REVISED AGENDA – ACCESSIBILTY ADVISORY COMMITTEE

September 13, 2022, 4:30 P.M.
COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE
The City of Victoria is located on the homelands of the Songhees and Esquimalt People

A. Call to Order

B. Land Acknowledgement

C. APPROVAL OF AGENDA

D. READING OF MINUTES

D.1 Minutes from the meeting held August 9, 2022

E. Remarks from the Chair

E.1. Welcome remarks to new members

E. 2. Process of distribution of completed monthly minutes

F. Business Arising

F.1 Introduction of new committee members

- **Jeremy Scott**
- **Daniel Sands**

F.2 Garden Suite Design Guidelines staff presentation (15-20 min presentation and questions)

F.3 Accessible Washroom clarify motion for Cllr Potts

- **Portland Loo Update**

F.4 Quick explanation of spectrum of public participation

F.5 Scent reduction & pet restrictions policies in City buildings

G. NEW BUSINESS

H. Next Meeting Agenda & Date – October 11, 2022

J. ADJOURNMENT

Attachments:

A. Draft AAC Minutes from the meeting held August 9, 2022
    a. *Addendum*_Proposed Corrections to the August 9, 2022 Minutes
B. Garden Suite Design Guidelines
    a. Garden Suite Presentation to AAC_September 13, 2022
    b. Garden Suite Policy & Guidelines
    c. Zoning Bylaw Schedule M - Garden Suites
    d. Proposed Missing Middle Design Guidelines (relevant pages 11-12)
C. Scent Free Policy
    a. Scent Free City Policy
    b. Scent Free Posters
D. Spectrum of Public Participation (word format)
E. Victoria Health & Wellness Fair Poster
F. Action Log – June 2022 Revised

MINUTES – ACCESSIBILITY ADVISORY COMMITTEE

August 9, 2022, 4:33 P.M.
VIA ZOOM and TELECONFERENCE
The City of Victoria is located on the homelands of the Songhees and Esquimalt People

PRESENT:	S. Jennings (Chair), S. Hough (Co-Chair), L. Bartram, C. Marks, N. Moss, P. Singh
ABSENT:	C. Paisley
COUNCIL LIAISON ABSENT:	Councillor Potts, Councillor Isitt
STAFF PRESENT:	A. Galiev – Equity, Diversity & Inclusion Lead, J. Dutton – Senior Planner of Social Policy, R. Tooke – Manager of Sustainability, Assets & Support Services, B. Roder – Committee Secretary

A. Call to Order

The Chair called the meeting to order at 4:33 p.m.

B. Land Acknowledgement

The Chair acknowledged the City of Victoria is located on the homelands of the Songhees and Esquimalt First Nations communities, and thanked them for allowing us to live, work and play on their lands.

C. APPROVAL OF AGENDA

Moved By L. Bartram
Seconded by unanimous consent

That items **F.5. Accessible Voting, F.6 Terms of Reference Update, F.7. Accessible British Columbia Act** and **F.8. Spectrum of Participation** be added to the agenda and approved.

CARRIED UNANIMOUSLY

S. Hough joined the meeting at 4:42 p.m.

D. READING OF MINUTES

D.1. Minutes from the meeting held July 12, 2022

Moved By L. Bartram
Seconded by unanimous consent

That the minutes from the meeting held July 12, 2022, be adopted as amended.

CARRIED UNANIMOUSLY

F. NEW BUSINESS

F.1. Curbside Collection Helping Hands

Committee received a verbal presentation from the Manager of Sustainability, Assets & Support Services regarding the City's Residential Solid Waste Helping Hands Program to gather feedback on the accessibility of the application form.

Committee discussed the following:

1. *Challenge for individual's who do not have a family physician to get a doctor's note*
2. *Added requirements to individuals with disabilities put them at a disadvantage*
3. *Identification not required for individuals over the age of 80 years old*
4. *Form does not include City contact information for further assistance*
5. *Provide additional options to a doctor's note, such as an accessible parking permit/parking placard, disability tax credit form, CNIB card, BC Ferries Accessible Fare Identification card, BC Transit handyPASS*
6. *Avoiding discrimination towards individuals with disabilities*
7. *Requested to bring the updated form back to the Committee for review*
8. *How citizens were notified of the service*

F.2. Accessible Washroom clarify motion for Councillor Potts

C. Marks joined the meeting at 5:09 p.m.

Committee discussed the following:

1. *Procurement of Douglas Street washrooms has already occurred*
2. *Suggestion from Council liaison to develop motion that includes accessible public washroom design standards with specifics on what to include and exclude*
3. *Requested staff provide information and images of the Douglas Street Portland Loo to see what the additional accessible changes are from the base model*
4. *Planned to put together a motion at the next meeting*
5. *Location of Portland Loo's hand washing station and concerns with wheelchair accessibility*
6. *Involvement in projects during early stages to provide constructive input*

E. Remarks from the Chair

The Chair noted the Committee's role in providing input into the procurement of City assets and the difference they are making in improving the City's advisory process.

F.3. Living Wage Procedure Check-in and Update

Committee received a verbal update from the Equity, Diversity and Inclusion Lead regarding the Committee's compensation. He confirmed that compensation would not be provided for subcommittees and that there would be no tax implications if the honorarium for the year is under $500.

F.4. <u>September Meeting Update</u>

Committee received a verbal update from the Equity, Diversity and Inclusion Lead regarding the arrangements for the upcoming meeting to be held at City Hall in a hybrid capacity.

Committee discussed the following:

1. *Format of previous meetings prior to the pandemic*
2. *Technology to use for members attending virtually*
3. *Staff to confirm members' needs and accommodations*

F.5. <u>Accessible Voting</u>

C. Marks left the meeting at 5:58 p.m.

Committee discussed the following:

1. *Requested accessible voting policy from staff and opportunity to meet with Chief Election Officer*
2. *Need for proper training on accessible voting machine*
3. *Requested that one voting location be pet free for those with severe allergies*

F.6 <u>Terms of Reference Update</u>

Committee discussed the following:

1. *Concerns with waiting until after the Governance Review to draft a new Terms of Reference*
2. *Current Terms of Reference is out of date and does not accurately reflect the Committee's vision*
3. *Interest in an unofficial "To Do List" document to supplement the Terms of Reference and provide direction in the meantime*
4. *Requested to include the document on the next meeting's agenda*
5. *Further discussion to take place at the next meeting when the two new members will be in attendance*

F.7. <u>Accessible British Columbia Act</u>

Committee received an overview from the Senior Planner of Social Policy regarding the Accessible British Columbia Act and local government requirements.

Committee discussed the following:

1. *Requested staff contact a representative from the Province to present on the Accessible British Columbia Act*
2. *City is ahead of the curve with an accessibility plan and Standing Committee*
3. *City needs to build a tool for public to provide feedback on accessibility*

DRAFT

F.8. Spectrum of Participation

Committee postponed discussion on the Spectrum of Participation until the next meeting.

H. Next Meeting Agenda & Date – September 13, 2022, 4:30 p.m.

That item **F.8. Spectrum of Participation,** scent-free policy and a presentation from the Development Services Department regarding backyard suites be added to the next agenda.

I. ADJOURNMENT

The Accessibility Advisory Committee Meeting adjourned at 6:32 p.m.

CITY CLERK

CHAIR

DRAFT

ACCESSIBILITY ADVISORY COMMITTEE

PROPOSED CORRECTIONS TO THE MINUTES OF THE MEETING HELD AUGUST 9, 2022

F.2. Accessible Washroom clarify motion for Councillor Potts

Replace bullet 2 with:

2. ***The Chair presented a suggestion from Councillor Potts*** to develop motion that includes accessible public washroom design standards with specifics on what to include and exclude*

F.5. Accessible Voting

Replace bullet 1 with:

1. ***Correspondence received from the Deputy City Clerk/Deputy Chief Election Officer that the Chief Election Officer would not meet with the AAC to discuss accessibility for the upcoming municipal election as "*The Chief Election Officer (CEO) and election officials cannot attend a committee meeting for a purpose such as been requested"… "We therefore are required to conduct ourselves strictly to this standard and be mindful of any situations that could create even the appearance of any kind of political or other influence on the election".
   When informed of this, the Committee requested the accessible election policy be provided but this was not forthcoming prior to the meeting.***

Replace bullet 2 with:

2. *Need for proper **staff*** training on accessible voting machine*

Replace bullet 3 with:

3. *Requested that one voting location be pet free for those with severe allergies **and that the pet restriction be enforced.****

4. H. Next Meeting Agenda & Date – September 13, 2022, 4:30 p.m.

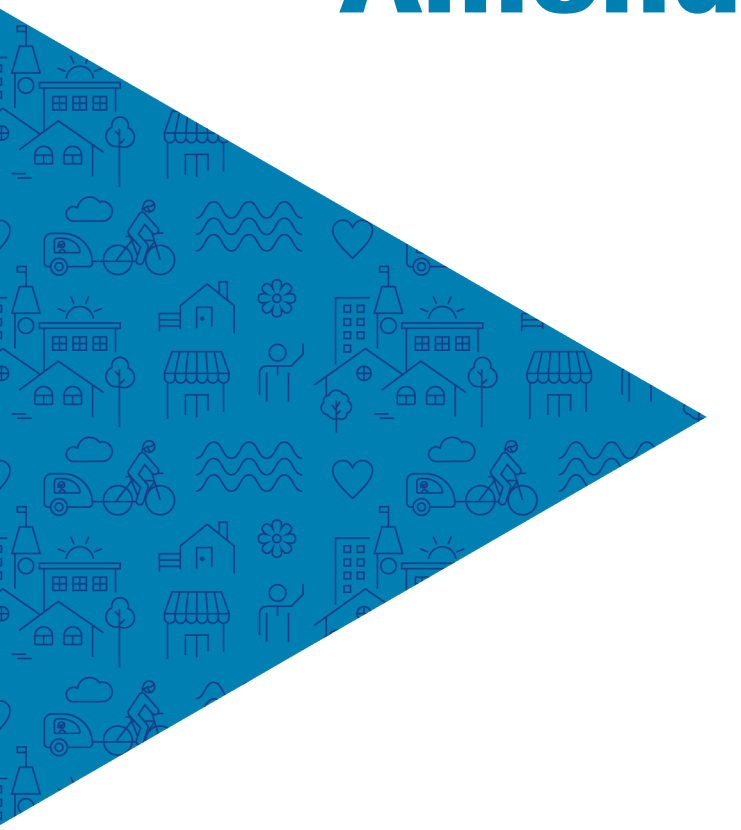
Replace sentence with:

That item F.8. Spectrum of Participation**,** **scent-reduction policy, pet-restriction policy and "to do list" from item F6 *** and a presentation from the Development Services Department regarding backyard suites be added to the next agenda.

2022

CITY OF VICTORIA | Department of Sustainable Planning and Community Development

Garden Suite Program Review 2022: Amendments to Design Guidelines



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What is a garden suite?

Key terms:

a. Detached from house
b. Normally associated with a single-family dwelling
c. Self-contained (i.e. it has a kitchen and bathroom)
d. Cannot be strata titled
e. Cannot be used as short-term rental

Zoning Bylaw Definition

"Garden Suite: means a building attached to a foundation, used or designed as a self-contained dwelling unit located on a lot with a single family dwelling and does not include a strata lot."

Example Garden Suites





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Who typically lives in a garden suite?

a. family members – multi-generational living
b. downsizers
c. renters



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Development Process

a. Garden suites require a Development Permit
b. The Permit is delegated to staff if the design meets the Garden Suite Policy and Guidelines and Zoning Regulation Bylaw
c. If there are variances to the Zoning Regulation Bylaw or it does not meet the Policy and Design Guidelines, it requires Council approval

Legislative Authority

Pursuant to the Local Government Act, the only matters that may be considered when reviewing a Development Permit for a Garden Suite are;

the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

Council Direction

Council Motion, May 5, 2022

Prepare and bring forward, for first and second readings, an Official Community Plan Amendment Bylaw to update the Garden Suites Policy and Guidelines, as identified ***in this report****.*

Council Direction continued

Report highlighted the following issues:

a. window placement and privacy impacts
b. tree protection and planting
c. the design of building entries
d. roof design
e. accessibility
f. the location of mechanical features
g. sustainability features
h. garden suites attached to existing garages
i. bicycle parking and storage.

Missing Middle
Proposed Design Guidelines

8. Accessible Design

Objective: To encourage a high standard of accessibility in site, building and landscape design to be more inclusive of all users.

Continued

8.1. When provided, access ramps, exterior lifts and related elements should be visually integrated with the overall building design and site plan so as to not appear disjointed from the building façade.

8.2. Smooth routes should be provided. Vertical disruptions along pedestrian routes should be avoided for ease of use by people with wheeled mobility devices, strollers, and bicycles.

8.3. Ensure accessible paths of travel between public sidewalks and accessible dwelling units.

Continued

8.4. Exterior accessible paths of travel should:

8.4.1. have a minimum clear width of 1.5 m, to allow room for mobility devices and service animals going both ways along a path.

8.4.2. have a minimum head room clearances of 2.1 m, to ensure paths are free of obstacles overhead that white canes cannot detect.

8.4.3. have firm, stable, and slip-resistant surfaces that canes, crutches, or wheels of mobility devices will not sink into.

8.4.4. be free of stairs or other barriers to mobility aids.

8.5. Smooth walking surfaces are preferred. Where interlocking pavers are used, they should be laid on a firm, well-compacted backing, be level, and with joints no greater than 6 mm wide.

Continued

8.6. Gratings or grills should generally be located to one side of accessible paths of travel.

8.7. Benches, bike racks, bins and other furnishings should be located to one side of accessible entryways and pathways, and maintain a minimum pathway clear zone of 1.5 m.

8.8. Accessible entrances should provide basic protection from the weather and include doors and vestibules that are useable autonomously by persons with varying disabilities.

8.9. Entryways should be well light and clearly visible.

8.10. Landscaping and outdoor common spaces (e.g. areas for seating, gardening, etc.) should be accessible for people with varying levels of ability and mobility.

Discussion & Next Steps

a. Are the proposed Missing Middle Design Guidelines regarding accessibility largely transferable to garden suites?
b. Are there any other design considerations for accessibility we should consider for garden suites?
c. Opportunities to provide feedback
d. Next Steps

Further Feedback

How to provide further feedback:

Jenna Dutton
Senior Planner – Social Planning
jdutton@victoria.ca

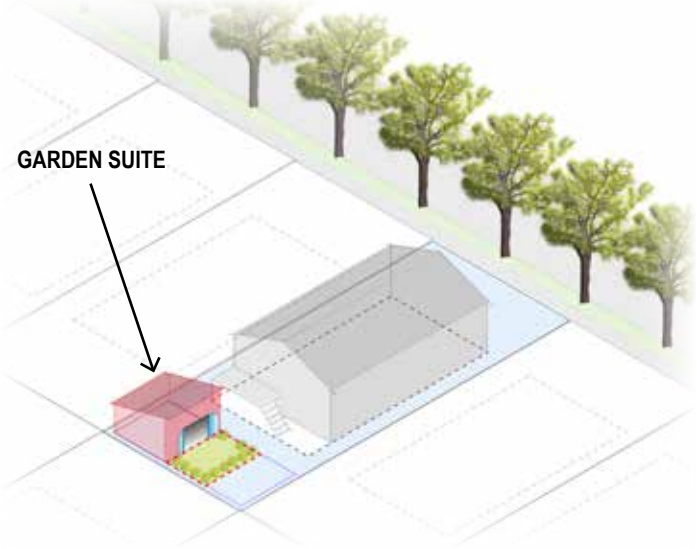
Albert Galiev
Equity, Diversity and Inclusion Lead
agaliev@victoria.ca

The Garden Suite Policy and Guidelines

To be used in consideration of rezoning and development permit applications

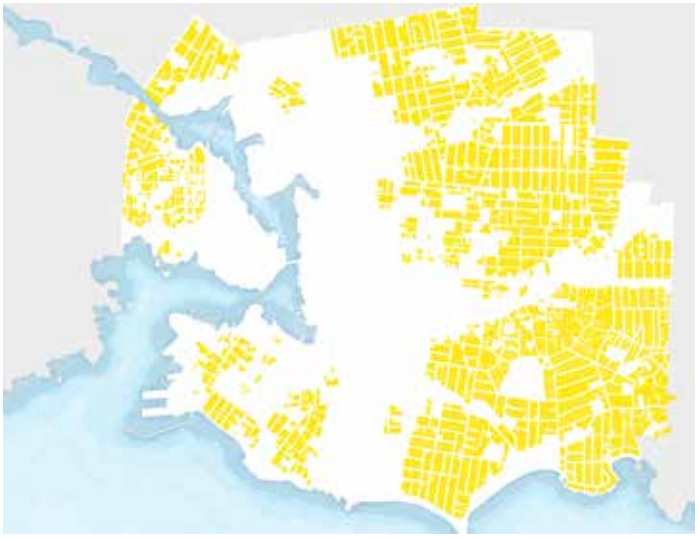
1. What is a Garden Suite?

A Garden Suite is a small, ground-oriented, unit located in the rear yard of a single family detached dwelling.



2. Where can a Garden Suite be located?

Eligible locations for a Garden Suite in Victoria include all properties that contain only a single family detached dwelling and are appropriately zoned. The proposal must meet all requirements of the Garden Suite Policy and should incorporate the design guidelines contained in the Policy. Properties that already have secondary suites are not eligible.



POTENTIAL GARDEN SUITE SITES: The properties shaded in yellow above include sites with the appropriate zoning designation to consider Garden Suites. The graphic is illustrative only.

3. Requirements

The requirements for a Garden Suite to be considered are:

Existing Land Use	Single Family Dwelling
Existing Zoning	R1-A Rockland Single Family Dwelling; R1-B, Single Family Dwelling; R1-G Single Family Dwelling (Gonzales); R-2 Two Family Dwelling; R-J Low Density Attached Dwelling; R-K Medium Density Attached Dwelling
Location	Rear yard only
Height (maximum)	3.5 m
Setbacks (minimum)	0.6 m from all lot lines 2.4 m from existing dwelling
Corner Lot Setback on Flanking (side) Street (minimum)	Equal to the existing setback of the primary structure to the flanking street on the adjacent property
Rear Yard Site Coverage (maximum)	25% maximum
Total Site Coverage (maximum)	30-40% maximum, based on existing zoning requirement
Maximum Total Floor Area	37 m^2 (approximately 400 ft^2)
Building Code	All BC Building, Plumbing, and Electrical Code regulations apply for residential uses.
Strata Titling	Strata titling of properties with Garden Suites is prohibited.
Access	An unobstructed pathway must be constructed and maintained between the public street and the Garden Suite entrance, with a minimum width of 1 m for private and emergency access.
Rooftop Patios	Interior or exterior structured access to the Garden Suite rooftop is prohibited for all purposes including patios.
Parking	There are no additional parking requirements for the creation of a Garden Suite but the primary dwelling should have a minimum of 1 parking stall which may not be located in the front yard.
Secondary Suites	Secondary Suites are not permitted on a lot with a Garden Suite.
Servicing	Servicing to the rear yard must be located underground.

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4. Design Guidelines

Character

Quality in design, high quality architectural expression, and unique individual identity of a Garden Suite are 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 housing represents a potential opportunity for homeowners to reduce the construction cost and to reduce construction time and disturbance of neighbours. Therefore, these construction methods are supportable. However, the finished structure must be undifferentiated from on-site and adjacent existing structures in terms of quality of construction and the appearance of permanence in addition to meeting all the BC Building, Plumbing, and Electrical Codes.

Privacy

Windows oriented towards adjacent properties are strongly discouraged 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 are provided that mitigate privacy concerns. For example, windows with opaque glass that permit light into the garden suite but prevent overlook into adjacent yards, or other design solutions may be acceptable.

Rooftop outdoor space is prohibited to protect privacy of neighbours.

Design measures should be taken to mitigate overlook concerns on adjacent properties in the case of garden suites on “plus sites” that have additional floor area or building height.

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

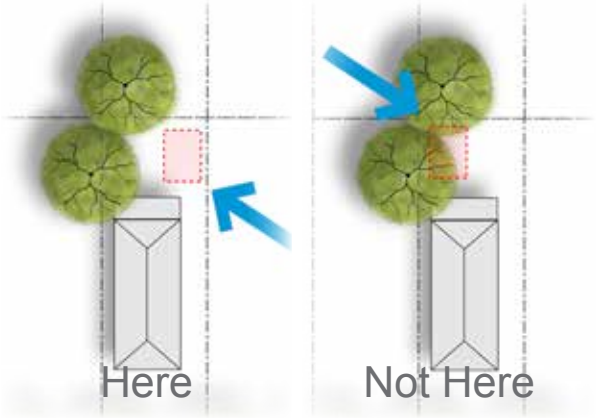
Where possible, the Garden Suite should be located to be at least partially visible from the street.

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

On corner lots, the Garden Suite is sited as close to the side street as possible to create a consistent streetscape pattern.

Respect Mature Landscape Elements

Siting should respect mature trees both on site and on adjacent properties. This means locating the Garden Suite so as to minimize 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 may be affected.



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 subject property
3. minimize shading on adjacent properties.

Care should also be taken to minimize the visual impact on adjacent properties. However, this does not mean that the Garden Suite will not be completely unseen from adjacent lots.

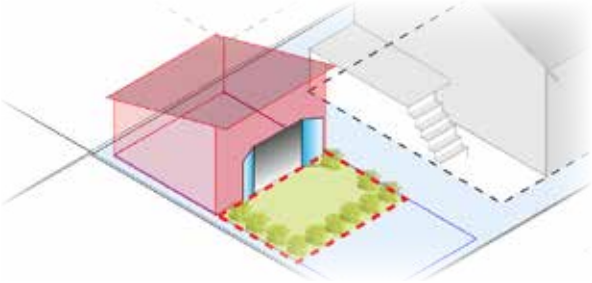


Windows
Windows should be maximized along those façades oriented to the interior of the site. On corner lots, lots with laneway access or double-fronting lots, windows should be oriented to the street or laneway.

Rooftops
Rooftop outdoor space is prohibited to mitigate privacy concerns of neighbourhoods. Rooftop energy initiatives such as solar panels or solar hot water heating may be considered.

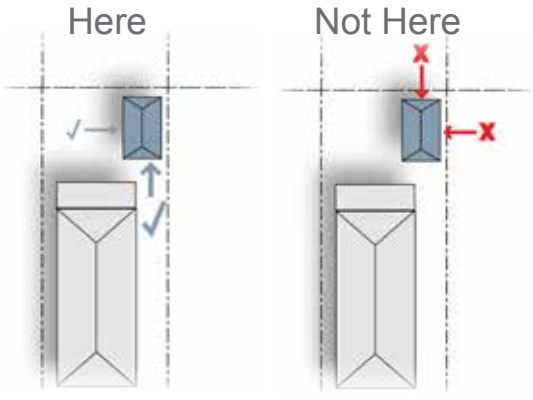
Green roofs are encouraged as benefits include reducing stormwater runoff, improving water quality, reducing urban heat island effect, conserving energy, creating wildlife habitat, and prolonging the life of the roof membrane. An added benefit is that the green roof may soften the appearance of the Garden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

Usable Outdoor Space
Design and orientation of the Garden Suite should ensure a direct connection with usable outdoor space. A minimum of 15 m^2 of semi-private outdoor space should be clearly associated with the Garden Suite. This may be achieved through plantings or changes in surface materials. Hard-surfaced areas are supportable but should include permeable pavers, be decorative in nature, and must not be usable as a parking space



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

A Garden Suite must be assigned a unique, individual address. This will occur at the building permit stage. An address sign for the Garden Suite must be located at a clearly visible location along the street frontage.



Landscape
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.

Heritage
The City will request that all properties identified on the Heritage Register will receive Heritage Designation when a Garden Suite is introduced to a property. Where a property may have heritage value but has not been identified or included on the Heritage Register, the City would encourage applicants to consider heritage designation as they pursue approval of a Garden Suite.
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.

Parking and Driveways
No additional parking is required for the Garden Suites but the primary dwelling should have a minimum of 1 parking stall which may not be located in the front yard. Any proposed changes to the parking layout and driveway should include permeable paving materials.

In situations where an existing parking space is displaced by the creation of the Garden Suite, the new parking location should occur within the existing driveway in order to prevent an increase in paved surface but should be located beyond the front face of the primary building as per general parking requirements.

Garbage and Recycling
The proposed site plan should consider the location of extra garbage and recycling bins and screen these from view. These should not be located near the primary entrance of either residence.

5. Exceptions

The requirements for Garden Suites are intended to be consistently applied to all eligible sites. However, given the variety of lot sizes and configurations in the City, natural site conditions unique to each lot, and the possibility that older, existing accessory buildings may not comply with current accessory building requirements, staff may consider recommending approval of a Garden Suite in the following situations.

Exception #1: Existing Garage Conversions

In situations where an existing garage or accessory building is located on site, a Garden Suite may be located within a structure that exceeds the standard requirements provided that:

- the structure was built with all appropriate permits and has not been altered
- the structure is fully upgraded to meet all Building Code requirements for residential use

In the event that a new structure is required to replace the existing legal non-conforming accessory building, the new structure must not exceed the footprint, height, or roof form as defined by the existing structure. Careful documentation of this should be prepared and submitted to the City prior to demolition in order to ensure an opportunity to verify the scale of the existing structure.

Exception #2: "Plus Sites"

Properties that meet the following criteria are considered "Plus Sites":

- a corner lot
- a lot with two street frontages
- a lot with rear yard laneway access
- lots greater than 557 m^2 (6,000 ft^2) in total area.

On "plus sites", there may be an opportunity to increase the floor area of a Garden Suite up to a maximum of 56 m^2 (600 ft^2). The additional floor area may be considered supportable if it can be demonstrated that it would not have a negative impact on privacy, shading, or overlook of or onto neighbouring properties.

Additional floor area may be achieved either by:

- increasing the floorplate - though not to a level exceeding site coverage requirements - to accomodate all floor space on a single level.
- exceeding the height requirement in order to incorporate a loft space with a floor area no greater than 50% of the building footprint, provided that interior floor to ceiling height of the loft space is kept minimal (approximately seven feet) and careful attention is given to prevent excess shading on neighbouring lots.



POTENTIAL GARDEN SUITE "PLUS" SITES: The properties shaded in dark yellow in the graphic above indicate potential Garden Suite "Plus" Sites where an additional floor area may be considered. These properties have the appropriate zoning designation for Garden Suites and are either located on a block corner, between two streets, or between a street and a laneway. The graphic is illustrative only.

Exception #3: 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 a sleeping loft provided that:

- the maximum floor space of the Garden Suite does not exceed typical requirements
- the floor area of the sleeping loft does not exceed 50% of the ground floor area
- design measures are taken to mitigate shading or overlook concerns on adjacent properties.

6. Note to Applicants

- Confirm with City staff what type of development application or permit is required.
- It is advisable to discuss the proposal with your immediate neighbours.
- Applicants are encouraged to review a preliminary proposal with the City's Engineering and Public Works Department to better understand potential servicing costs and with the City's Planning and Development Department to better understand the rezoning requirements and process. The applicant should also consider aspects related to providing utilities to the Garden Suite including phone, cable, and internet.

Schedule M – Garden Suites

1 Restrictions

a. A garden suite is only permitted when the primary building is used for a single family dwelling.

b. A garden suite is not permitted on a lot when a single family dwelling contains a secondary suite.

c. No more than one garden suite is permitted on a lot.

d. An accessory building is not permitted to be converted to a garden suite unless it was constructed

   i. prior to July 11, 2019, or

   ii. a minimum of 5 years before the proposed conversion.

Amended August 8, 2019
Bylaw 19-086

e. For the purposes of this section, an accessory building is deemed to have been constructed on a date an occupancy permit was issued.

2 Setback, Separation Space and Location

a. Rear yard setback (minimum)	0.6m
b. Side yard setback from interior lot lines (minimum)	0.6m
c. Side yard setback on a flanking street for a corner lot (minimum)	3.5m, or the minimum front yard setback of the adjoining lots whichever is the greater, when the adjoining lots shares a common lot line other than a rear lot line
d. Separation space between a garden suite and a single family dwelling (minimum)	2.4m

e. A garden suite must be located in a rear yard.

3 Rear Yard Site Coverage

a. Rear yard site coverage (maximum)	25%
b. Site coverage (maximum)	Subject to site coverage regulations in the applicable zone

4 Height, Storeys, Floor Area and Roof Decks

a. Height (maximum)	3.5m
b. Number of storeys (maximum)	1
c. Floor area (maximum)	37m^2
d. Roof deck	Not permitted

5 Plus Site - Regulations, Height, Storeys and Floor Area

a. Properties that meet one or more of the following criteria are considered a "plus site":

- a corner lot
- a lot with two street frontages
- a lot with rear yard laneway access
- a lot greater than 557m² in total area.

b. Notwithstanding Section 4, the following restrictions apply to a garden suite on a "plus site":

i.	Height (maximum)	4.2m
ii.	Number of storeys (maximum)	1.5
iii.	Floor area (maximum)	56m^2
iv.	Roof deck	Not permitted

Amended August 8, 2019
Bylaw 19-086

6 Vehicle Parking

a. Vehicle parking for a garden suite — Subject to the regulations in Schedule "C"

Bylaw 19-086 adopted August 8, 2019
Bylaw 17-001 adopted April 13, 2017



Missing Middle Design Guidelines

CITY OF VICTORIA

Publishing Information

Title:	Missing Middle Design Guidelines
Prepared by:	City of Victoria Sustainable Planning and Community Development Department
Status:	TBD
Printing Date:	TBD
Contact details:	The City of Victoria Sustainable Planning and Community Development Department 1 Centennial Square Victoria, BC V8W 1P6 E: planning@victoria.ca T: 250.361.0382
Cover photo credit:	Stuart Howard Architects Inc.

Diagrams and photos used in this document are for illustrative purposes only.





Duplexes consist of two units, which may be organized side-by-side, front to back, or up-down. Depending on zoning, each unit may have a suite.





Houseplexes consist of multiple residences within a single structure, designed to be compatible with the surrounding neighbourhood and appearing similar in form to a large house.





Townhouses can be expressed in many forms. The ownership format may be stratified, rental, or fee simple. The photos above are examples of townhouses oriented to the street.





Stacked townhouses (above, left) allow for up-down units within a townhouse-style building. Each unit typically has its own access at grade, and ground-level units may provide accessible living. Some townhouse developments, where supported by zoning and city policy, may be organized in more than one row around a common courtyard (example above, right).

Missing Middle Design Guidelines

Purpose

The purpose of these guidelines is to encourage high quality design of "missing middle" housing forms to enhance neighbourliness, livability, social vitality and create a good fit while supporting a diversity of building forms and designs.

Application

Missing Middle housing forms include townhouses, houseplexes and duplexes and other housing forms where the majority of units have direct access to the outside.

These guidelines apply to corner townhouses, houseplexes and heritage conserving infill as permitted by zoning. They also guide other forms of missing middle housing envisioned in the Official Community Plan (OCP), Neighbourhood Plans and the Missing Middle Housing Policy.

These residential developments can be designed in different ways, in response to Victoria's variety of block patterns, lot sizes, configurations, and topographies.

Structure

The guidelines are structured into two parts:

Part A consists of **General Guidelines** applicable to all types of missing middle housing forms, including those permitted by both zoning, and policy as envisioned in the OCP for Traditional Residential neighbourhoods.

Part B consists of **Typology Specific Guidelines** that are intended to supplement and be used in addition to the general guidelines in part 1.



Context and Analysis

Victoria's Traditional Residential areas contain a variety of housing types, including single-detached houses as well as a mix of houseplex and townhouse style developments. Some areas have distinctive styles, having been built during a specific period often before World War 2 (particularly during a building boom in the early part of the 1900s), while others reflect a post-World War 2 character. Many areas display a variety of styles as lots in-filled over the years, and houses range from simple 1-2 storey bungalows and ranchers to larger homes and mansions up to 3 storeys in height.

Victoria has embraced diversity within this context, with policies endorsing secondary suites, garden suites, the conversion of existing houses to multiple residences, and infill housing including townhouses and houseplexes. Many larger character houses have been successfully converted into multiple rental or strata residences. Victoria's Traditional Residential areas are generally characterized by buildings incorporating front entryways, porches, patios, primary windows and other design elements oriented towards the fronting public street.



Victoria's Traditional Residential areas contain a variety of housing type, from 1 storey ranchers, to 2 storey bungalows, to larger, 2-3 storey heritage homes, often mixed within a single block (diagram above, precedent photos below)





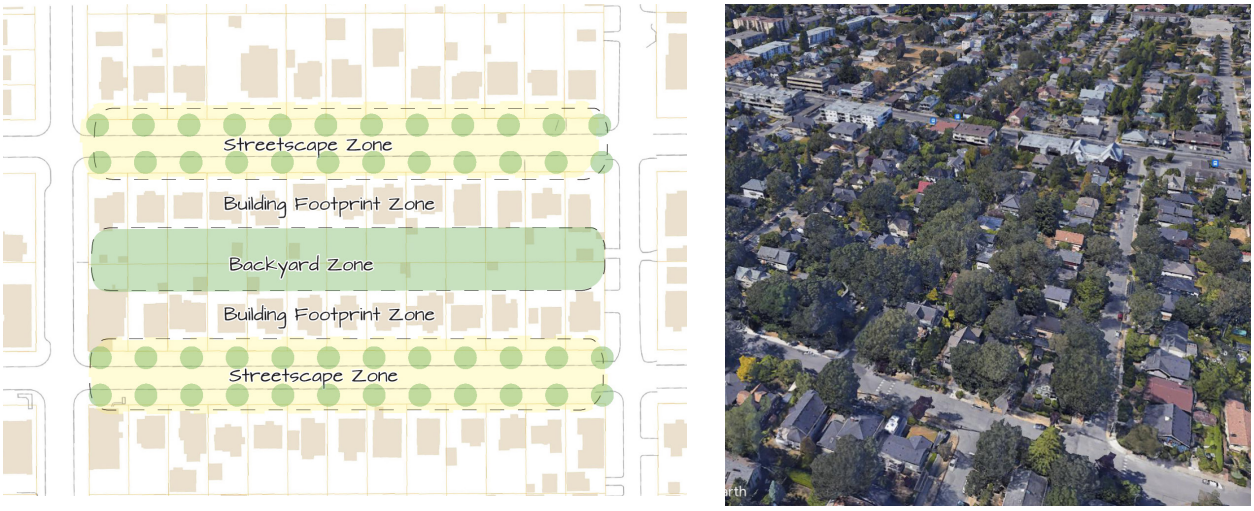








Victoria's Traditional Residential areas are also characterized by the presence of front and back yards, with tree-lined streets. An important proportion of Victoria's urban forest and tree canopy is found in Traditional Residential areas, both as street trees and on private property. These areas also display a diversity of topography which may include varied soil types and rock outcrops. Some fall within important ecosystems, such as Gary Oak meadow. Another common element of Victoria's Traditional Residential neighbourhoods is that most (though not all) lots lack laneways, unlike other cities of a similar age in North America.



Victoria's Traditional Residential areas are also characterized by the presence of front and back yards, with tree-lined streets, and a generally defined building footprint zone.

Neighbourhood Evolution and Missing Middle

The diversity of housing forms and design that have evolved over the past century provide an important foundation to inform continued neighbourhood transformation and evolution. Building on this foundation, the introduction of new Missing Middle housing forms are an important opportunity to advance established housing, sustainability and liveability goals.

Corner townhouses and houseplexes permitted within missing middle zoning allows for a height of up to 10.5 metres (approximately 3 storeys above grade), along with development densities and building envelopes to support housing goals and development viability.



Diagram showing Missing Middle housing forms integrated with existing housing stock within a block, reflecting a diversity of building heights and forms





Victoria examples of houseplexes (left and centre) and corner townhouse (right)

These design guidelines, together with the associated zoning, are premised on achieving opportunities and benefits, and mitigating impacts, associated with the introduction of Missing Middle housing forms. This includes: locating buildings and parking to maintain the existing pattern of green back yards; orienting buildings positively towards public streets to support social vitality; ensuring use of high quality materials and human scale design features to create visual interest along the street; minimizing overlook of adjacent homes; ensuring liveability though the provision of useable outdoor amenity spaces, and; providing sufficient planting area to support the urban forest.



Diagram showing Missing Middle housing forms integrated with existing housing stock along a street

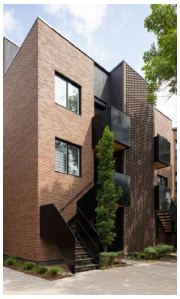


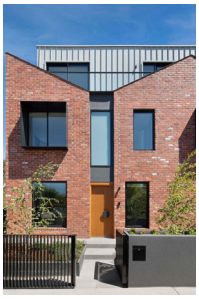










Objectives

Site Planning: To site and orient buildings to maintain the pattern of landscaped front and back yards, that makes a positive contribution to the streetscape and that achieves a more compact and efficient residential building form while maintaining liveability.

Orientation and Interface: To ensure new development is oriented and designed to present a friendly face to the street, enhancing public streets, open spaces, street vitality, pedestrian activity, safety, and 'eyes on the street';

Accessible Design: To encourage a high standard of accessibility in site, building and landscape design to be more inclusive of all users.

Building Form and Design: To achieve energy efficient buildings of high architectural quality with human-scale proportions that are oriented towards and are compatible with the existing and planned future context. Human scale refers to the use of architectural features, details and site design elements that are human proportioned and clearly oriented towards pedestrian activity. Building articulation refers to the many street frontage design elements, both horizontal and vertical, that help create an interesting and welcoming streetscape.

Neighbourliness: To ensure a good fit with existing adjacent buildings to minimize impacts on neighbours, and contribute to an enhanced, varied, and evolving streetscape and neighbourhood context.

Parking, Servicing, and Access: To sensitively integrate parking, circulation and access to minimize impacts on public and private open spaces; to site and screen mechanical equipment and service areas to minimize impacts on neighbours and the public realm.

Materials: To use materials which are high quality, durable and weather gracefully.

Open Space Design: To enhance the quality of open space, support the urban forest, provide privacy where needed, emphasize unit entrances and pedestrian accesses, provide amenity space for residents, reduce storm water runoff, and to ensure that front and rear yards are not dominated by parking.





Part A: General Guidelines

1. Site Planning and Open Space Design

Objectives: *To site and orient buildings to maintain the pattern of landscaped front and back yards, that makes a positive contribution to the streetscape and that achieves a more compact and efficient residential building form while maintaining liveability.*

To enhance the quality of open space, support the urban forest, provide privacy where needed, emphasize unit entrances and pedestrian accesses, provide amenity space for residents, reduce storm water runoff, and to ensure that front and rear yards are not dominated by parking.

1.1. Residential buildings should be oriented towards adjacent public streets and open spaces with entryways clearly visible, and with direct access from the fronting street. Front yards and landscaped rear yards should both be provided in developments.

1.2. For properties that include significant natural features (e.g. significant trees, topography, rocky outcrops), buildings and landscape should be sited and designed to respond to natural topography and protect significant natural features wherever possible. Strategies to achieve this include but are not limited to alternative siting or clustering of buildings to avoid disturbance of natural features, and clustering of parking to reduce pavement on the site.

1.3. For some locations and lot sizes, providing the space needed for the main building and satisfying the zoning's required minimum open site space may limit the achievable surface parking spaces. Where zoning allows for the substitution of Transportation Demand Management measures in place of some required parking spaces, this approach is strongly encouraged. Where a variance to the zoning requirements is requested, the variance should focus on reducing the parking requirement, rather than reducing the required open site space.

1.4. For properties that include buildings of heritage value (Heritage Designated or listed on the City's Heritage Register) alternative siting of new buildings or additions may be considered as part of rezoning to facilitate heritage conservation. Where Heritage Conserving Infill is proposed as permitted under zoning, emphasis should be placed on maximizing landscaping within setbacks and other required open space areas.



Example of a mid-block houseplex sited and designed to maintain the pattern of green front and back yards and oriented positively to the street.



Example of corner townhouses with individual units accessed from and facing the sidewalk (above and below).



1.5. Consolidate open site space to maximize contiguous soil volumes that facilitate successful tree health and useable green space.

1.6. Unless in conjunction with the designation of a heritage building, subdivision is strongly discouraged - especially subdivision that results in panhandle lots. Keeping existing large lots intact helps facilitate more cohesive and efficient site design including the reduction of curb cuts needed to access off-street parking.

1.7. Landscaping and site design

1.7.1. Landscape treatments including use of front patios, accented paving treatments, fence and gate details, and other approaches are encouraged to help call out a residential entry and add interest along the street and sidewalk.

1.7.2. Incorporate plantings integrated with entryways, patios, and pathways to create a green interface between buildings and streets.

1.7.3. Topographic conditions should be treated to minimize impacts on neighbouring development, for example by using terraced retaining walls of natural materials or by stepping a project to match the slope.

1.7.4. Development should avoid significant reworking of existing natural grade, and large retaining walls next to public spaces.

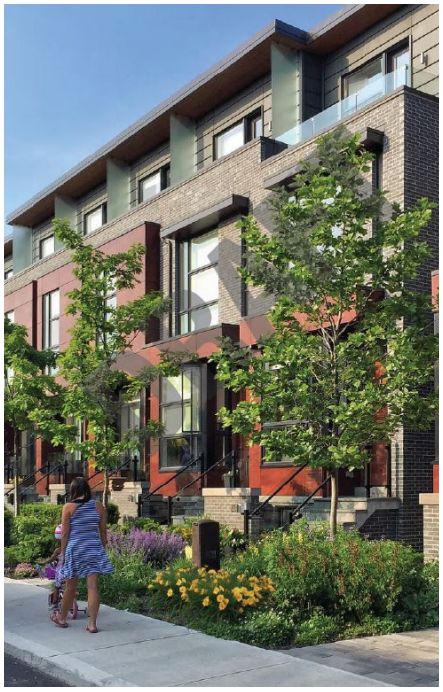
1.7.5. Where a building's ground floor is elevated above a pedestrian's eye level when on the sidewalk, landscaping should be used to help make the transition between grades. Some techniques for achieving this include incorporating terraces and low retaining walls with floral displays, ground cover or shrubs, and use of stone or brick masonry walls.

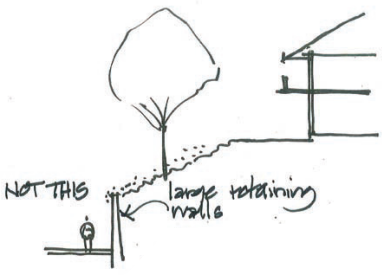
1.7.6. Landscape on sites with significant natural features (e.g. significant trees, topography, rocky outcrops) should be located and designed to be sympathetic to the natural landscape.

1.7.7. Landscape areas are encouraged to include a mixture of tree sizes and types



Example showing incorporation of landscape treatments that create a strong connection to and visual interest along the street (above and below)





Avoid large retaining walls and significant reworking of natural grade.



Transition sensitively between grades.



Example showing incorporation of terraces, planters, and stairways to sensitively transition the grade.

1.7.8. Locate large canopy trees along with associated contiguous planting areas and soil volumes in rear yards, and where possible front yards also.

1.7.9. Consider planting tree species and other landscape plants that will tolerate a degree of drought and will survive the summer water restrictions and dry conditions of southern Vancouver Island.

1.7.10. In considering tree placement in the front yard setback adjacent to street rights-of-way, consider tree sizes and spacing indicated by the City's specifications and policies for street trees.

1.7.11. Integrate landscaping to soften hardscape areas associated with vehicle circulation and parking. Driveway access and surface parking areas should incorporate a minimum 1 m landscape buffer along edges while maintaining site lines and enabling casual surveillance.

1.7.12. Design open site space so that it can not be used to park vehicles

1.7.13. Site design should integrate features to mitigate surface runoff of stormwater, with the goal of managing the first 32mm of rainwater within a 24 hour period. This may include a variety of treatments (e.g. permeable paving for driveways and parking areas, landscape features designed for rainwater management, cisterns or green roofs, and/or other approaches) which are consistent with approved engineering practices and the City's Rainwater Management standards for private property.

1.7.14. Non-glare lighting should be provided at residential unit entrances, along pedestrian paths and common areas to contribute to safety. Lighting strategies that mitigate undue spill-over for adjacent residential units are strongly encouraged.



Example showing integration of landscaping to soften entryways and parking areas



Example of lighting used to accentuate entryways

1.8. Bird Friendly Design

1.8.1. Avoid large areas of glazing and fly-through conditions such as glass bridges and walkways, outdoor railings, free-standing glass architectural elements and building corners where glass walls or windows are perpendicular or other conditions where birds can see through them to sky or habitat on the other side.

1.8.2. Use of mirrored glass and glass with high reflectivity is strongly discouraged and should be avoided.

1.8.3. Consider design treatments that increase the visibility of glass by integrating visual cues for birds to avoid, reduce and dampen glass reflection, and minimize light pollution.

1.8.4. Design corner windows, glass walkways, glass railings, and other similar features to reduce the appearance of clear passage to sky or vegetation, including through incorporation of visible markers

1.8.5. Consider landscape design that provides opportunities for food, shelter, and nesting sites

1.8.6. Maintain existing or create new bird habitat where possible, by, for example:

a. retaining existing and/or introducing new areas of large tree canopy and landscaping.

b. incorporation of storm water management infrastructure into landscaping to mimic hydrological systems

c. Incorporating some areas within the landscape that minimizes direct disturbance from humans.

d. Minimizing lawn areas

1.9. Provide Outdoor Amenity Space for Residential Units

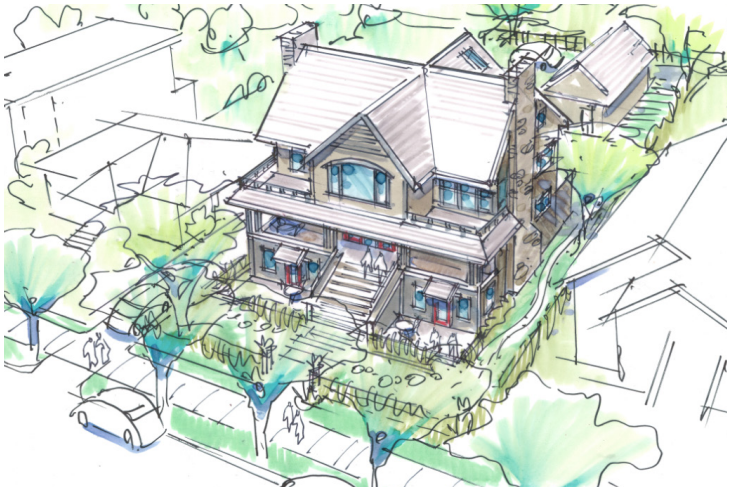
1.9.1. Residential units, including suites, are strongly encouraged to have direct access to usable outdoor amenity space. This may include a combination of private and semiprivate spaces such as a patio, porch, balcony, deck, or similar feature of sufficient size and dimensions to be usable, attractive and comfortable. At a minimum, access to a shared yard or amenity space should be provided.

1.9.2. Consider factors such as privacy and access to sunlight in locating and designing amenity spaces.

1.9.3. Consider integrating opportunities for play in both soft and hardscaped design. This can include designing driveways and parking areas as play courts for children when not in use by vehicles.

2. Accessible Design

Objective: *To encourage a high standard of accessibility in site, building and landscape design to be more inclusive of all users.*

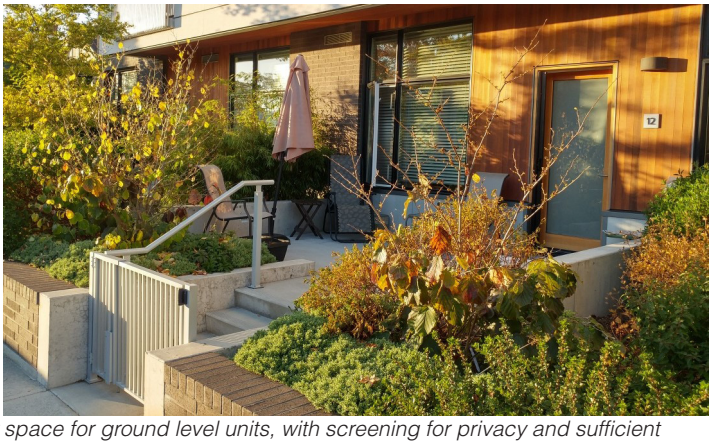


Example of a houseplex showing ground floor units with usable outdoor amenity spaces for each unit.



Example of upper-storey balcony designed with consideration for usable dimensions, access to sunlight, and balancing outward views with privacy concerns.





Examples (two photos above) of usable outdoor amenity space for ground level units, with screening for privacy and sufficient dimensions for usability.

2.1. Access ramps, exterior lifts and related elements should be visually integrated with the overall building design and site plan so as to not appear disjointed from the building façade.

2.2. Smooth routes should be provided. Vertical disruptions along pedestrian routes should be avoided for ease of use by people with wheeled mobility devices, strollers, and bicycles.

2.3. Ensure accessible paths of travel between public sidewalks and accessible dwelling units.

2.4. Exterior accessible paths of travel should:

2.4.1. have a minimum clear width of 1.5 m, to allow room for mobility devices and service animals going both ways along a path.

2.4.2. have a minimum head room clearances of 2.1 m, to ensure paths are free of obstacles overhead that white canes cannot detect.

2.4.3. have firm, stable, and slip-resistant surfaces that canes, crutches, or the wheels of mobility devices will not sink into.

2.4.4. be free of stairs or other barriers to mobility aids.

2.5. Smooth walking surfaces are preferred. Where interlocking pavers are used, they should be laid on a firm, well-compacted backing, be even, and with joints no greater than 6 mm wide.

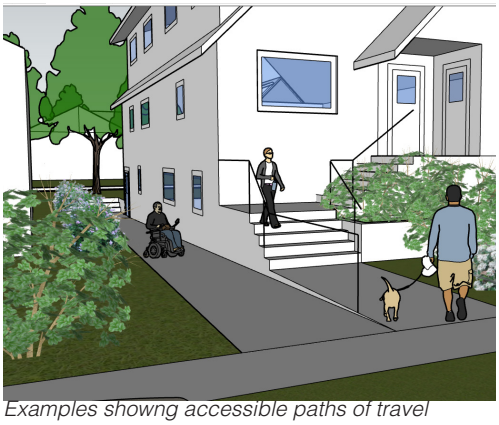
2.6. Gratings or grills should generally be located to one side of accessible paths of travel.

2.7. Benches, bike racks, bins and other furnishings should be located to one side of accessible entryways and pathways, and maintain a minimum pathway clear zone of 1.5 m.

2.8. Accessible entrances should provide basic protection from the weather and include doors and vestibules that are useable autonomously by persons with varying abilities.

2.9. Entryways should be well-lit and clearly visible.

2.10. Landscaping and outdoor common spaces (e.g. areas for seating, gardening, etc.) should be accessible for people with varying levels of ability and mobility.



Examples showng accessible paths of travel to accessible entryways (above and below)







3. Parking, Access; and Servicing

Objectives: *To sensitively integrate parking, circulation and access to minimize impacts on public and private open spaces.*

To site and screen mechanical equipment and service areas to minimize impacts on neighbours and the public realm.

3.1. Vehicular access, circulation, garage doors and parking should not be the dominant aspect of developments and should be designed to minimize impacts on fronting streets and adjacent public and private open spaces. Design strategies should be employed to minimize the impact of accommodating vehicles on site, including the following:

3.1.1. Integrate parking in a manner that provides substantial landscaped areas in rear yards;

3.1.2. Locate and consolidate off-street parking areas to minimize extent of driveways and eliminate need for driveway access to individual units.

3.1.3. Consider grouping driveway access points to minimize the number of driveway cuts and maximize space for landscaping and on-street parking;

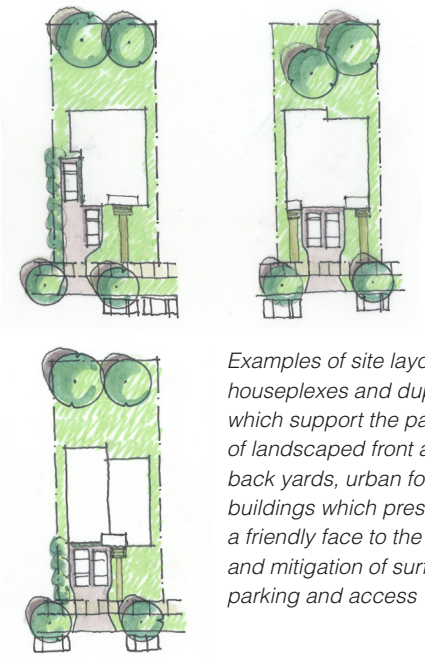
3.1.4. Location of driveway access should strive to preserve existing canopy trees or provide opportunities for new canopy trees within the boulevard by providing enough planting space.

3.1.5. Front yard parking and access may be appropriate in some cases, for example for houseplexes, in order to avoid excessive pavement in rear yard areas. In these cases, attention to design is required to emphasize front entryways, pedestrian access, patios, porches, front yard landscape, and tree planting space, and ensure a pedestrian-friendly building façade.

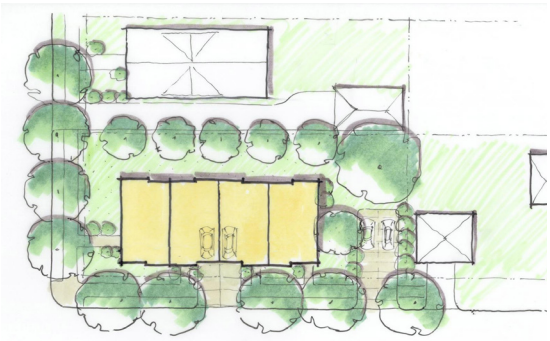
3.1.6. Minimize the impact of garage doors and vehicular entries by recessing them from the facade to emphasize residential unit entries and shield them from public view where possible.

3.1.7. Incorporate landscaping within driveway areas to soften impacts of front yard parking and hardscape environment and emphasize unit entryways where they are located and accessed from a driveway;

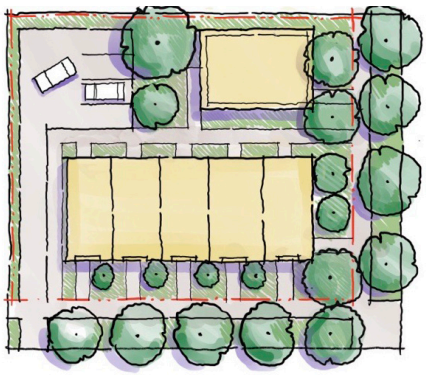
3.1.8. An accessible parking stall should be located adjacent to an accessible pathway to enable the pathway to also accommodate the required 1.5 m transfer space associated with an accessible parking stall and, as a result, reduce the amount of hard surface space;



Examples of site layouts for houseplexes and duplxes which support the pattern of landscaped front and back yards, urban forest, buildings which presents a friendly face to the street and mitigation of surface parking and access



Example showing accomodation of parking .to minimize impacts on tthe public realm (above and below)



Example showing accomodation of a corner townhouse with rear-yard parking while still accomodating yard space for individual units along with required open site space and tree planting space





Examples showing use of landscape and materials to minimize impacts of front yard parking

3.1.9. Where an accessible parking stall is provided adjacent to a pedestrian path, clearly delineate the accessible path of travel from the parking space, for example through the use of different paving materials, patterns or colour, or using a banding element between the pathway and parking stall;

3.1.10. Use high quality and, where appropriate, permeable paving materials for driveways;

3.1.11. Design driveways and parking areas to also function as multi-functional hard surface open areas, including play spaces for children;

3.1.12. Use attractive, high quality materials and consider incorporating glazing in garage doors where provided;

3.1.13. When a car share vehicle parking space is planned on the site, design the parking space to be clearly visible from the street, easily accessed by pedestrians, well lit in a way that does not spill light onto the street or adjacent properties, and ensures the vehicle can be driven forward from the entrance to the site into a parking space without turning the vehicle more than 90 degrees.

3.1.14. See Section 4, Open Space Design for additional design guidelines related to landscaping and screening.

3.2. Long term bicycle parking spaces should be consolidated within an enclosed area to which residents have shared access (not individually accessed bicycle storage lockers). To minimize impact to green, usable backyards, this bicycle parking area is encouraged to be connected or designed into the footprint of a main residential building.

3.3. Design open site space so that it can not be used to park vehicles.

3.4. Mechanical equipment, vents and service areas (e.g. for the collection of garbage or recycling) should be integrated with architectural treatment of the building, and screened with high quality, durable finishes compatible with building design.

3.5. Mechanical equipment, such as the outdoor components of heat pumps and air conditioners, vents and service areas should be located to minimize impacts on adjacent residential buildings by avoiding proximity to windows, doors and usable outdoor spaces.

3.6. Location and installation of gas and electrical meters and their utility cabinets, as well as other mechanical or service apparatus should be carefully integrated into building and site design. Gas and electrical metres and utility cabinets on building frontages should be screened.

4. Orientation and Interface - A Friendly Face to the Street

Objectives: *To ensure new development is oriented and designed to present a friendly face to the street, enhancing public streets, open spaces, street vitality, pedestrian activity, safety, and 'eyes on the street'.*

Residential buildings should be sited and oriented to overlook public streets, parks, walkways and on-site open spaces.

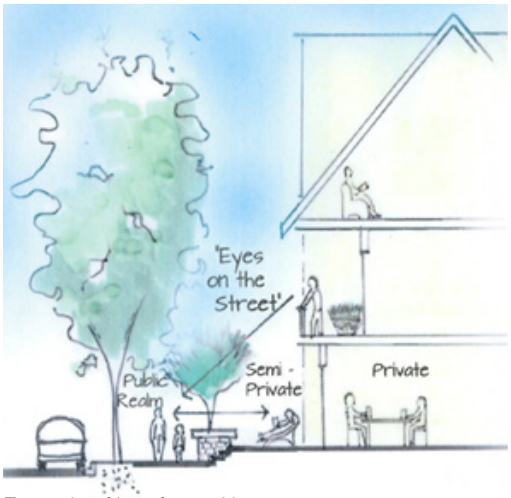
4.1. Buildings should maintain a street-fronting orientation, parallel to the street. In the case of a Heritage Conserving Infill building located in the rear yard, site lines from the fronting sidewalk to the front entryway are desired

4.2. Residential units facing streets should have entries oriented towards, and be clearly accessible and visible from, the fronting street.

4.3. Where some units do not front onto a public street, a clear, legible and welcoming pedestrian pathway from the public street should be established.

4.4. For developments that have interior-facing units, or side yard facing entryways, ensure unit entries are legible and emphasized through design features. This is important for welcoming visitors, for emergency responders and for consistency with Crime Prevention through Environmental Design (CPTED) principles. Strategies to achieve this include:

4.4.1. Visible addressing to help visitors navigate to the entry. Where an entry is shared, include addressing at the shared entry.



Example of interface with street.



A 3 level houseplex with a welcoming and human scaled entryway



A 3 storey houseplexi integrated positively within a neighbourhood streetscape

4.4.2. Defining features such as a roof overhang, patio or porch or other features to help identify the entry.

4.4.3. Provide low-glare outdoor lighting beside or above entry doors as well as walkways, to enhance security and to help identify the entrance.

4.4.4. Consider accessibility for entries to at grade or basement units.

4.4.5. If the entrance is immediately adjacent to a parking area, delineate the entrance with planters or other landscape features to provide visual relief and a clear separation from the parking area.

4.5. In cases where tuck under (under-building) parking is located at grade, provide a minimum 5 m depth of interior residential use for portions of the building facing the street or public open space.

4.6. Consider design strategies to delineate private front yard spaces, porches or patios from the public realm and create a semi-private transition zone, while maintaining visibility of unit entrances. Design strategies may include:



Where unit entries do not directly face the street, design features including pathways, gates, signage, lighting, and visibility make it clear where unit entries are located.

4.6.1. incorporating a semi elevated front entryway, patio or porch; and

4.6.2. where a semi-elevated front entryway, patio or porch is provided, ensure accessible access is still provided to buildings requiring an adaptable unit through the use of a ramp or person lift. Configuring the at-grade entrance of an adaptable unit at the rear of the building can facilitate the gradual ramping/grade-change needed to provide accessibility of the unit from the street.

4.6.3. where a grade level entryway is incorporated, delineate the semi-private entryway area through other means such as landscaping features, patios, low fencing, or planters.



A positive orientation to the street should be emphasized ithrough building and landscape design

4.7. For buildings with exterior staircases on the front elevation, ensure the design of the staircase is high quality, makes a positive contribution to the streetscape, integrates with the architectural expression of the building, and is human scale. Strategies to achieve this include:

4.7.1. Using the site topography to help reduce the height of the staircase;

4.7.2. Designing the staircase to be less than one storey in height to support comfortable access and abilities;

4.7.3. Consider a split-stair design with landing(s) to mitigate the perceived height of the staircase and provide areas of respite;

4.7.4. Incorporating landscaping, trellis or plantings;

4.7.5. Connecting the staircase base with other site circulation.

4.8. The design and placement of buildings and landscape should establish a sensitive transition to adjacent parks, trails, open spaces, and natural areas, through, for example, incorporation of a landscaped edge; respecting the root zones of adjacent trees; and minimizing impacts on ecologically sensitive areas and natural features.

4.9. For new development adjacent to parks and larger public outdoor open spaces, design should clearly delineate private from public spaces, to avoid "privatizing" of public space.

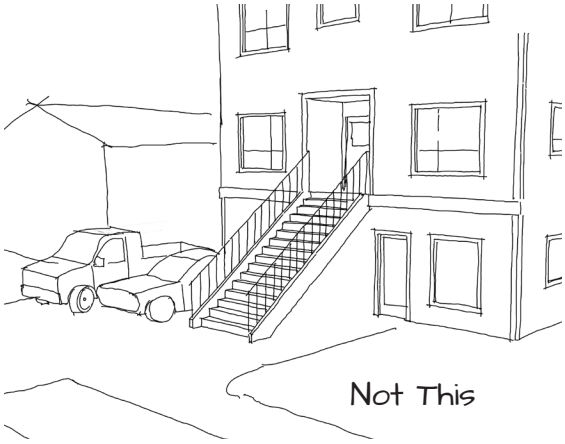




Stairways should be designed and scaled to support convenient and comfortable access while achieving an attractive and human scaled interface with the sidewalk (above and below)



Minimize the visual impacts of large stairways located facing the street by incorporating split stairway designs, landings, planters and landscaping, and through use of high quality materials



Large stair cases that do not achieve a positive relationship to the street should be avoided. Front yards devoid of landscaping are not permitted

5. Building Form, Features and Context

5.1. Building Form and Design

Objectives: *To achieve energy efficient buildings of high architectural quality with human-scale proportions that are oriented towards and are compatible with the existing and planned future context. Human scale refers to the use of architectural features, details and site design elements that are human proportioned and clearly oriented towards pedestrian activity. Building articulation refers to the many street frontage design elements, both horizontal and vertical, that help create an interesting and welcoming streetscape.*

5.1.1. Building design elements, details, and materials should create a well-proportioned and cohesive building design and exhibit an overall architectural concept.

5.1.2. Incorporate a range of architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians. Examples of architectural features include:

a. Roof forms, vertical and horizontal articulation

b. bay windows and balconies

c. fenestration pattern (proportions and placement of windows and entry ways)

5.1.3. For townhouse type development: modulation in facades and roof forms are encouraged to break up building mass, differentiate individual units within attached residential developments, and to provide architectural interest and variation along the street.

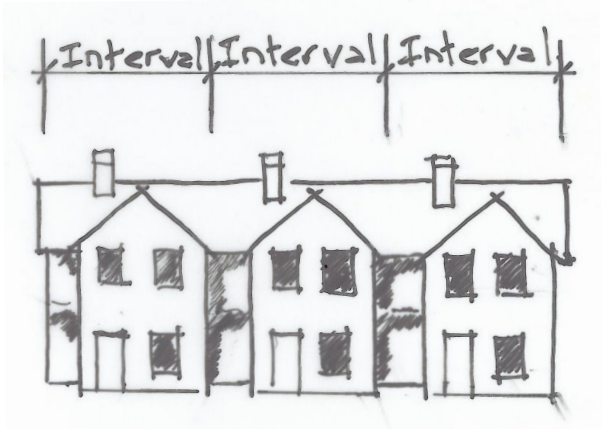
a. Individual units should include distinct design elements while being compatible with neighbouring units as part of an overall architectural concept.

b. Longer rows of townhouses (exceeding approximately 4 units) should generally be broken up.

5.1.4. Entrances should be located and designed to create building identity, to distinguish between individual units, and generally create visual interest for pedestrians. Well-considered use of



Development which exhibits a cohesive architectural expression, with variation in units, clear front entries, and architectural interest for pedestrians.



Consider articulating facades into a series of intervals to emphasize individual units and entryways, help break up the mass of larger buildings, and create visual interest along the street



Example of a townhouse stepped to respond to topography.

architectural detail and, where appropriate, landscape treatment, should be used to emphasize primary entrances, and to provide “punctuation” in the overall streetscape treatment.

5.1.5. Consider building designs and roof forms that minimize impacts on sunlight access to public and private outdoor spaces.

5.1.6. Consider integrating floor area into peaked roof forms to help mitigate scale and massing and to maximize sunlight access to openspaces.

5.1.7. Balconies should be designed as integral to the building. Overly enclosed balconies should be avoided, as these limit views and sunlight access. Balconies should be located and oriented towards front and rear yards, and not side yards

5.1.8. Building sidewalls should be designed to be attractive and interesting when viewed from the streets, sidewalks, and public open spaces through the use of a combination of materials, colours, textures, articulation, fenestration, and/or plant material.

5.1.9. Creative use of landscaping or other screening should be incorporated to reduce the perceived scale of development without compromising surveillance of public areas.



Historic traditional townhouses (above) demonstrate human scale architecture, relationship to the street, and a cohesive architectural expression. These same principles should guide the design of more modern developments which may be expressed in varied architectural styles (examples below).











5.2. Neighbourliness

Objectives: *To ensure a good fit with existing adjacent buildings to minimize impacts on neighbours, and contribute to an enhanced, varied, and evolving streetscape and neighbourhood context.*

New buildings should be designed to minimize overlook into adjacent private yards. Strategies to achieve this include the following:

a. Increased building setback.

b. Stagger windows to not align with adjacent, facing windows.

c. Pay particular attention to the design of windows facing shared side lot lines to mitigate privacy impacts by employing the design strategies noted in this section.

d. Locate upper level windows, decks, and balconies to minimize overlook.

e. Consider using skylights, translucent windows or clerestory windows to ensure access to natural light within units while minimizing overlook of adjacent side yards.

f. Landscape screening.

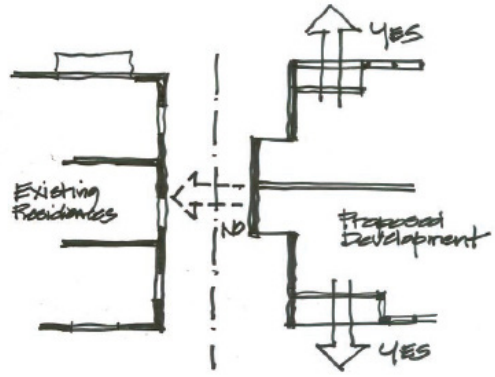
5.2.1. Site, orient and design buildings to minimize shadowing impacts on adjacent properties and public spaces.

5.2.2. On sites with a heritage building, design infill buildings to be subordinate to and maintain the visual prominence of the heritage building.

5.2.3. More intensive forms of housing development, such as mid-block townhouses and transitional missing middle housing, should consider transitioning in scale to adjacent residential buildings, where appropriate. Strategies to achieve this include the following:

a. Use building height and roof pitches to help transition in scale.

b. Modulate building façades to match or transition to the front yard set back of adjacent existing residential buildings.

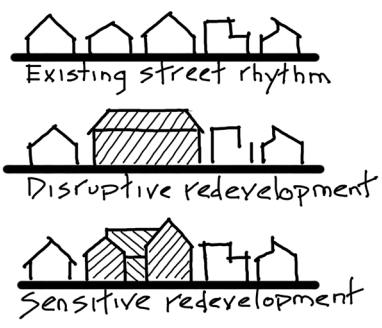


Orientation and placement of windows, balconies and porches to respect privacy of adjacent development

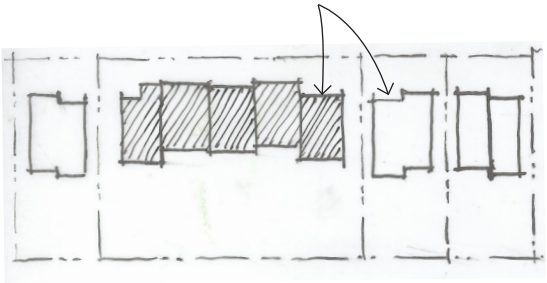




Compatible forms with contrasting architectural styles add diversity, character and visual interest along a street.



End units should be set back to match or transition to existing neighbouring houses



5.3. Materials

Objective: *To use materials which are high quality, durable and weather gracefully.*

5.3.1. Consider variation in colours and materials between buildings along the street, while achieving a pleasing composition of cladding materials and colours within the building itself.

5.3.2. In general, new buildings should incorporate substantial, durable and natural materials into their facade to avoid a 'thin veneer' look and encourage graceful weathering of materials over time. Materials such as masonry, stone, natural wood, etc. are encouraged.



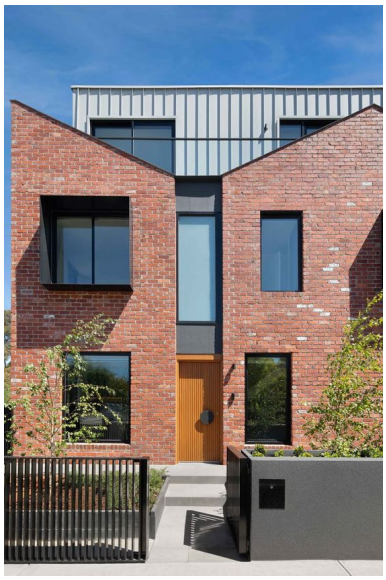
A diversity of materials and colours integrated with design features creates visual interest and identity along the street (above and below).











Part B: Typology Specific Guidelines

The following section provides additional guidance for specific residential typologies permitted under zoning or as envisioned in the OCP (and therefore requiring a re-zoning), to be used in conjunction with the General Guidelines in sections 1 - 5.



6. Corner Townhouses

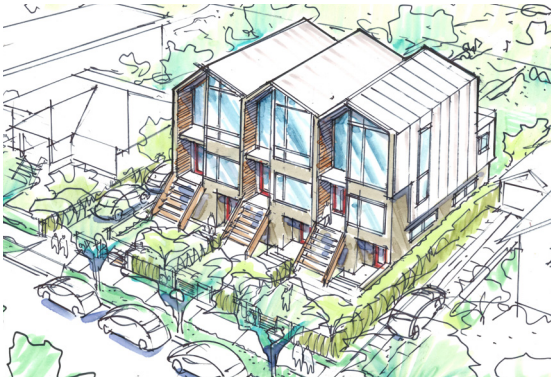
6.1. Site, orient and design corner town houses with principal façades and individual unit entries facing and accessed from both fronting streets

7. Mid block and double row townhouses

Overview: *Some locations, as specified in applicable land use policies, may allow consideration for mid-block townhouses, or for developments sited in more than one building complex (i.e., more than one row). For these developments, the following should be achieved:*



7.1. Townhouse forms of development should be sited and oriented with the longer face of the building parallel to the street. This is to maximize entries facing the street as well as access from the street, and to minimize visual impacts of driveways and parking on the public realm. “Galley-style” developments, where building complexes are sited perpendicular to streets with residential unit entries oriented internally or to adjacent property side-yards, are discouraged unless explicitly supported by a neighbourhood plan or other City policy.



7.2. Where development sited in more then one row (i.e., double row townhouses) is proposed as part of a re-zoning process, the following should be achieved:

7.2.1. Site planning should ensure that dwelling units face the street;

7.2.2. Units located in the interior of lots should be designed with adequate separation from other buildings and have access to open space;

a. a minimum 8 m building separation should be provided between two principal facades

b. a minimum 5 m building separation should be provided between a principal (front or rear) façade and an adjacent side façade.



7.2.3. Vehicle access, parking and circulation should be integrated sensitively so it is not the dominant aspect of the development and integrates play features and other design elements that support flexible uses for driveways and parking areas. See Section 2. for further guidance.

7.2.4. Dwelling units located in the interior of a site should have rear yard and side yard setbacks sufficient to support landscaping and sensitive transitions to adjacent existing development and open spaces.

7.2.5. Sufficient building separation should be provided between buildings to maximize daylight and minimize shadowing and overlook. Consider increased setbacks on the north side of sites to reduce shadowing impacts on adjacent properties.

7.2.6. Buildings which do not front onto the public street should be sited to provide sufficient separation from shared property lines and adjacent development in order to reduce overlook and shading, protect privacy for residents and neighbours, and provide space for landscaping.

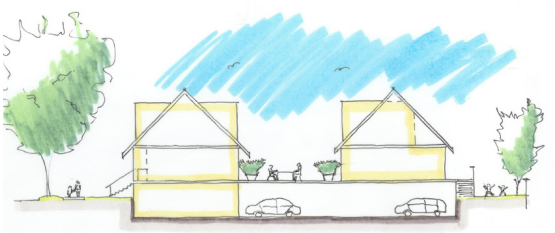
7.2.7. Consider lower height and massing of buildings located to the rear of a site, compared to the front, where this would mitigate impacts on neighbouring properties.

7.2.8. Where parking access courts are included in a development, these areas should be integrated into the overall development to create a welcoming space. Integrate landscape into these areas and provide features such as legible entries, windows or balconies to provide casual surveillance. Wherever possible, integrate one or more trees within or directly adjacent to a parking court or rear yard parking area, and consider landscaping areas associated with individual entries accessed from a parking court.

7.2.9. Consider varying garage and parking orientations to avoid drive aisles dominated entirely by garage doors. A mix of entries, patios, windows and landscape create a more livable and inviting space.



Double row townhouses should be oriented parallel to the street, and provide sufficient building seperation and setbacks to ensure liveability for units within the development and on adjacent sites



Where parking is required, consider under-building parking to minimize impacts on open spaces



Example showing incorporation of landscaping to soften an interior drive isle and emphasize entries



8. Houseplexes

8.1. Houseplexes should be designed to make clear that the building comprises different units through, for example, incorporation of legible front entries with street address.

8.2. When more then one houseplex is located on a single lot, they shall not be sited in tandem (one in front of the other) but rather, shall be located side-by-side and oriented to front onto the facing street.

8.3. Maximize front yard landscaping incorporating shrubs and at least one small to medium canopy tree to soften front entry stair cases along with parking areas and access.

9. Heritage Conserving Infill

9.1. The design of new development located on the same lot as a heritage building should be complimentary to, yet subordinate to, contrasting with and clearly distinguishable from, the heritage building. Consider designing the infill building or addition to acknowledge design elements of the heritage building, including roof forms, building and window proportions, materials, entryway treatments, detailing and landscaping.

9.2. New buildings or additions to existing buildings should not detract from or obscure character defining elements of a heritage building.

9.3. Additions to heritage buildings should be sensitively integrated with the existing fabric to minimize the impact on character-defining elements.

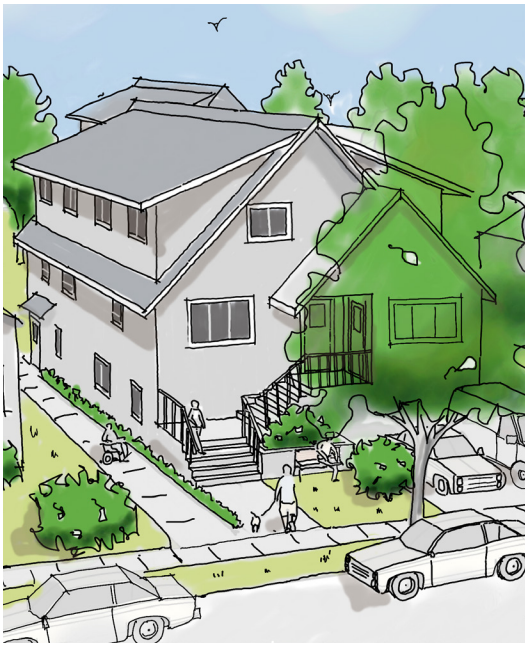
9.4. Additions should be set back from the front façade of the heritage building.

9.5. Infill buildings located in rear yards should incorporate roof forms that minimize shadowing impacts and maximize sunlight access to gardening and outdoor spaces both on site and to adjacent properties. To help achieve this, consider peaked roofs incorproating floor area.

9.6. Windows into habitable rooms should not face a side or rear yard unless it is approximately 5 m setback from the side or rear yard property line.

9.7. Windows should be located to minimize overlook into adjacent properties. Consider using skylights, translucent windows or clerestory windows to ensure access to natural light within units while minimizing overlook of adjacent side yards.

9.8. Consider incorporating green open spaces and outdoor amenity spaces into rear and side yard setback areas.



Houseplex concept sketch showing integration of front entry stairs, parking, landscaping and accessible paths of travel to rear unit



Example of an infill building behind a heritage home incorporating both complimentary and contrasting design elements (above and below).



10. Additional Livability Guidelines for Suites

Some forms of housing may have suites (e.g. lock-off suites). In addition to the guidelines elsewhere, the following guidelines apply:

10.1. All units should be provided with windows of sufficient size and orientation to provide for sunlight and outward views.

10.2. Where a suite is located in a basement, smaller windows or light wells with obstructed views should not be the primary window orientation.

10.3. Avoid locating at-grade windows directly adjacent to parking spaces. Windows in these locations should generally contain landscape separation from the parking space.

10.4. Where topography and basement suite location do not allow for outward looking windows and entry, consider the creation of a sunken patio, generally located at the rear or side of a building (also see Section 4.2 of these guidelines regarding outdoor amenity space).

10.5. Exterior pathways and entries leading to basement-level or at-grade suites should be designed to be accessible wherever possible.

10.6. Taking advantage of grade changes on a site can help locate suites in a way which provides for access to sunlight, amenity space, and accessible entry.

10.7. Provide adequate storage space including bicycle storage for suites.

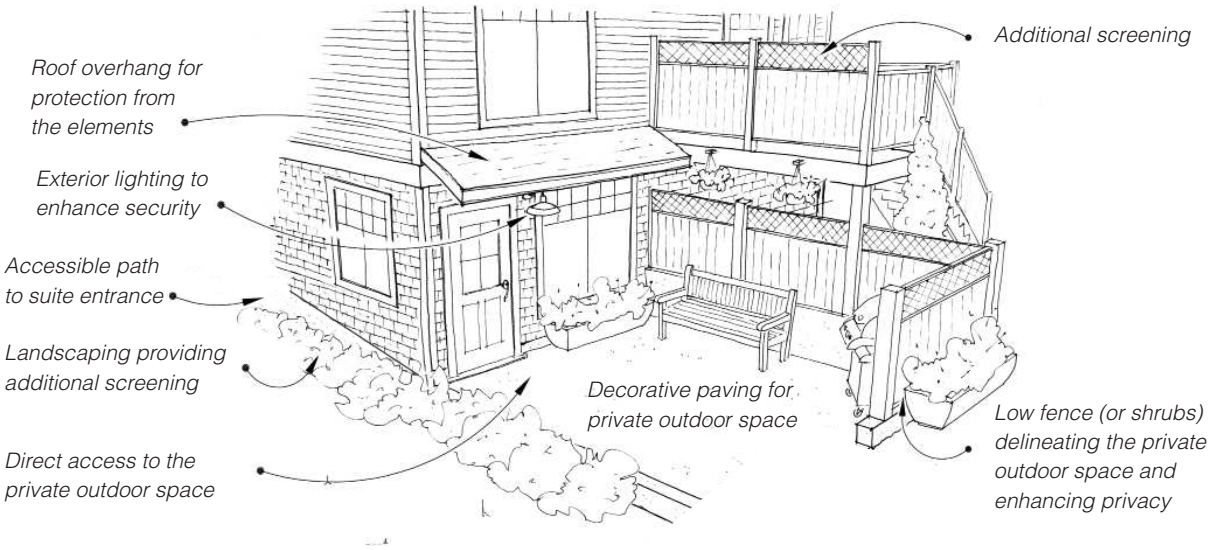


Illustration of strategies for effective design of usable outdoor amenity space for a suite.

11. Additional Guidance for properties adjacent to laneways

Some properties that are candidates for missing middle housing may be located adjacent to a laneway. While laneways are typically seen as service areas which access parking, they also provide a unique character to blocks where they are found. While few in number, many of Victoria's laneways are bordered by landscaping and serve as areas where pedestrians and slow car traffic mix. Laneways can provide opportunities for more flexible site planning, a welcoming frontage, casual surveillance and landscaping along the laneway.

11.1. Development of properties adjacent to a laneway should:

- 11.1.1. create a welcoming frontage through the inclusion of legible entries, gates or pathways, and fenestration oriented to the laneway
- 11.1.2. provide for casual surveillance of the laneway through the location of windows or balconies
- 11.1.3. include a modest setback from the laneway's edge to accommodate landscape or pedestrian areas between the edge of the lane (or parking) and the building
- 11.1.4. be sited to preserve mature trees and provide tree planting spaces which enhance the appearance of the laneway
- 11.1.5. provide low-glare, downward facing lighting at entries and to enhance a sense of safety
- 11.1.6. minimize stormwater runoff onto the laneway

11.2. Where laneways are provided, consider locating rear yard parking and access off of the lane to support more front yard landscaping while limiting the amount of space dedicated to parking in the rear yard.

11.3. Massing and location of windows, porches and decks should limit overlook and shadowing of adjacent back yards.

11.4. Green spaces should be provided to the centre of the lot as compatible with existing patterns.

11.5. Consider pedestrian safety in siting of gates and entries along the laneway by providing visibility for pedestrians and drivers.

CITY OF VICTORIA	CORPORATE POLICY GUIDE	
		Page 1 of 3
SECTION:	Human Resources	
SUBJECT:	Scent Free Policy	
AUTHORIZED BY:	City Manager	
EFFECTIVE DATE:	February 2020	**REVISION DATE:** September 2021

A. POLICY STATEMENT

The City of Victoria is committed to minimizing exposures to scented products which can lead to adverse health risks. To ensure the health and well-being of persons in the workplace against chemical sensitivities, all employees, contractors, visitors, and volunteers are to refrain from using or wearing scented products in City of Victoria facilities.

B. GENERAL INFORMATION

Scented products can adversely affect a person's health with some, or all of the following symptoms typically reported:

- Headaches
- Dizziness, light-headedness
- Nausea
- Fatigue
- Weakness
- Insomnia
- Upper respiratory symptoms
- Shortness of breath
- Malaise
- Confusion
- Difficulty with concentration

C. SCOPE AND DEFINITION

The policy applies to all City of Victoria facilities. Scented products include but are not limited to:

Personal Products:

- Hygiene – perfumes, colognes, aftershave and scented shaving lotions, scented lotions, deodorants, shampoos, conditioners, hair sprays, creams, and cosmetics.

Non-Personal Products:

- Scented household and industrial cleaning products, soaps, detergents, fabric softeners, air fresheners, marker pens, some types of garbage bags or other products with a distinct scent or fragrance.
- Some types of flowers.
- Scented candles, potpourri

D. ROLES AND RESPONSIBILITIES

Senior Leadership Team

- Ensure Managers and Supervisors are aware of this Policy and area provided support when implementing and applying this Policy.
- Ensure that City of Victoria facilities have a process for informing contractors, visitors, and volunteers of this Policy.

Managers and Supervisors

- Implement this Policy so that exposure to scented products is minimized.
- Ensure that education is provided to employees regarding the use and health effects of scented products as appropriate.
- Follow the established process for communicating this Policy to contractors, visitors, and volunteers using City of Victoria facilities.
- Support employees by providing reasonable accommodation as required by medical documentation.
- Post signage that the City of Victoria is a scent-free workplace at public access points.

Employees

- Comply with this Policy.
- Inform their Manager/Supervisor if they have any confirmed sensitivities or physiological reactions to scented products.
- Report reactions to Manager/Supervisor and fill out form 6A, Worker's Report of Injury to Illness. May be deferred to the Disability Management program for further evaluation.
- Follow the established procedures for communicating this Policy to contractors, visitors, and volunteers using City of Victoria facilities.

Joint Occupational Health and Safety Committees

- Promote compliance with this Policy.
- Promote education regarding the use and potential health effects of scented products.

Human Resources

- Assist in the development and review of this Policy.
- Assist Managers/Supervisors with educating employees, contractors, and volunteers in the potential health effects of scented products and ensuring compliance.
- Receives referrals from employees with issues and/or requesting appropriate medical documentation to substantiate a disability associated with sensitivities/allergies.

Procurement

- Purchase products complying with this Policy involving input from Human Resources or other resources as appropriate.

Contractors and Volunteers

- Comply with this Policy.
- Notify appropriate City of Victoria employees when work is to take place that involves the use of scented products or products that contain chemicals with an odour that may affect the health of employees. Notification should allow a reasonable time frame for the accommodation of employees to take place, if necessary.

E. REFERENCES

- Canadian Centre for Occupational Health and Safety, Scent Free Policy for the Workplace Jan 2019

- WorkSafeBC, Indoor Air Quality, 2005

Scent Free Zone

We share the air.
Help us keep it fragrance free.

The presence of perfumes and other scented products may affect a person's comfort, and for some people, scented products may present a health hazard.

Please be considerate to others and avoid the use of scented products wherever possible.



CITY OF VICTORIA

Scent Free Zone



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CITY OF VICTORIA

SPECTRUM OF PUBLIC PARTICIPATION – CITY OF VICTORIA ENGAGEMENT FRAMEWORK

LEVEL OF PUBLIC ENGAGEMENT	PUBLIC PARTICIPATION GOAL	PROMISE TO THE PUBLIC	EXAMPLE TOOLS AND TECHNIQUES
INFORM	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and / or solutions.	We will keep you informed	Webpage Newspaper ads Signs
CONSULT	To obtain public feedback on analysis, alternative and/or decisions.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	Surveys Focus groups
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	Workshops Deliberate polling
COLLABORATE	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	Advisory Committees
EMPOWER	To place final decision-making in the hands of the public.	We will implement what you decide.	Delegated decisions such as elections and referendums



Victoria Health and Wellness Fair

FOR IMMEDIATE RELEASE

VIRCS to host first ever Health & Wellness Fair in North Park

Victoria - "It's a grass roots community initiative we hope will help our 3,000+ annual clients feel more welcome and find ways to integrate within our CRD neighbourhood," says Aaron Hall, VIRCS board member and event organizer. The free drop in event will take place on a closed off portion of North Park Street adjacent VIRCS offices at 1004 North Park and features numerous displays, activities, performances and food vendors.

"We're really excited to have secured a number of donations and grants to support this day. From free E-Bike test rides, to an outdoor yoga class, bicycle maintenance tips, even one of three locally run Trishaws involved in the Cycling Without Age program will be available along with some of the volunteers who deliver these services," says Hall.

"We'd absolutely love to see residents of North Park and adjacent neighbourhoods come out and join us to help newcomers to Victoria feel welcome and take pride in their community."

The street fair will run from 11 am to 4 pm on Saturday, Aug 20th.

Victoria Immigrant and Refugee Centre Society (VIRCS) is a non-profit organization founded in November 1989 by three former refugees. The centre helps immigrants, refugees and new Canadian citizens, settle and adapt into new lives in Greater Victoria.

The multicultural staff annually serve an average of 3,000 clients from all over the world. VIRCS provides a wide range of services to its target group, assisting them with everything from settling in Victoria to finding a job. Over the years, the centre has developed positive relationships with other organizations, service providers, the local business community, and the community at large. VIRCS gratefully acknowledges the funding support of the federal and provincial governments.

For further information please contact:
Aaron Hall 250 361-6986 or
Christina Li 250 891-8728

Time: August 20th 11-4
Place: The 1000 Block of N. Park St

Hosted by Victoria Immigrant and Refugee Centre Society

Sponsored by Alasalay Law

AAC Action Log – Prioritization Summary

Updated: June 20, 2022

ACTIVE ITEMS (intake and progress combined)

#	Item	Priority	Comments	Proposed Timeframe	Notes
1	Accessible Parking: "Continue to evaluate the locations, pricing and regulations associated with accessible parking stalls as a part of city-wide curb management planning"	1	May 2022: Transportation is hoping to bring more information on this to May meetings due to full agenda June 2022: Committee agreed to discussing the item in the July meeting as it will be before Council.	July 2022	
2	Washrooms in the Public Realm (from AWG)	1	May 2022: Is the thought that AAC is going to provide general accessible public washroom guidance beyond individual applications? June 2022: Committee discussed concerns about inaccessible modular washrooms being ordered by the City and have noted inadequate consultation from staff. In particular, the placement of the sink outside the washroom and the lack of space beneath it for wheelchair users	July 2022	#2 and #3 discussed together

3	Douglas Street Public Washroom	1	May 2022: Council directed to engage AAC June 2022: Committee discussed concerns about inaccessible modular washrooms being ordered by the City and have noted inadequate consultation from staff. In particular, the placement of the sink outside the washroom and the lack of space beneath it for wheelchair users Sept 2022: Motion to address washroom accessibility issues to be discussed	July 2022	
4	Helping Hands Program (raised to the City)	1	May 2022: to assist people with disabilities (proof required) and aged over 80 (no proof required) to get garbage cans to the street (gray bins). The process to get on the list is not equitable for persons with disabilities. Accessibility placard might be sufficient (to check further). Linda as a private citizen provided input. June 2022: Committee discussed changes to the program causing eligibility issues and agreed to discuss it at a following meeting. August 2022: Changes to the	Aug 2022	

5	Accessible Voting (from AWG)	2	May 2022: Voting for by-election. Accessible voting machine became available for the first time. June 2022: *Accessible Voting:* Committee discussed accessibility provisions for the upcoming general local election. Aug 2022: Legislative Services provided a written update on Accessible Voting	Aug 2022	
6	Scent-free/reduction policy "Review and/or adopt scent reduction policies in public buildings, starting in City Hall"	1	June 2022: Committee noted a lack of staff consultation and a seeming lack of enforcement on the policy, though the item was not considered time-sensitive Sept 2022: Scent-free Policy to be shared with the Committee	Sept 2022	
7	Pet restrictions in city facilities starting with City Hall (from AWG)	1	May 2022: Clarify background on this one (not in Short term Action Plan). AWG has been asking for restrictions for a long time. It needs to be addressed. Current situation- pets are allowed in certain facilities (related to allergies) June 2022: Committee agreed that to reduce allergens in the environment they would discuss restrictions at the September meeting	Sept 2022	

8	Update on Old Curb Cuts	1	May 2022: Staff to inquire on progress of updates - phasing plan etc. June 2022: Committee discussed consideration of curb cuts and tactile walking surface indicators together and are requesting a staff presentation.	Oct 2022	#8 and #9 discussed together
9	Tactile Walking Surface Indicators pilot “Promote, evaluate, and apply lessons learned through implementation of accessibility pilot projects”	1	June 2022: Committee discussed consideration of curb cuts and tactile walking surface indicators together and are requesting a staff presentation	Oct 2022	
10	Design Guidelines for Accessible Sidewalk Cafes	1	June 2022: Committee discussed reviewing the sidewalk patio policy in the fall for changes to be implemented for 2023	~~Oct 2022~~ Nov 2022	
11	Accessibility Accommodation Policy “Develop a formal Accessibility Accommodation Request Process for members of the public seeking support to access City Services and programs”	1	June 2022: Committee discussed the development and implementation of an accommodation policy, and level of priority in relation to other items.	~~Nov 2022~~ Jan 2023	

12	Off-Leash Dog Area Pilots	1	May 2022: City keeps designating areas as off leash areas. They are called pilots ("trials"). Concern for people who walk without interference from loose dogs June 2022: Committee discussed discomfort around off-leash dog parks, particularly for individuals with mobility issues.	~~Nov 2022~~ Dec 2022	
13	Beacon Hill Park – accessible washrooms, access to top of the hill	1	May 2022: Roads didn't take too close to parking June 2022: Committee discussed the closure, and noted that the decision would not be revisited for some time	March 2023	
14	Clover Point Infrastructure Changes	1	May 2022: not a proper ramp June 2022: Committee discussed accessibility concerns with the implemented changes, though due to timing the issue would not be discussed until next year. Members did note an unsafe ramp, and discussed submitting a service request.	March 2023	
	Best practices for accessibility and inclusion for public event organizers seeking permits	2	June 2022: Committee noted that these items were a low priority due to the onset of summer, and therefore agreed	N/A	Remove

	Festival Investment “Grant Policy and Guidelines Develop and promote best practices for inclusion and accessibility to organizers of permitted special event and festivals being held in the City of Victoria”	2	to removing the items from the prioritization summary.		
	Government Street Refresh	1	May 2022: Community Planning presented to AAC at the March 8 meeting June 2022: Committee discussed removing the item from the priority list due to timing with other items, Councils schedule and staff timelines.	Complete	Remove