advisory Committee
- Richmond Youth Group, Community Services Department
- S.U.C.C.E.S.S.
- Vancouver Coastal Health
- Richmond Society for Community Living
- Minoru Seniors' Society
- Richmond Multicultural Community Services
- Pathways Aboriginal Centre, Richmond Youth Services Agency
- Qmunity
- Turning Point Recovery Society
- Canadian Mental Health Association
- Urban Development Institute
- Greater Vancouver Home Builders Association
- BC Non-Profit Housing Association
- Oris Consulting

Affordability, location, access, inclusive design, health and safety were some of the key themes identified by the focus group participants. In particular, inclusive design was described as “adaptive, barrier-free and socially inclusive design”. Some examples include:

- Developments with accessible, common areas for socializing, community outreach, and social programming (e.g. developments with a common eating area or accessible housing with close proximity to a daycare design to be accessible)
- Adaptable, barrier-free design within the units, in common areas and throughout the community
- Consideration to varying socio-cultural norms and values when designing integrated developments

The findings from the community engagement sessions formed the basis of the Affordable Housing Resource Guide.

Analysis

Target Audience

The resource guide is primarily targeted towards non-profit housing providers and community organizations. As levels of funding from senior government are not expected to increase, non-profit housing providers may face increasing expectations of their roles in affordable housing provision. In addition to increased financial burden, some non-profit organizations may not have the technical or design capacity to take on developing affordable housing on their own. The resource guide may help in partnership exploration with different levels of government, non-profit housing providers and the development community. For example, the resource guide covers financial viability and addresses some of the costs associated with development that non-profit organizations may not be familiar with.

Affordable Housing Resource Guide Overview

The resource guide is comprised of five sections that will address the affordable housing development process (Attachment 1).

The document is designed to cover a broad range of topics, and provides information to a diverse group of stakeholders with differing experience with affordable housing provision. Responding to the City's Affordable Housing Strategy Policy Area #5 – Building Community Capacity, the resource guide is a means to support non-profit housing providers and community organizations with a tool to better understand City policies, planning processes and technical guidelines. This resource can equip non-profit organizations with information to work with developers in building and delivering affordable housing.

Potential Resource Guide Application

For stakeholders interested in purpose-built affordable housing, the resource guide provides a starting point for development. The document identifies key City policies to reference, development review and approval processes, and outlines the City's Affordable Housing Strategy priorities. The resource guide provides an overview of:

- The City's Affordable Housing Reserve Fund Requirements, for groups interested in applying for capital grant assistance
- Examples of stand-alone affordable housing developments
- A flow chart identifying key steps in the development process (e.g. from the owner developing the building program and schematic design to construction and occupancy)
- Technical guidelines outline applicable building regulations and expectations for unit configuration, materials and fixtures
- Checklists for non-profits to use while working with developers and City staff

Finally, the resource guide offers ideas for innovative housing development and provides project examples. For example, case studies highlight opportunities for seniors to age in place in their home, developing lock-off suites in supportive housing units for live-in caregivers, and considering energy efficient systems and building materials.

Proposed Consultation Framework

Based on Council's decision, staff will work through a proposed consultation framework and engage stakeholders to ensure that the resource guide can be utilized effectively as a housing development tool. The engagement sessions may be used as a means to respond to the original focus group participants. Some of the stakeholders that will be consulted include:

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

Financial Impact

None.

Conclusion

At a municipal level, the City can promote building capacity with non-profit housing and service providers in the community. As the funding climate around housing shifts, local governments and key stakeholders must respond to gaps in the community using innovative approaches. 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.



Dena Kae Beno
Affordable Housing Coordinator
(604) 247-4946



Joyce Rautenberg
Affordable Housing Planner
(604)-247-4916

Att. 1: Affordable Housing Resource Guide – Summary Table

Att. 2: Draft copy of the Affordable Housing Resource Guide

Affordable Housing Resource Guide – Summary Table

Section	Key Highlights	Benefits
Policy Context in the City of Richmond	<ul style="list-style-type: none"> • OCP • Social Development Strategy • Affordable Housing Strategy (AHS) • City mechanisms to assist with the delivery of affordable housing • Current implementation of AHS • Overview of development process • Building the optimal team to develop affordable housing projects 	<ul style="list-style-type: none"> • Provides an overview of City policies and processes that non-profit housing providers may not be familiar with • Identifies milestones in developments and key individuals that are involved at each step • Outlines the current Affordable Housing inventory and future directions for affordable housing development opportunities
Financial Viability	<ul style="list-style-type: none"> • Financial viability for all stakeholders involved in affordable housing projects • Identify development and financing costs 	<ul style="list-style-type: none"> • Provides a balanced approach that identifies the needs and costs of all sectors as part of an affordable housing development • Gives the non-profit/applicant an idea of the costs associated with development and what to budget for
Affordable Housing Development – Housing Mix	<ul style="list-style-type: none"> • Community needs • Housing demand 	<ul style="list-style-type: none"> • Provides information and resources for non-profits to respond to community need • Identify housing demands and potential development opportunities
Affordable Housing Project Design Considerations	<ul style="list-style-type: none"> • Context and environmental concerns • Housing design and interior spaces 	<ul style="list-style-type: none"> • Identifies potential issues around zoning, relationship to grade and security • Highlights design

Section	Key Highlights	Benefits
	<ul style="list-style-type: none"> • Exterior considerations • Sustainability issues • Innovative case studies • Supportive housing examples 	<p>considerations that can be used when working with developers and architects</p> <ul style="list-style-type: none"> • Provides illustrations and examples of universal housing and accessible housing units to meet the needs of individuals with mobility challenges • Outlines sustainability considerations to promote energy efficient buildings • Opportunities for innovation to meet the diverse housing needs in Richmond
Affordable Housing Technical Specifications	<ul style="list-style-type: none"> • Applicable building code and City policy regulations • Technical guidelines for design and construction 	<ul style="list-style-type: none"> • Practical suggestions and guidelines for stakeholders unfamiliar with building and construction regulations • Provides standards for fixtures, finishings and common areas to ensure construction is of similar quality to market developments
Checklists	<ul style="list-style-type: none"> • Building components 	<ul style="list-style-type: none"> • Provides a tool for non-profit providers to negotiate and monitor development • Provides clarity for Building Approvals staff



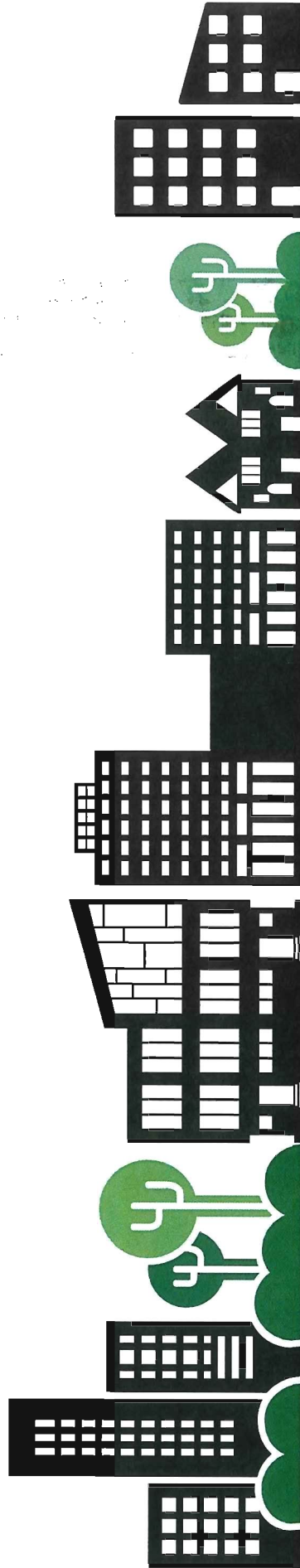
City of
Richmond

City of Richmond Affordable Housing Resource Guide

February 4, 2015

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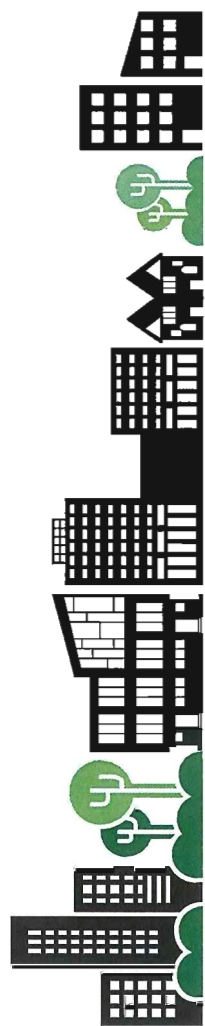


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City of Richmond Departments

Planning & Development
 Community Social Development Department
 Community Services Division
 CAO's Office
 Engineering & Public Works
 Capital Buildings Project Development
 Law & Community Safety

External Stakeholders

Richmond Centre for Disability
 Richmond Community Seniors' Advisory Committee
 Richmond Intercultural Advisory Committee
 Richmond Seniors' Advisory Committee
 Richmond Youth Group, Community Services Department
 S.U.C.C.E.S.S.
 Vancouver Coastal Health
 Richmond Society for Community Living
 Minoru Seniors' Society
 Richmond Multicultural Community Services
 Pathways Aboriginal Centre, Richmond Youth Services Agency
 Qmunity
 Turning Point Recovery Society
 Canadian Mental Health Association
 Urban Development Institute
 Greater Vancouver Home Builders Association
 BC Non-Profit Housing Association

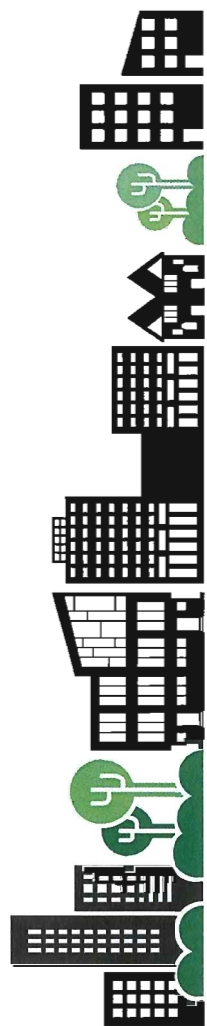


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Affordable Housing Resource Guide

Policy Context in the City of Richmond



Waterstone Pier, Richmond, BC | DIALOG project

1.1 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.

1.2 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.**



1.3 Richmond's Affordable Housing Strategies

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

1.3.1. 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.

1.3.2. Building Our Social Future

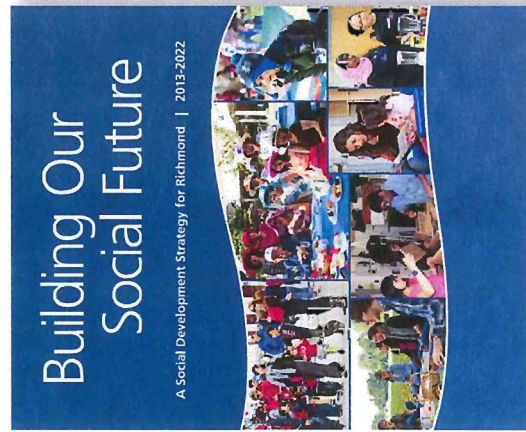
A Social Development Strategy for Richmond 2013 – 2022

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.

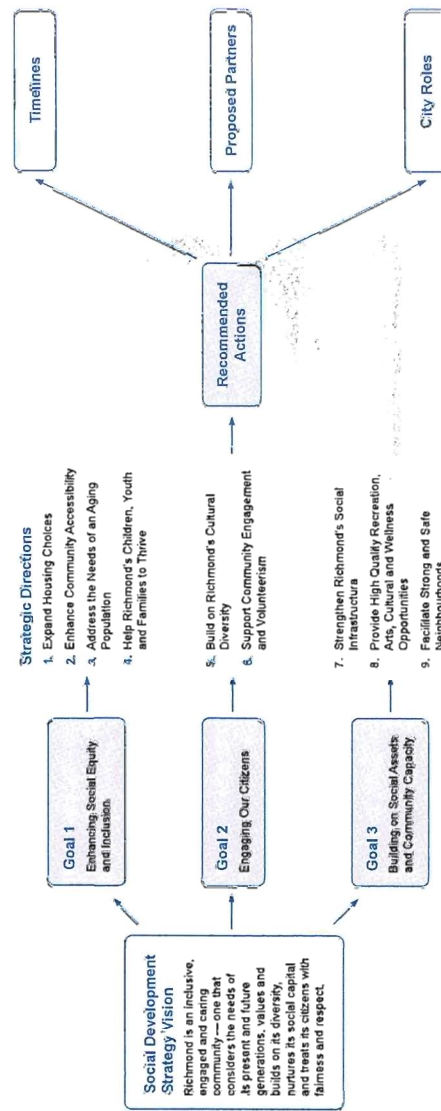
The strategy presents a vision, and goals, strategies and recommended actions to work towards implementing the vision.

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.

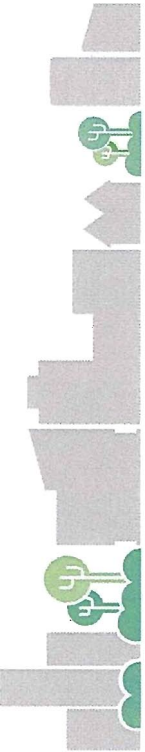


Social Development Strategy Framework



Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.3.3. 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]

- 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.

Priority	Affordable Housing Type	Household Annual Income Threshold *	Initial Annual Target (NOTE: Estimated housing needs)
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.

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.

1.3.4 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
<p>Year-round beds.</p> <p>Seasonal and extreme weather beds.</p>	<p>Includes provision of on-site support services in which residents may stay from 30 days to 2-3 years.</p>	<p>Integrates on-site support services available to residents.</p> <p>Residents may or may not have a maximum length of stay.</p>	<p>Offers rents at or below market rent.</p> <p>Purpose built affordable housing.</p> <p>Secondary suites/coach houses.</p> <p>Rental condominiums.</p>	<p>Offers rents at market rental rates.</p>	<p>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: <i>Canada Housing and Mortgage Corp.</i>)</p>	<p>Single-family.</p> <p>Condominium.</p> <p>Other.</p>

← 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.

1.4 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.

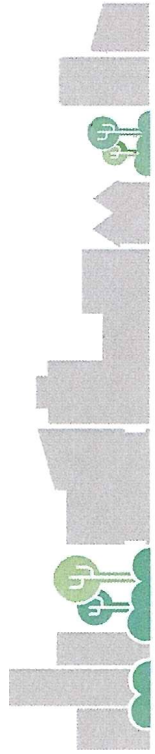
Housing Agreement - a regulatory tool that allows municipalities to secure different housing options over the long term in new developments. For example, as part of a incentive to develop, a Housing Agreement would be negotiated between the developer and the City to secure different housing options.

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

Affordable Housing Resource Guide

Policy Context in the City of Richmond



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.

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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

As outlined above, 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 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.

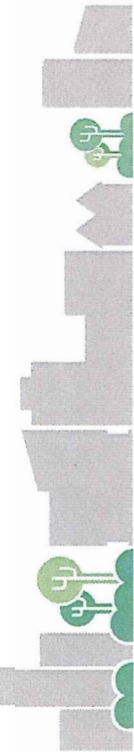
The City wants to work with owners and developers so that the existing stock of affordable rental housing is not eroded.

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).

Affordable Housing Resource Guide

Policy Context in the City of Richmond



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 30 September 2014.*

1. Affordable Rental Units in Richmond - 5,103 Units

- 3,797 affordable units in the existing inventory
- 1,306 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 - 1,350 Units (are constructed or in the process of being constructed)

- 411 market rental units secured in private developments
- 127 secondary suites and coach houses
- 812 secondary suite new construction and conversion applications

3. Affordable Home Ownership Units

- 19 units secured through the City's Affordable Housing Strategy

4. Specialized Affordable 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

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:

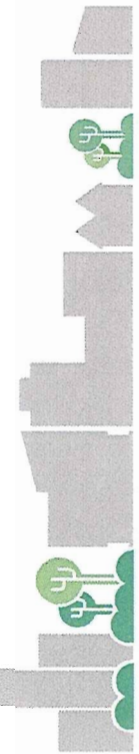
- a year-round emergency shelter
- a drop-in centre to serve socially marginalized individuals
- outreach services
- youth services
- housing with support services

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
Non-Profit Landowner
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); and
- 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 Resource Guide

Policy Context in the City of Richmond



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



PLN - 34

The proposed project includes a collaborative effort between:

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 bonus)

City and BC Housing collaborative development of an Expression of Interest Process:

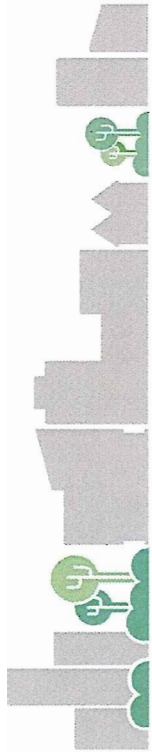
- City and BC Housing representatives working together to develop the Expression of Interest document, expedite development, funding and project approval processes.
- Collaborative multi-stakeholder planning approach.
- City-owned land and use of Affordable Housing Reserve Funds to provide financial support towards the proposed capital project costs.
- BC Housing financing.

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).

Affordable Housing Resource Guide

Policy Context in the City of Richmond



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



PLN - 35

- 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 the 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 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 Design Guidelines and Technical Specifications 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.

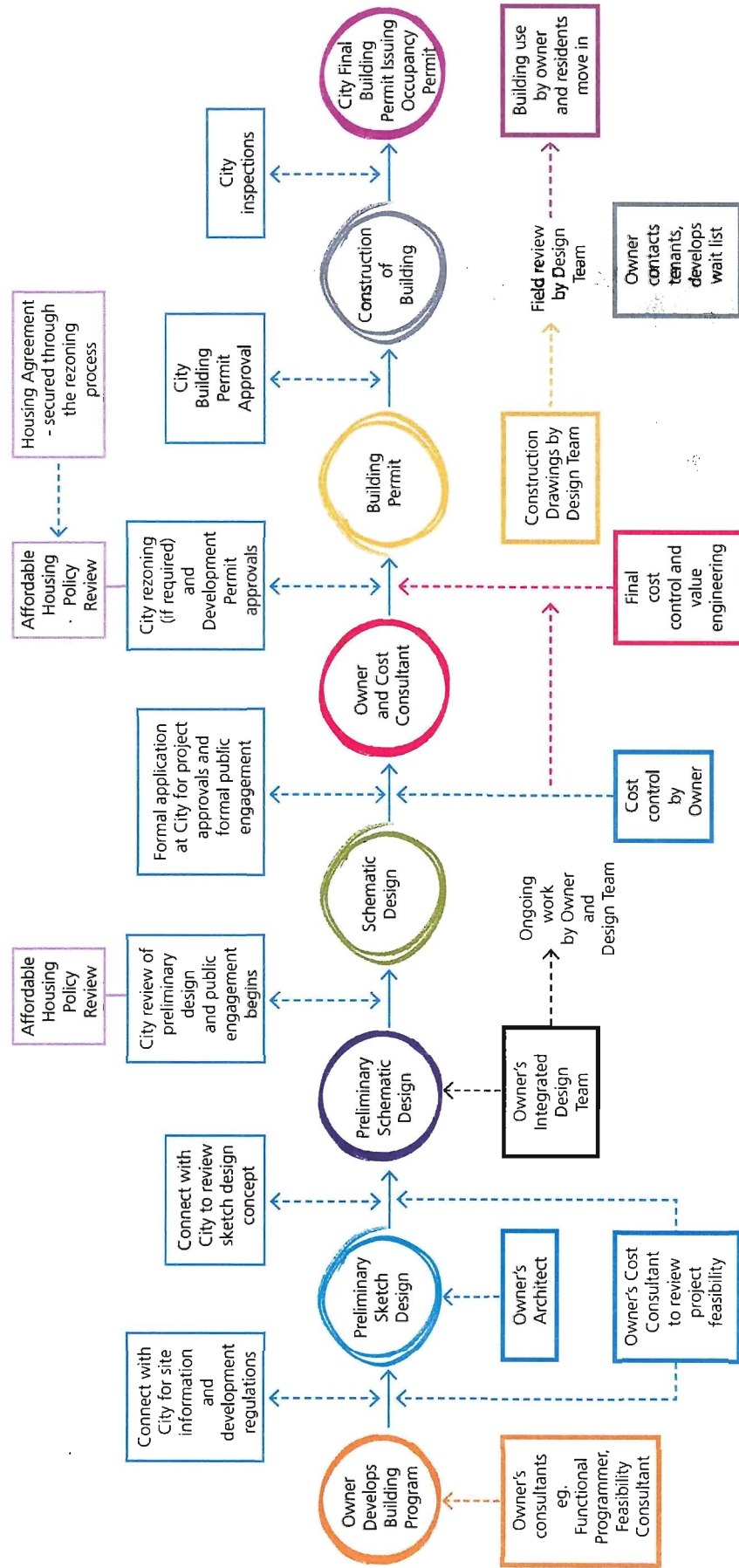
Building Permit (BP)

- 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 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

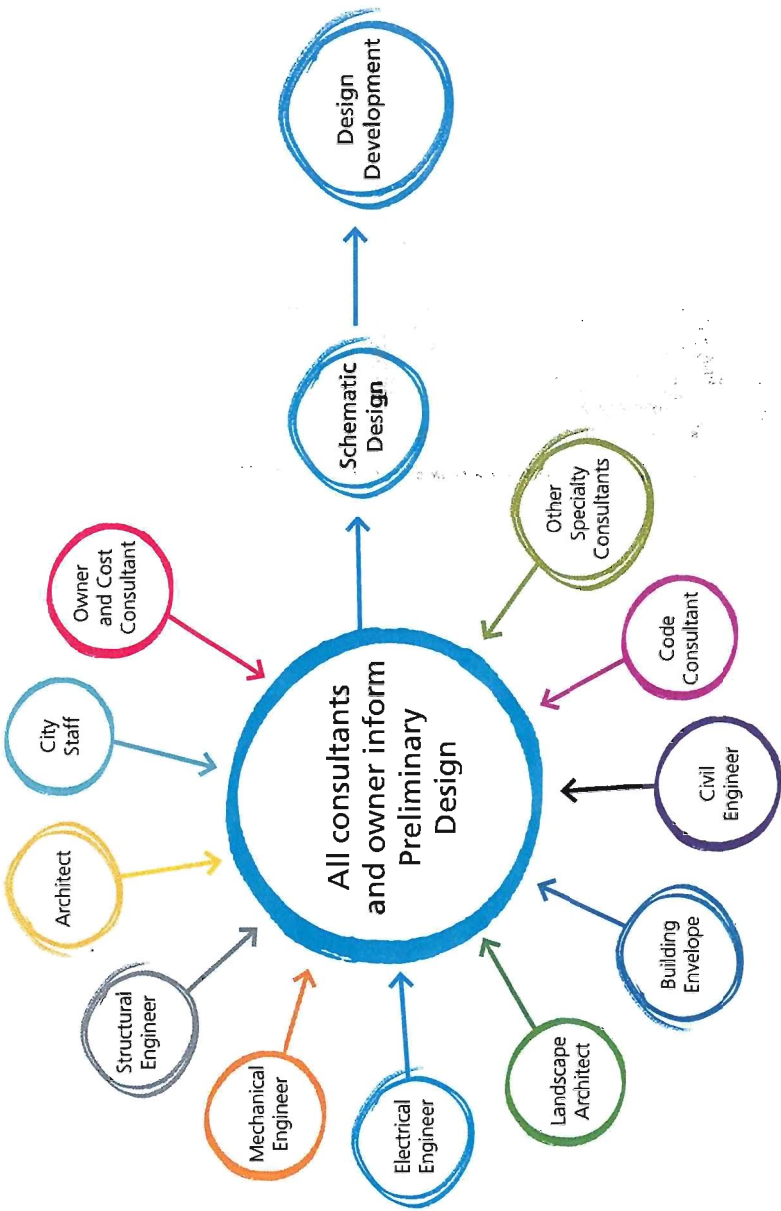
More and more in today's development world, projects are designed by an integrated team of consultants, who define project goals and set out how best to achieve these from the outset of the design process.

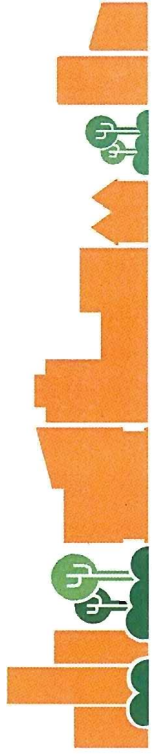
For example, in the contemporary context, it is becoming more prevalent that new buildings provide a high degree of energy utilization. To achieve this, the consultant team and the owner's team will decide early in the design process what design features and building systems the building should accommodate. 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





Financial Viability

2

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

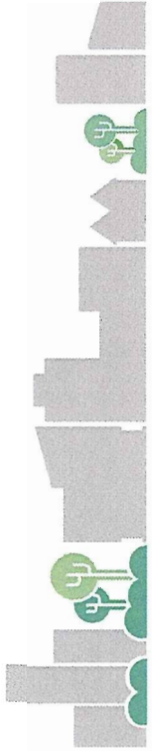
- capital costs, financing costs, legal and holding costs.

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



Financial Viability 2

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

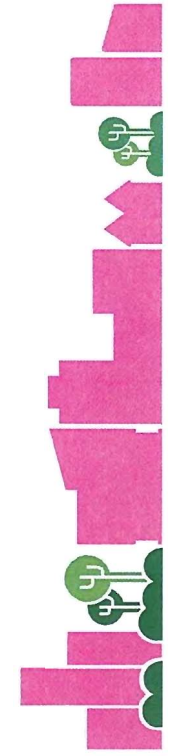
- private lender funding
- government funding
- capital fund-raising
- partnerships with other community service organizations
- housing unit rental income
- revenue from parking
- possible revenue from services to tenants (eg. Laundry), or rents from commercial space in the project
- possible revenue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



Affordable Housing Development Housing Mix 3

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
- Visibility 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 delivery 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



Affordable Housing Project Design Considerations

4

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 City of Richmond Parking and Loading 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 should also provide 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

4.2.1 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:

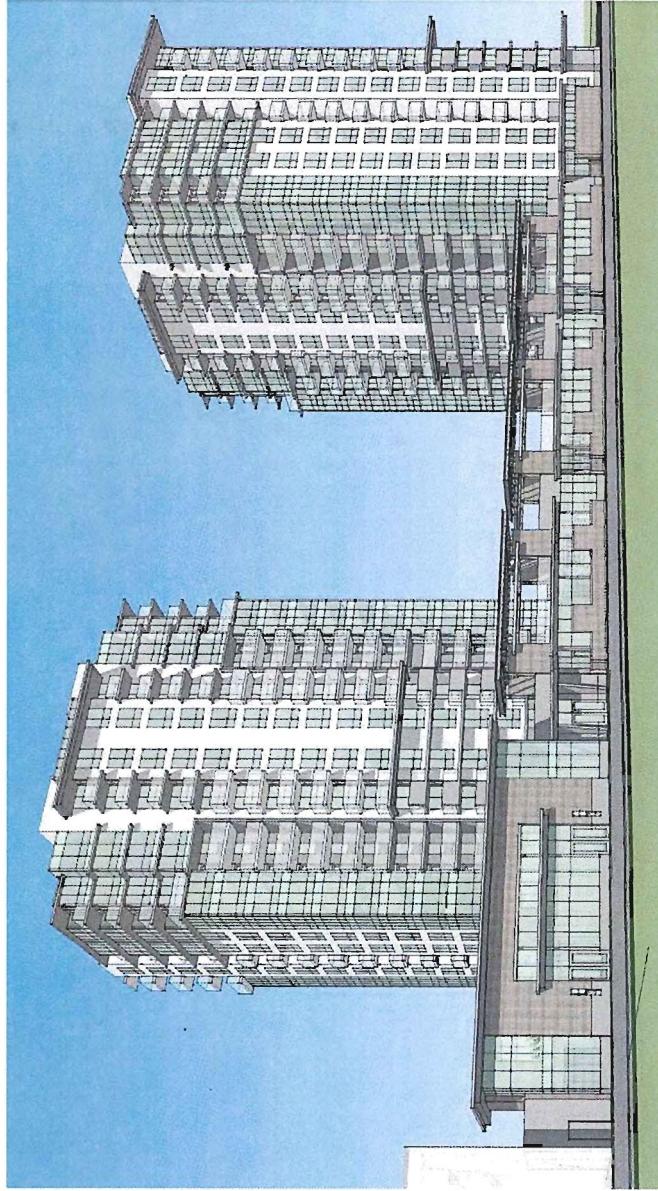
Studio Unit:	400 sq.ft.	[37 sq.m]
1 – BR Unit:	535 sq.ft.	[50 sq.m]
2 – BR Unit:	860 sq.ft.	[80 sq.m]
3 – BR Unit:	980 sq.ft.	[91 sq.m]

Affordable Housing Project Design Considerations 4

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 3’6” wide minimum.
- Wider doorways
 - doorways should typically be 3’0” in width, with a minimum dimension of 2’8”.
 - if the front door opens into the unit, provide 2’0” of unobstructed clearance on the wall at the latch side of the door.
 - low profile wheelchair accessible thresholds at the front entry door.
- **Wider bathrooms:**
 - provide at least 2’6” x 4’0” 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.



Kiwanis Towers, Minoru Park, Richmond, BC

Basic Universal Housing Units

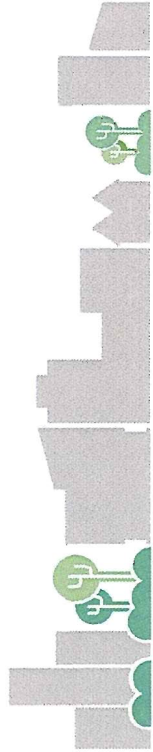
Richmond's Zoning and Development Bylaw sets out basic universal housing features. See section 4.16.

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.

Affordable Housing Project Design Considerations

4



- Electrical outlets at a higher level off of the floor, light switches at a lower level
 - install outlets at 1'6" above finish floor to the centreline of the electrical box, and light switches at 3'6"
- Have a lower sill for windows, and taller, brighter windows.
 - install sill at 2'0" above finish floor. (Windows will have tempered glass and be rated for guard loading structurally).
- Allow for future adaptability
 - provide backing for future grab bars in washroom tub, shower and toilet locations. (typically 2x10 blocking between studs in wood frame construction).
 - 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.

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- 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.

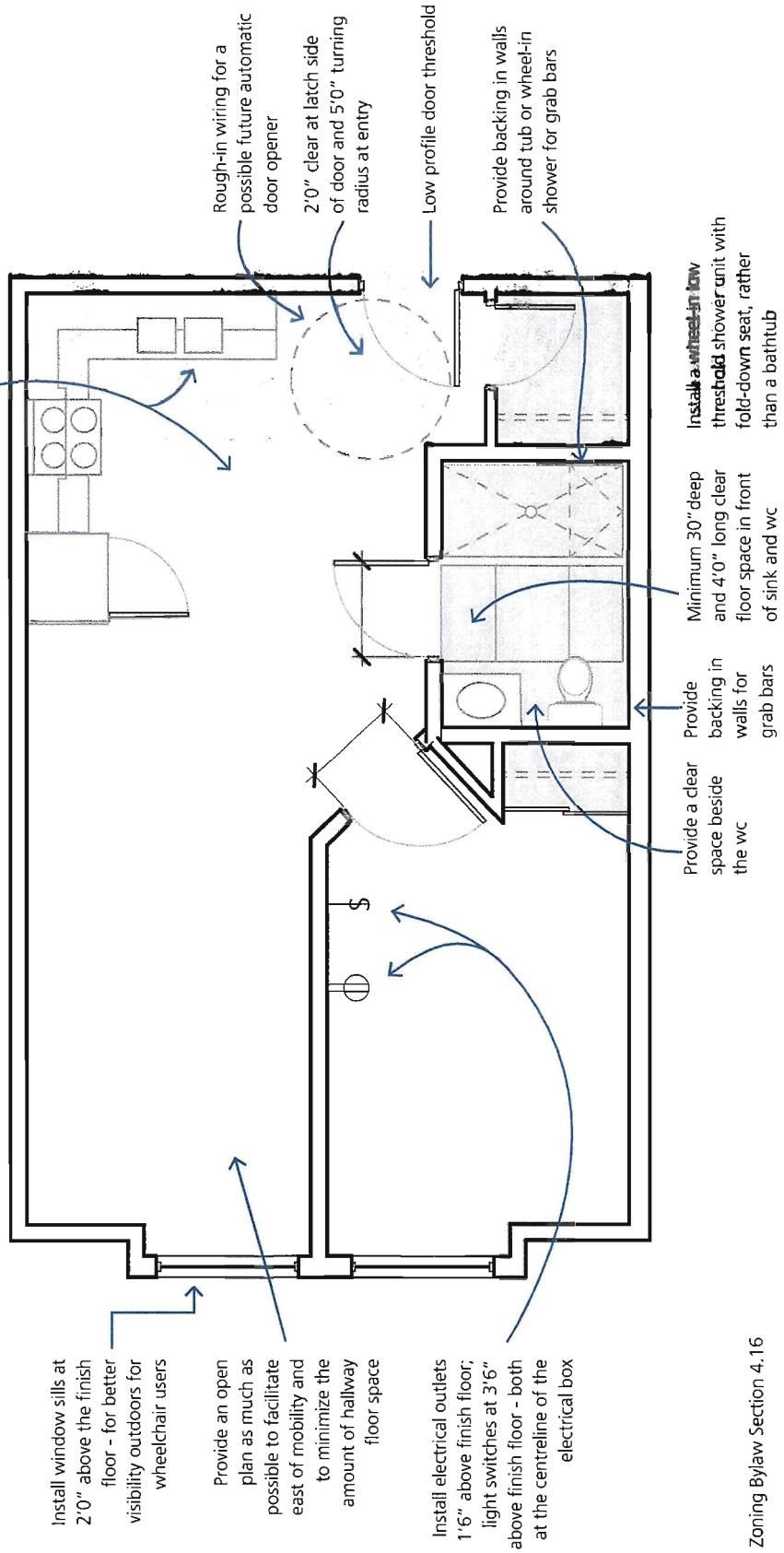
Affordable Housing Project Design Considerations

4

BASIC UNIVERSAL HOUSING UNIT

(also known as ADAPTABLE HOUSING UNIT)
FEATURES TO ASSIST "AGING IN PLACE"

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

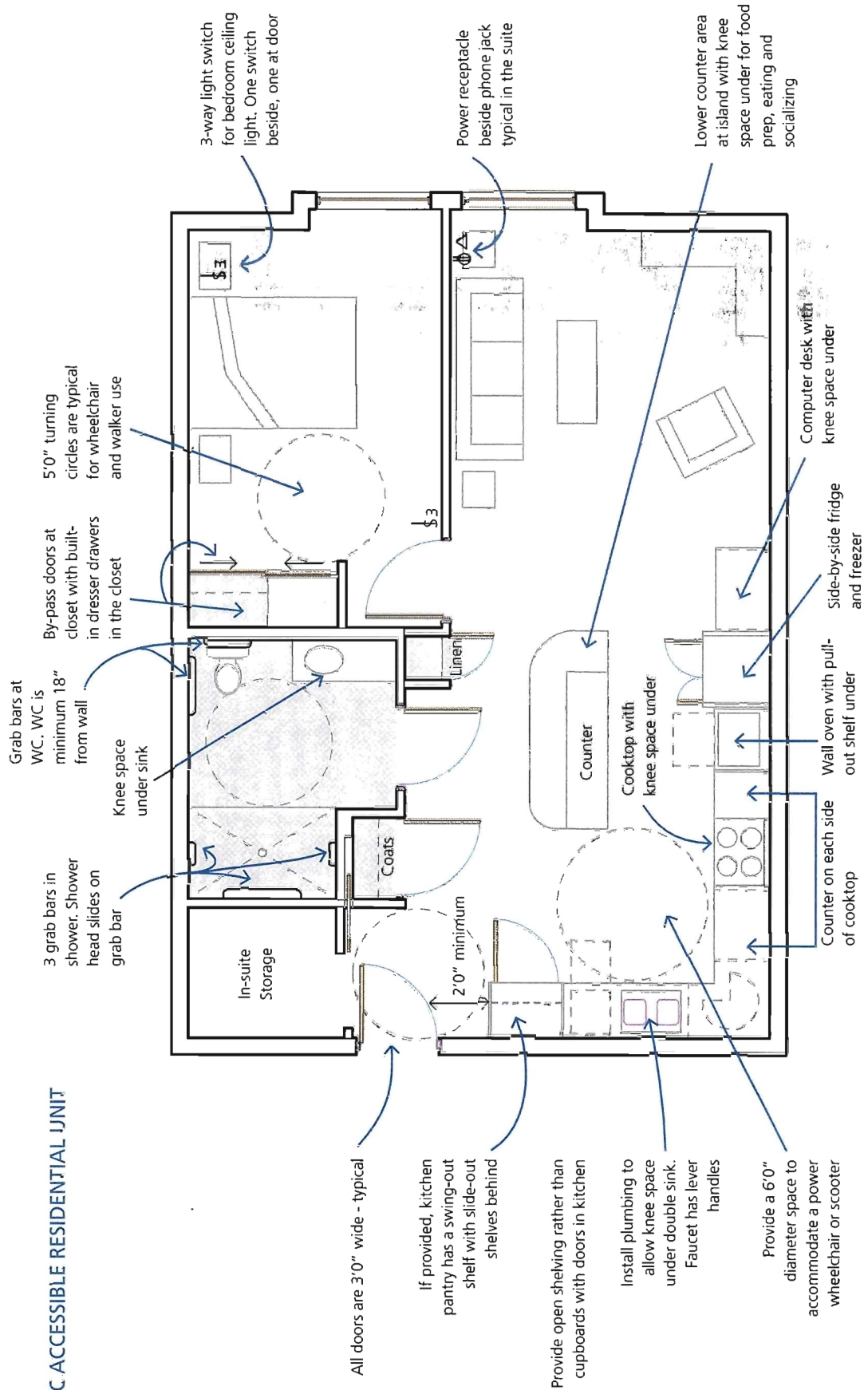


Refer to Zoning Bylaw Section 4.16

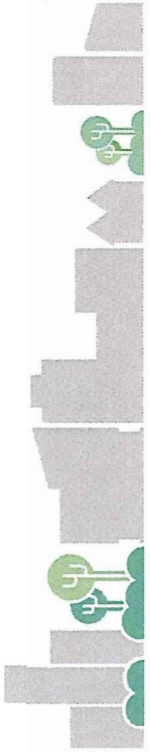
Affordable Housing Project Design Considerations

4

BASIC ACCESSIBLE RESIDENTIAL UNIT



Affordable Housing Project Design Considerations 4

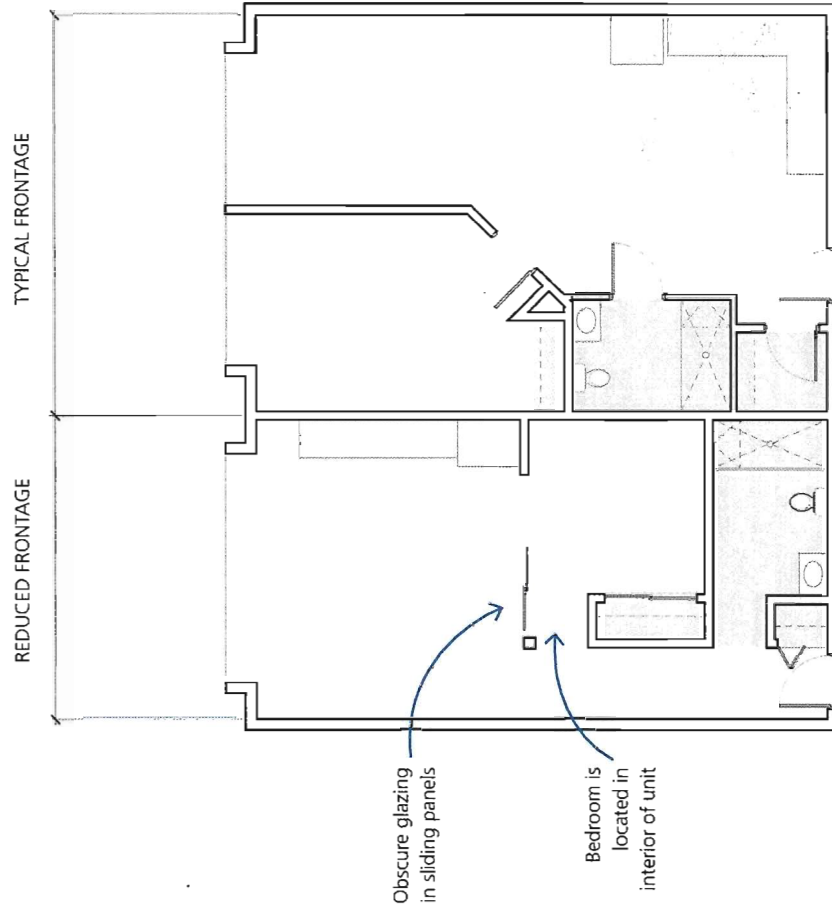


Affordable Housing Layout - Utilizing Less Building Frontage

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.

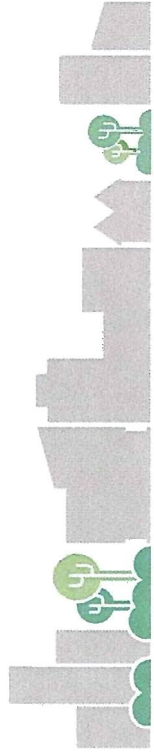


Where appropriate, consider reducing unit frontage to increase total number of dwelling units provided.

Note: This idea is no 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:

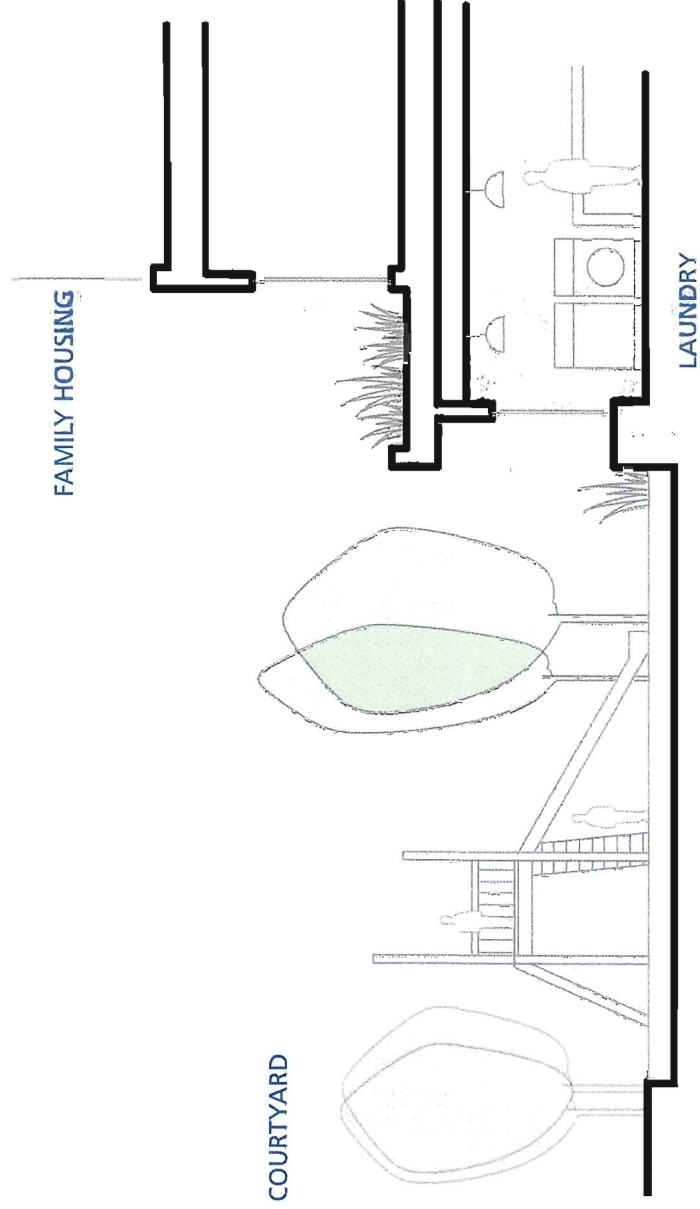
- Community kitchen and dining area
- Library and common internet use area
- Lounge and multi-purpose rooms
- Common laundry area
- Use of the entry lobby as a casual meeting area
- Opportunities for gardening - greenhouses

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.

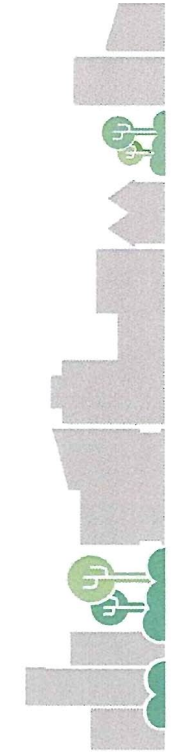
Additionally, in larger mixed use developments, the following opportunities should be reviewed:

- 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.

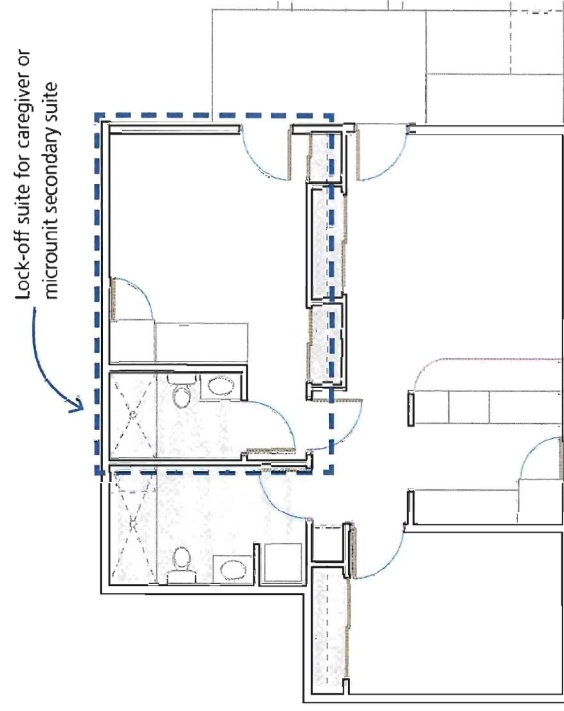
Such projects can also benefit from live-in staff, where 24-hour assistance is required for the resident group. A small self-contained unit, with bathroom and kitchenette, is typically satisfactory to provide supportive living assistance.

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. 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

Affordable Housing Project Design Considerations 4



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.

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.

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.

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

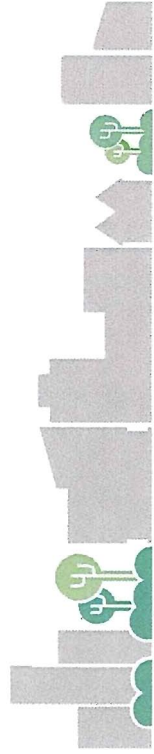
The City of Richmond is encouraging the expansion of a District Energy System program to effect energy utilization savings and the reduction of greenhouse gas emissions in the centre area of the City.

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.

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.

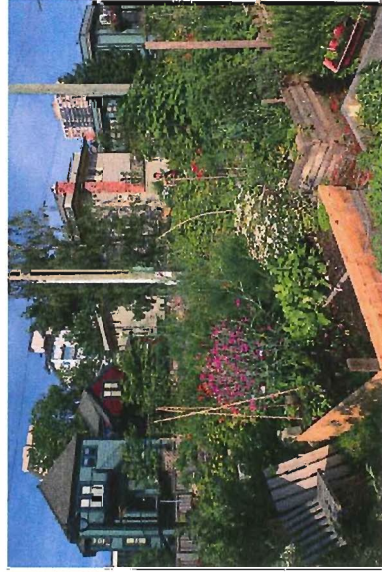
4.5 Affordable Housing Design - Innovative Examples from Other Places

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.



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

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 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.

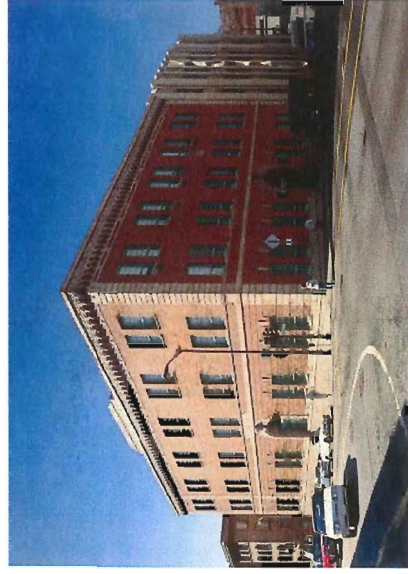
Begun in San Francisco's Chinatown in the early 1970s as the On Lok Senior Health Services, with similar programs now in place across the USA, PACE services include the following:

- 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 Specifications 5

5.1 Purpose

- Outline the design, construction, material and building system requirements for Affordable Housing Projects.
- To be used as a tool for preparing cost estimates early in the design process.
- For use by consultants who are ultimately responsible for ensuring that the completed Project meets the standards and conforms to the regulations of all authorities having jurisdiction.

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.

Refer: Section 03 54 00 Concrete Self-Levelling Topping
Section 07 21 00 Insulation
Section 07 26 00 Vapour Retarders

Exterior Openings

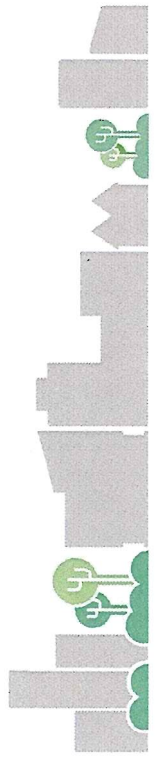
- Doors and windows to meet CAN/CSA-A440 standards and as per the Building envelope Consultant's recommendations.
- Install windows generally with a sill height such that users can see out while seated.
- Place restrictors on windows to limit the opening dimension to 4 inches.
- Ensure opening windows are not a hazard at exterior pathways.
- Pay attention to solar heat gain issues.

Refer: Division 8 - Openings

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.

Refer: Division 7 - Thermal and Moisture Protection



Affordable Housing Technical Specifications

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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.

Refer:

- Division 23 - HVAC
- Section 07 21 00 Insulation (Noise Stop)
- Section 07 92 00 Joint Sealants (Acoustic Sealant)

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
- Refer: - "Floor Covering Specification Manual" as issued by the BC Floor Covering Association

- Section 09 65 10 Resilient Flooring (Note: use sheet vinyl goods in washrooms and wet areas, rather than natural fibre "linoleum" type products. Flash coving for flooring in washrooms and wet areas is recommended).

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

Refer: Section 06 10 00 Rough Carpentry (Backing Requirements)

- Section 09 21 16 Gypsum Board Assemblies
- Section 09 91 10 Painting
- Section 07 92 11 Joint Sealants
- Section 10 99 00 Miscellaneous Specialties (Wall and Corner Guards and Walk-Off Mats)

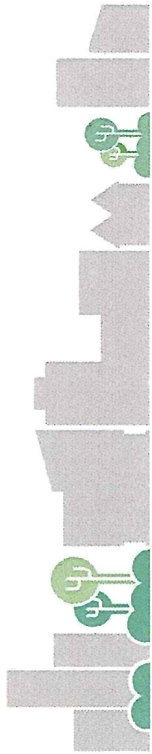
5.3.6. Ceilings

- 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.

Refer: Section 09 21 16 Gypsum Board Assemblies

Section 09 91 10 Painting

Section 09 51 13 Acoustic Panel Ceilings



Affordable Housing Technical Specifications

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5.3.7 Doors and Hardware

- doors into any public area are to contain glazing with tempered glass.
- doors typically shall be solid core, except for bi-fold and sliding bypass doors, which can be hollow core. Meet AWMAC standards for doors.
- Hardware
 - shall be commercial grade
 - shall meet accessibility and universal design requirements
 - door stops to typically be wall-mounted
 - sliding doors shall 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 facade 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.

Refer:

Division 08 - Openings

Section 08 70 00 Door Hardware

Division 27 - Communications

Division 28 - Electronic Safety and Security

5.3.8. Housing Unit Bathrooms and Common Washrooms

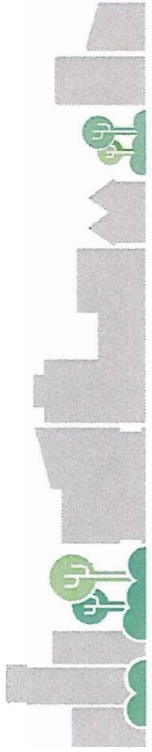
Housing Unit Bathrooms

- 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 for same
- 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)
- 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



Affordable Housing Technical Specifications

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- 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).
- Refer: Section 10 21 14 Toilet Compartments
Section 10 28 14 Toilet and Bath Accessories
Division 22 Plumbing
Division 25 Lighting
- 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
- Refer: Section 11 31 00 Residential and Commercial Appliances
Section 06 40 00 Architectural Woodwork
Division 22 - Plumbing

- 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
- Refer: Section 06 40 00 Architectural Woodwork
Section 11 31 00 Residential and Commercial Appliances
Division 22 - Plumbing

- 5.3.11 Staff Office (Supportive Housing)**
- Millwork:
 - Desk / Work Table
 - Room for Photocopier
 - Staff Lockers
- Refer: Section 06 40 00 Architectural Woodwork
Section 10 Metal Lockers
Division 22 - Plumbing



Affordable Housing Technical Specifications

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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
- Refer: Section 10 99 00 Miscellaneous Specialties

- 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.

- 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

5.3.13

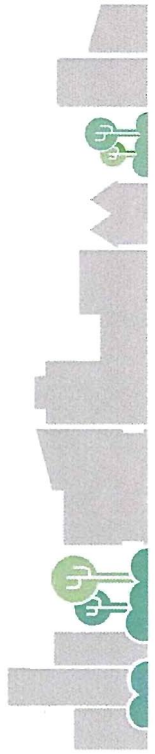
Additional General Mechanical Considerations

- 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.

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.

- 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.]



Affordable Housing 5

Technical Specifications

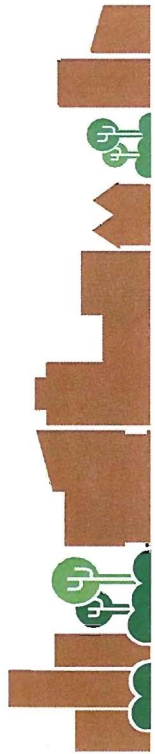
- it is recommended that a security consultant be engaged to assist with the appropriate security solution.
- consider the installation of card readers with pass cards or fobs for controlled access, including elevators
- After-Hours Security
 - provide an intruder alarm system

5.3.15. Additional Interior Design Considerations

- General Finish Requirements
 - no rough or sharp surfaces are permitted. All corners shall 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 shall be secured to prevent tipping.



6

Checklists

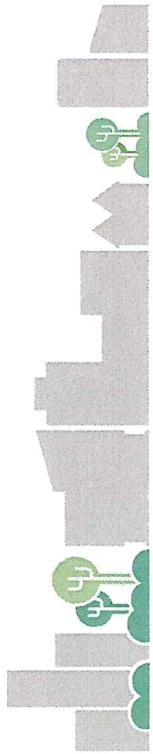
Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
1. Building Construction Assemblies			
1.a. Building Envelope	A qualified consultant will confirm all building envelope elements and assemblies in the project.		
1.b. Exterior Finishes	Exterior finish 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 		



6

Checklists

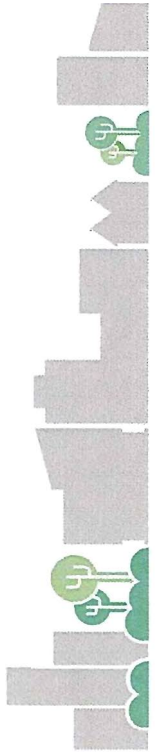
Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.2 Walls	<ul style="list-style-type: none"> Painted drywall is the typical finish. (Consider higher acoustic ratings) <ul style="list-style-type: none"> Use low VOC paints and sealants impact-resistant 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 bifold 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 		



6

Checklists

Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.6 Housing Unit Kitchens and Common Use Kitchens	<p>Appliances ("Energy Star" rated) and Fixtures</p> <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	<p>Millwork as for Common Use Areas</p> <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	<p>Housing Units</p> <ul style="list-style-type: none"> 200 cu.ft. storage lockers as well as in-suite storage. 		
.10 Mailbox	<p>One large mailbox at the Front Entry</p> <ul style="list-style-type: none"> ensure all elements are accessible. 		



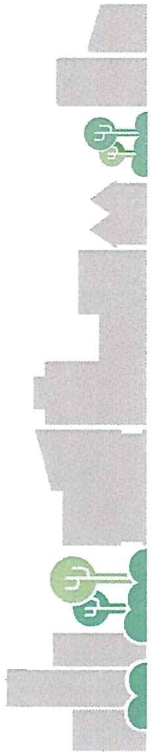
Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.11 Signage	Provide all required wayfinding, fire and life safety and accessibility-related signage.		
.12 Elevator	Confirm elevator controllers are non-proprietary.		
2. Building Mechanical Systems			
2.a Plumbing	<ul style="list-style-type: none"> Confirm low water consumption fixtures are specified. All faucets shall be accessible type. 		
.1 Potable 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 		
.2 Domestic Hot Water System	<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 shall 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 shall 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 shall 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.		



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: Richmond Age-Friendly Assessment and Action Plan

Date: February 26, 2015
File: 08-4055-01/2015-Vol
01

Staff Recommendation

That:

1. The Richmond Age-Friendly Assessment and Action Plan be approved,
2. The Plan be sent to the Seniors Advisory Committee, the Richmond Community Services Advisory Committee, Community Partners, TransLink, Vancouver Coastal Health, the Chamber of Commerce, and Richmond MLAs and MPs, with a request to participate in implementation, and
3. BC Age-Friendly Recognition be sought.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Engineering and Public Works	<input checked="" type="checkbox"/>	
Human Resources	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Community Safety	<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

On November 25, 2013, Council resolved:

That a letter be submitted to the Seniors Housing and Support Initiative to indicate Council's support for the City of Richmond's submission for a 2014 Age-Friendly Community Planning and Project Grant and the City's willingness to provide overall grant management for the proposed project, as presented in the staff report from the General Manager, Community Services titled 2014 Age-Friendly Community Grant Submission.

The Union of BC Municipalities, administering the Age-Friendly Community Planning & Projects Grant Program for the BC Ministry of Health, subsequently wrote to Mayor and Council advising that the City of Richmond had been awarded a grant to prepare an Age-Friendly Assessment and Action Plan. The purpose of this report is to seek Council's approval of the resulting Plan (Attachment 1).

This report supports Council's 2011 – 2014 Term Goal #2 Community Social Services:

2.1. Completion of the development and implementation of a clear City social services strategy that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

Findings of Fact

The Age-Friendly Cities movement was initiated by the World Health Organization (WHO) in 2006 to encourage communities to optimize the health, participation and security of older adults by adapting structures and services to increase accessibility and inclusion throughout the course of aging. While developed in response to the global trend of population aging, age-friendly communities increase the quality of life for people of all ages by promoting healthy environments and increasing safety, accessibility, and inclusion. WHO identified essential features of Age-Friendly Cities, organized into a checklist based on the following eight categories (Attachment 2), for use by communities to assess their age-friendly attributes:

- Outdoor spaces and buildings,
- Transportation,
- Housing,
- Social participation,
- Respect and social inclusion,
- Civic participation and employment,
- Communication and information; and
- Community and health services.

An Age-Friendly BC (AFBC) initiative was implemented by the BC Ministry of Health to support and encourage local governments to build on the work of the WHO by creating age-friendly environments, structures and services throughout BC. One of the AFBC strategies was to provide small grants to municipalities for this purpose.

With Richmond receiving a 2015 BC Ministry of Health Age-Friendly Community Grant, Cardea Consulting was contracted to develop a draft Age-Friendly Assessment and Action Plan based on the WHO checklist of essential features (Attachment 2). A Steering Committee was established to guide the process, including representatives of Community Partners, older-adult serving agencies, Vancouver Coastal Health, Minoru Seniors Society, Richmond Seniors Advisory Committee and City Staff.

Cardea Consulting undertook an extensive consultation process that was conducted concurrently with consultation for the Older Adults Service Plan update, as many of the stakeholders and target audience are shared. This process included a representative survey of 378 older adults; 14 focus groups including 161 stakeholders and older adults; in-depth interviews with 23 key informants; and community mapping at 10 locations throughout the City. Both the Project Steering Committee and the Richmond Seniors Advisory Committee were consulted at key intervals.

Analysis

Richmond's demographic projections clearly demonstrate the need to become increasingly age-friendly. Projection reports estimate that there will be a 195 percent increase in older adults living in Richmond by 2036 with a 127 percent projected increase in residents 80 years and older. Further demographic information provided in Attachment 1 (Appendix A) reveals that Richmond has the highest life expectancy in Canada (84.9%), and one of the highest rates of self-reported good functional health among older adults (73%) in the Lower Mainland. On the other hand, Richmond's older adults include a high percentage with low-income (25%); a significant number with activity limitations (50%); and relatively few reporting a sense of community belonging (67.1%), compared with the BC average (73.8%).

Community consultations resulted in the identification of a wide range of actions; many City actions are currently underway, some are planned for the near future, and others will be undertaken at a later date. Of the 56 actions identified, 12 were prioritized to focus efforts and facilitate progress (Attachment 3).

While all stakeholders share the responsibility of making Richmond an age-friendly community, this Plan focuses on the City's role. As many of the proposed actions fall within the mandate of other authorities, the City's role is often that of liaising with other entities to support them taking appropriate action. Furthermore, many of the actions pertaining to programs and services will be addressed as part of the Older Adult Service Plan Update, also to be presented to Council this quarter.

Next steps identified include the establishment of an interdepartmental Staff Task Force to monitor progress on priority and other actions as work proceeds and opportunities arise. Specific actions, baselines, milestones and targets will be identified for City actions. For stakeholder

actions, the City will encourage those responsible to establish a similar monitoring framework. Interim reports will be presented to the Project Steering Committee and the Richmond Seniors Advisory Committee. In addition to interim reports, a final report will be presented to Council at the end of the five-year implementation period, with future steps proposed.

Financial Impact

There is no financial impact. Any additional resource requirements will be proposed to Council as the need arises.

Conclusion

Following an extensive consultation process, an action plan to make Richmond an increasingly age-friendly community has been identified. Based on the significant undertakings already underway, as well as future steps identified, staff will seek BC recognition as an Age-Friendly Community, and aspire “for Richmond to be the best place to age, at all stages, for all residents”.



Lesley Sherlock
Social Planner
(604-276-4220)

LS:ls

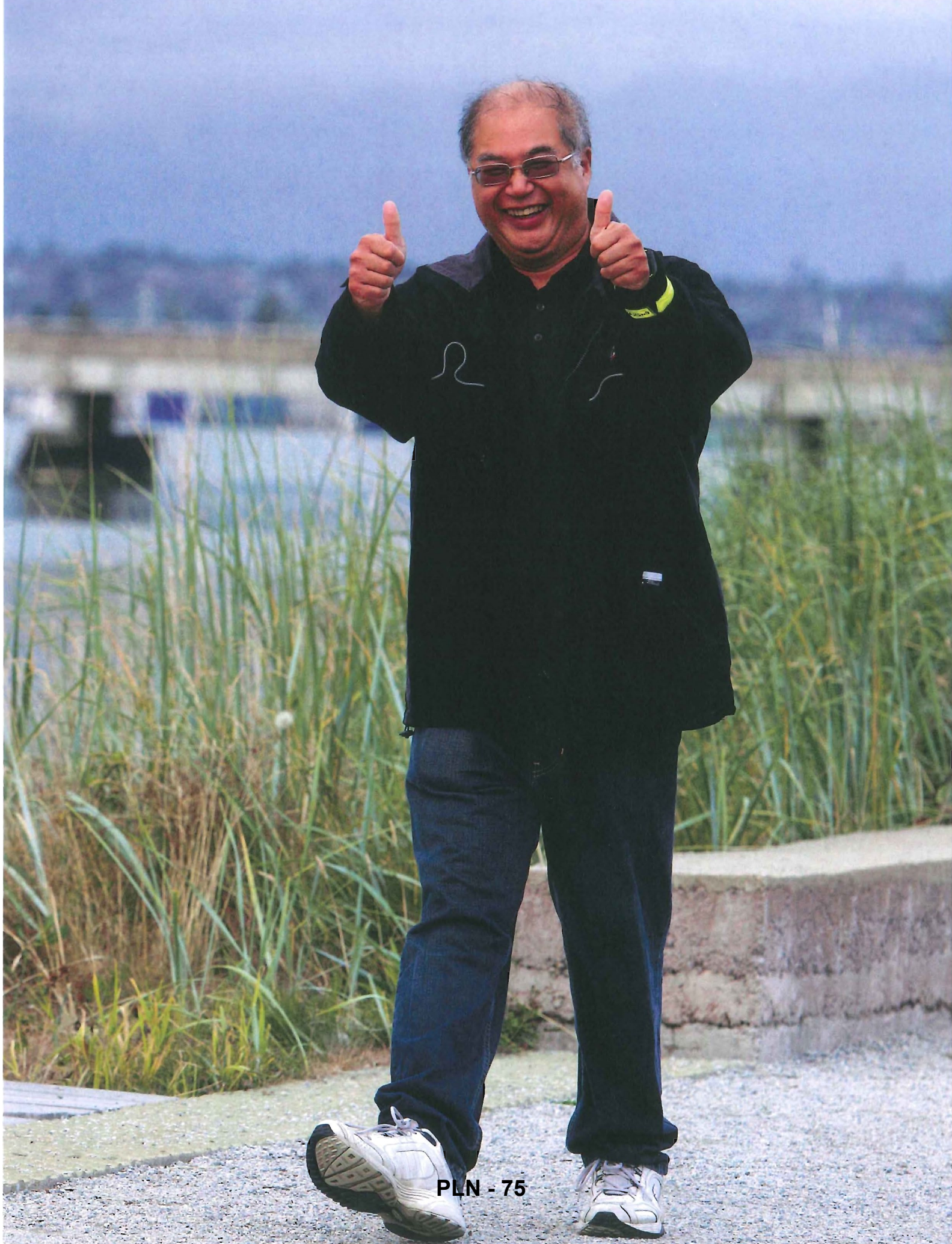
- Att. 1: Age-Friendly Assessment and Action Plan
2: WHO Checklist of Essential Features
3: Priority Actions



Age-Friendly Assessment and Action Plan

January 2015

PLN - 74



ACKNOWLEDGEMENTS

The process of creating the Age-Friendly Assessment and Action Plan depended on the involvement of many stakeholders and members of the community who volunteered their time to complete surveys and participate in focus groups and interviews. We are extremely grateful to all of those who contributed. We would like to acknowledge the special contribution of:

Richmond Age-Friendly Assessment and Action Plan Steering Committee

- Claire Adamson, Community Facilities Coordinator, City of Richmond
- Mandeep Bains, Project Manager, City of Richmond
- Olive Bassett, Richmond Seniors Advisory Committee
- Henry Beh, Richmond Chinese Community Society
- Belinda Boyd, Vancouver Coastal Health
- Susie Burbidge, Richmond Communities
- Eva Busich-Veloso, Coordinator, Seniors Services, City of Richmond
- Aileen Cormack, Richmond Seniors Advisory Committee
- Sean Davies, Coordinator, Diversity Services, City of Richmond
- Rishma Dhalla, Fall Prevention Team, Vancouver Coastal Health
- Carol Dickson, Richmond Cares, Richmond Gives
- John Foster, Manager, Community Social Development, City of Richmond
- Francine Gosselin, Richmond Addiction Services
- Debbie Hertha, Seniors Wellness Coordinator
- Ji-Seon Kim, Fall Prevention Team, Vancouver Coastal Health
- Serena Lusk, Senior Manager, Recreation and Sport, City of Richmond
- Lesley Sherlock, Social Planner, City of Richmond
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- Donna Wilson, Older Adult Coordinator, West Richmond Community Centre

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Researched and Written By

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EXECUTIVE SUMMARY

Features of a city that encourage healthy and active aging also support better health and accessibility across the lifespan; it is these qualities of a city that are considered to be Age-Friendly. The City of Richmond is regarded as one of the best places in which to age, and residents are recognized as having the longest life expectancy in Canada. While Richmond has many Age-Friendly attributes, the City is seeking to increase the number and scope of these features, as well as to further develop Age-Friendly policies and programs.

To accomplish this goal, a data collection process was completed that assessed both the City's positive characteristics as well as identified key barriers faced by older residents. The work was guided using the World Health Organization's (WHO) *Checklist of Essential Features of Age-friendly Cities and Global Age-Friendly Cities: A Guide* documents. The process was informed by both an environmental scan and a community consultation process, both of which were framed by the WHO eight dimensions of an Age-Friendly city.

The community consultations took place from May to September 2014. A joint consultation process was developed to inform a concurrent update of the Older adults service Plan. A mix of consultation strategies was used to clearly paint a reliable and valid picture of the needs of older adults. This included a representative survey of 378 older adults from the City; fourteen focus groups engaging 161 individuals with a diverse range of stakeholders; in-depth interviews with 23 key informants; and community mapping at 10 locations throughout the City.

Results of the data collection process highlighted a significant number of existing and ongoing Age-Friendly features. Gaps and challenges were also identified. A framework was developed by assembling the results of all of the information compiled during the data collection process. The framework included both an inventory of Age-Friendly strategies and programs, and detailed a process for moving forward. Priorities for action were identified by project stakeholders, including Steering Committee and Richmond Seniors Advisory Committee members.

The following plan was written using the framework developed during the data collection process and is structured according to the WHO's eight Age-Friendly dimensions. Each dimension is discussed in terms of current Age-Friendly features and proposed areas for action. The proposed length of the work to implement actions has been specified as short (0–2 years), medium (2–4 years), long-term (5+ years), and ongoing. Lastly, suggestions for monitoring and evaluation have been outlined.





1.0 INTRODUCTION

The Age-Friendly Cities initiative, started by the World Health Organization (WHO) in 2006, was designed to optimize the health, participation and security of older adults throughout the course of aging by encouraging communities to adapt structures and services to increase accessibility and inclusion. An Age-Friendly city focuses on its social and physical environments with respect to a mix of land-use, street connectivity, access to green spaces, and neighbourhood aesthetics to promote healthy aging, as well as to support residents to maintain social ties to family and friends. Age-Friendly cities offer benefits for the entire population in retaining a sense of attachment, familiarity, and identity of home and environment. The Age-Friendly City is accessible, in that its features and services are easy to get to and can be used by everyone including people who use assistive devices such as walkers and wheelchairs, those with visual and hearing impairments, as well as other groups such as parents with strollers. Two key documents, "Global Age-Friendly Cities: A Guide"¹ and "Checklist of Essential Features of Age-Friendly Cities"², have been developed by WHO to help cities audit their own Age-Friendly features and plan for a future that best supports health across the lifespan.

Since 2009, the BC Ministry of Health, in partnership with the Union of BC Municipalities, has funded Age-Friendly projects in over 120 communities across the province. In 2014, the City of Richmond was awarded a grant to prepare an Age-Friendly Assessment and Action Plan. The purpose of this document is to provide an assessment of current Age-Friendly features in the City and to outline a framework that addresses priority areas moving forward.



¹ World Health Organization. (2007). Global Age-Friendly cities: a guide. Retrieved from www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf.

² World Health Organization. Checklist of essential features of Age-Friendly cities. Retrieved from www.who.int/ageing/publications/Age_friendly_cities_checklist.pdf.



Part 1: Age-Friendly Richmond: Now

The City of Richmond has many Age-Friendly policies and practices in place. The adoption of an Age-Friendly Assessment and Action Plan will build on this foundation, bringing a more deliberate age-friendly focus to the many strategies and activities currently being pursued, and identify priority actions requiring attention over the next five years (2015–2019). Existing examples of age-friendly initiatives include:

- The **2041 Official Community Plan (OCP)**, the key document in planning for an Age-Friendly City, includes visions for housing, recreation and wellness, safety, mobility and access, and social inclusion and accessibility.
- The **2013–2022 Social Development Strategy** identifies a range of actions to support the needs of an aging population, including increased housing choices and enhanced community accessibility, citizen engagement, wellness, and safety.
- The **Older Adults Service Plan**, currently being updated (2015–2019), aims to ensure that effective, meaningful and appropriate programs and opportunities are provided for older adults.
- The **Affordable Housing Strategy (AHS)** identifies goals and mechanisms for the City to address affordable housing needs, accomplished by working with partners to provide a range of housing options for all ages, family types and incomes. The Kiwanis Development alone will provide 296 units of affordable rental housing for older adults. The updated AHS will also incorporate Access Guidelines.
- The **Community Wellness Strategy** (2010–2015) includes strategic directions to reduce barriers to living a physically active life for vulnerable populations and people living with a disability, by building connections and promoting health literacy.
- The **2022 Parks & Open Space Strategy** addresses the needs of an aging population by including a greater emphasis on accessibility and Age-Friendly programming of outdoor places.
- The **Accessible Pedestrian Signals (APS) Program** (2010–2020) includes provisions for all special crosswalks and traffic signals to be upgraded with APS features (e.g. locator tone, yellow pushbutton, verbal wayfinding message, audible walk indication tone, and Braille/raised letter street name).
- The **Recreation Access Card**, issued to residents living with permanent disability, entitles recipients to a 50% discount for drop-in City recreation activities.
- The **Low Cost, No Cost Brochure** of Parks, Recreation and Culture Opportunities, published four times a year, identifies programs, activities and special events that are free or under \$10, including those targeting older adults.
- The **Fall Prevention Program**, a public health program, provides health promotion and prevention through clinic and individual falls risk assessments, education sessions and community capacity building.

The City also has a number of committees that support Age-Friendly planning and programs in Richmond, including:

- **Richmond Seniors Advisory Committee**, provides advice to Council on matters related to older adults in Richmond.
- **Minoru Seniors Society**, the governing body of the Minoru Place Activity Centre, provides recreation and wellness programs for older adults.
- **Richmond Centre for Disability** (RCD), a non-profit agency with funding support from the City, provides advice to Council regarding accessibility and provides a range of services to persons with a disability.
- **Richmond Community Services Advisory Committee** provides advice to Council on social service matters affecting the wellbeing of Richmond residents, as well as recommendations for building capacity in the community service sector.
- **Advisory Design Panel**, reviewing multi-family, commercial and mixed-use projects, makes recommendations on design and character aspects of development.

In addition, a number of initiatives are underway that will enhance Richmond's Age-Friendly attributes. Examples include:

- **Minoru Facilities Project**, which will include enlarged and enhanced replacement facilities for the Minoru Place Activity Centre, Minoru Aquatic Centre and Minoru Pavilion. The project is being designed with input from older adults as well as those with a disability.
- **Visitability Task Force** of the Canadian Centre for Disability, consisting of City, RCD and community partners, will be preparing recommendations for housing visitability enabling a visitor with mobility challenges to easily enter a unit and manoeuvre within it, including the bathroom.
- **Accessibility Rating Tools**, including the Access Richmond website, as well as the Rick Hansen Foundation's "planat" rating tool of facilities, to assess businesses and open spaces from a mobility, sight or hearing perspective.
- **Transportation** improvements, including increasing the number of accessible bus stops, on-street accessible parking spaces, illuminated overhead street name signs, yellow tactile surfaces and retrofits of existing roadways to improve accessibility.



Part 2: Age-Friendly Richmond: Looking Forward

During the course of this plan development, the City of Richmond was concurrently updating the Older adults service Plan. The community consultation process was completed in collaboration with the Older adults service Plan update, as many of the same stakeholders, members of the older adult population, and City staff were consulted for both projects. In addition, a joint Steering committee was formed to oversee preparation of both the Age-Friendly Assessment and Action Plan and Older adults service Plan Update. The committee represented a spectrum of stakeholders including older adults, community associations, non-profit agencies and City staff.

An extensive data collection strategy was implemented to assess how best to support the City of Richmond to expand its Age-Friendly features. The strategy included both primary and secondary research; a compilation of demographic information; and a review of relevant City documents. The community consultations included a survey of a representative sample of the older adult population, focus groups, interviews and community mapping (a more detailed description can be found in Appendix A and B). The results of the consultations identified three points as the city's key Age-Friendly features. These are:

1. Richmond's outdoor spaces and environment—the geography is flat, the City puts a great deal into the attractiveness of the environment and green spaces.
2. The facilities available to residents of Richmond (e.g., Minoru Place Activity Centre, Community Centres, the Richmond Public Library, the Richmond Oval).
3. The range of programs available to older adults aged 55+ years in the City.

The following sections are framed in each of the World Health Organization (WHO) core Age-Friendly dimensions of a city.³ The dimensions are discussed in terms of the current Age-Friendly features in the City of Richmond as well as the suggested actions for future Age-Friendly planning. The priority indicators were developed from data collected during the community consultation process and are aligned with the WHO *Checklist of Features of Age-Friendly Cities*.⁴

Vision and Principles

Developed from concepts provided by the Steering Committee and the Richmond Seniors Advisory Committee, the vision for this Age Friendly Assessment and Action Plan is:

For Richmond to be the best place to age, at all stages, for all residents.

³ World Health Organization. (2007). Global Age-Friendly cities: a guide. Retrieved from www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf.

⁴ World Health Organization. Checklist of essential features of Age-Friendly cities. Retrieved from www.who.int/ageing/publications/Age_friendly_cities_checklist.pdf.



The following features of an Age-Friendly community were identified: celebrating diversity; optimizing health and safety; increasing accessibility for all ages and abilities; welcoming; comfortable; desirable place to live, work & play; social and community connections; inclusive; barrier free; all are valued and respected; involving; engaging; empowering; and reaching full potential.

This vision will be guided by these important principles:

We believe in:	We will:
Celebration	Recognize
Accountability	Evaluate
Coordination	Partner, consult
Respect	Include
Broad ownership	Engage with purpose
Champions	Seek Age-Friendly designation

Scope

As this Plan will focus on the City's role, the many Age-Friendly initiatives of community service agencies and Vancouver Coastal Health (VCH) are not listed herein, but clearly play critical roles in the make-up of an Age-Friendly community. To this end, the City works in collaboration with stakeholders to support many vital community initiatives. "Community Partners" refers to those organizations planning and funding program and events in City facilities, as listed at on the City website at: www.richmond.ca/parksrec/about/partners.htm.

The Age-Friendly Assessment and Action Plan will not duplicate existing actions, but will consolidate them in an Age-Friendly framework. There are a plethora of strategies, committees and initiatives already in place or underway to make Richmond an increasingly Age-Friendly City. Therefore, the benefit of an Age-Friendly Assessment and Action Plan will be to recognize the range of undertakings by diverse City departments, often in collaboration with stakeholders, and to prioritize a few key actions to be undertaken over the next five years to ensure targeted progress. Actions are outlined as short term (0–2 years), medium term (2–4 years), and long term (5+ years). The actions are listed as proposed future actions and priority actions; proposed actions were tabled to a diverse group of project stakeholders who were asked to identify actions they considered a priority for implementation in the next five years.



2.1 Outdoor Spaces and Public Buildings

Living in a pleasant, safe and clean environment with green spaces that encourage physical activity, such as walking and cycling, and social interaction can have a major impact on mobility, independence, quality of life, and ability to age in place. Long term studies show the quality of the physical environment near a residence (e.g. the presence of trees, reduced noise from businesses and traffic) has a positive association with the longevity of older adults. Having safe, walkable green streets and spaces near housing significantly and positively influences the survivability of older adults regardless of age, gender, attitude toward their own community and socioeconomic status.^{5,6}

Current Age-Friendly Initiatives

The City of Richmond has made considerable progress in developing a network of trails, greenways and neighbourhood links in an effort to develop connections between neighbourhoods, parks, community facilities, and major destinations. The following list highlights examples of ways in which the City of Richmond is already working towards becoming an Age-Friendly city:

- The **2022 Parks and Open Space Strategy** recognizes the need to design spaces for an aging population, including more resting areas along walking routes, more public washrooms, and incorporation of less strenuous activities (e.g., gardening, nature viewing).
- The **Official Community Plan (OCP)** acknowledges the need to upgrade pedestrian friendly design (e.g. install audible pedestrian features at crosswalks, traffic calming), implement pedestrian friendly traffic control, and increase overall road safety for vulnerable users (e.g. pedestrians, those with mobility challenges). The **OCP** aims to facilitate the creation of a high quality and appealing streetscape including pedestrian-friendly features (e.g., gathering and resting areas, street furniture, lighting, weather protection).
- **Street Hazard Reporting System** is in place to identify obstacles to pedestrians and those with mobility aids.
- Richmond RCMP, Richmond Fire-Rescue, and ICBC, with the support of City departments, hold regular **Pedestrian Road Safety Campaigns** to help teach pedestrians and motorists how to improve the safety of vulnerable road users. The campaign includes a focus on older adults. Richmond RCMP and ICBC also hold a series of one day driver education and enforcement campaigns throughout the year, **Project Swoop**, to help improve overall road safety.
- The **ACCESS Richmond** and **planat** websites provide accessibility rating tools for public and business facilities.



⁵ Takano, T., Nakamura, K., & Watanabe, M. (2002). Urban residential environments and senior citizens' longevity in megacity areas: The importance of walkable green spaces. *Journal of Epidemiology & Community Health*, 56, 913–918.

⁶ Van Cauwenberg, J., Van Holle, V., Simons, D., Deridder, R., Clarys, P., Goubert, L., Nasar, J., Salmon, J., De Bourdeaudhuij, I., & Deforche, B. (2012). Environmental factors influencing older adults' walking for transportation: A study using walk-along interviews. *International Journal of Behavioural Nutrition and Physical Activity*, 9, 85.

Proposed Future Actions

From an analysis of the data and stakeholder recommendations about outdoor spaces and public buildings, actions that were identified as a priority are:

1. **Auditing all marked crosswalks, with signalized and special crosswalks as priorities, to ensure they are Age-Friendly (well-lit, non-slip markings, visual and audio cues and adequate crossing times), making improvements as required.**
2. **Ensuring sufficient indoor and outdoor washrooms are available.**

Other proposed future actions include:

3. Increasing seating and lighting in green spaces.
4. Addressing discontinuous sidewalks throughout the city.
5. Promoting the accessibility of business premises by proposing an Age-Friendly Business Program designation.
6. Conducting a review of Richmond's Street Hazard Reporting System (e.g. average length of time between reporting and resolution) and implementing recommendations.
7. Increasing public education regarding street safety and older adults.



Implementation

Priority Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Auditing all marked crosswalks, with signalized and special crosswalks as priorities, to ensure they are Age-Friendly (well-lit, non-slip markings, visual and audio cues and adequate crossing times), making improvements as required. <i>Long-term (5+ yrs), Ongoing</i>	Increased street safety for older adults with a range of mobility functions.	Number of crosswalks where Age-Friendly system has been implemented.	Transportation ■ Audit ■ Implement	
Ensuring sufficient indoor and outdoor washrooms are available. <i>Short-term (0–2 yrs), Ongoing</i>	Increased access to indoor and outdoor public spaces.	Number of indoor and outdoor washrooms increased or open.	Facilities, Parks ■ Implement	■ TransLink

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Increasing seating and lighting in green spaces. <i>Medium-term (2–4 yrs)</i>	Increased use of green spaces by older adults.	Number of seats and lights in green spaces has increased.	Parks ■ Implement	
Addressing discontinuous sidewalks throughout the City. <i>Ongoing</i>	Increased sidewalk access and safety.	Number of continuous sidewalks increased.	Transportation ■ Implement	
Promoting the accessibility of business premises by proposing an Age-Friendly Business Program designation. <i>Medium-term (2–4 yrs)</i>	Businesses receive Age-Friendly designation.	Age-Friendly Business Program established.	Community Services Liaise	■ Chamber of Commerce ■ Tourism ■ Richmond Committee on Disability
Reviewing Richmond's Street Hazard Reporting System and implementing recommendations. <i>Medium-term (2–4 yrs)</i>	Improved system and reduced street hazards.	Increased reports, reduced resolution time.	Engineering and Public Works ■ Review ■ Implement	Fall Prevention Network

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Increasing public education regarding street safety and older adults. <i>Short-term (0–2 yrs)</i>	Safer streets for older adults.	Reduced collisions involving older adults.	Transportation <ul style="list-style-type: none"> Liaise Community Safety Educate 	<ul style="list-style-type: none"> ICBC TransLink RCMP Fire/Rescue Library



2.2 Transportation

Having a reliable and affordable source of transportation is crucial for older adults to continue to engage in social, cultural and recreational activities, thereby reducing the risk of isolation. Some challenges faced by older adults relating to transportation are availability, affordability, Age-Friendliness of vehicles (cars, taxis and public transit), reliability, safety and frequency of public transportation, driving conditions, finding parking close to buildings, and a public understanding and courtesy towards older drivers.⁷

Current Age-Friendly Initiatives

Public transit in Richmond is provided by TransLink, Metro Vancouver's regional transportation authority. The City is served by a number of bus routes (both conventional buses and community shuttles) HandyDART, and the Canada Line rapid transit system. TransLink also has a shared responsibility for the Major Road Network (e.g. No. 2 Road, Steveston Highway) and regional cycling.

The following features in Richmond provide examples of Age-Friendly transportation initiatives:

- The **Official Community Plan** has many Age-Friendly transportation policies including retrofitting existing transportation infrastructure to meet accessibility needs; re-designing streets around neighbourhood centres to better support walking, rolling, and cycling; pedestrian-friendly traffic control measures; and greater use of community shuttles to better serve local neighbourhoods.
- **Accessible Parking Permits** are provided by the Richmond Centre for Disability for qualified Richmond residents to allow parking in accessible parking stalls. Community Bylaws patrols on and off-street parking meters to ensure that valid permits are displayed and to discourage any misuse of the program.
- **People with Disabilities (PWD) Parking Decals**, granting free parking to residents with mobility issues, are issued by the Richmond Centre for Disability to residents whose ability to operate City parking meters is physically restricted.
- **Transportation improvements**, including increasing the number of accessible bus stops, on-street accessible parking spaces, illuminated overhead street name signs, yellow tactile surfaces and retrofits of existing roadways to improve accessibility, are underway.

Proposed Future Actions

Information from the community analysis suggests that the following action be made a priority in Age-Friendly planning:

1. **Seeking to increase community shuttle service in areas with high proportions of older adults.**

⁷ Richard, L., Gauvin, L., Gosselin, C., & LaForest, S. (2009). Staying connected: Neighbourhood correlates of social participation among older adults living in an urban environment in Montreal, Quebec. *Health Promotion International*, 24(1), 46–57.



Other proposed actions are:

2. Advocating for increased East/ West transit connections.
3. Meeting or exceeding the regional average number of accessible bus stops and ensuring bus stops are Age-Friendly.
4. Collaborating with partners to make transit information available in different languages for ESL speakers.
5. Advocating for HandyDART service improvements (e.g. scheduling, flexibility).
6. Reducing parking fees impacting older adults (e.g., at hospitals, medical facilities) and promoting respect for accessible parking spots.
7. Strengthening partnership with TravelSmart (TransLink) to offer transit orientation and training sessions for older adults.



Implementation

Priority Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Seeking to increase community shuttle service in areas with high proportions of older adults. <i>Short-term (0–2 yrs)</i>	Increased transit use by older adults.	Increased number of community shuttles in identified communities.	Transportation ■ Liaise	■ TransLink

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Advocating for increased East/ West transit connections. <i>Short-term (0–2 yrs)</i>	Convenient East/ West transit routes available.	Increased East/ West transit options.	Transportation ■ Liaise	■ TransLink
Meeting or exceeding the regional average number of accessible bus stops and ensuring bus stops are Age-Friendly. <i>Long-term (5+ yrs)</i>	Transit stops and shelters are accessible and age-friendly.	Increased number of accessible bus stops and age-friendly shelters.	Transportation ■ Implement	■ TransLink ■ Richmond Centre for Disability
Collaborating with partners to make transit information available in different languages for ESL speakers. <i>Medium-term (2–4 yrs)</i>	Transit information reflects linguistic diversity.	TransLink customer service information is available in key languages.	Transportation ■ Liaise	■ TransLink
Advocating for HandyDART service improvements (e.g. scheduling, flexibility). <i>Short-term (0–2 yrs)</i>	HandyDart services reflect customer needs.	HandyDart provides more flexible scheduling.	Transportation ■ Liaise	■ TransLink
Reducing parking fees impacting older adults (e.g., at hospitals, medical facilities) and promoting respect for accessible parking spots. <i>Medium-term (2–4 yrs)</i>	Parking is affordable and accessible parking is available.	Parking fees are reduced or eliminated and accessible parking spots are monitored.	Transportation ■ Liaise Comm. Bylaws ■ Enforce	■ VCH ■ Parking companies ■ Shopping malls ■ Richmond Centre for Disability

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Strengthening partnership with TravelSmart (TransLink) to offer transit orientation and training sessions for older adults. <i>Ongoing</i>	Older adults familiar and comfortable with transit use.	TransLink orientation and training sessions offered.	Transportation <ul style="list-style-type: none"> Liaise Community Services Facilities 	<ul style="list-style-type: none"> TransLink



2.3 Housing

Housing needs can change as a result of aging. Two of the key challenges that arise are affordability and the type of housing options available. Additionally, proximity to relevant services, in-home mobility issues, support to remain in the home, and being able to maintain family and community connections also play an important role. Aging-in-place, whether in one's own home or community, requires local governments and partners to plan how to best meet the needs of all residents.

Current Age-Friendly Initiatives

The City of Richmond has undertaken many Age-Friendly housing initiatives, through such means as:

- The **OCP**, which requires that all townhouse developments provide units including “convertible housing” features (easily modified for those with mobility challenges); all apartment and single storey developments are to be “adaptable” with accessible features throughout; and all townhouse and apartment units are to include “aging-in-place” features (e.g., stairwell handrails, lever type handles, solid blocking for future grab bars).
- The **Affordable Housing Strategy (AHS)**, whereby the City secures affordable, accessible rental units in developments with over 80 units (e.g., the Kiwanis Towers and SUCCESS units have been secured specifically for older adults, while other studio, one and two-bedroom units have been secured throughout the City for all eligible residents, including older adults). In the case of Kiwanis Towers, community and health service amenity spaces and parking access for community health care provision have also been secured.
- The City encourages a range of **housing forms and tenures**, especially new or innovative affordable housing and pilot projects, for a diversity of lifestyles at all income levels in all neighbourhoods (e.g. secondary suites, coach houses and granny flats).
- **Affordable Seniors’ Supportive Housing Design Guidelines**, which addresses built form; access; design features; private space; common areas and amenities; safety features and location.
- **Housing and Care**, a housing resource guide, including housing for older adults.
- The City internal **Joint Operations Team** addresses safety issues (including hoarding) which impact vulnerable individuals.

In addition, the City participates in external initiatives including:

- The **Visitability Task Force**, preparing recommendations for housing visitability to enable residents and visitors with mobility challenges to easily enter a unit and manoeuvre within it.
- **Simon Fraser University’s Placemaking Research** for Kiwanis Towers residents, preparing recommendations for healthy built & social environments for older adults, including tenant programming in future planning for healthy aging initiatives.



Proposed Future Actions

Results of the community analysis suggest that the following actions be made a priority in Age-Friendly planning:

1. **Working with health partners to ensure that a continuum of options, from independent housing to residential care, is available.**
2. **Working with health partners to ensure sufficient supported, affordable housing is provided locally for disabled and frail older adults, as well as those with dementia and other mental health challenges.**

Other key actions include:

1. Planning for sufficient affordable housing for older adults as part of the ongoing implementation of the Affordable Housing Strategy and forthcoming Strategy Update.
2. Defining targets of affordable housing for older adults.



Implementation

Priority Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Working with health and other partners to ensure that a continuum of options, from independent housing to residential care, is available. <i>Long-term (5+ yrs)</i>	The housing and care continuum is available for all stages of aging; older adults know options and how to access.	Older adults in Richmond are able to access appropriate housing without leaving the community.	Community Services ■ Liaise Planning and Development ■ Land Use	■ VCH ■ Developers ■ Non-profit housing and service providers
Working with health partners to ensure sufficient supported, affordable housing is provided locally for disabled and frail older adults, as well as those with dementia and other mental health challenges. <i>Long-term (5+ yrs)</i>	Older adults in need of advanced or specialized care are appropriately housed and supported in Richmond.	A range of supported housing options is available for older adults in Richmond.	Community Services ■ Liaise	■ VCH ■ BC Housing ■ Non-profit housing and service providers ■ First responders

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Planning for sufficient affordable housing for older adults as part of the ongoing implementation of the Affordable Housing Strategy and forthcoming Strategy Update. <i>Long-term (5+ yrs), Ongoing</i>	Older adults affordable housing needs will be met, with sufficient support from partners.	The number of affordable housing units available for, and accessed by, older adults increases; older adult homelessness diminishes.	Community Services ■ Liaise ■ Affordable Housing Strategy Update	■ BC Housing ■ Federal Government (ESDC) ■ Non-profit housing providers
Defining targets of affordable housing for older adults. <i>Medium-term (0–2 yrs), Ongoing</i>	The number of affordable housing units needed by Richmond's older adults, now and into the future, will be identified.	The required number of affordable housing units will be identified and conveyed to partners, with progress tracked.	Community Services ■ Liaise ■ Affordable Housing Strategy Update ■ Housing Action Plan	BC Housing ■ Federal Government (ESDC)

2.4 Social Participation

There is strong evidence that social participation and having strong social networks and support is related to longevity and good health throughout life. Barriers to social participation by older adults can include finding affordable activities, a limited range of opportunities for education and self-improvement, being aware of activities, needing to be encouraged and drawn out of isolation, and having the right opportunities to engage with younger generations.⁸

Current Age-Friendly Initiatives

The City of Richmond has a wide variety of programs and services specific to the older adult population. Some examples of City initiatives that encourage social participation are:

- The **Community Leisure Transport (CLT)** program, a unique service to encourage seniors and persons with disabilities to stay active and involved with the community for as long as possible. Richmond is considered to be ahead of all Lower Mainland recreation departments in providing this service.
- Many **Community Centres** have dedicated space for older adults.
- Steveston Community Society, South Arm Community Association, East Richmond Community Association, Thompson Community Association, and West Richmond Community Association have hired **Older adult coordinators** dedicated to coordinating programming for older adults.
- The **Wellness Connections Program** provides a fully supported outreach program for frail, at-risk and isolated older adults with bus transportation, social opportunities, fitness and educational opportunities.
- The seasonal "**Low Cost, No Cost**" guide highlighting programs that are free or cost less than \$10.00, including those targeting older adults.
- **Richmond Computer Access Initiative**, providing affordable access to computers and workshop series to promote older adult computer literacy.
- **Visitability Task Force**, preparing recommendations for housing visitability to enable a visitor with mobility challenges to easily enter and manoeuvre within a unit, including the bathroom.
- **Participation in the Kiwanis Tower Placemaking Project**, which included connecting residents with relevant services and with each other.

Proposed Future Actions

An analysis of the data along with stakeholder recommendations suggest that priority actions related to social participation for Richmond could be:

1. **Increasing the affordability of social participation activities through the development of and implementation of a Pricing Policy for recreation programs.**

⁸ Cockerman, W.C., & Yamori, Y. (2001). Okinawa: an exception to the social gradient of life expectancy in Japan. *Asia Pacific Journal of Clinical Nutrition*, 10(2), 154–158.



2. Continuing to work toward offering a variety of activities that appeal to diverse groups of older adults, e.g., increasing the proportions of social and intellectual programming, providing targeted activities for intercultural exchange for different cultural groups as well as LGBTQ older adults, in addition to promoting physical wellness.
3. Support consistent outreach to older adults at risk of social isolation.

One additional proposed action is:

1. Increasing library outreach programs.



Implementation

Priority Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Increasing the affordability of social participation activities through the development of and implementation of a Pricing Policy for recreation programs. <i>Short-term (1–2 yrs)</i>	Income will not be a barrier for older adults wishing to access recreation programs.	Increased availability of free, low-cost or subsidized recreation programs for older adults.	Community Services ■ Implement	■ Community Partners
Continuing to work toward offering a variety of activities that appeal to diverse groups of older adults, e.g., increasing social and intellectual programming, targeted activities for intercultural exchange as well as LGBTQ older adults, in addition to promoting physical wellness. <i>Long-term (5+ yrs)</i>	Diverse groups of older adults will feel connected, engaged and enriched through available programs.	Range of programs addressing social and intellectual interests, as well as physical wellness, is available.	Community Services ■ Liaise ■ Implement	■ Community Partners ■ Library
Supporting consistent outreach to older adults at risk of social isolation. <i>Ongoing</i>	Older adults will be socially connected.	Ongoing outreach to isolated seniors will demonstrate results.	Community Services ■ Liaise	■ VCH ■ Community Associations ■ Non-profit agencies

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Increasing library outreach programs. <i>Medium-term (2–4 yrs)</i>	Older adults will have greater access to library materials.	Number of library outreach programs and older adults using them.	Community Services ■ Liaise	■ Library



2.5 Respect and Social Inclusion

Culture, gender, affluence and health status all influence attitudes towards and perceptions of older adults. In formulating policies, programs, and service delivery, the issues related to variables such as place of origin, immigration experiences, length of residence in Canada, language, cultural beliefs and practices, social support networks, sexual orientation, socio-economic status, health-seeking behaviour and coping strategies of older adults should all be taken into consideration.⁹

Current Age-Friendly Initiatives

Examples of Age-Friendly initiatives that encourage respect and social inclusion in the City of Richmond are:

- **Community consultations** which have been conducted with support from older adult volunteers of diverse cultural backgrounds (e.g. the Community Action Ambassadors coordinated by Volunteer Richmond Information Services in partnership with Richmond Addiction Services).
- **Minoru Place Activity Centre (MPAC)** that offers many programs connecting diverse older adults with each other, as well as other generations. Intergenerational connectivity is encouraged through the Greenhouse Social at Terra Nova Rural Farm, which connects older adults and youth through the process of planting, harvesting, and cleaning food grown for the Richmond Food Bank. Clubs, groups and programs in diverse languages connect new immigrants and cultural groups.
- **Community Facilities and MPAC offer programs for older adults from diverse cultural backgrounds** (e.g., South Arm 55+ programs include the Asian Group, the Chinese New Immigrant Support Group and MILAP for South Asian women). The City Centre Drop-in Social, a partnership between the City of Richmond, Vancouver Coastal Health and Volunteer Richmond, provides socialization, refreshments and presentations on health and wellness topics in Cantonese and Mandarin. West Richmond Community Centre offers “LGBTQ Connection” sessions for older adults.
- **Richmond Public Library** collects stories from older adults to include in Nostalgia Kits, visits home services clients and assisted living centres, and offers older adult book clubs and read-a-loud programs. The library will also offer such programs to Kiwanis Towers residents.



Proposed Future Actions

Placing priority on the following actions is recommended to help promote respect and social inclusion for older adults:

1. **Ensuring community facilities have 55+ specific activities and age-friendly spaces, and promoting the same.**
2. **Promoting Age-Friendly Business initiatives including a checklist for the positive portrayal of the diversity of older adults, innovative ways to include older adults, and the use of an Age-Friendly logo.**

⁹ Chow, H.P.H. (2012). Health care services needs and correlates of quality of life: A case study of elderly Chinese immigrants in Canada. *Social Indicators Research*, 106, 347–358.

Other proposed actions include:

1. Continuing regular City consultations with older adults about their needs and promoting the importance of this to other voluntary and commercial services.
2. Promoting the importance of providing different services and programs to meet the needs of diverse groups of older adults in community facilities, through staff education.
3. Promoting the integration of older adults from different ethno-cultural groups through program and service provision.
4. Working in a coordinated fashion with schools to provide intergenerational activities.
5. Finding ways to recognize the past and present contributions of older adults to the City of Richmond.



Implementation

Priority Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Ensuring community facilities offer 55+ specific activities and age-friendly spaces, and promote their use. <i>Long-term (5+ yrs)</i>	Older adults have access to and awareness of age-friendly space and activities throughout Richmond.	Increased number and use of age-friendly space and activities in different facilities and locations.	Community Services ■ Liaise ■ Implement	■ Community Partners ■ VCH ■ Non-profits ■ Library
Promoting Age-Friendly Business initiatives including a positive portrayal of diverse older adults, innovative ways to include older adults, and the use of an Age-Friendly logo. <i>Medium-term (2–4 yrs)</i>	Older adults feel welcomed and respected in, and have greater access to, businesses.	Businesses adopt an Age-friendly Plan addressing how older adults are portrayed and included, and number of businesses that receive a logo.	Community Services ■ Liaise	■ Chamber of Commerce

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Continuing regular City consultations with older adults about their needs and promoting the importance of this to other voluntary and commercial services. <i>Ongoing</i>	City, voluntary and commercial sectors will become increasingly age-friendly based on regular consultations with older adults.	Consultations with older adults are regularly held and suggestions implemented by City, voluntary and commercial sectors.	Community Services ■ Liaise ■ Implement	■ Community Partners ■ Non-profits ■ Chamber of Commerce
Promoting the importance of providing different services and programs to meet the needs of diverse groups of older adults in community facilities, through staff education. <i>Medium-term (2–4 yrs)</i>	Staff in community facilities will be knowledgeable about how to meet the needs of diverse groups of older adults.	Staff education regarding meeting the needs of diverse groups of older adults will be offered and subscribed to.	Community Services ■ Liaise ■ Implement Human Resources ■ Implement	■ Community Partners ■ Library

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Promoting the integration of older adults from different ethno-cultural groups through program and service provision. <i>Ongoing</i>	Older adults of diverse ethno-cultural backgrounds will be increasingly integrated in City programs and services.	Promotional activities, materials and strategies will be developed, and participation/use of City programs and services will increase.	Community Services ■ Liaise ■ Implement	■ Community Partners ■ Library
Working in a coordinated fashion with schools to provide intergenerational activities. <i>Long-term (4+ yrs)</i>	A range of Intergenerational activities is provided through coordination with schools.	A coordinated approach to engaging schools in intergenerational activities is established.	Community Services ■ Liaise ■ Implement	■ School District
Finding ways to recognize the past and present contributions of older adults to the City of Richmond. <i>Short-term (0–2 yrs)</i>	Older adults feel recognized and valued by the community.	Initiatives recognizing the contribution of older adults are established.	Community Services ■ Liaise ■ Implement	■ Community Partners ■ Library



2.6 Civic Participation and Employment

Making the transition from the labour force into retirement does not preclude older adults from continuing to contribute to their communities either through employment, voluntarism or political participation. These activities also help to create and maintain social connections while offering value from lifelong experience and skill development. This “generativity” is a state of mind that is characterized by the desire to engage in activities, such as volunteering, that can leave a legacy and contribute to the next generation.¹⁰ Age-Friendly cities offer flexible volunteering options to accommodate older workers, encourage civic engagement by meeting physical challenges such as improving accessibility, and support organizations to have policies and practices that value older adults’ contributions.

Current Age-Friendly Initiatives

Older adults are a major contributor to the volunteer force in Richmond. Examples of Age-Friendly employment and civic engagement efforts in the City are:

- The **Richmond Seniors’ Advisory Committee** (RSAC) a volunteer body appointed by City Council that considers and evaluates older adult issues referred by City Council, City staff and the community.
- Other City advisory committees (e.g., **Richmond Community Services Advisory Committee**; **Richmond Intercultural Advisory Committee**) provide advice to Council regarding matters impacting older adults (e.g., community service provision; cultural integration).
- The **Let’s Talk Richmond website** periodically offers opportunities for older adults and others to provide input on civic matters.
- **City consultations have benefitted from older adult volunteers**, e.g. Community Action Ambassadors.
- The **City’s Volunteer Development Coordinator has worked with Older Adult Coordinators** at a number of community facilities in recruiting, engaging and training the older adults programs’ participants to volunteer.
- From January to September, 2014, **184 volunteers at the Minoru Place Activity Centre** have provided 14,805 hours of services in 73 opportunities including Board, committee, wellness programs and support groups.
- The City of Richmond has **Human Resources** practices permitting the re-hiring of retired employees.



¹⁰ Son, J., & Wilson, J. (2011). Generativity and volunteering. *Sociological Forum*, 26(3), 644–667.

Proposed Future Actions

The summary of data presented suggests the following civic participation and employment actions could be considered for Richmond's Age-Friendly Plan. No actions were identified by project stakeholders as priorities in this dimension:

1. Encouraging a range of flexible and appropriately paid employment opportunities for older adults in the City.
2. Increasing opportunities to be involved in local government meetings and community matters.
3. Increasing the range of flexible options for older volunteers with a focus on working with Community Partners to foster older adult voluntarism at a local level.
4. Encouraging greater representation of key older adult target groups, e.g. ethno-cultural groups, LGBTQ, newcomers, and those with low income, on governance and other volunteer bodies.
5. Encouraging Age-Friendly employment practices, including information on how to find, hire and retain older adult workers.



Implementation

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Encouraging a range of flexible and appropriately paid employment opportunities for older adults in the City. <i>Medium-term (2–4 yrs)</i>	Older adults wishing to work find suitable employment.	Employment programs and opportunities for older adults are developed and publicized as part of an Age-Friendly Business Plan.	Community Services ■ Liaise Human Resources ■ Implement Finance ■ Liaise	■ Community Partners ■ Businesses ■ Chamber of Commerce
Increasing opportunities to be involved in local government meetings and community matters. <i>Ongoing</i>	Older adults are engaged in local government processes and community matters.	The number of older adults engaged in local government processes and community matters increases.	Community Services ■ Liaise ■ Implement Planning and Development ■ Implement	■ Community Partners
Increasing the range of flexible options for older volunteers with a focus on working with community facilities to foster older adult voluntarism at a local level. <i>Medium-term (2–4 yrs)</i>	Older adults are engaged in a range of volunteer options at the local level through Community Associations.	The range of volunteer opportunities at the local level increases.	Community Services ■ Liaise	■ Community Partners ■ Library
Encouraging greater representation of key older adult target groups, e.g. ethno-cultural groups, LGBTQ, newcomers, and those with low income, on governance and other volunteer bodies. <i>Medium-term (2–4 yrs)</i>	Diverse groups of older adults are represented on governance and volunteer bodies.	Recruitment practices of governance and volunteer bodies target diverse groups of older adults.	Community Services ■ Liaise	■ Community Associations and Partners ■ Non-profits
Encouraging Age-Friendly employment practices, including information on how to find, hire and retain older adult workers. <i>Medium-term (2–4 yrs)</i>	Employers adopt Age-Friendly employment practices.	An Age-Friendly Business Plan is adopted, including employment practices.	Community Services ■ Liaise	■ Chamber of Commerce

2.7 Communication and Information

Keeping abreast of current events and getting timely relevant information to manage life is essential for active aging. Because people, regardless of age, have differing preferences and abilities to access information, Age-Friendly cities distribute information through a variety of avenues. While some older adults are very comfortable using technology (and complex and automated services) others prefer personal contact. Some common barriers to information accessibility are: print size in print media, a lack of awareness about existing support and assistance (existing benefits, concessions, and subsidies), and access to legal or consumer advice.¹¹

Current Age-Friendly Initiatives

Some of the current initiatives in Richmond that increase Age-Friendly information and communications are:

- The **Parks, Recreation and Culture Guide** includes a dedicated 55+ section that outlines all older adult programs and events.
- The **City Website** includes information “**About 55+/Seniors Services**”, outlining recreational, cultural, educational and social opportunities for older adults offered at most community centres as well as the Minoru Place Activity Centre.
- The **Let’s Talk Richmond Website** periodically offers opportunities for older adults and others to provide input on civic matters.
- **Minoru Place Activity Center programs and City-wide Senior Services events** are placed regularly in community newspapers.
- The **Richmond Public Library** participates in the coordination of information about older adults services and programs and will be providing help with e-readers and digital library resources.
- Through an operating grant, the City supports **Volunteer Richmond Information Services’ Seniors Information and Referral Program**. This free service is run by older adult volunteers who help participants with the completion of forms and referrals to community programs and services.

Proposed Future Actions

Actions for consideration to increase Richmond’s Age-Friendliness include:

1. Determining the City’s role in the coordination and dissemination of information about services relevant to older adults, both internally and externally to the City, including on-line information.
2. Translate appropriate City materials as needed.
3. Producing a monthly insert or feature for local newspapers about 55+ programs and services, each one spotlighting what is happening through a community facility, e.g. South Arm Community Centre, Richmond Public Library.
4. Working with Community Partners to develop an awareness campaign that ensures older adults know who to contact when they want to find out about 55+ services in Richmond.

¹¹ Everingham, J., Petriwskyj, A., Warburton, J., Cuthill, M., & Bartlett, H. (2009). Information provision for an Age-Friendly community. *Ageing International*, 34, 79–98.



Implementation

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Determining the City's role in the coordination and dissemination of information about services relevant to older adults, both internally and externally to the City, including on-line communication. <i>Medium-term (2–4 yrs)</i>	The City's role in coordinating and disseminating information about City and non-City services for older adults is clearly defined.	Policies are developed regarding the City's role in coordinating and disseminating information about City and non-City services for older adults.	Community Services ■ Implement	<ul style="list-style-type: none"> ■ Community Partners ■ Non-profits ■ VCH ■ Library
Translate appropriate City materials as needed. <i>Ongoing</i>	Non-English speaking older adults' access to City documents increases.	Documents are identified and translated.	Community Services ■ Implement ■ Liaise	<ul style="list-style-type: none"> ■ Community Partners ■ Non-profits ■ Ethnocultural organizations ■ Library
Producing a monthly insert or feature for local newspapers about 55+ programs and services, each one spotlighting what is happening through a community facility, e.g. South Arm Community Centre, Richmond Public Library. <i>Short-term (0–2 yrs)</i>	Older adults knowledgeable about 55+ programs and services at community facilities.	Newspaper inserts about 55+ programs and services at community facilities appear regularly.	Community Services ■ Liaise	<ul style="list-style-type: none"> ■ Community Partners ■ Library
Working with Community Partners to develop an awareness campaign that ensures older adults know who to contact when they want to find out about 55+ services in Richmond. <i>Medium-term (2–4 yrs)</i>	Older adults know who to contact to learn about 55+ programs and services in Richmond.	Community Partner contact information is provided in newspaper inserts about 55+ programs and services.	Community Services ■ Liaise	<ul style="list-style-type: none"> ■ Community Partners ■ Library

2.8 Community Support and Health Services

To maintain health and independence, people need to have access to affordable good quality health care and health services. Age-Friendly cities offer a wider range of health services such as home care, nutrition advice and exercise programs, adult day care, caregiver respite, and residential facilities for people no longer able to live at home.

Current Age-Friendly Initiatives

Some of the current Age-Friendly community and health services initiatives in Richmond include:

- The **Richmond Community Services Advisory Committee (RCSAC)**, comprised primarily of Richmond community social service agency representatives, advises City Council regarding social service matters and social policy.
- The **City-Wide Wellness Connections program**, with support from VCH-Richmond, is a holistic program targeting older adults at risk of social isolation. The comprehensive program provides adaptive fitness classes, educational sessions, nutritious meals, ongoing leisure education, and door-to-door transportation.
- **Wellness Clinics** are a unique peer-to-peer health program that offers Richmond older adults health monitoring, holistic health options and information services supported by a dedicated group of skilled volunteers, offering older adults an opportunity to continue to give back to the community.
- The **Richmond Public Library** partners with health providers to offer information and programs regarding chronic conditions, self-care management and other health topics; and provides outreach services to home support recipients and assisted living residences.
- **Health, Social and Safety Grants** are provided to community service agencies in support of a range of programs enhancing the quality of life of older adults.

Proposed Future Actions

Areas identified as priority for action in community and health services are:

1. **Working with stakeholders to expand the range of home support services and to delineate responsibilities between health and community supports, including those provided by the City, in responding to clients with complex needs.**
2. **Advocating for additional adult day centre spaces.**



Other proposed actions include:

1. Collaborating with VCH-Richmond to facilitate the increase of residential care beds.
2. Continuing to support the coordination of information about community, health and social services for older adults.
3. Exploring the Dementia Friendly Communities Training initiative by Alzheimer's Society of BC.
4. Exploring the City's role in supporting non-profit space needs, including those targeting older adults.
5. Advocating for additional respite care.



Implementation

Priority Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Working with stakeholders to expand the range of home support services and to delineate responsibilities between health and community supports, including those provided by the City, in responding to clients with complex needs. <i>Long-term (4+ yrs)</i>	Home support services will be available for older adults with complex care needs, and roles clarified.	Increased range and availability of home supports for older adults with complex care needs, as well as a clear response and referral protocol outlining jurisdictional responsibilities.	Community Services ■ Liaise	■ VCH ■ Non-profits ■ Community Partners
Advocating for additional adult day centre spaces. <i>Short-term (0–2 yrs)</i>	Older adults have sufficient access to adult day centre spaces.	Increased number of adult day centre spaces in Richmond, reduced waitlists.	Community Services ■ Liaise	■ VCH ■ Non-profits

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Collaborating with VCH-Richmond to facilitate the increase of residential care beds. <i>Long-term (4+ yrs)</i>	Older adults have sufficient access to residential care beds.	Increased number of residential care beds in Richmond, reduced waitlists.	Community Services ■ Liaise	■ VCH
Continuing to support the coordination of information about community, health and social services for older adults. <i>Ongoing</i>	Older adults are aware of community, health and social services.	Coordinated information about community, health and social services for older adults is available.	Community Services ■ Liaise	■ Non-profits ■ VCH ■ Community Partners ■ Faith Services ■ Library

Further Actions/ Timeframe	Outcome	Indicators	City Lead/ Role	Partners
Exploring the Dementia Friendly Communities Training initiative by Alzheimer's Society of BC. Short-term (0–2 yrs)	Richmond becomes increasingly dementia-friendly.	Training opportunities with the Alzheimer's Society of BC are pursued.	Community Services ■ Liaise	■ Alzheimer's Society of BC
Exploring the City's role in supporting non-profit space needs, including those targeting older adults. Short-term (0–2 yrs)	The City's role in supporting non-profit space needs is established.	City policies and practices in supporting non-profit space needs are established.	Community Services ■ Implement	■ Non-profits ■ Developers
Advocating for additional respite care. Short-term (0–2 yrs)	Caregivers receive sufficient respite.	Respite opportunities, including day centre spaces, are increased.	Community Services ■ Liaise	■ VCH ■ Non-profits

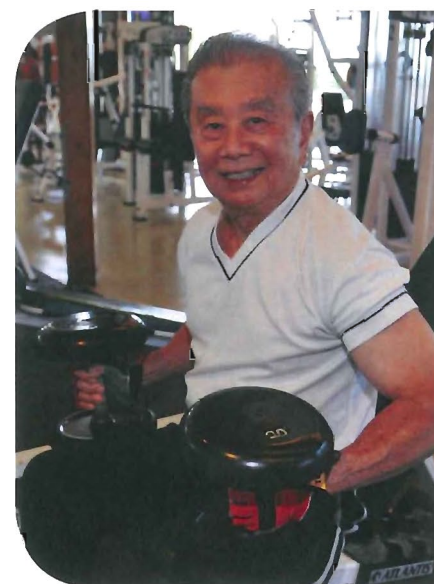


Part 3: Age-Friendly Richmond: Next Steps

In order to implement the Plan successfully, it is proposed that the following steps be taken:

1. **Align priority actions with relevant policies.**
2. **Encourage broad ownership.** Establish a work program (i.e. when things will get done and who is going to lead them), focusing on priority actions, through an Interdepartmental Task Force.
3. **Establish champions to oversee implementation.** Establish who will ensure action items are accomplished, or promoted through liaison with partner organizations.
4. **Identify goals that can be achieved quickly.** Early successes are important in order to demonstrate progress is being made. This is also helpful to maintain the energy and enthusiasm for larger and more significant projects.
5. **Ensure regular reporting** by all of those involved in implementation.
6. **Design a framework for monitoring and evaluation**, including:
 - Identifying key indicators (inputs, outputs and outcomes) to measure.
 - Planning for short, medium and longer-term monitoring and evaluation.
 - Deciding how best to collect evaluation data (e.g. program information, surveys etc.).
 - Determining who is responsible for each step of the evaluation process.
7. **Include steps to periodically revisit and refocus the plan.** On an annual basis, reconvene the Steering Committee to review progress. In five years, present results to Council and propose a Plan Update as required.
8. **Seek Age-Friendly BC Recognition.** Each year, the Seniors' Health Promotion Directorate of the BC Ministry of Health recognizes communities that are taking steps toward becoming increasingly age-friendly through awarding Age-Friendly BC Recognition.

The City of Richmond already has many key features in place that contribute to the vision of becoming an Age-Friendly City. The process of community consultation has highlighted key areas the City of Richmond should focus on to support healthy active aging and to support older residents to age in place. This plan and its recommendations should be used as a foundation on which to build an Age-Friendly City of Richmond.



APPENDIX A: SUMMARY OF RESEARCH FINDINGS

Secondary Research

City Document Review

Many City documents are relevant to the development of an Age-Friendly Richmond. These include the Official Community Plan, the Social Development Strategy, the Parks and Open Spaces Strategy, the Community Wellness Strategy, and the Affordable Housing Strategy. Two City documents specifically reference the need to develop Richmond as an Age-Friendly community: the Social Development Strategy, and the Community Wellness Strategy. The Social Development Strategy actions commit the City to “Support aging in place initiatives and the ongoing development of Richmond as an Age-Friendly community through such actions as pursuing the City of Richmond’s designation as an Age-Friendly City and joining the World Health Organization’s (WHO) Global Network of Age-Friendly Cities and Communities.”¹ The Community Wellness Strategy (Strategic Direction 5) includes an action item that recommends, “Explore and implement initiatives to ensure Richmond is an Age-Friendly Community. Continue to implement the PRCS Older adults service Plan: Active and Healthy Living in Richmond.”² In this regard, the Older Adults Service Plan is currently being updated and many of the goals of the plan were intended to align with the eight dimensions necessary for developing an Age-Friendly City.

Information Collected Regarding the Local Demographic Profile

Older Adult Age Bands

Age	Population
55 to 64 yrs	27,625
65 to 74 yrs	14,210
75 to 84 yrs	8,630
85 yrs plus	3,185

According to the 2011 Statistics Canada census, 53,650 residents of Richmond were 55 years or older. This represents 28 percent of the total population. Women make up a larger portion of the older adult population overall (53%). Those 55 to 64 years old are the largest cohort of older adults in Richmond and account for more than half of the older adult population (Table 1.1).

¹ Building Our Social Future: A Social Development Strategy for Richmond (2013-2022).

² Richmond Community Wellness Strategy: Living Well in Richmond (2010-2015).

Overall life expectancy in the City of Richmond is the highest in Canada at 84.9 years.³ Projection reports estimate that there will be a 195 percent increase in older adults living in Richmond by 2036 with a 127 percent projected increase in residents 80 years and older.⁴ However, older adults in Richmond are not a homogenous group. The following sections provide information regarding the different geographical distribution by age cohorts, numbers of those living alone, and other social and emerging trends facing older residents in the City of Richmond.

Cultural Diversity

The population of older adults in Richmond is a culturally diverse, growing group. According to the 2011 National Household Survey (NHS) almost 60 percent of Richmond residents were immigrants (those born outside of Canada). This compares to approximately 28 percent in the overall British Columbia population. China and Hong Kong were the most common countries of birth for Richmond's immigrant residents. Overall, visible minorities make up approximately 70 percent of the population in Richmond with the largest groups identifying as Chinese or South Asian.⁵

There were 1,390 senior immigrants who settled in Richmond between 2000-2010 (13 percent of Metro Vancouver numbers and 11 percent of BC respectively).⁶ For new immigrants, the acculturation process is a multidimensional one that includes physical, psychological, financial, spiritual, social, and family adjustments. This process can be very stressful for immigrant elders because they typically have fewer resources (e.g. income and education) to assist them in adapting to their new life situation.⁷

Many older adult immigrants in Richmond also face significant language barriers. Within Metro Vancouver municipalities, Richmond has the highest proportions of older adults who cannot speak English (24.4%). Those who speak English as a second language most frequently reported their mother tongue to be Chinese, primarily the Mandarin and Cantonese dialects.⁸

³ Statistics Canada, 2011 Census of Population, Age (131) and Sex (3) for the Publication of Canada, Topic Based Tabulations, Statistics Canada Catalogue Number 98-311-XCB2011018. Retrieved from: www12.statcan.gc.ca/census-recensement/2011/dp-pd/tbt-tt/index-eng.cfm.

⁴ Population Projections (2013). BC Stats. Province of British Columbia. Retrieved from www.bcstats.gov.bc.ca/StatisticsBySubject/Demography/PopulationProjections.aspx.

⁵ Statistics Canada. Ottawa: Statistics Canada. National Household Survey. 2012. Available from: www.statcan.gc.ca/survey-enquete/household-menages/5178-eng.htm.

⁶ Social Planning and Research Council of British Columbia and the United Way of the Lower Mainland (2013). *Seniors in the Lower Mainland: A Snapshot of Facts and Trends*.

⁷ Mui, A. C., & Kang, S. (2006). Acculturation Stress and Depression among Asian Immigrant Elders. *Social Work*, 51(3), 243-255.

⁸ Social Planning and Research Council of British Columbia and the United Way of the Lower Mainland (2013). *Seniors in the Lower Mainland: A Snapshot of Facts and Trends*.

Socioeconomics and Housing

Socioeconomic status is typically defined by income, education, and occupation.⁹ Low socioeconomic status among Richmond older adults is a growing problem. In 2006 the United Way reported that 19 percent of males and 24 percent of females aged 65+ years living in Richmond were considered to be of low income status. A quarter of all older adults in Richmond live below the poverty line and 8.5 percent of Richmond older adults (the largest percentage in Metro-Vancouver) receive the maximum Government Income Supplement.

Housing types for those ages 55+ years also vary. The most common kind of housing for older adults in Richmond is single detached houses without a secondary suite (45%), followed by low rise apartments. Although many older adults in Richmond may own their homes, there is still a significant proportion who rent. Rent in Richmond has increased by 5 percent since 2006 making social housing a necessity for many older adults. Richmond also has the fourth highest number of seniors social housing units in the Lower Mainland (1,036); in 2012 the number of households on the seniors and persons with disabilities waiting list for seniors social housing was over 100.¹⁰

There are 18.7 percent of older adult residents living alone city-wide in Richmond. This number is much lower than other census tracts in the Lower Mainland where, in many instances, 40 percent or more of older adults live alone. Of significant note, the number of older adults living alone decreased between 2000 and 2010 (in 2000 21% lived alone).

Other Important Trends In City Of Richmond Demographic Information

Some other important considerations about older adults in Richmond are:

- Fifty percent of older adults aged 65+ years in Richmond reported having activity limitations. Interestingly, in research conducted by the United Way, Richmond also had the one of highest rates of self-reported good functional health (73%) in the Lower Mainland.¹¹
- In 2011, older adults in Richmond reported one of the lowest rates of a sense of community belonging in the Lower Mainland at 67.1 percent.¹²
- The number of older adults who have a regular medical doctor has been steadily declining since 2003.¹³
- There is a high number (41%) of older adults living with arthritis (a significant factor for chronic pain and reduced function) in Richmond when compared to the rest of the Lower Mainland.¹⁴

⁹ Grundy, E., & Holt, G. (2001). The socioeconomic status of older adults: How should we measure it in studies of health inequalities? *Journal of Epidemiology and Community Health*, 55(12), 895-904.

¹⁰ Social Planning and Research Council of British Columbia and the United Way of the Lower Mainland (2013). *Seniors in the Lower Mainland: A Snapshot of Facts and Trends*.

¹¹ Social Planning and Research Council of British Columbia and the United Way of the Lower Mainland (2013). *Seniors in the Lower Mainland: A Snapshot of Facts and Trends*.

¹² Social Planning and Research Council of British Columbia and the United Way of the Lower Mainland (2013). *Seniors in the Lower Mainland: A Snapshot of Facts and Trends*.

¹³ Social Planning and Research Council of British Columbia and the United Way of the Lower Mainland (2013). *Seniors in the Lower Mainland: A Snapshot of Facts and Trends*.

¹⁴ 2011 United Way Seniors Vulnerability Report: Community Profiles. United Way of the Lower Mainland.

Primary Research: Community Consultation

The following sampling methods and tools were used to conduct a community-wide needs assessment:

- **A representative survey** of 378 older adults from the City. Adults were convenience sampled through community centres, local service providers and the “Let’s Talk Richmond” site. The known population size, the survey sample size and confidence level of 95% resulted in a confidence interval of +/-5. The sample was weighted for gender, since the proportion of men completing the survey did not reflect the gender distribution of those aged 55+ years in the City. For a detailed demographic profile of the survey sample, see Appendix B.
- **Fifteen focus groups** engaging 176 individuals from a range of stakeholder groups, including older adults and service providers. Appendix C offers a detailed description of each focus group and the number of attendees.
- **In-depth interviews** with 33 key informants, including four older adults representing vulnerable target groups, older adults service providers in the City and key City personnel. Appendix C lists these interviewees.
- **Community mapping** at 10 locations around the City where residents could indicate things that made Richmond Age-Friendly and things that needed attention to make the City more Age-Friendly. Appendix C offers a list of map locations.

Key Trends

Except for the older adult participants, informant interviewees were asked to summarize the key trends about the older adult population that they believed the Age-Friendly Plan should take into account.

The main overarching trends that interviewees identified were:

- The recognition that older adults (55+ years) are a rapidly growing demographic group in Richmond, which can be further sub-divided into a range of different groups, either by age, functionality or specific target group (e.g. those with mental illness or living in poverty). The challenge is how to respond to the differing needs of each of these groups including the best strategy for the City to take in segmenting older adult customers.
- Many service providers noted the increasingly complex needs of the frail and vulnerable older adults that they are working with. They reported that as clients are living longer their needs increase and they are more vulnerable to mental and physical health difficulties. This situation makes service delivery more complex and makes drawing service boundaries a challenge. Helping those with complex needs to access City programs and services requires outreach and perhaps individualized support to do so.

- Assisting older adults aged 55+ years to access and negotiate services that they require within the context of increasingly complex needs and already overburdened services, i.e. respite and day care services, mental health services and so on.
- Generally, there was an identified need to ensure accessibility for older adults to services internal and external to the City employing the widest definition of that concept, including its physical, financial and psychological dimensions.
- The challenge of supporting the integration of newcomer and visible minority older adults and catering to the diversity of older adults in service provision.
- The need to emphasize inter-departmental and interagency work to achieve actions in the Age-Friendly Plan.

APPENDIX B: SURVEY PARTICIPANTS

Gender of Respondents

	Number of Older Adults	Percentage
Male	176	46.7
Female	202	53.3
Total	378	100

Age of Respondents

	Number of Older Adults	Percentage
55–59 yrs	31	8.4
60–64 yrs	68	18.0
65–69 yrs	81	21.6
70–74 yrs	76	20.4
75–79 yrs	44	11.6
80–84 yrs	51	13.5
85–89 yrs	19	5.1
90–94 yrs	4	0.9
95 yrs or older	2	0.4
Total	374	100

Gender of Respondents

	Number of Older Adults	Percentage
Yes	169	47.2
No	189	52.8
Total	358	100

Ethno-cultural Groups of Respondents

	Number of Older Adults	Percentage
Chinese	126	37.3
Caucasian	122	36.2
South Asian	33	9.7
Filipino	8	2.3
Japanese	5	1.4
Canadian	40	11.8
Other	4	1.2
Total	337	100

Membership of LGBTQ Community

	Number of Older Adults	Percentage
Yes	12	3.6
No	337	96.4
Total	349	100

Respondents Living Alone

	Number of Older Adults	Percentage
Yes	93	25.5
No	272	74.5
Total	365	100

Caregiving by Older Adults 55+

	55–64	65–74	75–84	85+	Total Number
One or more people age 60+	65.0	52.9	66.7	100.0	116
One or more people age 18–59	30.0	27.6	13.9	0	47
One or more people under age 18	5.0	19.5	19.4	0	27
Total Number	60	87	36	7	190

Employment Status Respondents

	Number of Older Adults	Percentage
Fully retired	266	74.9
Working full-time for pay	33	9.2
Working part-time for pay	22	6.3
Unemployed, looking for paid work	8	2.1
Providing full-time childcare without pay	9	2.7
Working full-time without pay	17	4.8
Total	355	100

APPENDIX C: DETAILED LIST OF FOCUS GROUPS, INTERVIEW PARTICIPANTS AND MAPS

Stakeholder Group	Location
1. Third Age older adults (n=2 focus groups) – 55–79 years	<ul style="list-style-type: none"> ■ Cambie Community Centre ■ Steveston Community Centre
2. Fourth Age older adults (n=2 focus groups) – 80+ years	<ul style="list-style-type: none"> ■ Minoru Place Activity Centre ■ West Richmond Community Centre
3. Older adults from the Chinese community (n=2, one Mandarin and one Cantonese)	<ul style="list-style-type: none"> ■ Richmond Chinese Community Society for Cantonese speakers ■ South Arm Community Centre
4. Older adults from the South Asian community (n=2 focus groups)	<ul style="list-style-type: none"> ■ Richmond Multicultural Community Services ■ Multicultural Helping House – Filipino speakers
5. Caregivers	<ul style="list-style-type: none"> ■ Volunteer Richmond Information Services
6. Older adults service Providers (from health authority, non-profit and profit organizations working with older adults)	<ul style="list-style-type: none"> ■ City Hall
7. Older Adult Coordinators in Community Centres and the Senior Services Team (City of Richmond)	<ul style="list-style-type: none"> ■ City Hall
8. Area Coordinators for Community Centres	<ul style="list-style-type: none"> ■ City Works
9. Older adults (55+) Russian	<ul style="list-style-type: none"> ■ Odessa Seniors Club
10. Older Adults from the LGBTQ community in Richmond	<ul style="list-style-type: none"> ■ West Richmond Community Centre

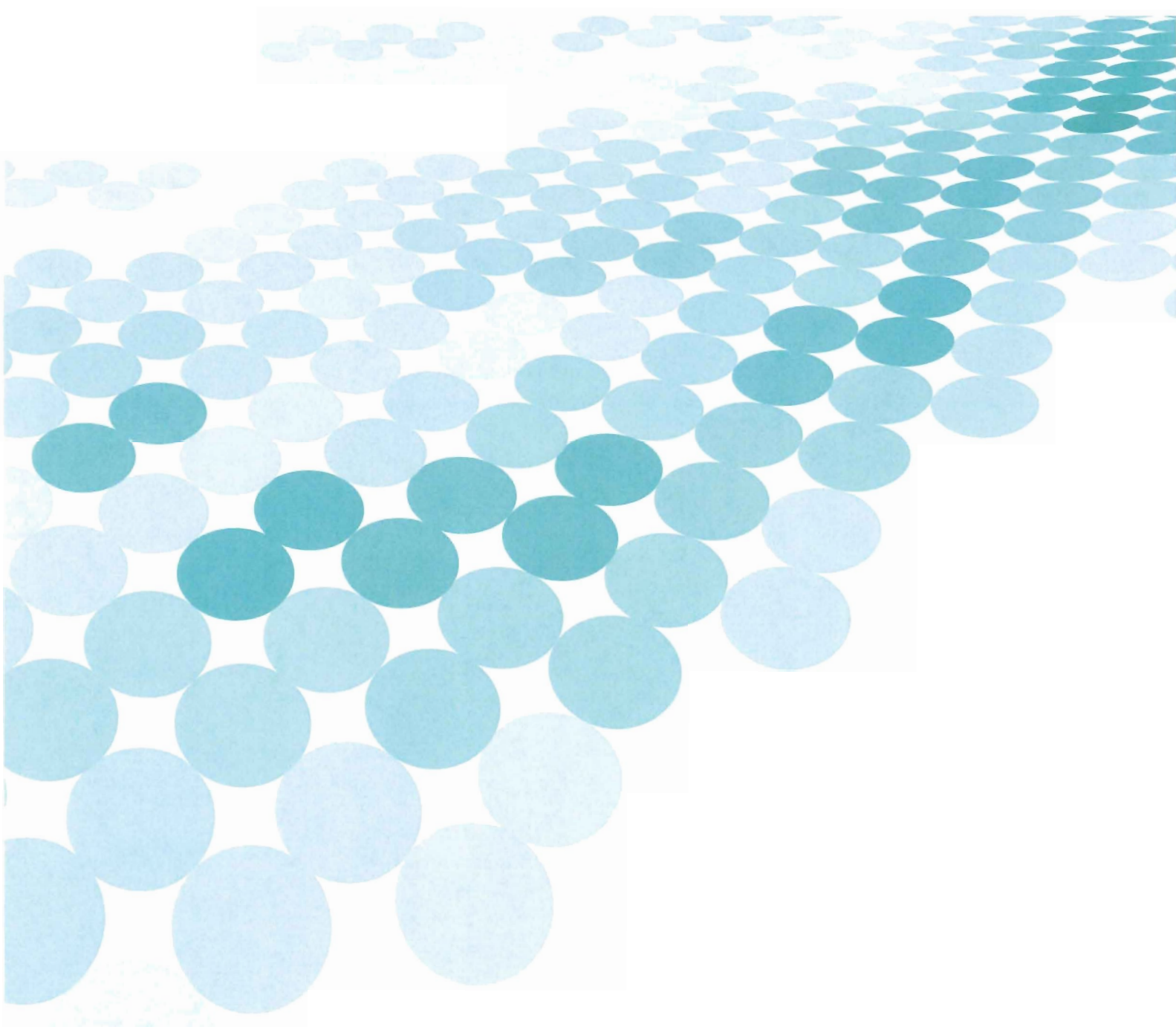
Key Informant Interviews

Role and Organization

1. Volunteer Richmond Information Services Director (now Richmond Cares, Richmond Gives) and Better at Home Program Coordinator
2. Program Director, Canadian Mental Health Association
3. Executive Director, Kinsmen Adult Day Centre
4. Richmond Public Library
5. Outreach, Rosewood Manor
6. Executive Director, Food Security Society
7. Case Management, Home and Community Care (VCH)
8. Community Engagement (VCH)
9. SUCCESS
10. Minoru help with recruitment
11. Older adult on a low income
12. Older adult living alone
13. Older adult living with mental illness
14. General Manager, Community Services, City of Richmond
15. Manager, Community Social Development, City of Richmond
16. Diversity Services Coordinator, City of Richmond
17. Cultural Diversity Coordinator, City of Richmond
18. Senior Manager, Parks, City of Richmond
19. Senior Manager and Team, Recreation and Sports Services, City of Richmond
20. Director – Arts, Culture and Heritage Services, City of Richmond
21. Volunteer Development Coordinator, City of Richmond
22. Senior Manager, Community Safety Policy and Programs, City of Richmond
23. Affordable Housing Coordinator, City of Richmond
24. Manager of Transportation Planning and Transportation Planner, City of Richmond
25. Manager of Policy Planning, City of Richmond
26. Public Education, Richmond RCMP

Community Map Locations

- Cambie Community Centre
- South Arm Community Centre
- Steveston Community Centre
- Thompson Community Centre
- West Richmond Community Centre
- Minoru Activity Centre/ City Centre Community Centre
- Hamilton Community Centre
- Richmond Centre Mall
- Landsdowne Mall



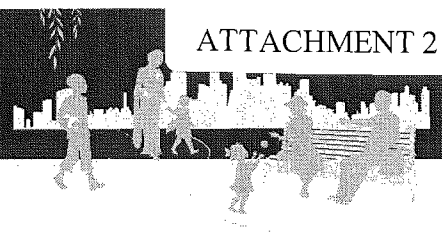
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Checklist of Essential Features of Age-friendly Cities

This checklist of essential age-friendly city features is based on the results of the WHO Global Age-Friendly Cities project consultation in 33 cities in 22 countries. The checklist is a tool for a city's self-assessment and a map for charting progress. More detailed checklists of age-friendly city features are to be found in the WHO Global Age-Friendly Cities Guide.

This checklist is intended to be used by individuals and groups interested in making their city more age-friendly. For the checklist to be effective, older people must be involved as full partners. In assessing a city's strengths and deficiencies, older people will describe how the checklist of features matches their own experience of the city's positive characteristics and barriers. They should play a role in suggesting changes and in implementing and monitoring improvements.

Outdoor spaces and buildings

- ☐ Public areas are clean and pleasant.
- ☐ Green spaces and outdoor seating are sufficient in number, well-maintained and safe.
- ☐ Pavements are well-maintained, free of obstructions and reserved for pedestrians.
- ☐ Pavements are non-slip, are wide enough for wheelchairs and have dropped curbs to road level.
- ☐ Pedestrian crossings are sufficient in number and safe for people with different levels and types of disability, with non-slip markings, visual and audio cues and adequate crossing times.
- ☐ Drivers give way to pedestrians at intersections and pedestrian crossings.
- ☐ Cycle paths are separate from pavements and other pedestrian walkways.
- ☐ Outdoor safety is promoted by good street lighting, police patrols and community education.
- ☐ Services are situated together and are accessible.
- ☐ Special customer service arrangements are provided, such as separate queues or service counters for older people.
- ☐ Buildings are well-signed outside and inside, with sufficient seating and toilets, accessible elevators, ramps, railings and stairs, and non-slip floors.
- ☐ Public toilets outdoors and indoors are sufficient in number, clean, well-maintained and accessible.

Transportation

- ☐ Public transportation costs are consistent, clearly displayed and affordable.
- ☐ Public transportation is reliable and frequent, including at night and on weekends and holidays.
- ☐ All city areas and services are accessible by public transport, with good connections and well-marked routes and vehicles.

- ☐ Vehicles are clean, well-maintained, accessible, not overcrowded and have priority seating that is respected.
- ☐ Specialized transportation is available for disabled people.
- ☐ Drivers stop at designated stops and beside the curb to facilitate boarding and wait for passengers to be seated before driving off.
- ☐ Transport stops and stations are conveniently located, accessible, safe, clean, well-lit and well-marked, with adequate seating and shelter.
- ☐ Complete and accessible information is provided to users about routes, schedules and special needs facilities.
- ☐ A voluntary transport service is available where public transportation is too limited.
- ☐ Taxis are accessible and affordable, and drivers are courteous and helpful.
- ☐ Roads are well-maintained, with covered drains and good lighting.
- ☐ Traffic flow is well-regulated.
- ☐ Roadways are free of obstructions that block drivers' vision.
- ☐ Traffic signs and intersections are visible and well-placed.
- ☐ Driver education and refresher courses are promoted for all drivers.
- ☐ Parking and drop-off areas are safe, sufficient in number and conveniently located.
- ☐ Priority parking and drop-off spots for people with special needs are available and respected.

Housing

- ☐ Sufficient, affordable housing is available in areas that are safe and close to services and the rest of the community.
- ☐ Sufficient and affordable home maintenance and support services are available.
- ☐ Housing is well-constructed and provides safe and comfortable shelter from the weather.
- ☐ Interior spaces and level surfaces allow freedom of movement in all rooms and passageways.
- ☐ Home modification options and supplies are available and affordable, and providers understand the needs of older people.
- ☐ Public and commercial rental housing is clean, well-maintained and safe.
- ☐ Sufficient and affordable housing for frail and disabled older people, with appropriate services, is provided locally.

Social participation

- ☐ Venues for events and activities are conveniently located, accessible, well-lit and easily reached by public transport.
- ☐ Events are held at times convenient for older people.
- ☐ Activities and events can be attended alone or with a companion.
- ☐ Activities and attractions are affordable, with no hidden or additional participation costs.

- ☐ Good information about activities and events is provided, including details about accessibility of facilities and transportation options for older people.
- ☐ A wide variety of activities is offered to appeal to a diverse population of older people.
- ☐ Gatherings including older people are held in various local community spots, such as recreation centres, schools, libraries, community centres and parks.
- ☐ There is consistent outreach to include people at risk of social isolation.

Respect and social inclusion

- ☐ Older people are regularly consulted by public, voluntary and commercial services on how to serve them better.
- ☐ Services and products to suit varying needs and preferences are provided by public and commercial services.
- ☐ Service staff are courteous and helpful.
- ☐ Older people are visible in the media, and are depicted positively and without stereotyping.
- ☐ Community-wide settings, activities and events attract all generations by accommodating age-specific needs and preferences.
- ☐ Older people are specifically included in community activities for “families”.
- ☐ Schools provide opportunities to learn about ageing and older people, and involve older people in school activities.

- ☐ Older people are recognized by the community for their past as well as their present contributions.
- ☐ Older people who are less well-off have good access to public, voluntary and private services.

Civic participation and employment

- ☐ A range of flexible options for older volunteers is available, with training, recognition, guidance and compensation for personal costs.
- ☐ The qualities of older employees are well-promoted.
- ☐ A range of flexible and appropriately paid opportunities for older people to work is promoted.
- ☐ Discrimination on the basis of age alone is forbidden in the hiring, retention, promotion and training of employees.
- ☐ Workplaces are adapted to meet the needs of disabled people.
- ☐ Self-employment options for older people are promoted and supported.
- ☐ Training in post-retirement options is provided for older workers.
- ☐ Decision-making bodies in public, private and voluntary sectors encourage and facilitate membership of older people.

Communication and information

- ☐ A basic, effective communication system reaches community residents of all ages.
- ☐ Regular and widespread distribution of information is assured and a coordinated, centralized access is provided.

- ☐ Regular information and broadcasts of interest to older people are offered.
- ☐ Oral communication accessible to older people is promoted.
- ☐ People at risk of social isolation get one-to-one information from trusted individuals.
- ☐ Public and commercial services provide friendly, person-to-person service on request.
- ☐ Printed information – including official forms, television captions and text on visual displays – has large lettering and the main ideas are shown by clear headings and bold-face type.
- ☐ Print and spoken communication uses simple, familiar words in short, straightforward sentences.
- ☐ Telephone answering services give instructions slowly and clearly and tell callers how to repeat the message at any time.
- ☐ Electronic equipment, such as mobile telephones, radios, televisions, and bank and ticket machines, has large buttons and big lettering.
- ☐ There is wide public access to computers and the Internet, at no or minimal charge, in public places such as government offices, community centres and libraries.

Community and health services

- ☐ An adequate range of health and community support services is offered for promoting, maintaining and restoring health.
- ☐ Home care services include health and personal care and housekeeping.
- ☐ Health and social services are conveniently located and accessible by all means of transport.
- ☐ Residential care facilities and designated older people's housing are located close to services and the rest of the community.
- ☐ Health and community service facilities are safely constructed and fully accessible.
- ☐ Clear and accessible information is provided about health and social services for older people.
- ☐ Delivery of services is coordinated and administratively simple.
- ☐ All staff are respectful, helpful and trained to serve older people.
- ☐ Economic barriers impeding access to health and community support services are minimized.
- ☐ Voluntary services by people of all ages are encouraged and supported.
- ☐ There are sufficient and accessible burial sites.
- ☐ Community emergency planning takes into account the vulnerabilities and capacities of older people.

WHO/FCH/ALC/2007.1

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Priority Actions

Priority Action/ Timeframe	Outcomes	Indicators	City Lead/ Role	Partners
Outdoor Spaces and Buildings				
Auditing all marked crosswalks, with signalized and special crosswalks as priorities, to ensure they are Age-Friendly (well-lit, non-slip markings, visual and audio cues and adequate crossing times), making improvements as required. <i>Long-term (5+ years), Ongoing</i>	Increased street safety for older adults with a range of mobility functions	Number of crosswalks where Age-Friendly system has been implemented.	Transportation <ul style="list-style-type: none"> • Audit • Implement 	<ul style="list-style-type: none"> • Translink
Ensuring sufficient indoor and outdoor washrooms are available. <i>Short-term (0 – 2 yrs), Ongoing</i>	Increased access to indoor and outdoor environments.	Number of indoor and outdoor washrooms increased or open	Parks, Project Development <ul style="list-style-type: none"> • Implement 	<ul style="list-style-type: none"> • Business • Translink
Transportation				
Seeking to increase community shuttle service in areas with high proportions of older adults. <i>Short-term (0 – 2 yrs)</i>	Increased transit use by older adults	Increased number of community shuttles in identified communities	Transportation <ul style="list-style-type: none"> • Liaise 	<ul style="list-style-type: none"> • Translink
Housing				
Working with health partners to ensure that a continuum of options, from independent housing to residential care, is available. <i>Long-term (5+ yrs)</i>	The housing and care continuum is available for all stages of aging;	Older adults in Richmond are able to access appropriate housing without leaving the community.	Community Services <ul style="list-style-type: none"> • Liaise Planning and Development <ul style="list-style-type: none"> • Land Use 	<ul style="list-style-type: none"> • VCH • Developers • Non-profit housing and service providers
Working with health partners to ensure sufficient supported, affordable housing is provided locally for disabled and frail older adults, as well as those with dementia and other mental health challenges. <i>Long-term (5+ yrs)</i>	Older adults in need of advanced or specialized care are appropriately housed and supported in Richmond.	A range of supported housing options is available for older adults in Richmond.	Community Services <ul style="list-style-type: none"> • Liaise 	<ul style="list-style-type: none"> • VCH • BC Housing • Non-profit housing and service providers • First responders

Priority Action/ Timeframe	Outcomes	Indicators	City Lead/ Role	Partners
Social Participation				
Increasing the affordability of social participation activities through the development of and implementation of a Pricing Policy for recreation programs. <i>Short-term (0 – 2 yrs)</i>	Income will not be a barrier for older adults wishing to access recreation programs.	Increased availability of free, low-cost or subsidized recreation programs for older adults.	Community Services • Pricing Policy	• Community Associations • Partners
Continuing to work toward offering a variety of activities that appeal to diverse groups of older adults, e.g., increasing the proportions of social and intellectual programming, providing targeted activities for intercultural exchange for different cultural groups as well as LGBTQ older adults, in addition to promoting physical wellness. <i>Long-term (5+ yrs)</i>	Diverse groups of older adults will feel connected, engaged and enriched through available programs.	Range of programs addressing social and intellectual interests, as well as physical wellness, is available.	Community Services • Liaise • Implement	• Community Associations • Partners
Support consistent outreach to older adults at risk of social isolation. <i>Ongoing</i>	Older adults will be socially connected.	Ongoing outreach to isolated seniors will demonstrate results.	Community Services • Liaise	• VCH • Community Associations • Non-profit agencies
Respect and Social Inclusion				
Ensuring community facilities have 55+ specific activities and spaces, and promoting the same. <i>Long-term (5+ yrs)</i>	Older adults have access to and awareness of dedicated space and activities throughout Richmond.	Increased number of dedicated, age-friendly space and activities in different facilities and locations, with increased use	Community Services • Liaise • Implement	• Community Associations • Community Partners

Priority Action/ Timeframe	Outcomes	Indicators	City Lead/ Role	Partners
Respect and Social Inclusion (cont.)				
Promoting Age-Friendly Business initiatives including a checklist for the positive portrayal of the diversity of older people, innovative ways to include older adults, and the use of an Age-Friendly logo. <i>Medium-term (2 -4 yrs)</i>	Older adults feel welcomed and respected in, and have greater access to, businesses.	Businesses adopt an Age-friendly Plan addressing how older people are portrayed and included, and how many businesses receive a logo	Community Services • Liaise	• Chamber of Commerce
Community and Health Services				
Working with stakeholders to expand the range of home support services and to delineate responsibilities between health and community supports, including those provided by the City, in responding to clients with complex needs. <i>Long-term (5+ yrs)</i>	Home support services will be available for older adults with complex care needs, and roles clarified.	Increased range and availability of home supports for older adults with complex care needs, as well as a clear response and referral protocol outlining jurisdictional responsibilities.	Community Services • Liaise	• VCH • Non-profits • Community Associations and Partners
Advocating for additional adult day centre spaces. <i>Short-term (0 – 2 yrs)</i>	Older adults have sufficient access to adult day centre spaces.	Increased number of adult day centre spaces in Richmond, reduced waitlists	Community Services • Liaise	• VCH • Non-profits



City of Richmond

Report to Committee

To: Planning Committee

Date: March 5, 2015

From: Wayne Craig
Director of Development

File: TU 14-670690

Re: Application by Paul Cheung for a Temporary Commercial Use Permit Renewal at 12631 Vulcan Way for 2015, 2016 and 2017

Staff Recommendation

1. That the application by Paul Cheung for a Temporary Commercial Use Permit Renewal at 12631 Vulcan Way be considered at Public Hearing to be held on April 20, 2015 at 7:00 pm in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

“That a Temporary Commercial Use Permit be issued to Paul Cheung for a Temporary Commercial Use Permit Renewal at 12631 Vulcan Way for the purposes of permitting an evening night market event between May 8, 2015 to September 27, 2015 (inclusive), May 6, 2016 to September 25, 2016 (inclusive) and May 5, 2017 to September 24, 2017 (inclusive) subject to the fulfillment of all terms, conditions and requirements outlined in the Temporary Commercial Use Permit and attached Schedules.”

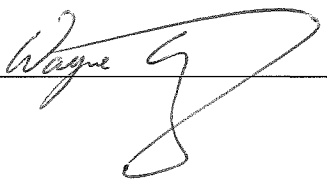
2. That the Public Hearing notification area be expanded to include all properties within the area bounded by River Road to the north, No. 5 Road to the west, Bridgeport Road to the south and Knight Street to the east.



Wayne Craig
Director of Development

WC:ke

Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	

Staff Report

Origin

Paul Cheung has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) Renewal at 12631 Vulcan Way (the “subject site”) for the purposes of operating a seasonal night market event during specified periods for 2015, 2016 and 2017 (refer to Attachment 1 for a location map). On April 16, 2012, Council issued the original TCUP (TU 12-600784) for a 3 year term expiring at the end of the 2014 season.

The general operations of the night market event and City requirements and regulations built into the proposed TCUP renewal permit are similar to the previous approval from Council in 2012. Staff note that the proposed TCUP renewal involves a smaller number of food and retail vendors (152 total vendors) for the event when compared to the 2012-2014 TCUP, which permitted up to 255 vendors. One other minor change in the TCUP renewal proposal involve the request to extend the event into late September, which adds approximately 6 days of operation for each year.

Findings of Fact

A Development Application Data Sheet providing details about the event proposal is contained in Attachment 2.

A summary of the proposed event dates and hours of operation is contained in the summary table below:

	Opening/ Closing Dates	Days of Operation	Hours of Operation
2015	May 8 to September 27	<ul style="list-style-type: none"> Friday, Saturday, Sunday and Statutory Holidays. No event proposed for Canada Day or the evening prior to July 1. 66 operation days proposed. 	<ul style="list-style-type: none"> 6pm-11pm: Friday and Saturday 6pm-10pm: Sunday and Statutory Holidays (Monday) 6pm-11pm: Day preceding a Statutory Holiday.
2016	May 6 to September 25	<ul style="list-style-type: none"> Friday, Saturday, Sunday and Statutory Holidays. Event will open on Canada Day (Friday) based on the regular hours of operation. 66 operation days proposed. 	<ul style="list-style-type: none"> 6pm-11pm: Friday and Saturday 6pm-10pm: Sunday and Statutory Holidays (Monday) 6pm-11pm: Day preceding a Statutory Holiday.
2017	May 5 to September 24	<ul style="list-style-type: none"> Friday, Saturday, Sunday and Statutory Holidays. Event will open on Canada Day (Saturday) based on the regular hours of operation. 66 operation days proposed. 	<ul style="list-style-type: none"> 6pm-11pm: Friday and Saturday 6pm-10pm: Sunday and Statutory Holidays (Monday) 6pm-11pm: Day preceding a Statutory Holiday.

Surrounding Development

To the north: River Road and the north arm of the Fraser River.

To the east: A complex of industrial buildings zoned “Light Industrial (IL)”.

To the south: Vulcan Way and a rail right-of-way. Light Industrial/commercial buildings zoned “Light Industrial (IL)” and “Industrial Retail (IR)” are located further south closer to Bridgeport Road.

To the west: Industrial buildings zoned “Light Industrial (IL)”.

Related Policies and StudiesLocal Government Act – Temporary Land Uses

The Local Government Act (LGA) enables municipalities the ability to:

- Designate areas where temporary commercial uses may be considered.
- Issue temporary use permits through Council resolution.
- Undertake public notification on the proposed temporary use.
- Specify terms and conditions applicable to the proposed temporary use.

Maximum time period that a TCUP is valid for is 3 years. Upon expiration, a renewal can be applied for a maximum of 3 years. The proposed TCUP renewal proposal for a night market at 12631 Vulcan Way from 2015 to 2017 complies with the provisions of the LGA.

Transportation

Transportation requirements to be incorporated into the TCUP renewal is as follows:

- The event organizer has secured a total of 984 parking stalls dedicated to provide service to the night market event.
 - Event site – 476 stalls
 - 2700 Sweden Way (Home Depot) – 200 stalls.
 - 2633 Sweden Way (Sears) – 248 stalls.
 - 12591 Vulcan Way (Stolberg Engineering) – 60 stalls.
 - All of the above parking stalls for the event are similar to parking secured for the previous TCUP on this site and are all located in close proximity to the event site.
 - Transportation staff have reviewed the off-street parking dedicated for the event secured by the event organizer and confirm that it meets requirements based on the proposed night market event.
- Based on the proposed number of vendors for the event, the off-street parking provided by the organizer has a surplus of parking stalls (by approximately 47%) from the anticipated parking demand for this event.
- Submission and approval of a Traffic Management Plan (TMP), prepared by a professional consultant, for review and approval by the City. The TMP will generally be consistent with previous approved TMP’s for past events on this site.
- Implementation of the TMP is to be undertaken by a Traffic Control Company.
- Changes to the TMP can be required at the sole discretion of Transportation staff.
- All traffic control and management costs are at the sole cost of the event organizer.
- Implementation of directional/way finding signage based on the plan approved by Transportation staff at the sole cost of the event organizer.

Community Safety

Event staffing by dedicated Community Bylaws officers as per the previously approved TCUP is required for the purposes of monitoring and enforcing on-street parking and related City roadway regulations around the event site. Community Bylaw staffing is recommended at a minimum of 6 hours of total officer(s) coverage per night, which would provide for sufficient coverage and also facilitate City staff being in the area to proactively monitor. The proponent is responsible for all costs of Community Bylaws staffing. Scheduling of the Community Bylaw officers scheduled to this event is at the discretion of Community Bylaws staff.

Event staffing by dedicated RCMP officers (minimum 2 members) as per the previously approved TCUP is required for the purposes of providing a police presence, oversee event attendees and vendor operations and monitor operation of the TMP (only intervene if necessary). On-site RCMP members also facilitates a quick response in the event of an emergency. Existing policing service levels across the City will be maintained and the event organizer is required to pay for the additional RCMP members required to attend the event at their sole cost.

The estimated cost of City Community Bylaw Officers and RCMP staffing the proposed event is incorporated into the required security amounts for 2015 to 2017. This amount also contains a contingency for the RCMP Commercial Crimes Unit to conduct any investigative and enforcement work to address any counterfeit/intellectual property issues should they arise.

Richmond Fire Rescue requirements for emergency access remain unchanged from previous years. An updated Fire Safety Plan is required to be completed and approved by Richmond Fire Rescue that includes fire safety provisions associated with the general event operations, emergency procedures, fire safety measures for food and retail vendor booths and compliance with applicable Building Code and Fire Code requirements. In addition, all food vendors will be required to comply with Richmond Fire Rescue's Food Vendor Checklist.

Building Approvals

Any buildings, structures, services or changes to existing on-site servicing infrastructure will require consultation with Building Approvals staff and will require the issuance of building permits and site servicing permits for any required work.

Business Licensing

All commercial retail and food vendors booths operating at the night market event are required to obtain Business Licenses each year to operate. The event proponent (Paul Cheung c/o Lions Communication Inc.) is also required to obtain and appropriate Business License to operate the event each year.

Vancouver Coastal Health

All vendors involved in the selling or handling of food and beverage products at the event are required to obtain the appropriate permits to operate from Vancouver Coastal Health (VCH) to ensure compliance with food safety, sanitation and food handling requirements. VCH has an application and inspection process to ensure compliance with their regulations, which must be completed prior to food vendors operating at the event. Any deficiencies or infractions are

required to be resolved by the food vendors or event proponent prior to opening of the food court or individual food vendors.

Consultation and Notification

As in previous years, the event organizer is currently in the process of liaising with businesses in the surrounding area to identify any comments or concerns to be addressed by the proponent. To date, the event organizer has not received any specific concerns or issues and will keep staff and Council updated as required.

The TCUP renewal requires that the application be forwarded to a Public Hearing. An expanded Public Hearing notification area bounded by Bridgeport Road to the south, No. 5 Road to the west, River Road to the north and the Knight Street highway corridor to the east is recommended by staff (Attachment 3). This recommended public notification area is identical to the expanded notification area approved by Council in 2012.

Analysis

Event Description

The event consists of the market area located on the north/north-west portion of the subject site that will contain the food court vendor booths (61) and commercial retail booths (91) along with on-site entertainment areas and supporting services (washroom facilities, first aid, administrative areas). Remaining portions of the subject site consist of off-street parking. A site plan of the proposed market event area and overall site (including on-site parking) is contained in Attachment 4. The subject site contains an existing light industrial warehouse building, which is not permitted to be used as part of the night market event.

Financial Impact

Cost Recovery – City and RCMP Expenses

The proposed night market event is a privately operated event that is open to the general public. Due to the significant popularity of these types of events, presence from RCMP members, Community Bylaw Officers and other various City staff is required with costs to be paid by the event organizer. Therefore, a cost-recovery model is applied for the proposed night market TCUP renewal, which also allows for existing policing and bylaw service levels across the City to be maintained.

Operational Security Requirements

The event organizer is required to submit a security based on the estimated City/RCMP costs associated for the event for each year of operation. The following is a summary of what the security amount will cover:

- 2 RCMP members assigned to the event each day of operation (during event hours) at the applicable overtime rate (commute time to and from the event is included).
- RCMP commercial crimes unit resources and staff hours to supplement event organizer policing and enforcement of counterfeit products and other illegal goods.
- Community Bylaws – 6 hours (based on the applicable overtime rate) of dedicated patrol by Community Bylaw Officers for each event day of operation (scheduling of hours is at the discretion of Community Bylaws).

- Attendance by City staff on a periodic basis to oversee and monitor implementation of the TMP and general event operations.
- Production, posting and takedown of night market directional signage by City staff.

Security requirements are as follows (figures below are adjusted for additional operational days requested in the TCUP renewal and anticipated wage increases from 2015 to 2017):

- 2015 - \$154,000
- 2016 - \$161,000
- 2017 - \$168,000

Upon conclusion of the night market event each year, any surplus funds in the security will be refunded and returned upon reconciliation of all City and RCMP invoices for the event. Provisions are also included in the TCUP to require payment for any outstanding City/RCMP costs, in excess of the submitted security amount, in order for the event to operate.

The Procedure Bylaw for Council consideration of TCUP renewals (Bylaw 7273), requires that securities be submitted prior to Council consideration of the TCUP at Public Hearing. As a result, the following security submission deadline dates apply for the TCUP renewal:

- For 2015 – \$154,000 to be submitted prior to April 20, 2014 as the initial security amount.
- For 2016 – \$161,000 to be submitted prior to April 6, 2016.
- For 2017 – \$168,000 to be submitted prior to April 5, 2017.


Conclusion

All technical issues and changes as a result of the TCUP renewal proposal have been incorporated into the proposed permit to enable the night market event to operate on the subject site from 2015 to 2017. The proposed event is able to meet all City requirements for off-street parking and implementation of the TMP addresses traffic to and from the event. Required attendance by RCMP members and patrolling by Community Bylaw Officers will also ensure the event and surrounding area remains a safe community event.

On this basis, staff recommend:

- Approval of the TCUP renewal to operate a seasonal night market event on the subject site from 2015 to 2017 and that this recommendation be forwarded for Council consideration at a Public Hearing (tentatively scheduled for April 20, 2015); and

- The Public Hearing notification area be expanded to include all properties bounded by River Road to the north, Knight Street Bridge/Corridor to the east, Bridgeport Road to the south and No. 5 Road to the west.


Kevin Eng
Planner 2

KE:cas

Attachment 1 – Location Map

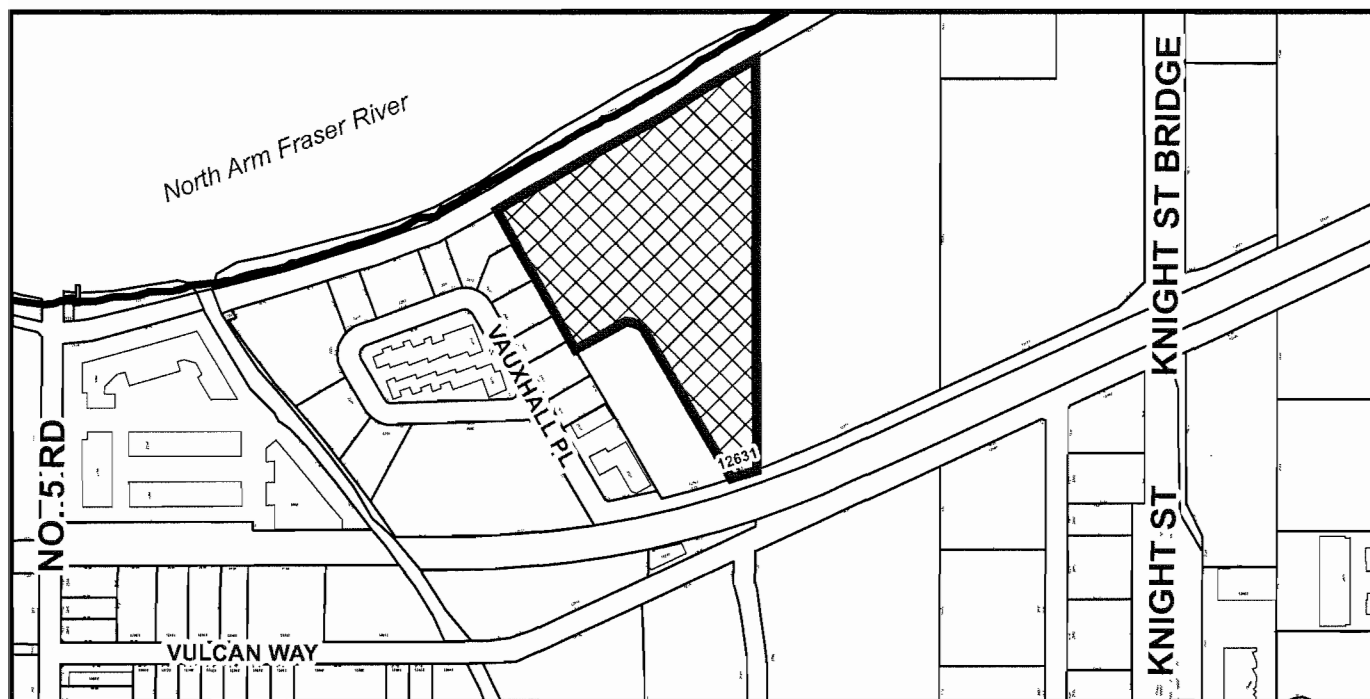
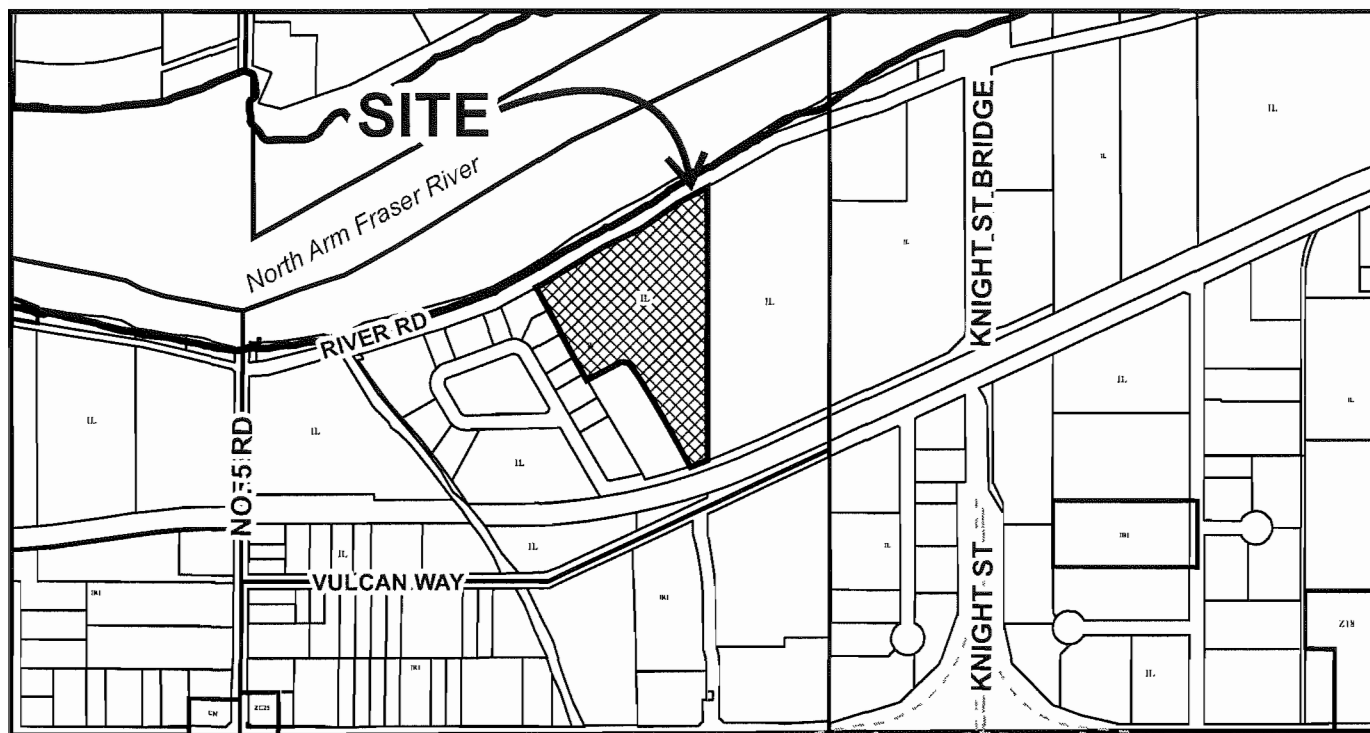
Attachment 2 – Development Application Data Sheet

Attachment 3 – Recommended Public Hearing Notification Area

Attachment 4 – Night Market Site Plan



City of
Richmond



TU 14-670690

Original Date: 10/07/14

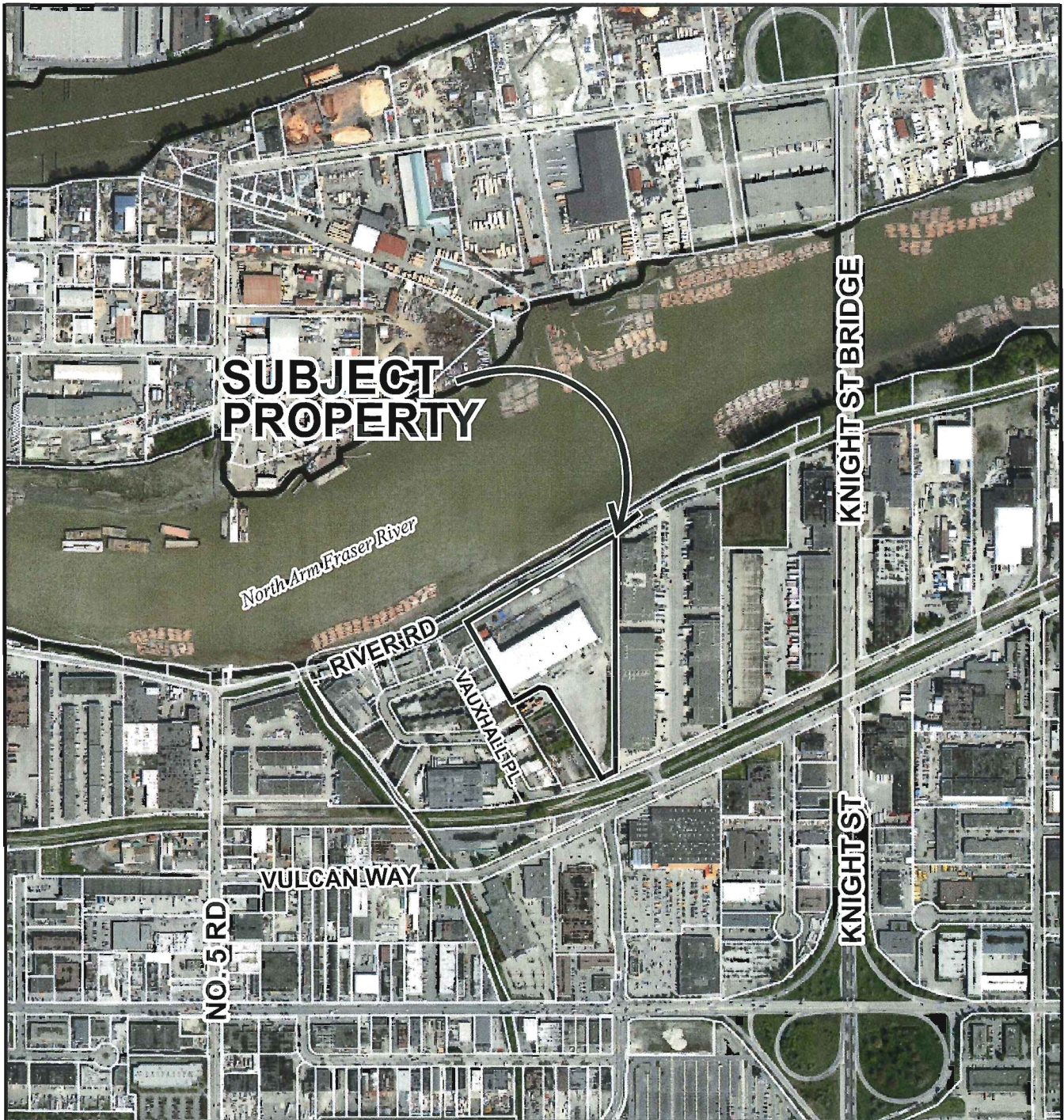
Revision Date: 03/02/15

Note: Dimensions are in METRES

PLN - 145



City of
Richmond



TU 14-670690

Original Date: 10/07/14

Revision Date: 03/02/15

Note: Dimensions are in METRES

PLN - 146



TU 14-670690

Attachment 2

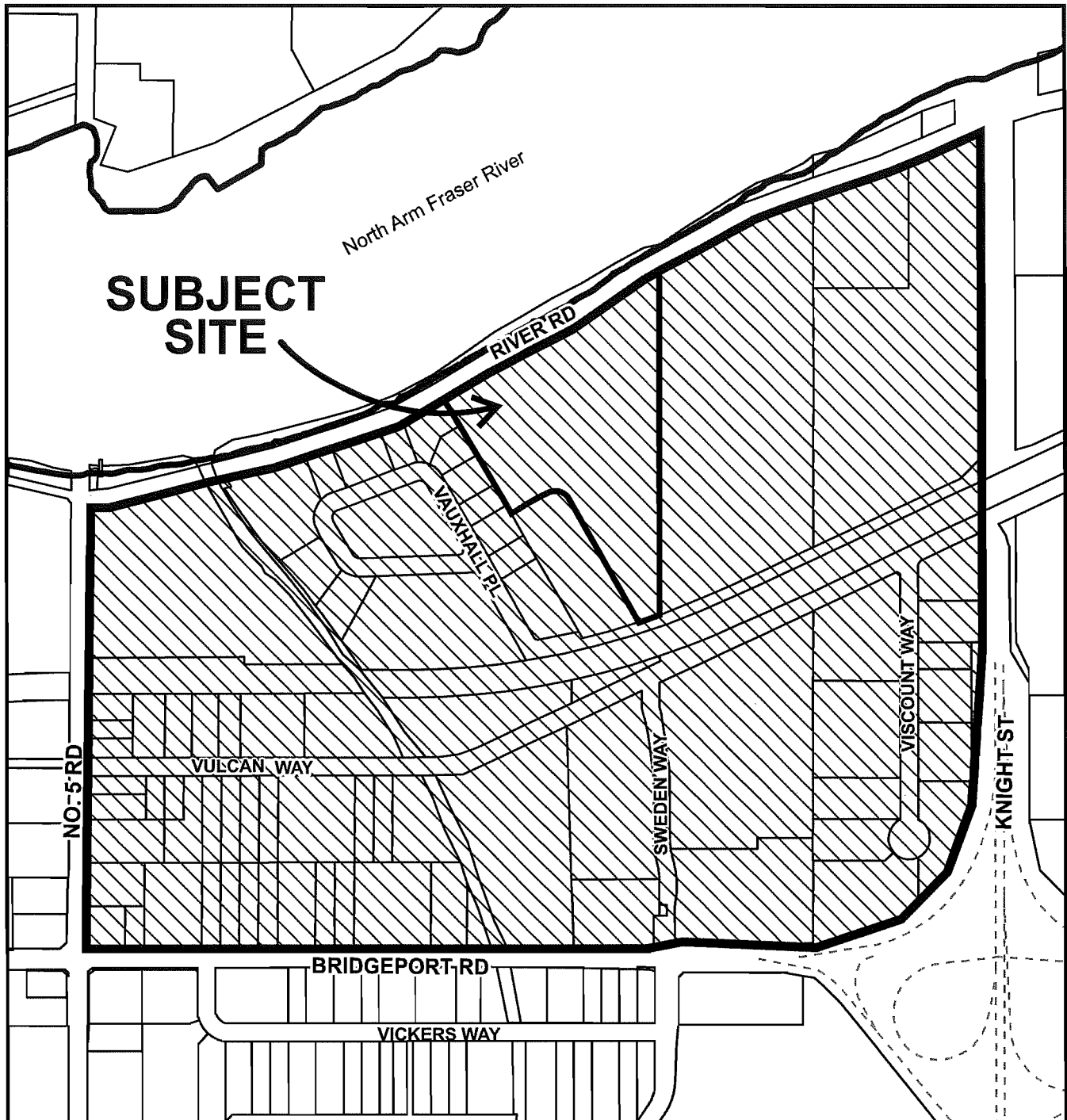
Address: 12631 Vulcan Way

Applicant: Paul Cheung

	Existing	Proposed
Owner:	3547 Holdings Ltd.	No change – Authorization from the property owner has been secured by the event organizer
Site Size:	5.2 ha (12.8 ac)	No change
Land Uses:	Industrial warehouse and paved area for off-street parking and loading area.	Proposed evening market event consisting of food and retail vendor booths, on-site entertainment, event parking and accessory supporting uses to the event.
2041 OCP Land Use Designation	Industry	No change
2041 OCP – Temporary Commercial Use Permits	2041 OCP permits Temporary Commercial Use Permits in areas with an industrial land use designation	Complies
Zoning:	Light Industrial (IL)	No change



City of
Richmond



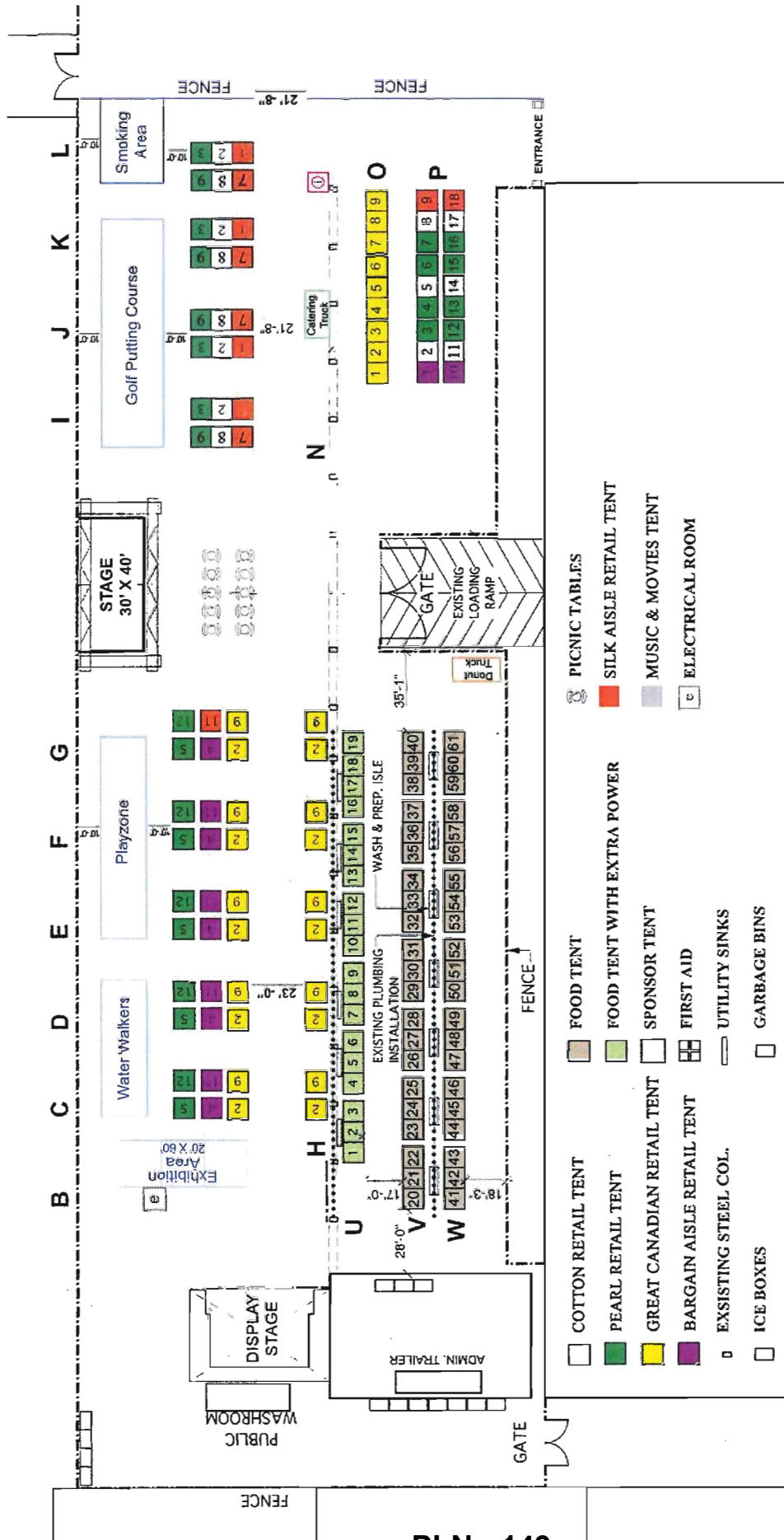
Public Hearing
Notification Area

Original Date: 03/04/15

Revision Date:

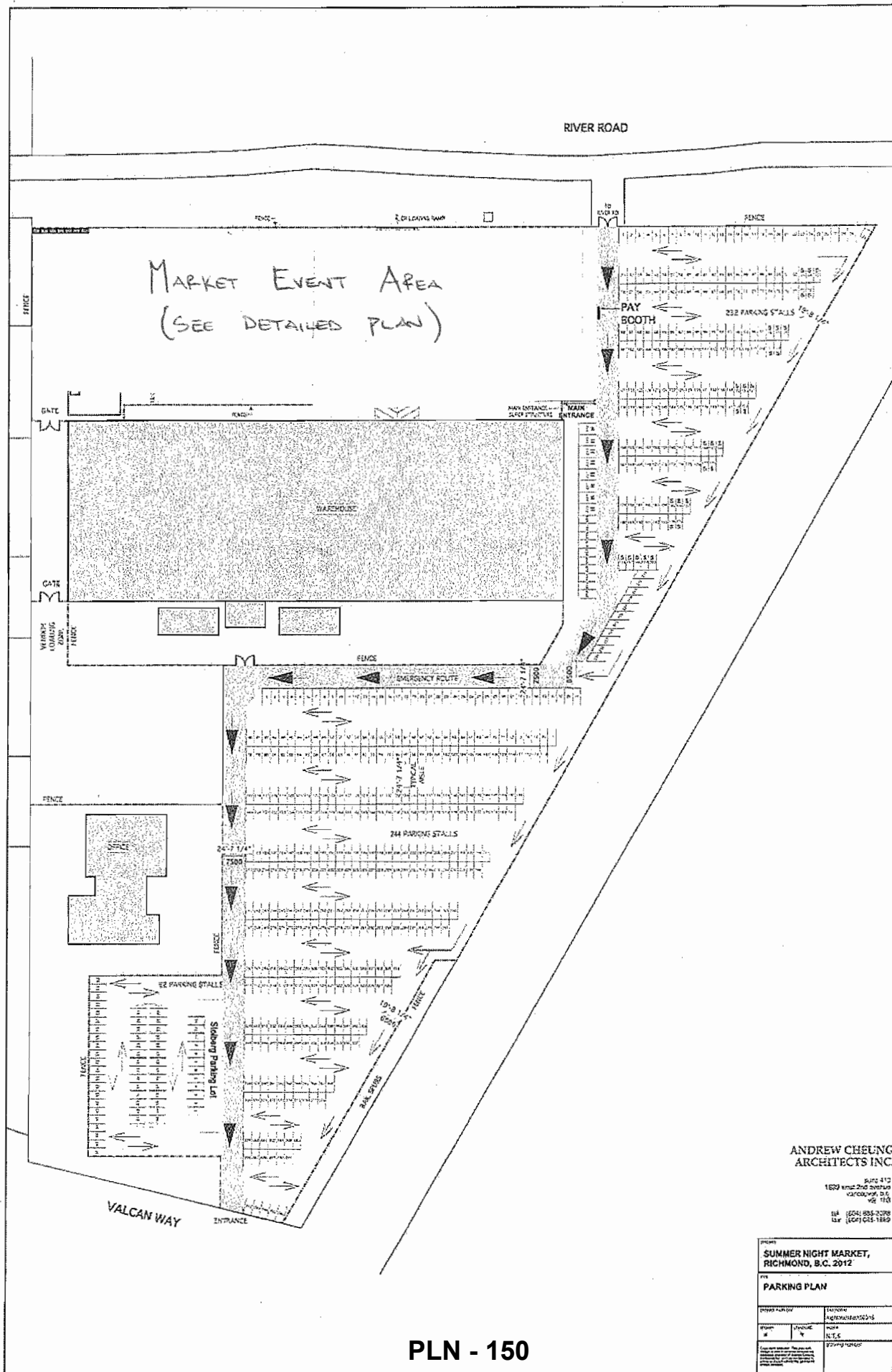
Note: Dimensions are in METRES

PLN - 148



International Summer Night Market 2015





ANDREW CHEUNG
ARCHITECTS INC.

Suite 412
1629 West 2nd Avenue
Vancouver, B.C.
V6J 1Y5
Tel: (604) 885-2098
Fax: (604) 685-1849

PROJECT	
SUMMER NIGHT MARKET, RICHMOND, B.C. 2012	
TYPE	
PARKING PLAN	
OWNER	CLIENT
ARCHITECT	DATE
SCALE	1:1
NOTES	
1. This plan is for informational purposes only. It is not to be used for construction without the approval of the architect.	



No. TU 14-670690

To the Holder: Paul Cheung
Ko Ming Chong, 3547 Holdings Ltd., Inc. No. 49426

Property Address: 12631 Vulcan Way

Address: 12631 Vulcan Way
Richmond, BC V6V 1J7

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit is issued subject to compliance with all the items outlined on the attached Schedule "A" to this permit.
3. Should the Holder fail to adhere and comply with all the terms and conditions outlined in Schedule "A", the Temporary Commercial Use Permit Shall be void and no longer considered valid for the subject site.
4. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "B" to this permit.
5. The subject property may be used for the following temporary commercial uses:

A night market event on the following dates:

- May 8, 2015 to September 27, 2015 inclusive (as outlined in the attached Schedule "C" to this permit);
- May 6, 2016 to September 25, 2016 inclusive (as outlined in the attached Schedule "C" to this permit); and
- May 5, 2017 to September 24, 2017 inclusive (as outlined in the attached Schedule "C" to this permit).

The night market event dates and hours of operation shall be in accordance with the attached Schedule "C" to this permit.

The night market event shall be in accordance with the site plan as outlined in Schedule "D" to this permit.

6. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.

To the Holder: Paul Cheung
Ko Ming Chong, 3547 Holdings Ltd., Inc. No. 49426

Property Address: 12631 Vulcan Way

Address: 12631 Vulcan Way
Richmond, BC V6V 1J7

7. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the temporary commercial use permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "A" attached hereto, the security shall be returned to the Holder.
- A cash security (or acceptable letter of credit) in the amount of \$154,000 must be submitted prior to April 20, 2015 for the purposes of operating an evening market event during the specified dates set out in Schedule "C" in 2015.
 - A cash security (or acceptable letter of credit) in the amount of \$161,000 must be submitted prior to April 6, 2016 for the purposes of operating an evening market event during the specified dates set out in Schedule "C" in 2016.
 - A cash security (or acceptable letter of credit) in the amount of \$168,000 must be submitted prior to April 5, 2017 for the purposes of operating an evening market event during the specified dates set out in Schedule "C" in 2017.
8. Should the Holder fail to provide the cash security by the dates specified in this permit, the Temporary Commercial Use Permit shall be void and no longer considered valid for the subject site.
9. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
10. Monies outstanding and owed by the Holder to the City of Richmond for costs associated with the previous evening market event must be paid in full by the following dates:
- All monies outstanding from the 2015 event must be paid in full prior to April 6, 2016.
 - All monies outstanding from the 2016 event must be paid in full prior to April 5, 2017.

To the Holder: Paul Cheung
Ko Ming Chong, 3547 Holdings Ltd., Inc. No. 49426

Property Address: 12631 Vulcan Way

Address: 12631 Vulcan Way
Richmond, BC V6V 1J7

Should the Holder fail to provide any outstanding monies by the date specified in this permit, the Temporary Commercial Use Permit shall be void and no longer considered valid for the subject site.

11. This Temporary Commercial Use Permit is valid for the dates specified in Schedule "C" for 2015, 2016 and 2017 only.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

MAYOR

CORPORATE OFFICER

Schedule “A”

In consideration of the City of Richmond issuing a Temporary Commercial Use Permit (TCUP) for the purposes of operating a night market event for 2015, 2016 and 2017 on the subject site, the event organizer (Paul Cheung C/O Lions Communication Inc.) acknowledges and agrees to the following terms and conditions:

Traffic Management Plan (TMP)

- Traffic control and operations during the event is to be in accordance with the TMP approved by the City’s Transportation Division.
- Operation of the TMP is to be undertaken by a professional Traffic Control Company with the appropriate trained and certified staff. Costs associated with operations and running of the TMP is the responsibility of the event organizer.
- The TMP is to be monitored by the City’s Transportation Division in consultation with on-site RCMP and Community Bylaws staff and is subject to revision and changes (i.e., alteration of the plan; additional Traffic Control staff) should the need arise.
- Approval of the TMP, including any necessary revisions, is at the sole discretion of Transportation Division staff.
- Posting of signage and erection of barricades and road markings will be undertaken based on the TMP and is to be at the cost of the event organizer.

Off-Street Parking

- 984 off-street parking stalls dedicated for use by the night market event.
- A minimum of 152 stalls (of the 984 total off-street parking stalls dedicated for use by the event) is required to be allocated for vendor parking.

City of Richmond and RCMP Staffing

- A minimum of 2 RCMP members must be in attendance for each night the event is being held during the hours of operation for the purposes of providing a police presence and overseeing the TMP and general event operations (Note: Implementation and operation of the TMP is required to be undertaken by a professional traffic control company with appropriate trained and certified staff).
- Six (6) hours of dedicated patrol by Community Bylaw Enforcement Officers is required for each day the event is in operation with scheduling at the discretion of Community Bylaws.
- Periodic attendance by Transportation Division and City staff to monitor and oversee the operations of the event and TMP.
- All costs for RCMP members and City staffing at the applicable rates is the responsibility of the event organizers.

Required Permits/Licenses from the City of Richmond and Stakeholders

- Building permits and on-site servicing permits for any buildings, structures, services, service connections, including any changes to on-site servicing infrastructure.
- Business Licenses for all commercial/food vendors to operate at the night market event (including the event operator).

- Vancouver Coastal Health (VCH) permits and licenses for the overall food court area and all food and beverage vendors to operate at the night market event, including inspection approval by VCH staff.

Richmond Fire Rescue (RFR) Requirements

- Implementation of an emergency response route and access location to the event market area. This response route is required to remain clear and unimpeded at all times to facilitate access for emergency vehicles, personnel and equipment.
- Submission and approval of an updated Fire Safety Plan on a yearly basis to Richmond Fire Rescue for the night market event.
- The event organizer and each applicable food vendor at the night market event is required to complete and sign the Richmond Fire Rescue Food Vendor Checklist (**Schedule “E”**), as amended from time to time, and be able to produce the completed and signed documents upon request by Richmond Fire Rescue personnel.

Night Market Site Plan

- Implementation of the event in general accordance to the night market site plan as shown in the TCUP report and attached as **Schedule “D”** to the TCUP.
- Amendments to the night market site plan can be considered if they are required/deemed necessary by City staff or other external agencies/stakeholders. Any changes to the night market site plan approved by the City of Richmond will be considered the approved site attached to and forming part of the TCUP.
- The maximum number of vendors allowed in this TCUP is:
 - 61 food vendors; and
 - 91 commercial retail vendors.
- Related accessory entertainment activities and displays that are ancillary to the market event activities are permitted.
- The existing light industrial warehouse building(s) located on the subject site are not permitted to be used for the night market event and appropriate fencing and/or physical barriers are required to be implemented around the perimeter of the existing building.

Night Market Operations

- The event organizer is required to provide dedicated event security, parking lot patrollers, event liaison staff and certified first aid staff.
- The event organizer is responsible for providing adequate means of communication amongst event staffing, security, first aid, traffic control personnel, RCMP members and Community Bylaw Officers.
- Garbage and Litter Management Plan – Clean up and litter removal before, during and after the evening market event each night of operation. Clean-up and litter removal is to be conducted by the event organizers and is to include the subject property as well as surrounding areas impacted by the evening market event. The plan will also include placement of garbage receptacles off-site along heavily travelled pedestrian routes.

Product Anti-Counterfeiting Strategy

The event organizer is responsible for implementing the following action items as part of their anti-counterfeiting strategy:

- Liaise with agencies involved with intellectual property rights (Canadian Anti-Counterfeiting Network – CACN) to develop and communicate their strategy.
- Include specific provisions in vendor contracts that prohibit retailing of counterfeit, pirated and other illegal products with clauses on vendor booth termination and removal from the event and product seizure and turnover to the RCMP or Intellectual Property representatives if illegal goods are found.
- Partner with RCMP and Intellectual Property representatives to undertake education with vendor booth operators to ensure they are aware of the counterfeit good restrictions and related consequences (i.e., vendor booth contract termination).
- Have dedicated, trained market event staff to inspect and monitor retailers to ensure no counterfeit or pirated products are being sold.

Night Market Event Cancellation Procedure

- In the event of an evening market event closure on any identified operational day, event organizers are responsible for notifying appropriate City staff and RCMP members a minimum of 24 hours prior to the start of the event. Should event cancellation notification be within the 24 hour time period, staffing costs will be incurred based on minimum call out times.
- The event organizer is responsible for notifying all vendors of any event cancellation.
- The event organizer is responsible for notifying the City and any related stakeholders (i.e., RCMP, VCH) if they decide to close early for the season prior to the last date permitted in this TCUP renewal application for 2015, 2016 and 2017.

Security Bond Requirements

- The event organizer is required to submit an operational security bond to the City in accordance with the terms and conditions identified in the TCUP.
- The operation security bond is required to cover City costs and expenses as a result of the night market event, which includes a contingency fund to address any issues arising during event operations.
- The event organizer is required to pay for additional City costs, in the event that costs exceed the amount submitted in the operational security bond.

General Provisions

- At the conclusion of each event operation day, any road modifications (temporary signage, barriers, cones) associated with the TMP must be removed and original road conditions restored to the satisfaction of the Transportation Division staff.
- Upon expiration of this permit or cessation of the permitted use, whichever is sooner, the following shall be completed:
 - The property described in **Schedule “B”** shall be restored to its original condition.
 - Adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond.

Undertaking

- In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in **Schedule "B"**; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

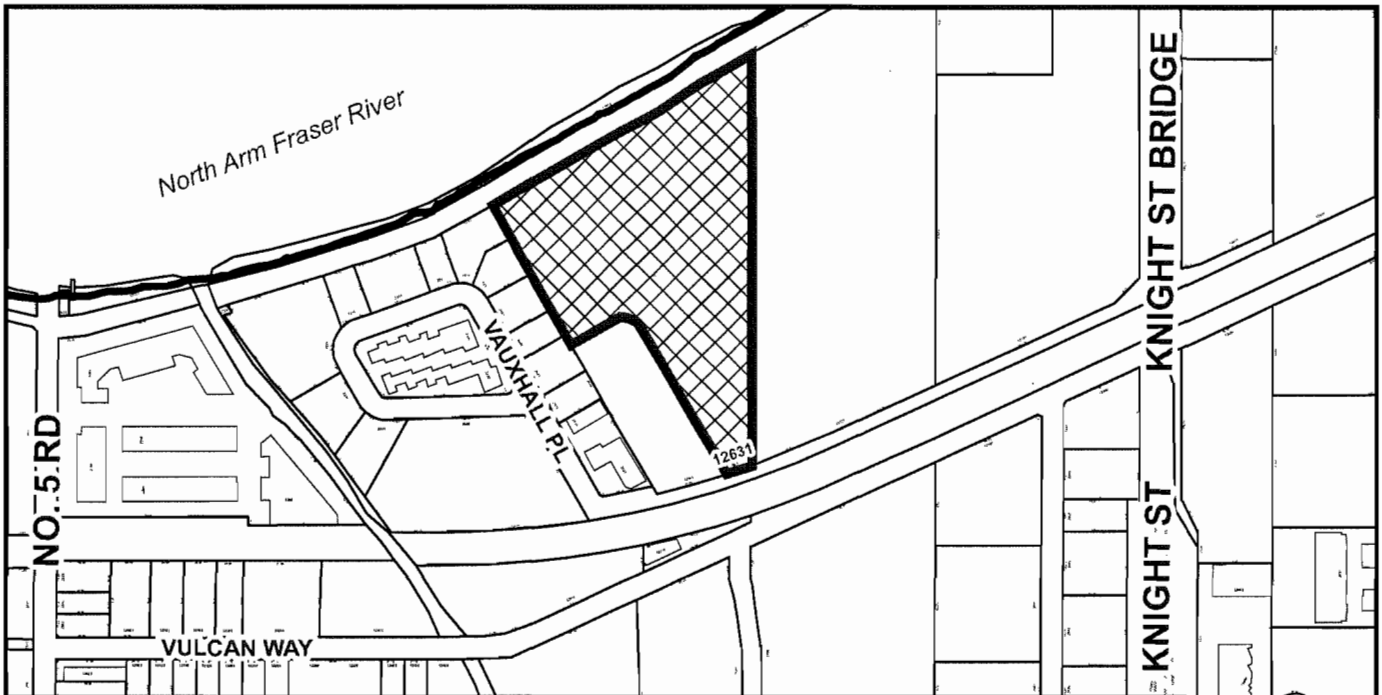
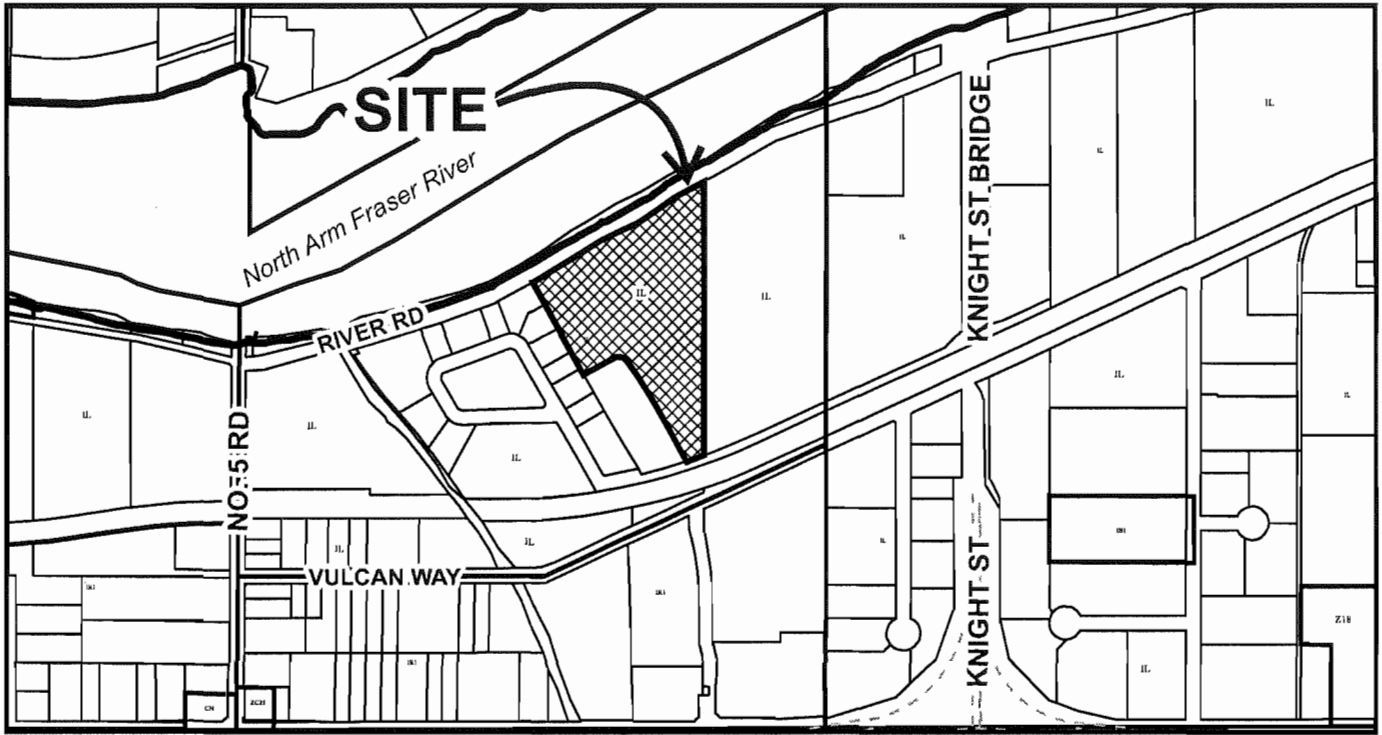
Paul Cheung (Lions Communications Inc.)
by its authorized signatory

- Signed copy on file -

Paul Cheung
Lions Communication Inc.



City of
Richmond



TU 14-670690

Original Date: 10/07/14

Revision Date: 03/02/15

Note: Dimensions are in METRES

Schedule "C"

Night Market Event Schedule of Dates for 2015

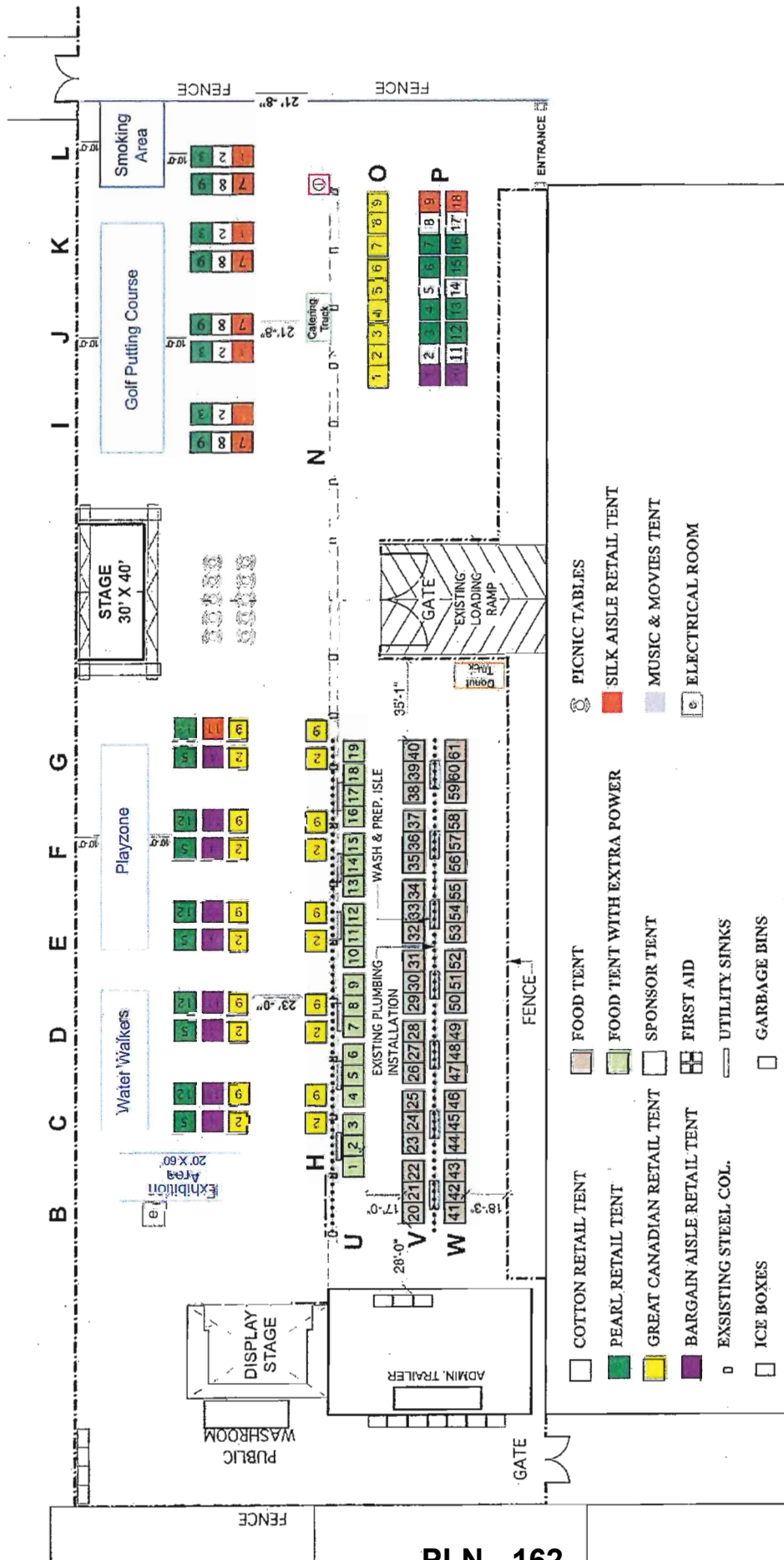
Month	Day	Event Hours	Month	Day	Event Hours
May (13 Days)	8	6pm-11pm	June (12 Days)	5	6pm-11pm
	9	6pm-11pm		6	6pm-11pm
	10	6pm-10pm		7	6pm-10pm
	15	6pm-11pm		12	6pm-11pm
	16	6pm-11pm		13	6pm-11pm
	17	6pm-11pm		14	6pm-10pm
	18	6pm-10pm		19	6pm-11pm
	22	6pm-11pm		20	6pm-11pm
	23	6pm-11pm		21	6pm-10pm
	24	6pm-10pm		26	6pm-11pm
				27	6pm-11pm
				28	6pm-10pm
July (13 Days)	3	6pm-11pm	August (15 Days)	1	6pm-11pm
	4	6pm-11pm		2	6pm-11pm
	5	6pm-10pm		3	6pm-10pm
	10	6pm-11pm		7	6pm-11pm
	11	6pm-11pm		8	6pm-11pm
	12	6pm-10pm		9	6pm-10pm
	17	6pm-11pm		14	6pm-11pm
	18	6pm-11pm		15	6pm-11pm
	19	6pm-10pm		16	6pm-10pm
	24	6pm-11pm		21	6pm-11pm
	25	6pm-11pm		22	6pm-11pm
	26	6pm-10pm		23	6pm-10pm
	31	6pm-11pm		28	6pm-11pm
				29	6pm-11pm
				30	6pm-10pm
September (13 days)	4	6pm-11pm			
	5	6pm-11pm			
	6	6pm-11pm			
	7	6pm-10pm			
	11	6pm-11pm			
	12	6pm-11pm			
	13	6pm-10pm			
	18	6pm-11pm			
	19	6pm-11pm			
	20	6pm-10pm			
	25	6pm-11pm			
	26	6pm-11pm			
	27	6pm-10pm			
Total Number of Event Operation Days - 66					

Night Market Event Schedule of Dates for 2016

Month	Day	Event Hours	Month	Day	Event Hours
May (13 Days)	6	6pm-11pm	June (12 Days)	3	6pm-11pm
	7	6pm-11pm		4	6pm-11pm
	8	6pm-10pm		5	6pm-10pm
	13	6pm-11pm		10	6pm-11pm
	14	6pm-11pm		11	6pm-11pm
	15	6pm-10pm		12	6pm-10pm
	20	6pm-11pm		17	6pm-11pm
	21	6pm-11pm		18	6pm-11pm
	22	6pm-11pm		19	6pm-10pm
	23	6pm-10pm		24	6pm-11pm
	27	6pm-11pm		25	6pm-11pm
	28	6pm-11pm		26	6pm-10pm
	29	6pm-10pm			
July (15 Days)	1	6pm-11pm	August (13 Days)	1	6pm-10pm
	2	6pm-11pm		5	6pm-11pm
	3	6pm-10pm		6	6pm-11pm
	8	6pm-11pm		7	6pm-10pm
	9	6pm-11pm		12	6pm-11pm
	10	6pm-10pm		13	6pm-11pm
	15	6pm-11pm		14	6pm-10pm
	16	6pm-11pm		19	6pm-11pm
	17	6pm-10pm		20	6pm-11pm
	22	6pm-11pm		21	6pm-10pm
	23	6pm-11pm		26	6pm-11pm
	24	6pm-10pm		27	6pm-11pm
	29	6pm-11pm		28	6pm-10pm
	30	6pm-11pm			
	31	6pm-11pm			
September (13 days)	2	6pm-11pm			
	3	6pm-11pm			
	4	6pm-11pm			
	5	6pm-10pm			
	9	6pm-11pm			
	10	6pm-11pm			
	11	6pm-10pm			
	16	6pm-11pm			
	17	6pm-11pm			
	18	6pm-10pm			
	23	6pm-11pm			
	24	6pm-11pm			
	25	6pm-10pm			
Total Number of Event Operation Days - 66					

Night Market Event Schedule of Dates for 2017

Month	Day	Event Hours	Month	Day	Event Hours
May (13 Days)	5	6pm-11pm	June (13 Days)	2	6pm-11pm
	6	6pm-11pm		3	6pm-11pm
	7	6pm-10pm		4	6pm-11pm
	12	6pm-11pm		9	6pm-11pm
	13	6pm-11pm		10	6pm-11pm
	14	6pm-10pm		11	6pm-11pm
	19	6pm-11pm		16	6pm-11pm
	20	6pm-11pm		17	6pm-11pm
	21	6pm-11pm		18	6pm-11pm
	22	6pm-10pm		23	6pm-11pm
	26	6pm-11pm		24	6pm-11pm
	27	6pm-11pm		25	6pm-11pm
	28	6pm-10pm		30	6pm-11pm
July (14 Days)	1	6pm-11pm	August (13 Days)	4	6pm-11pm
	2	6pm-10pm		5	6pm-11pm
	3	6pm-11pm		6	6pm-11pm
	7	6pm-11pm		7	6pm-10pm
	8	6pm-11pm		11	6pm-11pm
	9	6pm-10pm		12	6pm-11pm
	14	6pm-11pm		13	6pm-10pm
	15	6pm-11pm		18	6pm-11pm
	16	6pm-10pm		19	6pm-11pm
	21	6pm-11pm		20	6pm-10pm
	22	6pm-11pm		25	6pm-11pm
	23	6pm-10pm		26	6pm-11pm
	28	6pm-11pm		27	6pm-10pm
	29	6pm-11pm			
	30	6pm-10pm			
September (15 days)	1	6pm-11pm			
	2	6pm-11pm			
	3	6pm-11pm			
	4	6pm-10pm			
	8	6pm-11pm			
	9	6pm-11pm			
	10	6pm-10pm			
	15	6pm-11pm			
	16	6pm-11pm			
	17	6pm-10pm			
	22	6pm-11pm			
	23	6pm-11pm			
	24	6pm-10pm			
Total Number of Event Operation Days - 66					



PLN - 162

International Summer Night Market 2015





Richmond Fire-Rescue

General Fire Safety for Food Vendors Including Mobile Food Trucks

General Fire Safety Requirements

Vendors shall meet requirements defined in NFPA 96. This checklist outlines specific fire requirements for vendors and is provided to eliminate or reduce last minute delays to vendors applying for event approval.

- ☐ All commercial cooking units (deep fryers, grills, etc) in trailers or trucks shall have an automatic suppression system (meeting ULC300) and at least one portable Class K wet chemical extinguisher.
- ☐ All commercial deep fryers are required to have a portable Class K wet chemical extinguisher.
- ☐ Vendors using heating or cooking units shall provide for their own use at least one portable multi-purpose extinguisher (minimum 10 pound 4A-60B:C rated). Fire Extinguishers must be **visible, accessible**, and may not sit on the ground.
- ☐ All commercial cooking units, other than approved self-contained units, require non-combustible hoods, filters, or trays for containing grease laden vapours—must have been cleaned and tagged by a certified Applied Science Technologist Technician (ASTT) or company within the past 6 months.
- ☐ All appliances are required to have appropriate certification and/or listing (e.g. CSA, ULC).
- ☐ All tents and awnings with any heat sources and/or cooking units underneath must be fire treated and labelled to meet NFPA 705 (regardless of clearances - **no** exceptions).
- ☐ All commercial cooking exhaust hoods must have required filters and trays installed at all times (mesh filters are not permitted). Tagged by a certified ASST within the past 6 months.
- ☐ All extinguishers and automatic suppression systems to have current service completed by an ASTT, complete with stamped service tag.
- ☐ Stand alone stove or burners and self-contained cooking appliances shall be supported on an approved base or non-combustible surface and kept away from combustibles (do not place directly on the ground). No folding tables with oil cooking on top.
- ☐ Propane cylinders and tanks shall be secured to a permanent surface to prevent tipping and located away from cooking and heat devices as per all applicable Gas Codes and Standards.
- ☐ No unattached (spare) propane tanks in cooking area.
- ☐ Temporary electrical power, generators, and any connections to vendors must be proper gauge, properly rated (e.g. CSA, ULC), protected from weather and vehicle traffic and restricted from public access—do not use damaged cords. No household extension cords.
- ☐ Generators may require a noise cover or acceptable non-combustible housing depending on location. Combustible items may not be placed on generators in contact with hot surfaces e.g. tarps.

For further information or questions, please contact Richmond Fire-Rescue at 604-278-5131, Monday to Friday, 8:15 am to 5:00 pm.

Information contained here is subject to change without notice.

Richmond Fire-Rescue's Mission is to protect and enhance the City's livability through service excellence in prevention, education and emergency response.



City of Richmond

Report to Committee Planning and Development Division

To: Planning Committee
From: Wayne Craig
Director of Development


Date: February 25, 2015

File: RZ 14-662478

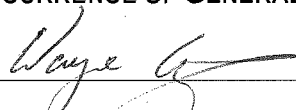
Re: Application by Anwer Kamal and Nabeel Abrahani for Rezoning at 8760 and 8780 Rosemary Avenue from Two-Unit Dwellings (RD1) to Single Detached (RS2/B)

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9228, for the rezoning of 8760 and 8780 Rosemary Avenue from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/B)", be introduced and given first reading.


Wayne Craig
Director of Development

WC:mp
Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Anwer Kamal and Nabeel Abrahani have applied to the City of Richmond for permission to rezone the property at 8760/8780 Rosemary Avenue from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/B)” to permit subdivision into two lots. The property is occupied by a duplex that will be demolished. A map and aerial photograph showing the location of the subject site is included in Attachment 1 and the proposed subdivision plan is provided in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is included in Attachment 3.

Surrounding Development

To the North: Across Rosemary Avenue are single family lots zoned “Single Detached (RS1/E)”.

To the East: Immediately to the east are duplex lots zoned “Two-Unit Dwellings (RD1)”.

To the South: Directly across Steveston Highway is an agricultural lot in the Agricultural Land Reserve (ALR), zoned “Agriculture (AG1)”.

To the West: Immediately adjacent property to the west is a duplex lot, zoned “Two-Unit Dwellings (RD1)”. To the further west are single family lots zoned “Single Detached (RS1/E)”.

Related Policies & Studies

2041 Official Community Plan

The 2041 Official Community Plan (OCP) designation of the subject site is “Neighbourhood Residential (NRES)”. The proposed redevelopment complies with the OCP land use designation.

Flood Management

The proposed redevelopment must meet the requirements of Richmond Flood Plain Designation and Protection Bylaw No. 8204. Registration of a flood indemnity covenant on title is required prior to final adoption of the rezoning bylaw.

Agricultural Land Reserve (ALR) Buffer Zone

The Official Community Plan (OCP) proposes specific land use considerations to protect the City’s agricultural land base in the Agricultural Land Reserve (ALR). These include guidelines for providing landscape setbacks on non-agricultural sites (including single-family residential sites) located in close proximity to ALR lands. The objective of the landscape setback is to establish a buffer which identifies the urban/rural interface. The proposed redevelopment will

provide a 4 m-wide landscape buffer along the south property line (Attachment 4). Prior to final adoption of the rezoning bylaw, the applicant is required to register a legal agreement on title to ensure that the ALR landscaping buffer planted along Steveston Highway is maintained and will not be abandoned or removed. The legal agreement would also indicate that the property is located adjacent to active agricultural operations and may be subject to potential agricultural impacts including noise, dust and odour. The applicant is also required to submit a Landscape Security in the amount of \$6,142 (based on 100% of the cost estimate provided by the Landscape Architect) to ensure that the proposed landscape plan is implemented.

Consultation

Agricultural Advisory Committee (AAC)

The AAC reviewed the application on January 29, 2015 and passed the following motion unanimously (Attachment 5):

That the rezoning application for 8760/8780 Rosemary Avenue be supported as presented.

Public Input

The rezoning information signs have been installed on the subject site: one facing Rosemary Avenue and the other facing Steveston Highway. City staff have not received any comments or concerns from the public regarding the proposed development.

Analysis

Existing Legal Encumbrances

A covenant (document no. RD43627) which is currently registered on title of the subject site restricts the use of the property to a two-family dwelling. Discharge of this covenant is a requirement of adoption of the rezoning bylaw.

Site Servicing and Vehicle Access

There are no servicing concerns with the proposed rezoning. Servicing and frontage upgrades will be required as described in the "Subdivision Stage" section below.

Vehicle driveway access will be from Rosemary Avenue. In accordance with Residential Lot (Vehicular) Access Regulation Bylaw, which does not allow vehicular access from a residential lot to an arterial road where alternate vehicular access exists for such residential lot, vehicular access to Steveston Highway will not be permitted.

Trees and Landscaping

A tree survey and Certified Arborist's Report have been submitted by the applicant. The survey identifies five (5) trees located on the subject property and seven (7) trees located on neighbouring properties. The proposed Tree Retention Plan is included in Attachment 6.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted an on-site Visual Tree Assessment, and has provided the following comments:

- 3 trees located on site (#93, 96 and 97) to be removed and replaced. Trees identified as #96 and 97 have been topped and not good candidates for retention. Tree identified as #93 to be removed due to limited root retention area within the side setback.
- 2 trees located on site (#91 and C) to be retained and protected.
- 4 trees (#90, A, B and D) located on neighbouring property to the west to be retained and protected.
- 3 trees (#92, 94 and 95) on the neighbouring property to the east to be removed due to limited root retention area within the side setback.

The applicant has obtained written consent from the adjacent property owners at 8800 Rosemary Avenue to remove the three trees (#92, 94 and 95) located on that property.

Tree protection fencing is to be installed to City standard around the drip line of the trees to be retained. Tree fencing must be installed to City standard and in accordance with the City's Bulletin TREE-03 prior to demolition of existing buildings and must remain in place until all construction and landscaping works are completed on-site.

To ensure the protection of the two on-site trees, Sycamore Maple (#91) and Western Red Cedar (#C), the applicants are required to submit a Tree Survival Security in the amount of \$5,000 (\$2,500/tree) and enter into a contract with a Certified Arborist for the supervision of works conducted within close proximity to the tree protection zone. The contract must include the scope of work to be undertaken, including the proposed number of site monitoring inspections and a provision for the Arborist to submit a post-construction impact assessment to the City for review.

Consistent with the tree replacement ratio of 2:1 in the City's Official Community Plan, the applicants are required to provide six (6) replacement trees. As two trees will be retained on the proposed west lot, the applicants propose to plant and maintain three (3) replacement trees on the proposed east lot and provide a cash-in-lieu contribution in the amount of \$1,500 (\$500/trees) for the three (3) trees that cannot be accommodated on-site to the City's Tree Compensation Fund for off-site planting. To ensure that three replacement trees are planted and maintained on-site, the applicants are required to submit a Landscaping Security to the City in the amount of \$1,500 (\$500/tree) prior to final adoption of the rezoning bylaw.

Affordable Housing Strategy

For single-family rezoning applications, Richmond's Affordable Housing Strategy requires a secondary suite within a dwelling on 50% of new lots created through rezoning and subdivision, or a cash-in-lieu contribution of \$1.00/ft² of total building area towards the City's Affordable Housing Reserve Fund.

The applicants propose to provide one (1) legal secondary suites in each proposed dwelling on two (2) proposed lots. To ensure that at least one (1) secondary suite is built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicants are required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. Registration of the legal agreement is required prior to final adoption of the rezoning bylaw. This agreement will be

discharged from Title (at the initiation of the applicants) on the lot where the secondary suite is not required by the Affordable Housing Strategy after the requirements are satisfied.

Note: Should the applicants change their mind about the Affordable Housing option selected, a voluntary contribution to the City's Affordable Housing Reserve Fund in-lieu of providing the secondary suite will be accepted. In this case, the voluntary contribution would be required to be submitted prior to final adoption of the rezoning bylaw, and would be based on \$1.00/ft² of total buildable area of the single detached dwellings to be constructed (i.e., \$6,149.40)

Subdivision Stage

At subdivision stage, the developer will be required to pay service connection costs for the required engineering servicing upgrades outlined in Attachment 7. Works will include water upgrades, storm sewer and sanitary sewer works.

Financial Impact or Economic Impact

None.

Conclusion

This rezoning application to subdivide the site into two lots is consistent with the applicable policies and land use designation.

It is recommended that Zoning Bylaw 8500, Amendment Bylaw 9228, be introduced and given first reading.



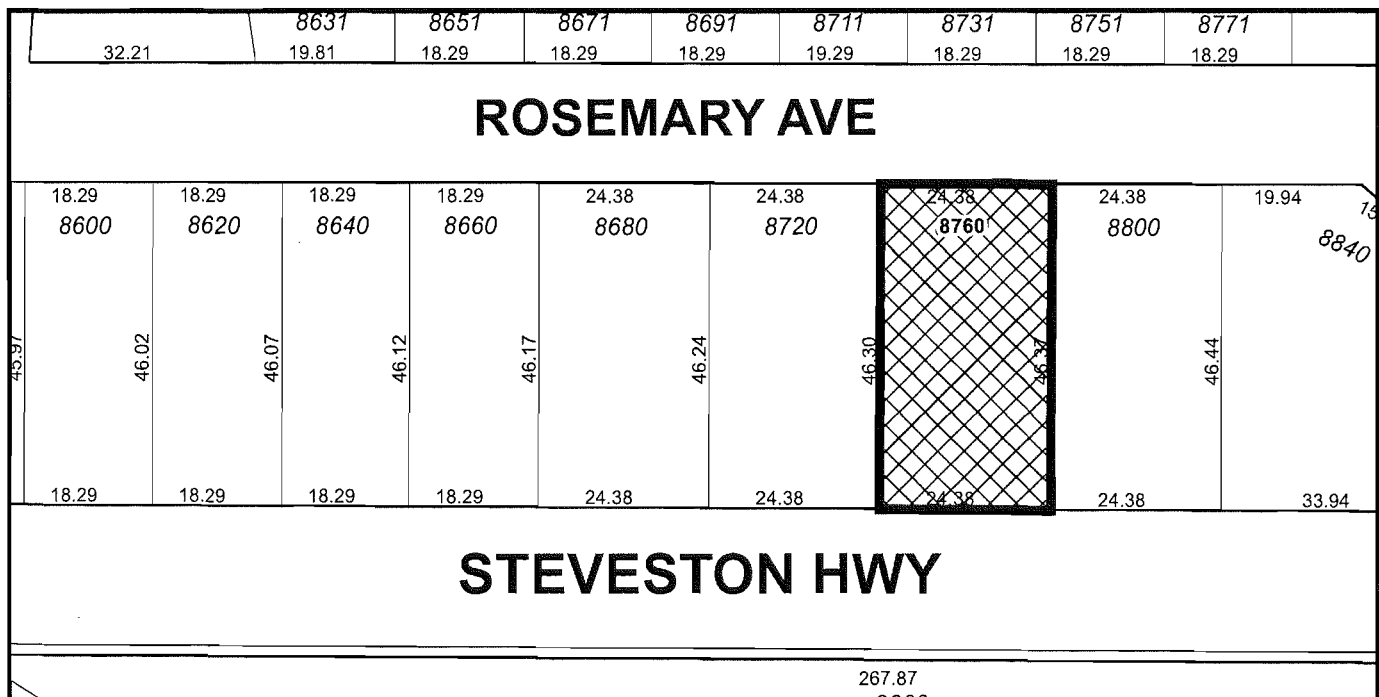
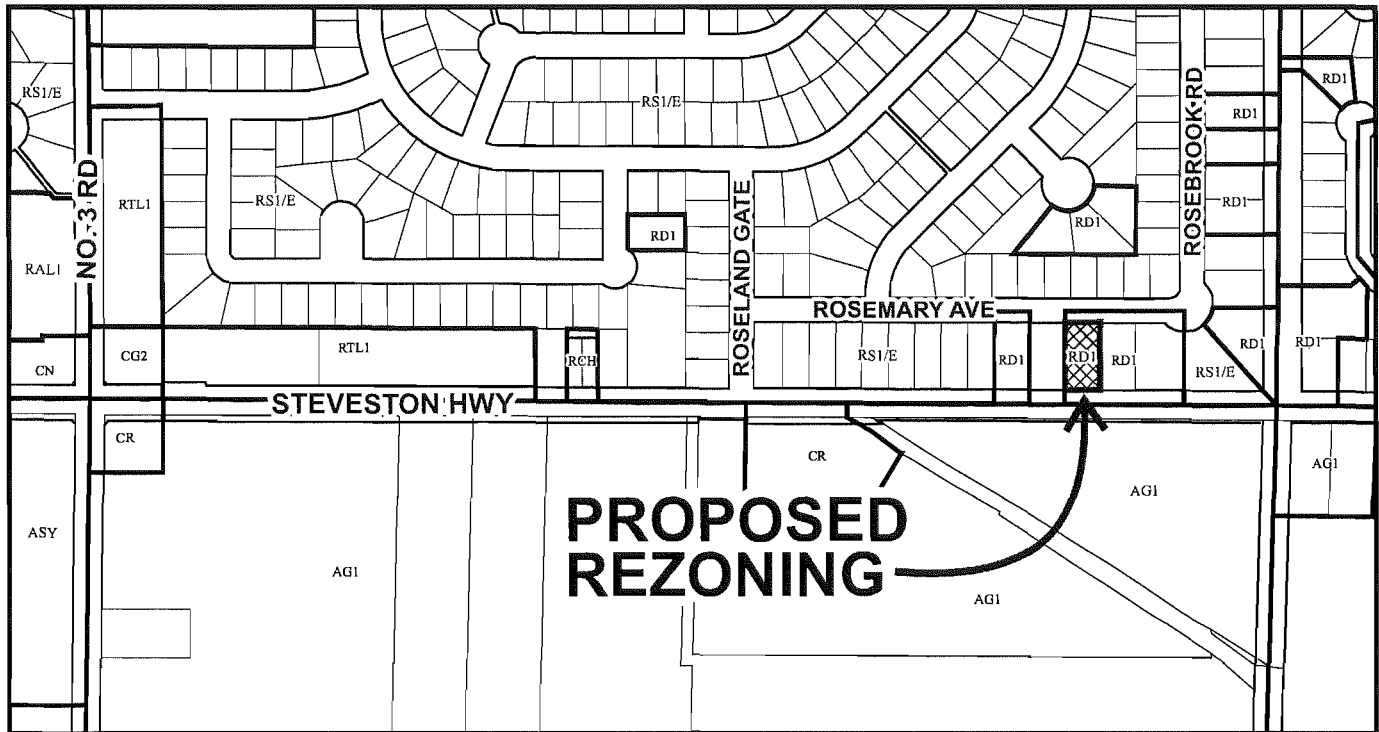
Minhee Park
Planner 1

MP:cas

- Attachment 1: Location Map
- Attachment 2: Preliminary Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: ALR Buffer Landscape Plan
- Attachment 5: Excerpt of January 29, 2015 AAC Meeting Minutes
- Attachment 6: Proposed Tree Retention Plan
- Attachment 7: Rezoning Considerations



City of
Richmond



RZ 14-662478

Original Date: 05/16/14

Revision Date: 02/26/15

Note: Dimensions are in METRES



City of
Richmond



RZ 14-662478

Original Date: 05/16/14

Revision Date:

Note: Dimensions are in METRES

PLN - 171

TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 448 SECTION 33 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 35970

#8760 & 8780 ROSEMARY AVENUE,
RICHMOND, B.C.
P.I.D 003-726-843

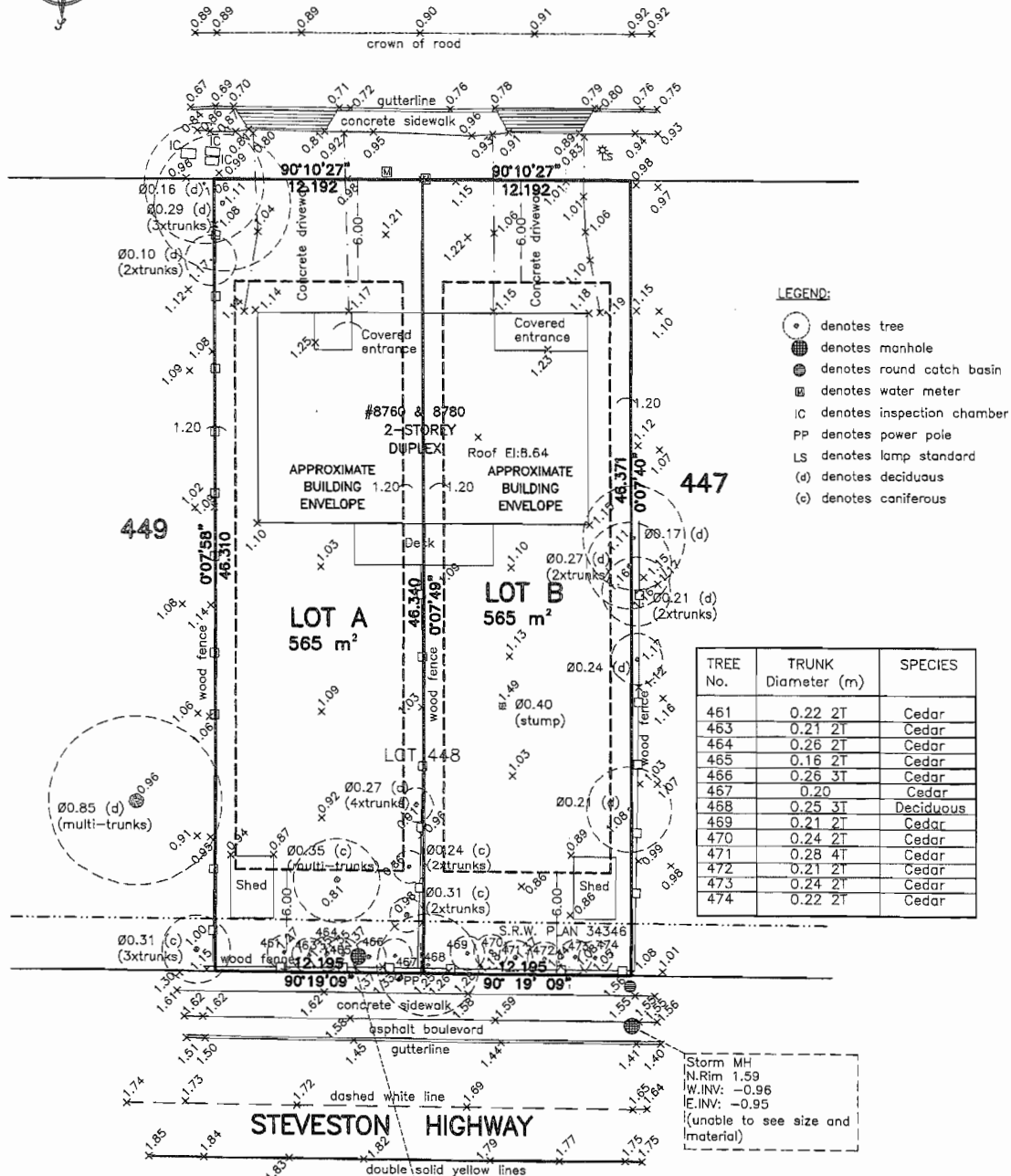
SCALE: 1:250

0 5 10 20

ALL DISTANCES ARE IN METRES AND DECIMALS
THEREOF UNLESS OTHERWISE INDICATED



ROSEMARY AVENUE



© copyright
J. C. Tam and Associates
Canada and B.C. Land Surveyor
115 - 8833 Odlin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
Website: www.jctam.com
Job No. 5457
FB-249 P20-25
Drawn By: MB/TH

CERTIFIED CORRECT:

LOT DIMENSION ACCORDING TO
FIELD SURVEY.

Johnson C. Tam
JOHNSON C. TAM, B.C.L.S.

FEBRUARY 27th, 2014

DWG No. 5457-TOPO

PLN - 172



RZ 14-662478

Attachment 3

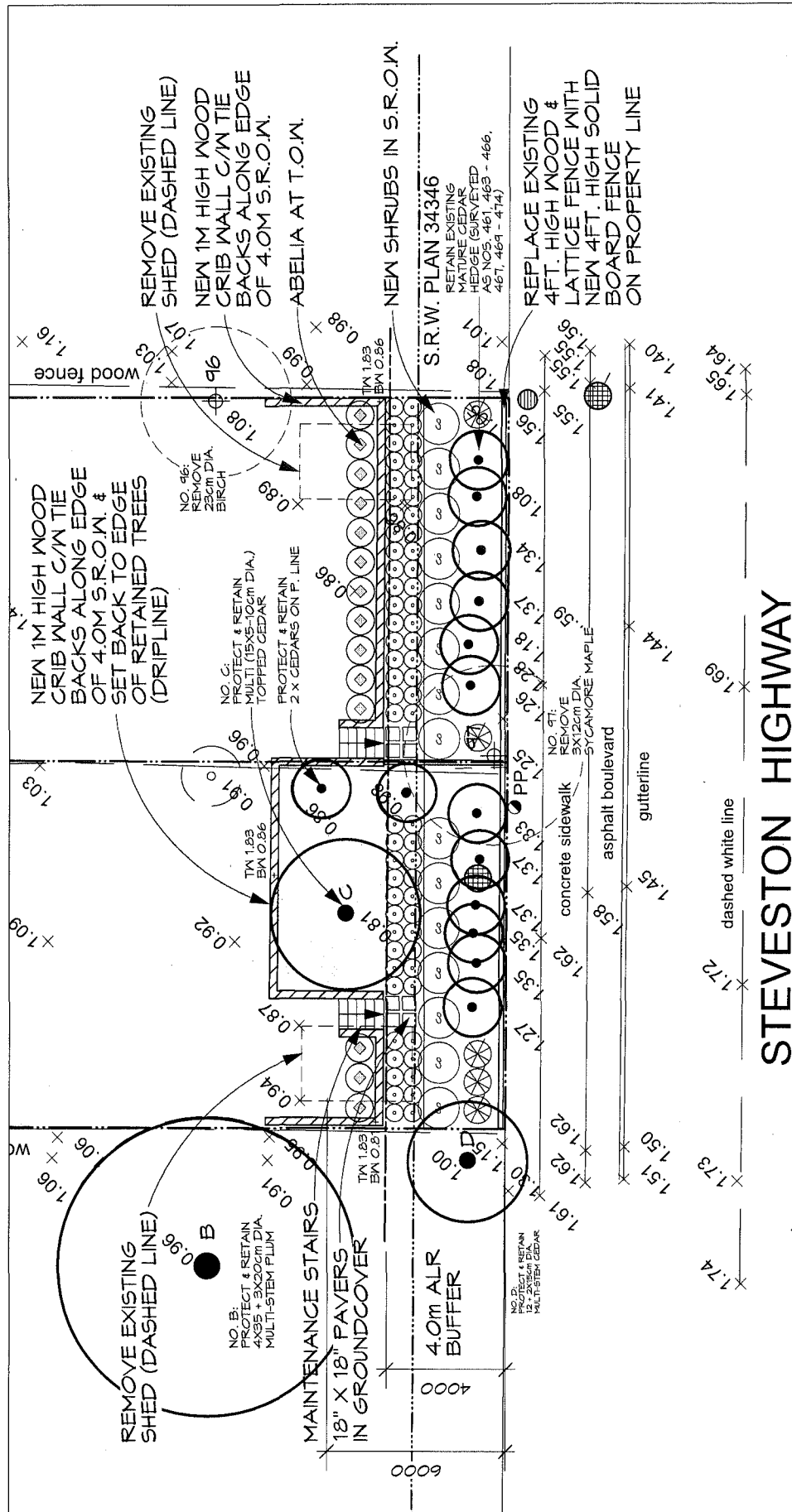
Address: 8760 and 8780 Rosemary Avenue





Applicant: Anwer Kamal and Nabeel Abrahani

Planning Area(s): Broadmoor

	Existing	Proposed
Owner:	Anwer Kamal & Nabeel Abrahani	TBD
Site Size:	1,130 m ²	Proposed west lot: 565 m ² Proposed east lot: 565 m ²
Land Uses:	Two-family residential	Single-family residential
OCP Designation:	Neighbourhood Residential	No Change
Zoning:	Two-Unit Dwellings (RD1)	Single Detached (RS2/B)
Number of Lots	1	2

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building:	Max. 45%	Max. 45%	none
Lot Coverage – Building, structures, non-porous surfaces:	Max. 70 %	Max. 70 %	none
Lot Coverage – Landscaping with live plant material:	Min. 25%	Min. 25%	none
Setbacks – Front & Rear Yards (m):	Min. 6 m	Min. 6 m	none
Setbacks – Interior Side Yards (m):	Min. 1.2 m	Min. 1.2 m	none
Height (m):	Max. 2½ storeys	Max. 2½ storeys	none
Lot Size (m ²):	Min. 360 m ²	Proposed west lot: 565 m ² Proposed east lot: 565 m ²	none
Lot Width (m):	Min. 12 m	Proposed west lot: 12.2 m Proposed east lot: 12.2 m	none
Lot Depth (m):	Min. 24 m	Proposed west lot: 46.3 m Proposed east lot: 46.3 m	none
Lot Frontage (m):	Min. 6 m	Proposed west lot: 12.2 m Proposed east lot: 12.2 m	none



SYMBOL	QTY.	BOTANICAL NAME	COMMON NAME	SIZE & SPACING
SHRUBS		14 Abelia 'Edward Goucher'	Pink Abelia Redtwig Dogwood Salal	No. 2 Pot, 90cm o.c., 1m at maturity No. 2 Pot, 150cm o.c., 2m at maturity No. 1 Pot, 60cm o.c., 0.5m at maturity
		15 Cornus sericea		
		66 Gautheria shallon		
HEDGE		5 Thuja occidentalis 'Brandon'	Pyramidal Cedar	1.5m high, 1.2m o.c.
NOTES:				
1. All soil, soil depths, plants & planting to meet BC Landscape Standard, Latest Edition				
2. Any proposed substitutions must be pre-approved by Viewpoint prior to shipping				
3. Tree sizes must be as specified to meet the Rezoning requirements				

2 LOT SUBDIVISION
ALR BUFFER: PLANT LIST

L2

8760 & 8780 ROSEMARY AVE
RICHMOND, BC

DATE: 27 FEB 2015



VIEWPOINT
LANDSCAPE ARCHITECTS

5244 Prince Edward St.
Vancouver, BC V5W 2X5
tel: 604-669-3201
fax: 604-669-3278

abuts the ALR, the proposed development provides a 4 m-wide landscaped buffer along the south property line (Steveston Highway) to identify the urban/rural interface.

In response to the Committee's questions, staff noted that the RC2 zone, which provides for a density bonus, is used for rezoning applications, and a laneway will be dedicated to extend the existing lane.

Committee asked if any financial security would be required to ensure that the ALR buffer is established. Staff explained that a legal agreement will be secured to ensure the ALR is maintained and will not be removed.

The Co-Chair invited the applicant to come forward. The applicant had no further comment to add.

That the rezoning application for 9751 Steveston Highway/10831 Southridge Road be supported as presented.

Carried Unanimously

2.A Development Proposal – 8760/8780 Rosemary Avenue

Staff (Minhee Park) briefed the Committee on the proposed rezoning application and provided details of the proposed ALR buffer along the rear property line adjacent to Steveston Highway. The Co-Chair invited the applicant to come forward. The applicant had no further comments to add.

In reply to Committee's question about the fence height, the applicant noted that it is currently 4 ft high and the proposed fence is the same height. Committee members noted that it would be an appropriate height considering its location adjacent to Steveston Hwy.

That the rezoning application for 8760/8780 Rosemary Avenue be supported as presented.

Carried Unanimously

3. Development Proposal - ALR Non-Farm Use

Staff outlined the non-farm use proposal to develop a new Hindu temple at 8100 No.5 Road. Staff noted that the proposal is subject to the No.5 Backlands Policy, which allows institutional uses on the westerly 110m when the remaining portion is strictly used for farming. Staff also indicated the proposal includes a height variance and will be subject to the ESA DP requirement.

Committee had the following questions and comments:

- In response to Committee's query about the maximum building height, Staff explained it is the requirement specified in the proposed "Assembly" zone.

Tree Tag #	Tree Species	DBH (cm)	Crown Radius (m)	Tree Tag #	Tree Species	DBH (cm)	Crown Radius (m)
90	Sycamore Maple (Acer pseudoplatanus)	15	3.2	92	Sycamore Maple (Acer pseudoplatanus)	16	2.9
91	Sycamore Maple (Acer pseudoplatanus)	22+7+6	3.8	93	European Birch (Betula pendula)	19+ 15	3.8
A	Sycamore Maple (Acer pseudoplatanus)	6+3	2.0	94	Sycamore Maple (Acer pseudoplatanus)	15+10	2.7
B	Plum (Prunus)	35 x4 + 20 x3	5.0	95	Sycamore Maple (Acer pseudoplatanus)	8 + 6 x 2	2.8
C	Western Redcedar (Thuja plicata)	5-10 15+ stems	2.8	96	European Birch (Betula pendula)	23	4.6
D	Hedging Cedar (Thuja occidentalis)	12 + 15 x2	1.8	97	Sycamore Maple (Acer pseudoplatanus)	12x3	3.6

Suitable Replacement Tree Species
Paperbark Maple (<i>Acer griseum</i>)
Japanese Maple (<i>Acer palmatum</i>)
Drooping Nootka Cypress (<i>Chamaecyparis nootkatensis</i> "Pendula")
Kousa Dogwood (<i>Cornus kousa</i>)
Japanese Stewartia (<i>Stewartia pseudocamellia</i>)
Japanese Snowbell (<i>Styrax japonica</i>)



Rezoning Considerations

Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 8760 and 8780 Rosemary Avenue

File No.: RZ 14-662478

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9228, the developer is required to complete the following:

1. Submission of a Tree Survival Security to the City in the amount of \$5,000 (\$2,500/tree) for the two (2) on-site trees, Sycamore Maple (tag #91) and Western Red Cedar (tag #C), to be retained.
2. Submission of a Landscaping Security in the amount of \$1,500 (\$500/tree) to ensure that a total of three (3) trees are planted and maintained on the proposed east lot with a minimum size of 6 cm deciduous caliper or 3.5m high conifer. Suitable tree species, as recommended by City's Tree Protection Division staff, include: Paperbark Maple (*Acer griseum*), Japanese Maple (*Acer palmatum*), Drooping Nootka Cypress (*Chamaecyparis nootkatensis* "Pendula", Kousa Dogwood (*Cornus kousa*), Japanese Stewartia (*Stewartia pseudocamellia*), and Japanese Snowbell (*Styrax japonica*).
3. City's acceptance of a cash-in-lieu contribution in the amount of \$1,500 (\$500/tree) for the three (3) replacement trees that cannot be accommodated on-site to the City's Tree Compensation Fund for off-site planting.
4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zones of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Registration of a legal agreement on title to ensure that the Agricultural Land Reserve (ALR) landscaped buffer planted along the Steveston Highway is maintained and will not be abandoned or removed. The legal agreement would also indicate that the property is located adjacent to active agricultural operations and may be subject to potential agricultural impacts including noise, dust and odour.
6. Submission of a Landscape Security in the amount of \$6,142 to ensure the installation of the required landscaping within the ALR landscaped buffer.
7. Registration of a flood indemnity covenant on title.
8. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
Note: Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$6,149.4) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.
9. Discharge of Restrictive Covenant Registration No. RD43627 from title of the subject property.

At Demolition Permit* Stage, the developer must complete the following requirement:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated

fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.

At Subdivision* stage, the developer must complete the following requirements:

1. Payment of servicing costs for works include but may not be limited to the following:

Water Works:

- Using the OCP model, there is 103 L/s of water available at 20 psi residual at the Rosemary Ave frontage, and there is 385 L/s of water available at 20 psi residual at the Steveston Hwy frontage. Based on the proposed zoning, the site requires a minimum fire flow of 95 L/s. Once the applicants have confirmed the building design at the Building Permit stage, the applicants must submit fire flow calculations signed and sealed by a professional engineer based on the Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) to confirm that there is adequate available flow.
- City to install a meter box at PL on the existing 25mm diameter water connection for the east lot, and install a new 25mm diameter connection complete with a meter box at PL. Meter boxes must be placed on the grass boulevard outside of private fence at minimum 1m away from driveways and paved walkways.

Storm Sewer Works:

- For servicing the east lot, city to install a new storm service connection tie-in to the existing manhole STMH6230 near the NE property corner at Rosemary Ave. Cut and cap the existing service connection at the IC fronting Steveston Hwy.
- For servicing the west lot, reuse the existing storm IC and service connection fronting Rosemary Ave.
- On-site storm runoff must be directed towards Rosemary Ave. Boulevard must be graded towards the existing IC and MH to prevent storm water from ponding on the boulevard, road and driveways.

Sanitary Sewer Works:

- City to install a new sanitary service connection tie-in to the existing manhole in the rear SROW to serve the west lot. The east lot will reuse the existing sanitary IC and connection at the SE corner of the property.
- The required sanitary sewer works outlined in Item b must be completed prior to the issuance of Building Permit to prevent the developer's building foundation work from jeopardizing the City forces' ability to access the rear yard with heavy equipment.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.
All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.
The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.
- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9228 (RZ 14-662478)
8760 & 8780 Rosemary Avenue**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SINGLE DETACHED (RS2/B)”**.

P.I.D. 003-726-843

Lot 448 Section 33 Block 4 North Range 6 West New Westminster District Plan 35970

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9228”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by BK
APPROVED by Director or Solicitor il

MAYOR

CORPORATE OFFICER



To: Planning Committee
From: Wayne Craig
Director of Development
Date: February 25, 2015
File: RZ 12-610630
Re: **Application by Yamamoto Architecture Inc. for Rezoning at 5320, 5340 and 5360 Granville Avenue and 7260 Lynnwood Drive from Single Detached (RS1/E) to Medium Density Townhouses (RTM3) and School & Institutional Use (SI) Proposed OCP Amendments Regarding 5300, 5320 and 5360 Granville Avenue and 7260 Lynnwood Drive**

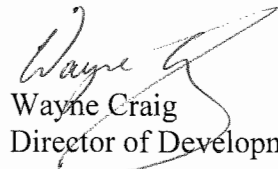
Staff Recommendation

1. That Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 9114,
 - a) to redesignate portions of 5320 Granville Avenue and 7260 Lynnwood Drive from "Park" to "Neighbourhood Residential" in Attachment 1 to Schedule 1 of Bylaw 9000 (City of Richmond 2041 OCP Land Use Map);
 - b) to redesignate a portion of 7260 Lynnwood Drive from "Neighbourhood Residential" to "Park" " in Attachment 1 to Schedule 1 of Bylaw 9000 (City of Richmond 2041 OCP Land Use Map);
 - c) to redesignate portions of 5320 Granville Avenue and 7260 Lynnwood Drive from "Public Open Space" to "Residential (Townhouses)" in the Land Use Map of Schedule 2.5A of Bylaw 7100 (Blundell Area Laurelwood Sub-Area Plan);
 - d) to redesignate portions of 5360 Granville Avenue and 7260 Lynnwood Drive from "Residential (Single-Family)" to "Residential (Townhouses)" in the Land Use Map of Schedule 2.5A of Bylaw 7100 (Blundell Area Laurelwood Sub-Area Plan); and
 - e) together with related minor map and text amendments in Schedule 2.5A of Official Community Plan 7100 (Blundell Area Laurelwood Sub-Area Plan);be introduced and given first reading.

2. That Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 9230,
 - a) to redesignate a portion of 5300 Granville Avenue from "Park" to "Neighbourhood Residential" in Attachment 1 to Schedule 1 of Bylaw 9000 (City of Richmond 2041 OCP Land Use Map); and
 - b) to redesignate a portion of 5300 Granville Avenue from "Residential (Townhouses)" to "Public Open Space" in the Land Use Map of Schedule 2.5A of Bylaw 7100 (Blundell Area Laurelwood Sub-Area Plan);be introduced and given first reading.
3. That Bylaws 9114 and 9230, having been considered in conjunction with:
 - the City's Financial Plan and Capital Program;
 - the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;is hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act.
4. That Bylaws 9114 and 9230, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation. However, out of courtesy, that the report be sent to the Richmond School Board for information purposes and the Richmond School Board may provide comments at the Public Hearing.
5. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9115,
 - a) for the rezoning of 5340 and 5360 Granville Avenue from the "Single Detached (RS1/E)" zone to the "Medium Density Townhouses (RTM3)" zone;
 - b) for the rezoning of a portion of 5320 Granville Avenue and 7260 Lynnwood Drive from the "Single Detached (RS1/E)" zone to the "Medium Density Townhouses (RTM3)" zone; and


- c) for the rezoning of a portion of 5320 Granville Avenue and 7260 Lynnwood Drive from the "Single Detached (RS1/E)" zone to the "School & Institutional Use (SI) " zone;

be introduced and given first reading.


Wayne Craig
Director of Development

WC:sb

Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
Affordable Housing	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	

Staff Report

Origin

Yamamoto Architecture Inc. has applied to the City of Richmond for permission to rezone 5320, 5340 and 5360 Granville Avenue and 7260 Lynnwood Drive (Attachment 1) in order to construct a townhouse development with approximately 43 two and three-storey townhouse units (Attachment 2). The application includes rezoning the properties from the “Single Detached (RS1/E)” zone to: the “School & Institutional Use (SI)” zone for a 9 m wide expansion to McKay neighbourhood park over a portion of 5320 Granville Avenue and 7260 Lynnwood Drive; and to the “Medium Density Townhouses (RTM3)” zone for the remainder of the subject site.

The application includes proposed amendments to the OCP land use designations of the subject rezoning site at 5320 and 5360 Granville Avenue and 7260 Lynnwood Drive as well as the neighbouring property at 5300 Granville Avenue. Amendments are proposed in both the 2041 Official Community Plan (OCP) Bylaw 9000 and in the Official Community Plan (OCP) Bylaw 7100 Schedule 2.5A, the Blundell Area Laurelwood Sub-Area Plan, to reflect the final configuration of proposed and future park expansion, townhouse development and road extensions connecting to Lynas Lane and Lynnwood Drive (Attachments 3, 4, 5, 6, 7 & 8).

This application includes: the proposed acquisition of city-owned 5360 Granville Avenue (formerly addressed as 5360 and 5380 Granville Avenue) for a road extension; the acquisition of city-owned 7117 Lindsay Road for future townhouse development and to facilitate McKay neighbourhood park expansion; as well as the sale of portions of 5320 Granville Avenue and 7260 Lynnwood Drive to the City for proposed expansion to McKay neighbourhood park.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 9).

Surrounding Development

Surrounding development is as follows:

- To the north: Across Granville Avenue is Thompson Community Centre, on park property zoned “School & Institutional Use (SI)”.
- To the east: is a single detached home fronting onto Granville Avenue on a property zoned “Single Detached (RS1/E)”. Further to the east are single detached homes fronting onto Granville Avenue, Linscott Court and Lynnwood Drive on properties zoned “Single Detached (RS1/B)”. The City is considering a separate rezoning application (RZ 13-644678) to rezone the adjacent property to the east at 5400 Granville Avenue from “Single Detached (RS1/E)” to “Single Detached (RS1/B)” should the subject application be approved and associated new frontage road provided.

- To the south: is McKay neighbourhood park on park property zoned “School & Institutional Use (SI)”. Further to the south is Donald E. McKay Elementary School on property zoned “School & Institutional Use (SI)”.
- To the west: is a single detached home fronting onto Granville Avenue on a property zoned “Single Detached (RS1/E)”. Further to the west is a 155-unit townhouse development (RZ 93-290) at 7111 Lynnwood Drive fronting onto the Lynnwood Drive cul-de-sac and Granville Avenue and a 12-unit townhouse development (RZ 07-361266) at 7140 Railway Drive, both on property zoned “Town Housing (ZT23) – Laurelwood”.

Related Policies & Studies

The rezoning application has been reviewed in relation to the 2041 Official Community Plan (OCP), Laurelwood Sub-Area Plan, Flood Plain Designation and Protection Bylaw 8204, the 2007 Affordable Housing Strategy, Public Art Program and the City’s Townhouse Energy Efficiency and Renewable Energy Policy as noted below.

Official Community Plan (OCP) - Proposed Amendments

The site is located in the Blundell planning area and is subject to the 2041 Official Community Plan (OCP) and the Laurelwood Sub-Area Plan. The City of Richmond 2041 OCP Land Use Map identifies a future triangular shaped expansion for the McKay neighbourhood park across the south end of the proposed development site (5320 Granville Avenue and 7260 Lynnwood Drive) as well as the south end of the neighbouring property at 5300 Granville Avenue (Attachment 3). The older Blundell Area Laurelwood Sub-Area Plan Land Use Map only identifies this triangular park expansion across the south ends of 5320 Granville Avenue and 7260 Lynnwood Drive (Attachment 5).

Parks staff have reviewed the existing McKay neighbourhood park and have identified the need for a smaller 9 m wide expansion along the entire north edge of the park to meet future neighbourhood needs (Attachments 4 & 6). Specifically, this expansion would include the south edge of all three (3) properties that abut the north edge of the park (5320 Granville Avenue and 7260 Lynnwood Drive in the proposed development site as well as the neighbouring property at 5300 Granville Avenue).

Both OCP land use maps are proposed to be amended to identify park expansion across the entire north edge of McKay neighbourhood park, to reduce the amount of park expansion and to remedy the discrepancy between the City of Richmond 2041 OCP Land Use Map and the older Land Use Map in the Blundell Area Laurelwood Sub-Area Plan (Attachments 4 & 6). The land use maps are also proposed to be amended to reflect the new road development and configuration with new roads, which provides the transition between single-family and townhouse land use designation and is shifted to the east (Attachments 4, 6, 7 & 8).

Two (2) separate OCP amendment bylaws are provided for Council consideration. Bylaw 9114 includes proposed OCP amendments regarding the subject development site. The proposed townhouse development complies with the proposed OCP amendments. Bylaw 9230 includes proposed OCP amendments regarding the neighbouring property at 5300 Granville Avenue.

Orphaned Single-Family Site

A residual single-family lot with less than 50 m frontage and approximately 4,026 m² lot area will be created at 5300 Granville Avenue by the proposed development. Staff requested the applicant acquire 5300 Granville Avenue as part of this application. The applicant provided written confirmation that they have presented an offer to purchase the property but were unable to come to an agreement with the owners. The applicant has requested that this application proceed without the acquisition of the adjacent property.

While the proposed development would create an orphan lot situation on the west side of the subject site, staff support the proposed development, as it will not restrict redevelopment of the adjacent property based on:

- the adjacent property owners have not expressed interest in redeveloping their property at this time;
- the proposed OCP amendments would decrease the amount of park dedication envisioned for the property and would increase the area of townhouse development envisioned for the property;
- a legal agreement on the subject site will be secured to provide vehicle access to future development at 5300 Granville Avenue; and
- a development concept plan for 5300 Granville Avenue has been prepared and is on file; the future development at 5300 Granville Avenue can be considered as an extension of the subject townhouse development.

Flood Plain Designation and Protection Bylaw 8204

The development proposal is required to comply with the City's Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on title is a consideration of rezoning.

2007 Affordable Housing Strategy

The developer has agreed to participate in the City's affordable housing strategy through a voluntary contribution as a consideration of rezoning. The contribution rate for townhouse developments is \$2.00 per buildable square foot (e.g., \$117,694.11).

Public Art Program

The developer has agreed to participate in the City's public art program through a voluntary contribution as a consideration of rezoning. The contribution rate for residential developments is \$0.79 per buildable square foot (e.g., \$46,489).

Townhouse Energy Efficiency and Renewable Energy Policy

The developer has agreed to comply with the City's Townhouse Energy Efficiency and Renewable Energy Policy. The development would be designed to achieve an EnerGuide rating of at least 82 and pre-ducted to accommodate future solar hot water heating. The developer has

agreed to enter into a legal agreement as a consideration of rezoning. As part of the Development Permit application review process, the developer is also required to retain a certified energy advisor (CEA) to complete an evaluation report to confirm details of construction requirements needed to achieve the rating.

Consultation

Staff have reviewed the proposal, with respect to the BC Local Government Act and City's OCP Consultation Policy No. 5043 requirements, and recommend that this report does not require referral to external stakeholders.

Table 2 below clarifies this recommendation. Public notification for the Public Hearing will be provided as per the Local Government Act. Nevertheless, for informational purposes, staff recommend the report be referred to the Richmond School Board for informational purposes only. The Richmond School Board may provide comments at the Public Hearing.

Table 2: OCP Consultation Summary	
Stakeholder	Referral Comment (No Referral necessary)
BC Land Reserve Commission	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.
Richmond School Board	No referral necessary as the application does not have the potential to generate 50 or more school aged children (e.g., typically around 295 multiple-family housing units). This application only involves forty-three (43) multiple-family housing units. Nevertheless, for informational purposes, staff recommend the report be referred to the Richmond School Board for informational purposes only. The Richmond School Board may provide comments at the Public Hearing.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.
The Councils of adjacent Municipalities	No referral necessary, as adjacent municipalities are not affected and only minor land use and density changes are proposed, along with formatting changes.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.
TransLink	No referral necessary, as no transportation road network changes are proposed, only minor land use and density changes, along with formatting changes.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.
Richmond Coastal Health Authority	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.

Stakeholder	Referral Comment (No Referral necessary)
Community Groups and Neighbours	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.
All relevant Federal and Provincial Government Agencies	No referral necessary, as only minor land use and density changes are proposed, along with formatting changes.

Public Input

Informational signage is posted on the subject site to notify the public of the subject application and the statutory Public Hearing will provide local property owners and other interested parties with an additional opportunity to comment.

At the time of writing this report, the City has received public correspondence (Attachment 10), which includes the following concerns (staff comments are included in '***bold italics***')

- Concern that the 2041 OCP Land Use Map designates a portion of the adjacent property at 5300 Granville Avenue as Park. ***The OCP City of Richmond 2041 OCP Land Use Map designates future Park expansion over portions of the properties along the north edge of McKay neighbourhood park, including 5300 Granville Avenue. City Parks Department staff reviewed the park and determined that a smaller 9 m wide expansion is needed. As part of the subject application, the OCP is proposed to be amended to reflect this. Information about the proposed OCP amendment has been shared with the neighbouring family at 5300 Granville Avenue.***
- Concern regarding the safety of the proposed roads for children of families using the dead end portion of Lynwood Drive for school and preschool pick up and drop off. ***The OCP Laurelwood Sub-Area Plan includes a road network vision that includes road extensions to connect the two isolated portions of Lynnwood Drive and providing a road extension to connect to Lynas Lane. The proposed roads comply with the OCP and the Laurelwood Sub-Area Plan and are designed to professional engineering standards through a required Servicing Agreement and the functional design has been reviewed and accepted by staff. In addition, pick up, drop off and parking areas are provided on the school property, accessed by the school driveway on Lombard Road.***
- Concern regarding the introduction of construction and truck traffic on Ledway Road and Lynnwood Road close to the school playground. ***As part of the Building Permit application process, the developer is required to submit a Construction Parking and Traffic Management Plan to the Transportation Department. As the development site is within 400 m of the McKay Elementary School property, the developer is required to consult with the School District. The plan is required to include locations for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls in accordance with the Ministry of Transportation and Infrastructure's Traffic Control Manual for works on Roadways and professional engineering standards.***
- Single-family redevelopment with park land use on the south side of the east-west road extension preferred. ***The Laurelwood Sub-Area plan designates the site for Residential (Townhouses) and Public Open Space uses. The proposal complies with the amended plan and McKay neighbourhood park needs.***

Analysis

Proposal Details

a) Built Form and Architectural Character:

The applicant has provided conceptual development plans for a townhouse development with approximately 43 two and three-storey townhouse units and bi-sected by a new road (Attachment 2). Two-storey buildings are proposed along the north edge of McKay neighbourhood park and a two-storey townhouse unit is also proposed adjacent to the existing neighbouring home at 5300 Granville Avenue. The remainder of the townhouse units are proposed to be three-storey height.

A Development Permit processed to a satisfactory level is a requirement of zoning approval. The review of the future Development Permit application will include examining:

- Compliance with Development Permit Guidelines for multiple-family projects in the 2041 Official Community Plan Bylaw 9000.
- Detailed architectural and landscape designs, including provision of on-site outdoor amenity spaces in the north and south development areas and design development to building massing to provide articulation, visual interest and to strengthen the compatibility of end units with future single family homes across the new road.
- Detailed site layout review, including site access, internal drive aisles, vehicular parking, bicycle parking, garbage/recycling/organics collection and loading.
- Sustainability strategy for the development proposal.
- The provision of two (2) convertible townhouse units and aging in place features in all townhouse units.
- The provision of on-site indoor amenity space or a contribution of cash-in-lieu as per the Official Community Plan (OCP) and Council Policy.
- Crime Prevention through Environmental Design.

b) Transportation and Site Access:

- i) The development proposal includes two (2) driveways from the new east-west road extension. The long-term objective is for the driveway accesses to be utilized by the adjacent property to the west when they redevelop in the future. A legal agreement over the entire area of the proposed driveways and internal manoeuvring aisles will be secured as a consideration of rezoning.
- ii) The conceptual architectural design includes a mix of standard side by side garages and tandem garages. The developer has agreed to enter into a legal agreement to prohibit the conversion of tandem garage area into habitable space as a consideration of rezoning.

c) Tree Retention and Replacement:

- i) A tree survey and a certified arborist's report were submitted in support of the application. A tree retention/removal plan is attached (Attachment 11). Tree retention and removal in the park expansion area and Lynnwood Drive will be further reviewed through the Servicing Agreement application processes.
 - Seven (7) trees on site are recommended for removal based on health and general condition of the trees;
 - One (1) tree on site is in good condition and is to be retained and protected in the future park expansion area, subject to park design needs to be determined through the Servicing Agreement;
 - Two (2) trees located in the Lynnwood Drive frontage are in fair to good condition and are to be retained and protected, subject to park and road extension needs to be determined through the Servicing Agreement;
 - Two (2) city trees along with a cedar hedgerow located in the Granville Avenue frontage of the site should be removed based on health and general condition of the trees. This includes a Chestnut tree that is listed on the City's significant tree inventory. Being listed on the inventory identifies the tree as significant contribution to the streetscape landscaping, but does not afford any legal protection. Both trees were assessed by the project arborist and also Parks staff and unfortunately are recommended for removal as they both have internal decay, poor canopy structure, historical topping cuts and one of the trees also has limb decay. The developer has agreed to provide a voluntary contribution in the amount of \$2600 to the City's tree compensation account. The developer has also agreed to include in the required Servicing Agreement the planting of a larger specimen tree in McKay neighbourhood park (with a value of at least \$1950). This proposal has been reviewed and is supported by Parks Arboriculture and Parks Planning staff; and
 - Ten (10) trees located on the neighbouring property to the west are to be protected.
- ii) Tree Replacement – Based on the 2:1 tree replacement ratio goal stated in the Official Community Plan (OCP), 14 replacement trees are required. According to the conceptual development plans (Attachment 2), the developer is proposing to plant 95 new trees on site. The size and species of replacement trees will be reviewed in detail through Development Permit and overall landscape design.
- iii) Tree Protection – Tree protection fencing is required prior to any construction activities (including demolition) occurring on-site. In addition, a contract with a Certified Arborist to monitor all works to be done near or within tree protection zones is a consideration or rezoning.

Should the applicant wish to begin site preparation work after third reading of the rezoning bylaw, but prior to final adoption of the rezoning bylaw and issuance of the Development Permit, the applicant will be required to obtain a Tree Permit, install tree

protection around trees/hedge rows to be retained, and submit a landscape security in the amount of \$7,000 to ensure the replacement planting will be provided.

d) Proposed Zoning Amendment

The proposed development site is located within the area designated for park expansion and townhouse development in the Laurelwood Sub-Area Plan. The proposed rezoning of a 9 m wide area along the south edge of the site to "School & Institutional Use (SI)" would apply to the proposed McKay neighbourhood park expansion. The proposed rezoning of the remainder of the development site to "Medium Density Townhouses (RTM3)" would allow a maximum density of 0.7 FAR on the net site after road dedications. The zone includes density bonus provisions for indoor amenity space and the affordable housing strategy. This density would be in keeping with the range of density of other arterial road townhouse projects in the City.

Staff support the proposed density based on the following:

- The City's Affordable Housing Strategy approved by Council in 2007 predicates the use of density bonusing to achieve the objectives for the Affordable Housing Strategy. The applicant has agreed to provide a voluntary cash contribution at the townhouse rate of \$2.00 per buildable square foot to the City's Affordable Housing Reserve Fund in keeping with the Affordable Housing Strategy requirements for townhouse developments. The "Medium Density Townhouses (RTM3)" zone includes an affordable housing density bonus provision.
- The proposal will provide a 9 m wide expansion to McKay neighbourhood park as envisioned in the proposed amended Laurelwood Sub-Area Plan.
- The proposal will provide two (2) new roads to service the neighbourhood as envisioned in the Laurelwood Sub-Area Plan, a new intersection with traffic signals at Lynas Lane and Granville Avenue frontage improvements.
- The proposal will provide a voluntary contribution towards the City's Public Art program.

e) Variances Requested

The proposed development is generally in compliance with the "Medium Density Townhouses (RTM3)" zone. The applicant has requested variances to:

- Reduce the exterior side yard setback from 6 m to 5.2 m for the northeast building located at the Granville Avenue intersection with the road extension; and
- Reduce the front yard setback from 6 m to 4.5 m along the south side of the future east-west road extension.

Formal details and consideration of the variances will be provided in the report to Development Permit Panel in the future.

- f) Infrastructure Improvements: The developer has agreed to enter into the City's standard Servicing Agreement as a consideration of rezoning for the design and construction of infrastructure improvements. Works include:
- i) **Road Network Improvements**: two (2) new road extensions to connect to Lynas Lane and Lynnwood Drive; frontage improvements along Granville Avenue; new crosswalk to McKay neighbourhood park; and improvements to the Granville Avenue and Lynas Lane intersection, including full traffic signalization.
 - ii) **Engineering Improvements**: storm, sanitary and water infrastructure.
 - iii) **Park Improvements**: the proposed 9 m wide addition to the McKay neighbourhood park; improvements to the existing park pathway system; frontage improvements, including fencing and service vehicle access; and planting a larger specimen tree (with a value of at least \$1950) in compensation for the removal of the inventory Chestnut tree from Granville Avenue.

There are road works DCC credits available for the road works for the north-south road connecting to Lynas Lane. There are also parks development DCC credits available for all works, planting, trees and park fencing in the city-owned McKay neighbourhood park (to be determined through detail park design). The exact DCC credits for the road and park works will be determined through the required Servicing Agreement process.

- g) Proposed Sale of City-Owned 7117 Lindsay Road and Expansion of City-owned McKay Neighbourhood Park

As part of rezoning application RZ 93-290 (Bylaw 6616), the City acquired a \pm 19,795 sq. ft. Lot from Townline Homes Inc. addressed as 7117 Lindsay Road and zoned "Town Housing (ZT23) – Laurelwood". The rezoning staff report for the Townline project advised that the lot was being provided to allow the City to 'exchange' the land for park dedication in the future. Since the Townline project was not located adjacent to the nearby McKay neighbourhood park, it was not able to directly provide the park expansion shown in the OCP.

The proposed rezoning application would provide roughly two thirds (\pm 5,441 sq. ft.) of the needed park dedication for the 9 m wide expansion to McKay neighbourhood park. As a requirement of the proposed rezoning, the applicant has agreed to concurrent purchase and sales agreements for 7117 Lindsay Road and the 9 m wide park expansion area at fair market value.

The applicant would purchase the city-owned lot at 7117 Lindsay Road. The City would purchase a 9 m wide portion of the subject development site to expand McKay neighbourhood park. Since the 7117 Lindsay Road lot is larger than the proposed park expansion area, there will be excess funds from the sale which would fund future park land acquisition in the City at the discretion of Council. The primary business terms of the purchase and sales agreements will be brought forward for consideration by Council in a separate report from the Manager, Real Estate Services.

Through future redevelopment of the neighbouring property at 5300 Granville Avenue, the City could consider purchasing the rear 9 m of that property (\pm 2,369 sq. ft.) to complete the McKay neighbourhood park expansion with funds received from the proposed sale of 7117 Lindsay Road as envisioned in the proposed OCP amendments being considered as a part of this application.

h) Proposed Sale of City-Owned 5360 Granville Avenue

The City owns 5360 Granville Avenue for the purpose of facilitating road extension to connect to Lynas Lane. As a requirement of the proposed rezoning, the applicant will be constructing the road extension and has agreed to purchase the city-owned lot at fair market value. These funds could be used to fund other roads projects. The primary business terms of the purchase and sales agreements will be brought forward for consideration by Council in a separate report from the Manager, Real Estate Services. As a consideration of rezoning, after the sale of this lot, most of this lot would become road dedication for the proposed north-south road connecting to Lynas Lane and a small portion of the west edge of this lot would be consolidated into the proposed townhouse development site.

Existing Legal Encumbrances

The following charges are registered on title, are no longer needed and Staff recommend that they be discharged. Discharge of the following is a consideration of rezoning (Attachment 12):

- Utilities right-of-way (AD179045) registered on title of 5430 Granville Avenue, which does not contain any infrastructure.
- ‘No development’ covenant (AD179047) registered on title of 7260 Lynnwood Drive, which is no longer needed with the proposed redevelopment.

Financial Impact or Economic Impact

As a result of the proposed development, the City will take ownership of developer contributed assets such as road works, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals. The anticipated operating budget impact for the ongoing maintenance of these assets is estimated to be \$10,400 and this will be considered as part of the 2017 Operating budget.

Conclusion

The proposal provides a medium density residential development with approximately 43 townhouses fronting onto Granville Avenue and new north-south and east-west road extensions.

While the proposal can be considered under the City’s 2041 Official Community Plan (OCP) regarding multi-family developments, amendments are required to the land use designations for portions of the site in the 2041 OCP Land Use Map and Laurelwood Sub-Area Plan, as well as the circulation map in the Laurelwood Sub-Area Plan. The development proposal is consistent with the “Medium Density Townhouses (RTM3)” zone, with the exception of setback variance requests which will be reviewed through the required Development Permit application. Overall, the proposed land use, density, site plan and building massing respects the surrounding single detached homes and townhouse developments. Further review of the project design is required to be completed as part of the Development Permit application review process. The park

expansion proposal is consistent with the “School & Institutional Use (SI)” zone. The proposed roadway improvements will enhance pedestrian, cycling, rolling and vehicle movement safety in the neighbourhood.

To remedy discrepancies in the OCP and provide clarity for future redevelopment, amendments are also proposed to the land use designations for a portion of the neighbouring property to the west at 5300 Granville Avenue in the 2041 OCP Land Use Map and Laurelwood Sub-Area Plan.

It is recommended that Official Community Plan Bylaw 7100 and 9000, Amendment Bylaws 9114 and 9230 and Zoning Bylaw 8500, Amendment Bylaw 9115 be introduced and given first reading.



Sara Badyal
Planner 2



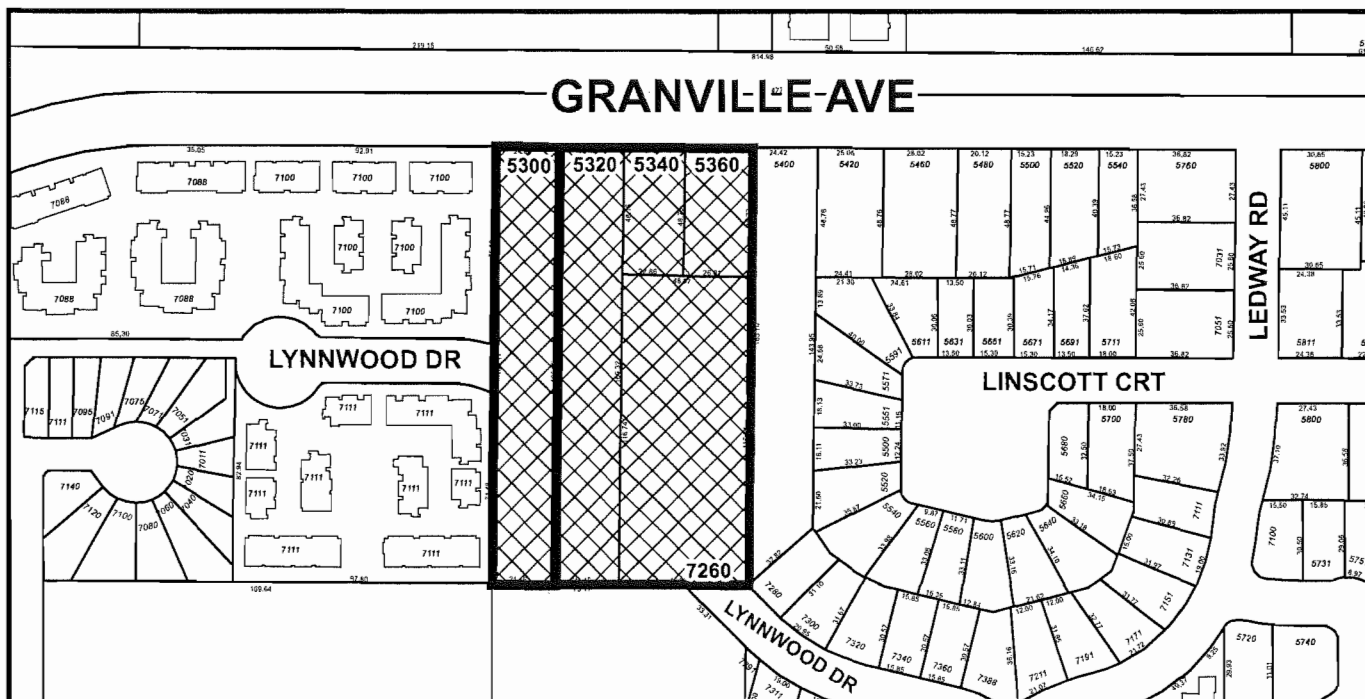
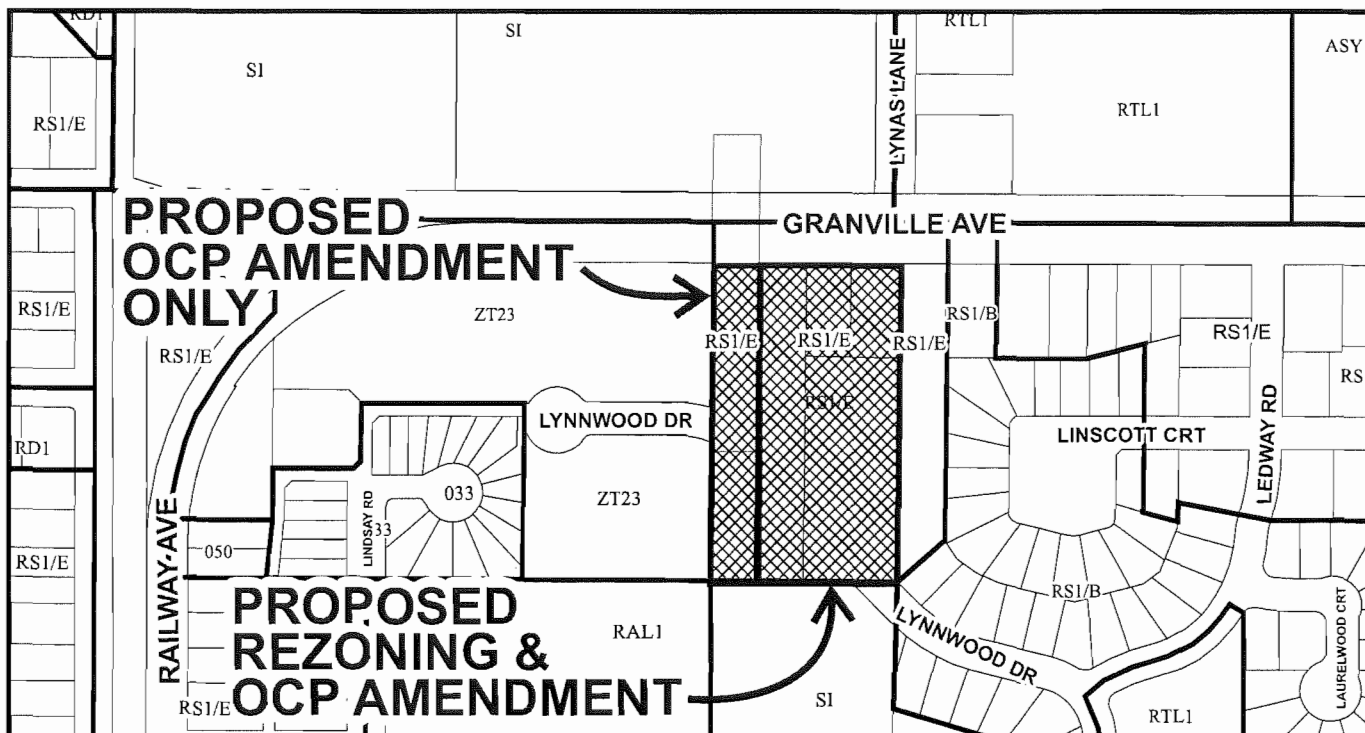
Terry Crowe
Manager, Policy Planning

- Attachment 1: Location Map & Aerial Photo
- Attachment 2: Conceptual Development Plans
- Attachment 3: Context Land Use Map – City of Richmond 2041 OCP Land Use Map
- Attachment 4: Context Land Use Map – Proposed City of Richmond 2041 OCP Land Use Map
- Attachment 5: Blundell Area Laurelwood Sub-Area Plan Land Use Context Map
- Attachment 6: Proposed Blundell Area Laurelwood Sub-Area Plan Land Use Map
- Attachment 7: Blundell Area Laurelwood Sub-Area Plan Circulation Context Map
- Attachment 8: Proposed Blundell Area Laurelwood Sub-Area Plan Circulation Map
- Attachment 9: Development Application Data Sheet
- Attachment 10: Public Input
- Attachment 11: Tree Retention/Removal Plan
- Attachment 12: Rezoning Considerations



City of Richmond

ATTACHMENT 1



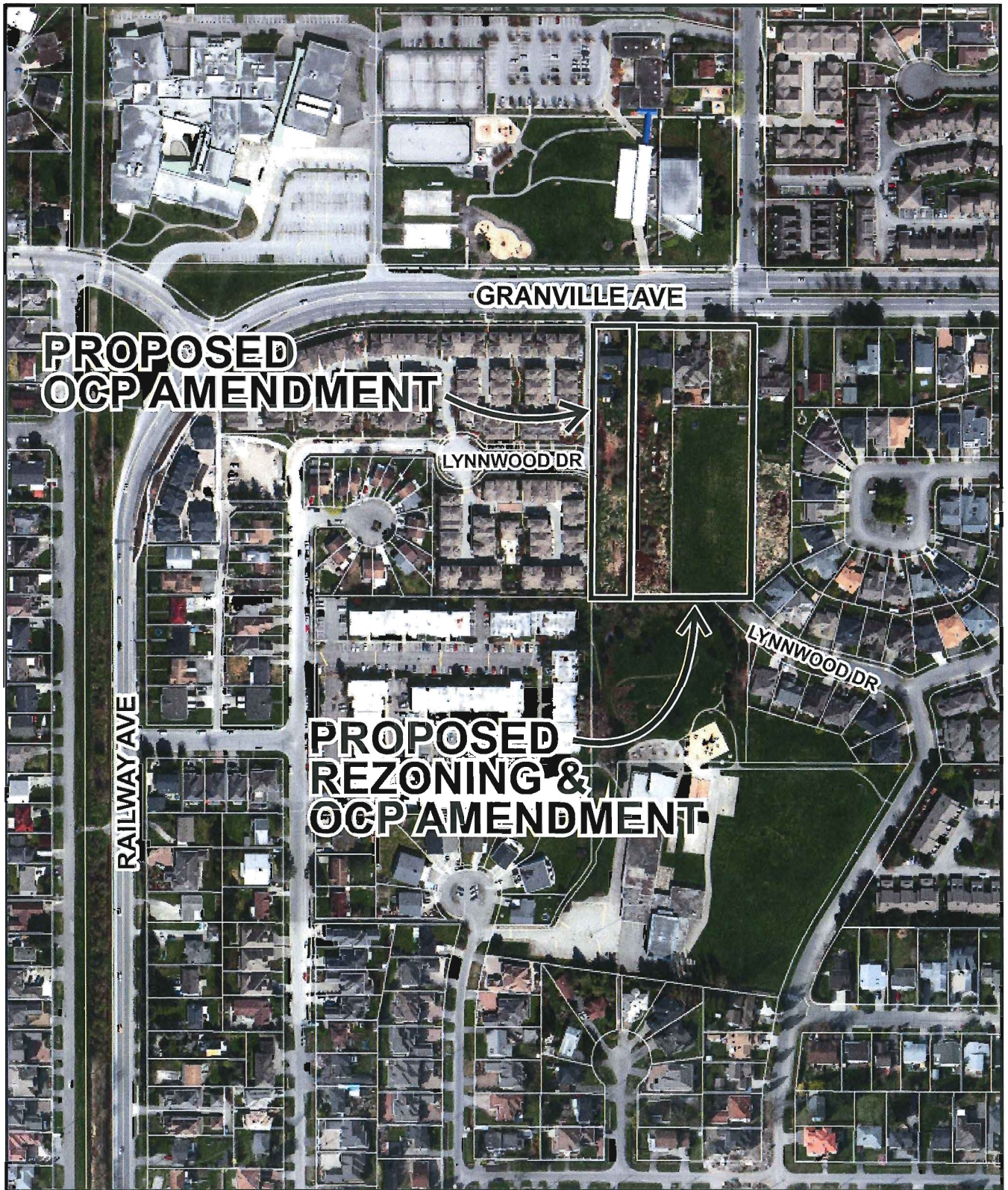
Proposed OCP Amendment &
RZ 12-610630

Original Date: 01/29/15

Revision Date: 03/06/15

Note: Dimensions are in METRES

PLN - 195

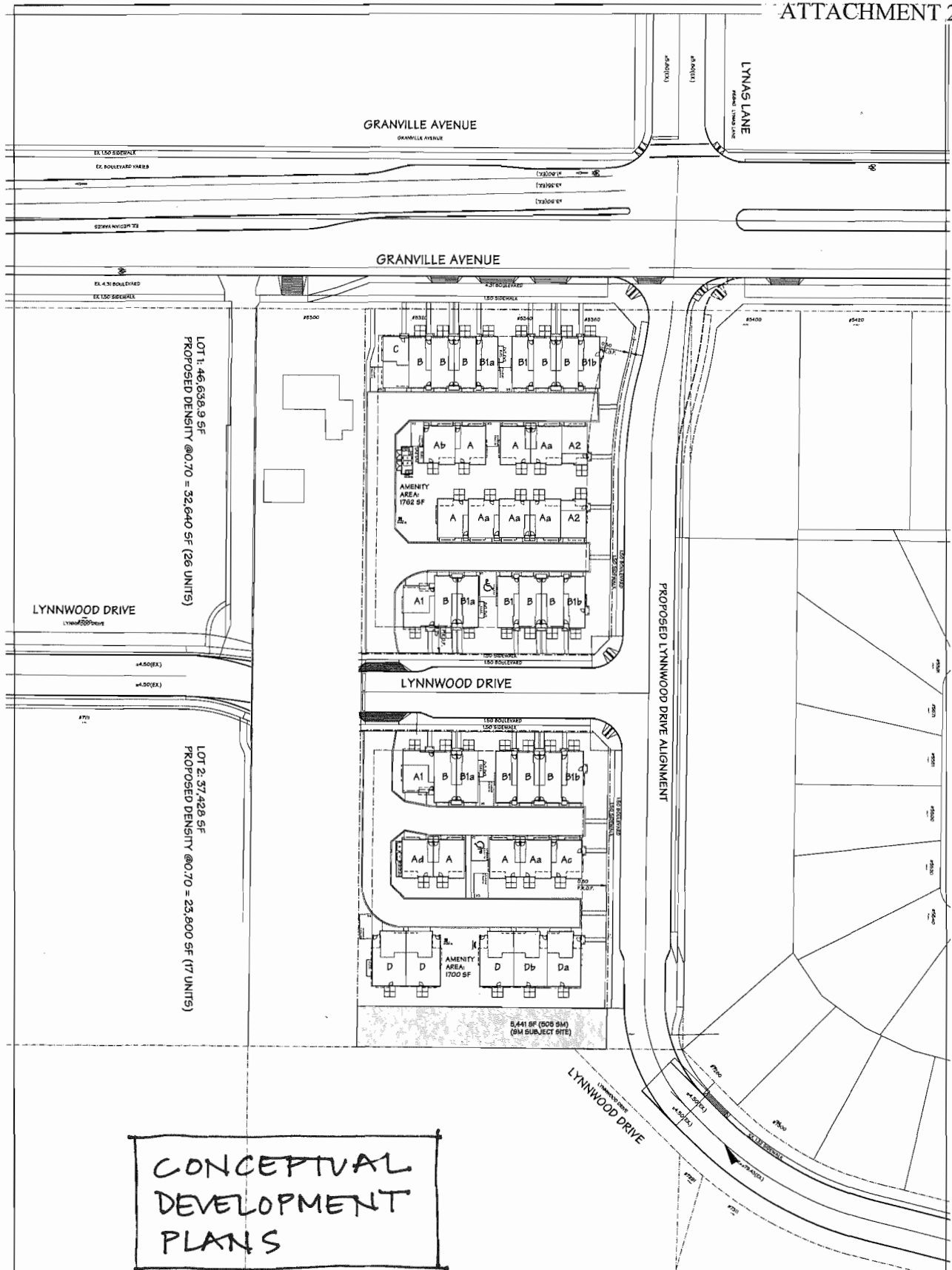


RZ 12-610630

Original Date: 05/30/12

Amended Date: 02/26/15

Note: Dimensions are in METRES



GRANVILLE AVENUE

EX. 4.31 BOULEVARD

LYNNWOOD DRIVE
LYNNWOOD DRIVE

±4.50(EX.)

4.50(EX.)

#7111

PLN - 200

LYNNWOOD DRIVE

REV.	DATE	REVISIONS
1	DEC. 28, 2015	GENERAL REVISIONS
2	JAN. 02, 2016	GENERAL REVISIONS
3	AUG. 30, 2016	LOT 2 REVISED
4	MAY 6, 2018	ADDED FOR REZONING APPL.
NO.	DATE	REVISIONS

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TOWNHOUSE DEVELOPMENT

5525, 5540, 5545, 5550 GRANVILLE AVE &
THE WOODBINE DRIVE RICHMOND B C LOT 1

Yamamoto
Architecture Inc.

385 Oak Street, Suite, R.C.,
 504-621-1616 fax 504-721-1327 fax 504-731-3227

PLANNING TITLE
PARKING PLAN

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CHECKED		PROJECT NO.

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LYNNWOOD DRIVE

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LYNNWOOD DRIVE

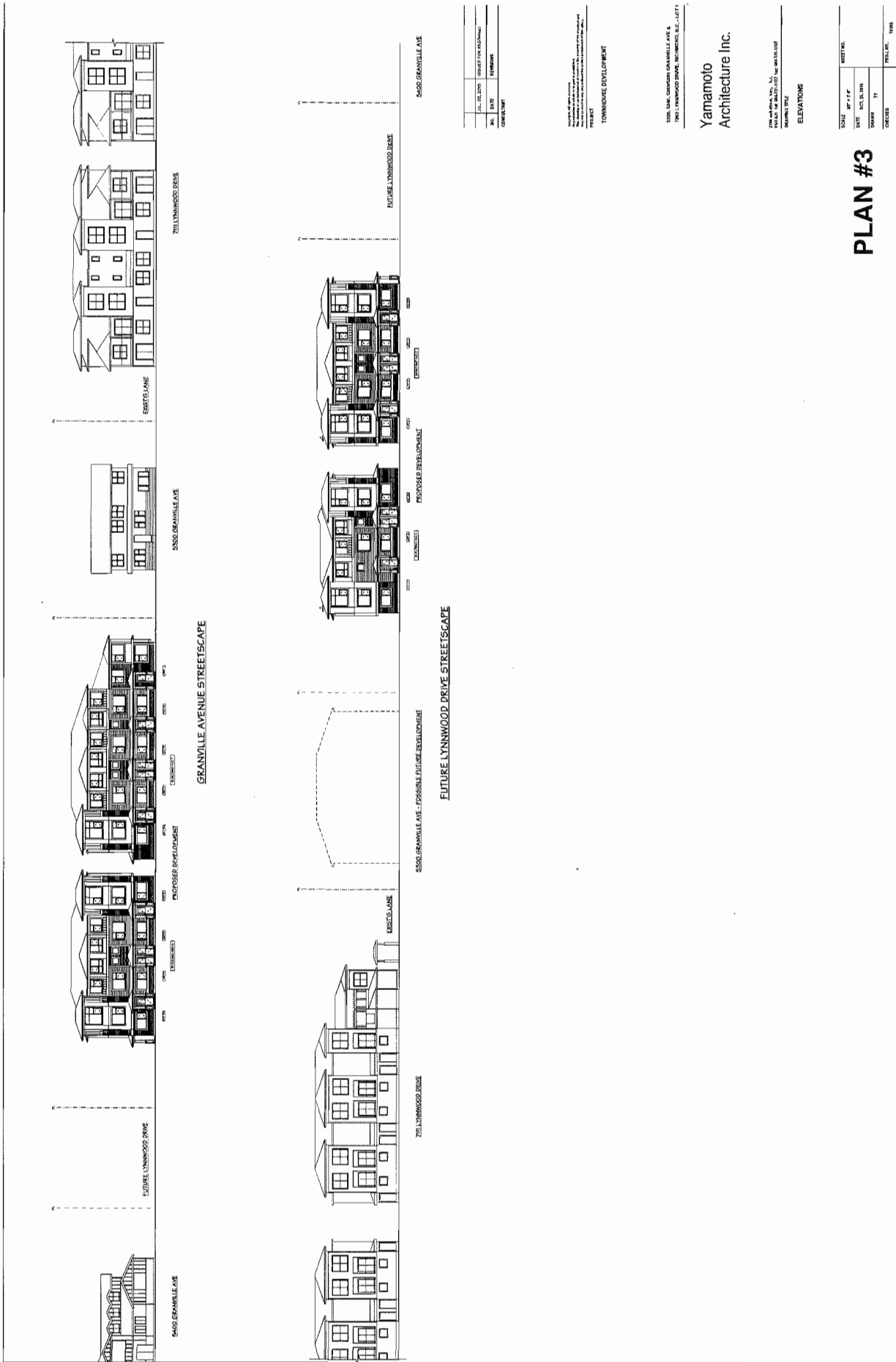
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LYNNWOOD DRIVE

LYNNWOOD DRIVE

LYNNWOOD DRIVE



ALL ELEVATIONS	GRANVILLE AVENUE
DATE	10/10/2018
CONTRACT	10/10/2018

PROJECT
TOWNHOUSE DEVELOPMENT

3000 GARDEN GRANVILLE AVENUE &
3001 LYNNWOOD DRIVE, RICHMOND, B.C. - L2C1

Yamamoto
Architecture Inc.

1000 West Street, Suite 101,
Vancouver, BC V6E 1V1
TEL: 604.271.1111 FAX: 604.271.1112
WWW.YAMAMOTO-ARCH.COM

SCALE	1/8" = 1'-0"
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DESIGNED BY	YI
CHECKED	YI

PLAN #3

UNIT 012
BUILDING NO.1
EAST ELEVATION

USER:
BUILDING NO.1
NORTH ELEVATION

BUILDING NO. 1
 WEST ELEVATION
 UNIT-A1

BUILDING NO.2
WEST ELEVATION

UNIT 4
UNIT 5

BUILDING NO.2

NORTH ELEVATION

BUILDING NO. 3
SOUTH ELEVATION

NORTH ELEVATION

WEST ELEVATION

		JUL-02-2013	ISSUED FOR REVISIONS
			REVISIONS
COMMITTEE			

FIGURE 3
TOWNHOUSE DEVELOPMENT

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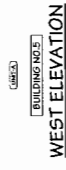
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PLAN #5

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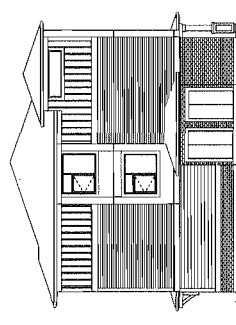
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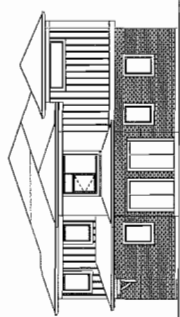




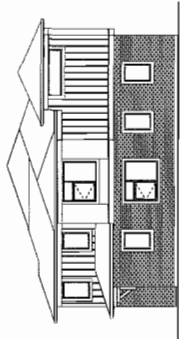
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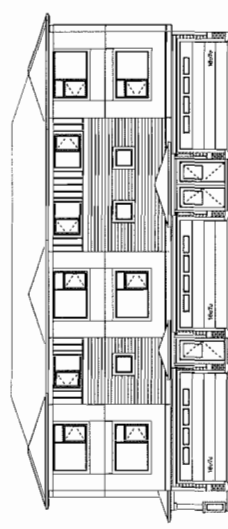
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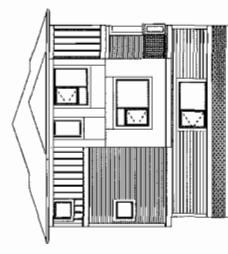
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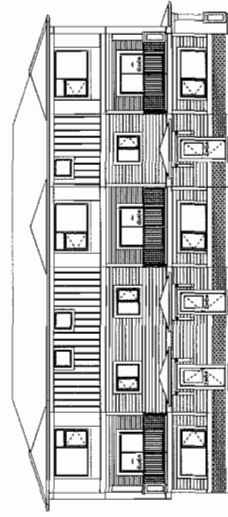
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BUILDING NO.3

UNIT 4.3



WEST ELEVATION
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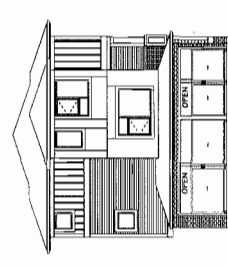
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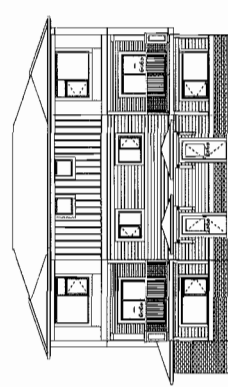
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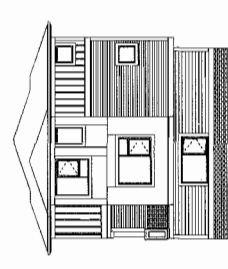
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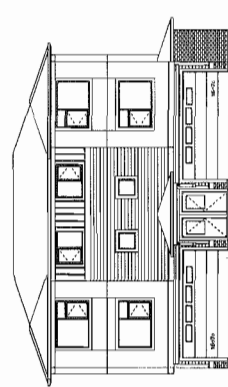
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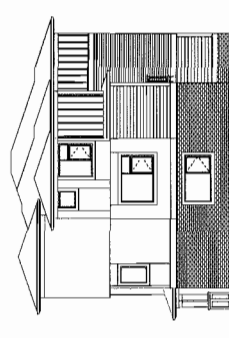


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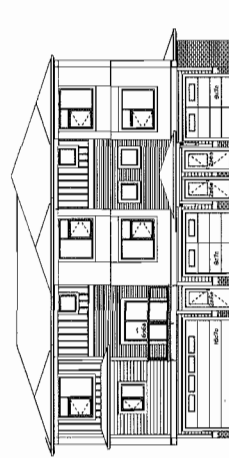
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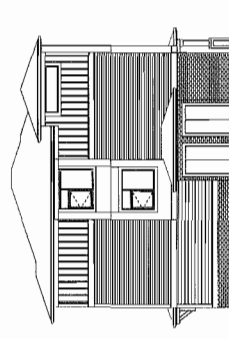
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BUILDING NO.5

SOUTH ELEVATION



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BUILDING NO.5
EAST ELEVATION

NO.	DATE	REMARKS
REQUEST FOR RENTALS		

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IBM and other names, U.S.
REG. U.S. PAT. & TM. OFF. 1994-11-17 Reg. 004-191-077

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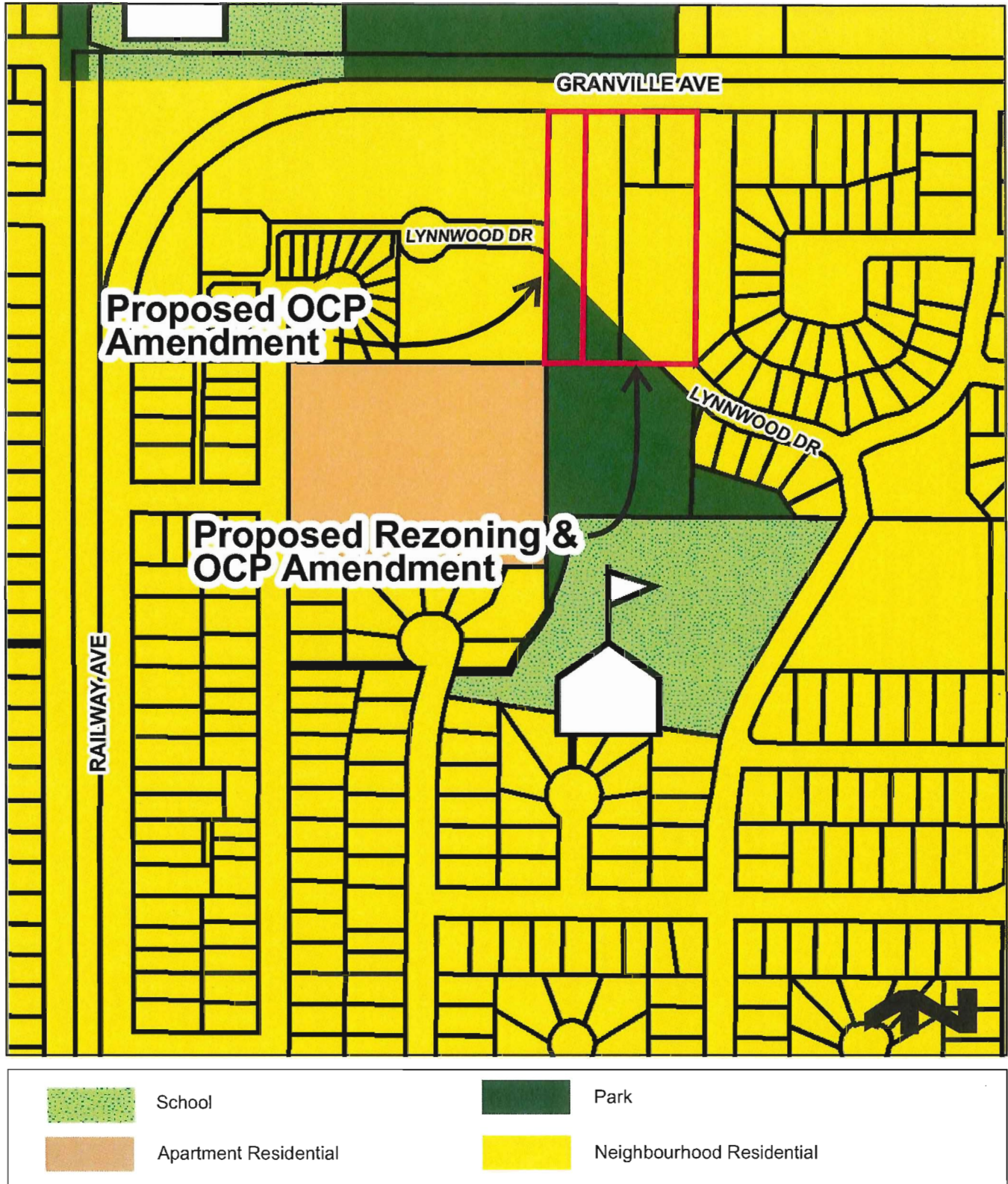
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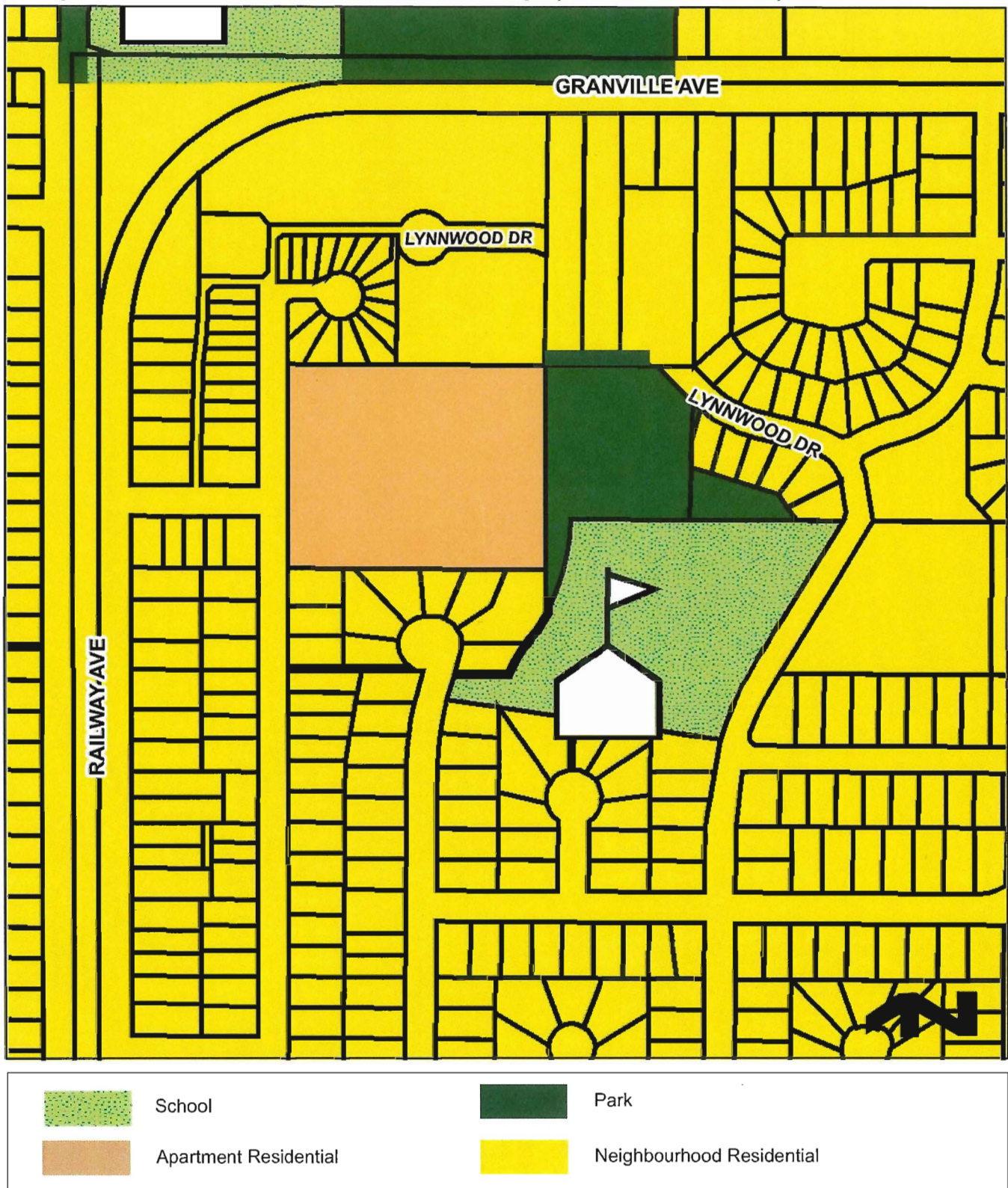
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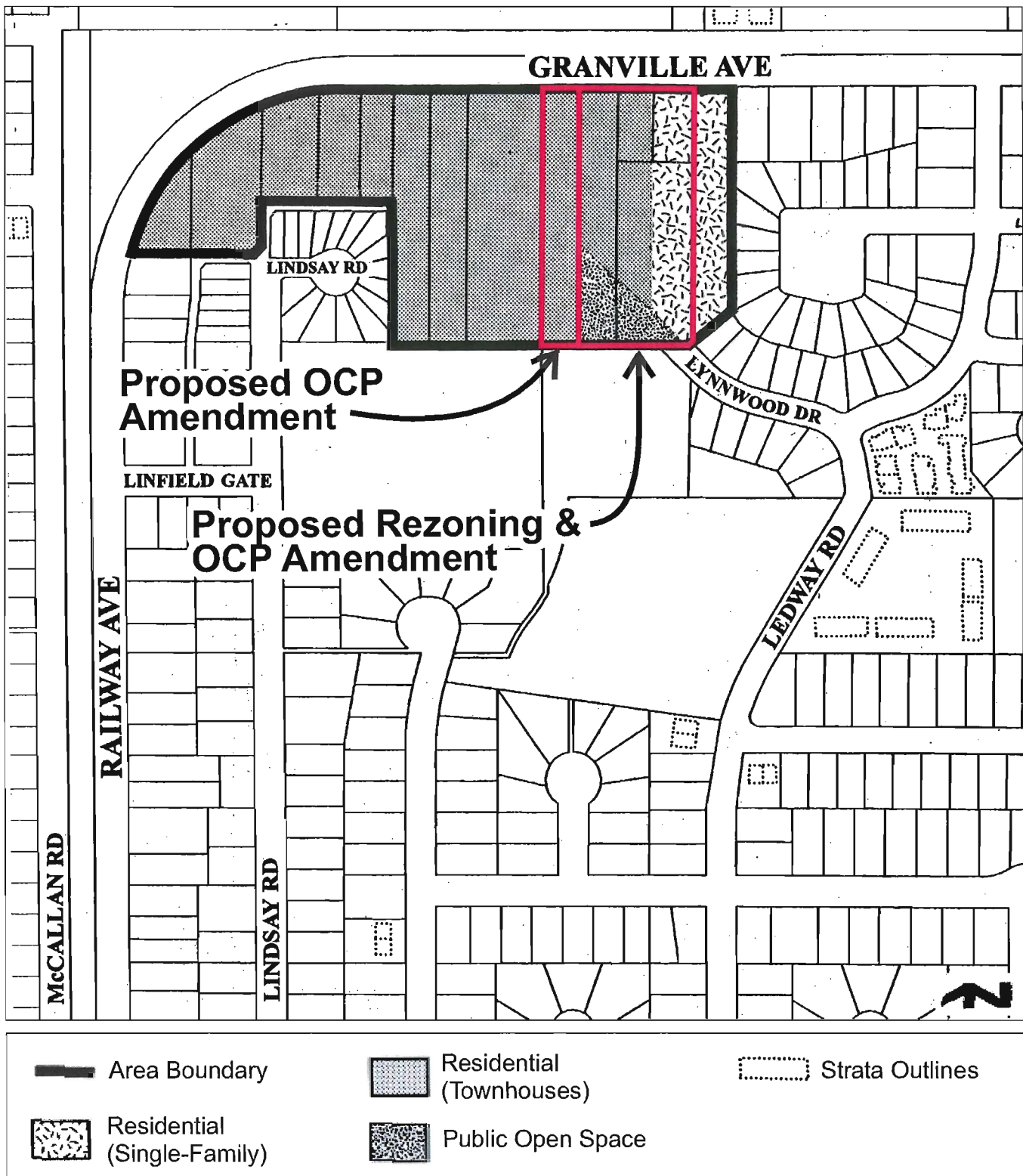
Context Land Use Map
2041 OCP Land Use Map (RZ 12-610630)



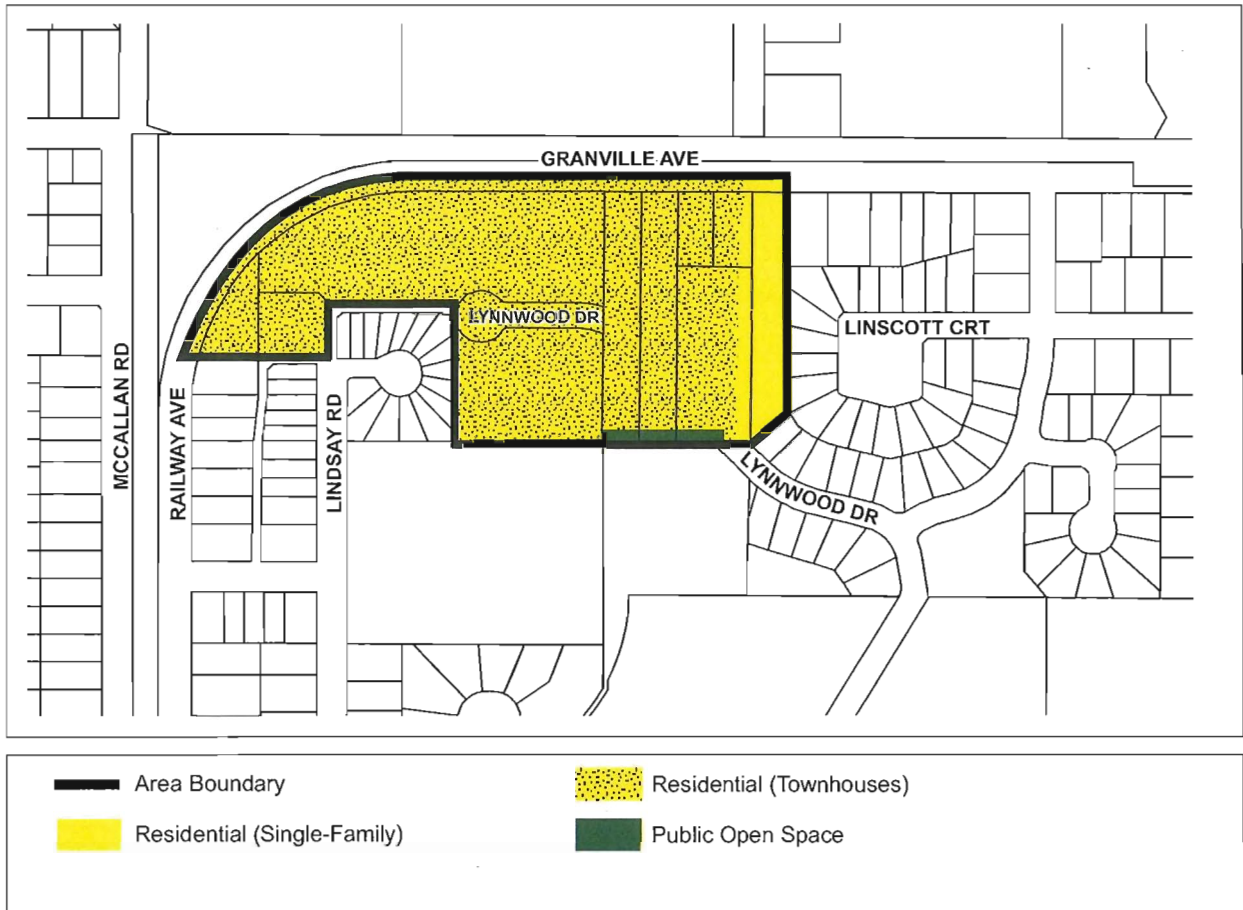
Context Land Use Map
Proposed 2041 OCP Land Use Map (RZ 12-610630)



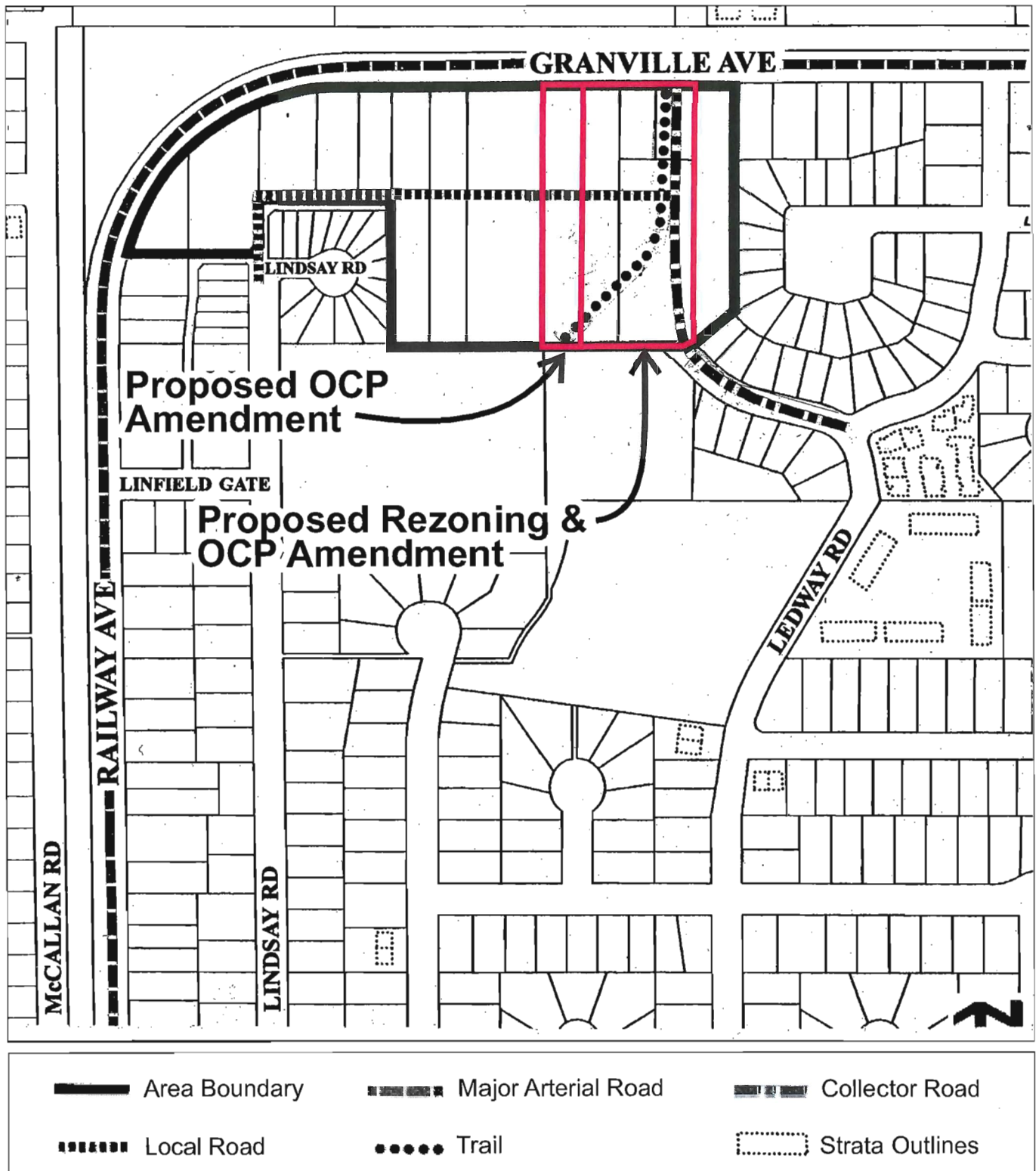
Laurelwood Sub-Area Plan Land Use Map



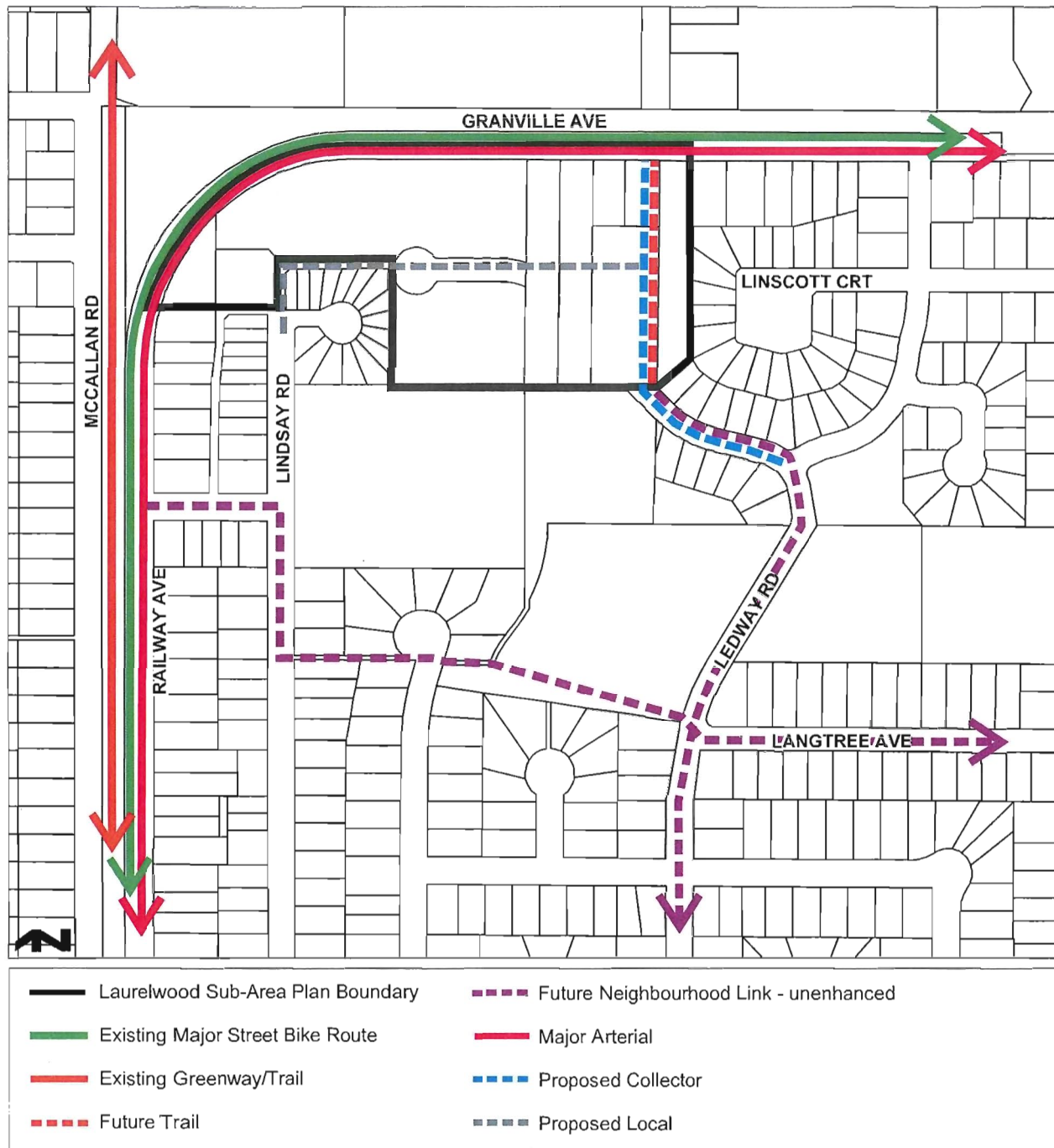
Proposed Laurelwood Sub-Area Plan Map Land Use Map



Laurelwood Sub-Area Plan Circulation Map



Proposed Laurelwood Sub-Area Plan Circulation Map





RZ 12-610630

Attachment 9

Address: 5320, 5340 and 5360 Granville Avenue and 7260 Lynnwood Drive

Applicant: Yamamoto Architecture Inc.

Planning Area(s): Laurelwood Sub-Area (Blundell)

	Existing		Proposed	
Owner	Grandsun Investment & Trading Inc. City of Richmond (5360 Granville Ave)		Unknown	
Site Size	5320 Granville Ave	4,030 m ²	North Development Site	4,332.9 m ²
	5340	1,106 m ²	South Development Site	3,477.2 m ²
	5360	1,264 m ²	Road Dedication	3,764.9 m ²
	7260 Lynnwood Dr	5,680 m ²	Park Expansion	505 m ²
	Total	12,080 m ²	Total	12,080 m ²
Land Uses	Residential (Single Detached) and vacant land		Residential (Townhouses) and Public Open Space	
OCP Designation	Neighbourhood Residential and Park		Neighbourhood Residential and Park	
Sub-Area Plan Designation	Residential (Townhouses) and Public Open Space		Residential (Townhouses) and Public Open Space	
Zoning	Single Detached (RS1/E)		Medium Density Townhouses (RTM3)	
Number of Units	2 homes & 1 vacant lot		43 Townhouses	
	Bylaw Requirement		Proposed	Variance
Floor Area Ratio (FAR)	Max. 0.7		0.7	None permitted
Lot Coverage	Max. 40%		40%	None
Lot Size:				
Minimum Lot Depth	Min. 35 m		156 m	None
Minimum Lot Width	Min. 50 m		56 m	
Setbacks:				
Granville Avenue	Min. 6 m		6 m	
North-South road	Min. 6 m		5.2 m to 6 m	0.8 m Reduction
East-West road	Min. 6 m		4.5 m to 6 m	1.5 m Reduction
McKay park	Min. 3 m		4.5 m	
Interior Side Yard	Min. 3 m		1.9 m to 14 m	1.1 m Reduction
Building Height	Max. 12 m & three-storey		10.4 m Max. & three-storey	None
Parking Spaces:				
Resident	86		86	
Visitor	9		9	None
Accessible	(2)		(2)	
Total	95		95	
Tandem Parking Spaces	Max. 50% Permitted		47% (40 spaces)	None
Indoor Amenity Space	Min. 100 m ²		Cash-in-lieu	None
Outdoor Amenity Space	Min. 258 m ²		315 m ²	None

Public Input

Carol Felker Snaden

July 21, 2014

Karen McDonald

January 13, 2014

Ric Pearce

April 16, 2013

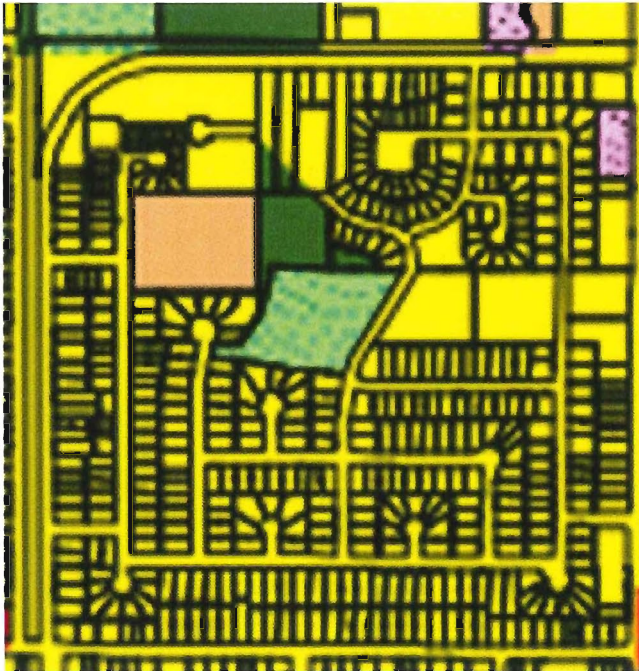
Badyal, Sara

From: Badyal, Sara
Sent: Monday, 21 July 2014 11:58 AM
To: Badyal, Sara
Subject: 5300 Granville Ave - Dec 10, 2012

Att: June Christy
Senior Planner, Policy Planning

I am writing this on behalf of my parents Andy and Nora Felker who own the property at 5300 Granville Ave. in Richmond. They live there and would like to know why their property has been designated as partial park with a diagonal line running through the lot. My parents have not requested this OCP designation and believe it will impact their ability to sell their home in the future. Their acre lies next to the fire lane which is used as a main driveway into the Laurelwood condo development. They are long time Richmond residents. I will forward your answer to them.

Thank you,
Carol Felker Snaden



Badyal, Sara

From: Karen McDonald [luckycat@shaw.ca]
Sent: Monday, 13 January 2014 04:46 PM
To: Badyal, Sara
Cc: Karen McDonald
Subject: Fwd: RZ 12-610630
Attachments: image.png; ATT00001.txt; image.png

>>>>

>>>> To : Sarah Badyal:

>>>>

>>>> I am writing in concern to the proposals to change from single home to town home. The proposal leaves far too little parkland on the south side of proposed Lynnwood drive extension. When I bought my place at 24 7111 Lynnwood which is the most southeast unit in the complex, it was due to the fact that in the future the end of Lynnwood Drive would eventually be extended but that the land south side of of the road would be left as Park land. As you can see from my sent images that left me with parkland to my east. This re zoning not only adds to more congestion and additional squeeze on lack of parking in the area it is not compliant with what I was told would be the future plans for this land . This will also reduce the value of my home. Please keep it single family and if the roads get connected dedicate the south side to parkland.

Please hit reply so I know you received this with google maps included. Thanks.

●●○○ ROGERS

12:26 PM

83% 

7111 Lynnwood Dr, Richmond BC V7C 5S9, Canada

Lynnwood Dr

Linscott Ct

Lynnwood Rd



3D



Granville Ave

Ledway Rd

Lynnwood Dr

Linscott Ct

Lynnwood Rd

3D



●●○○ ROGERS 3G 3:58 PM



7111 Lynnwood Dr, Richm...



75% 

DONALD MCKAY SCHOOL COMMUNITY

RECEIVED APR 16/13

Ric Pearce
7391 Lynnwood Drive
Richmond, B.C.
Chric@shaw.ca
604-307-3522

Re:
Centro Terrawest Development Ltd
Yamamoto Architecture Inc Talzo Yamamoto
Centro Terrawest Development Ltd Kush Panatch
6042411422
Yamamoto 6047311127 Architecture Inc Talzo Yamamoto
YAMAMOTO ARCHITECTURE INC has applied to the City of Richmond for permission to rezone 5320, 5340, 5360, 5380 Granville Ave and 7280 Lynnwood Dr from Single Detached (RS1/E) to Medium Density Townhouses (RTM3) in order to construct 42 three storey multi-family townhouse units.

To Sara Badyal,

I am writing on behalf of the neighbours and families of Donald McKay School Community. We have some concerns about the above Rezoning Permit Application. Our concerns are centered on the safety of our children and families of our small, yet well knitted community.

The above permit application is going to open up the current dead end road on Lynnwood Drive and allow access to Granville. The playground where the children play is within fifty meters of Lynnwood Drive, and blocked with a wooden barrier. Children and parents use this dead end road for pickup and drop off for the school and the preschool. With a through road, traffic will increase and that puts our children and families at peril.

When the construction begins there will be a major change in the traffic pattern. The use of Dump Trucks and Construction Vehicles will greatly increase down Ledway and Lynnwood. Once again, these vehicles will be crossing very close to a well-attended playground.

Richmond is in a huge growth stage and we understand that open land will ultimately be re-developed. We appreciated you hearing some of our initial concerns and we would encourage open dialogue about the proposal and what options there are. If we could arrange a meeting with others and myself within the community it would be greatly appreciated.

Sincerely,



Ric Pearce

Cc: Cameron Robertson Traffic Technician

DONALD MCKAY SCHOOL COMMUNITY

Name

Address

Signature

SYMAN CHANG

7171 LEDWAY RD RICHMOND

V7E512

NORM McPHERIAN

7160 LEDWAY RD. RICHMOND

PAT McPHERIAN

7160 LEDWAY RD., RICHMOND

LILY SZE

2-7200 ledway Rd. Richmond

SU VUI PANG

2-7200 Ledway Rd, Richmond

Joyce Pang

2-7200 Ledway Rd, Richmond

GREG PIETRUSINSKI

5-7200 Ledway Rd, Richmond

Reggie PIETRUSINSKI

5-7200 Ledway Rd, Richmond

(2) Marty & Carol

7220 ledway Rd, Richmond

(2) OTTAWA & Carol

7240 Ledway Rd Richmond

R GRUTA

7260 Ledway Rd, RMD

Herraine Grute

7260 Ledway Rd, RMD

ROSS RENWICK

7280 LEDWAY RD, RMD.

RIMON RENWICK

7280 LEDWAY RD RMD

P McKennie

7131 ledway rd

AARON PAN

7151 LEDWAY ROAD

ANTONIO LEE

7191 LEDWAY ROAD

CAROL LEE

7191 LEDWAY ROAD

FANNY LAI

7311 LYNNWOOD DR RMD

KEN HAM

7340 Lynnwood Dr. Rd

DONALD MCKAY SCHOOL COMMUNITY

Name	Address	Signature
Francine Ng	2500 7360 Lombard Rd.	Francine Ng
Kathy Zemke	3640 Ullsmore Ave.	K. Zemke
Linda Goncalves	6077 Dickens St bby	Linda
Janet Trahey	#169-4340 Steveston Hwy	Janet Trahey
Mika Livingston	#18-11291 7th Ave.	Mika
Regan Tanz	310-250 Salter St. New West.	Regan
Lisa Duncan	7420 Langton Rd	Lisa
Jennifer Shabib	10420 Blundell Rd.	Jennifer
Jocelyn Rodricks	202 7200 Lindsay	Jocelyn
Melissa Zhang	7031 McCallan Rd	Melissa
Tammy ZORNES	5291 Ludlow Rd	Tammy
Sandra Skerchuk	9780 Penelope Rd Road	Sandra
Marilyn Turnbull	7360 Lombard Rd.	Marilyn

DONALD MCKAY SCHOOL COMMUNITY

Name

Address

Signature

Michael He

21-7300 Ledway Rd

Jenny Lee

7388 LYNNWOOD DRIVE

HENRY LEE

7388 LYNNWOOD DR.

Yoko Aiki

7360 LYNNWOOD DR

WAYNE CHI

7280 LYNNWOOD DR

NELLY LAW

7371 LYNNWOOD DR

Taleeya K. Caldwell

7320 Lynnwood Dr.

WILLIAM WONG

7320 Lynnwood Dr

Jenny Lee

Henry Lee

Yoko Aiki

Wayne Chi

Nelly Law

Taleeya K. Caldwell

William Wong



Address: 5320, 5340 and 5360 Granville Avenue and 7260 Lynnwood Drive **File No.:** RZ 12-610630

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9115, the developer is required to complete the following:

1. Final Adoption of OCP Amendment Bylaw 9114.
2. The developer shall be required to enter into purchase and sales agreements with the City for the concurrent purchase and sale of the following Lands, which is to be based on business terms approved by Council. The primary business terms of the purchase and sales agreement will be brought forward for consideration by Council in a separate report from the Manager, Real Estate Services. All costs associated with the purchase and sales agreements shall be borne by the developer. The Lands include:
 - a) Acquisition of city-owned lands at 5360 Granville Avenue;
 - b) Acquisition of city-owned lands at 7117 Lindsay Road; and
 - c) Sale of 9 m wide area measured along the entire south property lines (after the road dedication) of 5320 Granville Avenue and 7260 Lynnwood Drive for McKay neighbourhood park expansion.
3. Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
4. Road dedication for new road extensions connecting to Lynas Lane and Lynnwood Drive. Road dedication is to include 4m x 4m corner cuts at all road intersections. Exact road dedication dimensions are to be determined from a detailed Final Ultimate Road Plan to the satisfaction of the Director of Transportation. Road dedications and road cross sections illustrated on attached Draft Interim Road Functional Plan:
 - a) North-South Road Extension: 17m wide road dedication and additional 0.5m SRW PROP. Road extension narrows as it approaches Granville Avenue to align the ultimate curbs with the north leg of the intersection with Lynas Lane.
 - b) East-West Road Extension: 17m wide road dedication and additional 0.5m SRW PROP.
5. The granting of 0.5 wide PROP SRW along all new roads for new City Sidewalk. Owner responsible for construction via required Servicing Agreement as noted below. City responsible for future maintenance and liability.
6. Registration of a cross-access easement, statutory right-of-way, and/or other legal agreements or measures, as determined to the satisfaction of the Director of Development, over the internal drive aisles of both the north and south development areas in favour of 5300 Granville Avenue to accommodate shared access for future multi-family redevelopment. This includes the installation of way-finding signage on the subject property.
7. Registration of a legal agreement on title identifying that the proposed development must be designed and constructed to meet or exceed EnerGuide 82 criteria for energy efficiency and that all dwellings are pre-ducted for solar hot water heating.
8. Registration of a flood indemnity covenant on title (Area A).
9. Registration of a legal agreement on title prohibiting the conversion of tandem parking areas into habitable space.
10. Discharge obsolete utilities right-of-way (AD179045) from the title of 5340 Granville Avenue.
11. Discharge obsolete no development covenant (AD179047) from the title of 7260 Lynnwood Drive.
12. City acceptance of the developer's offer to voluntarily contribute \$0.79 per buildable square foot towards Public Art, or participation in the City's Public Art program (e.g., \$46,489).
13. City acceptance of the developer's offer to voluntarily contribute \$2.00 per buildable square foot to the City's Affordable Housing Reserve Fund (e.g., \$117,694.11).
14. City acceptance of the developer's offer to voluntarily contribute \$2,600.00 to the City's tree compensation account in compensation for the removal of cedar hedgerow in the Granville Avenue boulevard.
15. Incorporation of indoor amenity space in the Development Permit plans or contribution in-lieu of on-site indoor amenity space in accordance with the OCP and Council Policy (e.g., \$71,000 for 43 units).

16. Incorporation of new replacement trees in the Development Permit Landscape plan at a ratio of 2:1 for each existing bylaw tree proposed for removal, or a combination of new replacement trees and City acceptance of the developer's offer to voluntarily contribute to the City's Tree Compensation Fund for the planting of replacement trees within the City at a rate of \$500 per replacement tree not accommodated onsite.
17. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
18. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
19. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
20. Enter into a Servicing Agreement* for the design and construction of frontage improvements, park improvements, new roads and services which shall be registered on Title. Works include, but may not be limited to:
 - a) New Roads – New roads are required, connecting to Granville Avenue and Lynnwood Drive, including:
 - i.) North-South Road Extension: 17.5m wide cross-section (including 0.5m wide SRW PROP). New road works to include but not limited to: 11.2m asphalt pavement, curb and gutter, Min. 1.5m grass boulevard with trees and 1.5m concrete sidewalk. Road extension narrows as it approaches Granville Avenue to align the ultimate curbs with the north leg of the intersection. The south leg of the intersection will be widened to the ultimate cross section as part of future redevelopment of 5400 Granville Avenue.
 - ii.) East-West Road Extension: 17.5m wide cross-section (including 0.5m wide SRW PROP). New road works to include but not limited to: 11.2m asphalt pavement, curb and gutter, Min. 1.5m grass boulevard with trees and 1.5m concrete sidewalk. Road to be extended further west and completed in the future with future redevelopment of 5300 Granville Avenue.
 - iii.) Decorative paving treatments, alignment of sidewalks, and traffic calming measures such as curb extensions and boulevards will be reviewed and included if deemed necessary through the Servicing Agreement process.
 - b) McKay neighbourhood park frontage improvements – Continuation of sidewalk on west side of Lynnwood Drive to park entry with letdown for service vehicles to Park, and a crosswalk to connect the McKay neighbourhood park pathway system to the existing sidewalk on the north side of Lynnwood Drive.
 - c) Granville Avenue frontage improvements – New 1.5 m concrete sidewalk located closer to the property line on the same alignment/offset as the existing sidewalk located west of 5300 Granville Avenue, complete with street lighting and a grass boulevard with trees.
 - d) Installation of a new traffic signal at the intersection of Granville Avenue and Lynas Lane. Existing special crosswalk to be upgraded to a full traffic signal. The work shall include, but not be limited to:
 - i) Type "P" controller cabinet.
 - ii) UPS (Uninterrupted Power Supply) & service panel cabinet/base
 - iii) Video detection
 - iv) Illuminated street name signs
 - v) Type "S" and/or type "L" poles/bases to suit site conditions
 - vi) APS (Accessible Pedestrian Signals)
 - vii) Fibre optic communications cable and associated equipment
 - viii) In-ground vehicle detection
 - ix) Removal of existing signal poles, bases, etc to be returned to City Works Yard
 - x) All associated costs to upgrade this system to be borne by the Developer.

The design of the intersection is to be to TAC standard for intersection design, including barrier curbs at the corners. As well, signage and pavement markings, are required.

- e) Street Lighting – Roadway lighting system shall be based on City's current design standard.
- f) Storm sewer works – provide a 600mm diameter storm sewer system in the future north-south and east-west roads, with manholes to tie into the existing storm sewers in Granville Avenue to the north and Lynnwood Drive to the southeast (approximately 255 m in length).
- i) Sanitary sewer works – provide 200mm diameter sanitary sewer in the future north-south and east-west roads, with a manhole to tie into the existing sanitary sewer in Lynnwood Drive to the southeast (approximately 255 m in length).
- j) Water works – provide 200mm diameter water main in the future north-south and east-west roads, tying into the existing water mains in Granville Avenue to the north (400 mm diameter) and Lynnwood Drive to the southeast (approximately 255 m in length).
- k) Fire hydrants – provide 2 new fire hydrants, one in the new north-south road and one on the site's Granville Avenue frontage (i.e., on the south side of Granville Avenue).
- l) McKay neighbourhood park improvements, to City of Richmond Parks specifications and to the satisfaction of the Senior Manager, Parks, including:
 - i) Clearing, levelling, and landscaping of new 9 m wide addition to the north edge of the park.
 - ii) Planting a larger specimen tree (with a value of at least \$1950) in compensation for the removal of the inventory Chestnut tree from Granville Avenue.
 - iii) Providing drainage at north edge of park, taking into consideration future potential park land at 5300 Granville Avenue.
 - iv) Repairing existing park pathway system and extending to tie into the new sidewalk.
 - v) Upgrading service vehicle entry and parking pad from gravel to asphalt, with curb drop.
 - vi) Installing fencing along road frontage – 1.2 m height Black vinyl coated chain link fence at the property line along the road frontage from the new north PL to the north edge of the service vehicle pad, substantial posts with rings on both sides of vehicle pad (for locked chain to prevent vehicle entry to the park), and a pedestrian opening to connect new sidewalk to the park pathway system.
- m) General Items:
 - i) Private Utilities – Developer is responsible to coordinate with private utility companies to provide services. All private utility equipment (e.g., PMT, LPTs, Telus Kisok, Shaw cabinet, etc.) is required to be accommodated on the development site, with rights-of-way as needed. There are BC Hydro poles near the northeast corner of the proposed site (i.e., Granville Avenue frontage) that may need to be relocated or removed to accommodate the future north-south road extension connecting to Lynas Lane. Removal of existing poles and undergrounding of its overhead lines will be BC Hydro's discretion. Removal of the existing poles and undergrounding of the overhead lines may require private utility aboveground structures (e.g., Vista, PMT, etc.)
 - ii) All control cabinets/kiosks (e.g., street light kiosk, traffic signal kiosk, UPS, etc.) required to service the new street lights and traffic signals shall be accommodated on the development site, with rights-of-way as needed.
 - iii) Provide, prior to first SA design submission, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting or within the development site, proposed utility installations and provide mitigation recommendations. The mitigation recommendations (if required) shall be incorporated into the first SA design submission.
 - iv) Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
 - v) The proposed works must be under arborist supervision, as needed. The arborist must assess the impact of the proposed works to the protected trees at the Servicing Agreement stage or Development Permit stage (whichever comes first), and will conduct root pruning, if required. A summary report including future

recommendations must be provided to the City as part of the Servicing Agreement or Development Permit process (whichever comes first).

n) DCC Credits

There are road works DCC credits available for the road works for the north-south road extension connecting to Lynas Lane. There are also parks development DCC credits available for all works, planting, trees and park fencing in the city-owned McKay neighbourhood park. The parks development DCC credits will be determined through the Servicing Agreement and do not apply toward road works inside road dedication area, or townhouse fencing on the property line shared with the park.

The recoverable amount in the DCC program for the complete construction of the north-south road extension connecting to Lynas Lane is \$599,000. However, credits will only be applied to portion(s) of work that achieve the ultimate design. If the Servicing Agreement does not achieve the ultimate design, the credits will be lower (i.e., if frontage improvements behind the east curb, and completion of intersection SE corner are constructed with future redevelopment of 5400 Granville Ave). The final recoverable amount will be based on the Servicing Agreement drawings. Once this amount is determined, the actual Roads DCC credits given to the developer will be the lesser of:

- DCC Program as noted above;
- Roads DCC Payable - to be determined through the future Building Permit; or
- Actual roads related costs - to be determined through the Servicing Agreement.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to complete the following:

1. Submit a proposed townhouse energy efficiency report and recommendations prepared by a Certified Energy Advisor which demonstrates how the proposed construction will meet or exceed the required townhouse energy efficiency standards (EnerGuide 82 or better), in compliance with the City's Official Community Plan.

Prior to a Development Permit* being forwarded to Council for approval, the developer is required to complete the following:

1. Landscaping Letter of Credit (amount determined by Landscape Architect in sealed cost estimate including materials, installation and 10% contingency).

Prior to Building Permit Issuance, the developer is required to complete the following:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Incorporation of accessibility and sustainability measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. If applicable, payment of latecomer agreement charges associated with eligible latecomer works.
4. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the

Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

[Signed copy on file]

Signed _____

Date _____



**Richmond Official Community Plan Bylaws 7100 and 9000
Amendment Bylaw 9114 (RZ 12-610630)
5320, 5340 and 5360 Granville Avenue and 7260 Lynnwood Drive**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 9000, Attachment 1 to Schedule 1 (City of Richmond 2041 OCP Land Use Map) thereof is amended by:
 - a) Repealing the existing land use designation for the following area.

P.I.D. 012-165-115
East Half Lot “F” Section 13 Block 4 North Range 7 West New Westminster District Plan 1343

P.I.D. 016-167-368
Lot “A” Section 13 Block 4 North Range 7 West New Westminster District Plan 85867

P.I.D. 009-606-424
Lot “G” Except: Firstly: West 75 Feet Secondly: Part on Reference Plan 12056, Section 13 Block 4 North Range 7 West New Westminster District Plan 1343

P.I.D. 016-167-376
Lot “B” Section 13 Block 4 North Range 7 West New Westminster District Plan 85867
 - b) For that area shown cross-hatched on “Schedule A attached to and forming part of Bylaw 9114”, designating it “Neighbourhood Residential”.
 - c) For that area shown cross-hatched on “Schedule B attached to and forming part of Bylaw 9114”, designating it “Park”.
2. Richmond Official Community Plan Bylaw 7100, Schedule 2.5A (Blundell Area Laurelwood Sub-Area Plan) is amended by:
 - a) Repealing the existing land use designation in the Land Use Map thereof for the following area.

P.I.D. 012-165-115
East Half Lot “F” Section 13 Block 4 North Range 7 West New Westminster District Plan 1343

P.I.D. 016-167-368
Lot “A” Section 13 Block 4 North Range 7 West New Westminster District Plan 85867

P.I.D. 009-606-424

Lot "G" Except: Firstly: West 75 Feet Secondly: Part on Reference Plan 12056, Section 13 Block 4 North Range 7 West New Westminster District Plan 1343

P.I.D. 016-167-376

Lot "B" Section 13 Block 4 North Range 7 West New Westminster District Plan 85867

- b) For that area shown cross-hatched on "Schedule A attached to and forming part of Bylaw 9114", designating it "Residential (Townhouses)".
 - c) For that area shown cross-hatched on "Schedule B attached to and forming part of Bylaw 9114", designating it "Public Open Space".
 - d) Making related minor map and text amendments to ensure consistency with the Schedule 2.5A of Official Community Plan Bylaw 7100 (Blundell Area Laurelwood Sub-Area Plan) and Richmond Official Community Plan Bylaw 9000, Attachment 1 to Schedule 1 (City of Richmond 2041 OCP Land Use Map).
3. This Bylaw may be cited as **"Richmond Official Community Plan Bylaws 7100 and 9000, Amendment Bylaw 9114"**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by BK
APPROVED by Manager or Solicitor JK

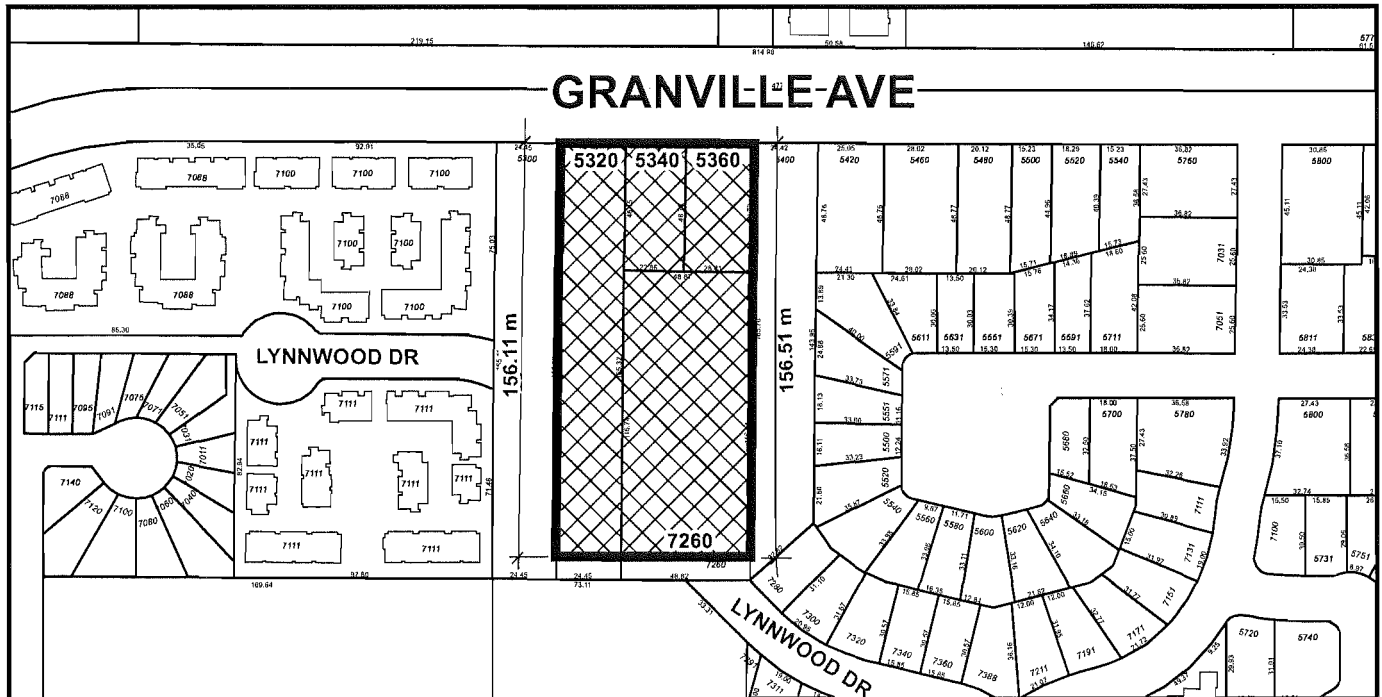
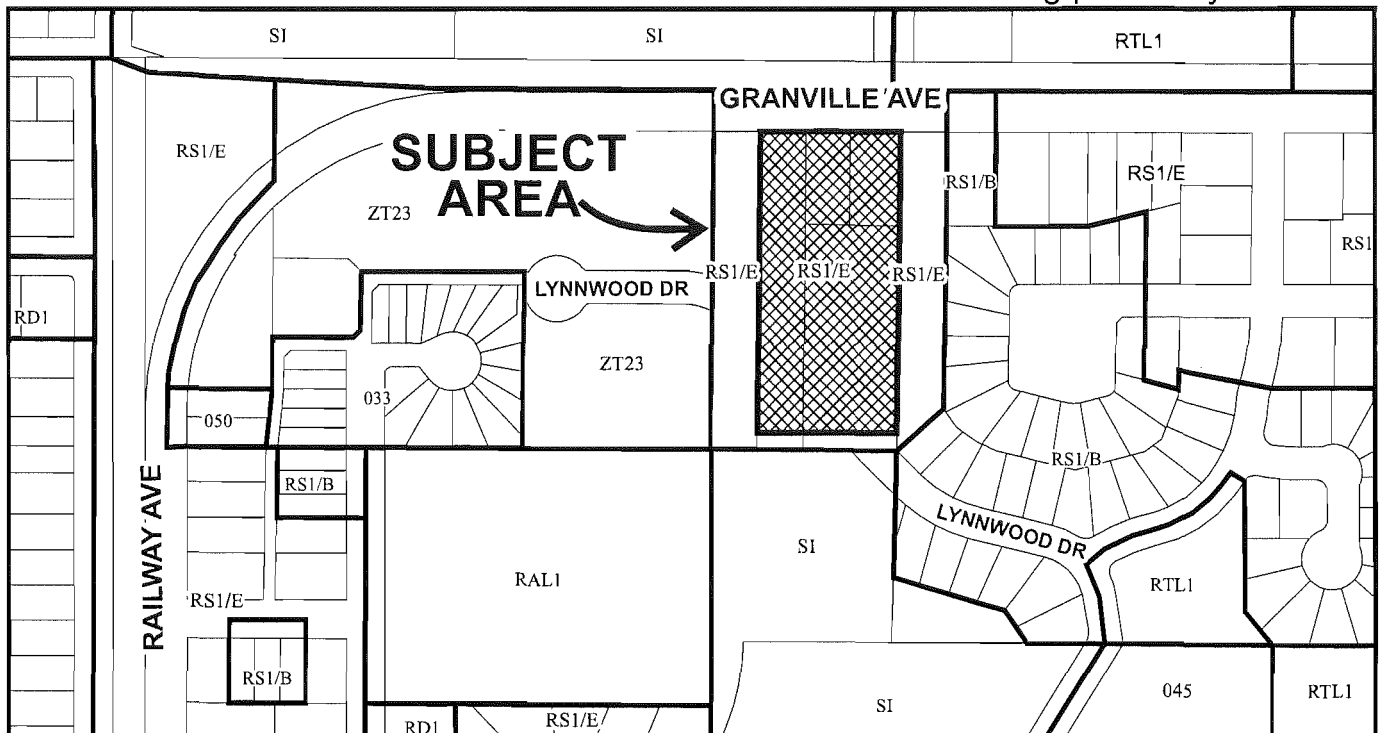
MAYOR

CORPORATE OFFICER



City of Richmond

"Schedule A attached to and forming part of Bylaw 9114"



RZ 12-610630

Original Date: 01/29/15

Revision Date: 03/03/15

Note: Dimensions are in METRES

PLN - 237



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9115 (RZ 12-610630)
5320, 5340 and 5360 Granville Avenue and 7260 Lynnwood Drive**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by:
 - a) Repealing the existing zoning designation of the following area.

P.I.D. 012-165-115
East Half Lot “F” Section 13 Block 4 North Range 7 West New Westminster District Plan 1343

P.I.D. 016-167-368
Lot “A” Section 13 Block 4 North Range 7 West New Westminster District Plan 85867

P.I.D. 009-606-424
Lot “G” Except: Firstly: West 75 Feet Secondly: Part on Reference Plan 12056, Section 13 Block 4 North Range 7 West New Westminster District Plan 1343

P.I.D. 016-167-376
Lot “B” Section 13 Block 4 North Range 7 West New Westminster District Plan 85867
 - b) For that area shown cross-hatched on “Schedule A attached to and forming part of Bylaw 9115”, designating it “**MEDIUM DENSITY TOWNHOUSES (RTM3)**”.
 - c) For that area shown cross-hatched on “Schedule B attached to and forming part of Bylaw 9115”, designating it “**SCHOOL & INSTITUTIONAL USE (SI)**”.

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9115**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

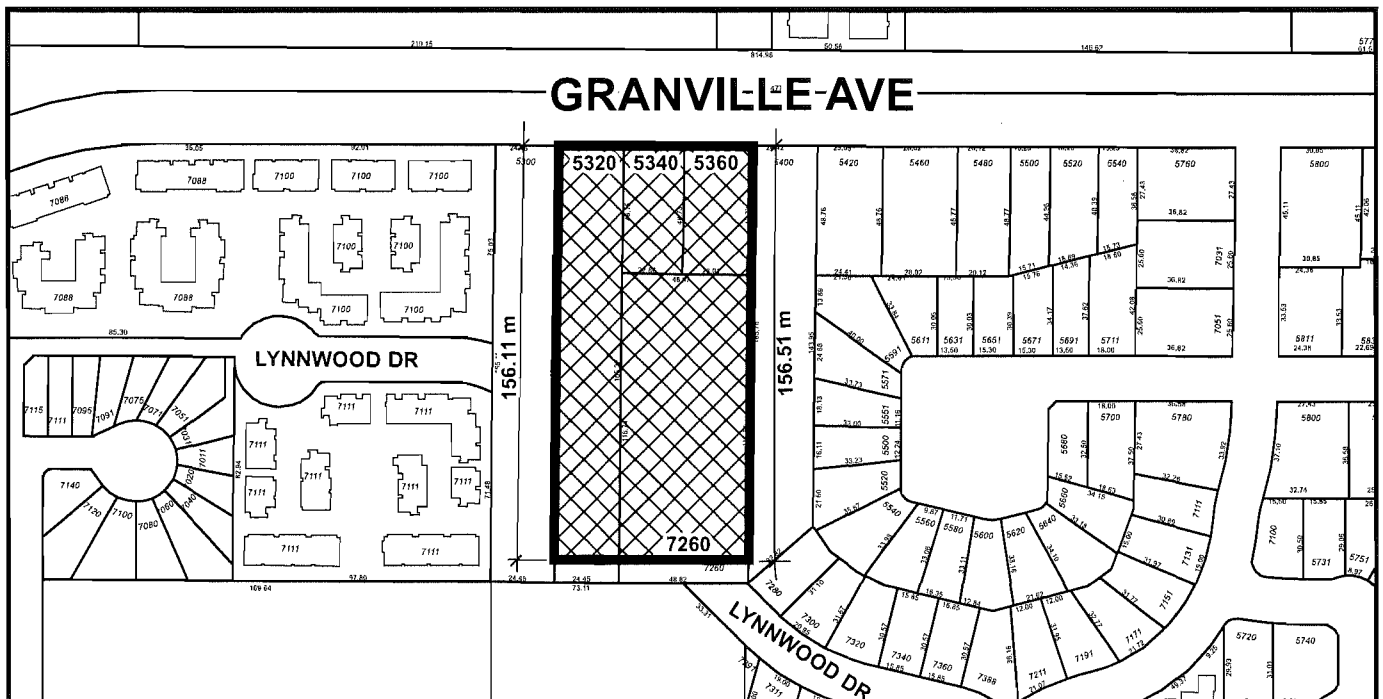
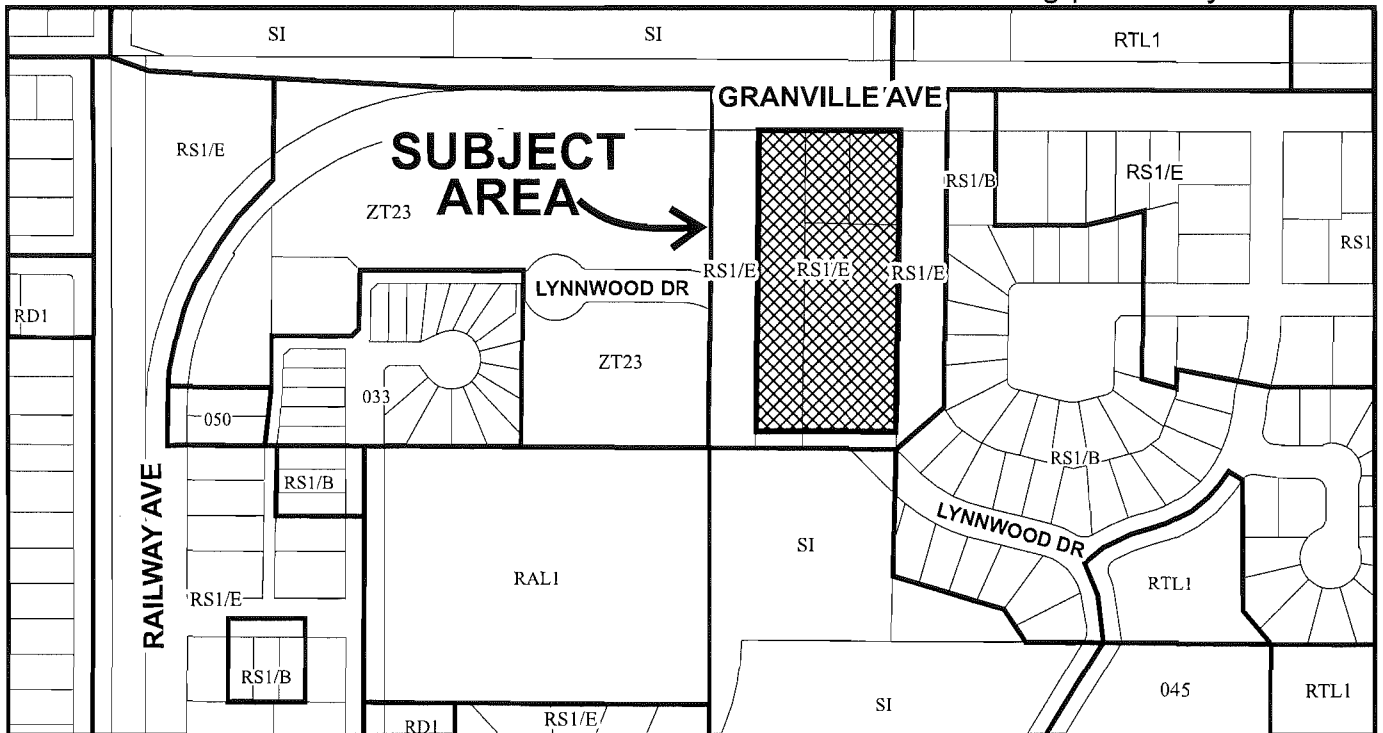
MAYOR

CORPORATE OFFICER



City of Richmond

"Schedule A attached to and forming part of Bylaw 9115"



RZ 12-610630

Original Date: 01/29/15

Revision Date: 03/09/15

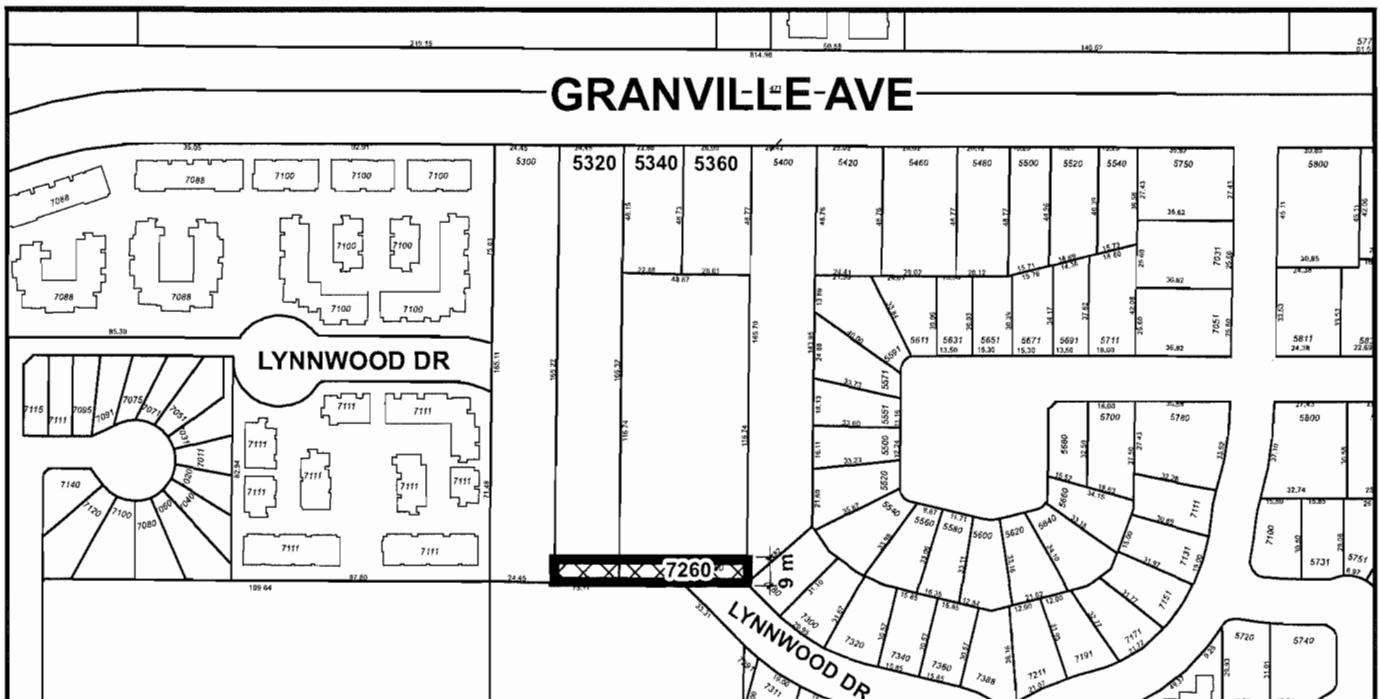
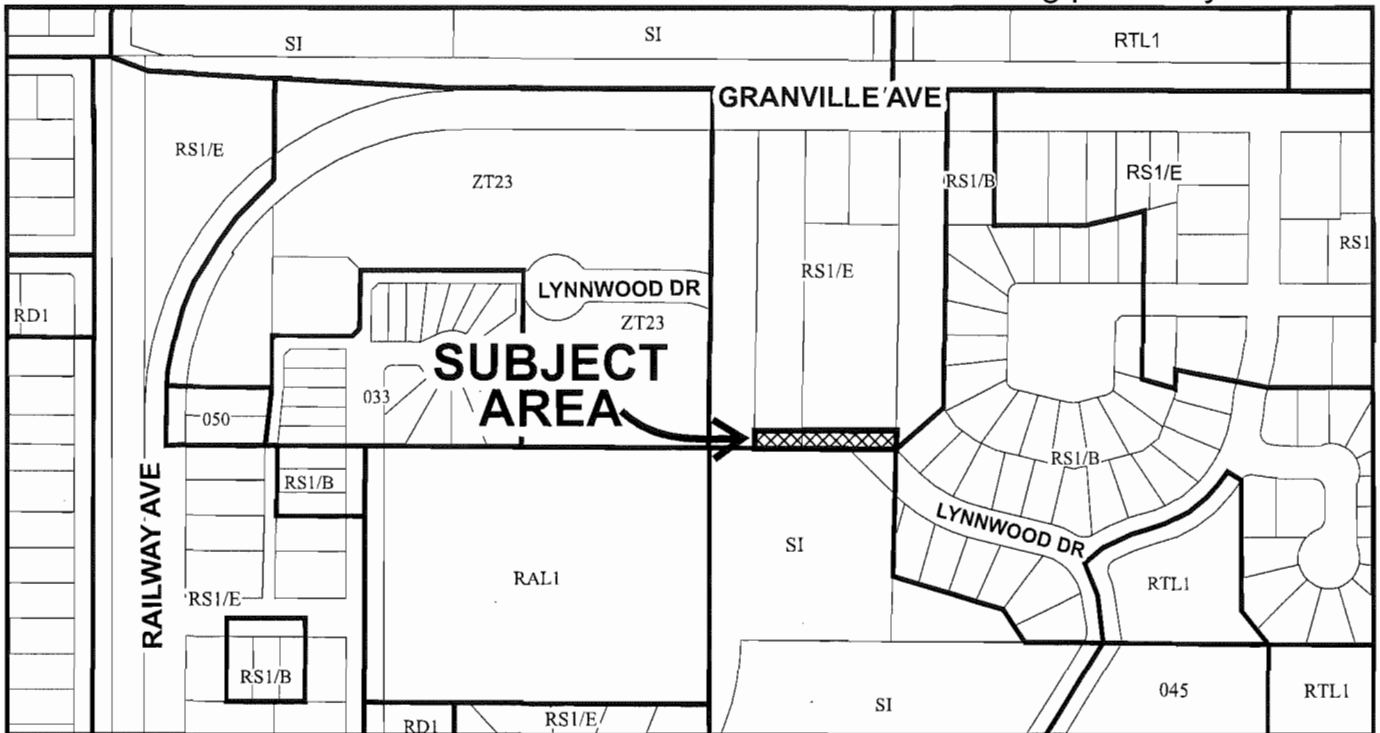
Note: Dimensions are in METRES

PLN - 241



City of Richmond

"Schedule B attached to and forming part of Bylaw 9115"



RZ 12-610630

Original Date: 01/29/15

Revision Date: 03/09/15

Note: Dimensions are in METRES

PLN - 242



**Richmond Official Community Plan Bylaws 7100 and 9000
Amendment Bylaw 9230 (RZ 12-610630)
5300 Granville Avenue**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 9000, Attachment 1 to Schedule 1 (City of Richmond 2041 OCP Land Use Map) thereof is amended by:
 - a) Repealing the existing land use designation for the following area:

P.I.D. 012-165-140
West Half Lot “F” Section 13 Block 4 North Range 7 West New Westminster District Plan 1343
 - b) For that area shown cross-hatched on “Schedule A attached to and forming part of Bylaw 9230”, designating it “Neighbourhood Residential”.
 - c) For that area shown cross-hatched on “Schedule B attached to and forming part of Bylaw 9230”, designating it “Park”.
2. Richmond Official Community Plan Bylaw 7100, Schedule 2.5A (Blundell Area Laurelwood Sub-Area Plan) is amended by:
 - a) Repealing the existing land use designation in the Land Use Map thereof for the following area.

P.I.D. 012-165-140
West Half Lot “F” Section 13 Block 4 North Range 7 West New Westminster District Plan 1343
 - b) For that area shown cross-hatched on “Schedule A attached to and forming part of Bylaw 9114”, designating it “Residential (Townhouses)”.
 - c) For that area shown cross-hatched on “Schedule B attached to and forming part of Bylaw 9114”, designating it “Public Open Space”.

3. This Bylaw may be cited as **“Richmond Official Community Plan Bylaws 7100 and 9000, Amendment Bylaw 9230”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____	CITY OF RICHMOND
_____	APPROVED by <i>RL</i>
_____	APPROVED by Manager or Solicitor <i>AL</i>

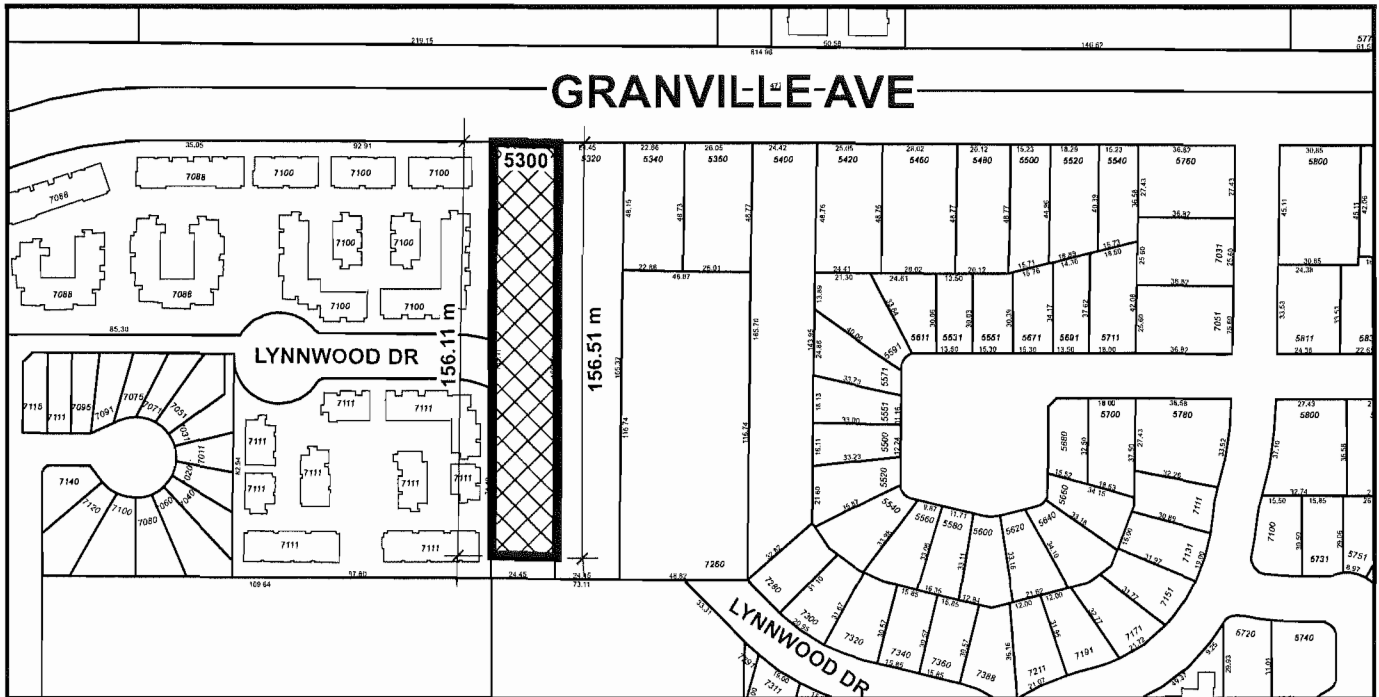
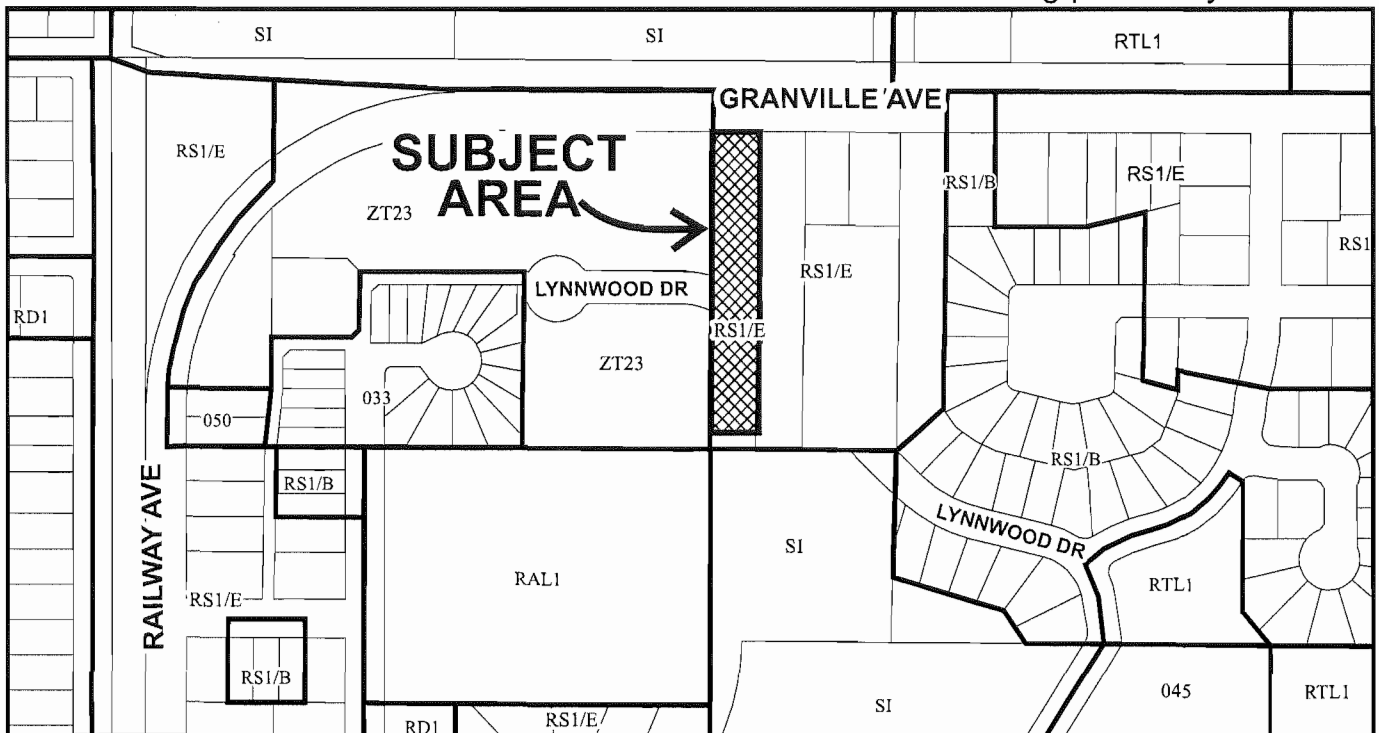
MAYOR

CORPORATE OFFICER



City of Richmond

"Schedule A attached to and forming part of Bylaw 9230"



RZ 12-610630

Original Date: 01/29/15

Revision Date: 03/03/15

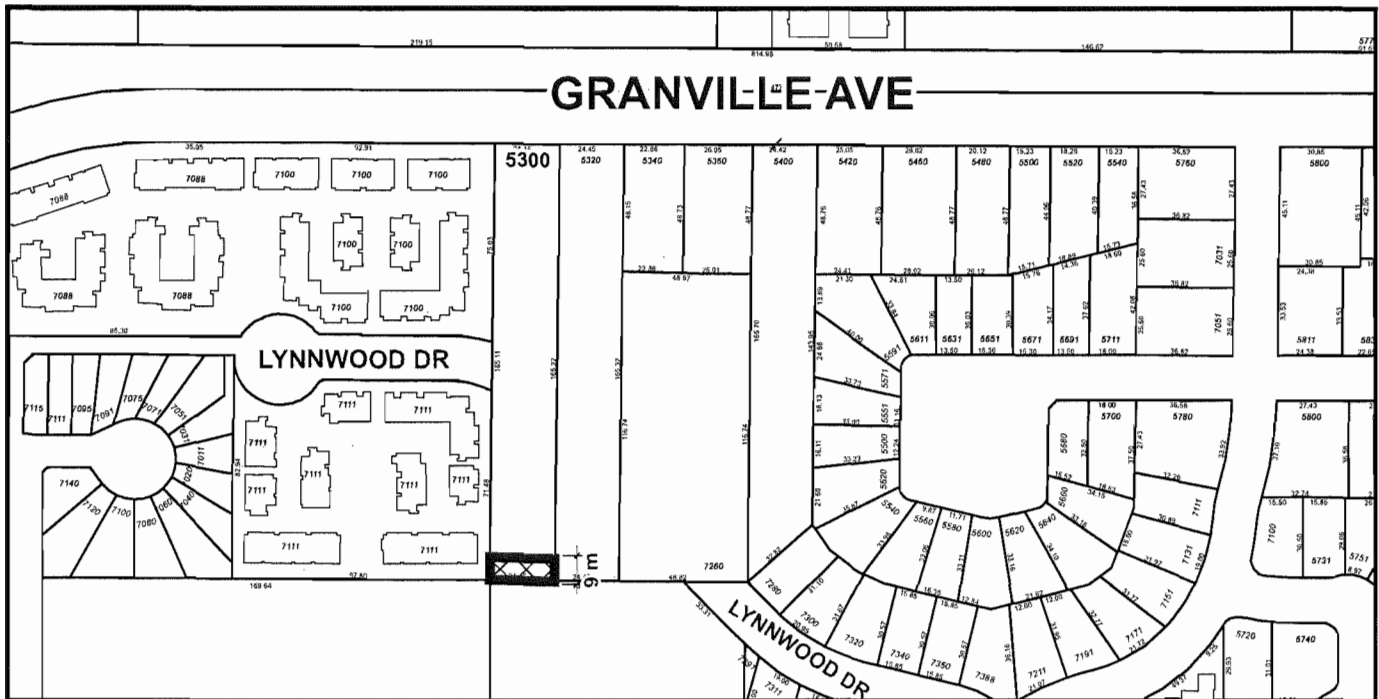
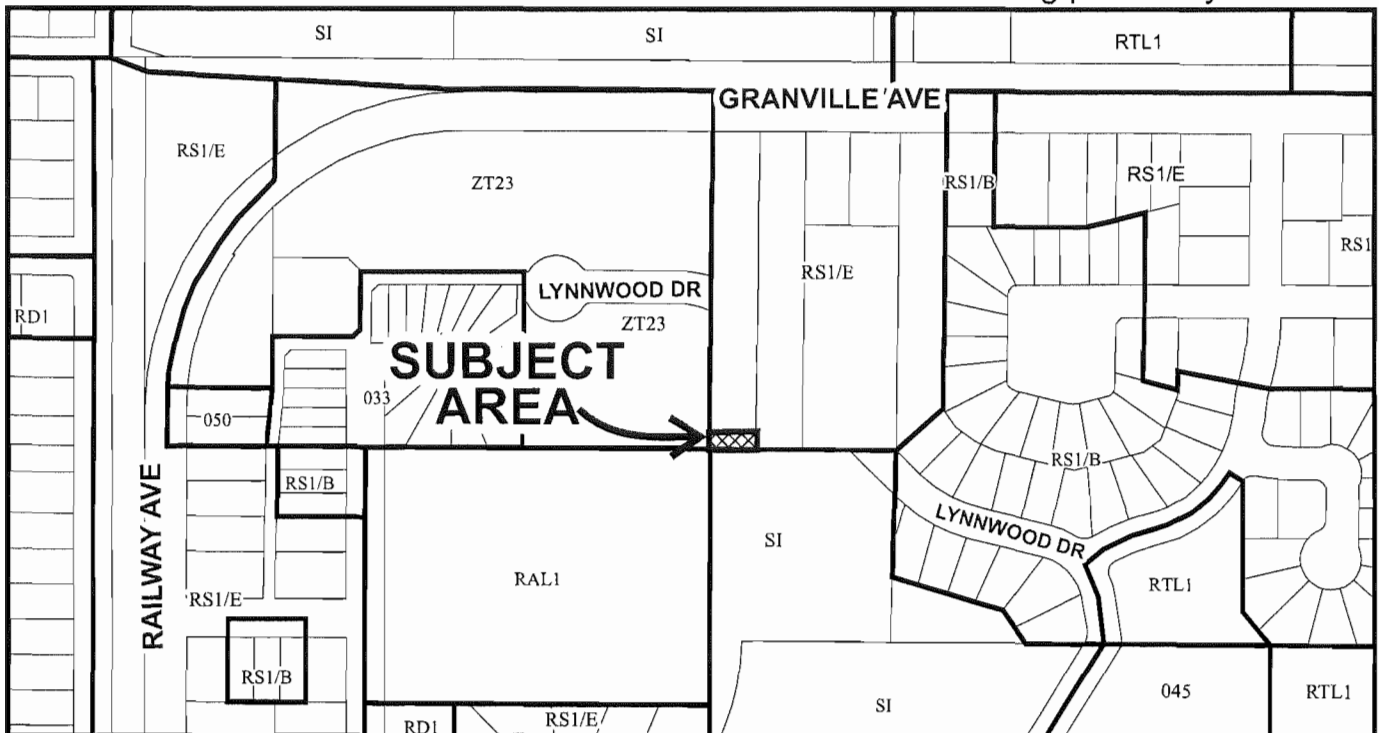
Note: Dimensions are in METRES

PLN - 245



City of Richmond

"Schedule B attached to and forming part of Bylaw 9230"



RZ 12-610630

Original Date: 01/29/15

Revision Date: 03/03/15

Note: Dimensions are in METRES

PLN - 246



City of Richmond

Report to Committee Planning and Development Department


To: Planning Committee
From: Wayne Craig
Director of Development

Date: March 5, 2015
File: 08-4430-01/2015-Vol 01

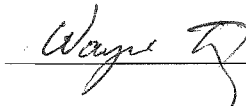


Re: Proposed Revisions to Single-Family and Two-Unit Dwellings Building Height and Half-Storey Building Area Regulations

Staff Recommendations

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9223 amend the regulations for "Storey, half (1/2)" and Building Height within single-family, coach house and two-unit dwelling zones be introduced and given first reading; and
2. That staff refer the proposed amendments to the Greater Vancouver Home Builders Association, the Urban Development Institute and the Richmond Small Builders Group for comment prior to the Public Hearing on April 20, 2015.


Wayne Craig
Director of Development

WC:bk
Att.

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

Staff Report

Origin

On February 17, 2015, Planning Committee passed the following referral motion:

That staff:

- (1) review potential amendments to the zoning bylaw to address concerns related to overall building height and massing of new two and two and a half-storey homes;*
- (2) review existing half-storey regulations to strengthen requirements that the upper half storey be fully enclosed within a pitched roof line; and*
- (3) examine potential restrictions for flat roofs on two and two and a half-storey homes; and report back.*

This report responds to this referral, and brings forward an amendment bylaw to amend Richmond Zoning Bylaw No. 8500 to:

- i. Revise the definition of “Storey, half (½)”;
- ii. Amend the height regulations in all single-family, compact single-family, two-unit dwelling and single-family with coach house zones to establish a lower height for flat-roof designs.

Background

The Planning Committee referral motion was made in response to comments raised by members of the Committee in regards to recent single-family house construction in the community. These comments echo similar concerns raised by residents through email submissions to Mayor and Council, and comments made at recent Public Hearings.

The issues relating to the compatibility of new infill single-family development (largely relating to house size, height and massing) is not unique to Richmond, as many municipalities throughout Metropolitan Vancouver are facing similar challenges. Residents’ concerns typically include the height, massing and dominant appearance of houses in the context of older established single-family neighbourhoods.

This report only deals with lots regulated under Richmond Zoning Bylaw No. 8500.

Analysis

Existing Zoning Regulations

Current single-family and two-unit dwelling zoning districts regulate building height through a combination of zoning provisions, and permit the construction of a 2½-storey building provided that:

- the maximum building height does not exceed 9 m (29.5 ft.);
- the interior habitable floor area is contained within a residential vertical building envelope which is dependent on a lot’s width and depth;

- the floor area constructed above the second storey does not exceed 50% of the floor area situated immediately below;
- wall height above the second floor ceiling is limited to reduce the wall area on two (2) of the half-storey areas.

The regulations and definitions were last amended in 2008 by Bylaw 8319, to fine tune the definition of half-storey including the limits to wall height above the second floor.

1. Existing Half-Storey Definition

The existing definition of ‘Storey, half (½)’ in Richmond Zoning Bylaw 8500 is:

Storey, half (½) means the uppermost storey of a building meeting the following criteria:

- a) the habitable space is situated wholly under the framing of the roof;*
- b) the habitable space does not exceed 50% of the storey situated immediately below;*
- c) the top of the exterior wall plates is not greater than 0.6 m above the floor of such storey on any two (2) adjacent exterior walls; and*
- d) a maximum of two (2) opposite exterior walls may have a dimension greater than 0.6 m between the top of the exterior wall plate and the floor of such storey.*

The ‘Storey, half (½)’ definition is referenced in a number of zoning districts, for both single-family and multiple residential uses. The definition has been crafted to allow a limited amount of usable floor area to be provided above the second floor of a residential building, provided that this floor area is concealed within a pitched roof form (Attachment 1). The increasing use of flat roof designs was not envisioned when the definition was amended.

The “Residential Vertical Envelope (Lot Width)” and “Residential Vertical Envelope (Lot Depth)” provisions further restrict where this floor area may be located on the lot in relation to the minimum setbacks requirements (see Attachment 2 for an excerpt from the Zoning Bylaw to illustrate these regulations).

2. Current Application of Definition of Half-Storey – Apparent Three-Storey Massing

Trends in single-family house construction throughout Richmond have resulted in home builders utilizing the existing zoning regulations to the fullest, which reflects current market land and construction prices. This includes utilizing the full potential for floor area on a lot, including a half-storey where desirable. This has resulted in roof design, house design and massing with an apparent three-storey character. Specifically, these designs include portions of the half-storey, which are contained within the roof line, but a flat roof has been used. These houses are typically built on larger lots, and the resulting homes are often in excess of 300 m² in area (3,230 ft²). Examples of recent single-family houses which meet the current zoning regulations are provided in Attachment 3.

3. Proposed Revised Half-Storey Definition

Staff propose revisions to the definition of ‘Storey, half (½)’ in order to better regulate the form and character of 2 ½-storey single-family and two-unit dwellings. It is also proposed to add an

additional level of detail to the definition by creating two (2) definitions: one (1) applicable to single-family and two-unit dwellings; and a second definition applicable to town housing.

Details on the proposed definitions are:

“Storey, half ($\frac{1}{2}$) means the uppermost storey of a building meeting the following criteria:

For a single detached housing dwelling unit, or a two-unit housing dwelling:

- a) the habitable space is situated wholly under the framing of the roof;
- b) the habitable space does not exceed 50% of the storey situated immediately below;
- c) the top of the exterior wall plates is not greater than 0.6 m above the floor of such storey on any two (2) adjacent exterior walls;
- d) a maximum of two (2) opposite exterior walls may have a dimension greater than 0.6 m between the top of the exterior wall plate and the floor of such storey;
- e) roof framing proposed to contain a Storey, half ($\frac{1}{2}$) must be a minimum of 5:12 pitch and a maximum pitch of 12:12 (i.e. no habitable space is permitted under the roof framing for a flat roof, a gambrel roof, or a mansard roof);
- f) the exterior wall plate of a Storey, half ($\frac{1}{2}$) shall be set back a minimum of 1.2 m from an exterior side yard or interior side yard exterior wall plate of the storey below and a minimum of 1.5 m from a front yard or rear yard exterior wall plate of the storey below;
- g) the roof ridge of a gable end dormer or a shed dormer be no higher than 0.5 m below the roof ridge of the main roof;
- h) the slope of a shed dormer roof must be a minimum of 2.5:12; and
- i) No balcony or deck is permitted on a Storey, half ($\frac{1}{2}$).”

“For a housing, town:

- a) the habitable space is situated wholly under the framing of the roof;
- b) the habitable space does not exceed 50% of the storey situated immediately below;
- c) the top of the exterior wall plates is not greater than 0.6 m above the floor of such storey on any two (2) adjacent exterior walls; and
- d) a maximum of two (2) opposite exterior walls may have a dimension greater than 0.6 m between the top of the exterior wall plate and the floor of such storey.”

Proposed revisions are the addition of clauses e) through h), (applicable to single-family and two-unit dwellings) which are discussed in detail below.

Roof pitch: Roof framing for a proposed half storey must be a minimum 5:12 pitch and a maximum pitch of 12:12. Staff have reviewed various roof designs, and the 5:12 pitch minimum is a generally acceptable roof design, and is easily and affordably constructed.

Prohibition of Flat Roof for a Half-Storey: Staff have identified the use of flat roofs for half-storey as a contributing factor in unacceptable building massing. The proposed revisions will prohibit the construction of a flat roof, if the roof area is to contain habitable floor area. Flat roof designs will still be permitted, but the roof area cannot contain a habitable half-storey. This regulation is further reinforced by the proposed prohibition of two (2) roof lines commonly used in the construction of 2 $\frac{1}{2}$ -storey single-family homes: a gambrel (or barn) roof and a mansard roof. Graphic examples of these roof designs are provided in Attachment 4.

Additional Setbacks for Half-Storey Areas: Recent construction has seen half-storey areas constructed with exterior walls at the same setback as the exterior wall immediately below, creating large, flat wall planes, which result in a dominant appearance and contribute to the overall massing of new construction. Applying the proposed additional setback to half storey areas will result in a stepped facade above the second-storey, creating variation in the wall planes, and reducing the apparent massing of the building.

Dormer Regulations: Staff have identified massing issues arising from dormers (gable end and shed dormers) on half-storey on recently constructed 2 ½-storey houses. The proposed regulations in clauses g) and h) above are intended to establish a more appropriate building envelope for these design details, which should work in concert with the other proposed amendments to reduce the apparent massing of a half-storey.

Prohibition of Balconies and Decks for a Half-Storey: A number of recently constructed houses feature decks or balconies off the half-storey area. The physical height of these areas present challenges for privacy of adjacent lots. The proposed revisions will prohibit the construction of a balcony or deck on any area meeting the definition of 'Storey, half (½)'. Balconies and decks will still be permitted, but only on the first and second storey of a dwelling.

Storey, half (½) Definition for Townhouses:

The definition of 'Storey, half (½)' for townhouse zones is unchanged, but is defined separately from the regulations for single-family and two-unit dwellings.

Proposed Revision to Building Height in Single-Family and Two-Unit Housing Dwelling for Flat Roof Designs

Staff propose the following revision to address concerns with the massing of flat roof designs on family dwellings and two-unit housing dwellings (duplex):

The maximum height for principal buildings is 2 ½ storeys, but it shall not exceed the residential vertical lot width envelope and the residential vertical lot depth envelope. For a principal building with a flat roof, the maximum height is 7.5 m.

The proposed revision will apply to all Single-Family Residential (RS) zones, the two-unit housing (RD) zones, and the Compact Single Family (RC) zones, the Residential Coach House (RCH) zones, and the Edgemere Coach House / Granny Flat (RE1) zone. The proposed 7.5 m (25 ft) height limit will still allow construction of a two-storey home with generous ceiling heights, but will ensure that the home is not overly dominant, and massing is more compatible with surrounding single-family neighbourhoods. Attachment 5 provides sketches of how the roof massing might appear under these proposed revisions.

Industry Consultation

Staff will discuss the proposed bylaw amendments with the Greater Vancouver Home Builders Association, the Urban Development Institute and the Richmond Small Builders Group, at the next available regular meeting with these groups.

Financial Impact or Economic Impact

None.

Conclusion

The Planning Committee had asked staff to examine the issue of single-family dwelling height specifically as it relates to 2½-storey single-family dwellings. Staff have reviewed the zoning provisions related to the definition of “Storey, half (½)”, and have identified changes to the existing definition in the Richmond Zoning Bylaw 8500, and propose a new maximum height of 7.5 m (25 ft) for flat-roof two-storey houses.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9223 to amend the regulations for “Storey, half (½)” within single-family, coach house and two-unit dwelling zones be introduced and given first reading.

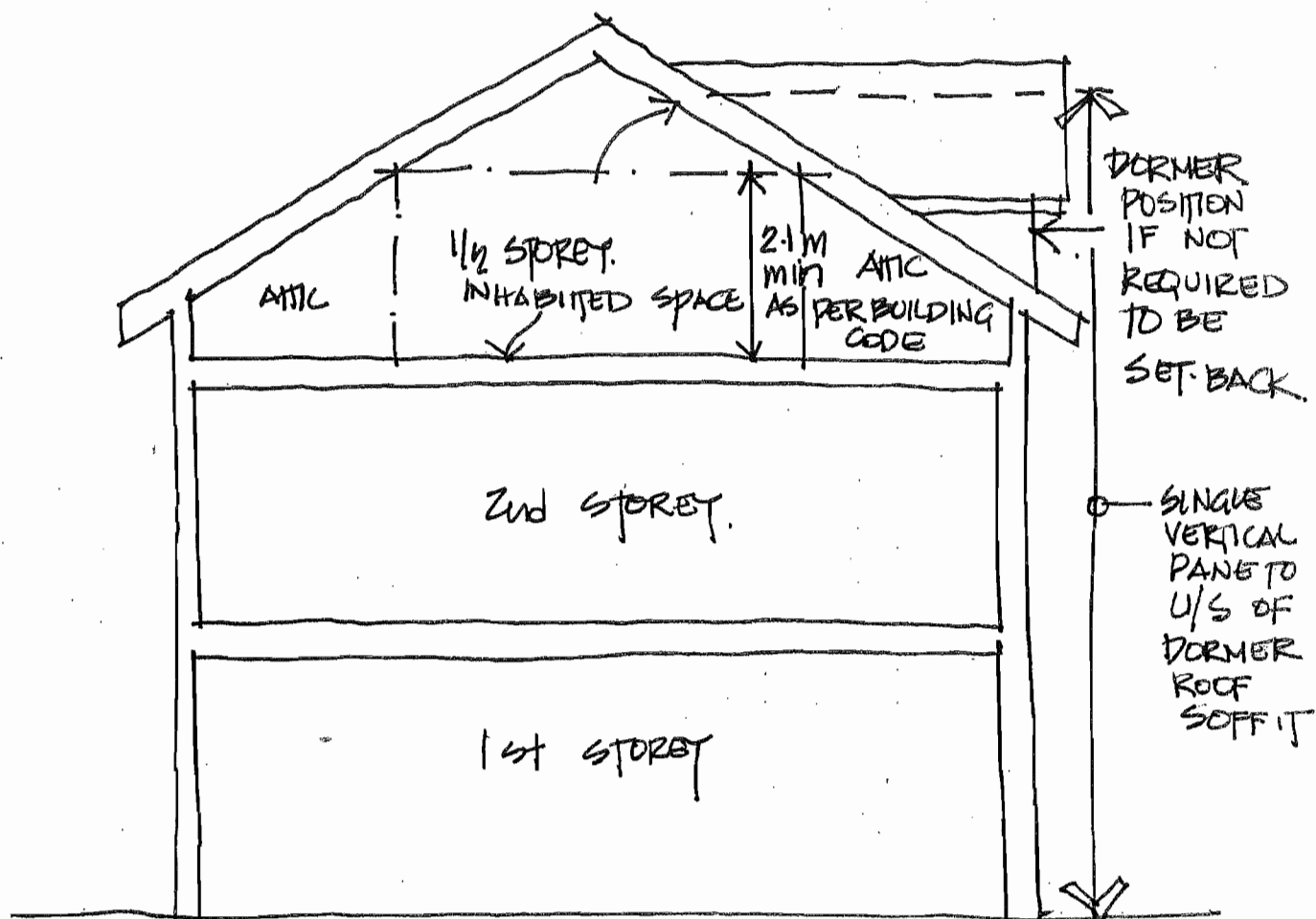
It is further recommended that staff refer the proposed amendments to the Greater Vancouver Home Builders Association, the Urban Development Institute and the Richmond Small Builders Group for comment and discussion prior to the Public Hearing on April 20, 2015.



Barry Konkin
Program Coordinator-Development

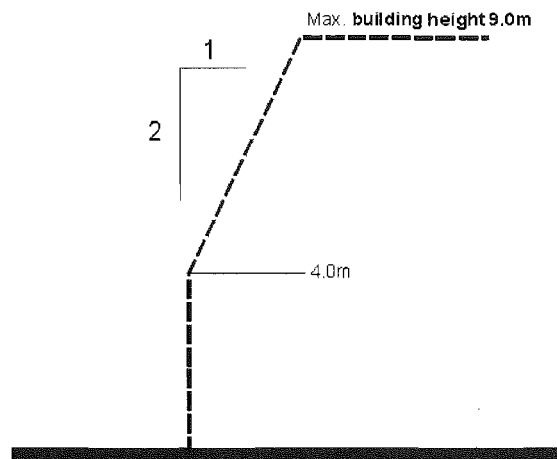
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- Attachment 1: Intended Interpretation of ‘Storey, half (½)’ definition
- Attachment 2: Vertical and Horizontal Building Envelope Regulations
- Attachment 3: Recent 2 ½ Storey House Construction
- Attachment 4: Examples of Gambrel and Mansard Roof Design
- Attachment 5: Sketches Illustrating Potential Roof Massing Under Proposed Amendments



Residential vertical lot depth envelope

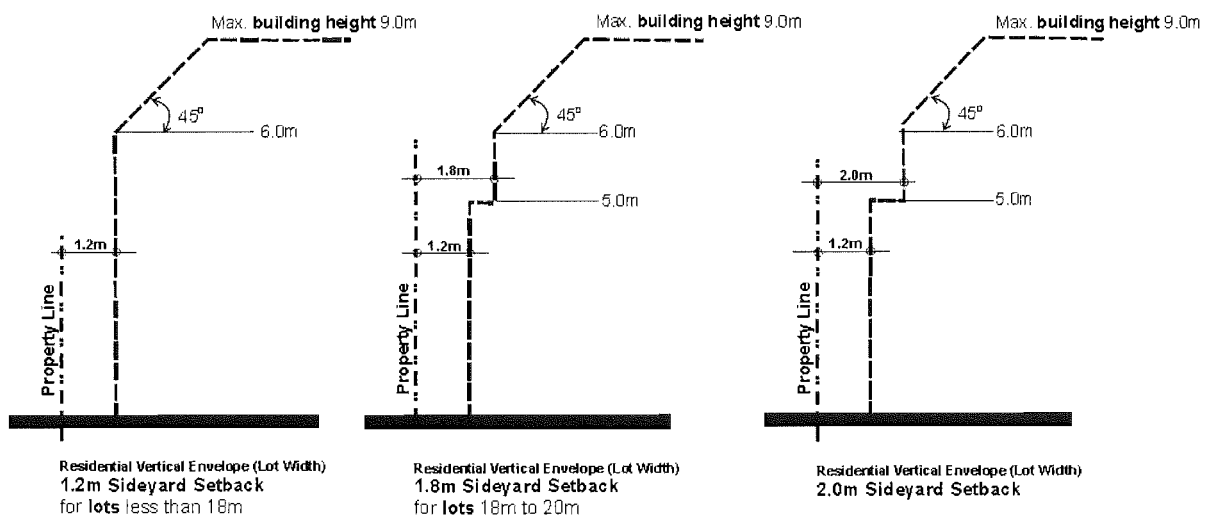
means a vertical envelope located at the minimum **front yard setback** requirement for the **lot** in question used for **single detached housing** and **two-unit housing** only, calculated from the **finished site grade**, and formed by the plane rising vertically 4.0 m to a point and then extending upward and away from the required **yard setback** at a rate of two units of vertical rise for each single unit of horizontal run to the point at which the plane intersects to the maximum **building height**.

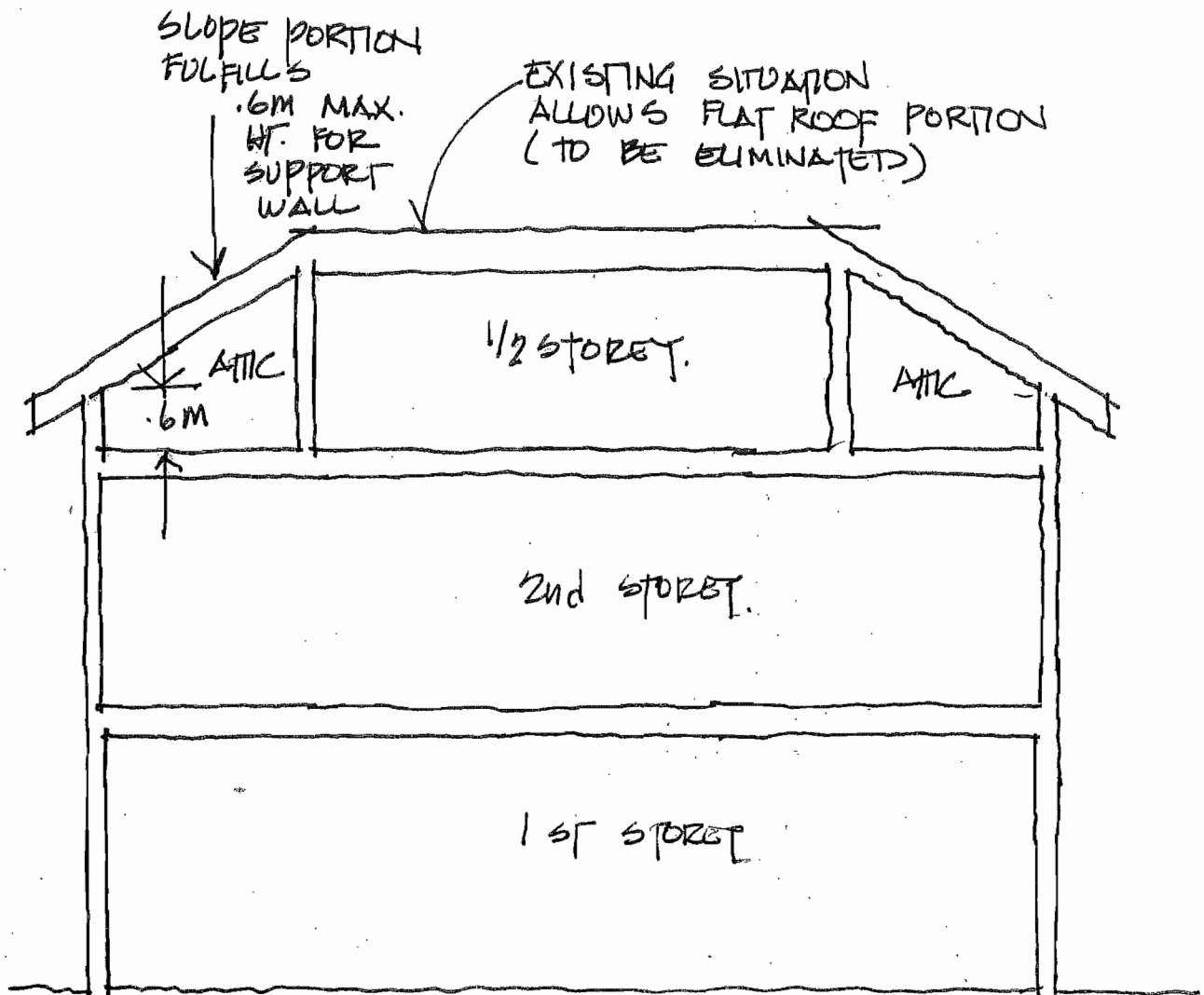


Residential Vertical Envelope (Lot Depth)

Residential vertical lot width envelope

means a vertical envelope located parallel to and 1.2 m from the **side lot lines** of the **lot** used for **single detached housing** and **two-unit housing** only, calculated from the **finished site grade**, and formed by planes rising vertically 6.0 m to a point and then extending inward and upward at an angle of 45° from the horizontal to the point at which the planes intersect.

Residential Vertical Envelope (Lot Width)
1.2m Sideyard Setback
for lots less than 18mResidential Vertical Envelope (Lot Width)
1.8m Sideyard Setback
for lots 18m to 20mResidential Vertical Envelope (Lot Width)
2.0m Sideyard Setback





Springwood Crescent



Springwood Crescent



Springwood Crescent



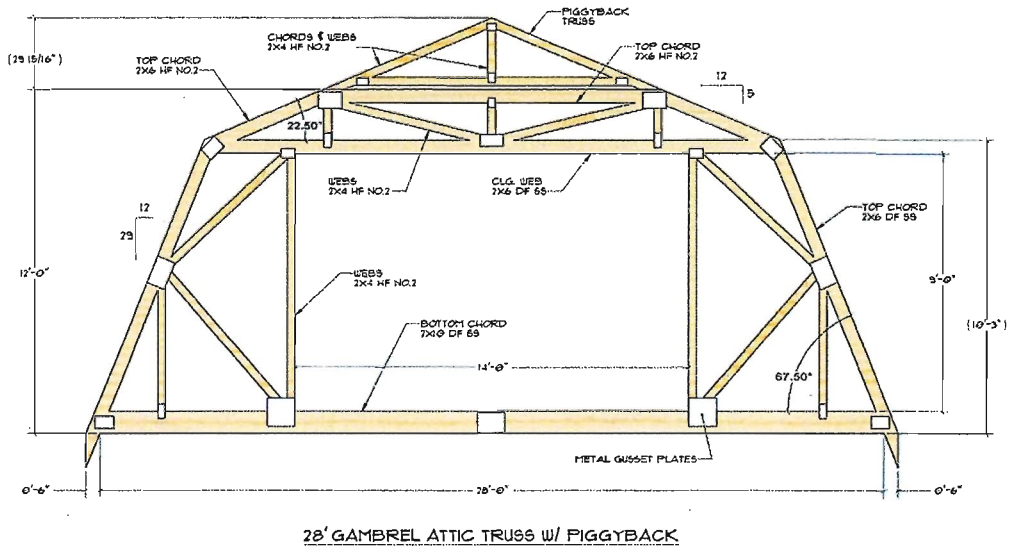
River Road



Springwood Crescent



Springwood Crescent



28' GAMBREL ATTIC TRUSS W/ PIGGYBACK

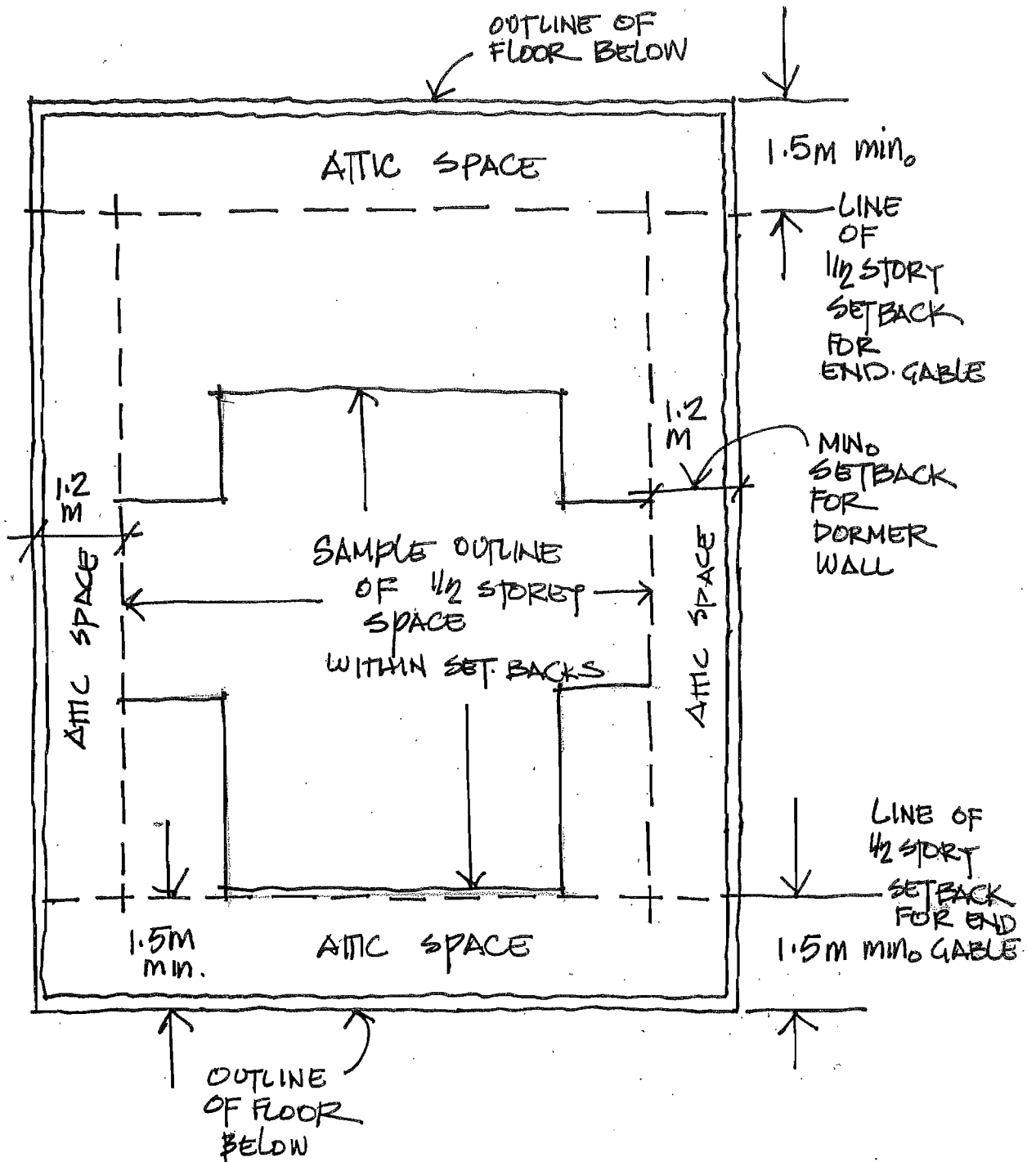
Gambrel (barn) Roof

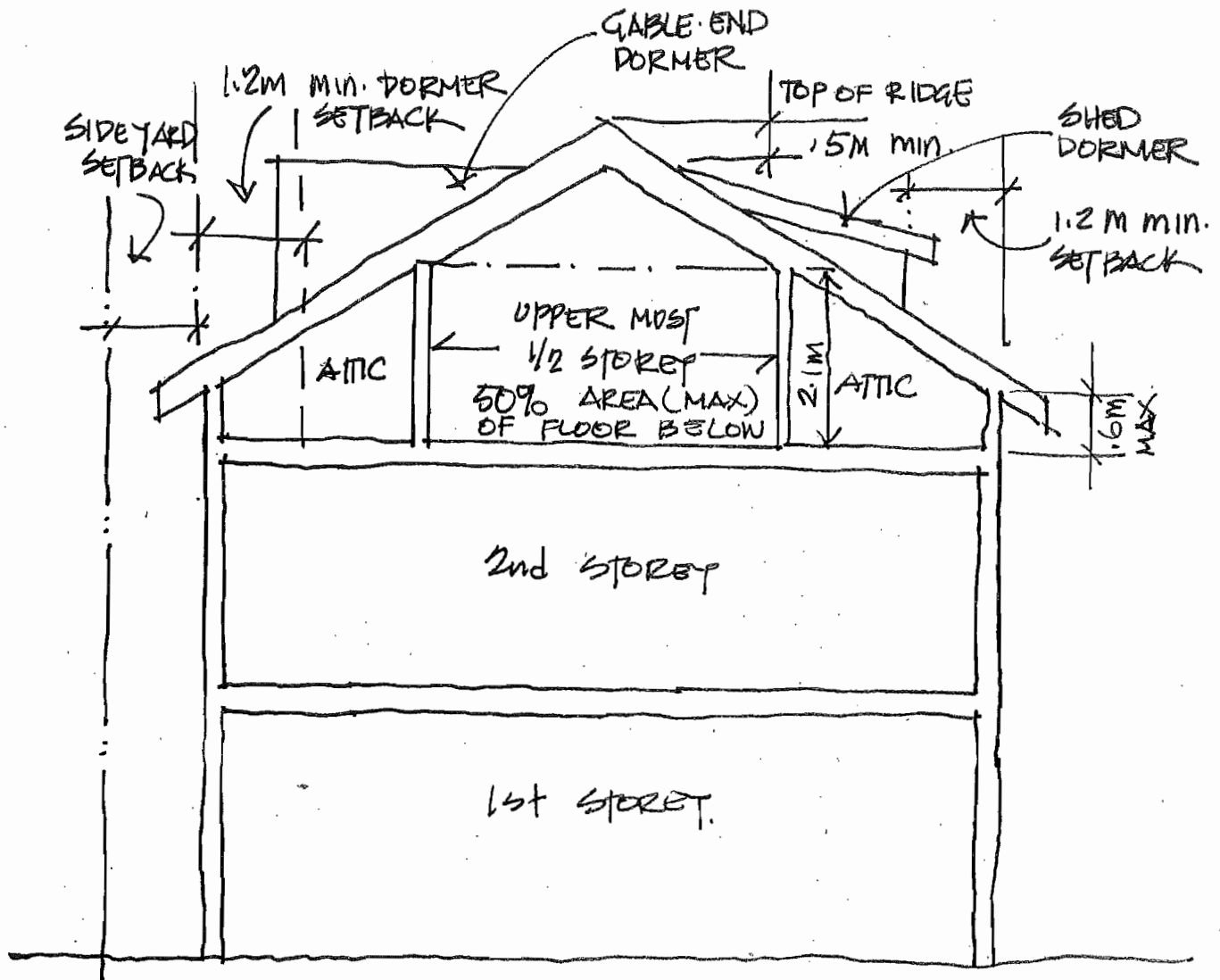


Mansard Roof



Mansard Roof







**Richmond Zoning Bylaw 8500, Amendment Bylaw 9223
Definition of Half-Storey in Single Family and Two-Unit Dwellings**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 is amended in Section 3.4 Use and Term Definitions, by deleting the definition of **Storey, half (½)** and substituting the following:

“ **Storey, half (½)** means the uppermost **storey** of a **building** meeting the following criteria:

For a **single detached housing dwelling unit**, or a **two-unit housing dwelling**:

- a) the **habitable space** is situated wholly under the framing of the roof;
- b) the **habitable space** does not exceed 50% of the **storey** situated immediately below;
- c) the top of the exterior wall plates is not greater than 0.6 m above the floor of such **storey** on any two **adjacent** exterior walls;
- d) a maximum of two opposite exterior walls may have a dimension greater than 0.6 m between the top of the exterior wall plate and the floor of such **storey**;
- e) roof framing proposed to contain a **Storey, half (½)** must be a minimum pitch of 5:12 and a maximum pitch of 12:12 (i.e. no **habitable space** is permitted under the roof framing for a flat roof, a gambrel roof, or a mansard roof);
- f) the exterior wall plate of a **Storey, half (½)** shall be set back a minimum of 1.2 m from an **exterior side yard** or **interior side yard** exterior wall plate of the **storey** below and a minimum of 1.5 m from a **front yard** or **rear yard** exterior wall plate of the **storey** below;
- g) the roof ridge of a gable end dormer or a shed dormer shall be no higher than 0.5 m below the roof ridge of the main roof;
- h) the slope of a shed dormer roof must be a minimum of 2.5:12; and
- i) no **balcony** or deck is permitted on a **Storey, half (½)**.

For **housing, town**:

- a) the **habitable space** is situated wholly under the framing of the roof;
- b) the **habitable space** does not exceed 50% of the **storey** situated immediately below;
- c) the top of the exterior wall plates is not greater than 0.6 m above the floor of such **storey** on any two **adjacent** exterior walls; and

- d) a maximum of two opposite exterior walls may have a dimension greater than 0.6 m between the top of the exterior wall plate and the floor of such **storey.**”
2. Richmond Zoning Bylaw 8500 is amended in Section 8.1.7.1 by deleting this section in its entirety and replacing it with the following:

“The maximum height for **principal buildings** is 2 ½ **storeys**, but it shall not exceed the **residential vertical lot width envelope** and the **residential vertical lot depth envelope**. For a **principal building** with a flat roof, the maximum **height** is 7.5 m.”
3. Richmond Zoning Bylaw 8500 is amended in Section 8.2.7.1 by deleting this section in its entirety and replacing it with the following:

“The maximum height for **principal buildings** is 2 ½ **storeys**, but it shall not exceed the **residential vertical lot width envelope** and the **residential vertical lot depth envelope**. For a **principal building** with a flat roof, the maximum **height** is 7.5 m.”
4. Richmond Zoning Bylaw 8500 is amended in Section 8.3.7.1 by deleting this section in its entirety and replacing it with the following:

“The maximum **height** for **single detached housing** is 2 ½ **storeys** or 9.0 m, whichever is less, but it shall not exceed the **residential vertical lot width envelope** and the **residential lot depth vertical envelope**. For a **principal building** with a flat roof, the maximum **height** is 7.5 m.”
5. Richmond Zoning Bylaw 8500 is amended in Section 8.4.7.1 by deleting this section in its entirety and replacing it with the following:

“The maximum **height** for **principal buildings** is 2 ½ **storeys**, but it shall not exceed the **residential vertical lot width envelope** and the **residential vertical lot depth envelope**. For a **principal building** with a flat roof, the maximum **height** is 7.5 m.”
6. Richmond Zoning Bylaw 8500 is amended in Section 8.13.7.1 by deleting this section in its entirety and replacing it with the following:

“The maximum **height** for **principal buildings** is 2 ½ **storeys**, but it shall not exceed the **residential vertical lot width envelope** and the **residential vertical lot depth envelope**. For a **principal building** with a flat roof, the maximum **height** is 7.5 m.”
7. Richmond Zoning Bylaw 8500 is amended in Section 8.14.7.1 by deleting this section in its entirety and replacing it with the following:

“The maximum **height** for **principal buildings** is 2 ½ **storeys**, but it shall not exceed the **residential vertical lot width envelope** and the **residential vertical lot depth envelope**. For a **principal building** with a flat roof, the maximum **height** is 7.5 m.”

8. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9223**”

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER