

The Community Development Continuum/ City Planning to Building Occupancy

An Overview of the Coquitlam Approach

BOABC Conference, May 31, 2023

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City of Coquitlam

Overview

- City Planning Origins & Evolution of Development Controls
- Building Code & Regulations
- Current Planning & Building Development Controls
- Coquitlam at a Glance
- Department Structure Geared to Community Development Continuum
- Coquitlam Development Continuum Process
- Development Permit to Building Permit
- Current Issues & Emerging Trends
- Evolution of Building Use & Form
- Going Forward
- Questions & Discussion

Rapid Urban Growth

Manhattan Population
1910: 2.3 million (164 people/acre)
2010: 1.6 million (109 people/acre)



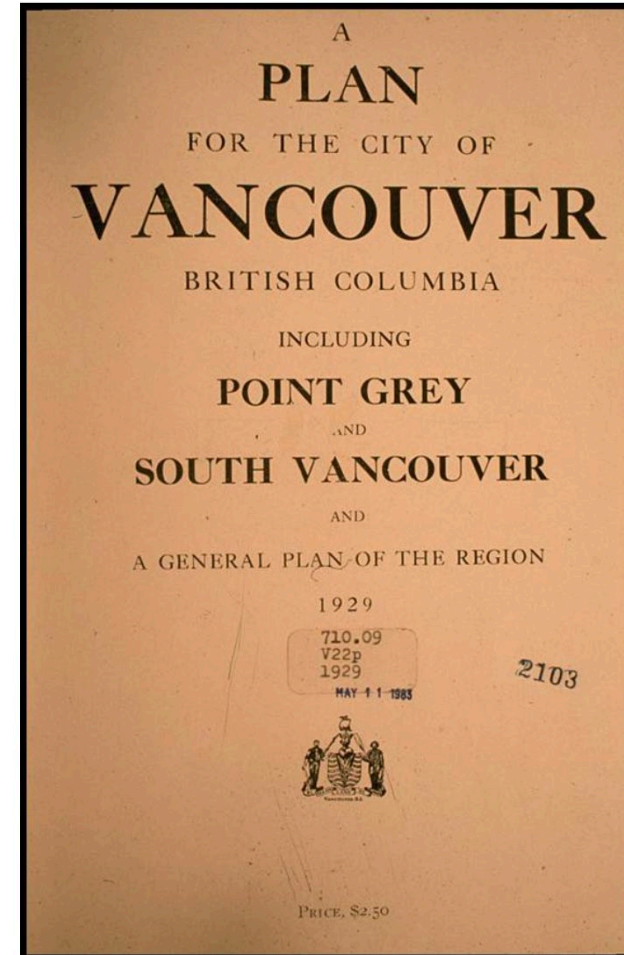
- Lack of building and sanitation standards
- Health & Safety Issues
- Poor Urban Livability

- Absence of land use control
- Externalities & Environmental Impacts
- Risk of Natural Hazards

BC's Response

PLANNING TOOLS

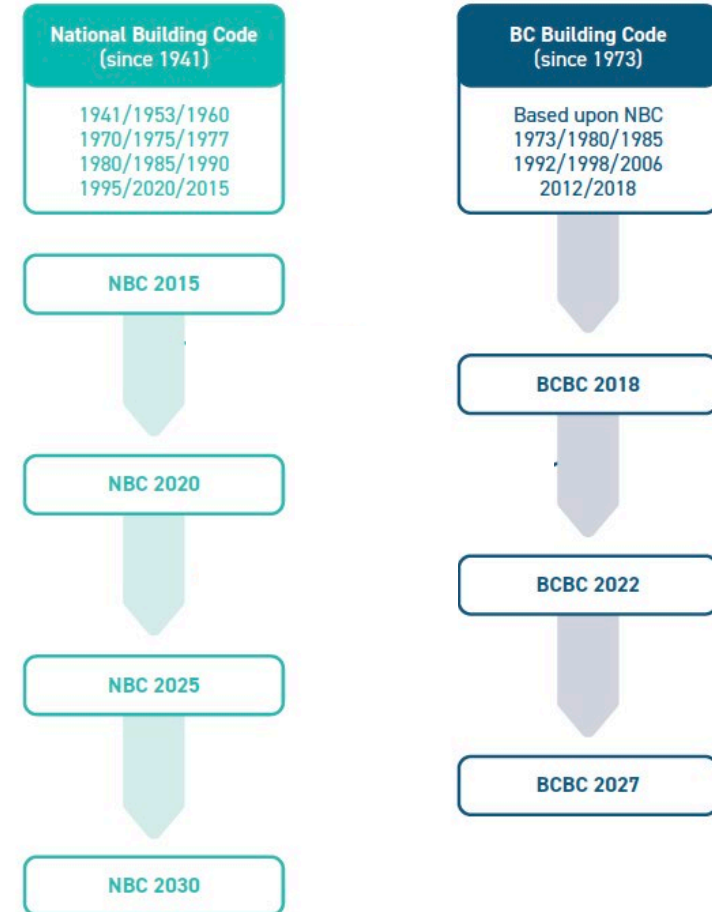
- Municipal Construction Codes
 - Fire
 - Building & Plumbing Codes
- Town Planning Act, 1948
- Vancouver Charter & Amendments, 1953
- Municipal Act, 1957
- Official Regional Plan for the Lower Mainland Planning Area, 1966
- Livable Region Strategic Plan, 1995
- Local Government Act, 1996
- Community Charter, 2004
- BC Building Act, 2015
- Metro 2040 Regional Plan, 2011
- Metro 2050 Regional Plan, 2023



BC's Building Standards Response

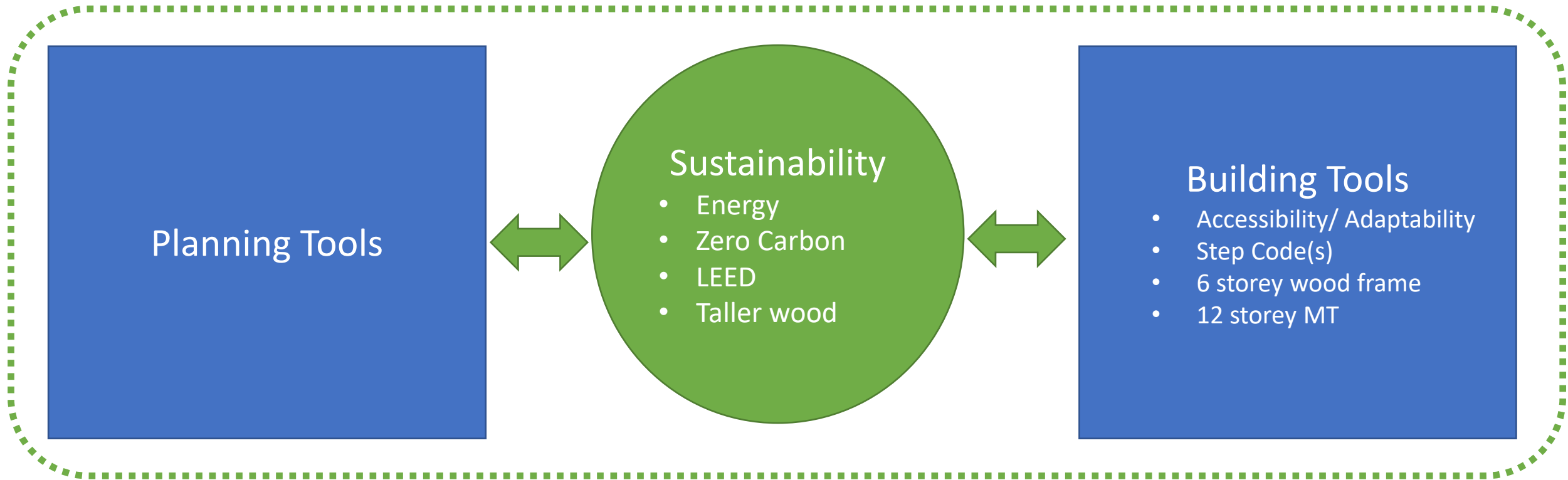
BUILDING TOOLS

- Municipal Building Bylaws early 1900's
 - Fire
 - Building
- National Building Code, since 1941
- National Fire Code, since 1941
- BC Building Code, since 1973

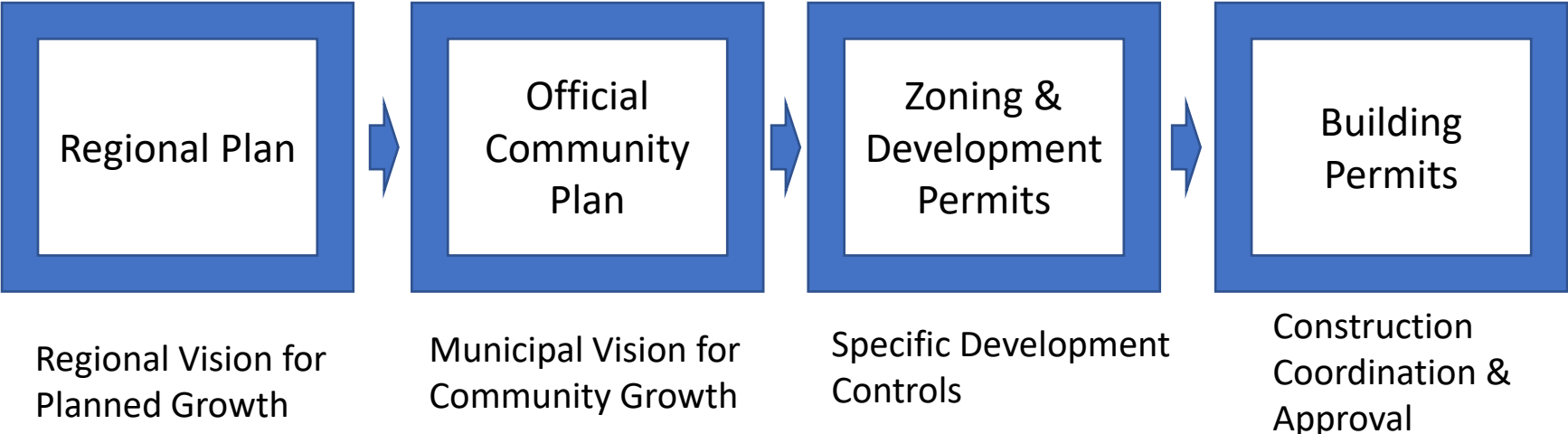


Current Planning & Building Development Controls

Planning & Building More Integrated than Ever

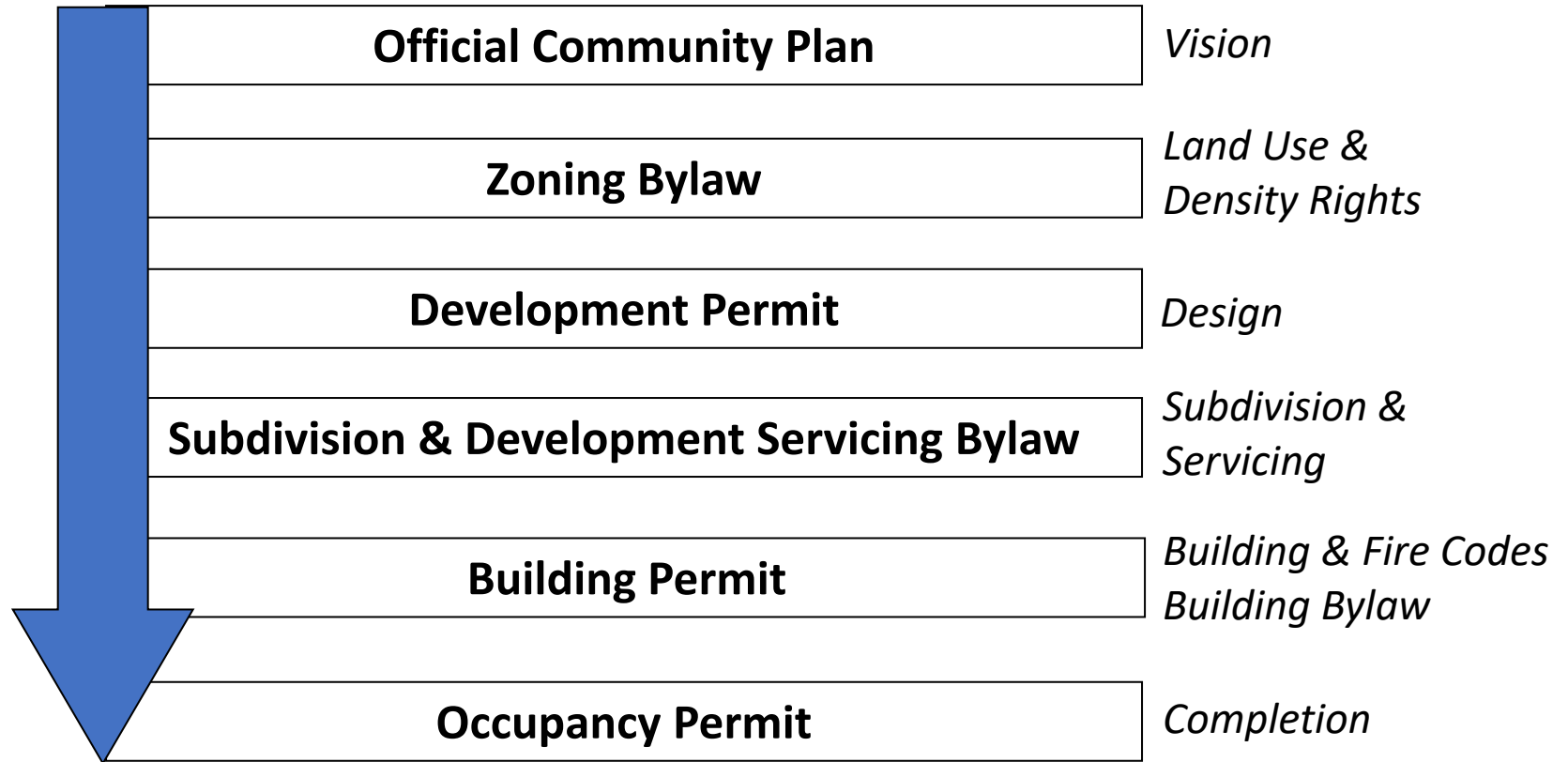


Development Approval Continuum

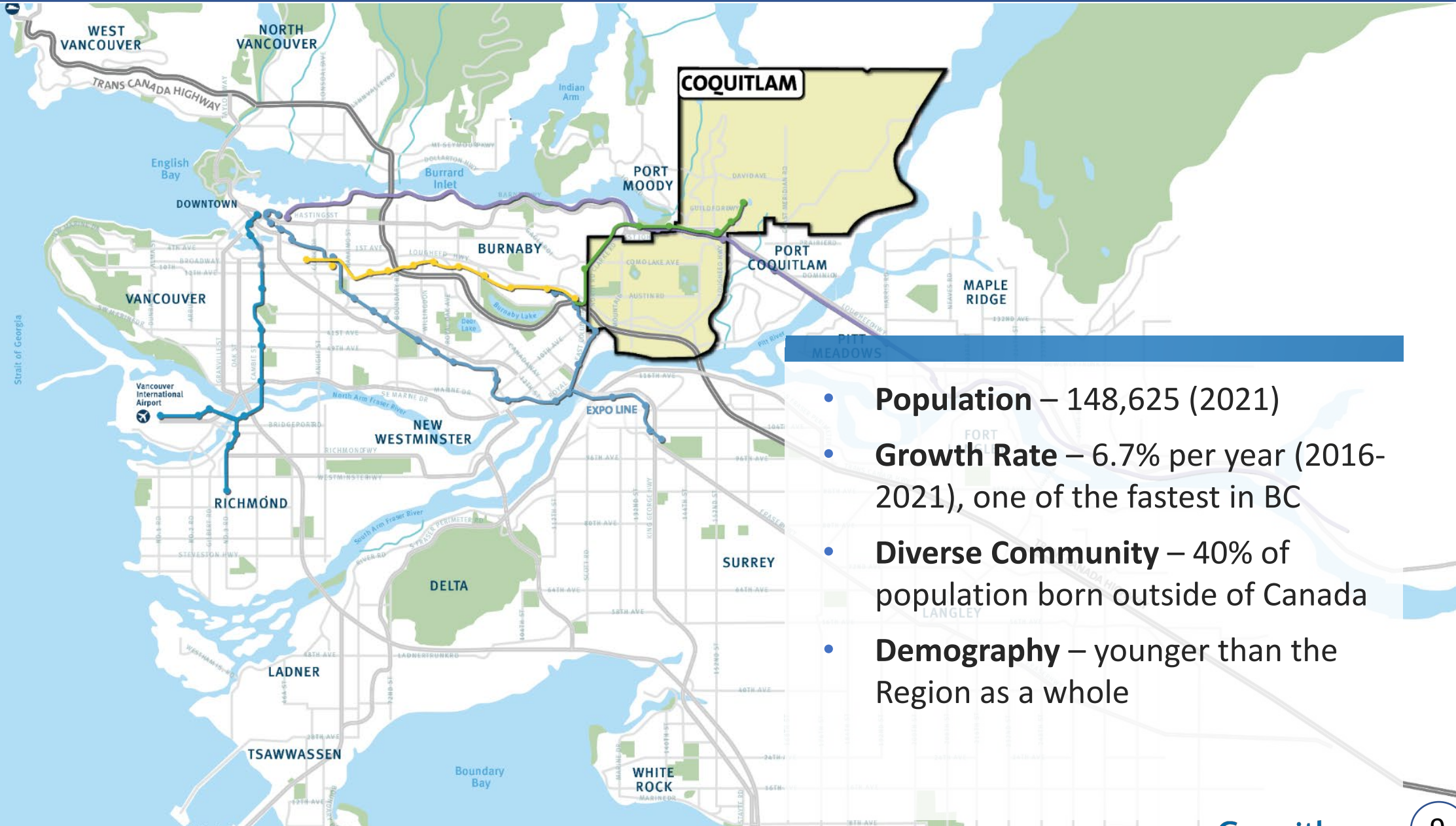


Current Planning & Building Development Controls

Development Continuum Tools



Coquitlam At A Glance

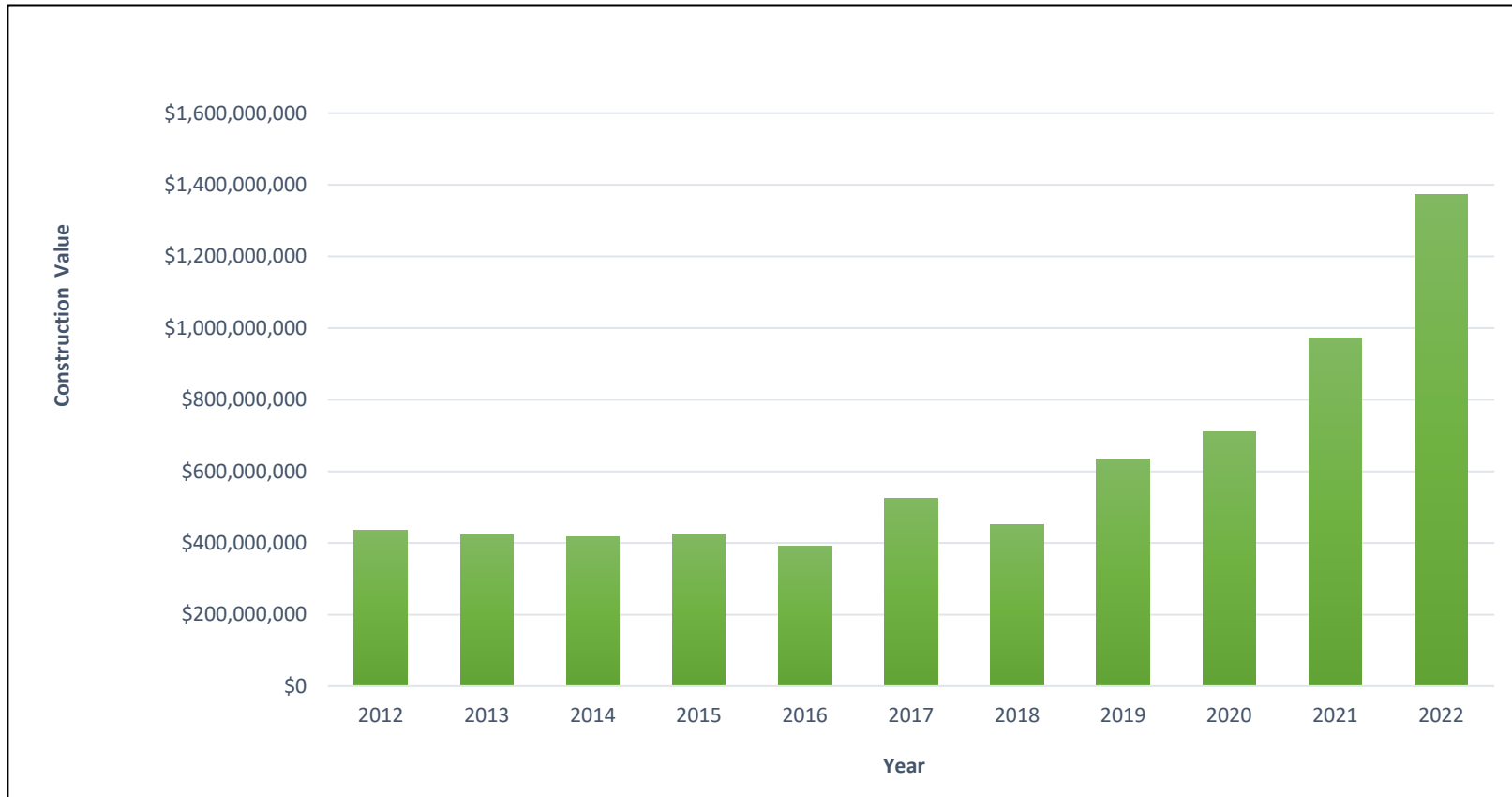


- **Population** – 148,625 (2021)
- **Growth Rate** – 6.7% per year (2016-2021), one of the fastest in BC
- **Diverse Community** – 40% of population born outside of Canada
- **Demography** – younger than the Region as a whole

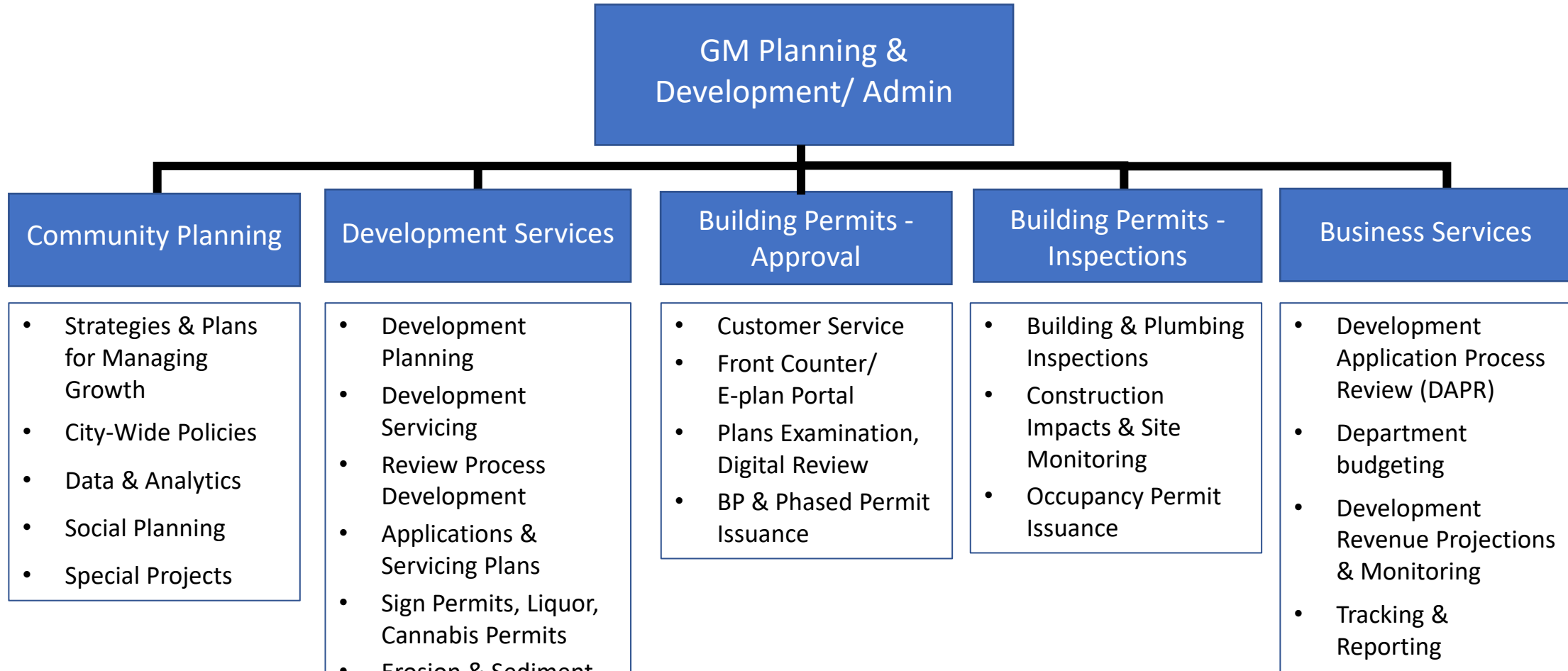
Development Application & Building Activity Snapshot (as of December 31, 2022)

Stage	Multi – Family Applications	Single Detached Units	Strata Units	Market Rental Units	Below/ None Market Rental Units	Total Dwelling Units
Pre-Application Stage	21	0	3,683	1,060	589	5,332
Development Stage	171	0	33,010	9,573	1,628	44,211
Building Permit Stage	33	131	3,994	833	43	5,001
Under Construction	58	460	4,551	938	457	6,406
TOTAL	283	591	45,238	12,404	2,717	60,950

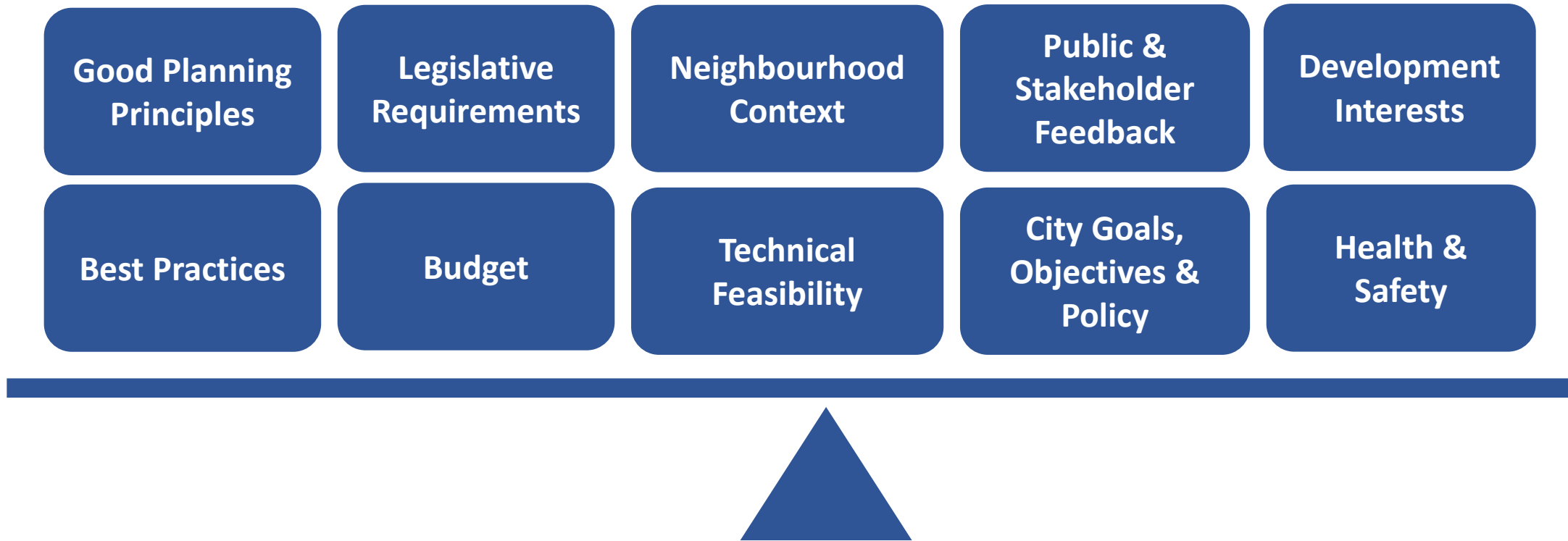
Building Permit Issued Construction Values 2012 – 2022 (CCI Adjusted)



Department Structure Geared to Community Development Continuum

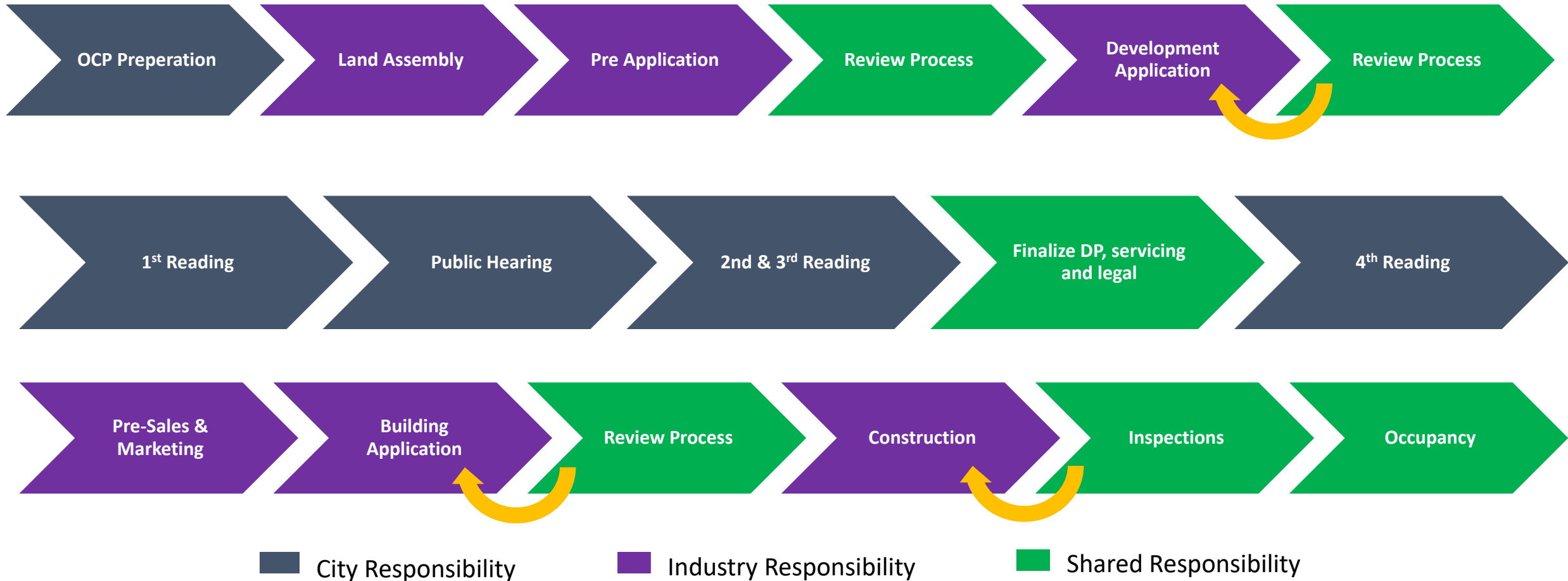


Balancing Priorities

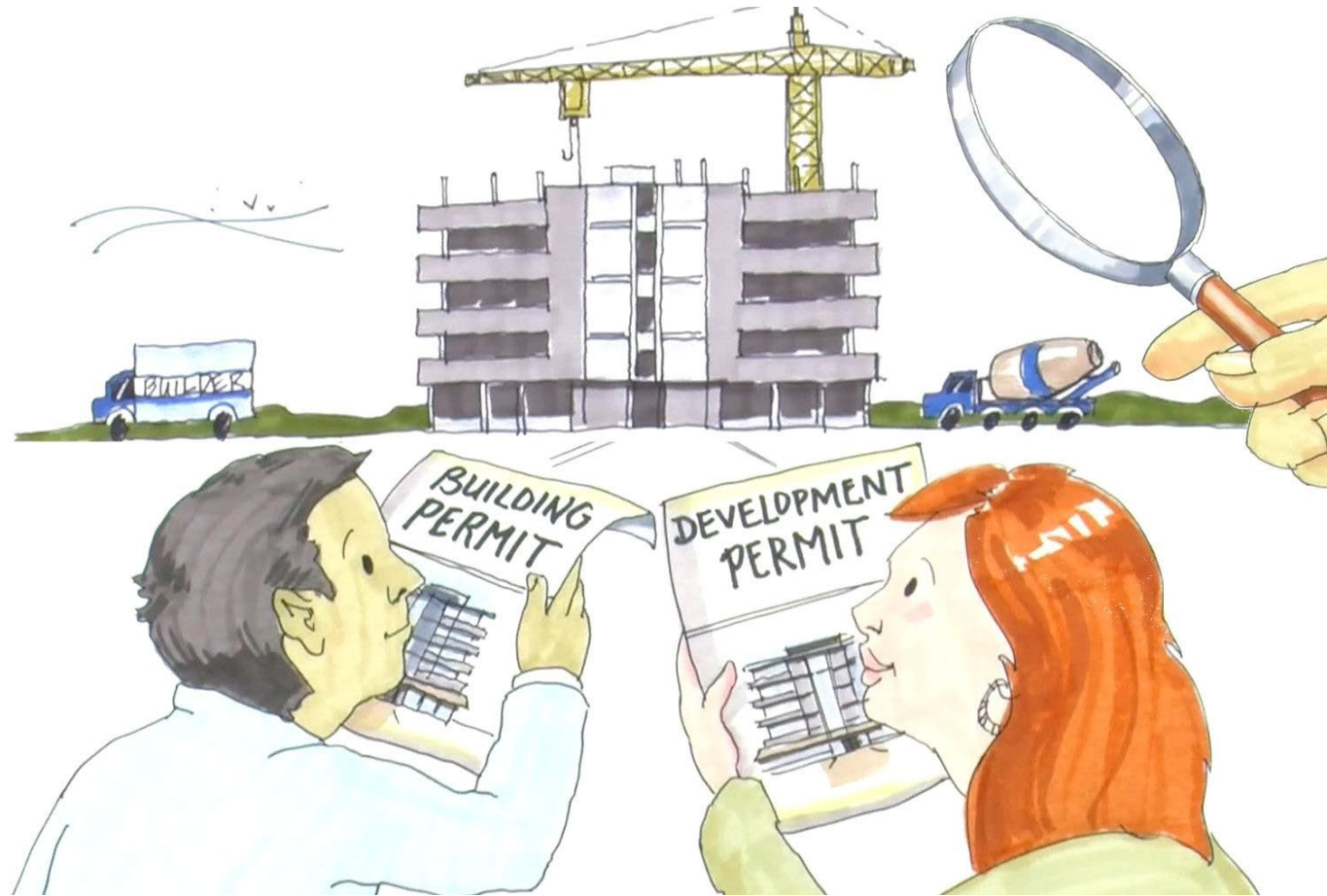


Coquitlam Development Continuum Process

(or how an idea becomes buildings and spaces to create a great community!)



Development Permit to Building Permit



Development Permit to Building Permit

Concurrent Permit Processing

Coquitlam **EARLY BUILDING PERMIT APPLICATION**

City of Coquitlam
Building Permits Division
3000 Guildford Way
Coquitlam BC V3B 7N2
Tel: 604-927-3441
permits@coquitlam.ca

Permit Address: _____
Date: _____ Existing Project: _____
Approved by Planning File Manager: _____ Date: _____
File Manager Name File Manager Approval Date

This application **only** applies to projects that:

- 1) require the Rezoning and/or Development Permit to have Third Reading;
- 2) have a very low risk of revisions between Third Reading and Final Reading; and
- 3) demonstrate a commitment to begin construction shortly after a Building Permit is issued.

Checklists Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Invoice To: <input type="checkbox"/> Owner <input type="checkbox"/> Agent
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Note: the Checklists below must be completed

In order for your application to be accepted, all of the following conditions must be met and there cannot be any outstanding issues requiring a review from senior staff.

PLEASE READ CAREFULLY AND COMPLETE ACCURATELY

1. CHECKLIST - Development Planning Requirements (see Note 1):

Do you have written confirmation from your file Planning Manager to make this application? Yes No

Is the Director of Development Services satisfied with all of your Alternative Solutions? Yes No

Are all of the "further design considerations" in the Development Permit resolved? Yes No

As outlined in the report to Council or most recent review letter

Is the signed and sealed Letter of Assurance (Schedule B) from your Architect included? Yes No

Discrepancies between the Building Permit application drawings and the Development Permit drawings are not permitted

Are Third Reading and Development Permit conditions able to be met within a timely manner? Yes No

Per Council's Minutes and Third Reading report, in order to be reviewed by staff for inclusion in the Final Reading Council report

Have you submitted detailed design drawings for off-site servicing? Yes No

Have you received first review comments on the off-site servicing drawings? Yes No

Are all third party and outside agency approvals received, or be completed within a timely manner? Yes No

Do you have the City's templates for all required legal documents? Yes No

Are all legal document conditions within your ability to complete within a timely manner? Yes No

Have you or an associated entity ever had an Early Building Permit rejected? Yes No

Is the property vacant, or can it vacated and ready for demolition prior to final approval of the Development Permit? Yes No

2. CHECKLIST - Tenanted / Rental Buildings

Complete this checklist if there are existing purpose built rental and/or tenanted buildings

Is your Demolition Permit application complete? Yes No

Has your Tenant Relocation and Assistance Strategy been submitted and accepted by staff? Yes No

Did your Planning File Manager agree that you may issue a Notice to End Tenancy and apply for a Demolition Permit? Yes No

File #: 04-1405-30/PDRV1/1 Doc #: 3972124v1 PDF 4013775 May 2022 Page 1 of 5

Coquitlam **EARLY BUILDING PERMIT APPLICATION**

3. CHECKLIST - Building Permit Requirements (see Note 2):

Is the owner aware of the application? Yes No

If appointing a representative, has the Agent Authorization section been completed? Yes No

Are digital copies of the required documents included? Yes No

Do you have an approved property addressing program with the Development Servicing Clerk? Yes No

Have you completed and submitted your civil drawing package? Yes No

Are your Building Permit and Plumbing Permit submissions complete? Yes No

Owner(s) of Property

Owner:	Address:	Phone Number:	Email:

The decision to allow an Early Building Permit Application rests with the Director Development Services, supported by this application form with a recommendation from planning staff.

IMPORTANT:

It is important to note that the Early Building Permit Application is not a way to submit an application so it is "in the queue" early – it is **only** for projects that are 1) fully capable of meeting all post Third Reading conditions easily and on schedule, with a very low risk of changes being made that could result in the Building Permit Application requiring revisions and 2) for projects that will start construction shortly after the Building Permit is issued, as outlined in the criteria above.

Due to variances between projects, the Early Building Permit Application process cannot guarantee a Building Permit issuance schedule, however, in general, the sooner after Third Reading that an Early Building Permit Application is submitted, the sooner after Final Reading/Development Permit issuance a Building Permit may be issued.

The onus is on you, the applicant, to be fully transparent as to the state of outstanding post Third Reading work remaining and the proposed construction start. If staff are not able to process your Building Permit application due to misinformation on this application form, you will forfeit the Building Permit Application fee and the Early Building Permit Application fee and have to re-apply for a Building Permit after Final Reading, Development Permit issuance and Subdivision Plan approval. The applicant, or associated entities, will not be eligible to use the Early Building Permit Application process for a period of two years. Applicants will not be penalized if staff defer or reject an application for reasons other than incorrect information on this form.

Note 1 – Back-up information is required to demonstrate that you are in a position to achieve the above commitments in a timely manner. For example, copies of outside agency approvals, Alternative Solution approvals, a list of Final Reading conditions marked up with your proposed due dates, or a staff email outlining outstanding issues marked up with your proposed due dates, etc. You should attempt to provide confirmation for each item above.

Note 2 – Back-up information is required to demonstrate that you are in a position to start construction as soon as the Building Permit is issued. For example, providing a redacted copy of your financing commitment letter, lease termination notices to tenants, etc. You should attempt to provide confirmation for each item above.

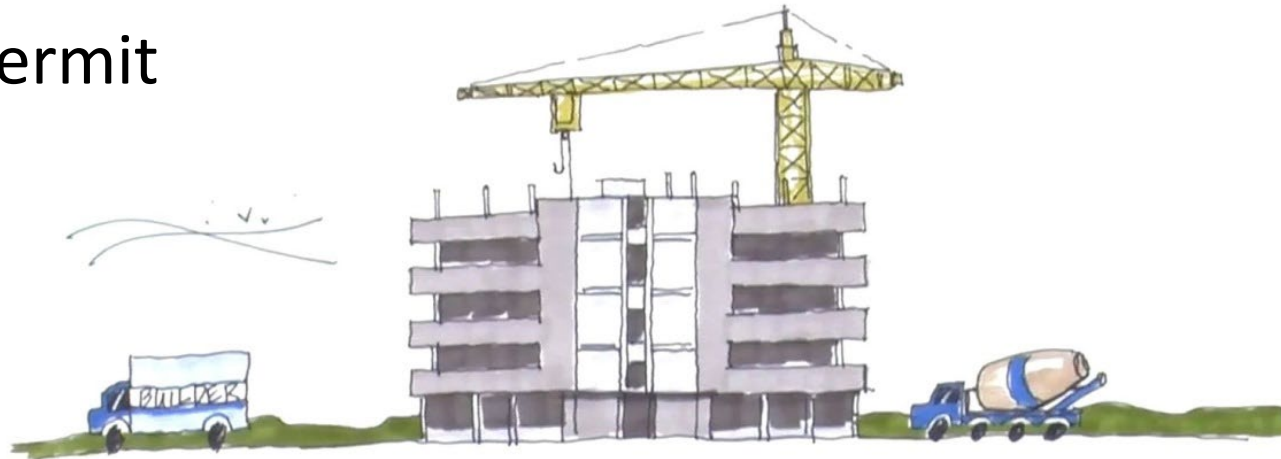
File #: 04-1405-30/PDRV1/1 Doc #: 3972124v1 PDF 4013775 May 2022 Page 2 of 5

- History of EBPA
- What is Driving EBPA?
- Does Concurrent Processing Really Work?
- Pros and Cons
- The Coquitlam Experience
- What Did We Learn?
- Going Forward – Digital Intake (App. Portals)

Development Permit to Building Permit

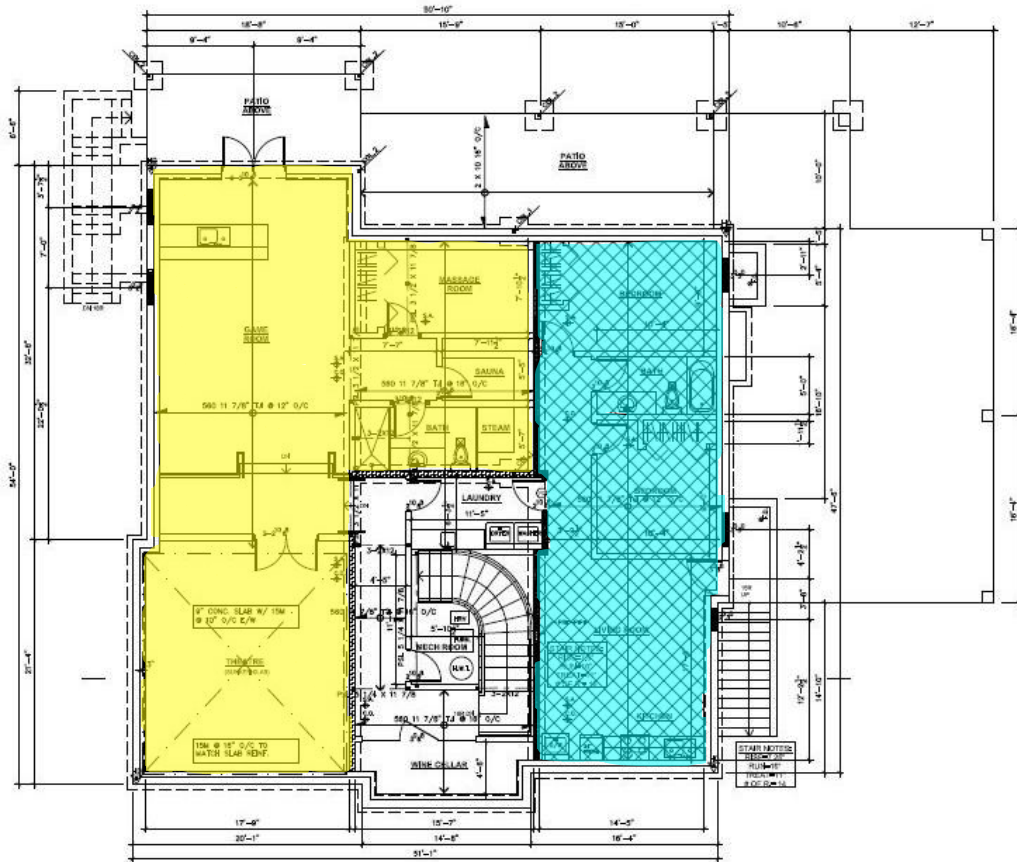
Partial Building Permits

- Excavation Permit
- Foundation Permit
- Core and Shell Permit
- Full Building Permit



- Intent – Concurrent Processing
- The Slippery Slope of Construction Momentum
- Pain Points – Foundation Permit with Plumbing Services Permit

Secondary Suites



BASEMENT FLOOR PLAN
SCALE: 1/8" = 1'-0"
FLOOR AREA: 2552.83 SQ. FT.
(INCLUDING EXTERIOR WALL)

- Coquitlam Program – Since 1999
- Continuous Evolution Responding to Planning and Economic Trends
- 2018 BCBC revisions to Secondary Suite Provisions
- Zoning Bylaw Amendments – Location of Suite, Maximum Suite Area

Current Issues & Emerging Trends

Secondary Suites – Unauthorized vs. Impermissible

- Response to Housing Market
- Balancing Authority and Duty of Care
- The Reasonableness Test – Policy A12
- Planning Program
Incentives/Disincentives
- Housing Choices Program
- Frontage Works Program

Coquitlam Building Permits Division
Planning and Development Department
3000 Guildford Way
Coquitlam, BC V3B 7N2

POLICY No. A12 NOT FOR PUBLIC DISTRIBUTION Date: 10 01 2020

TITLE: Impermissible Secondary Suites

POLICY:

Currently, the British Columbia Building Code (BCBC) permits one secondary suite per dwelling unit. The City of Coquitlam Zoning Bylaw permits one secondary suite per single family dwelling unit. Any additional dwelling units as defined in the Zoning Bylaw are deemed to be unlawful and therefore described as "impermissible".

COMMENTS:

Plans Examination

Applications showing more than one secondary suite will be rejected. In cases where the Plans Examiner identifies elements that indicate the possibility of a future additional unlawful secondary suite, the applicant shall be instructed to remove or modify such elements to reduce the non conformity. It is recognized that at times, it can be difficult to anticipate the potential reconstruction of an impermissible suite, so the following criteria will be used in applying the "reasonableness test".

The applicant will be asked to remove or modify the following design elements:

1. Multiple exterior doorways on one building face that have no apparent function;
2. Internal staircases that are not necessary for normal access to upper floors;
3. Large rooms that are labelled for use as hobby, craft, nanny, exercise, guest, etc., and contain facilities outfitted for a kitchen;
4. Excessive number of kitchens and bathrooms that are not reasonable for a single family home;
5. Rough-in plumbing and electrical services that do not serve a purpose (including the use of multiple bar sinks); and
6. Door openings that appear redundant and can be easily walled over to create a separate room or area.

It will be noted on the drawings that "A reinspection will be done within one year of occupancy to ensure unauthorized secondary suites do not occur in this building."

Inspection

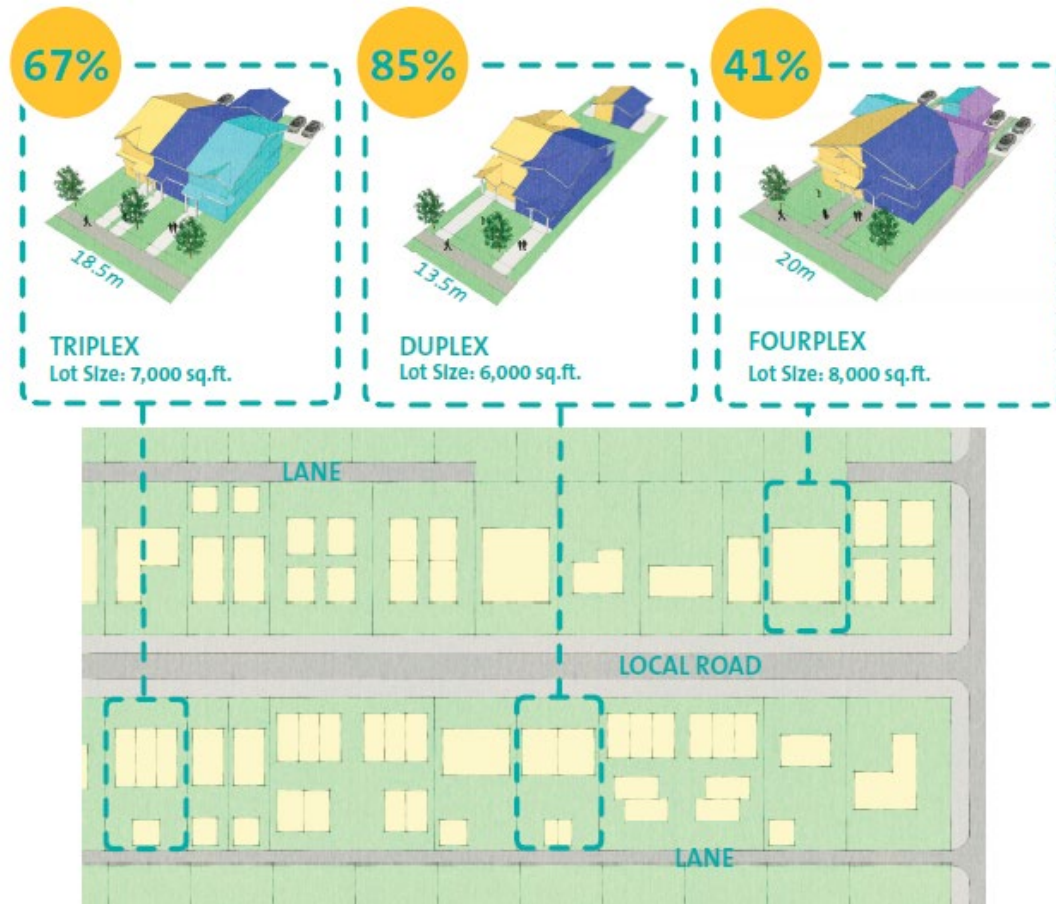
If an impermissible suite is detected on site, the Inspector should call upon a Bylaw Enforcement Officer to accompany him/her for documentation and enforcement.

REASON:

This policy reflects Council's desire to encourage appropriate and safe forms of housing in single family oriented neighbourhoods.

File #: 13-6410-01/1 Doc #: 3772480.v1

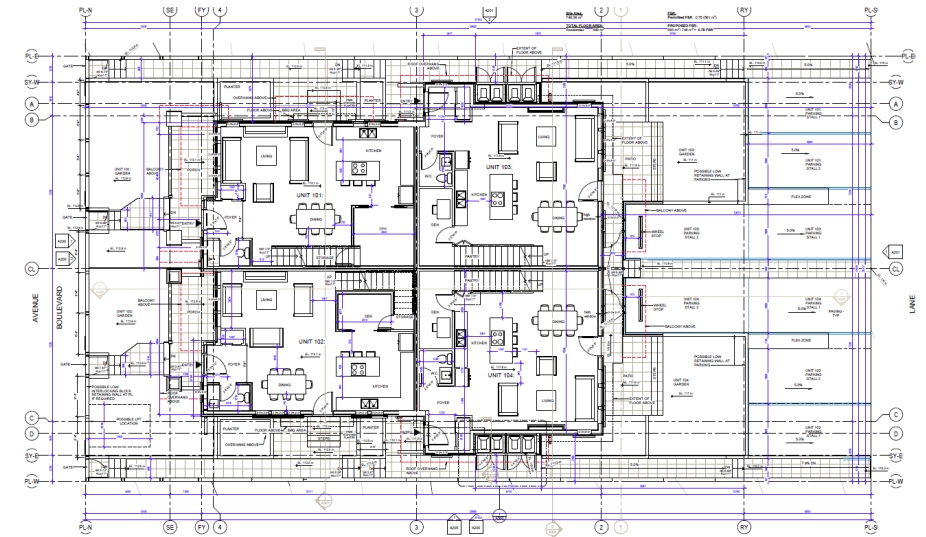
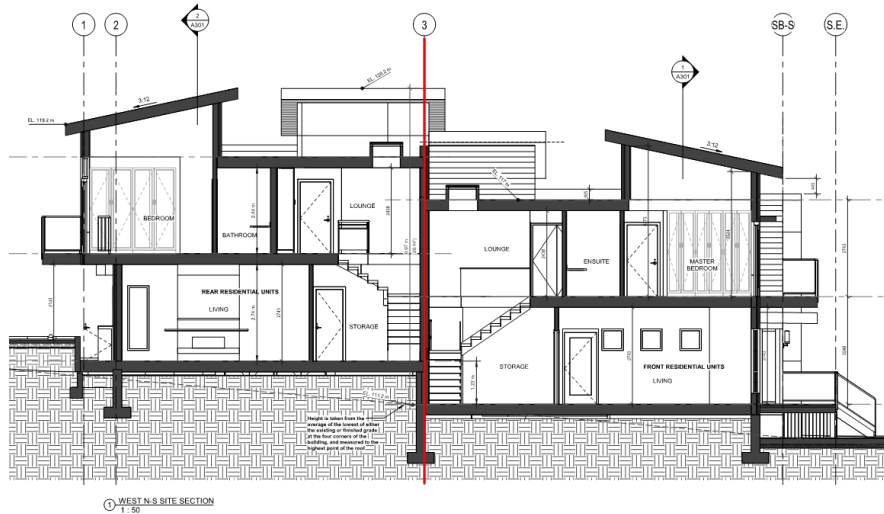
Traditional Single-Family Neighbourhoods - Housing Choices



- Opportunity For Ground Oriented
Densification of Single-Family
Neighbourhoods – “Sensitive Infill”
- Inexperienced Applicant/Developer
- Inexperienced Consultant Team
- Creation of LBDAT Coordinator
- Development of Policy B01 based on
Interpretation of Complex
Development
- Stock Building Plans
- Coordination of Referrals is a Work in
Progress – Offsite Civil Works

Current Issues & Emerging Trends

Tools for Novice Applicants - Stock Plans



Current Issues & Emerging Trends

Policy Structure

Coquitlam

Building Permits Division
Planning and Development Department
3000 Guildford Way
Coquitlam, BC V3B 7N2

POLICY No. B01 FOR PUBLIC DISTRIBUTION Date: 06 18 2014

TITLE: Requirement for Registered Professional of Record (RPR) and Coordinating Registered Professional (CRP) on "Complex" Projects

POLICY:

Development projects incorporating three or more residential units on one or more legal properties may be considered as "complex" as defined in the Building Bylaw, and may require a Registered Professional of Record (RPR) to be engaged in the architectural design. Furthermore, complex sites may require the oversight of a Coordinating Registered Professional (CRP). A building permit application that meets the above criteria must identify and list the designated RPR and CRP.

REASON:

The Official Community Plan and Zoning Bylaw have been amended to encourage diversity of housing choices (Housing Choices Program) where a development project may include a combination of one or more buildings each containing between one to four units. Often, these projects comprise of one or more lots involved in subdivision or consolidation and require off-site servicing improvements.

A project is deemed to be complex when:

- Requirements of the BC Building Code necessitate the need for overview and supervision of a registered professional because of the increased knowledge required in dealing with multiple buildings on a lot and architectural components requiring supervision by an Architect. Alternative solutions to the Code are often required and these are normally beyond the purview of designers;
- Coordination of multiple professionals and disciplines is required because the site involves civil engineering works beyond what is normally found in small developments; and
- Coordination of multiple professionals and disciplines is required to ensure that the conditions of the development permit have been met.

Section 55 of the Community Charter states that a Council may, by bylaw, authorize building inspectors for the municipality to require applicants for building permits to provide the municipality with a certification by a professional engineer, professional geoscientist or architect in circumstances that relate to site condition, size and complexity.

File #: 13-6410-01/1 Doc #: 3772468.v1

POLICY No. B01
Page 2

Article 6.5 of the Building Bylaw refers to the building permit conditions and requirements of complex sites. "Where registered professionals provide Letters of Assurance in the form of Schedules C-A and C-B (Schedules A and B as amended) as required by Section 2.6 (now Division C – Part 2) of the Provincial Code, or as otherwise required by the Building Inspector where the complexity of the proposed work or siting circumstances warrant, the City and the Building Inspectors will rely on the registered professionals' coordination and field reviews..." Furthermore, Article 1.7 authorizes the Chief Building Official to require a registered professional to "supervise" sites where technical expertise is required.

This policy is intended to assist Owners and their Designers/Registered Professional in understanding the roles and responsibilities regarding Housing Choices projects or similar developments that are clearly more complex than a combination of single and two-family dwellings. The *Architect's Act* and AIBC guidelines are clear on the division of labour between Architects (registered) and Professional Architectural Designers. Where registered members of AIBC may be commissioned to design and inspect all types of buildings, designers are limited to single family Part 9 structures, or any Group C building containing four or fewer units. Therefore, it is understandable why designers (registered or not) would consider a site comprised of several buildings each containing four or fewer units would not require the services of a registered professional architect.

Projects often contain site grading, traffic circulation, servicing, landscaping and signage components that are highly integrated with the building design. In addition, while a designer may be fully aware of the BC Building Code implications of simple buildings, he/she may not have the training and expertise in dealing with several multi-unit buildings as part of a larger site. As a result, a registered professional architect is required so that the responsibility for design integrity of the project and full compliance with the BC Building Code is achieved. In some cases, the Structural Engineer may be qualified to include the Architectural discipline on the Schedule B. In addition, a CRP is required to "coordinate" professional involvement with the site, as well as assume responsibility for communication with the City and all other parties. (A CRP is required when there is more than one registered professional involved in the project).

ACTION:

A Registered Professional of Record (RPR) may/shall be required for the architectural components listed in Letters of Assurance Schedule B that apply to a project deemed complex. This will apply to all projects in the Housing Choices Program containing three or more units.

An application for building permit for a project approved by Development Permit, containing three or more residential units may/shall designate a CRP as part of the project team and submit a sealed and signed letter of Assurance Schedule A, Item 1.13 "Development Permit and conditions within" of Schedule B (among other clauses that must be undertaken by a registered professional for the architectural components) shall not be struck out on the Letter of Assurance (Appendix A).

File #: 13-6410-01/1 Doc #: 3772468.v1

POLICY No. B01
Page 3

The requirement for a RPR and CRP should be identified during the DP review and listed as required items in correspondence to the owner (see table below).

No. of Units Per Project	Building Class	Professional Requirement
1-2	Simple buildings	A Registered Professional of Record and a Coordinating Registered Professional are not required for the project.**
3-4	Simple or complex buildings	Registered Professional(s) of Record and a Coordinating Registered Professional may be required for the project.
5 or more	Complex buildings	Registered Professional(s) of Record and a Coordinating Registered Professional shall be required for the project.

* **may/shall** – this requirement is at the discretion of Chief Building Official or his designate and will be determined at the Development Permit review stage.

** these projects are **not** exempt from the requirement for professional structural and/or geotechnical engineering design and review.

ADDITIONAL REFERENCE:
Permits Bulletin Number: 14-001 dated July 14, 2014 (Doc# 1727343)

File #: 13-6410-01/1 Doc #: 3772468.v1

Rooftop Occupancies

- Zoning Bylaw – Traditional 6 Storey Wood Frame Buildings
- Economic Factors and Development Pressures
- FAR, Site Coverage and Amenity Space Location
- Push for Rooftop Occupancy
- 2018 Code Response
- Alternative Solutions at DP Stage prior to Code amendments



Enclosed Balconies



- Economic Factors and Development Pressures
- Urban Design versus Code Regulations
- Conditioned/Habitable Space?
- Occupant Behaviour – the Pitfalls of Habitable Balcony Space
- New Construction or Retrofits?

Evolution of Building Use & Form

Passive Energy Buildings – Step 5

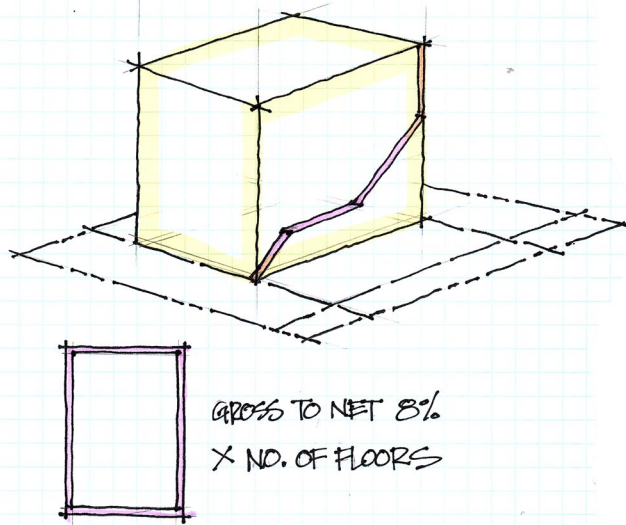


- Energy Efficiency Requirements and the Impact on Planning Policy
- Zoning Bylaw Impacts: Setbacks, Site Coverage, Density
- Siting Exception for Cladding?

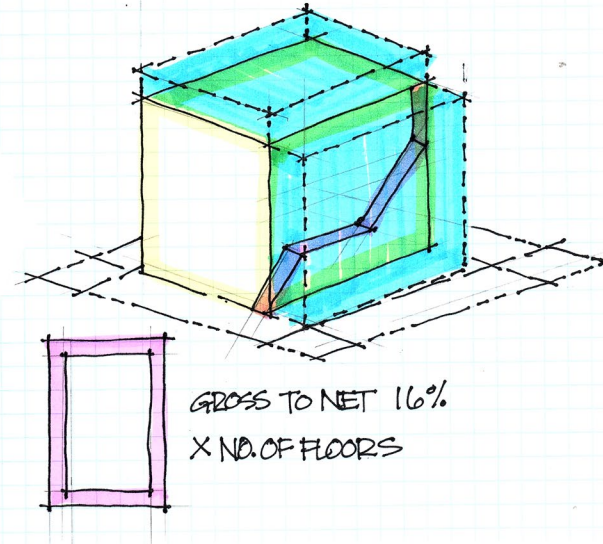
Evolution of Building Use & Form

Passive Energy Buildings – Zoning Implications

STANDARD BUILDING MASS



NET 'ZERO' BUILDING MASS.



Going Forward...

VANCOUVER | Victoria

'Status quo is not acceptable': B.C. may remove some housing approval powers from local governments

Real Estate / Politics / News / Local News / Business

B.C. prepares to remove some housing approval powers from local governments: minister

Housing minister David Eby says "municipalities are not approving enough housing for our population growth" as too many development proposals become stalled at the permit approval stage

Opinion / News / Local News / Columnists

Dan Fumano: British Columbians dying waiting for homes, ministers hear

Opinion: Governments blame each other for the housing crisis afflicting much of B.C.

Dan Fumano

Published Sep 15, 2022 • 5 minute read

Politics / Opinion / Columnists

Vaughn Palmer: B.C. government may bring down legislative hammer if housing red tape isn't cut

Opinion: Premier Horgan's current line is that the province prefers to work with municipalities to expedite housing approvals.

Vaughn Palmer

Published Apr 18, 2022 • 4 minute read

HOME > BRITISH COLUMBIA

Affordability target demands 570,000 new homes in B.C.

Builders face an "insurmountable challenge" without government support, an industry analysis finds

British Columbia - Video

Premier proposes giving cities building targets in bid to tackle B.C.'s housing crisis

Canada needs 5.8 million new homes by 2030 to tackle affordability crisis, CMHC warns

NEWS DEVELOPMENT URBANIZED

BC government's new Housing Supply Act to require cities to meet targets

 Kenneth Chan | Nov 21 2022, 1:52 pm

HOUSING

Coquitlam Mayor Richard Stewart on why we need new housing – now

93,000 more people by 2050

Housing Needs Assessment

120% increase in applications since 2019

Questions & Discussion



...and thank you from Jim & Jim