

AFFORDABILITY AND CHOICE TODAY (A•C•T) STREAMLINED APPROVAL PROCESS PROJECT

A Flexible Regulatory Tool: Model Garden Suite Bylaw

**Building and Planning Department
Cowansville, Quebec**

Prepared for:

Federation of Canadian Municipalities

Canadian Home Builders' Association

Canadian Housing and Renewal Association

Canada Mortgage and Housing Corporation

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FOREWORD

The project documented in this case study received funding assistance under the Affordability and Choice Today (A•C•T) Program. A•C•T is a joint initiative, managed by the Federation of Canadian Municipalities, the Canadian Home Builders' Association, and the Canadian Housing and Renewal Association, together with the funding agency Canada Mortgage and Housing Corporation. The A•C•T Program is administered by the Federation of Canadian Municipalities.

A•C•T, which was launched in January 1990, was designed to foster changes to planning and building regulations and residential development approval procedures in order to improve housing affordability, choice and quality.

Through A•C•T, grants are awarded to municipalities, private and non-profit builders and developers, planners and architects to undertake innovative regulatory reform initiatives in municipalities across Canada. Three types of projects are awarded grants under the A•C•T Program: Demonstration Projects, Streamlined Approval Process Projects, and Case Studies (of existing initiatives).

- *Demonstration Projects* involve the construction of innovative housing that demonstrates how modifications to planning and construction regulations can improve affordability, choice and quality.

- *Streamlined Approval Process Projects* involve the development of a method or an approach that reduces the time and effort needed to obtain approvals for housing projects.
- *Case Study* grants are awarded for the documentation of existing regulatory reform initiatives.

Change and innovation require the participation of all the players in the housing sector. A•C•T provides a unique opportunity for groups at the local level to work together to identify housing concerns, reach consensus on potential solutions, and implement actions. Consequently, a key component of A•C•T-sponsored projects is the participation and cooperation of various players in the housing sector in all phases of each project, from development to realization.

All projects awarded a grant under the A•C•T Program are documented as case studies in order to share information on the initiatives and the benefits of regulatory reform with other Canadian communities. Each case study discusses the regulatory reform initiative, its goals and the lessons learned. Where appropriate, the cost savings resulting from modifications in various planning, development and construction regulations are calculated and reported.

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PROJECT OVERVIEW

Many Canadian municipalities are looking for ways to provide seniors with appropriate and affordable housing. One municipality, the City of Cowansville, Quebec, is especially interested in the garden suite as a viable alternative to institutional living for independent seniors requiring some support and assistance. With the aim of encouraging the development and construction of garden suites in its jurisdiction, the City's Building and Planning Department was awarded an A•C•T grant in autumn 1994 to create a model bylaw governing garden suites (the "model garden suite bylaw"). Such a bylaw would be enacted by the City under the legal authority granted municipalities by provisions of Quebec's *Act Respecting Land Use Planning and Development*, relating to so-called Site Planning and Architectural Integration Programmes.

One impetus for the project was the City's view that existing municipal planning regulations, such as current zoning bylaws, were too rigid to ensure project quality, particularly with respect to the siting and architectural integration of garden suites into established residential neighbourhoods. The goal of this A•C•T project was to develop a flexible regulatory instrument with which municipalities could effectively manage the installation of new garden suites and the conversion of existing accessory buildings into garden suites. The model garden suite bylaw which resulted from the project provides building permit applicants and municipal decision-makers with evaluation objectives and criteria, as well as an approval process designed specifically for garden suite projects.

Many key players were involved in this A•C•T initiative. The project originated with local urban planners Marc Turcotte and Michel Beauchesne, who approached the City of Cowansville to act as a test municipality. The City agreed to work closely with the planners in drafting the bylaw. The project team also consulted with the Quebec Ministry of Municipal Affairs, the Quebec Municipal Commission and other municipalities involved in garden suite projects.

The project consisted of four phases:

- The review and analysis of existing regulatory tools for garden suites in Quebec and elsewhere in Canada.
- The classification, according to municipal concerns, of the objectives and criteria used in the regulatory models examined in the first phase.
- The drafting of a model garden suite bylaw containing objectives and criteria which meet the specific needs of the City of Cowansville.
- The refinement of the model garden suite bylaw, following consultation with interested parties.

On January 9, 1996, the Municipal Council of the City of Cowansville accepted the draft garden suite bylaw prepared by Turcotte and Beauchesne. Although the municipality believes that the model bylaw deals effectively with site planning and architectural integration issues, it has yet to be adopted in final form because certain questions relating to the supply and removal of garden suites and to regulating occupancy, remain to be resolved by the City.

The results of this A•C•T project will interest other Canadian communities wishing to encourage the development of this innovative housing choice for seniors. The architectural design and site planning objectives and criteria prepared for this A•C•T initiative were specifically designed both to facilitate the

integration of garden suites into existing residential areas and to meet the particular needs of seniors. Municipalities will therefore find the objectives and criteria contained in the draft garden suite bylaw especially useful in evaluating garden suite projects.

1.0 PROJECT DESCRIPTION

1.1 Increasing Housing Choice for Seniors

The City of Cowansville, Quebec, like many Canadian municipalities, faces the challenge of housing an aging population. Recently, the City has been looking for ways to increase the availability of appropriate and affordable housing options for seniors. One innovative alternative is the garden suite. Cowansville is graced with many older, established residential areas containing accessory buildings, such as garages and former stables, which the City believed could be converted into garden suites. A garden suite is a temporary, reusable, free-standing unit intended for seniors capable of living independently, which is located in the backyard of a single-family home belonging to a close family member, usually a son or a daughter.

The City of Cowansville is the most important urban centre in the Regional county municipality of Brome-Missisquoi. The City contains a fully serviced urbanized zone, a semi-urban zone served by a water system and an unserved rural zone.

In 1991, Cowansville was home to approximately 12,000 people, 13.7 per cent of which were 65 years or over. Thirty-seven per cent of this age group were men and 63 per cent, women. Population projections show that, by the year 2001, the proportion of the population that is 65 and over will be even greater.

When the City was deliberating how best to manage the conversion of existing buildings into garden suites and the development of new garden suites, it found that the existing

regulatory framework was too rigid to ensure project quality, particularly with respect to the siting and architectural integration of garden suites into existing residential neighbourhoods.

At the suggestion of local urban planning consultants Marc Turcotte and Michel Beauchesne, in autumn 1994, the City's Building and Planning Department applied for, and was awarded, an A•C•T grant, to create a model bylaw governing garden suites (the "model garden suite bylaw"). Such a bylaw could be enacted by the City under the legal authority granted municipalities by Quebec's *Act Respecting Land Use Planning and Development*, in particular, by Sections 145.15 to 145.20.1 relating to Site Planning and Architectural Integration Programmes¹. The goal of this initiative was to develop a flexible regulatory tool which would give municipalities wishing to encourage the installation of garden suites in their jurisdictions greater control over their development.²

A project team, consisting of the consultants and representatives from the City, was formed to carry out this A•C•T initiative. The Quebec Ministry of Municipal Affairs, the Quebec Municipal Commission as well as other municipalities involved in developing garden suite regulations were consulted during the

¹ *An Act Respecting Land Use Planning and Development*, R.S.Q., Chapter A-19.1.

² The regulation of garden suites is the subject of several A•C•T projects. Appendix A contains a list of A•C•T projects relating to garden suites as well as other relevant Canada Mortgage and Housing Corporation publications. Copies of any of these documents can be obtained from the Canadian Housing Information Centre (CHIC), 700 Montreal Road, Ottawa, Ontario, K1A 0P7, Tel: (613) 748-2367, Fax: (613) 749-2143, TTY: (613) 748-2143.

course of the project.

Early on in the project, the project team discovered that it was not feasible to convert accessory buildings into garden suites given the temporary nature of garden suites and the difficulties involved in bringing many of the accessory buildings in question up to National Building Code standards. The consultants were then asked to focus their efforts on using a Site Planning and Architectural Integration Programme to regulate the installation of new garden suites in built-up areas.

1.2 Methodology

The A•C•T project consisted of four phases:

- The review and analysis of existing regulatory tools for garden suites in Quebec and elsewhere in Canada.
- The classification, according to municipal concerns, of the objectives and criteria used in the regulatory models examined in the first phase.
- The drafting of a model garden suite bylaw containing objectives and criteria that meet the specific needs of the City of Cowansville.
- The refinement of the model bylaw.

Each phase of the project is documented in detail in three reports prepared by Turcotte and Beauchesne³ and is described briefly below.

³ The three reports (which are only available in French) are entitled *Règlement sur les P.I.I.A. intégrant le concept des pavillons-jardins et la conversion des bâtiments accessoires*, and are subtitled, *Rapport d'étape "A": Examen, analyse, classification et structuration de l'information*, *Rapport d'étape "B": Développement d'un modèle de règlement sur les P.I.I.A.*, and *Rapport d'étape "C": Développement d'un modèle de règlement sur les P.I.I.A.*,

Chapter 2.0 contains a detailed description of the model garden suite bylaw.

1.2.1 Phase 1: Reviewing Ways to Regulate Garden Suites

Turcotte and Beauchesne reviewed the regulatory history of garden suites in Quebec, and in other Canadian provinces such as New Brunswick, Alberta, Ontario and British Columbia. The research phase consisted of a literature review, interviews with resource people and site visits to garden suite projects. In addition, the consultants considered various examples of the application of legislative provisions relating to Site Planning and Architectural Integration Programmes in Quebec as well as similar legislation in force elsewhere in Canada.

To highlight important elements of the review, the consultants prepared a series of information sheets on the garden suites and regulatory projects surveyed. These sheets contain information on each of the projects, including the promoter, the area of interest, regulatory approaches used, design criteria and impacts. The information sheet on the Alberta Garden Suite Pilot Project is provided, as an example, in Appendix B.

1.2.2 Phase 2: Classifying Garden Suite Objectives and Criteria

Based on the results of the research phase, the information gathered on garden suites was grouped into five categories:

respectively. To obtain a copy of these documents on loan, contact CHIC (see footnote 2).

- The garden suite concept
- Eligibility criteria
- Barriers to the concept
- Site planning criteria
- The approval process.

The Garden Suite Concept

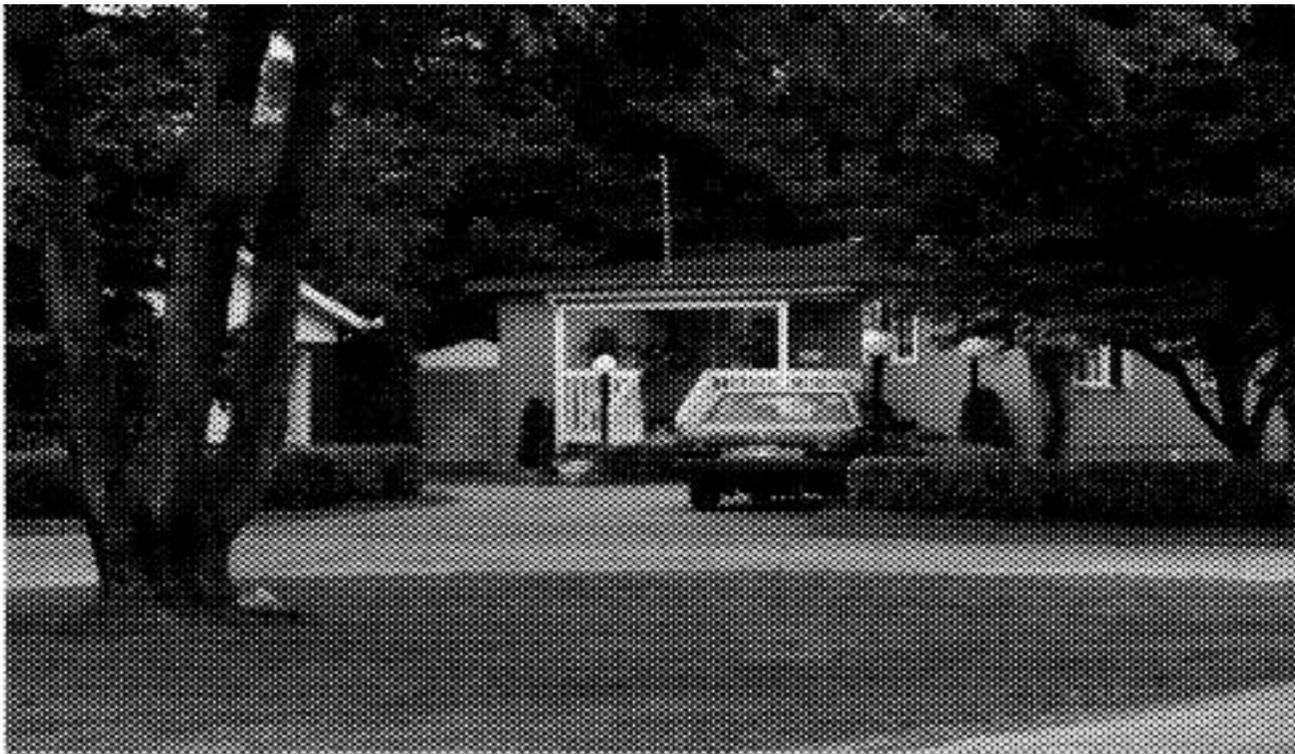
A garden suite, which is designed to house one or two seniors capable of living independently, is a temporary, reusable structure which is installed in the backyard of a single-family home occupied by a close family member, usually a son or a daughter. In general, garden suites belong to, or are administered by, a non-profit organization, a federal or provincial agency, or a municipality. It may also be possible for the host family to rent a garden suite from a private-sector supplier.

Garden suites offer seniors an affordable housing alternative to apartment or institutional living.

A garden suite provides seniors with an independent living arrangement while, at the same time, affording them the opportunity to maintain ties to their families and community. In addition, the sale of a larger, unsuitable home, in favour of a garden suite, can bring seniors a welcome source of income.

Garden suites also offer certain benefits to the senior's host family. In addition to the social advantages offered by garden suites, in many cases this arrangement also provides the family with economic benefits, such as gardening, babysitting, and property surveillance by the senior.

Figure 1. Garden Suite in Trois-Rivières



Garden suites also benefit municipalities in the following ways:

- increasing the density of residential areas, which makes efficient use of municipal services;
- integrating into existing neighbourhoods with little disruption to character; and
- reducing the need for subsidized housing.

Eligibility Criteria

One controversial aspect of garden suites is ensuring that they are appropriately inhabited, that is, by seniors who are closely related to the residents of the host lot. For this reason, many municipalities have prepared eligibility criteria for potential garden suite developers. These include:

- The owner(s) of the host dwelling and lot must live in one of the two units.
- At least one of the occupants of the host dwelling and at least one occupant of the garden suite must be related by blood, marriage or adoption.
- Not more than two people can live in the garden suite.

Some studies have proposed eligibility criteria related to the physical, emotional and/or financial needs of one of the garden suite occupants. For example, one of the occupants should require occasional emotional or physical assistance; be eligible for subsidized housing; or have a minor physical or mental handicap that does not require institutionalization.

Barriers

The consultants found that the current legislative framework in Quebec poses significant barriers to the development of garden suites as well as to the conversion of accessory buildings into residential units. They believe that an effective approach to regulating garden suites must take into account, among other factors:

- their temporary nature;
- the rigidity of existing municipal planning regulations; and
- the need to put into place administrative rules to manage properly the development of this type of housing.

The focus of this A•C•T project was to develop appropriate and effective site planning criteria and an approval process for garden suites. These are described in greater detail in Section

1.2.3 Phases 3 and 4: Drafting and Refining the Bylaw

The research conducted by the consultants formed the basis for the development of a model garden suite bylaw which responds to the particular needs of the City of Cowansville. In December 1995, a first draft of the bylaw was completed by the consultants and provided to the City. The consultants also presented a list of questions to the City and other planning professionals with the following goals in mind:

- to ensure that the bylaw took into account existing municipal planning policies and regulations; and

- to foster a debate on the merits of the objectives and criteria contained in the draft bylaw.

The final version of the draft garden suite bylaw prepared by Turcotte and Beauchesne incorporates the ideas and concerns of those consulted. It was accepted by Cowansville's Municipal Council, and adopted in draft form, on January 9, 1996.

The municipality believes that the model bylaw deals effectively with site planning and

architectural integration issues. However, the model bylaw has not yet been adopted in final form because the City has not resolved issues related to the supply and removal of garden suites and to regulating occupancy.

2.0 THE MODEL GARDEN SUITE BYLAW

2.1 Site Planning and Architectural Integration Programmes

Development controls do not always adequately ensure project quality, particularly with respect to site planning and the integration of secondary buildings into existing residential areas. To help correct this situation, in 1989, the Quebec government amended the *Act Respecting Land Use Planning and Development* to include provisions dealing with Site Planning and Architectural Integration Programmes. These legislative provisions provide individual municipalities with greater flexibility in development control by allowing them to develop and implement bylaws relating to various site planning and architectural integration issues (“Site Planning Bylaws”).

When is it Appropriate to Use the Site Planning Bylaw Approach?

- *In downtown areas or older established neighbourhoods.*
- *In new neighbourhoods.*
- *In sensitive natural areas.*
- *For certain types of lots or construction projects, such as garden suites or large multi-family housing developments.*

Using a Site Planning Bylaw, a project is issued a building permit conditional upon the preparation of a Site and Architectural Integration Plan. This approach permits municipalities, among other things, to require that a project meet specific qualitative objectives and criteria that are not always found within the existing regulatory framework. The Site Planning Bylaw provides municipal plan-

checkers and elected officials with a more effective decision-making tool with which to evaluate applications for innovative projects, such as garden suites.

2.2 The Model Garden Suite Bylaw⁴

The draft 12-page model garden suite bylaw contains seven chapters:

- Declarative and interpretative provisions;
- Target zones, and building and permit categories;
- Application process for Site and Architectural Integration Plans;
- Contents of a Site and Architectural Integration Plan application;
- Evaluation criteria for Site and Architectural Integration Plans;
- Procedures, sanctions and recourses; and
- Other provisions.

2.2.1 Declarative and Interpretative Provisions

This chapter states the aim of the model garden suite bylaw and provides definitions for the terms used, such as “garden suite” and “host lot”.

2.2.2 Target Zones, and Building and Permit Categories

The bylaw permits the construction or renovation of a garden suite in serviced single-family residential zones. A Site and Architectural Integration Plan complying with

⁴ For the model bylaw in its entirety, see Turcotte and Beaudesne, *Rapport d'étape “C”: Développement d'un modèle de règlement sur les P.I.I.A.*

the bylaw must be prepared and approved before the municipality will issue a building permit or an occupancy certificate. A Site and Architectural Integration Plan is not required for minor repairs related to the maintenance of a garden suite if the repairs do not include changes to:

- the colour of the exterior;
- cladding or roofing materials;
- the configuration and dimensions of the windows and doors; and
- the volume and shape of the original building.

2.2.3 Application Process for Garden Suites

Notifying the Municipality

To obtain a permit to construct or renovate a garden suite, the applicant must provide a written Notice of Intent to the Building and Planning Department. When a Notice of Intent is received, the Building and Planning Department must advise the applicant within seven (7) days of the City's evaluation criteria and objectives as well as the application process for Site and Architectural Integration Plans.

Submitting a Garden Suite Permit Application to the Municipality

The applicant then submits a Site and Architectural Integration Plan to the municipal plan-checker, along with any information and documentation required by the bylaw, as well as an application for any permit or certificate required by the municipality.

The municipal plan-checker examines the Site and Architectural Integration Plan to ensure that

all necessary information has been provided and the Plan complies with zoning, building, and development bylaws, as well as with requirements for any necessary permits and certificates. Within seven (7) days of receiving the Plan, and after having checked its contents, the municipality informs the applicant whether or not it is complete. If the Plan is not complete, the plan-checker will advise the applicant of any deficiencies.

Sending the Application to the Urban Advisory Committee

When an application is considered complete, a copy will be sent within seven (7) days to the Urban Advisory Committee, composed of residents of the municipality, for study and recommendations. At this time, the applicant has the opportunity to present the project to, and negotiate with, the Committee. The Committee also reviews the Site and Architectural Integration Plan for compliance with the evaluation objectives and criteria contained in the bylaw.

In the case of a disagreement, recourse to the Urban Advisory Committee is a mandatory condition as prescribed by the provincial Planning Act.

Review of the Application by Municipal Council

Within thirty (30) days of receiving an application for a garden suite permit, the Urban Advisory Committee sends it to Municipal Council along with the following information and documents:

- the result of the Site and Architectural Integration Plan review, including whether or not the application meets the evaluation objectives and criteria contained in the bylaw;
- the Committee’s recommendation to council to accept or reject the application; and
- suggested conditions to attach to the approval of a garden suite permit.

Taking into account the Urban Advisory Committee’s recommendations, Municipal Council then reviews the application. Within thirty (30) days of receiving the Plan application, Council will approve or reject it, by resolution.

A copy of the resolution will be sent to the applicant within ten (10) days of Council’s decision.

The maximum amount of time to obtain a permit for a garden suite is 91 days. When it is necessary to hold special meetings, the approval process can be slowed considerably. Figure 2 below illustrates the proposed amount of time required for each step of the application and approval process.

Figure 2. Maximum Time Delays for the Garden Suite Application Process

STEPS IN APPLICATION PROCESS	PROPOSED NUMBER OF DAYS FOR EACH STEP
Notice of Intent	7 days
Examination by Municipal Staff	7 days
Examination by the Urban Advisory Committee	37 days
Examination by Municipal Council	30 days
Notice of Decision to Applicant	10 days

2.2.4 Contents of a Garden Suite Application

An application to construct or renovate a garden suite must contain two types of information and documentation.

(1) Information related to the existing situation:

- the location of existing buildings on the host lot and adjacent properties;
- a description of the dimensions, cladding

materials and roof shape of each of these buildings;

- the location of existing parking spaces and landscaped areas on the host lot;
- the current percentage of the host lot that is developed, including buildings, parking and recreational spaces; and
- photographs of the principal buildings on the host lot and adjacent properties.

(2) A plan and supporting documentation, showing and describing the following:

- the siting of the garden suite in relation to the principal building (distance, first-storey height);
- a description of the dimensions, cladding material and roof shape of the garden suite;
- the orientation and siting of the garden suite, parking space(s) and pedestrian walkways; the location of municipal infrastructure and servitudes, and the identification of the layout of service connections (sewer, water, electricity, cable, etc.) for the garden suite;
- an elevation plan or sketch, in colour, of the garden suite, showing cladding materials, roof shape, and the location and form of any openings;
- a model of the garden suite;
- the movement of the sun over the host lot as well as the identification of shadow angles of the buildings situated on the host lot and, if applicable, on adjacent properties;
- sketches showing the integration of the landscaping of the garden suite with the landscaping of the host lot as well as the details and location of existing and future lighting; and
- any other plan or detail required by the Urban Advisory Committee.

2.2.5 Evaluation Objectives and Criteria for Garden Suites

Site Plans for garden suites must first comply with land uses and densities prescribed by existing municipal plans as well as with zoning, building, and development bylaws, and any applicable provincial requirements. Site plans

must then meet a set of evaluation objectives and criteria which are designed to reflect site planning concerns such as:

- maintaining the esthetic quality of the neighbourhood;
- minimizing conflicts with neighbours; and
- ensuring that the installation and removal of the garden suite creates the least amount of disruption possible to the host lot.

The evaluation objectives and criteria contained in the model garden suite bylaw have been grouped into three categories:

- Siting garden suites;
- Garden suite architecture; and
- Development of the host lot.

For the complete set of evaluation objectives and criteria, see Appendix C.

3.0 REGULATORY REFORM INITIATIVES AND IMPACT ON HOUSING COST, CHOICE AND QUALITY

As a result of this collaborative effort involving the City of Cowansville, local planners and provincial organizations, municipal planners and elected officials now have at their disposal an important and useful tool for controlling the installation of garden suites in existing residential areas. The model garden suite bylaw developed with the support of the A•C•T Program offers municipalities a flexible regulatory instrument which can help ensure that garden suite projects are of a high quality and integrate well into the existing built environment. By facilitating the application for, and approval of, garden suites, the model bylaw

can help to increase the availability of this affordable housing alternative.

Other Canadian municipalities wishing to encourage the installation of garden suites in their communities will find the architectural design and site planning objectives and criteria prepared for this A•C•T initiative especially useful in evaluating garden suite projects. The objectives and criteria were specifically developed both to facilitate the integration of accessory buildings such as garden suites into existing residential areas as well as to meet the particular needs of seniors.

APPENDICES

APPENDIX A: LIST OF CMHC PUBLICATIONS ON GARDEN SUITES

Publications on Garden Suites

The following may be obtained as a set, bound in a folder, under the title, *A Complete Guide to Garden Suites*, or may be purchased individually in booklet form.

1. The Garden Suite Concept
2. Information for Occupants, Host Families, Owners and Suppliers
3. Guidelines for Municipal Approval
4. Provincial and Territorial Planning Act Provisions
5. Sample Implementation Documents
6. Examples of Installed Garden Suites
7. Information Sources
8. References

A•C•T Case Studies

1. Regulations for Garden Suites
2. Criteria for Garden Suite Regulations
3. Laying the Groundwork: Garden Suites and On-Site Septic Systems

APPENDIX B: INFORMATION SHEET ON ALBERTA GARDEN SUITE PILOT PROJECT

A.C.T. PROJECT - CITY OF COWANSVILLE

SUMMARY

TITLE: Description of the Alberta Garden Suite Pilot Project	FIELD OF INTEREST: Case Study
PROVINCE: Alberta	
AUTHOR: Lovatt Planning Consultants for Alberta Municipal Affairs	
CONTENT: This report studies a project involving the development of six housing units for seniors in urban and rural environments. w Objectives pursued: <ul style="list-style-type: none"> - develop a construction design; - consult the community for the development of the project; - evaluate and make recommendations in relation to the experience; and - remove the units after the experience. This pilot project had to develop working conditions and parameters in order to define the following points: <ol style="list-style-type: none"> a) who would pay and who would perform the work over the different phases of the project; b) occupant eligibility; c) resident eligibility; d) permits to be granted; e) construction design; f) construction materials; g) required foundation; h) choice of sites and services; and i) rules for developing the units. Certain parameters were defined by the two municipalities taking part in the projects. These parameters concerned regulatory provisions contained in the zoning by-laws: <ul style="list-style-type: none"> w the implementation of the garden suite had to comply with the permissible land use percentage; <p style="text-align: center;">PAGE: <u>1</u> / <u>2</u></p>	

A.C.T. PROJECT - CITY OF COWANSVILLE

SUMMARY

TITLE: Description of the Alberta Garden Suite Pilot Project	FIELD OF INTEREST: Case Study
PROVINCE: Alberta	
AUTHOR: Lovatt Planning Consultants for Alberta Municipal Affairs	
CONTENT: <ul style="list-style-type: none">w the location of the garden suite had to comply with the side and rear margins set out in the existing by-laws;w the garden suite could not be situated on the front margin of the lot;w the garden suite had to be located at a minimum distance of 2.4 m away from any building on the lot;w the parking standards had to comply with the requirements of the municipal by-law;w a walkway had to be linked to the walkway of the principal house, to the parking area and to the street; andw the construction materials of the garden suite had to comply with the existing materials or match with the materials found in the zone and especially with those found on the principal house on the host lot. <p>In addition, this document tracks the performance and process of the project, as well as the development of the prototypes retained for the garden suites.</p>	
PAGE: <u> 2 </u> / <u> 2 </u>	

APPENDIX C: EVALUATION OBJECTIVES AND CRITERIA FOR GARDEN SUITES

(1) Siting Garden Suites

Objective: The proper integration of the garden suite with the host lot.

Criteria:

1. The garden suite can be installed in the front, rear or in one of the side yards of the host lot, if the setbacks required for the principal building are respected.
2. The height of the first-story slab of the garden suite must not exceed that of the principal building.
3. The site for the installation of the garden suite must be selected taking into account the volume of the adjacent principal building(s), in order to ensure that neither building is dwarfed by the other.
4. The installation of the garden suite must not alter the natural topography of the host lot and conform to the floor area ratio required by the applicable zoning bylaw. The maximum floor area permitted is 47 square metres.
5. There must be at least two metres distance between the garden suite and the principal building and any existing accessory buildings.

Objective: Siting the garden suite in order to maximize exposure to sun.

Criterion:

1. The garden suite must not be sited in the shadow angles of the principal buildings located on the host lot and adjacent properties. If it is impossible to avoid siting the garden suite in a shadow, the minimum distance of separation between the two main buildings required is 2.5 times the height of the principal building.

(2) Garden Suite Architecture

Objective: Achieving compatibility and visual harmony between the garden suite and the principal building on the host lot.

Criteria:

1. The components of the garden suite (gabarit, roof shape, orientation and form of openings, cladding materials, orientation, porches, etc.) must be designed to conform with those of the principal building of the host lot. The garden suite may only be one story high.
2. The cladding of the garden suite must be the same shade of colour as the principal building.

(3) Development of the Host Property

Objective: Minimizing the visual impact of electrical and communication lines.

Criterion:

1. The placement of electrical and communication lines must not obstruct the field of vision of the host lot.

Objective: Developing the host property to ensure that the integration of the garden suite with the host lot is harmonious, provides security and works well.

Criteria:

1. The landscaping planned for the garden suite must be integrated with that of the host lot.
2. The garden suite must be reached by a private entrance alley or sidewalk, adapted or designed to be adapted to meet the special needs of the occupants.
3. The parking space for the garden suite must be connected to the entrance alley or sidewalk.
4. The first priority is to use the existing parking space by lengthening or widening it. When the parking space is in front of the garden suite, a fence or a landscaped area must be added in order to separate the parking space from the garden suite entrance.

5. An indication of the existence of the garden suite must be visible from the street. When this is accomplished by the use of a sign, the sign must be lit by reflected light and not exceed 0.18 square metres in size.

Objective: Ensuring that the garden suite has adequate lighting.

Criterion:

1. The lighting of the garden suite and the entrance alley or sidewalk must create a feeling of security for the garden suite resident(s) without extending past the property lines of the host site. Electrical lighting must be directed toward the ground.