

AGENDA ITEM NO: 7.7

MEETING DATE: October 10, 2023

**STAFF REPORT – COVER SHEET**

SUBJECT: Scott & Lindsay Armstrong  
Development Permit / 10595 Bell Road DATE: October 3, 2023

DEPARTMENT: Planning Department  
DP001740 PREPARED BY: Krista Desormeaux / mb

**1. SUMMARY OF ISSUE:**

The applicant is seeking approval for the “form and character” of the conversion of an existing garage into a coach house within the subject property. As the property is within the Development Permit Area (DPA) 10 (Coach Houses or Garden Suites), a Development Permit is required.


**2. RECOMMENDATION:**

Recommendation that Council approve the issuance of Development Permit DP001740 with respect to property located at 10595 Bell Road, subject to the conditions as stipulated within the draft Development Permit.

  
\_\_\_\_\_  
Gillian Villeneuve  
Director of Planning

**3. CHIEF ADMINISTRATIVE OFFICER'S  
RECOMMENDATION/COMMENTS:**

Supports recommendation.

  
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Chris Crosman  
Chief Administrative Officer

## STAFF REPORT ON DEVELOPMENT PERMIT DP001740

PREPARED BY: Krista Desormeaux DATE: October 3, 2023

POSITION: Planner I DEPARTMENT: Planning Department

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### 1. DEFINITION OF ISSUE:

The applicant is seeking approval for the “form and character” of the conversion of an existing garage into a coach house within the subject property. As the property is within the Development Permit Area (DPA) 10 (Coach Houses or Garden Suites), a Development Permit is required.

### 2. BACKGROUND:

In May 2018, Council approved the creation of Development Permit Area No. 10 (Coach Houses or Garden Suites) (DPA10) to evaluate the form and character of detached Accessory Dwelling units (ADUs), and designated authority to approve said applications to the Director of Planning. The purpose of the Design Guidelines for DPA10 is to protect the privacy of neighbouring properties and ensure a high standard of site and building design which seamlessly integrates into existing neighbourhoods, predominantly within an urban context.

The DPA10 Design Guidelines were recently amended to exclude properties in the ALR and Ryder Lake neighbourhood as these areas are generally comprised of larger lots with ample separation and/or screening between adjacent properties. The Design Guidelines continue to apply to all other properties, including larger residential lots where the intent of the guidelines tend to be achieved solely by the size and condition of the property. As such, departures from the Design Guidelines are considered acceptable in certain instances where larger lots are adjacent to rural or agricultural areas that do not necessitate the same design and privacy standards as more urban areas. As these applications diverge from the Design Guidelines, the Director of Planning cannot approve the proposal and referral to Council is required.

### 3. PROPOSAL:

In summary, the proposal includes the following:

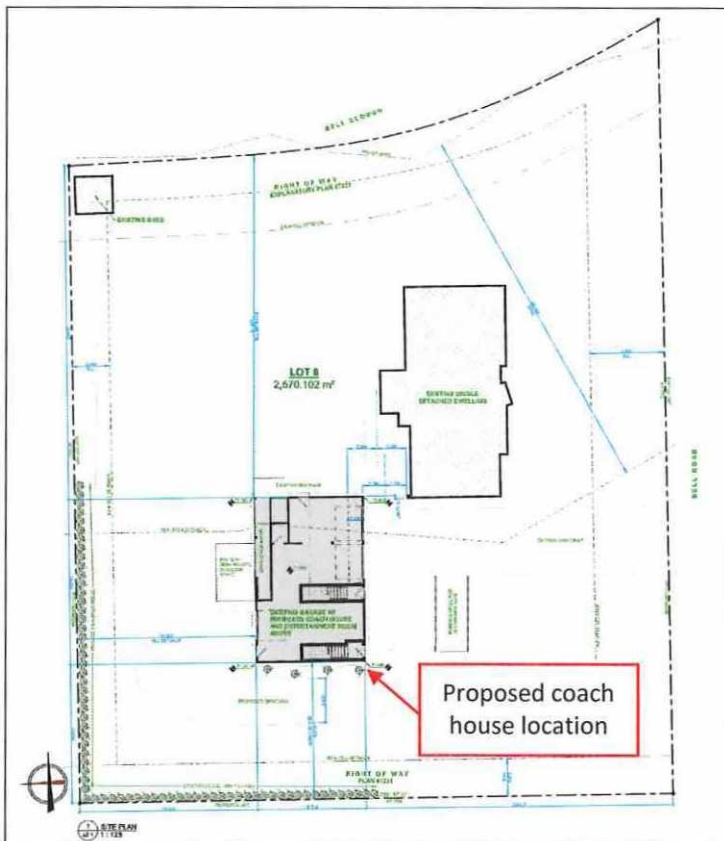
- A 62m<sup>2</sup> Accessory Dwelling Unit conversion (ADU) in the form of a coach house;
- Adequate parking for both the ADU and existing single detached dwelling; and,
- A natural colour scheme including brown horizontal siding with wood shingles and white trim.

As detailed in the attached checklist and Section 4: Discussion of this report, the proposal is unable to meet a number of the Design Guidelines for DPA10, owing to the design of the coach house.

#### 4. DISCUSSION:

The subject property is approximately 2589m<sup>2</sup> in area and contains a single detached dwelling and a detached garage, proposed to be converted into a coach house pending approval. As shown in the conceptual site plan below, the coach house is proposed to be sited behind and beside the existing single detached dwelling due to the existing detached garage location. As a result, the deck on the proposed coach house is sited parallel to the front lot line, along the south portion of the property.

##### Site Plan



Several elements of the proposed coach house design depart from DPA10 Design Guideline requirements. The requested departures are detailed below.

##### Window Frosting

Several windows along the east elevation, adjacent to a neighbouring agricultural property are not frosted. The applicant's rationale for this requested departure is that the non-frosted windows overlook Bell Road and an agricultural parcel thereby limiting any possible impact to the privacy of the adjacent property. Non-frosted windows are considered acceptable in this instance as the coach house is located more than 200m from the nearest house along the eastern elevation. Furthermore, a recommended condition of the DP has been included to ensure that the windows along the proposed western elevation, adjacent to the neighbouring property at the rear, are to be frosted.

**Deck Orientation**

The proposed covered deck is oriented towards the agricultural property to the east rather than the principal dwelling to the north, as required by the Design Guidelines. The deck orientation is considered acceptable in this instance, given that the deck orientation is adjacent to an agricultural parcel with a single detached dwelling located more than 200m from the proposed coach house.

**5. CONDITIONS OF ISSUANCE:**

Staff support the proposal and recommend Council approve the issuance of the draft Development Permit, subject to the following conditions:

- *Development shall be in accordance with the approved site plan and elevations attached with Schedule "A";*
- *That an application is submitted to the City to assign an alias address for the coach house;*
- *That an additional sign displaying the assigned alias address be installed and maintained at the street entrance in order to clearly identify the unit for visitors, deliveries and emergency responders;*
- *That non-combustible cladding and soffits be provided within the balcony;*
- *That any pathway lighting, entrance features or any other design features must complement the architectural and landscaping style of the subject property;*
- *That continuous, view-obstructing screening of at least 1.5m height be retained between the proposed coach house and neighbouring properties to the south and west;*
- *That the second storey windows facing west be frosted;*
- *That all off-street parking areas are surfaced with an asphalt, concrete, concrete or brick pavers, or similar surface that is durable and dust free; and,*
- *Specifications of Development Permit Area No. 10 (Coach Houses or Garden Suites) of the City of Chilliwack Official Community Plan.*

**6. RECOMMENDATION & SUBSTANTIATION:****Recommendation:**

Recommendation that Council approve the issuance of Development Permit DP001740 with respect to property located at 10595 Bell Road, subject to the conditions as stipulated within the draft Development Permit.

**Substantiation:**

The proposed coach house is considered appropriate in this instance as the design is visually appealing and will integrate well into the surrounding area. Although the proposal diverges from the design guidelines for DPA10 in regards to deck placement and window frosting, the agricultural nature of the adjacent property, the size of the subject property, and the design elements which have been incorporated into the ADU all serve to mitigate any impact these discrepancies may create.

**7. DEVELOPMENT PERMIT AREA NO. 10 DESIGN GUIDELINE CHECKLIST:**

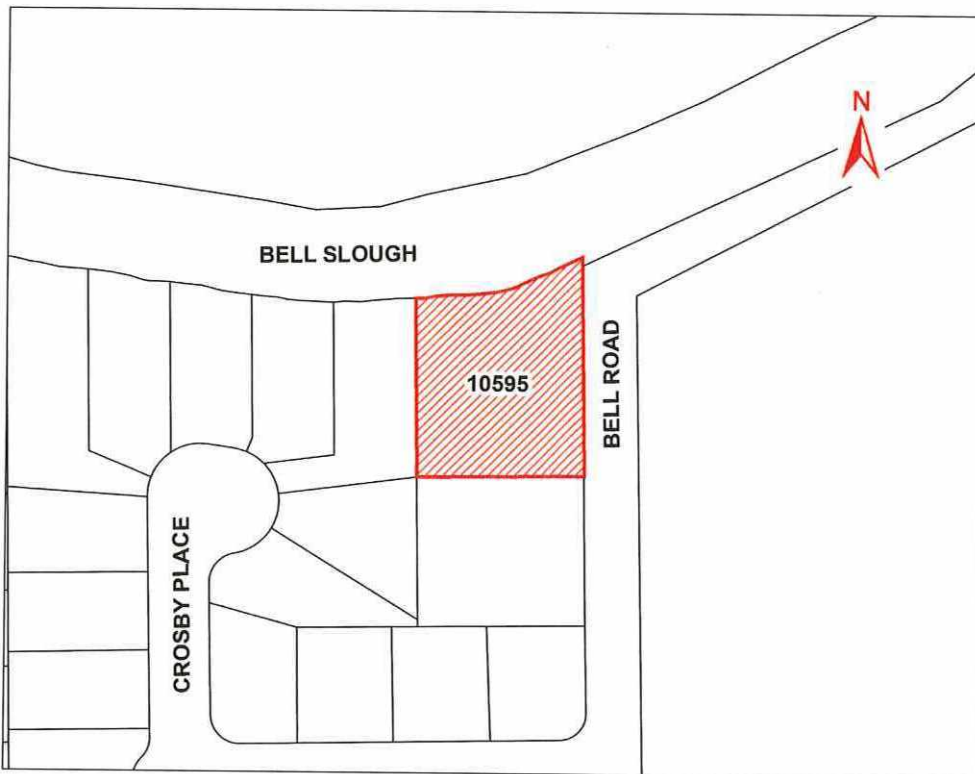
Design Guidelines		Yes/No	Comments
<b>1</b>	<b>Design</b>		
	Roofline matches architecturally with principal dwelling	Yes	The design of the roofline, shape, massing and scale are in keeping with the principal dwelling.
	Massing matches architecturally with principal dwelling	Yes	As above
	Shape matches architecturally with principal dwelling	Yes	As above
	Scale and proportion match architecturally with principal dwelling	Partial	The existing single detached home is a single storey building while the proposed coach house will be 2 storeys. As the property is within the protected area of the floodplain, habitable floor area must meet the necessary flood construction level and as such, a 2-storey building is required.
	Exterior finishes match architecturally with principal dwelling	Yes	The coach house and principal dwelling share common colours and materials
	Colours match the principal dwelling	Yes	As above.
	Coach houses shall be designed as a single-level apartment unit, with all services and rooms forming part of the unit located on the same floor.	Yes	All services form a part of the single-level dwelling unit.
	Coach houses accessed by an interior staircase shall meet setback requirements, be located within an entrance foyer with a maximum area of 2m <sup>2</sup> and designed for exterior access only	Yes	An interior staircase is located within a 1 38m <sup>2</sup> entrance foyer designed for exterior access only.
	Oriented to the internal lot, laneway or flanking street	No	The coach house is oriented toward the front lot line of Bell Road. As the coach house is a long-existing building that faces a large field across the street, it is not anticipated to impact privacy of surrounding neighbours
	Windows facing garden and side yards modestly sized	Yes	Windows facing neighbouring property are modestly sized.
	Use of frosting and/or clerestory windows on walls facing neighbouring properties	No	Recommend that windows on the rear elevation of the coach house be frosted to ensure privacy for the adjacent neighbour is retained, applicant has agreed to this. Windows along the east elevation are not frosted. This departure from the Design Guidelines is considered supportable in this instance as the non-frosted windows face an agricultural property with a residential dwelling over 200m away.
	Skylights used	N/A	No skylights are proposed
	Design reflects and incorporates natural terrain in areas with steep slopes.	N/A	Property not located within hillside.
	Balcony and/or deck is oriented towards principal dwelling and is less than 3.0m in height	No	The proposed deck is less than 3m in height but is oriented towards the front lot line. The deck faces a large field and does not impact privacy of surrounding neighbours.

	Single garage doors or double garage doors with windows or other architectural elements are used	N/A	Two single garage doors are proposed and both have an awning above to break up the solid wall.
<b>2</b>	<b>Siting</b>		
	Coach house or garden suite is located behind or beside the principal dwelling	Yes	The coach house is located behind and beside the principal dwelling.
	Coach houses and garden suites accessed off of a lane include a recessed, covered landing or "stoop"	N/A	Coach house is not accessed off a rear lane
	Front door is oriented to the adjacent right-of-way, in the case of a corner lots with laneway access	N/A	As above.
<b>3</b>	<b>Access</b>		
	Shared driveway access or from laneway or flanking street	Yes	The coach house will have shared driveway access with the principal dwelling.
	Address signs provided	No	The plans submitted do not denote an address sign. As such, a condition of the Development Permit is that an additional address sign be placed at the street entrance in order to clearly identify the unit for visitors, deliveries and emergency responders
	Pedestrian access provided from front street to coach house or garden suite	Yes	Pedestrian access is provided by a shared driveway that directs pedestrians to the entrance of the coach house.
<b>4</b>	<b>Outdoor Space</b>		
	15m <sup>2</sup> semi-private outdoor space clearly associated with coach house or garden suite	Yes	A 15m <sup>2</sup> semi-private outdoor space associated with the coach house is provided.
	View obstructing screen (berm, fence, masonry wall or vegetation screen), with a minimum height of 1.5m, provided between structure and neighbouring properties	Yes	The property is screened from its neighbours at a minimum of 1.5m by existing vegetation which will be supplemented by new 1.5m tall cedar hedges to create a consistent screen
<b>5</b>	<b>Outdoor Lighting</b>		
	Lighting is oriented to the unit and not intruding on neighbouring properties	No	A lighting plan has not been provided. As such, a condition has been included in the Development Permit to require any exterior lighting be non-glare and down cast to not intrude on neighbouring properties
	Pathway lighting, non-glare down cast LED lights for entrance feature and other lighting features complement the architectural and landscape style of the unit	No	As above. A condition has been included in the Development Permit to ensure any pathway lighting complements the architectural and landscape style of the unit.
<b>6</b>	<b>Landscaping</b>		
	Landscaping on rear lane provided to enhance visual amenity and break up solid lines of fencing	N/A	The property does not back on to a lane
	Landscaping does not impede visibility for vehicle movement within the lane	N/A	As above.

## 8. SOURCES OF INFORMATION

- Development Permit Application (DP001740) – August 2, 2023

Location Map



Ortho Photo





### Existing Dwelling



**Proposed Elevations (as provided by the applicant)**







**CITY OF CHILLIWACK**

**DEVELOPMENT PERMIT NO. DP001740, 2023**

(Portion of Development Permit Area No. 10 of the Official Community Plan)

To: **Scott & Lindsay Armstrong**  
**10595 Bell Road**  
**Chilliwack, BC V2P 7X3**

**Leslie & Barbara Hodgins**  
**9873 Inglewood Crescent**  
**Chilliwack, BC V2P 5L7**

1. This Development Permit applies to the following property:

**Parcel Identifier No.** **016-624-220**  
**Legal Description:** **LOT 8 DISTRICT LOT 385 GROUP 2 NEW WESTMINSTER**  
**DISTRICT PLAN 87230**  
**Address:** **10595 Bell Road**

2. Development of the subject property shall be substantially in conformance to the following:

- ☐ Development shall be in accordance with the approved site plan and elevations attached with Schedule "A";
- ☐ That an application is submitted to the City to assign an alias address for the coach house;
- ☐ That an additional sign displaying the assigned alias address be installed and maintained at the street entrance in order to clearly identify the unit for visitors, deliveries and emergency responders;
- ☐ That non-combustible cladding and soffits be provided within the balcony;
- ☐ That any pathway lighting, entrance features or any other design features must complement the architectural and landscaping style of the subject property;
- ☐ That continuous, view-obstructing screening of at least 1.5m height be retained between the proposed coach house and neighbouring properties to the south and west;
- ☐ That the second storey windows facing west be frosted;
- ☐ That all off-street parking areas are surfaced with an asphalt, concrete, concrete or brick pavers, or similar surface that is durable and dust free; and,
- ☐ Specifications of Development Permit Area No. 10 (Coach Houses or Garden Suites) of the City of Chilliwack Official Community Plan.

**N.B. The above technical information is retained on file in the Planning Department.**

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1. This Development Permit is not a Building Permit and does not constitute approval of any proposed subdivision.
2. Pursuant to Section 504 of the *Local Government Act*, if the permittee does not substantially start any construction permitted by this Permit within two years of the date of this Permit, this Permit shall lapse.

APPROVED BY COUNCIL ON THE \_\_\_\_ DAY OF \_\_\_\_, 2023.

ISSUED THIS \_\_\_\_ DAY OF \_\_\_\_, 2023.

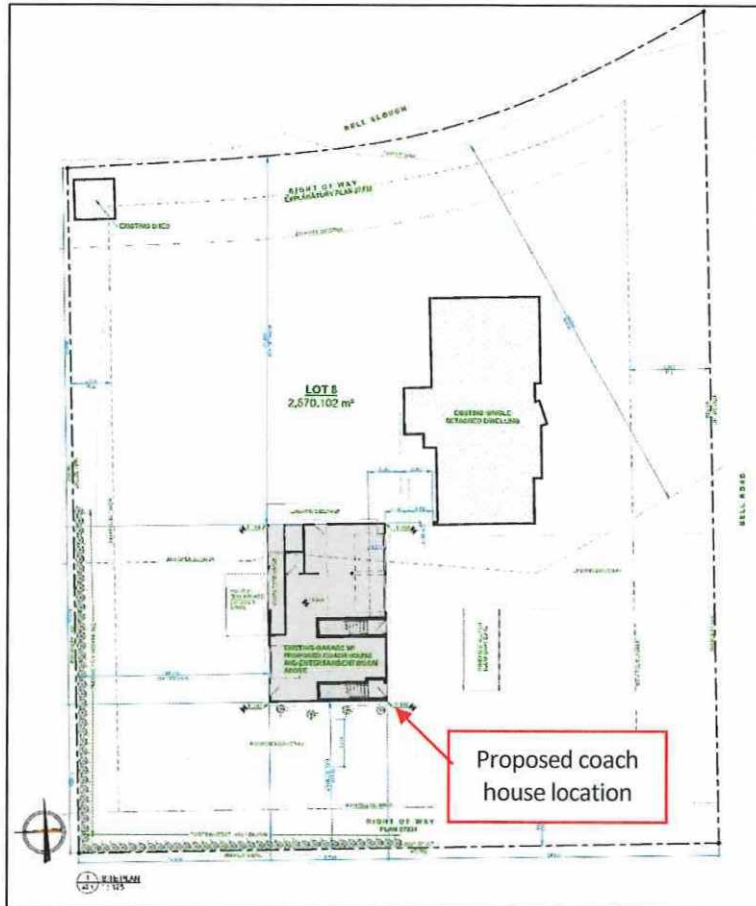
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CORPORATE OFFICER

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## Schedule "A"

## Site Plan



## Elevations

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