

For Information Only

Second Unit Policy Options

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Recommendation

For information only.

Background

The City of Greater Sudbury is currently in the process of conducting a five year review of its Official Plan. The review was launched in January, 2012.

Several key background studies have been initiated to support the review, including a Housing and Homelessness Background Study. This study identifies and analyzes housing and homelessness issues in the City and brings forth recommendations on Official Plan policies for housing, including a special focus on second units. This background study will also provide supporting documentation and policy recommendations for the City of Greater Sudbury Housing and Homelessness Plan. The City of Greater Sudbury retained SHS Consulting to assist with this work.

Discussion

As part of the *Strong Communities through Affordable Housing Act, 2011* being enacted in 2012, municipalities are now required to establish Official Plan policies and zoning by-law provisions allowing second units in single, semi and row houses as well as in accessory structures in new and existing developments. As part of undertaking the Housing and Homelessness study, the issue of second units was thoroughly investigated, including:

- Legislative and historical context;
- Need for and benefits of second units;
- Feedback from stakeholders and public consultation;
- Potential Impacts of Secondary Suite Policies;

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- Policy Considerations (Official Plan and Zoning By-law), and
- Examples from other municipalities.

As a result of this analysis, several recommendations for Official Plan policies and zoning by-law regulations relating to second units have been made.

The study also involved an extensive review of the existing Official Plan policies related to housing and homelessness issues and makes several recommendations related to increasing the supply of affordable housing options for households of low and moderate incomes, and encouraging a diversified housing supply.

Conclusions

The input from the Housing and Homelessness Background Study, including recommendations regarding second units, will be brought forward for consideration as part of the ongoing Official Plan review process.



CITY OF GREATER SUDBURY SECOND UNIT AND OTHER OFFICIAL PLAN POLICY RECOMMENDATIONS

OCTOBER
2013

*Developed as Part of the Housing and Homelessness
Background Study*



Revisit. Review. Revise.
Revisitez. Réexaminez. Révissez.

Official Plan Review • Révision du Plan officiel

PREPARED BY



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INTRODUCTION

The City of Greater Sudbury is currently reviewing its Official Plan. As part of the review, a number of background studies are being carried out to provide a foundation for the Official Plan policies. The Housing and Homelessness Background Study is one of these studies. This Background Study identifies and analyzes housing and homelessness issues that need to be addressed by the City, and brings forth recommendations on Official Plan policies on housing.

The Housing and Homelessness Plan Background Study also supports policy recommendations that respond to a changing provincial policy context. The Province now requires municipalities to establish policies to facilitate the creation of second units. This Background Study provides background information, analysis and Official Plan policy recommendations to support second units. In addition to meeting provincial requirements, the recommendations to support second units also help address a number of other housing issues identified in the report. The province also now requires that the City prepare a Housing and Homelessness Plan. This Background study will provide supporting documentation and policy recommendations for the City of Greater Sudbury Housing and Homelessness Plan.

The Background Study incorporates new and existing data on housing and homelessness, information from relevant literature and reports, and from a wide range of consultations involving over 140 individuals, including surveys of the general public and housing and homelessness stakeholders, as well as interviews and focus group sessions with a wide range of stakeholders.

This report specifically discusses the recommendations related to second units as well as other Official Plan policies. Readers may refer to the full Housing and Homelessness Plan Background Study for additional information on the housing and homelessness issues and other recommendations identified as part of the study.

SECTION 1

SECOND UNIT POLICY CONSIDERATIONS

Secondary suites, also referred to as accessory suites or dwellings, can provide an effective form of affordable housing and increase the availability of affordable housing choices for residents. They can also offer a home owner the opportunity to earn additional income to help meet the costs associated with owning a home. Secondary suites are self-contained residential units with kitchen and bathroom facilities within dwellings or within structures accessory to dwellings (MMAH, 2012).

As part of its Official Plan review, the City of Greater Sudbury is developing a Secondary Suites Policy. The secondary suites policy will include Official Plan policies and zoning standards to regulate secondary suites in the City of Greater Sudbury. The policy is being developed within the context of the existing policy environment as established by the Province of Ontario.

The purpose of this section is to inform and recommend policy considerations by outlining the existing policy context for secondary suites, the opportunities they provide, the results of consultations on secondary suites, potential impacts that second unit policies would have on the housing supply, affordability, and vacancy rates in the city, and secondary suites policy options including Official Plan policies and zoning standards.

Need for and Benefits of Second Units

There are many aspects of the demographic profile and housing market in Greater Sudbury that point to the need for second suites:

- The seniors populations is anticipated to grow, and there is a need for a range of affordable housing options for the many seniors with modest means
- With post secondary institutions, such as Laurentian's school of architecture, bringing 400 more students to the downtown area by 2017, community members have expressed concerns about the availability of affordable accommodation to meet student's needs, particularly in the downtown

- Market rents in purpose built rental housing requires high shelter cost burdens for low-income renters. Key stakeholders have expressed concerns about the availability of safe affordable housing for individuals and families with low incomes

The following two key objectives have been recommended in the Housing and Homelessness Background Study to address these issues :

1. Increase the diversity of available housing options
2. Improve housing access and affordability for individuals and families with low incomes

It is widely recognized that second suites can play an important role in the provision of affordable rental housing for a wide range of residents including small households, young adults, seniors, modest income families and residents with special needs. In addition, second suites provide rental income to homeowners and flexibility to offset costs of home ownership or home maintenance. Overall, secondary suites contribute to a greater mix of housing.

In addition, secondary suites offer a greater opportunity to add to the affordable housing stock compared with building new. Secondary suites can also contribute to neighbourhood revitalization by increasing demand for amenities and services and contribute to social diversity, in particular within neighbourhoods that have experienced a decline in population.

Second units provide a significant opportunity to support these objectives, without a financial burden for the municipality.

Affordable Housing Option	Additional Income/Support	Option for Extended Family	Increase Rental Housing Supply	Urban Intensification
<ul style="list-style-type: none"> •Youth •Singles •New immigrants •Lone parent families •Seniors 	<ul style="list-style-type: none"> •First time homebuyers •Seniors (age in place) •Households seeking extra income 	<ul style="list-style-type: none"> •Adult children •Parents/other relatives •Live-in caregivers 	<ul style="list-style-type: none"> •Greater mix of housing •More housing choices 	<ul style="list-style-type: none"> •Revitalize neighbourhoods •Optimize use of infrastructure, increase densities •Create construction/ renovation jobs

Legislative and Historical Context

In 2010, the provincial government released Building Foundations: Building Futures, Ontario’s Long-Term Affordable Housing Strategy (LTAHS). As part of the strategy, Bill 140: Strong Communities through Affordable Housing Act, 2011 was enacted in January 2012. To further expand affordable housing opportunities, Bill 140 amended various sections of the Planning Act, including requiring municipalities to establish policies allowing second suites in new and existing developments. Specifically, Section 16(3) now requires an official plan to have policies that authorize the use of second residential units in detached, semi-detached and row houses, as well as in ancillary structures. Provisions allow for two units, located in either a single residential building, or one unit inside a residential building and a second unit located in an ancillary structure on the same property (e.g. above laneway garage or as a stand-alone unit (e.g. garden suite)). Amendments to the Act also prevent any appeal of zoning by-laws passed to support the creation of secondary suites

which implement Official Plan policies. Appendix B further outlines changes to the Planning Act made through Strong Communities through Affordable Housing Act (2011) regarding second units.

Currently, secondary suites are not permitted as-of-right in the city of Greater Sudbury. Garden suites (one unit detached residential structure containing bathroom and kitchen facilities that is ancillary to a single detached dwelling and that is designed to be temporary and/or portable) have been permitted as a temporary use on a site-specific basis.

Since 2008 there have been 68 zone change applications for garden suites, with none being denied. There have been 43 applications since 2008 for zone changes from R1 to R2 to allow a second unit, with only five being turned down by Council. The second unit policies would eliminate the need for these types of applications.

Consultation Feedback

As part of the Housing and Homelessness Background Study, over 60 key stakeholders provided input (either through a focus group, interview, or survey) into the opportunities and challenges of permitting secondary suites across the City and suggested requirements for secondary suites. Community members were also invited to provide their input through an online survey. Over 40 community members provided their input through the survey.

Challenges

The challenges identified by stakeholders and community members include:

- Ensuring the units are healthy and safe
- Ensuring sufficient parking
- Potential impacts on neighbourhoods due to additional individuals, including traffic impacts
- Encouraging accessibility
- Providing separate utility servicing
- Cost of creating or upgrading a secondary suite, and associated lack of funding
- Avoiding losses to the existing affordable housing stock of illegal apartments as a result of additional compliance activities
- Community acceptance
- Ensuring the education of landlords and tenants on their rights, and avoiding discrimination (for example of low income individuals or families or those receiving income support).

Opportunities

Stakeholders and community members identified a range of opportunities that permitting secondary suites would provide:

- Increase in the supply of safe, affordable housing in quality neighbourhoods (and potentially reduce social housing waiting lists and homelessness)
- They would benefit seniors
- Offer additional income streams for homeowners
- Increase densities across the city.

Suggested Requirements

Stakeholders and community members were asked to identify some of the requirements they thought secondary suites should have to meet. The suggested requirements fall into three broad areas:

- Health and safety- Health and safety of the housing were regularly identified as being important to confirm. Common suggestions were to require units to meet the Fire Code or Building Code. Some suggested inspections to ensure compliance.
- Address existing gaps in the housing market /needs of particular tenant groups- Many of those consulted would like to see secondary suites address existing housing issues in the community, including being affordable to lower income households and being accessible. A few suggested that they would like to see the City provide funding to allow some units to be rented at lower or geared to income rents. A couple of respondents also suggested that the units be located centrally or with access to public transportation to help meet the needs of lower income individuals.
- Parking- Some suggested that the secondary suites be required to have sufficient parking.

Potential Impacts of Secondary Suites Policies

In developing secondary suites policies it is important to consider the potential impacts they may have on housing supply, affordability, and vacancy rates in the City. Potential impacts are discussed below.

Supply and Vacancy Rates

There are a number of factors that affect the supply of secondary suites. They are generally created to assist with housing affordability or by small investors to pursue rental income or capital gain, but also non-arms-length renting to a relative or family member. The supply of secondary suites generally rises at times when prospective and existing home owners are least able to afford home ownership, or when the housing market is unable to meet high demands for rental accommodation (Canada Mortgage and Housing Corporation, 1991). Other factors affecting the supply of secondary suites include the economics of conversion (including the effects of legalization) and demographics. Demand for secondary suites comes from tenants looking to save on rent or to live in ground-oriented housing or in close proximity to particular services. Demand also comes from older children, aging family members, those with special needs and caregivers. In fact, one-third of occupants have a close personal relationship with the owner (Canada Mortgage and Housing Corporation).

The supply and demand factors that currently exist in Sudbury, and those anticipated into the future, do not suggest pressures that would result in significant increases in the number of secondary suites.

In Sudbury in recent years, while incomes have not kept pace with increases in house prices, mortgage rates are at historical lows, which have prevented affordability issues from reaching higher levels. If interest rates were to move rapidly and significantly higher, affordability would be impacted, and more owners may look to secondary suites to assist with housing affordability. However, significantly higher interest rates are not anticipated in the near future, limiting pressures for homeowners and prospective homeowners to create secondary suites. Where prospective secondary suite owners are looking to

meeting the demands for rental accommodation, the current rental housing vacancy rate suggests a healthy market overall, although demand for more affordable rental housing is not necessarily being met.

In terms of demographics, from a demand perspective, the anticipated economic growth in Sudbury is expected to bring more in-migrants to meet the labour demands, particularly individuals in the 25-44 age group, which will likely generate some additional demand for secondary suites. However, the overall number of individuals in this age group is anticipated to continue to be relatively stable into the future, which will moderate the level of demand and also supply, as young families are traditionally the main group of secondary suite owners. At the other end of the age spectrum, the population is aging, which will also contribute to some demand for secondary suites.

In terms of the impact on supply by legalizing secondary suites, most communities that legalize secondary suites and require registration see low levels of new registered units (a community may see under 200 registered units during the first five years after secondary suites are legalized). Because the Building and Fire Codes are relatively onerous for existing units to meet, many owners prefer to keep operating their suites illegally than try to comply with them. When municipalities actively enforce the policies, there may in fact be a loss in the total number of secondary suites in the community. In general, legalizing secondary suites does not normally have a significant impact on housing supply.

For reasons that include that legalizing secondary suites generally does not have a significant impact

on housing supply, and because it is easier to withdraw a secondary suite from the market when demand and supply factors do not support the operation of a secondary suite, secondary suites generally have limited impact on the overall rental housing vacancy rates in the community.

Affordability

Rent levels in secondary suites, on average, tend to be lower than rents in primary rental housing. A report prepared for the City of Toronto (SHS Consulting, 2004) compared average rents for second suites and rents for conventional units and found that rents are lower for second suites. For example, a total of 90.9% of second suite bachelor units rent for less than \$800 per month compared to only 74.6% of bachelor units surveyed by CMHC. This report also showed that, as a whole, 60.8% of second suites have rents that are less than \$800 per month compared to only 23.1% of conventional units. A study of housing needs in the district of North Vancouver found that the rent levels of secondary

suites averaged over \$100, or 20% less, than rents for comparable units in multi-family apartment buildings (as reported by the CMHC Rental Survey). Often, however, they remain unaffordable for the lowest income groups because of the relative cost of rentals in their immediate vicinity — secondary suites are often located in modest to middle income suburban areas. The family or friendship ties that exist in many accessory-apartment arrangements also tend to preclude low-income tenants from obtaining accessory units (Canada Mortgage and Housing Corporation, 1991).

Policy Considerations

The following section suggests principles to guide secondary suite policies and considers various elements of secondary suite policies.

The following principles have been suggested to guide the development of policies on secondary units in Greater Sudbury:

- The goal of the secondary suite policies is to support the creation of secondary suites as a mechanism for increasing the affordable housing supply
- Health and safety of secondary suites is of primary importance
- Regulations should be used to minimize potential negative impacts on the neighbourhood, but should not add unnecessary barriers to the creation of secondary suites
- Administrative costs should be minimized
- Where possible, existing regulations and enforcement mechanisms should be used to achieve desired objectives.

Considerations related to various aspects of secondary suite policies have been discussed below. For reference, examples of policies used in other municipalities have been provided in Appendix C.

Where Suites are Allowed

While the Province does not require that second suites be permitted in all areas, the intention of provincial policies is that secondary suites be permitted throughout the municipality, subject to any legitimate constraints (such as infrastructure capacity constraints or environmental sensitivities). We are recommending that secondary suites be permitted in all residential areas and rural areas to encourage the creation of additional affordable housing units, with the exception of areas where there are servicing or environmental concerns. It is also suggested that secondary suites be permitted in a full range of housing types (single detached semi-detached, street oriented townhouse, and row dwellings) as well as accessory structures in residential areas throughout the city.

How Many Suites are Allowed

Units are intended to be accessory to the main

dwelling. To support this intention and to limit neighbourhood impacts, it is suggested that a maximum of one secondary suite be allowed per lot.

Ensuring Health and Safety

The most common challenge around secondary suites is ensuring health and safety. Requiring units to meet the Building Code and Fire Code can be used to address this. For new units, this could be confirmed as part of the building permit process, and for existing units this could be confirmed during a registration process where an inspection would be conducted to confirm Building Code and Fire Code compliance. Where ongoing safety is a major concern a licensing process can be used to ensure secondary suites continue to be safe. At this time it is suggested that units be required to register to confirm that they meet the Building Code and Fire Code requirements. Licensing is not being recommended at this time, as it is hoped that units will remain in compliance with the Building Code and Fire Code requirements following an initial confirmation of this. Also, the less onerous the process, the more likely owners will be to register their secondary suite. However, it is suggested that concerns related to ongoing safety be monitored for the first few years of enacting the secondary suites policies, to determine whether additional tools such as licensing are necessary to ensure ongoing safety.

Parking

Given the more affordable nature of secondary suites compared to other rental housing, many occupants of secondary suites do not have cars. No additional parking is currently required for Garden Suites in Greater Sudbury. To limit the barriers to the creation of secondary suites the parking requirements should not be too onerous for properties with a secondary suite. It is suggested that properties with secondary suites have two spaces. Tenants and owners also tend to self select

based on the available parking or make alternate arrangements for additional vehicles. The Zoning By-law already has standards for maximum driveway widths, number of driveways, and maximum hard surfaces to preclude residents from expanding their parking areas beyond what is appropriate and the City also has a Traffic and Parking By-law to preclude parking in prohibited areas.

Nuisances

The City already has existing by-laws to address nuisances that are sometimes perceived to be associated with secondary suites. It is suggested that the Property Standards By-law be used to address issues related the appearance of properties that fall into disrepair; the Noise By-laws be used to address concerns related to noise, and the Traffic and Parking By-law be used to address concerns related to parking in prohibited areas.

Neighbourhood Appearance

The zoning by-law has existing standards for setbacks from the edge of the lot and how much of the lot can be covered by structures to minimize impacts of development on neighbouring properties and to support achievement of the desired character of the neighbourhood. It is suggested that the existing standards will generally be appropriate to apply to lots with accessory

dwelling units. To help ensure the external appearance of the property is maintained, it is suggested that properties with secondary suites be required to preserve the existing neighbourhood and streetscape character, the zoning by-law could also state that new entrances facing the street are not permitted. To support the intent of the existing zoning by-law to permit only one main building on a lot for residential uses in Rural Zones and Estate Lots, it is suggested that the size of the accessory dwelling unit be limited to a percentage of the total Gross Floor Area of the primary building and that the accessory dwelling have a maximum separation distance from the principal dwelling to prevent situations where accessory dwellings are located on the opposite side of the property, leading to future applications to sever the property.

Calculation of Density Requirements

It is suggested that accessory dwelling units not be included in the density requirements outlined in the Official Plan. The reason for this is that in the case of a greenfield development, a developer may propose single residential units and state that the overall density is achieved because there is capacity to accommodate accessory dwelling units, which may or may not get constructed, and as a result the overall density is lowered.

The following policies have been recommended based on the above considerations.

Official Plan Policies

- A new Official Plan definition is recommended for “accessory dwelling unit” which will define these as: A separate dwelling unit that is ancillary to the primary dwelling unit; and that may be contained within the primary dwelling unit or in an ancillary building.
- The definition of Garden Suites would be removed, as units falling under this definition would be accommodated in the above definition of Accessory Dwelling Unit.
- A new policy is recommended for the Official Plan to permit accessory dwelling units in detached, semi-detached, street townhouse, and row dwellings as well as in accessory structures provided that:
 - No more than one accessory dwelling unit be permitted in association with each principal dwelling on the same lot
 - Adequate servicing is available to service the accessory dwelling unit through either the municipal system or individual, privately owned systems in Rural Areas and there

- aren't environmental concerns
- Alternations to the main building exterior should not change the character of the existing neighbourhood or streetscape, and
- All requirements of the Zoning By-law, of the Ontario Building Code, Ontario Fire Code, and Property Standards By-law can be satisfied.
- Accessory dwelling units would not be considered in the calculation of "unit/hectare" density requirements as outlined in Section 3.2.1.

Zoning By-law Standards

- The Zoning By-law is the primary tool used to specify whether secondary suites are allowed, how many are allowed per property, and acceptable forms and sizes.
- Accessory dwelling unit would need to be defined in the Zoning By-law. The following definition is proposed:
 - A separate dwelling unit that is ancillary to the primary dwelling unit; and that may be contained within the primary dwelling unit or in an ancillary building.
- The following definition is suggested for primary dwelling unit: An existing dwelling contained in the main building or structure on a lot.
- The definition of Garden Suites would be removed, as units falling under this definition would be accommodated in the above definition of Accessory Dwelling Unit. However, consideration will need to be given to how existing legal garden suites will be handled.
- The term/definition of Dwelling Unit, Accessory would be revised to further clarify that the term/definition refers to accessory dwelling units in zones where dwelling units are not otherwise permitted.
- The following regulations are recommended to be incorporated into the Zoning By-law:
 - A maximum of one accessory dwelling unit is permitted within, or in an accessory building to, a primary dwelling unit.
 - Permit the maximum height of any accessory building or structure with an accessory dwelling unit to be 7.0 meters (up from 5.0 meters to allow for better flexibility to accommodate units above garages).
- Permit accessory buildings and structures containing an accessory dwelling unit to exceed the current maximum lot coverage (of 10%) for accessory buildings and structures while maintaining the overall maximum lot coverage that applies to all lots in that zone.
- Establish a maximum size of Accessory Dwelling Unit in Rural Zones and Estate Lots of 45% of the total Gross Floor Area of the main dwelling.
- Establish a maximum separation distance of the Accessory Dwelling Unit from the Primary Dwelling Unit in Rural Zones
- Accessory buildings and structures containing an accessory dwelling unit will apply the encroachment standards for "Accessory Buildings or Structures on Residential Lots" that are greater than 2.5 metres in height and may only encroach into the rear, interior and corner side yards as outlined in Table 4.1 in Zoning By-law 2010-100Z. Where Accessory Dwellings are in buildings greater than one storey it is encouraged that the second storey to be designed in such a way so as to minimize overlook on the adjacent property (i.e., placement of windows / patios / stepbacks). Alternatively, the City could require Accessory Buildings over 4 metres in height will have greater setbacks from the interior side and rear lot lines to avoid "overlook".
- Require properties with secondary suites to have two parking spaces.
- The existing zoning standards for minimum lot area, minimum lot frontage, minimum required front yard, minimum required rear yard, minimum required interior side yard, minimum required corner side yard,

maximum lot coverage, minimum landscaped open space, and maximum driveway width, number of driveways, maximum hard surface, and minimum landscaping that apply to the principal dwelling are appropriate to apply to lots that contain accessory dwelling units within the main dwelling (i.e., not in an accessory structure or building). Accessory Dwelling Units that are within accessory buildings or structures will apply the setback and encroachment standards for rear, interior side, and corner side lots as outlined for accessory buildings and structures on a residential lot that exceed 2.5 metres in height (Table 4-1).

- New entrances facing the street will not be permitted
- In cases where the zoning regulations cannot be satisfied, a minor variance would be required. Minor variances would provide an opportunity to allow the unit on a case-by-case basis, and provide an opportunity for public input, comments and review of the appropriateness of the secondary suite that does not meet the regulations.

Registration

- To ensure the units meet requirements, new units would be required to obtain a building permit (which would ensure they meet the Building Code) and it is recommended that owners of existing units be required to register the unit. An inspection is recommended as part of the registration process.

SECTION 2

CHANGES TO THE PLANNING ACT

Changes to the Planning Act Related to Second Units: Before and After (MMAH, 2012)

Before Changes Made Through <i>Strong Communities through Affordable Housing Act, 2011</i>	Today (With Changes Made Through <i>Strong Communities through Affordable Housing Act, 2011</i>)
Municipalities voluntarily establish second unit official plan policies and zoning by-law provisions.	Municipalities are required to establish official plan policies and zoning by-law provisions allowing second units in single, semi and row houses, as well as in accessory structures (e.g. above laneway garages).
<i>Planning Act</i> shelters the municipal establishment of official plan permitting second units in single, semi and row houses from appeal to the Ontario Municipal Board; municipalities may permit second unit in accessory structure but these policies for accessory structures are not sheltered from appeal.	Municipal establishment of official plan policies and zoning by-law provisions permitting second units in single, semi, row houses, and in accessory structures, are sheltered from appeal to the Ontario Municipal Board, except during five year review periods. Sheltering of appeals extends to municipally-determined standards for second units.
No standards for second units in legislation (municipalities currently establish their own standards); no ability for MMAH Minister to prescribe standards.	Municipalities continue to have ability to identify appropriate areas for second units, and to establish appropriate standards for second units; Minister has regulation-making authority to prescribe standards for second units.

SECTION 3

EXAMPLES OF APPROACHES IN OTHER JURISDICTIONS

In moving forward with the development of secondary suites policy in Greater Sudbury, looking at the experiences and approaches in other jurisdictions can be helpful in framing the direction for the City. The following table provides a summary of approaches to secondary suites policy development in other municipalities across the Province.

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Mississauga	City wide	<ul style="list-style-type: none"> Detached, semi, townhouse (max 1 unit) Min GFA of 35m² and Max of 50 % of primary unit Min setback of 1.2m for new entrances Second unit cannot change existing use of dwelling 	<ul style="list-style-type: none"> 1 on-site space for second unit in addition to required parking for dwelling Only 1 driveway/lot 	<ul style="list-style-type: none"> Prohibit new entrances facing street Prohibit exterior entrance above first floor Prohibit stairs, stairwells for entrances below grade facing a street 	<ul style="list-style-type: none"> \$500 (owner occupied) \$1000 (investment) 	<ul style="list-style-type: none"> Yes – owner occupied and investment unit licensing Investment license would require minor variance 	<ul style="list-style-type: none"> No (un-known)
St. Catharines	City wide	<ul style="list-style-type: none"> Detached, semi, townhouse, detached accessory structure 					

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Ottawa	City wide (except Rockcliffe Park)	<ul style="list-style-type: none"> Singles/semis/ duplex Max GFA¹ – 40% of dwelling, if located in bsmt may occupy all of bsmt 	<ul style="list-style-type: none"> Not required – where provided must not be in front yard, can be in tandem driveway Driveway max – 50% (yard) 	<ul style="list-style-type: none"> No change in streetscape Must have separate access that cannot be located in an exterior wall facing the front 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
Hamilton	Ward specific	<ul style="list-style-type: none"> Detached and semi detached Min 5-years old Units can only be divided horizontally Min GFA 35m2 Min frontage 7.5m Min lot area 270 m2(1, 2 units) or 450m2 (3+ units) 	<ul style="list-style-type: none"> Min 2 on-site parking spaces must be provided (for dwelling) Max hard surface – 50% 	<ul style="list-style-type: none"> No exterior stairways or alteration to external appearance Must preserve streetscape character 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> Registered 	<ul style="list-style-type: none"> No
Burlington	City wide	<ul style="list-style-type: none"> Singles Min GFA – 35m2 Max GFA – 30% of dwelling Minimum frontage 15m Minimum rear yard 135 m2 	<ul style="list-style-type: none"> 2 spaces/ accessory unit 2 spaces/ principle unit Driveway max – 7.35m on 15m lots Max hard surface – 50% 	<ul style="list-style-type: none"> Separate exterior entrance required Prohibited on front elevation 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
Muskoka	Municipality wide	<ul style="list-style-type: none"> Detached, semi, townhouse, detached accessory structure 					

¹ Gross Floor Area.

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Guelph	City wide	<ul style="list-style-type: none"> • Singles/semis • Not greater than 45% of total floor area • Max GFA – 80 m2 • Max 2 bedrooms • Double driveway 	<ul style="list-style-type: none"> • Principle dwelling must have 2 spaces • 1 additional space for secondary suite • Max 1 driveway 	<ul style="list-style-type: none"> • Preserve front facade • Maintain single entry 	<ul style="list-style-type: none"> • \$100 • 5-year period without fee to encourage existing units to be legalized 	<ul style="list-style-type: none"> • Mandatory • No 	
Victoria	Town wide	<ul style="list-style-type: none"> • Minimum total floors pace of dwelling - 150m2 • Max GFA – 90m2 or 40% of total floor space 	<ul style="list-style-type: none"> • No additional parking required 	<ul style="list-style-type: none"> • Cannot greatly alter house and neighbourhood character • Following exterior changes to building must not have been made five years before or five years after the date of the secondary suite: <ul style="list-style-type: none"> a) Extension creating more than 20m2 of floor area b) Raising height of building more than 0.6m c) Addition of steps/entrance more than 1.5m in height • Second suite design guidelines 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • Building permit • Occupancy permit 	<ul style="list-style-type: none"> • Yes – 25% of construction cost to max \$5,000

Municipality	Area	Dwelling/ Lot	Parking	External Appearance	Licensing Fees	Registration/ Licensing	Incentives
Edmonton	Low density zones	<ul style="list-style-type: none"> • Singles • Other dwellings (i.e. row housing) is discretionary and requires approval from Development Authority • Max 1 suite/dwelling • Min site area 360m² • Min GFA – 30m² • Max GFA – not more than total floor area of first storey (if bsmt) or 40% or 70m² of principal dwelling whichever is less (if suite on or above first floor) 	<ul style="list-style-type: none"> • Min 3 spaces for suite and primary dwelling 	<ul style="list-style-type: none"> • Not specified 	<ul style="list-style-type: none"> • Yes – development permit, building permit, and safety code fee 	<ul style="list-style-type: none"> • Development and Building permit • Occupancy agreement (for grant) 	<ul style="list-style-type: none"> • Yes – up to \$20,000² • Unit must be affordable to households earning less than median income

² Funding is based on first-come-first-serve basis up to \$500,000. Requires 5-year operating agreement and must be owner-occupied.

SECTION 4

OFFICIAL PLAN POLICY REVIEW

The following is a summary of the review of the City's current Official Plan.

Policy Area	Existing Policies	Gaps	Recommendations
Support the maintenance of the existing housing stock			
Enforce property maintenance standards	Policies to enforce property maintenance standards in all forms of housing throughout the City; and, maximize the use of federal and provincial improvement, rehabilitation and housing assistance programs to maintain and upgrade existing housing stock throughout the City.	None	
Prohibit conversion of rental units to condominium	Policies to prohibit conversion of rental units to condominium form of tenure when the apartment vacancy rate falls below three percent	None	

Policy Area	Existing Policies	Gaps	Recommendations
Increase the supply of affordable housing for households of low and moderate incomes			
Definition of affordable housing	Policies reference that affordable housing is based on the provincial definition (18.3)	Policy does not explain the provincial definition of affordable housing	<ul style="list-style-type: none"> To facilitate conversations with the development community about the types of housing the City would like to see developed, consider incorporating into the Official Plan an explanation of the maximum rent and house prices for affordable rental housing and affordable ownership housing in Greater Sudbury, based on the provincial definition
Affordable housing targets	Target for affordable housing (18.3)	None	
Optimize use of City owned sites for affordable housing purposes	Policy to consider establishing a policy whereby surplus municipal properties are made available for the provision of affordable housing where appropriate (18.4.1)	No policies to provide surplus municipal properties for affordable housing, just that the City will consider such policies	<ul style="list-style-type: none"> Consider strengthening the existing policy around surplus municipal properties will be made available for the provision of affordable housing where appropriate
Financial incentives for creation of affordable housing, including grant-in-lieu of development charges and other municipal fees, section 37-bonusing	Policies identify that it is the intent of the City to provide incentives where appropriate to facilitate affordable housing(18.4.4) Policy to consider the use of public incentives as permitted under Section 37 of the Planning Act to promote outstanding projects that would achieve the City's Healthy Community goals with clearly defined community benefits		

Policy Area	Existing Policies (16.2.12.4)	Gaps	Recommendations
Encourage a diversified housing supply			
Support a range and mix of housing	<p>Policies encourage a diversity in housing type and form (18.2.1)</p> <p>Low density development permits single detached dwellings, semi-detached dwellings and duplexes to a maximum net density of 36 units per hectare. In order to maintain existing neighbourhood character, the Zoning By-law may establish lower densities in certain areas of the City (3.2.1.1).</p> <p>In medium density developments, all low density housing forms are permitted, as well as townhouses and small apartment buildings no more than five storeys in height to a maximum net density of 90 units per hectare (3.2.1.2).</p> <p>Medium and high density housing should be located on sites in close proximity to Arterial Roads, public transit, main employment and commercial areas, open space areas, and community/recreational services ((3.2.1.4)</p> <p>Section 3.2.1 (2) & (4) of the Official Plan. In 3.2.1 (2) the built form of townhouses is described as a</p>	<p>While it is desirable for higher density housing to be located in close proximity to Arterial Roads, public transit, main employment and commercial areas, open space areas, and community/recreational services, townhouses can also be an important housing option in greenfield developments that may not be in close proximity to these amenities.</p>	<ul style="list-style-type: none"> Consider Official Plan policies that would support a greater diversity of housing options in more areas, such as permitting townhouses in some low density areas

Policy Area	Existing Policies	Gaps	Recommendations
	medium density development, and as a result, there is often an issue with meeting Section 3.2.1 (4)		
Targets for a range and mix of housing, i.e. require % of housing type, tenure		None	
Permit second suites as-of-right	Policies permit garden suites as a temporary use and permit second suites through a rezoning (3.2)	Policies require a rezoning for secondary suites	<ul style="list-style-type: none"> o Incorporate policies that encourage the creation of secondary suites without requiring rezoning (see above for details)
Encourage range of housing choices for seniors	Policies encourage range of housing choices for seniors (18.2.1, 18.2.3, and 18.2.6)	None	
Encourage the creation of rooming boarding and lodging houses	Policies permit group homes in single detached dwellings in all <i>Living Area</i> designations (3.2)	<p>No policies to encourage rooming or boarding houses</p> <p>Group home policy mentions that the Zoning By-law may include area-specific provisions to regulate the distance between group homes</p>	<ul style="list-style-type: none"> o Consider incorporating policies to encourage shared housing (rooming and boarding houses, group homes, etc). The suggested approach is for official plan policy to permit shared housing through a range of housing types, in all residential land use designations in accordance with the Zone Standards outlined in the Zoning Bylaw o Consider incorporating policies to

Policy Area	Existing Policies	Gaps	Recommendations
			<p>update the Zoning Bylaw policies on rooming houses and group homes in accordance with policies of the Official Plan (ie. expand the zones where rooming houses and group homes are permitted)</p> <ul style="list-style-type: none"> Consider removing the reference in the Official Plan that the Zoning By-law may include area-specific provisions to regulate the distance between group homes (the Zoning Bylaw does not currently regulate the distance between group homes, and to do so may be considered discriminatory)
Encourage accessible housing for persons with physical disabilities	<p>Policies encourage all housing providers to design and develop barrier-free housing;</p> <p>State that the City will work with community-based accessibility organizations to disseminate information to housing providers on approaches to the provision of barrier-free housing; and,</p> <p>monitor on an ongoing basis the availability of modified units within the social housing sector to determine the suitability of these units in relation to identified needs (18.2.3)</p>	None	
Facilitate supportive housing	<p>Policies to facilitate the provision of a variety of appropriate housing types in various locations designed to meet supportive housing requirements (18.2.6)</p>	None	

Policy Area	Existing Policies	Gaps	Recommendations
Permit live-work developments	Policies provide for home occupations and cottage industries outside of commercial and industrial areas (16.2.3)	None	
Innovation in housing design and development	Policies to encourage innovation in housing design and development, including permitting alternative development standards where appropriate (18.2.4)	None	
Inclusive communities for all ages and abilities	Policies identify the policy direction of an inclusive, diverse and tolerant community (16.2.7)	Policies do not specify how development will support inclusive communities	<ul style="list-style-type: none"> Consider incorporating a specific policy about how housing development will support inclusive communities, namely that new development will be planned, designated, zoned and designed in a manner that contributes to creating complete communities - designed to have a mix of land uses, supportive of transit development, the provision of a full range of housing including affordable housing, inclusive of all ages and abilities, and meet the daily and lifetime needs of all residents.
Discourage downzoning	Current policies identify that the City will consider policies that discourage the downzoning of existing medium and high density sites (18.2.1 e)	No policies to discourage downzoning, just that the City will consider such policies	<ul style="list-style-type: none"> Consider strengthening the existing policy around downzoning to: It is City policy to discourage downzoning to support an increased diversity of housing options

Policy Area	Existing Policies	Gaps	Recommendations
Minimum density targets	Policies identify what densities shall not be exceeded (3.2.1)	No density “targets” – only what it shall not exceed	<ul style="list-style-type: none"> Consider incorporating policies that set minimum density targets for designated greenfield areas
Adequate supply of designated lands (for medium and high density housing)	The policies identify that land supply requirements will be monitored and reviewed on a five-year basis (3.2.2)	Policies do not specify that a 3 year supply of land in draft approved and registered plans and a 10 year supply of designated lands will be maintained	<p>Consider incorporating policies that:</p> <ul style="list-style-type: none"> The City will at all times maintain the ability to accommodate residential growth, at various densities based on its housing targets, for a minimum of 10 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development The City will at all times maintain, where new development is to occur, land with servicing capacity sufficient to provide at least a 3 year supply of residential units, at various densities based on its housing targets, available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and

Policy Area		Existing Policies	Gaps	Recommendations
Policy to pre-zone lands to ensure adequate land supply of medium and high density housing				registered plans.
			No reference to proactive zoning (pre-zoning) of lands	<ul style="list-style-type: none"> Consider making it a City policy to proactively zone (pre-zone) land to ensure a sufficient supply of residential zoned land
Support efficient land use and the creation of complete communities, which accommodate a mix of land uses and support transit while maintaining appropriate levels of health and safety				
Support intensification, especially focusing on built up areas, intensification of corridors, transit routes		Policies aimed at increased intensification (3.3)	None	
Transit supportive and pedestrian friendly residential development and densities		Policies to support transit needs (11.3.2) and active transportation (11.7)	None	
Mixed land uses to support vibrant neighbourhoods		Policies to support mixed uses and higher density housing along arterial roads and at other strategic locations (11.3.2)	None	
Consider safety of communities		Policy to support a safe community (16.2.10)	None	
Support energy conservation and energy efficient housing				
Energy efficient Housing		Policies to support the continued development of programs to conserve energy and improve energy efficiency across all sectors (12.4.2)	None	



City of Greater Sudbury
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