

CONVERSION GUIDELINES - TRANSIENT TO RESIDENTIAL ACCOMMODATION

In general, proposals will be evaluated according to the R3-A and R3-AM zones of the *Zoning Regulation Bylaw*. Note: Rezoning applications for recycling existing motel buildings for apartments are not supported in the Gorge Sub-Area.

The following guidelines identify specific characteristics that should be considered and addressed:

A. LOCATIONAL CHARACTERISTICS

1. Land Use The *Official Community Plan* and/or neighbourhood plan and use policies should support residential land uses.
2. Services Commercial (e.g. retail store, bank) and community services (e.g. community/recreation centre, library, school) for residents should be located within walking distance.

B. SITE CHARACTERISTICS

1. Parking Should provide parking spaces based on Schedule "C" of the *Zoning Regulation Bylaw*.

The City may consider variances for parking where warranted. (Applicants who cannot meet City zoning standards may avail themselves of the variance process. This may include a Consultant Impact Study or direct appeal to Council.)

Surface parking should be sited at least 6m from a dwelling unit or 2.4m if separated by a parking screen wall.

Should provide parking designed and designated for disabled residents and visitors.

Should include bicycle storage facilities.
2. Open /Green Space Spaces should be designed so they are fully useable.
 - (a) Private Space Should provide private areas, e.g., balcony/patio spaces. If no balcony, should provide amenity area on site.
 - (b) Common Space Should provide green space and/or children's play area.
3. Access & Safety Should provide alarm systems.
Should address site lighting and visibility issues.
Should secure stairwells.
Should reinforce window frames.
Should provide adequate security for all housing units, for example, deadbolts.
4. Privacy Should consider means to maximize privacy.
Design is encouraged which is street friendly, but also provides privacy for housing units.
5. Landscaping Target of 30% landscaping encouraged.
Applicant is encouraged to be creative with landscape design, e.g., through extra screening of surface parking, privacy areas, etc.

C. UNIT CHARACTERISTICS

1. Storage In-suite storage preferred, but as a minimum, should provide common storage area that is private and secure to accommodate large, personal items, e.g. bicycle, tires, luggage, etc.
2. Sound Privacy Applicant required to meet current Building Codes and standards.
3. Fire Separation Applicant required to meet current Building Codes and standards.
4. Security Site planning and unit design should consider basic defensible space theory regarding resident security, break and enter proofing and child-proofing.

Applicant should apply CPTED (Crime Prevention Through Environmental Design) principles in re-design.
5. Laundry Facility In-suite laundry preferred, but as a minimum, should provide common laundry facilities.
6. Unit Mix Desirable to have a mix of housing units, i.e., not all bachelor units.
7. Accessibility Encourage all units be designed as barrier-free or a minimum of 5% of the total units should be accessible. In general, the design of modified units should meet minimum standards as set out in the Canadian Standards Association document B651-M90 entitled *Barrier Free Design*.
8. Amenities Inclusion of amenities such as common meeting space, children's play area, bicycle storage encouraged.
9. Size of Unit Minimum of 33 m² (approximately 335 sq. ft.) is required.

D. OTHER CONSIDERATIONS

1. Apartment vacancy rate for the City of Victoria (*CMHC Rental Market Report*)
2. *Social Planning Development Guidelines*
3. *Residential Strata Conversion Policy – Tenant Plan* (Engineering Department)
4. *Crime Prevention Through Environmental Design* (Planning Department)
5. *Advisory Design Guidelines for Buildings* (Planning Department)
6. *Special Design Control Areas* (See Schedule B of *Official Community Plan*)
7. Local Plans and zoning policies and procedures (see local Planner)
8. *CSA B651-M90 Barrier Free Design*