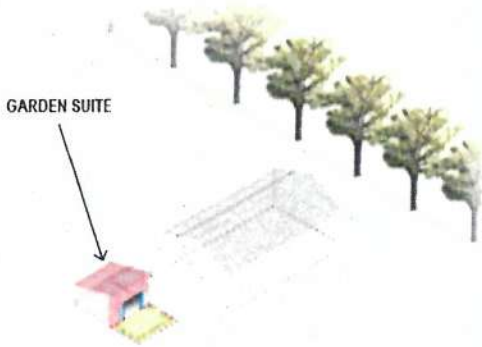


DRAFT – to be used for consultation and review.
 Final version will be reformatted and professionally designed.

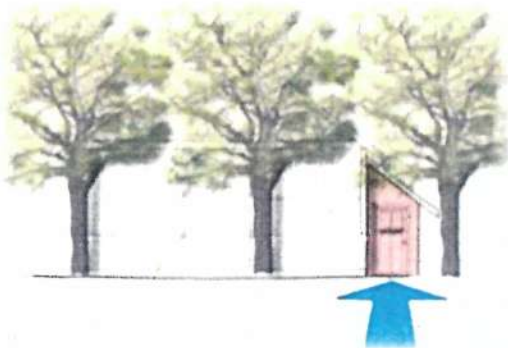
Garden Suite Design Guidelines

A garden suite is a small ground-oriented residential dwelling unit located in the rear yard of a single family detached dwelling. Garden suites are intended to be rental units and strata titling is prohibited.



Character

Quality design, high quality architectural expression and unique individual identity of a garden suite is encouraged. However, the garden suite should relate to the principal building on site in terms of materials, roof form and general architectural expression. The intent, however, is not to create a “miniature version” of the primary building. Modular and pre-fabricated garden suites may also be supportable; however, the finished structure must be undifferentiated from on-site and adjacent existing structures in terms of quality of construction and appearance of permanence.



Local Context

Care should also be taken to minimize the visual impact on adjacent properties. A garden suite should not be perceived as a dominant feature from a neighbouring property. However, this does not mean that the garden suite will not be completely unseen from adjacent lots.

Privacy

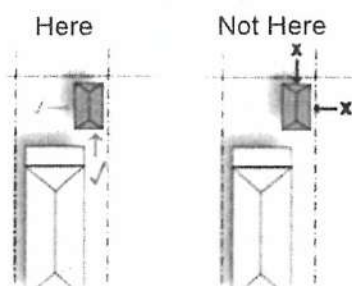
Windows oriented towards adjacent properties are strongly discouraged in order to maintain levels of privacy with adjacent neighbours, and in some cases may be prohibited by Building Code regulations.

Exceptions for windows oriented towards adjacent properties may be considered if design features that mitigate privacy concerns are provided. For example, design solutions such as small windows with opaque glass that permit light into the garden suite but prevent overlook into adjacent yards may be acceptable. In these situations, operable windows will not typically be supported.

In terms of building siting, design and landscaping, consideration should be taken to mitigate overlook concerns onto adjacent properties. This is particularly important in instances where the garden suite is perceived as taller than structures in adjoining properties because of the height of the garden suite or because of the grade of the property. Rooftop outdoor space is prohibited to protect the privacy of neighbours.

Windows and Entries

Windows should be maximized along façades that are oriented to the interior of the site.



On corner lots, lots with laneway access or double-fronting lots, windows should be oriented to the street or laneway. In some instances, where there is sufficient distance between the building and the side property line and landscape screening (e.g. approximately 5m or more), and where it can be demonstrated that overlook will be limited, some windows may be oriented towards neighbouring properties.

Unit entries should be oriented towards the street. When this is not practical, a secondary preference would be to locate the entry to the interior portion of the site.

Building Height

Overall garden suite height and the location of the highest part(s) of any roofs should be carefully considered to ensure that the potential for overlook onto neighbouring sites as well as the prominence of the garden suite as viewed from neighbouring sites is minimized. The impact of building height should also be considered in relation to shading impacts on neighbouring properties. Finally, the height of the garden suite should respond to the adjacent and nearby context to ensure the building fits into and responds to the local setting.

Rooftops

Rooftop outdoor space is prohibited to mitigate privacy concerns. Rooftop energy initiatives such as solar panels or solar hot water heating may be considered if the visual and shading impacts can be mitigated.

Green roofs are encouraged, as benefits include reducing stormwater runoff, improving water quality, reducing the urban heat island effect, conserving energy and creating wildlife habitat. An added benefit is that the green roof may soften the appearance of the garden suite from neighbouring lots.

Minimize Shading

Consideration should be given to minimize shading on adjacent private open space while maximizing contiguous on-site open space. Typically, this means:

- locating the garden suite in the southern portion of the rear yard
- locating the highest portion of a pitched or arched roof at the interior of the site, with the roof sloping down towards the nearest lot line
- orienting the ridge so as to minimize shadow on adjacent lots.

Siting

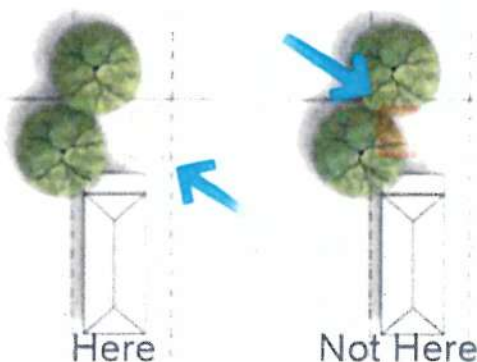
Where possible, the garden suite should be located to be at least partially visible from the street.

In the case of corner lots, lots with laneway access or double-fronting lots, the garden suite should be directly oriented to the adjacent public right-of-way. This means including front doors and windows that are directly oriented to the street or laneway and providing landscaping that reinforces the location of the entry.

On corner and double-frontage lots, garden suites should be sited as close to the street as possible to create a consistent streetscape pattern.

Respect for Mature Landscape Elements

Siting should respect mature trees both on-site and on adjacent properties. This means locating the garden suite to minimize the impact on a tree's root system. A certified arborist report may be required as part of the application when a tree on the subject site or a neighbouring lot has the potential to be affected.



Accessibility

Consider including measures to facilitate ease of access, internal maneuverability as well as fixtures and systems to increase the accessibility of garden suite units.

Protected Trees

In situations where the siting of a garden suite is severely limited by the presence of protected trees as described in the *Tree Preservation Bylaw*, a height variance may be considered to accommodate some floor area provided that:

- the maximum floor space of the garden suite does not exceed the zoning maximum
- the floor area of the sleeping loft does not exceed 50% of the ground floor area
- design measures are taken to mitigate shading and overlook concerns onto neighbouring properties and the design provides a contextual response not resulting in a dominant structure out of scale with the setting.

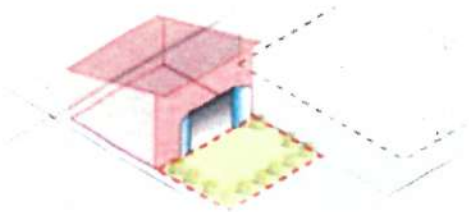
Hierarchy of Siting Considerations

In the event that a garden suite cannot be sited without adverse impacts to either mature landscape or shading on adjacent properties, the following hierarchy of policies apply:

1. protect mature landscape on adjacent properties
2. protect mature landscape on the subject property
3. minimize shading on adjacent properties.

Usable Outdoor Space and Landscaping

Design and orientation of the garden suite should ensure a direct connection with useable outdoor space. A minimum of 15m² of semi-private outdoor space should be clearly associated with the garden suite. This may be achieved through plantings, borders, fences or changes in materials. Hard surfaced materials should be avoided to increase the permeability of the site. This area must not be useable as a parking space.



Unobstructed access must be maintained between the public street and the garden suite. Ideally, a permeable material will be used.

A garden suite will be assigned a unique, individual address at the Building Permit stage. An address sign for the garden suite must be located at a clearly visible location along the street frontage.

The use of soft, natural landscaping is encouraged to establish a separate outdoor space for the residents of the garden suite and to enhance privacy.

Native plant species and drought-tolerant plants are encouraged in side yard areas, particularly within narrow setbacks between the garden suite and adjacent lots where access for maintenance and upkeep is limited.

Parking and Driveways

No additional parking is required for a garden suite; however, in situations where an existing parking space is displaced by the creation of a garden suite, the new parking location should occur within the existing driveway in order to prevent an increase in paved surface. Any proposed changes to the parking layout and driveway should include permeable paving materials, which must be routinely maintained to ensure ongoing permeability.

Garbage and Recycling

The proposal should consider the location of extra garbage and recycling bins, which should be screened from view. Garbage and recycling bins should not be located near the primary entrance of either residence.

Heritage

The City will request that all properties identified on the Heritage Register receive Heritage Designation when a garden suite is introduced to a property. Where a property has heritage value but has not been identified or included on the Heritage Register, the City would encourage applicants to consider heritage designation or registration.

In cases where an existing accessory building is heritage designated, a Heritage Alteration Permit is required and the *Standards and Guidelines for the Conservation of Historic Places in Canada* apply.

In cases where a new garden suite is located on a property where the primary structure is protected by heritage designation or is identified on the heritage register, then a Heritage Alteration Permit is not required for construction of the Garden Suite but the *Standards and Guidelines for the Conservation of Historic Places in Canada* should be considered.