

### **3.17 Development Permit Area (DPA) # 17 Coach Houses**

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(Add #1752, Sept 25/2013)

#### **3.17.1 Area Affected**

DPA #17 – Coach Houses applies to all areas as shown on the map *DPA #17 – Coach Houses*.

#### **3.17.2 Purpose**

In accordance with sections 488, 489, 490 and 491 of the *Local Government Act*, the purpose of DPA #17 is to establish objectives:

- For the form and character of intensive residential development consisting of coach houses;
- To promote energy and water conservation; and
- To promote a reduction in greenhouse gas emissions.
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#### **3.17.3 Justification**

Coach house development presents the possibility to create a range of housing opportunities in both “greenfield” sites and already established neighbourhoods. Coach houses should be compatible with surrounding areas that typically contain a predominance of single detached dwellings. Appropriate site planning and landscaping can result in energy and water conservation and lead to a reduction in a community’s greenhouse gas emissions.

#### **3.17.4 Exemptions**

A development permit is not required for the following actions:

- A. Internal building alterations;
- B. Construction of, addition to or alteration of buildings and structures other than coach houses; or
- C. Alteration of land, including vegetation.

Written confirmation of exemption from the Town is available prior to the commencement of the following actions:

- D. Construction of, addition to or alteration of a coach house provided that:

- I. The exterior materials are brick, fibre cement siding, stone masonry, wood, stucco or concrete and no building face is more than 20% unfinished concrete. Metal trim and architectural hardware and details are permitted;
  - II. Any coach house elevation located closer than 7.5 metres to an interior side or rear lot line, has vertical glazing not exceeding 10% of that elevation's area, excluding roof and individual windows shall be limited to 0.5 square metres or less and shall not be located within 1.0 metre of another window;
  - III. All coach house elevation's located closer than 7.5 metres to the interior side or rear lot line do not exceed 3.0 metres in height, as measured from existing grade to the underside of the roof;
  - IV. Both the coach house and the single detached dwelling have separate at grade outdoor space, or deck with a minimum depth of 2.5 metres, a minimum area of 15 square metres and not located closer than 2.0 to a lot line. For the coach house:
    - a. the open space must abut an exterior coach house wall and be directly accessible from the coach house; and
    - b. an exterior faucet is provided to facilitate optional gardening by residents;
  - V. Existing trees with a DBH of more than 20 centimetres are retained, unless removal is necessary to allow for a coach house of the Zoning Bylaw maximum permitted gross floor area, in conformance with DPA #17 exemption criteria. In this case a replacement tree of comparable species of minimum 5 cm DBH for deciduous trees and 1.5 meter minimum height for coniferous trees is provided for each mature tree removed; and
  - VI. All new onsite wiring services are underground;
- E. Minor external additions or alterations to existing coach houses provided that:
- I. Changes are consistent with a previously approved Development Permit, in terms of colour, materials, form, landscaping and open space. **(Rep # 1908, April 17/2019)**
  - II. additions or alterations are valued less than \$10,000 for materials and labour;
  - III. Additions or alterations do not exceed 30% of the existing floor area to a maximum of 20 square metres; and
  - IV. changes in the exterior design of a building on any one side involve an area less than 50%; **(Rep # 1908, April 17/2019)**
- F. Subdivision of land.

### **3.17.5 Guidelines**

Unless exempt under Section 3.17.4, no alteration of land, including vegetation; construction of, addition to, or alteration of a building or other structure is to occur unless the applicant first obtains a development permit. A development permit shall not be issued except in compliance with the following guidelines.

Use of the word “should” in a guideline does not indicate that compliance is at the option of the applicant. Rather compliance to the guideline will be required as a condition of issuance of a development permit unless there are exceptional reasons why the guideline should not be applied to its fullest extent.

Use of the term “encourage” indicates that compliance with the guideline may at the discretion of the Council be required as a condition of issuance of a development permit.

#### **3.17.5.1 Site Services and Access**

- 1) All onsite services should be underground.

#### **3.17.5.2 Building Guidelines**

- 1) The exterior materials of coach houses should be brick, fibre cement siding, stone masonry, wood, stucco or concrete. No building elevation should be more than 20% of unfinished concrete. The use of vinyl siding may be permitted where sufficient architectural details are provided to ensure visual interest. Metal trim and architectural hardware and details are permitted;
- 2) Exterior trim and architectural features should be robust and weather resistant;
- 3) Pedestrian access to a coach house is encouraged to be designed for universal access, to accommodate persons with mobility impairment;
- 4) Coach house siting and design should encourage crime prevention by using passive security design elements including, where applicable, the location of habitable rooms with windows that face streets, sidewalks, pathways and coach house associated open space, to promote informal surveillance through a high level of visual oversight; and
- 5) All exterior building and site lighting fixtures should:
  - a. produce illumination levels in accordance with common engineering practices and standards;
  - b. be of a metal halide type or provide a similar light spectrum;
  - c. minimize illumination of adjacent properties;
  - d. consist of full cut off/flat lens pole lighting or fully shielded wall lighting;

- e. be arranged so rays of light are directed upon the parking, walking, areas and not upon adjacent land or streets; and
- f. be so arranged that no part of any fixture is more than 4.5 metres above finished grade level of off-street parking areas.

#### 3.17.5.3 Integration with the Existing Development:

- 1) The design, siting and orientation, of a coach house should reflect that of a secondary unit;
- 2) Coach house design, siting and orientation, should provide visual privacy between neighbouring properties; and
- 3) Coach house design and features should be compatible with surrounding development;

#### 3.17.5.4 Energy, Water Conservation and Greenhouse Gas Reduction:

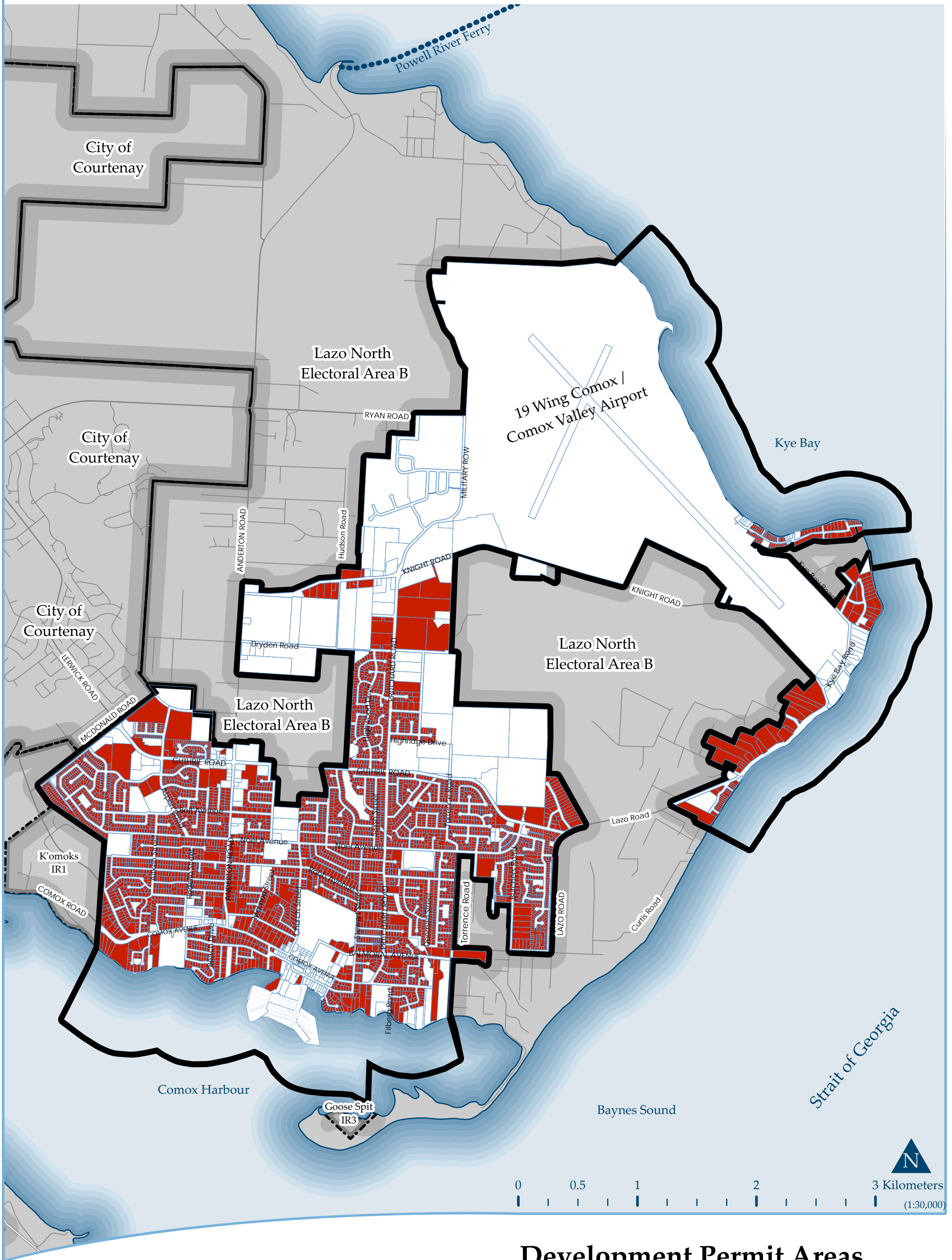
- 1) Coach houses should be sited, designed and landscaped to take advantage of passive solar exposure in wintertime and reduce sun penetration in summer. This guideline does not apply to sites which do not receive substantial solar exposure;
- 2) Coach house incorporation of solar panels as a supplementary or alternative energy and geothermal heating is encouraged; and
- 3) Coach house landscaping should be drought resistant; xeriscaping is encouraged.

#### 3.17.5.5 Landscape Guidelines

- 1) Both the coach house and single-family dwelling should be provided with their own separate outdoor space, balcony or deck, each with:
  - a. a minimum depth of 2.5 metres, a minimum area of 15 square metres and not located closer than 2.0 to a lot line;
  - b. located in a suitable location adjacent to the unit, serviced with direct access thereto; and
  - c. the coach house outdoor space should be provided with an exterior faucet to facilitate optional container gardening by residents
- 2) Existing mature trees should be retained wherever possible. Owners should employ the principle of “no net loss” of significant plant material in any development. Where it is necessary to remove significant plant material in order to build a coach house on a property, replacement plantings should be provided of a sufficient number, size, type, suitability and maturity to off-set its removal; and

- 3) Fences should be aesthetically designed and be compatible with adjacent developments. Fencing should be robust. Wood fencing should have minimum 4" x 4" posts and 2" x 4" horizontal supports at the top and bottom of fence panels. All wooden fencing and other wooden landscape components should be treated with paint, stain, or other preservative, or contain a natural preservative (i.e. cedar).





## Development Permit Areas

■ DPA # 17 Coach Houses

May 2011,  
 Bylaw #1752, September 25, 2013  
 Bylaw #1954, February 17, 2021

Map created by the Town of Comox

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