



## The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Lindsay Chase, Director of Planning  
**Date:** February 19, 2025  
**Subject:** Zoning Bylaw Housekeeping Amendments  
**File:** 1110-30

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### RECOMMENDATIONS

That Zoning Bylaw, 2003, Amendment Bylaw, 2025, No. 10075 to address routine housekeeping items be approved.

### PURPOSE

The purpose of this Report is to provide Council with information and analysis regarding proposed amendments to the Zoning Bylaw, 2003, to address routine housekeeping items. The amendments pertain to topics that include gross floor area, single-face height, non-basement area, determination of average grade, projections and extensions into required yards, additional kitchens, rear yard lot coverage and various parking requirements.

### DISCUSSION

#### Background

Staff have identified several recommended housekeeping amendments as part of the routine daily use and interpretation of the Zoning Bylaw, 2003, and in conjunction with feedback from the development community and the recent review of the Zoning Bylaw, 2003, as part of the adoption of Small-Scale Multi-Unit Housing (SSMUH) regulations. These amendments cover a variety of topics, including gross floor area, single-face height, non-basement area, determination of average grade, projections and extensions into required yards, additional kitchens, rear yard lot coverage and various parking requirements. The intent of these amendments is to improve clarity and consistency, eliminate redundancies and outdated regulations and reduce application processing times associated with frequent variance requests and restrictive covenants.

#### Housekeeping Amendments

Bylaw No. 10075 (Attachment A) includes the following housekeeping amendments:

- Amended definitions of gross floor area to consolidate similar definitions and add exemptions for unenclosed balconies, patios, interior stairs, elevators, and crawlspaces.
- Removal of single-face height requirements to allow for greater design flexibility and to simplify plan reviews associated with a commonly requested and supported variance.
- Removal of requirements for a certain percentage of residential floor area to be in non-basement areas to promote greater flexibility in allocating permitted density.

- Amended determination of average grade to provide a clear and consistent approach to measuring height across all building types.
- Amended permitted extensions into setbacks to provide clarity around below-grade basement access, window wells and below-grade patios.
- Prohibition of the construction of more than one kitchen in a single dwelling unit to promote the development of safe suites that adhere to the appropriate permitting requirements.
- Removal of rear yard lot coverage requirement for garden suites as this building form is now permitted in a front yard.
- Removal of exemptions to the provision of energized parking spaces for older development applications to reduce the reliance on restrictive covenants to secure voluntarily provided spaces.
- Amendments to improve clarity regarding loading spaces, exemption from Transportation Demand Management Plan requirements, and van-accessible parking requirements.

A detailed discussion of the above-noted amendments is contained in Attachment B. This document outlines the reason for each amendment and what each proposed change will accomplish. Attachment A also includes correction of accidental definition references in Schedule G, Small-Scale Multi-Unit Housing and two typographical errors in Schedule H, Regulations for Garden Suites.

## **PLANNING POLICY IMPLICATIONS**

### **Policy Analysis**

#### Official Community Plan (2024)

The proposed amendments align with the intent of Policy 14.1.2 of the Official Community Plan (OCP) to support implementing the recommendations of the Development Process Review (also known as “KPMG report”). This policy is identified in Section 15.2 as a priority action for the OCP Implementation Plan.

“14.1.2 Complete the implementation of the Development Process Review (2021) recommendations to enhance the effectiveness of the application review process, expand stakeholder understanding and expectations, and improve development application processing times.”

## **PROCEDURES**

As the proposed Zoning Bylaw Amendment, No. 10075 (Attachment A) is consistent with the Official Community Plan, notice of the bylaw will be provided pursuant to Section 464(3) of the *Local Government Act* in advance of the Council meeting. This facilitates Council’s ability to consider the recommendations included in this Report.

Should Council decide to approve the recommendations, the following procedures will occur:

1. At the initial meeting, the first three readings of Zoning Bylaw, 2003, Amendment Bylaw, 2025, No. 10075, will be given.
2. Bylaw No. 10075 will then come before Council for final reading at their subsequent meeting.

## **COUNCIL OPTIONS**

1. That Council approve the recommendation of the Report.
2. That Council reject the recommendation of the Report.

3. That Council refer draft Zoning Bylaw, 2003, Amendment Bylaw, 2025, No. 10075 to Public Hearing.
4. That Council provide alternate direction to staff.

### **FINANCIAL IMPLICATIONS**

The project has no direct implications to the District of Saanich's 2024-2028 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

The proposed amendments align with the theme of organizational excellence initiatives as outlined in the District of Saanich's 2023 – 2027 Strategic Plan. Specifically, the amendments directly contribute to achieving initiative 6.3.1, which speaks to implementing the development application process improvements recommended in the KPMG report. The proposed amendments provide clarity and consistency in the Zoning Bylaw, 2003 and therefore improving the development application and review process.

### **CONCLUSION**

Proposed Zoning Bylaw, 2003, Amendment Bylaw, 2025, No. 10075 (Attachment A) introduces routine housekeeping amendments to address issues identified with gross floor area, single-face height, non-basement area, determination of average grade, projections and extensions into required yards, additional kitchens, rear yard lot coverage and various parking requirements. These amendments incorporate practical insights derived from daily administrative experiences and constructive feedback from the development community. Endorsing the proposed housekeeping amendments to the Zoning Bylaw, 2003, is essential to improve clarity and consistency, eliminate redundancies and outdated regulations and reduce application processing times. The amendments align with the OCP policy and Strategic Plan initiatives, supporting ongoing process improvement work aimed at implementing the recommendations of the Development Process Review.

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Reviewed by: Carl Purvis, Manager of Current Planning

Approved by: Lindsay Chase, Director of Planning

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Attachments: Attachment A – Zoning Bylaw, 2003, Amendment Bylaw, 2025, No. 10075  
Attachment B – Detailed Discussion

**ADMINISTRATOR’S COMMENTS:**

I endorse the recommendation from the Director of Planning.

Brent Reems, Chief Administrative Officer