



REGINA PLANNING COMMISSION

**Wednesday, January 6, 2016
4:00 PM**

Henry Baker Hall, Main Floor, City Hall



Office of the City Clerk

**Public Agenda
Regina Planning Commission
Wednesday, January 6, 2016**

Appointment of Chairperson and Vice-Chairperson

Approval of Public Agenda

Minutes of the meeting held on November 10, 2016

Administration Reports

RPC16-1 Laneway and Garden Suites Guidelines and Pilot Project

Recommendation

1. That the Laneway and Garden Suites Pilot Project, as described within this report, be approved;
2. That the Laneway and Garden Suites Pilot Guidelines, attached as Appendix A, be approved; and,
3. That this report be forwarded to the January 25, 2016 City Council meeting.

RPC16-2 Application for Discretionary Use (15-DU-19) Proposed Restaurant
860 Winnipeg Street

Recommendation

1. That the discretionary use application for a proposed restaurant located at 860 Winnipeg Street, being Lot 4, Block 3, Plan No. 102076792 Industrial Park Subdivision be APPROVED, and that a development permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1, A-3.1a, A-3.2 and A-3.3 prepared by Alton Tangedal Architect Ltd. and dated October 21, 2015; and
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
2. That this report be forwarded to the January 25, 2016 meeting of City Council for approval.

RPC16-3 Application for Road Closure (15-CL-17) Portion of Road Adjacent to
2210 Courtney Street

Recommendation

1. That the application for the closure of a portion of Courtney Street as shown on the attached plan of proposed subdivision prepared by



Office of the City Clerk

Scott Colvin, SLS, dated September 25, 2015 and legally described as Plan 102146385 & 102011904 SE 1/4 21-17-20 W2M be APPROVED; and the resulting land parcel be designated as a “Municipal Utility” parcel;

2. That the City Solicitor be directed to prepare the necessary bylaw; and
3. That this report be forwarded to the January 25, 2016 meeting of City Council for approval, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

Chief Legislative Officer & City Clerk Report

RPC16-4 2015 Review of Outstanding Items

Recommendation

1. That the following item be deleted from the list of outstanding items for the Regina Planning Commission:

<u>Item</u>	<u>Committee</u>	<u>Subject</u>
RPC15-3	Regina Planning Commission	Application for Discretionary Use (14-DU-21) Proposed House-Form Commercial - 2310 College Avenue
RPC15-30	Regina Planning Commission	Zoning Bylaw Amendment and Lane Closure (15-Z-06/ 15-CL-04) 3960 E. 7th Avenue and Portion of Adjacent Lane
RPC15-36	Regina Planning Commission	Application for Zoning Bylaw Amendment and Discretionary Use (15-Z-05/ 15-DU-02) Proposed Car Wash - 3426 Saskatchewan Drive
RPC15-53	Regina Planning Commission	Application for Street Closure (15-CL-13) – Portion of Eastgate Drive Right-of-Way - Between Eastgate Drive and Coleman Crescent

2. That the updated List of Outstanding Items be forwarded to the Executive Committee for information.

Adjournment

AT REGINA, SASKATCHEWAN, TUESDAY, NOVEMBER 10, 2015

AT A MEETING OF THE REGINA PLANNING COMMISSION
HELD IN PUBLIC SESSION

AT 4:00 PM

Present: Councillor Mike O'Donnell, in the Chair
Councillor Jerry Flegel
Councillor Barbara Young
Phil Evans
Adrienne Hagen Lyster
Daryl Posehn
Laureen Snook
Phil Selenski
Kathleen Spatt

Regrets: Pam Dmytriw
Ron Okumura

Also in Attendance: Council Officer, Elaine Gohlke
Solicitor, Cheryl Willoughby
Executive Director, City Planning and Development, Diana Hawryluk
Director, Development Services, Louise Folk
A/Manager, Current Planning, Ben Mario
Manager, Development Engineering, Dustin McCall
Deputy City Clerk, Erna Hall
Historical Information and Preservation Supervisor, Dana Turgeon

(The meeting commenced in the absence of Phil Selenski.)

APPROVAL OF PUBLIC AGENDA

Councillor Young moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegations be heard in the order they are called by the Chairperson.

ADOPTION OF MINUTES

Daryl Posehn moved, AND IT WAS RESOLVED, that the minutes for the meeting held on October 7, 2015 be adopted, as circulated.

ADMINISTRATION REPORTS

RPC15-65 Application for Discretionary Use (15-DU-22) - Proposed Fast Food Outlet
2419 Park Street

Recommendation

1. That the discretionary use application for a proposed Fast Food Outlet located at 2419 Park Street, being Lot E, Block 17, Plan 59R16479 be APPROVED, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 inclusive, prepared by LML Engineering Ltd and dated June 24, 2015; and
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
2. That this report be forwarded to the November 23, 2015 meeting of City Council.

Councillor Flegel moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in.

RPC15-66 Application for Zoning Bylaw Amendment and Discretionary Use
(15-Z-16/ 15-DU-15) Proposed Medical Clinic and Retail Building
– 2055 Prince of Wales Drive

Recommendation

1. That the application to rezone Block/ Parcel T, Plan No. 00RA08920, Ext. 5, Spruce Meadows Subdivision located at 2055 Prince of Wales Drive from MAC3- Major Arterial Commercial Zone to MAC- Major Arterial Commercial Zone be APPROVED.
2. That the discretionary use application for a proposed Building F- Medical Clinic and Retail Building located at 2055 Prince of Wales Drive, being Plan No. 00RA08920, Spruce Meadows be APPROVED, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.3 inclusive, prepared by Mallen Gowing Berzins Architecture and dated June 30, 2015; and
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment; and
4. That this report be forwarded to the November 23, 2015, meeting of City Council for a decision on this application.

Garry Frawley, Carmen Lien and Jeff Booker, representing PC Urban Properties, addressed the Commission.

(Phil Selenski arrived during the presentation.)

Councillor Flegel moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in.

RPC15-67 Application for Discretionary Use (15-DU-23/ 15-Z-17) Proposed Licensed Restaurant with Outdoor Eating and Drinking, 3414 Hill Avenue

Recommendation

1. That Section 7C.2 Local Commercial Zone (LC1) be amended as follows:

Deleting clause (1) (a) in subsection 2.5 Additional Regulations Eating and Drinking Place and replacing it with the following clause:

 - (1) (a) At the discretion of City Council, no portion of an eating or drinking establishment shall be located outside of a building, except in compliance with the following review criteria:
 - (i) The outdoor area shall animate the public realm (street edge);
 - (ii) The outdoor area shall demonstrate sensitivity to existing residential development and areas zoned for future residential development;
 - (iii) The approval of the discretionary outdoor eating and drinking uses can include conditions that address the following:
 - Appropriate scale for the available space;
 - Landscaping and screening; and
 - Compliance with relevant City bylaws and regulations as well as those of external agencies.
2. That the discretionary use application for a proposed Licensed Restaurant located at 3414 Hill Avenue, being a portion of Lot 20, Block 52, Plan No. 101161066 Ext 111, Lakeview Subdivision be APPROVED, and that a Development Permit be issued subject to the following conditions:

- a) The development of the interior of the building shall be consistent with the plan attached to this report as Appendix A-3.1;
 - b) The following additional conditions apply to the outdoor eating and drinking component of the licensed restaurant:
 - i. The outdoor eating and drinking area shall be limited to the sidewalk area at the front of the building and not be allowed on the deck attached to the rear of the building as shown on Appendix A-3.1;
 - ii. The applicant must obtain an Outdoor Restaurant permit from the City of Regina on an annual basis;
 - iii. The applicant must comply with relevant City bylaws and regulations and obtain all permission that may be required from external agencies.
 - c) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw Amendment.
 4. That this report be forwarded to the November 23, 2015, City Council meeting, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

The following addressed the Commission:

- Dean Gutheil;
- Terrence Pestyk;
- David Kapp; and
- Barry Wilkie, representing Hill Caffe.

Phil Selenski moved that the recommendation contained in the report be concurred in.

(Adrienne Hagen Lyster left the meeting.)

The motion was put and declared CARRIED.

RPC15-68	Application for Road Closure (15-CL-18) - Road Right-of-Ways in Vicinity of Tower Road, Southeast Sector
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Recommendation

1. That the application for the closure of portions of road right-of-ways corresponding to the attached *Tower Road Bypass Proposed Road Closure Plan (Tower Road Bypass)* prepared by M.M. Vanstone, dated

September 22, 2015, attached as Appendix A-3, and legally described as follows, be APPROVED:

- 1.) St/L 12-Plan AX2437 Ext 13
- 2.) St/L 18-Plan AX2437 Ext 19
- 3.) St/L 13-Plan AX2437 Ext 14
- 4.) St/L 45-Plan AX2437 Ext 46
- 5.) St/L 45-Plan AX2437 Ext 47
- 6.) St/L 20-Plan AX2437 Ext 21
- 7.) St/L 21-Plan AX2437 Ext 22
- 8.) St/L 28-Plan AX2437 Ext 29
- 9.) St/L 28-Plan AX2437 Ext 30

2. That the City Solicitor be directed to prepare the necessary bylaw; and
3. That this report be forwarded to the November 23, 2015, City Council meeting, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

Phil Selenski moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in.

RPC15-69 Application for Road Closure (15-CL-15) Portion of 4th Avenue Adjacent to 1000 Broder Street

Recommendation

1. That the application for the closure and sale of a portion of 4th Avenue right-of-way as shown as the shaded area on the attached plan of proposed subdivision, prepared by Scott L. Colvin, dated June 29, 2015, and legally described as follows, be APPROVED:
 - a) All that portion of 4th Avenue, Reg'd Plan No. T4085, shown as the shaded area and further described as 0.68 metre wide area immediately north and adjacent to Lot 40, Block 5, Reg'd Plan No. T4085, shown on the attached Plan of Proposed Subdivision prepared by Scott L. Colvin, Saskatchewan Land Surveyor.
2. That the City Solicitor be directed to prepare the necessary bylaw; and
3. That this report be forwarded to the November 23, 2015, City Council meeting, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

Phil Selenski moved, AND IT WAS RESOLVED, that this item be referred to the Administration to refer the applicant to the zoning appeal process for consideration, prior to coming back to Regina Planning Commission for the closure and subdivision.

RPC15-70 Application for Closure (15-CL-16) Laneway Connecting Wascana Estates
- Wascana View Subdivision

Recommendation

1. That the application for the closure of the lane as shown on the attached plan of proposed subdivision prepared by Scott L. Colvin S.L.S, dated June 22, 2015 and legally described Lane L1, Plan No. 101153382 and Lane L1, Plan No. 101627669, be APPROVED;
2. That the City Solicitor be directed to prepare the necessary bylaw; and
3. That this report be forwarded to the November 23, 2015, City Council meeting, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

Phil Evans moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in.

RPC15-64 Application for Discretionary Use (15-DU-17) Planned Group of
Townhouses Greens on Gardiner – 3301 Green Poppy Street

Recommendation

1. That the Discretionary Use Application for a proposed Planned Group of Townhouses located at the corner of Green Poppy Street and Green Brooks Way, being Block C, Plan 102196302, be APPROVED, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1, A-3.1a and A-3.3, prepared by Porchlight Developments and dated September 23, 2015; and
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
2. That this report be forwarded to the November 23, 2015 meeting of City Council.

Phil Evans moved that the recommendation contained in the report be concurred in.

Phil Evans withdrew his motion of concurrence.

Phil Selenski moved, AND IT WAS RESOLVED, that this item be tabled for consideration after report #RPC15- 73, as the last item of business for this meeting.

CIVIC NAMING COMMITTEE REPORT

RPC15-71 Civic Naming Committee 2014 Annual Report

Recommendation

That this report be forwarded to City Council for information, in order to celebrate the achievements of honourees.

Phil Selenski moved that this report be forwarded to City Council for information.

(Councillor Flegel left the meeting.)

The motion was put and declared CARRIED.

MAYOR'S HOUSING COMMISSION REPORTS

The following reports RPC15-72 and RPC15-73 were submitted for consideration.

RPC15-72 Supplemental Report: Condominium Policy Bylaw 2012-14 Review and Policy Update

Recommendation

That this report be forwarded to the November 23, 2015 meeting of City Council for approval.

RPC15-73 Condominium Policy Bylaw 2012-14 Review and Policy Update

Recommendation

1. That *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14) be amended to:
 - a. Be consistent with the Provincial *Condominium Property Act, 1993* and *The Condominium Property Regulations, 2001*, both amended in 2014, by adding a definition for “Rate of Availability” to mean the impact of a conversion of a rental Property to condominiums based on the rental vacancy rate reported by Canada Mortgage and Housing Corporation (CMHC);
 - b. Add a definition of “Neighbourhood Vacancy Rate” to mean the most recent rental vacancy rate reported by CMHC at the Neighbourhood level;
 - c. Add a condition to Section 19 and Section 22 of the Bylaw that the impact of a condominium conversion for buildings of five units or

more must not reduce the Rate of Availability to less than three per cent based on the Neighbourhood Vacancy Rate;

- d. Be consistent with the Provincial *Condominium Property Act, 1993* and the *Condominium Property Regulations, 2001*, add a condition to Section 7, Section 8 and Section 18 that the impact of a condominium conversion must not reduce the Rate of Availability to less than 2.5 per cent for three and four unit properties, Vacant and Designated Heritage Properties based on the Census Metropolitan Area (CMA) or Citywide Vacancy Rate;
 - e. Strengthen the requirements of the Tenant Guarantee to provide a guarantee of a 24-month tenancy for tenants of a building approved for condominium conversion; and
 - f. Clarify and refine language in the Bylaw as housekeeping amendments.
2. That the Mayor's Housing Commission provide input on the proposed Bylaw amendments to the Regina Planning Commission for consideration at its meeting on October 7, 2015;
 3. That the City Solicitor be directed to prepare the necessary Bylaw to authorize the amendments, as described above; and
 4. That this report be forwarded to the October 26, 2015 City Council meeting in conjunction with recommendations from the Regina Planning Commission.

Jennifer Barrett, Senior City Planner, made a PowerPoint presentation related to both reports, a copy of which is on file in the Office of the City Clerk.

With respect to RPC15-72, Phil Selenski moved, AND IT WAS RESOLVED, that this report be forwarded to City Council for information.

With respect to RPC15-73, Phil Selenski moved that the recommendation contained in the report be concurred in.

The motion was put and declared LOST.

Councillor Young moved, AND IT WAS RESOLVED, that Recommendation 2 be deleted and Recommendation 1. e. be amended to read:

1. e. **Revise the requirements of the Tenant Guarantee to provide a guarantee of a 12-month tenancy for tenants of a building approved for condominium conversion; and**

Kathleen Spatt moved, AND IT WAS RESOLVED, that Recommendation 4 be amended to read:

4. **That this report be forwarded to the November 23, 2015 City Council meeting together with the recommendation of the Mayor's Housing Commission.**

The main motion was put and declared CARRIED.

RPC15-64 Application for Discretionary Use (15-DU-17) Planned Group of
Townhouses Greens on Gardiner – 3301 Green Poppy Street

Recommendation

1. That the Discretionary Use Application for a proposed Planned Group of Townhouses located at the corner of Green Poppy Street and Green Brooks Way, being Block C, Plan 102196302, be APPROVED, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1, A-3.1a and A-3.3, prepared by Porchlight Developments and dated September 23, 2015; and
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
2. That this report be forwarded to the November 23, 2015 meeting of City Council.

Phil Evans moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in and that the report forwarded to City Council be edited to include the following information:

- **Clarification on the configuration of the 64 townhouses with respect to how many residences are on the main floor and how many residences are on the upper level floors; and**
- **Clarity on the laneway width and dimensions of parking spaces that are adjacent to the laneway for the development.**

ADJOURNMENT

Phil Selenski moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 7:24 p.m.

Chairperson

Secretary

January 6, 2016

To: Members,
Regina Planning Commission

Re: Laneway and Garden Suites Guidelines and Pilot Project

RECOMMENDATION

1. That the Laneway and Garden Suites Pilot Project, as described within this report, be approved;
2. That the Laneway and Garden Suites Pilot Guidelines, attached as Appendix A, be approved; and,
3. That this report be forwarded to the January 25, 2016 City Council meeting.

CONCLUSION

Laneway and garden suites are housing forms that are not currently permitted in the City of Regina (City), with the exception of two pilot projects underway in the Greens on Gardiner and Harbour Landing neighbourhoods. The Laneway and Garden Suites Guidelines (Guidelines) will provide direction for members of the public interested in participating in the Laneway and Garden Suites Pilot Project in accordance with the intensification goals established in *Design Regina: The Official Community Plan Bylaw 2013-48* (OCP) and the housing diversification goals established in the *Comprehensive Housing Strategy* (CHS). The Guidelines establish site design and building design guidelines for the Laneway and Garden Suites Pilot Project. The pilot project will permit a limited number of laneway and garden suites to be built in Regina's existing neighbourhoods. Based on the results of the pilot project, zoning bylaw updates may be considered in the future to allow these housing forms on a wider basis throughout the city.

BACKGROUND

In January 2015, Administration initiated the Laneway and Garden Suites Guidelines and Pilot Project to address the infill goals identified within the OCP. The OCP calls for the creation of an intensification strategy to prioritize and shape development and redevelopment within Regina's existing neighbourhoods to meet an infill target of 30 per cent (30%). Gradual renewal of housing stock through infill development is critical for the long-term stability and sustainability of Regina's existing neighbourhoods. In March, Administration awarded the contract for this project to BrookMcIlroy.

Laneway and garden suites are additional dwelling units which are separate or detached from the primary dwelling on a single-detached residential property. Both laneway and garden suites can be located above or beside a garage or stand-alone in the rear of the lot. Other names for this type of housing include granny flats, garage suites, carriage houses, coach houses or detached additional dwelling units. Laneway suites are located on properties with a laneway, garden suites are located on properties without access to a laneway.

The Guidelines project included a detailed public and stakeholder engagement program, which informed the creation of site and building design and development guidelines for laneway and garden suites in established neighbourhoods. The engagement program included two workshops, the establishment of an external working group comprised of members of the public as well as the design and development community, two open houses, a meeting with representatives of Regina's Community Associations, an online survey and a significant web presence.

A pilot project to test the guidelines will be initiated in the Q1 of 2016. The pilot project will result in the development of 10-20 laneway and garden suites throughout the city, depending on demand. Pilot project applications will be evaluated based on their compliance with the Guidelines, their ability to meet minimum sewer and water service capacity requirements and the impacts of this type of housing in a variety of neighbourhood contexts throughout Regina. The pilot project will test the impact of the Guidelines in a wide variety of locations and forms. Minor deviations from the Guidelines may be approved at Council's discretion to allow proponents and their designers to creatively respond to the opportunities and constraints of their individual sites.

DISCUSSION

The Laneway and Garden Suites Guidelines have been created to govern the development of laneway and garden suites on all properties within the city that currently house single-detached homes. Laneway and garden suites provide single-detached homeowners the opportunity to develop a secondary suite outside of the principle dwelling in their rear yard. The City's current restrictions on the number of secondary suites allowed on single-detached properties is one. Owners of single-detached houses with an existing secondary suite within the main dwelling will not be eligible to develop a laneway or garden suite, unless the suite within the primary dwelling is removed.

The Guidelines establish the site design and building design guidelines for single-detached residential properties throughout the city that were developed during three distinct eras. While the guidelines are meant to apply to all existing neighbourhoods, a property's eligibility to develop a laneway or garden suite will vary based on that property's individual characteristics.

The three eras of residential development established in the guidelines are:

Property Type 1: Core Area (Regina's earliest neighbourhoods)

Property Type 2: Early Suburban (Neighbourhoods from the 40s – 70s)

Property Type 3: Recent Suburban (Neighbourhoods from the 80s – present)

Guidelines such as building height and setbacks from property lines vary slightly between the three property types in order that development in these areas is respectful of its context.

There are 13 guidelines in total that are divided into two sections, Site Design Guidelines and Building Design Guidelines. The Site Design Guidelines ensure that suites are sized, positioned and oriented to optimize site conditions, privacy and access to sunlight, while considering the character, use and design of outdoor space. The Building Design Guidelines ensure that suites complement the primary dwelling, while maintaining an appropriate scale and massing for the backyard in relation to neighbouring properties. The Guidelines document in its entirety is provided in Appendix A of this report.

Below is a list and synopsis of each guideline:

Guideline	Key Characteristics
Guideline #1: Permissions	<ul style="list-style-type: none"> • Maximum 1 secondary suite per property • Cannot be sub-divided – one owner per property • Maximum 2 bedrooms (but must have bathroom and kitchen)
Guideline #2: Location, Orientation and Coverage	<ul style="list-style-type: none"> • Located near the rear of the property • Minimize shadows on neighbours • Minimize overview of neighbours • Entrances to face lane or side yard • Views towards lane and interior yard • Maximum 50% site coverage (total of main dwelling and secondary combined)
Guideline #3: Parking and Access	<ul style="list-style-type: none"> • Minimum 1 stall per unit • No new front yard parking for lots with a lane • Parking pads to be hard surface • Tandem parking to be considered in the pilot project • Suites to be directly accessible from public sidewalk
Guideline #4: Setbacks and Separation Distance	<ul style="list-style-type: none"> • Minimum 5.0 m between primary dwelling and laneway suite • Minimum 4.0 m between primary dwelling and garden suite • Laneway suites setback 1.2 m from rear property line • Garden suites setback 2.0 m from rear property line • Minimum side yard setbacks range from .6 - 1.2 m depending on lot width • Wider properties to have larger setbacks
Guideline #5: Site and Laneway Landscaping	<ul style="list-style-type: none"> • Minimum 30% soft landscaping for site • Mandatory rear yard landscape space • Landscaping to accommodate snow storage • Setback along the lane to be landscaped • Large trees encouraged • Permeable pavers encouraged
Guideline #6: Utilities and Servicing	<ul style="list-style-type: none"> • Engineered servicing plan required • Waste/recycling bins included on site plan • Snow storage included on site plan • Special addressing to indicate presence of laneway/garden suite • Suites may not be constructed over municipal or other easements
Guideline #7: Grading and Drainage	<ul style="list-style-type: none"> • Site grading and drainage plans required • Flood prevention per the Development Standards Manual

	<ul style="list-style-type: none"> • Landscape to minimize storm water run-off
Guideline #8: Uses, Height and Massing	<ul style="list-style-type: none"> • Must contain cooking and toilet facilities • Maximum 2 bedrooms • Basements not permitted • Maximum height varies from 3.5–5.8 m (1-1.5 storeys) depending on property type • Maximum sidewall height of 3.5 m • Maximum length of 9 m • Maximum width of 11 m • Maximum area of 80 m² (861 sq ft)
Guideline #9: Materials and Articulation	<ul style="list-style-type: none"> • High quality, durable building materials to compliment the primary dwelling • Walls should be articulated through architectural details, including projections, trim, recesses, balconies, stoops, terraces and bay windows • No blank exterior walls except where code requires (fire separation)
Guideline #10: Rooftops and Dormers	<ul style="list-style-type: none"> • Pitched and sloped roofs to match primary dwelling • Dormers allowed to create additional habitable space • Dormers to occupy no more than 70% of roof area • Dormers to be stepped back an additional .6 m on walls with side yard setbacks is less than 1.2 m
Guideline #11: Entrances and Windows	<ul style="list-style-type: none"> • Entrances to be visible & accessible from laneway • Entrances to provide weather protection • Entrance to adhere to Crime Prevention Through Environmental Design (CPTED) principles • Placement of windows to provide light and ventilation without sacrificing privacy • Clerestory windows and skylights encouraged
Guideline #12: Outdoor Space	<ul style="list-style-type: none"> • Terraces and balconies allowed in 1.5 storey suites • Encouraged to provide outdoor amenity space • Allowed adjacent to rear yard and laneway, not side yard or rear yard where no lane present • Positioned to avoid overlook of adjacent properties
Guideline #13: Meters and Waste Storage	<ul style="list-style-type: none"> • Meters to be placed in discrete locations or screened • Waste / recycling storage to be screened

There are several things that differentiate the guidelines for this pilot project from the two greenfield area pilot projects currently underway in the Greens on Gardiner and the Harbour Landing neighbourhoods (Direct Control District (DCD)-14). The chart below identifies key differences and similarities between the pilot projects:

Design element	Laneway and Garden Suites	DCD 14 – Laneway Suites
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	Guidelines (infill sites)	(Harbour Landing & Greens on Gardiner)
Location	At grade, above the garage or combination	Above the garage
Suites per property	Maximum 1	Maximum 1
Lane required	No	Yes
Size	80% of size of primary dwelling or 80 m ² whichever is less	40% of total area of primary dwelling + area of laneway suite or 80 m ² whichever is less
Height limits	3.5 m for one storey and 5.8 m and one-and-a-half storey suites	7.5 m
Laneway Setback	1.2 m	1.5–2.5 m
Side yard setback	.6 m–1.2 m minimum increases with lot width	1.2 m minimum
Soft Landscape	30% minimum	No requirement
Parking	1 stall / unit, tandem parking counts as 2 two stalls	1 stall per unit, tandem parking counts as 1 stall
Number of Bedrooms	2 Maximum	2 Maximum

Once the Laneway and Garden Suites Guidelines are approved by City Council, Administration will issue an Invitation to Receive Development Proposals for those interested in developing laneway or garden suites through the Pilot Project. Administration will evaluate laneway and garden suite proposals against the approved Guidelines and undertake a technical review of each proposal to confirm project feasibility. The Neighbourhood Planning Branch anticipates 10 to 20 proposals will be selected for the pilot project program.

As laneway and garden suites are not permitted under the Zoning Bylaw, an amendment is required to allow the selected proposals to obtain building permits. The Bylaw amendment, with the Pilot Project Proposals, will be coming back to the Regina Planning Commission and Council for consideration once the development application is processed and the recommended Pilot Project Proposals have been identified.

To ensure that those interested in submitting proposals through the pilot project understand and acknowledge how their property would be rezoned, endorsement of the zoning amendment approach will be incorporated into the Invitation to Receive Development Proposals document as a submission requirement. It is anticipated that pilot project proposals will be selected by the end of April 2016. It is projected that the amendment process would take at least three months from initiation to bylaw approval, meaning that the earliest building permits may be issued for pilot projects would by the beginning of August.

RECOMMENDATION IMPLICATIONS

Financial Implications

The development of laneway and garden suites are a form of soft residential intensification. Residential intensification is typically understood to be a less expensive form of development for municipalities due to its use of existing water, sewer, storm sewer and transportation

infrastructure which is already being operated and maintained. Increases in property tax and utility rate revenue are expected as a result of this form of development.

Environmental Implications

The environmental impacts of laneway and garden suites are typically understood to be lower than greenfield development because they exist on already developed land, their proximity to existing services, like transit, and because the operation and maintenance of the infrastructure that serves them is already occurring.

Policy and/or Strategic Implications

The guidelines have been developed in response to the policy direction provided in Goal 3 – Intensification, sub-goals 2.10.4 & 2.10.6 in *Design Regina: The Official Community Plan Bylaw 2013-48* and Strategies 3 & 25 of the *Comprehensive Housing Strategy*.

Other Implications

None with this respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

An extensive communications and engagement plan was followed throughout the development of the Laneway and Garden Suites Guidelines in order to inform and engage citizens and stakeholders. The engagement plan used a variety of methods inform and invite participation, including emails to stakeholders, social media posts, public service announcements (PSA), open houses, workshops, presentations, media interviews, website updates, meetings with community associations and stakeholders as well as an online survey. Opportunities for feedback and comment on the developing guidelines were provided throughout the project, which have informed the final draft of the Guidelines. Feedback on the final draft was primarily sourced from the on-line survey and comments received at the November 30 and December 1, 2015 open houses. A summary of these responses are provided in Appendix B.

Communications and Engagement Summary	
Month	Engagement Activity
May & June	Newspaper ad PSAs, email blasts and social media Kiosk at the Regina Farmer's Market Introductory project open house, presentation and workshop, approximately 80 participants Website update External Working Group Meeting, approximately 15 participants Laneway and garden suites presentation and workshop, approximately 60 participants

July	Website update
August	External Working Group Meeting and document review, approximately 15 participants
September & October	Internal stakeholder reviews and draft revisions
November & December	Presentation to Regina Realtors Presentation to Community Associations Global Morning Show PSAs, email blasts and social media Website update Draft guidelines on designregina.ca for review Online survey and comment sheet, approximately 160 responses Newspaper ads Council Newsletters Nov 30 and Dec 1 open houses, approximately 45 participants Website update

Administration will notify stakeholders of City Council's decision on this report.

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

Respectfully submitted,



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Planning Department

Respectfully submitted,



Diana Hawryluk, Executive Director
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City of Regina

LANEWAY & GARDEN SUITES GUIDELINES FOR PILOT PROJECTS

Final Draft Report
December 2015

LANEWAY AND GARDEN SUITES GUIDELINES FOR PILOT PROJECTS

The Laneway and Garden Suites Guidelines have been developed to provide direction for the Laneway and Garden Suites Pilot Project. They will be used to guide the design and construction of suites on several pilot sites in 2016. Subsequently, they will be evaluated and refined before being expanded to apply on a City-wide basis.

Responding to local interest in exploring new housing forms, the City of Regina has approved two Laneway Housing Pilot Projects for subdivision developments on the periphery of the urban area. The potential build-out of these pilot projects will include 11 Laneway Suites in the Greens on Gardiner Neighbourhood on the City's east end, and up to 20 Laneway Suites in the Harbour Landing Neighbourhood on the City's southwest end.

The City of Regina is now examining the possibility of permitting Laneway and Garden Suites within the City's established neighbourhoods subsequent to the evaluation of a Pilot Project. The following Guidelines provide site and building design recommendations to inform the design of these suites. They establish parameters for the

Laneway and Garden Suites Pilot Project, which will be used as a method of testing the Guidelines on residential lots within established neighbourhoods throughout the City of Regina.

New Pilot Project sites will be selected based on interest from property owners and a variety of contextual considerations identified in the guidelines. The Pilot Project will be initiated through a Request for Proposal, which is anticipated for public circulation in January, 2016.

Following this phase of testing, the City will undertake any necessary revisions to the Guidelines before incorporating them into new Zoning Regulations to apply to the construction of Laneway and Garden Suites in the City of Regina.

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1.0 OVERVIEW

1.0 OVERVIEW

1.1 Introduction

The Laneway and Garden Suites Guidelines have been prepared to help implement key objectives of the City of Regina's Official Community Plan and other guiding policy documents.

Design Regina: The Official Community Plan (OCP) is the key policy document that guides future development in Regina. It sets out a vision for Regina, and directs economic and population growth, city building, housing availability and mobility throughout the city.

Key priorities for urban development identified in the OCP include:

- directing 30% of new growth to existing built up areas;
- achieving greater housing diversity and affordability;
- ensuring that residential intensification is compatible with the built form and servicing capacity of existing built up areas; and
- increasing efficient use of land and resources.

In order to achieve these priorities, the City has embarked on a series of implementation projects. One of

the first projects to be completed is the development of Laneway and Garden Suites Guidelines for Pilot Projects, which provide direction for the development of these suites on a pilot basis throughout the City of Regina. Following the Pilot Project, the Guidelines will be evaluated and refined before becoming applicable City-wide (see Section 1.4 for more information).

Laneway and Garden Suites are considered one important, and increasingly popular, way to achieve many of the OCP's priorities while maintaining the livability of Regina's existing neighbourhoods.



Laneway Suite (Lane Fab)



Laneway Suite (Smallworks Studios)

1.2 Laneway And Garden Suites Defined

Laneway and Garden Suites are forms of additional dwelling units which are gaining increasing popularity throughout North America.

Laneway and Garden Suites are additional dwelling units which are separated or detached from the Primary Dwelling on a given residential property. Both Laneway and Garden Suites can be located above or beside a garage or self-contained in the rear of the lot. Other names for this type of housing include granny flats, garage suites, carriage houses, coach houses or detached additional dwelling units.

For the purpose of applying the guidelines contained in this document, any detached additional

dwelling units on a site with a rear laneway is considered to be a Laneway Suite (regardless of whether the laneway is in fact used for access). Detached additional dwelling units on properties with no rear laneway are considered to be Garden Suites. Garden Suites are accessed from the front street via a sidewalk or driveway.

These definitions apply regardless of whether a garage is incorporated into the suite.



Garden Suite (Smallworks Studios)



Garden Suite (Kitsilano Real Estate)

1.3 Rationale

Laneway and Garden Suites provide options for intensification and housing choice that fit the form and scale of established neighbourhoods.

The compatibility of Laneway and Garden Suites in existing neighbourhoods is one of the reasons they are considered an effective option for infill housing. Laneways are found in many neighbourhoods in Regina and are often lined with garages or other accessory buildings. Laneway Suites provide a unique

opportunity to infill rear yards without significantly changing the character of the neighbourhood. In neighbourhoods where no laneways exist, rear yard accessory buildings, including detached garages, are a common feature, providing similar opportunities for Garden Suites.

Laneway and Garden Suites are considered beneficial as they provide:

- an alternative to additional dwelling units within the Primary Dwelling;
- an additional dwelling unit that provides the tenant with more natural light and privacy than a basement unit;
- options for rental and more affordable housing in existing neighbourhoods;
- more compact and complete communities;
- additional support for local businesses and amenities;
- efficient use of existing services and infrastructure;
- supplementary income opportunities for homeowners;
- increased safety and beautification of laneways; and
- support for the ongoing renewal and revitalization of established neighbourhoods.



Laneway Suite Interior (Alex Glegg Architect)



Laneway Suite Amenity Space (Lane Fab Design)

1.4 Implementation

The Laneway and Garden Suites Guidelines in this document will be tested and refined through a Pilot Project, prior to the adoption of revised zoning regulations and other implementation measures.

Pilot Projects

Additional dwelling units that are detached from the Primary Dwelling, including Laneway and Garden Suites, are not broadly permitted

within the City of Regina's existing Zoning regulations.

As part of testing this type of housing in Regina, the City has approved two Laneway Suites Pilot Projects in greenfield areas. One is located in the Greens on Gardiner (with 11 suites) and the other is located in Harbour Landing (with up to 20 suites).

For the second phase of testing, Pilot Projects will only include sites in established neighbourhoods throughout the City. These sites will be used to test the Laneway and Garden Suites Guidelines in a variety of conditions and contexts.

Guidelines are particularly important in established neighbourhoods, compared with greenfield sites, as design must consider diverse neighbourhood and lot configurations and compatibility with existing development.

As part of the Pilot Projects, a post-occupancy evaluation survey will be used to understand how well the guidelines are working and where improvements can be made. It will be completed by property owners, residents of the suite and interested neighbours.



Laneway House Pilot Project in Greens on Gardiner, Regina



Laneway House Pilot Project in Harbour Landing, Regina

New Pilot Project sites will be selected based on interest from property owners, with the aim of including a cross-section of lot types and neighbourhood contexts throughout the City. This process will be initiated through a Request for Proposal, which is anticipated for public circulation in January, 2016.

Updated Implementation Tools

Following the refinement of guidelines and recommendations through the Pilot Projects, zoning regulations and other

implementation tools will be updated to permit Laneway and Garden Suites in appropriate locations. At such time, applications for Laneway and Garden Suites from interested property owners will be required to conform to these new regulations.

Ultimately, it is envisioned that the Laneway and Garden Suites Guidelines will apply to all residential zones where single detached homes are permitted, providing opportunities throughout the City for the development of detached additional dwelling units. However,

specific lot configuration and neighbourhood context will need to be assessed on a case-by-case basis to determine whether a suite is viable in its permitted form as development applications come forward.



Garden Suite (Smallworks Studios)



Laneway Suite (Smallworks Studio)

1.5 Key Considerations

Laneway and Garden Suites Guidelines prioritize provision of a comfortable living space while ensuring a good fit, both on the lot and relative to the Primary Dwelling and neighbouring properties.

Design Guidelines are used to ensure that Laneway and Garden Suites have appropriate fit, scale, character and compatibility with the Primary Dwelling as well as neighbouring properties. They ensure that, where and when a property owner has interest in developing a Laneway or Garden Suite, there will be a positive impact on the neighbourhood, street and laneway.

Key considerations that are addressed through the guidelines in this report include:

- building location, orientation and lot coverage;
- parking and access;
- setbacks and separation distance;
- site and laneway landscaping;
- utilities and servicing;
- grading and drainage;
- uses, height and massing;
- materials and articulation;
- rooftops and dormers;
- entrances and windows;
- terraces and balconies; and
- meters and waste storage.



Laneway Suite (Alex Glegg Architect)



Laneway Suite (Smallworks Studios)

1.6 Document Structure

The Laneway and Garden Suites Guidelines for Pilot Projects report contains five sections.

1.0 OVERVIEW

Provides an introduction to the study, its purpose and key considerations.

2.0 BACKGROUND AND CONTEXT

Contains an overview of the relevant policy context, precedents and best practices, a review of the development context in Regina and a summary of public consultation that contributed to recommendations.

3.0 SITE DESIGN GUIDELINES

Provides direction on general permissions; location and orientation of the Suite; setbacks and separation distances; site and laneway landscaping; utilities and servicing; and grading and drainage.

4.0 BUILDING DESIGN GUIDELINES

Provides direction on use, height and massing of the suite; materials and articulation; rooftops and dormers; entrances and windows; terraces and balconies; and meters and waste storage.

5.0 DEMONSTRATION PLANS

Provides examples of the application of the guidelines on different lot configurations and contexts typically found in Regina.

2.0

BACKGROUND AND CONTEXT

2.0

BACKGROUND AND CONTEXT

2.1 Policy Context

The Laneway and Garden Suites Guidelines are being developed to meet the objectives of key policy documents already in place to guide urban development in Regina.

Design Regina: The Official Community Plan

The Official Community Plan (OCP) directs that 30% of the city's future growth should be in the form of infill within established neighbourhoods. This is intended to ensure long-term sustainable growth while enhancing the city's urban form. Laneway and Garden Suites are one way that this target can be reached through appropriate neighbourhood level infill.

Other key OCP policies, which direct the development of the Laneway and Garden Suites Guidelines, include:

- Direct future higher density intensification in the City Centre (Section C, Goal 3, 2.7);
- Require intensification in built or approved neighbourhoods to be compatible with the existing built form and servicing capacity (Section C, Goal 3, 2.8); and
- Prepare guidelines for determining compatible urban design, appropriate built forms, densities and design controls (Section C, Goal 3, 2.10.6).

Comprehensive Housing Strategy

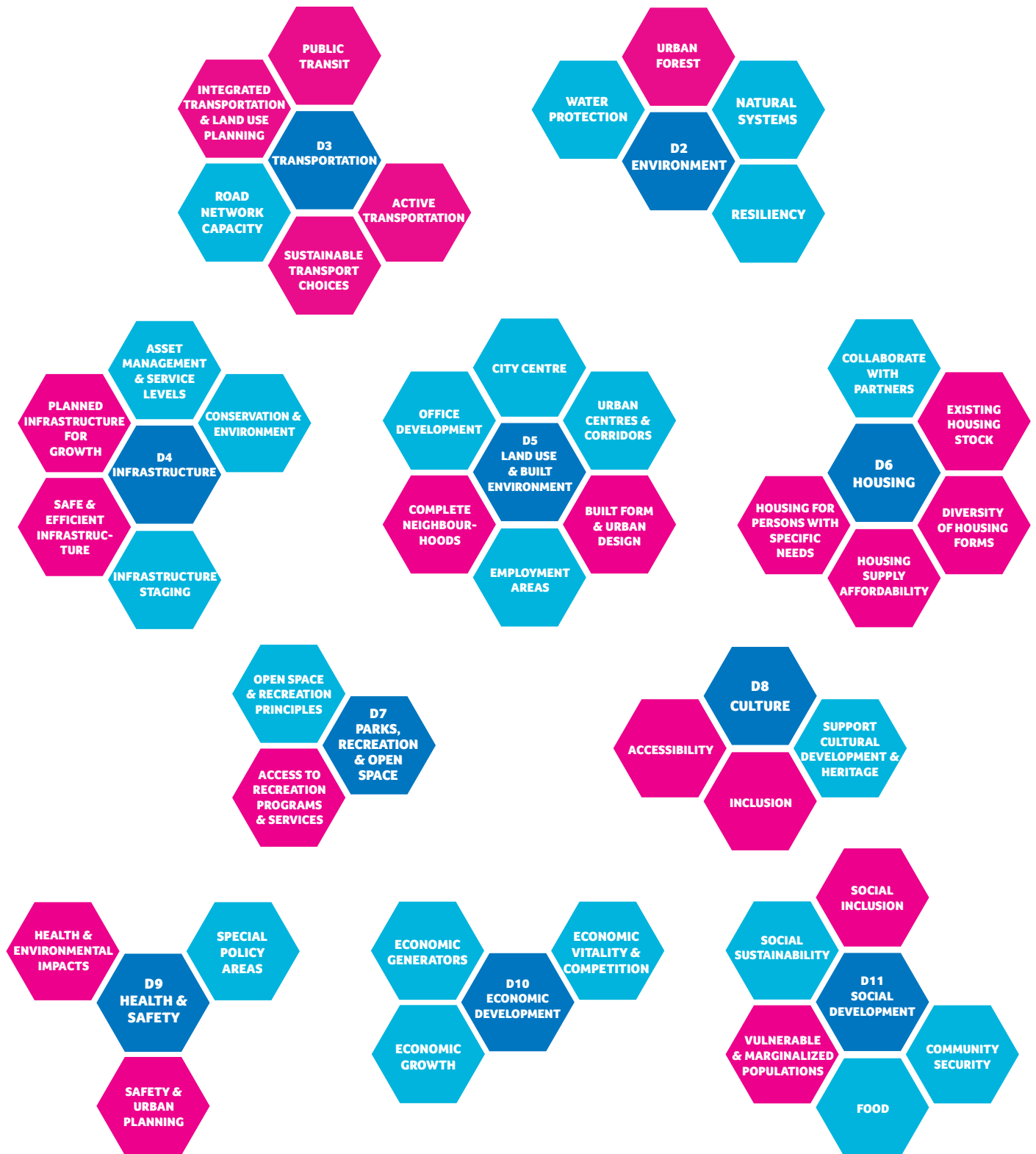
The Comprehensive Housing Strategy (CHS) outlines the vision for housing in Regina. The provision of Laneway and Garden Suites helps to meet the following key objectives of the CHS:

- Increase the supply of rental and affordable housing (Goal 1);
- Retain and regenerate the existing housing stock (Goal 2);
- Increase the diversity of housing options (Goal 3); and
- Address housing needs while creating complete and sustainable communities (Goal 4).

Specific Strategies in the CHS that are supported through development of these Guidelines are:

- Strategy 3: Foster the creation of additional dwelling units including laneway or coach suites subject to appropriate development criteria and standards.
- Strategy 15: Foster the creation of diverse and economical small rental accommodations.
- Strategy 25: Develop and promote prototypes and pilot initiatives of innovative housing forms.

FIGURE 1: CITY OF REGINA POLICY CONTEXT



Laneway and Garden Suites will help to achieve many of the objectives of the OCP. Objectives that will be impacted by Laneway and/or Garden Suites are highlighted in magenta.

2.2 Precedents and Best Practices

Laneway and Garden Suites have become an increasingly popular form of housing in cities across North America, as a way to increase housing choice, affordability and diversity, while providing a soft form of neighbourhood intensification.

Since 2009, a number of Canadian jurisdictions have adopted policies and/or guidelines to direct the development of Laneway and Garden Suites, including:

- Vancouver, 2009;
- Edmonton, 2009;
- Calgary, 2011;
- Victoria, 2011;
- Winnipeg, 2012;
- Moncton, 2013; and
- Saskatoon, 2014.

Generally, cities have adopted these policies and guidelines as part of an infill strategy and a long-term vision for municipal growth and development. A number of common approaches, reflecting best practices, have been noted from a review of these policies, and are summarized as follows:

- Laneway and Garden Suites are not appropriate in all residential settings or zones. The application of guidelines should be considered based on neighbourhood context and characteristics.
- One Laneway or Garden Suite should be permitted on each property, and adequate parking should be provided on-site for the suite as well as the Primary Dwelling.
- The size of the Laneway and Garden Suite should be limited, and its scale should be smaller than the Primary Dwelling.
- The character of the Laneway or Garden Suite should be complementary to that of the Primary Dwelling and adjacent properties.
- Privacy and access to sunlight should be protected on neighbouring properties.
- Appropriate servicing and drainage must be ensured.

2.3 Development Patterns in Regina

Development patterns in Regina are important in determining where and in what form Laneway and Garden Suites may be appropriate.

Though the Laneway and Garden Suites Guidelines apply to all detached homes in residential zones, not all properties are appropriate for a Laneway or Garden Suite. This is because properties have varying sizes, building configurations and other factors. As a result, different guidelines may be applied in different areas to ensure that each suite fits its specific context.

Properties in the City of Regina tend to follow three predominant typologies. Property Type 1 is the older, grid-style of development typically found in the Core Area of the City (see description on page 14). These properties generally date from prior to World War II. They are characterized by narrow and deep lots, smaller dwellings and a network

of well-used rear lanes. These properties typically do not have front yard curb cuts or driveways.

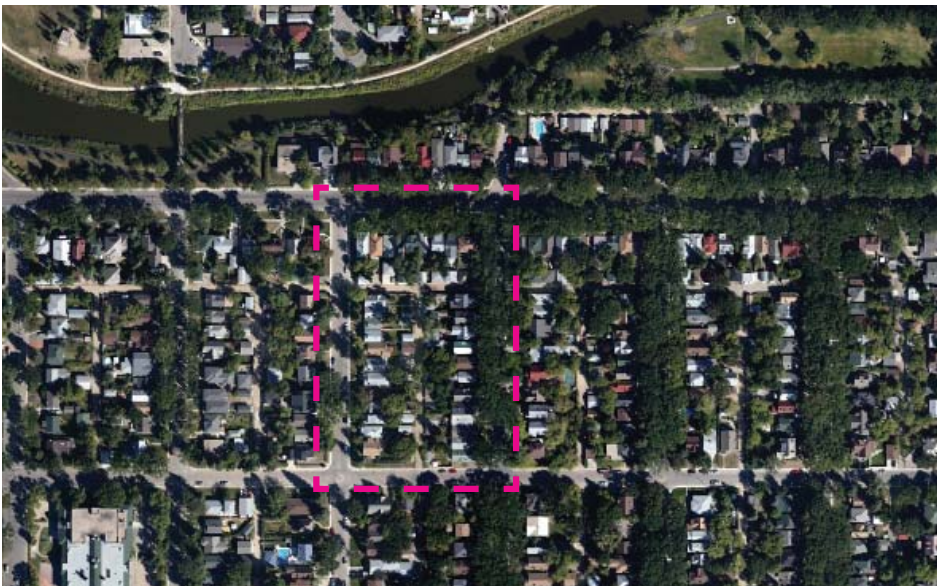
Property Type 2 is an Early Suburban form of development, where there is a mix of grid and curvilinear blocks (see description on page 15). Lots tend to be slightly wider, but less deep than Core Area properties. Dwelling sizes may be similar to those found in Core Area Neighbourhoods, or slightly larger. Rear laneways exist, but they are not generally used for parking and access. Instead, these properties also have front or side driveways accessed from the street that provide parking spaces or access to a garage in the front or rear yard.

Property Type 3 is a Recent Suburban form, in which lot and dwelling sizes are larger, streets and blocks have a curvilinear form, and crescent and cul-de-sac streets are frequent (see description on page 16). In these areas, rear laneway networks do not exist. Front driveways provide access to parking and garages tend to be located at the front of the house.

As urban and suburban development continues, it is becoming increasingly common to see the structure of new neighbourhoods returning to more historic patterns, including modified grid street networks, smaller lots, and rear laneways. As a result, newly developing areas or planned subdivisions resemble Core Area Neighbourhoods in many ways.

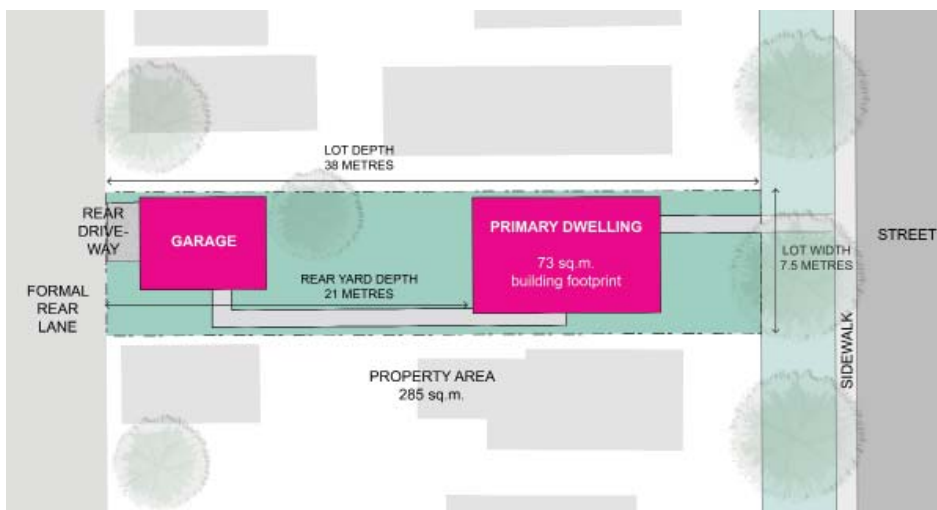
These typical development patterns have informed the Laneway and Garden Suites Guidelines. They help guide the determination of where Laneway and Garden Suites are appropriate, and what unique contextual considerations should be incorporated into their design and evaluation.

The following pages outline the key characteristics of these neighbourhood typologies in greater detail. These descriptions should be used to evaluate specific property typologies on a case-by-case basis.



Core Area Properties - Sample Block Configuration

FIGURE 2: CORE AREA PROPERTIES



PROPERTY TYPE 1: CORE AREA

Key Characteristics

- Grid street and block network;
- Blocks are porous with frequent intersections;
- Lots tend to be small, with smaller Primary Dwellings;
- All properties have rear laneways that are frequently used for parking and property access;
- Some lanes are used for waste removal and are plowed in winter;
- Front yard parking is uncommon;
- Few curb cuts and front driveways with primarily detached rear garages accessed from the lane; and
- Mature tree cover.

PROPERTY TYPE 2: EARLY SUBURBAN

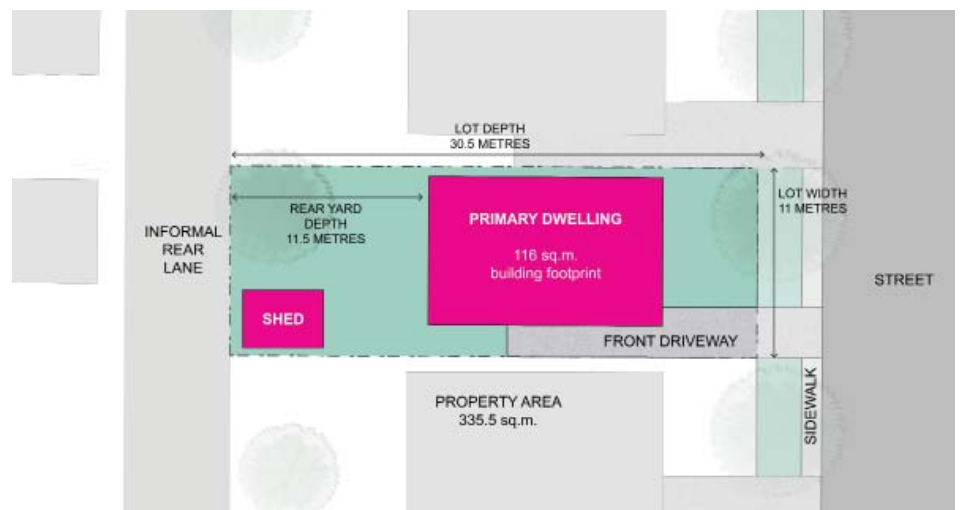
Key Characteristics

- Street network consists of a mix of grid, crescent and curvilinear streets;
- Blocks are less porous than Core Area neighbourhoods, with fewer intersections;
- Lots tend to be slightly wider, though shallower than Core Area neighbourhoods, with larger Primary Dwellings;
- Laneways exist, but are less formalized, and are often not used for parking and property access;
- In addition to rear laneways, properties use front or side yard parking accessed from the street;
- May have a garage either at the front or rear of the property;
- Frequent curb cuts; and
- Less mature tree cover than Core Area neighbourhoods.



Early Suburban Properties - Sample Block Configuration

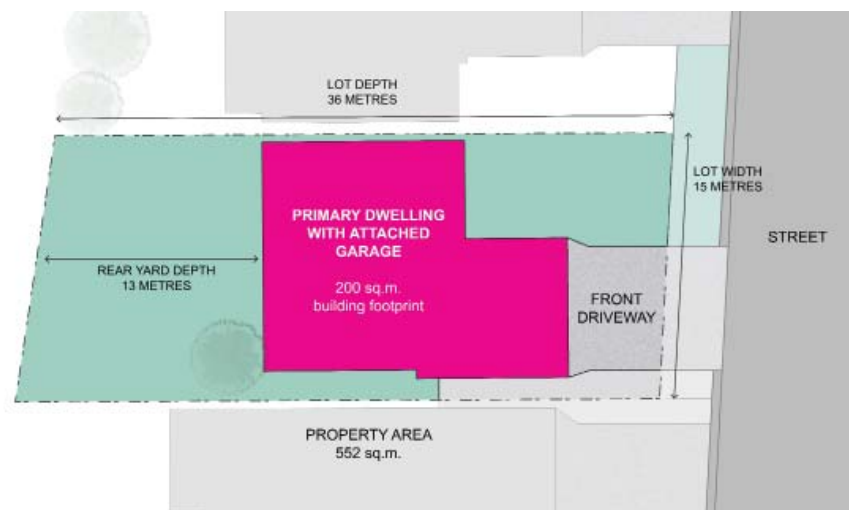
FIGURE 3: EARLY SUBURBAN PROPERTIES





Recent Suburban Properties - Sample Block Configuration

FIGURE 4: RECENT SUBURBAN PROPERTIES



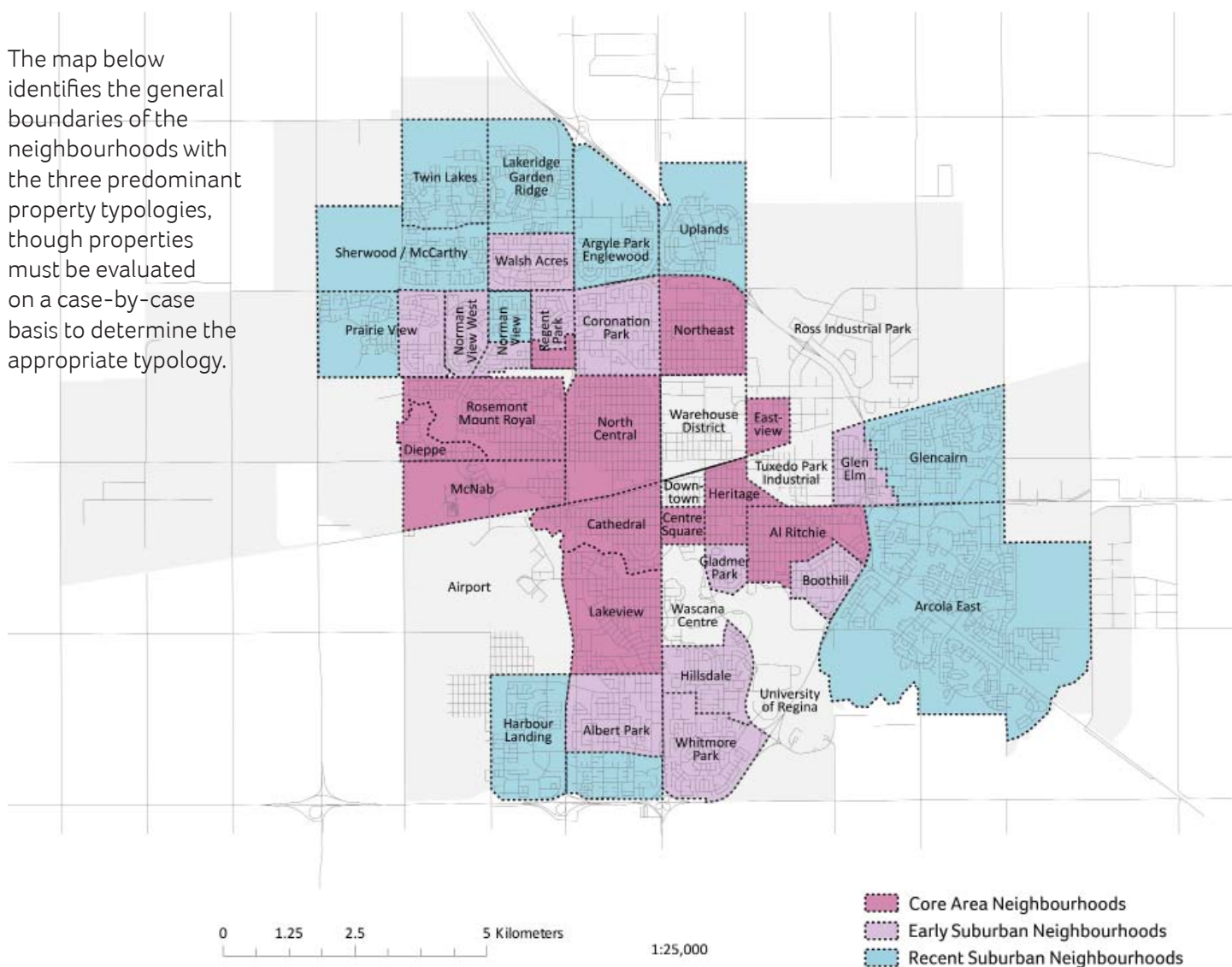
PROPERTY TYPE 3: RECENT SUBURBAN

Key Characteristics

- Street network consists of crescents, curvilinear streets and cul-de-sacs;
- Blocks are less porous than Core Area and Early Suburban properties, with fewer intersections;
- Lots tend to be larger than core and Early Suburban properties;
- No network of rear laneways;
- Parking is provided in the front yard, with front garages and frequent curb cuts. Many have an attached garage that extends toward the front property line; and
- Less mature tree cover.

FIGURE 5: REGINA PROPERTY TYPOLOGIES MAP

The map below identifies the general boundaries of the neighbourhoods with the three predominant property typologies, though properties must be evaluated on a case-by-case basis to determine the appropriate typology.



2.4 Public and Stakeholder Consultation

As part of this study, a comprehensive engagement process has been undertaken to garner feedback from the public. This feedback has assisted in the development and refinement of the Laneway and Garden Suites Guidelines.

Public Meeting # 1

The first Public Meeting and Workshop was held at the Knox Metropolitan United Church on June 8th, 2015. Over 80 members of the public attended.

The objective of this first meeting was to provide:

- A review of Design Regina;
- An overview of the purpose of the OCP and Regina's Growth Plan;
- An introduction to infill and intensification; and
- Discussion about priorities for infill and intensification generally, and Laneway and Garden Suites specifically.

Public Meeting # 2

The second public meeting was held on June 28, 2015 at Knox Metropolitan United Church. Over 65 members of the public attended.

This second meeting focused on:

- A review of feedback received at the first meeting;

- A review of case studies and best practices from other municipalities; and
- A discussion of key site and building design considerations related to Laneway and Garden Suite Housing.

Feedback received at both meetings is summarized below.

General Feedback

- Support was voiced for laneway/ garden suites in general, as they promote housing affordability, accessibility and housing stock diversity;
- Manage and maintain service levels for existing and new residences (eg. snow removal, garbage collection, etc);
- Consider safety in laneways (particularly at night);
- Maintain green space in rear yards;
- Balance the need for strong regulations with personal choice;
- Consultation with neighbouring property owners is encouraged throughout the design and approvals processes;

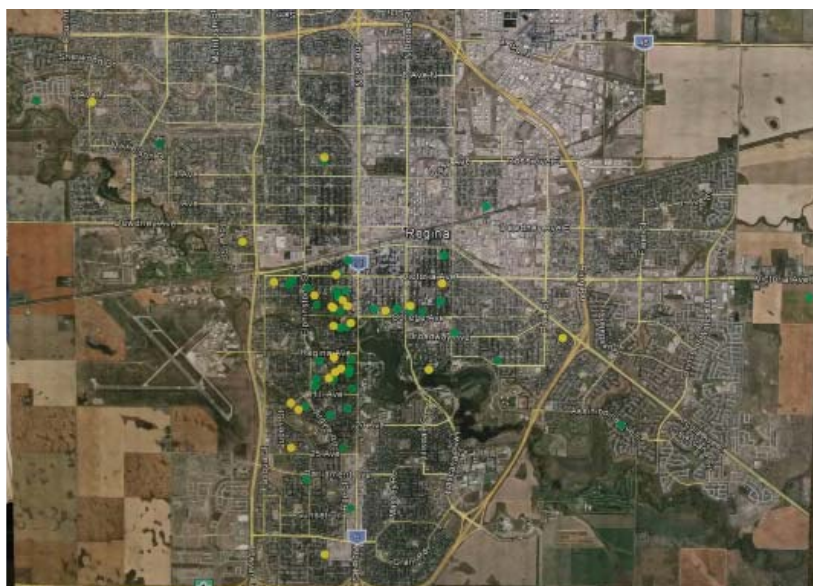
- Create guidelines that are simple and easy to understand and use; and
- Ensure guidelines are properly enforced.

Site Design Considerations

- Ensure the design of new dwellings respects existing neighbouring properties.
- Guidelines should regulate height, massing & scale, access to sunlight, privacy for neighbours and back yard green space;
- Building setbacks, location and lot coverage should reflect the established neighbourhood character;
- Parking for additional dwelling units should be accessed via adjacent rear laneways (if present) or shared driveway (if no laneway);
- Explore a range of parking solutions (garage, outdoor pad) and whether relaxed requirements are possible to encourage alternative modes of transportation;
- Ensure adequate capacity and service level of existing infrastructure (storm water, sewage and water);
- Consider landscaping and permeable paving solutions to assist with managing run-off and to promote on-site storm water management;
- Ensure that there is adequate outdoor amenity space (rear



Group-Based Workshop Exercises (Public Meeting #2)



Map showing where workshop participants live

yards, balconies or terraces) and appropriate separation between primary and secondary units;

- Emphasize high quality landscaping;
- Internalize or screen garbage, recycling, organics storage and water and gas meters;
- Promote servicing (garbage, etc.) access from rear laneways; and
- Ensure appropriate access is provided for emergency services.

Building Design Considerations

- Orient additional dwelling units toward rear lanes (if present), flanking streets (on corner sites), and rear yards rather than neighbouring properties;
- Prioritize sunlight access, privacy for neighbours, and surveillance on the rear laneway through building orientation, placement and amount of windows and balconies, etc.;

- Ensure appropriate massing and height compared with Primary Dwelling (suite should be less dominant);
- Massing should respond to site characteristics and the established neighbourhood context;
- Material character and finishes for additional dwelling units should be high quality, and should complement the Primary Dwelling; and



Group-Based Workshop Exercises (Public Meeting #1)



Group-Based Discussions (Public Meeting #1)

- Encourage sustainability integrated into building design, including creative solutions like off-grid options, rain water collection, permeable paving, solar power etc.

City Council Bus Tour

On June 23, 2015, City Council members were invited to participate in a two hour guided bus tour, which was facilitated by members of the project team. Tour sites included recently constructed Laneway Suites in the Greens on Gardiner and Harbour Landing neighbourhoods, which were approved as part of the ongoing Laneway Housing Pilot Project for greenfield areas.

Within established neighbourhoods, tour sites included both older and recent examples of laneway studios, which are located above detached garages, as well as infill developments on corner lots resulting from lot severances. In these cases, housing forms similar to Garden Suites are produced.

The tour provided Councillors with important background information on the study process, as well as opportunities for feedback and input to help guide the study process.



Presentation Boards (Public Meeting #2)



Group-Based Discussions (Public Meeting #2)

External Working Group

An External Working Group was established made up of members of Neighbourhood Associations, developers and builders, advocacy groups and interested residents. This committee met several times to provide input on the developing Guidelines and implementation process.

Stakeholder Meetings

Throughout the study process, members of the project team also met with City staff from various departments and key subject matter experts to obtain important background information, as well as feedback and input to help guide the study process.



Council Bus Tour - Greens on Gardiner



Council Bus Tour - Laneway Studio

3.0 SITE DESIGN GUIDELINES

3.0

SITE DESIGN GUIDELINES

The following Site Design Guidelines ensure that Laneway and Garden Suites are sized, positioned, and oriented to optimize site conditions, privacy, and access to sunlight while considering the character, use and design of outdoor space.

- Guideline #1:** Permissions
- Guideline #2:** Location, Orientation and Coverage
- Guideline #3:** Parking and Access
- Guideline #4:** Setbacks and Separation Distance
- Guideline #5:** Site and Laneway Landscaping
- Guideline #6:** Utilities and Servicing
- Guideline #7:** Grading and Drainage



A maximum of one Laneway or Garden Suite is permitted per property (Smallworks Studio)

Guideline # 1

Permissions

- a. A maximum of one additional dwelling unit is permitted per property. This includes Laneway Suites, Garden Suites and additional dwelling units that are internal to the Primary Dwelling.
- b. Laneway and Garden Suites are only permitted on properties containing an existing or planned single family detached residential dwelling.
- c. Laneway and Garden Suites are not subject to minimum lot dimension requirements, provided all relevant Site and Building Design Guidelines can be achieved.
- d. Strata-titling is not permitted to accommodate Laneway and Garden Suites.
- e. Laneway Suite Guidelines should be followed for all sites with rear laneways, regardless of whether the laneway is used for parking and access, and regardless of whether there is also front driveway access (eg. Type 1: Core Area and Type 2: Early Suburban)
- f. Garden Suite Guidelines should be followed for sites with no rear laneway.



Laneway and Garden Suites should be located near the rear of the property, oriented toward the flanking street and/or rear laneway (Smallworks Studio)

Guideline # 2

Location, Orientation and Coverage

Location

- a. Laneway and Garden Suites must be located near the rear of the property.
- b. Laneway and Garden Suites should be sited to minimize shadow impacts on adjacent properties and maximize the use of indirect natural light.

Site Coverage

- c. A maximum 50% site coverage shall be met for all buildings and covered structures combined, including the Primary Dwelling,

the Laneway or Garden Suite, garage and any additional accessory buildings. Covered structures also include porches and balconies.

Orientation

- d. Both Laneway and Garden Suites should minimize overview (from windows, terraces, balconies, etc) onto adjacent properties.
- e. Laneway Suites should orient primary entrances and views toward the adjacent rear laneway, or the exterior side yard on corner lots. On interior lots,

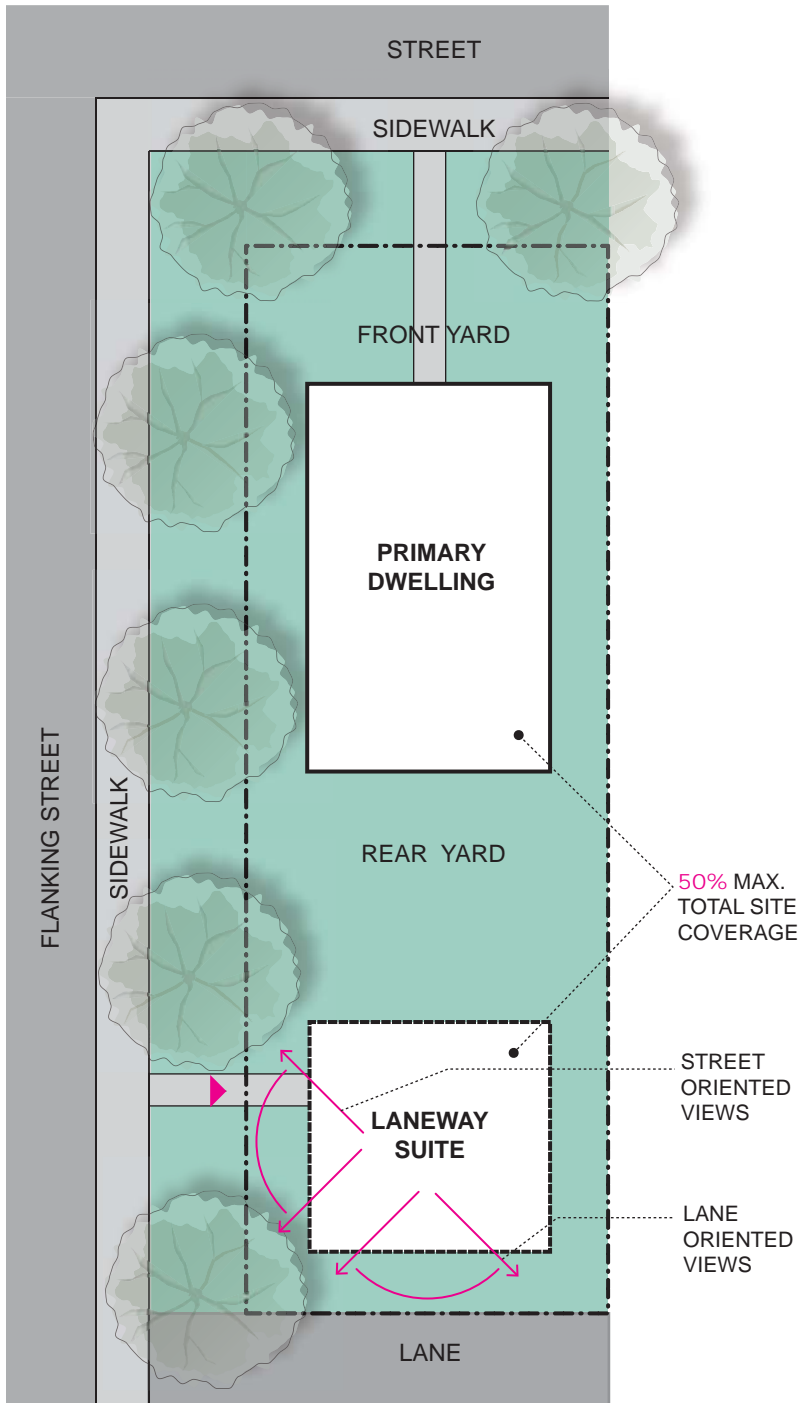
the entrance may be oriented to an interior side yard but should be clearly visible from the laneway.

- f. Garden Suites should orient primary entrances and views toward the rear yard amenity space or exterior side yard on corner lots. On interior lots, the entrance may be oriented to an interior side yard but should be clearly visible from the public street.

FIGURE 6: LANEWAY SUITES - SUITE LOCATION, ORIENTATION AND SITE COVERAGE

Corner Condition

Max. 50 % Site Coverage and Laneway and Street Oriented Views



Mid-Block Condition

Max. 50% Site Coverage and Laneway Oriented Views

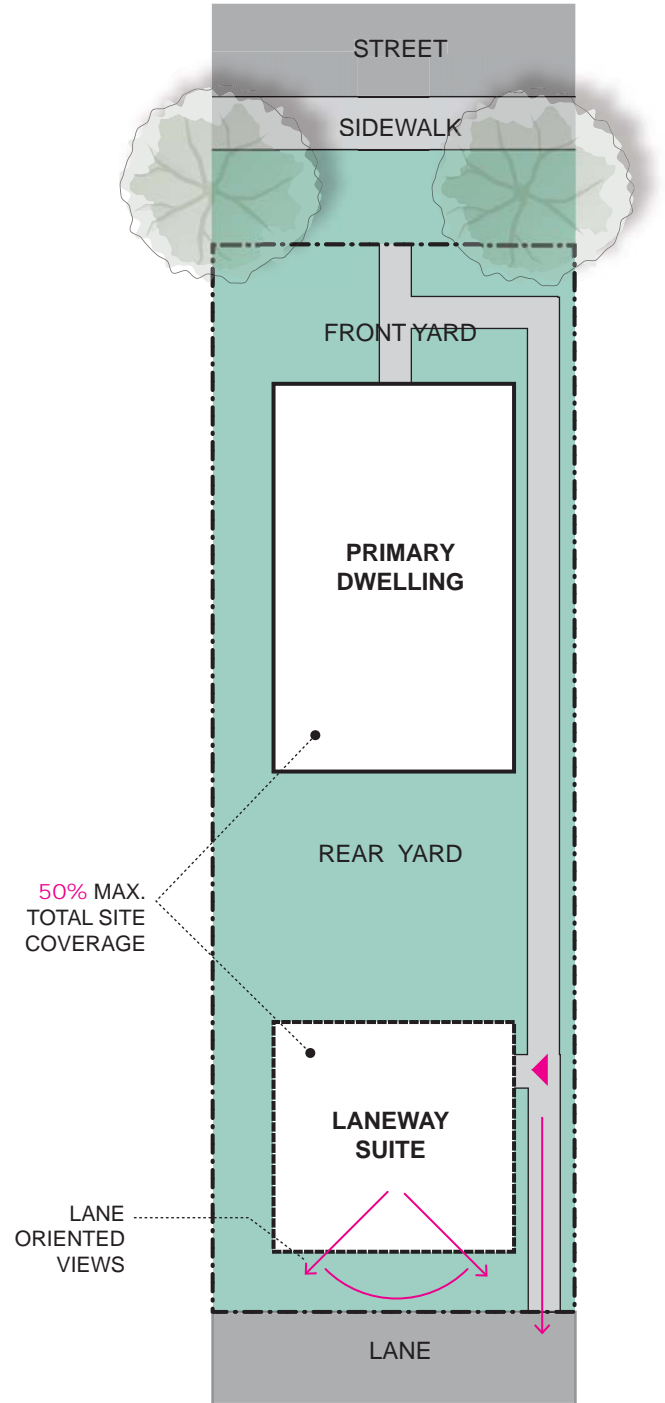
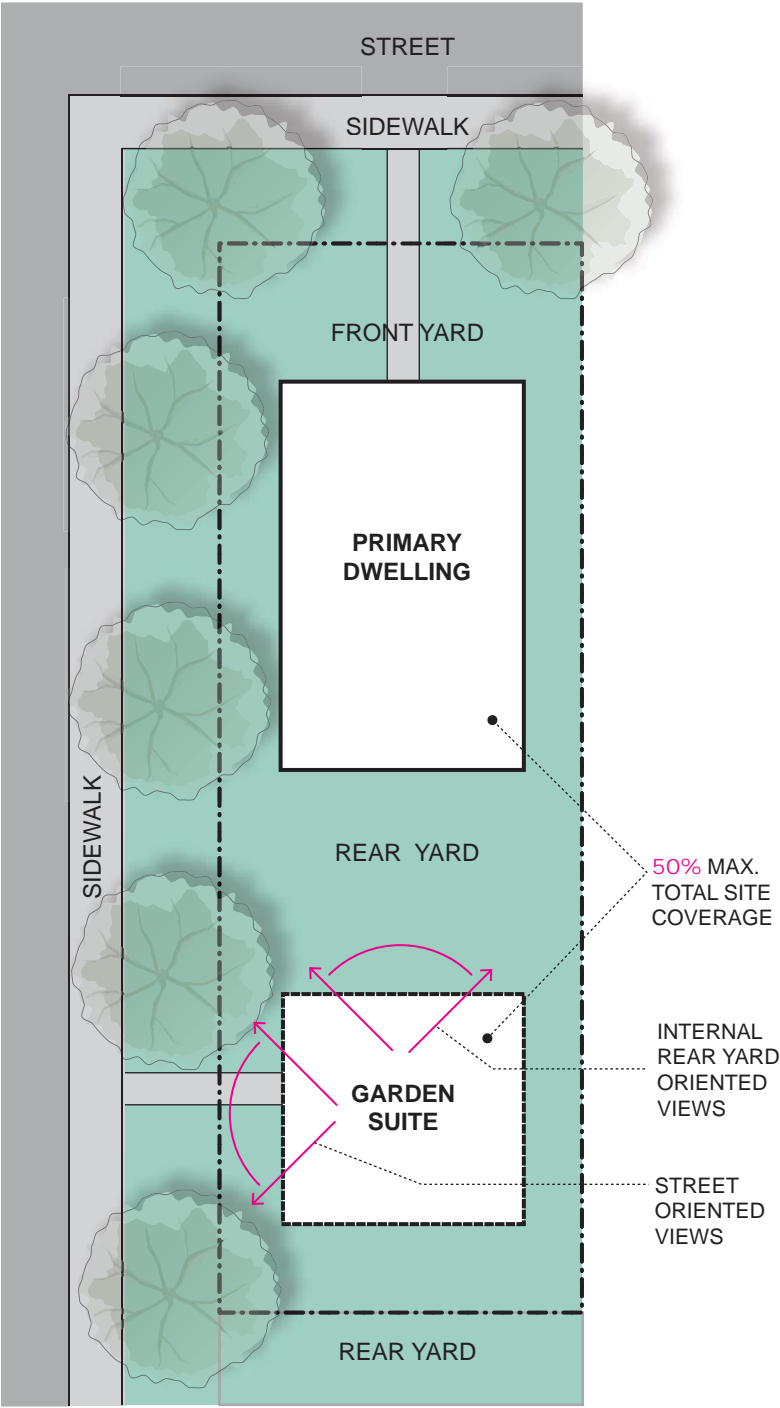


FIGURE 7: GARDEN SUITES - SUITE LOCATION, ORIENTATION AND SITE COVERAGE

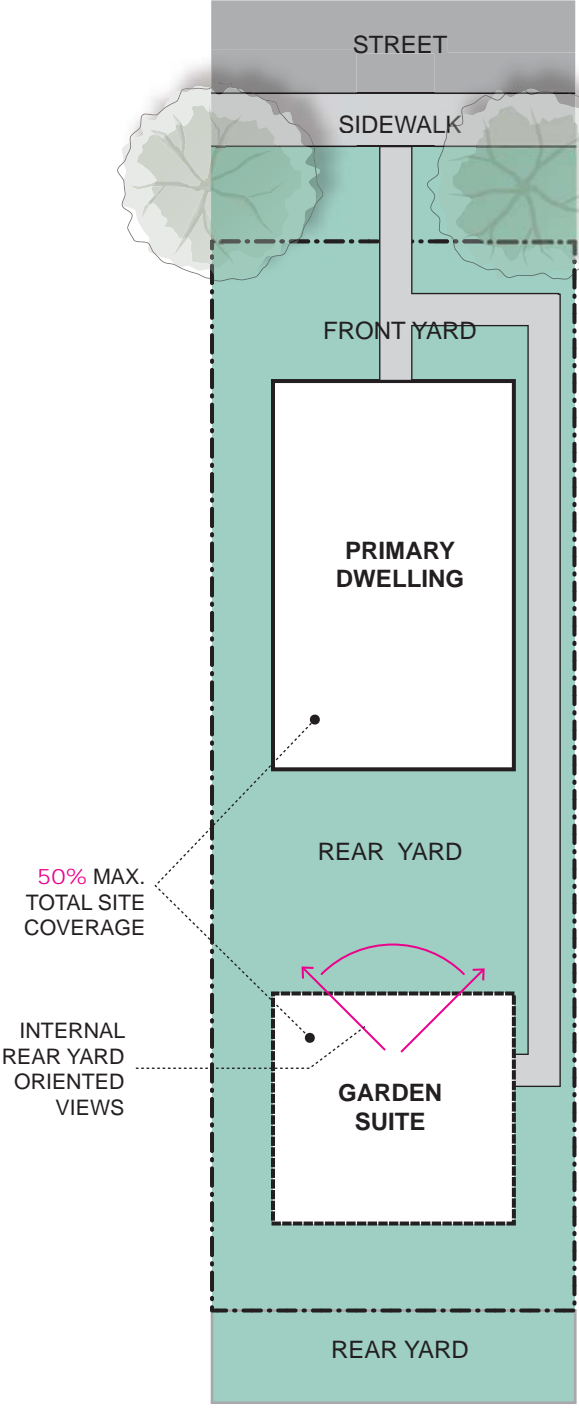
Corner Condition

Max. 50 % Site Coverage and Laneway and Internal Rear Yard Oriented Views



Mid-Block Condition

Max. 50% Site Coverage and Internal Rear Yard Oriented Views





Parking pad with permeable materials (Left - Smallworks Studio) and internal garage (Right)

Guideline # 3

Parking and Access

Vehicular Access and Parking

- a. A minimum of 1 on-site parking space shall be provided for each unit (Primary Dwelling and the Laneway or Garden Suite). In cases where reduced parking requirements are desired, site-specific parking exemptions may be considered where a property is located within 400 metres of a public transit stop or within proximity to Downtown Regina. Such exceptions will be identified during the Pilot Project Approvals Process.
- b. On-site parking can be provided in various forms including interior garage parking, exterior parking pad, or a combination of the two.
- c. Garages should be designed so as not to visually dominate the primary facades of Laneway and Garden Suites.
- d. Where rear laneways exist and are used for vehicular access (Property Type 1 and, in some cases, Property Type 2), including corner lot conditions, parking for Laneway Suites should be accessed via the adjacent rear laneway.
- e. New street front curb cuts should not be permitted for Property Types 1 and 2, and should be discouraged for Property Type 3.
- f. Where rear laneways do not exist (Property Type 3), or where street front curb cuts exist in combination with rear laneways (Property Type 2), parking for additional dwelling units may be provided either via a shared street front driveway entrance or via an adjacent rear laneway.
- g. For the purpose of the Pilot Project, 2 parking spaces, organized in tandem, shall be considered to serve parking requirements for both the Primary Dwelling and Laneway or Garden Suite.



Laneway and Garden Suites should be directly accessible from adjacent public sidewalks or from the rear laneway, where applicable, and include downcast pedestrian lighting

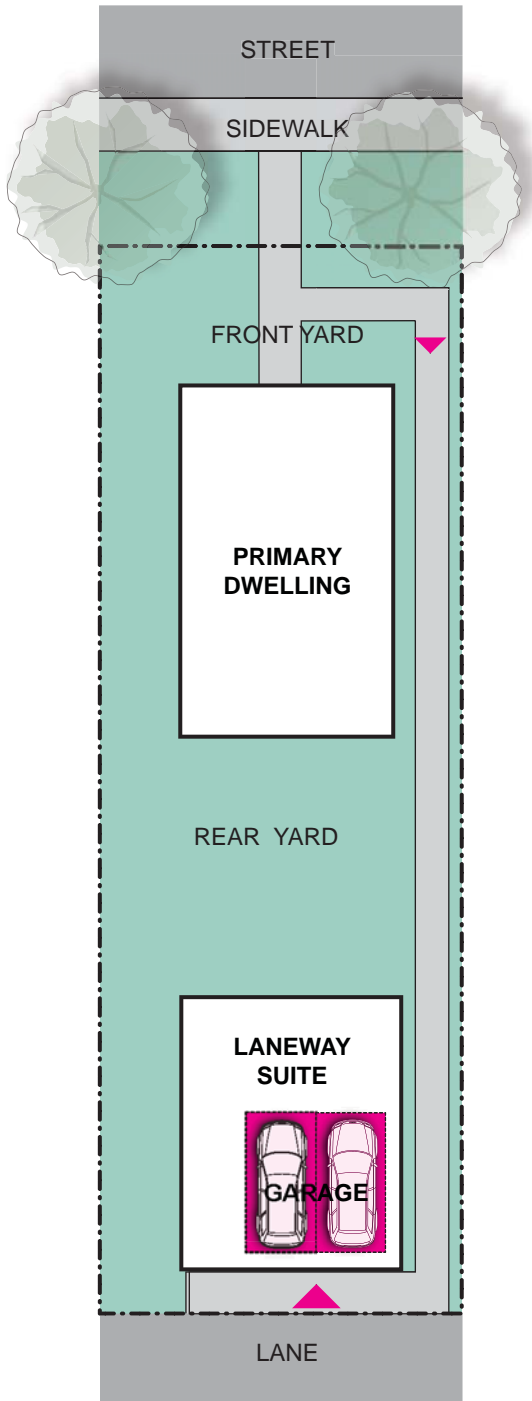
- h. Parking pads accessed from a public street should have a hard surface. Where possible, parking pads accessed from a rear laneway are encouraged to include permeable pavers. However, other permeable surfaces consisting of rocks, gravel, asphalt millings or containing plants are not permitted.

Pedestrian Access

- i. Laneway and Garden Suites should be directly accessible by pedestrians from a public sidewalk or roadway, either via a pathway through the property or a pathway from the flankage street in a corner condition.
- j. Laneway Suites should be directly accessible by pedestrians from the adjacent rear lane, through an entrance at the rear or side of the suite (Property Type 1 and 2). In instances where the rear laneway is not currently used because access is provided from an existing curb cut at the front of the property (Property Type 2), pedestrian access to the rear laneway should be maintained to protect for future use of the rear lane.
- k. Pedestrian walkways shall be incorporated where the side yard setback is a minimum of 1.2 metres. The walkway should provide direct access to the suite from the adjacent public sidewalk, public roadway or rear lane, as applicable.
- l. Downcast pedestrian-scaled lighting that does not spill over into neighbouring properties should be provided in key locations, including primary and secondary building entrances.
- m. Downcast pedestrian-scaled lighting should be operated by motion-sensors to minimize light pollution and impacts on neighbouring properties.

FIGURE 8: LANEWAY SUITES - LOCATION OF PARKING AND ACCESS

Laneway Suite with Garage



Laneway Suite with Garage and Parking Pad

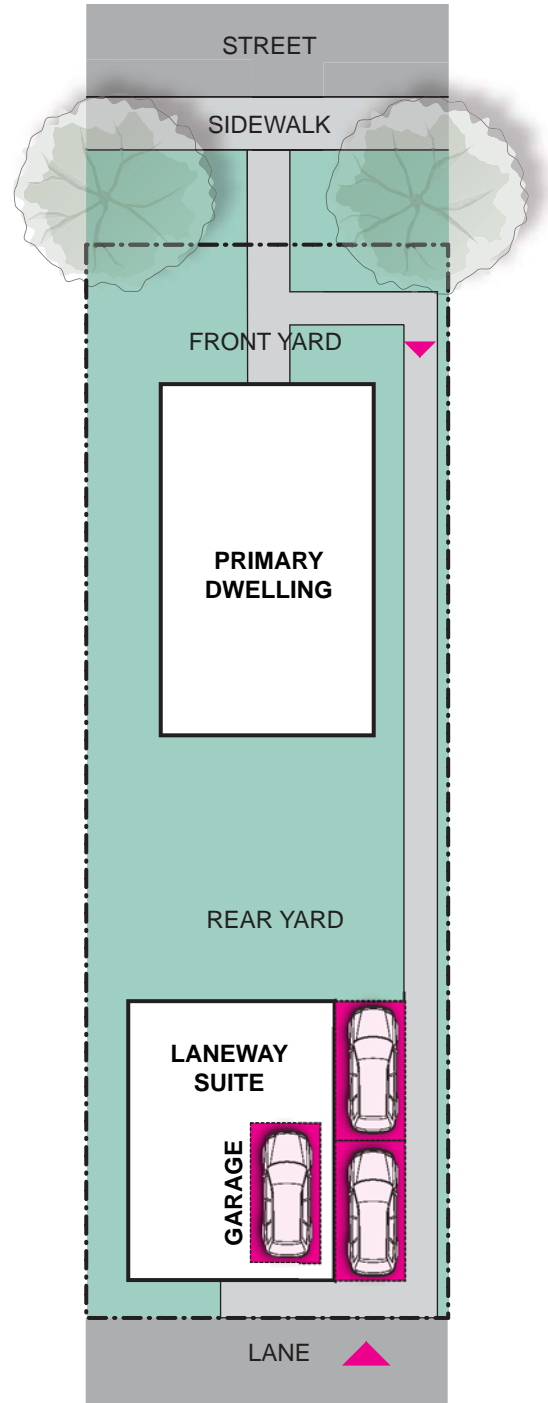
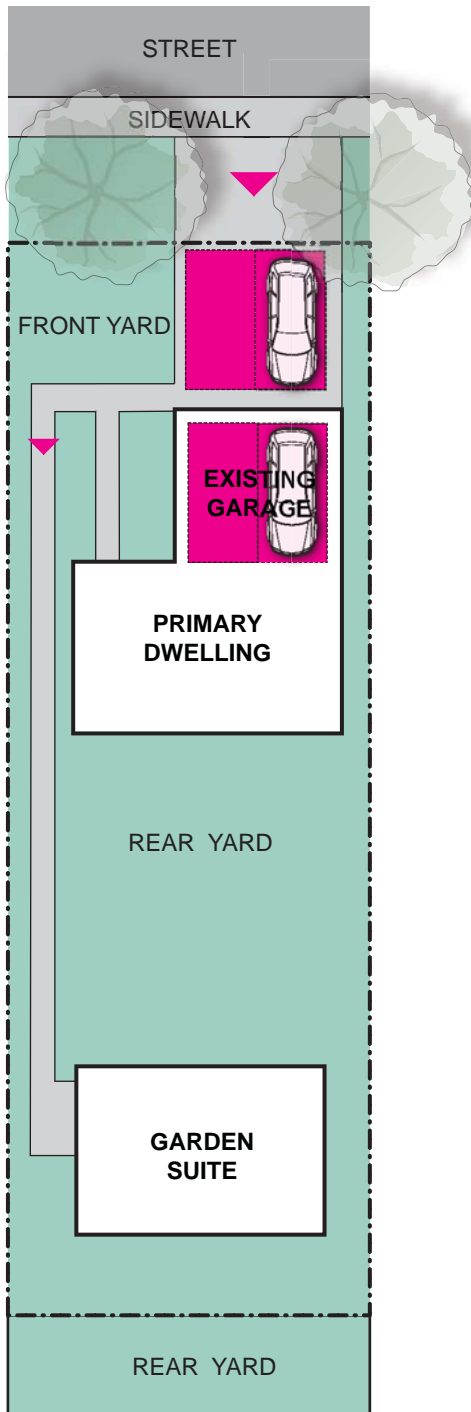
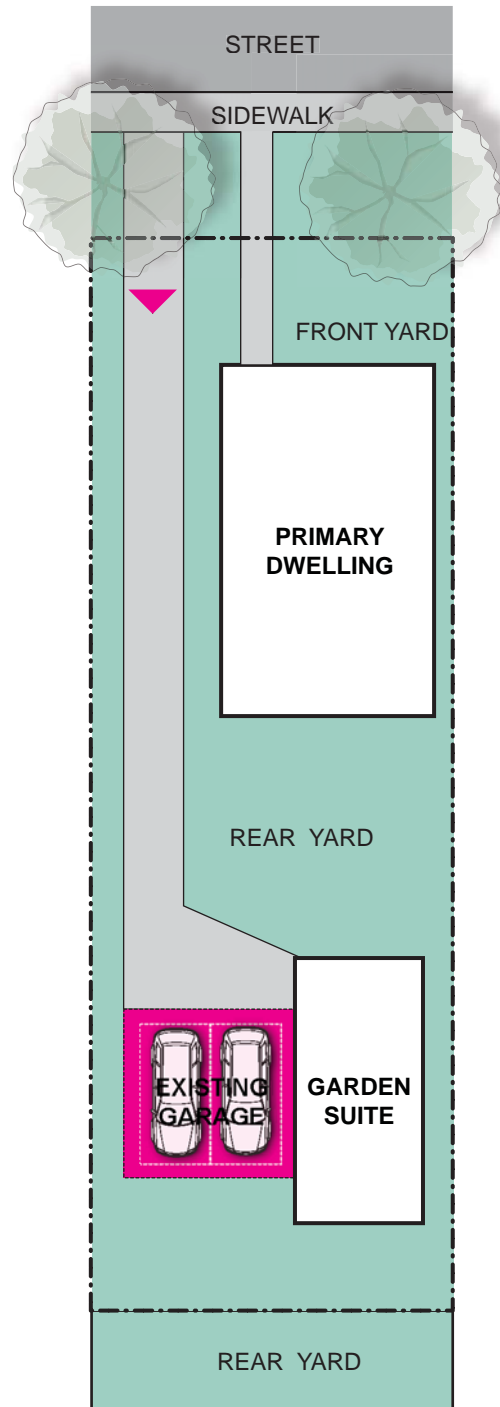


FIGURE 9: GARDEN SUITES - LOCATION OF PARKING AND ACCESS

Garden Suite with Existing Front Yard Garage and Driveway Parking



Garden Suite with Existing Rear Yard Garage





Laneway Suites should incorporate a minimum 1.2 metre setback from the rear property line (Smallworks Studio).

Guideline # 4

Setbacks and Separation Distance

Separation Distance

- a. In order to ensure the provision of adequate rear yard amenity space, Laneway and Garden Suites shall incorporate:
 - A minimum 5.0 metre separation distance from the Primary Dwelling for Property Type 1 lots; and
 - A minimum 4.0 metre separation distance from the Primary Dwelling for Property Type 2 and Property Type 3 lots.

Rear Yard Setbacks

- b. Rear setbacks are required between the rear of the Laneway or Garden Suite and the rear laneway or rear property line. This setback provides separation from neighbouring properties, space for parking, landscaping, vehicle turning, snow storage and a transition from the private to the public realm.
- c. Laneway Suites shall either:
 - be built 1.2 metres from the rear property line for the portion of the suite which is occupied by a garage;

- be built 7.5 metres from the rear property line for the portion of the suite which is adjacent to a rear yard parking pad; and/or
 - setback a minimum 1.2 metres from the rear property line to a maximum 7.5 metres for the portion of the suite which is not impacted by garage and/or parking pad.
- d. Garden Suites shall incorporate a minimum 2.0 metre setback from the rear property line to maintain appropriate separation from adjacent properties.



Laneway and Garden Suites should incorporate appropriate setbacks from all interior side yards, based on property width (Smallworks Studio).

Side Yard Setbacks

- e. The standard side yard setback, on both sides, is 1.2 metres.
- f. A reduced side yard setback, on one side, of 0.6 metres may be permitted on properties less than 8.7 metres in width. In such cases, the side yard setback on the other side must be a minimum of 1.2 metres in width.
- g. Where property widths are equal to or greater than 8.7 metres and less than 12.5 metres, Laneway and Garden Suites shall incorporate a minimum 1.2 metre setback from both interior side yard property lines. This will accommodate pedestrian walkways and landscaping while maintaining appropriate separation from adjacent properties.
- h. Where property widths are equal to or greater than 12.5 metres, Laneway and Garden Suites shall incorporate an additional side yard setback equal to 10% of the property width. This additional setback may be distributed as desired on either side of the building. This additional setback requirement incorporates adequate space for the suite and garage, while providing additional space for landscaping, ensuring that the building does not overwhelm the rear yard, and reduces impacts for neighbouring properties.
- i. Where parking pads are provided in the side yard, Laneway and Garden Suites shall incorporate a minimum 3.0 metre interior side yard setback to accommodate a combined parking pad and pedestrian walkway.

TABLE 1: SIDE SETBACKS FOR GARDEN AND LANEWAY SUITES

Property Width / Condition	Min. Side Yard Setback One Side	Min. Side Yard Setback Other Side
Less than 8.7 metres	0.6 metres	1.2 metres
Equal to or greater than 8.7 and less than 12.5 metres	1.2 metres	1.2 metres
Equal to or greater than 12.5 metres	1.2 metres + 10% lot width	1.2 metres
Side Yard Parking Pad & Pedestrian Walkway	As per applicable property width standard	3.0 metres

FIGURE 10: LANEWAY SUITES - SETBACKS AND SEPARATION DISTANCES

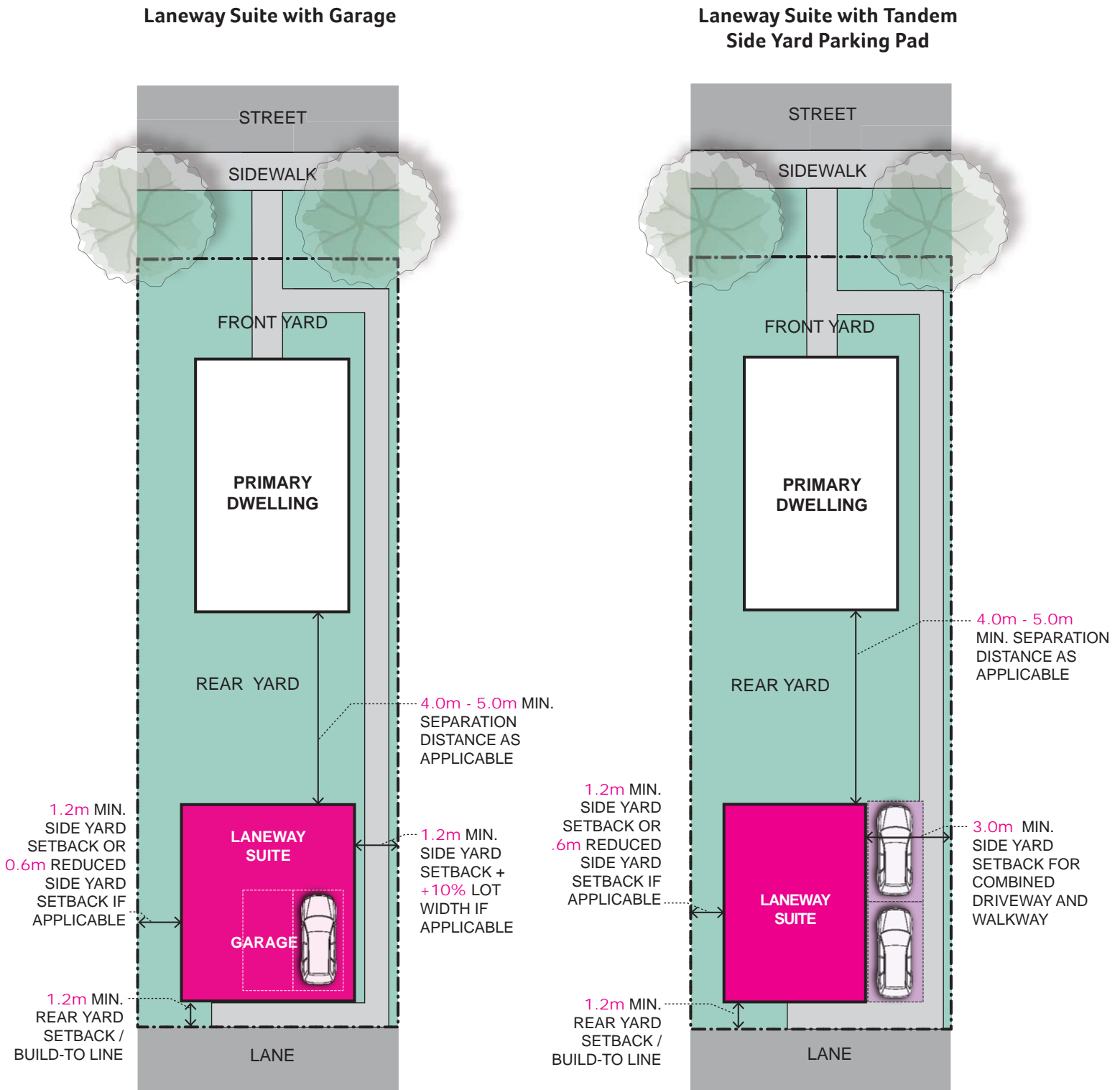
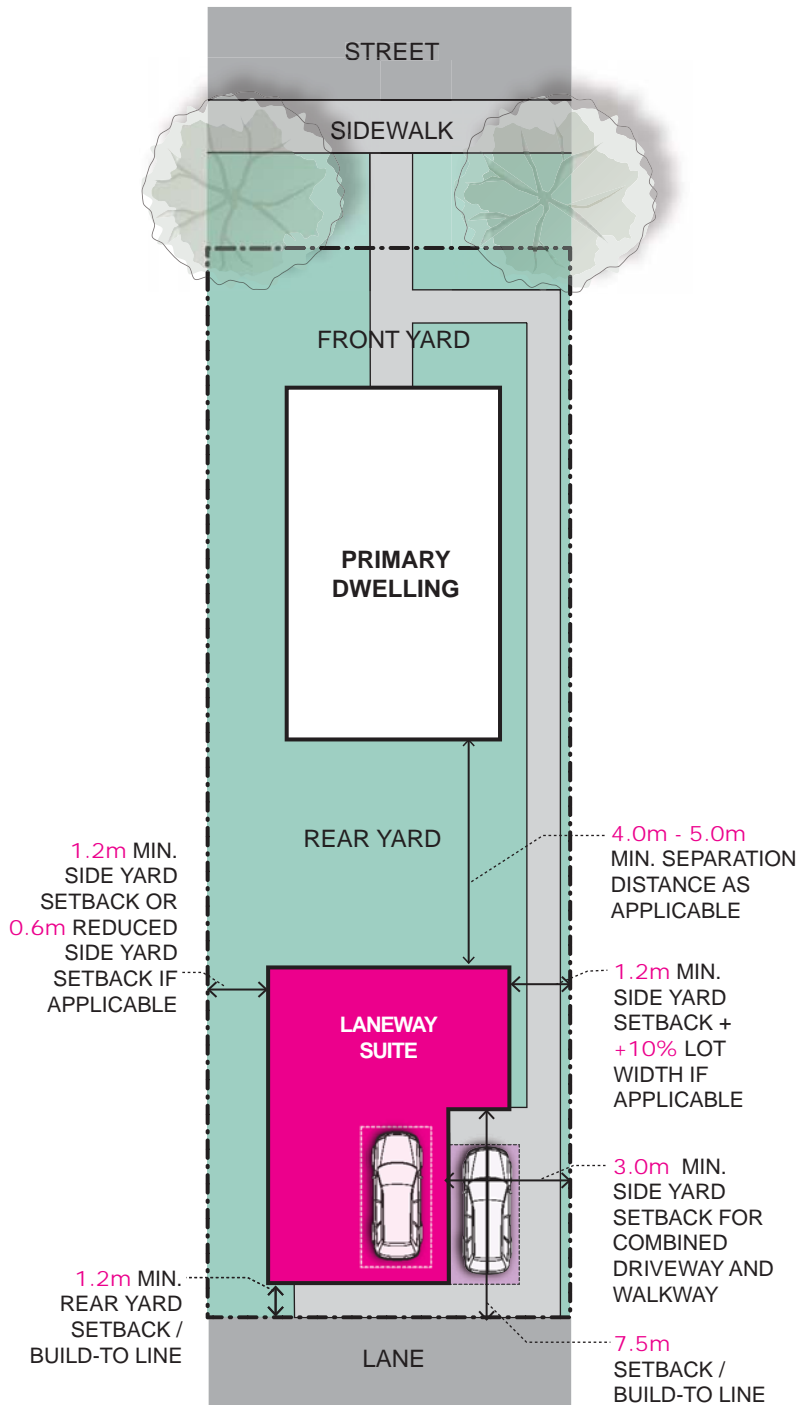


FIGURE 11: LANEWAY SUITES - SETBACKS AND SEPARATION DISTANCES

Laneway Suite with Side Yard Parking Pad & Garage



Laneway Suite with Rear Yard Parking Pad

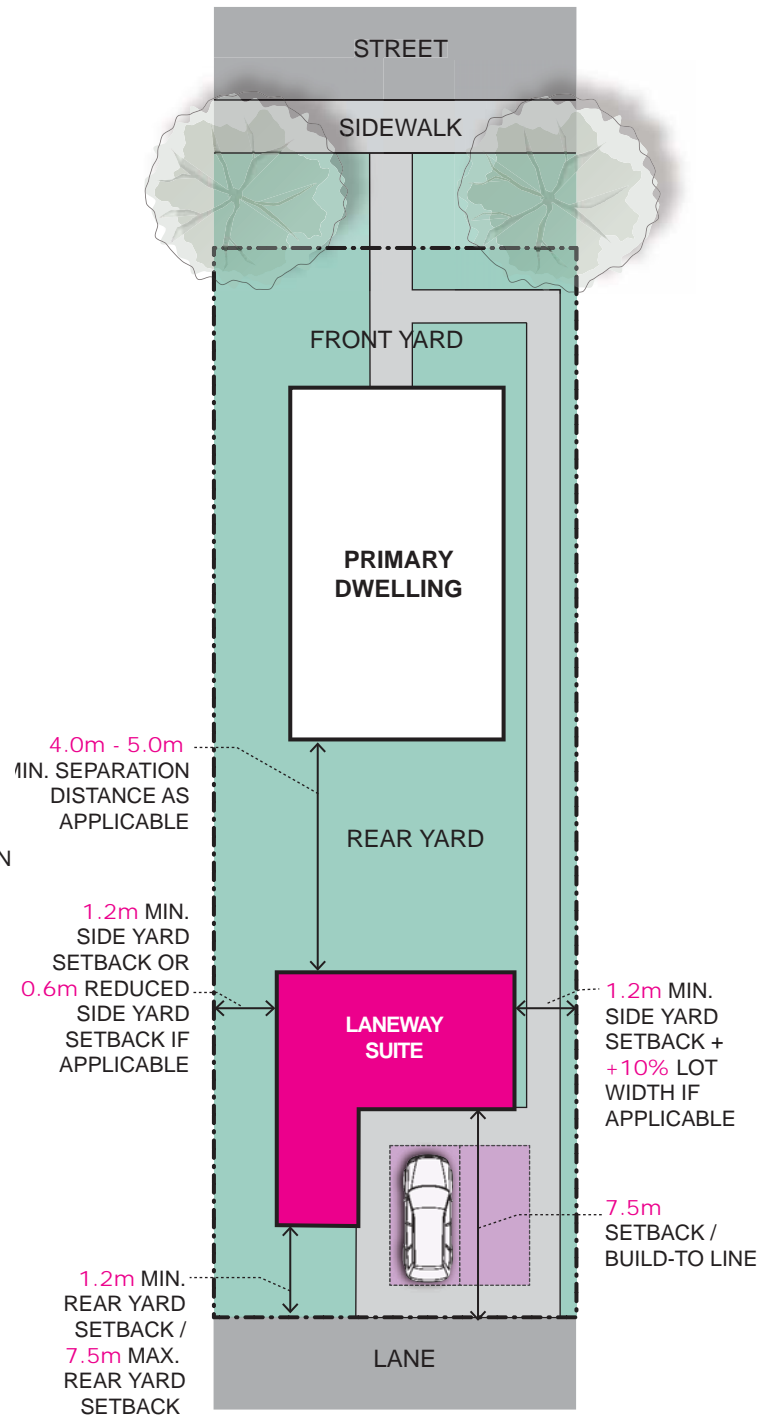
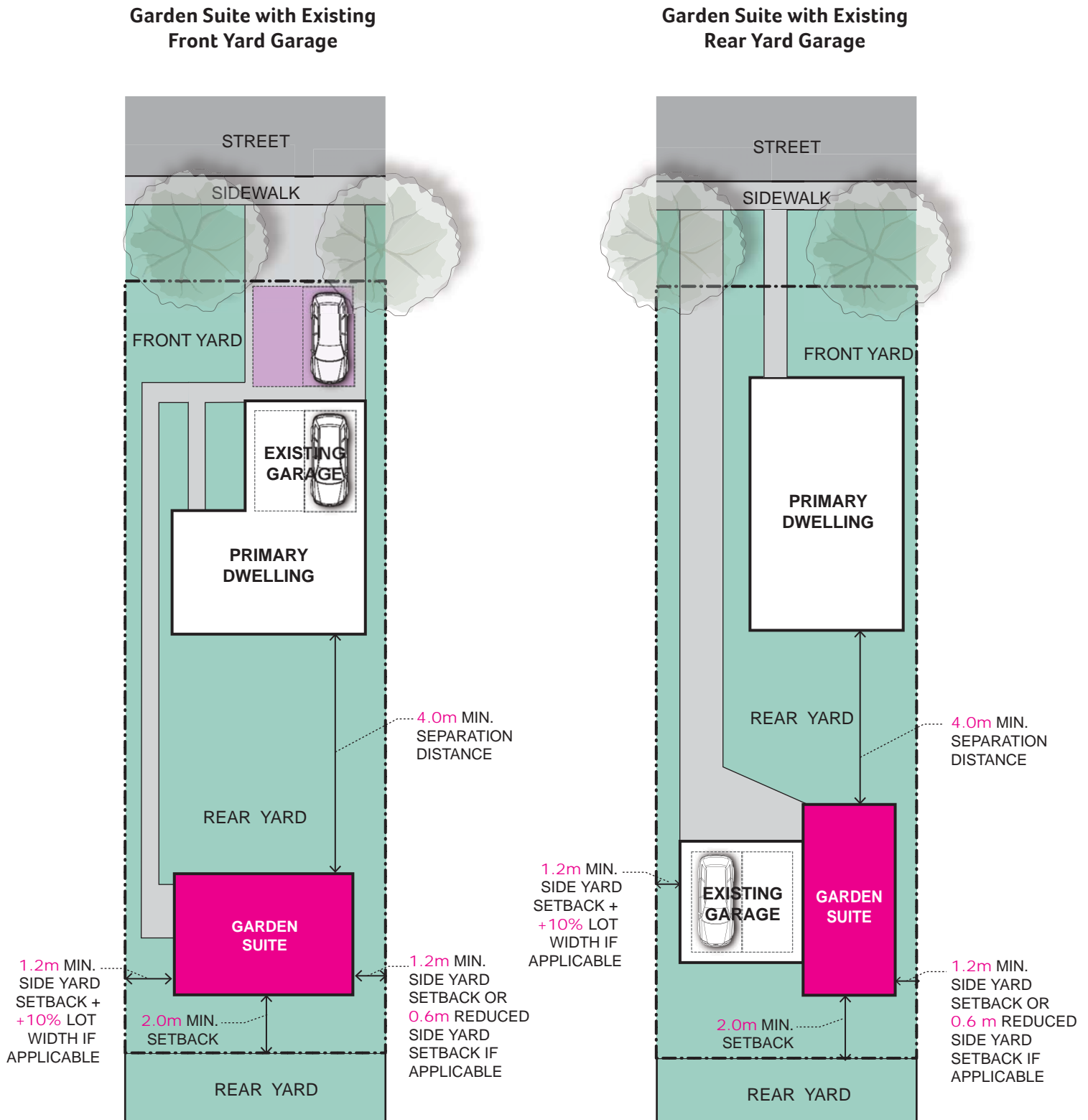


FIGURE 12: GARDEN SUITES - SETBACKS AND SEPARATION DISTANCES





Landscaping and the treatment of the laneway should encourage comfort, activity and casual surveillance (Smallworks Studio).

Guideline # 5

Site and Laneway Landscaping

- a. A minimum 30% site coverage shall be landscaped, with vegetation and permeable surface materials. This area may include decks, unless they are built on top of impermeable sub-surfaces.
- b. Rear yard amenity space should be provided between the Primary Dwelling and the Laneway or Garden Suite, occupying an area in keeping with applicable minimum side yard setbacks and separation distances.
- c. Mature trees should be promoted through adequate soil volumes, placement of built structures and space for root systems to grow.
- d. Parking pads may include permeable pavers or pavement. Rocks, gravel and other loose materials are not permitted.
- e. Landscape design should incorporate stormwater run-off mitigation strategies.
- f. Landscaping within rear yard setbacks, garage entrances or parking pads, as applicable, is encouraged and should enhance the visual appeal of the laneway, accommodate snow storage and maximize absorption of run-off.
- g. Plantings should be specified and strategically located to maintain privacy for the Primary Dwelling, neighbouring properties, and the adjacent rear laneway, where applicable.
- h. Planting specification and location should account for infrastructure and utility placement, as well as servicing requirements.
- i. The rear setback area for Laneway Suites should be landscaped to promote comfort and activity in the lane. Landscaping should be designed in keeping with Crime Prevention through Environmental Design principles.
- j. Section 15 of the City of Regina Zoning Bylaw should be referenced for detailed guidance on Landscaping Design.



Site plans should include consideration of servicing and utilities.

Guideline # 6

Utilities and Servicing

- a. Prior to approval, a Site Survey shall be completed to ensure that servicing of the Laneway or Garden Suite is feasible.
- b. Site Water and Sanitary Plans shall be completed for all properties where a Laneway or Garden Suite is proposed. These plans shall be stamped by a Professional Engineer licensed to practice in the Province of Saskatchewan.
- c. Laneway and Garden Suites should incorporate sanitary sewer and potable water connections which are shared with the Primary Dwelling. Potable water connections shall be provided through a common curb box.
- d. Sanitary sewer connections should be provided through the Primary Dwelling, where feasible. Alternatively, such connections can be provided through the side yard where a minimum 1.2m setback is provided.
- e. Storage space for waste/recycle bins should be included on the Site Plan. See Guideline #13 for more direction.
- f. Consideration of snow clearing and garbage removal practices should be done on a site-by-site basis. Where these functions are carried out in the laneway, landscaping, storage of garbage receptacles and other considerations should ensure that these functions are not impacted.

Addresses and Mail Delivery

- g. Laneway and Garden Suites shall be assigned the same address number as the Primary Dwelling. Laneway Suites shall



Suites should have a separate street address but mail can be delivered to the Primary Dwelling (Smallworks Studios)

be appended the letter “L”, while Garden Suites shall be appended the letter “G”.

- h. Mail for both units will be delivered to a mailbox on the front of the Primary Dwelling. The mailbox(es) should identify both units.
- i. The address for the Laneway or Garden Suite shall be posted on the suite itself and be visible from the rear lane, where applicable.

Easements

- j. Laneway and Garden Suites may not be constructed over top of municipal or crown easements.

FIGURE 13: LANEWAY AND GARDEN SUITES - UTILITIES AND SERVICING OPTION 1

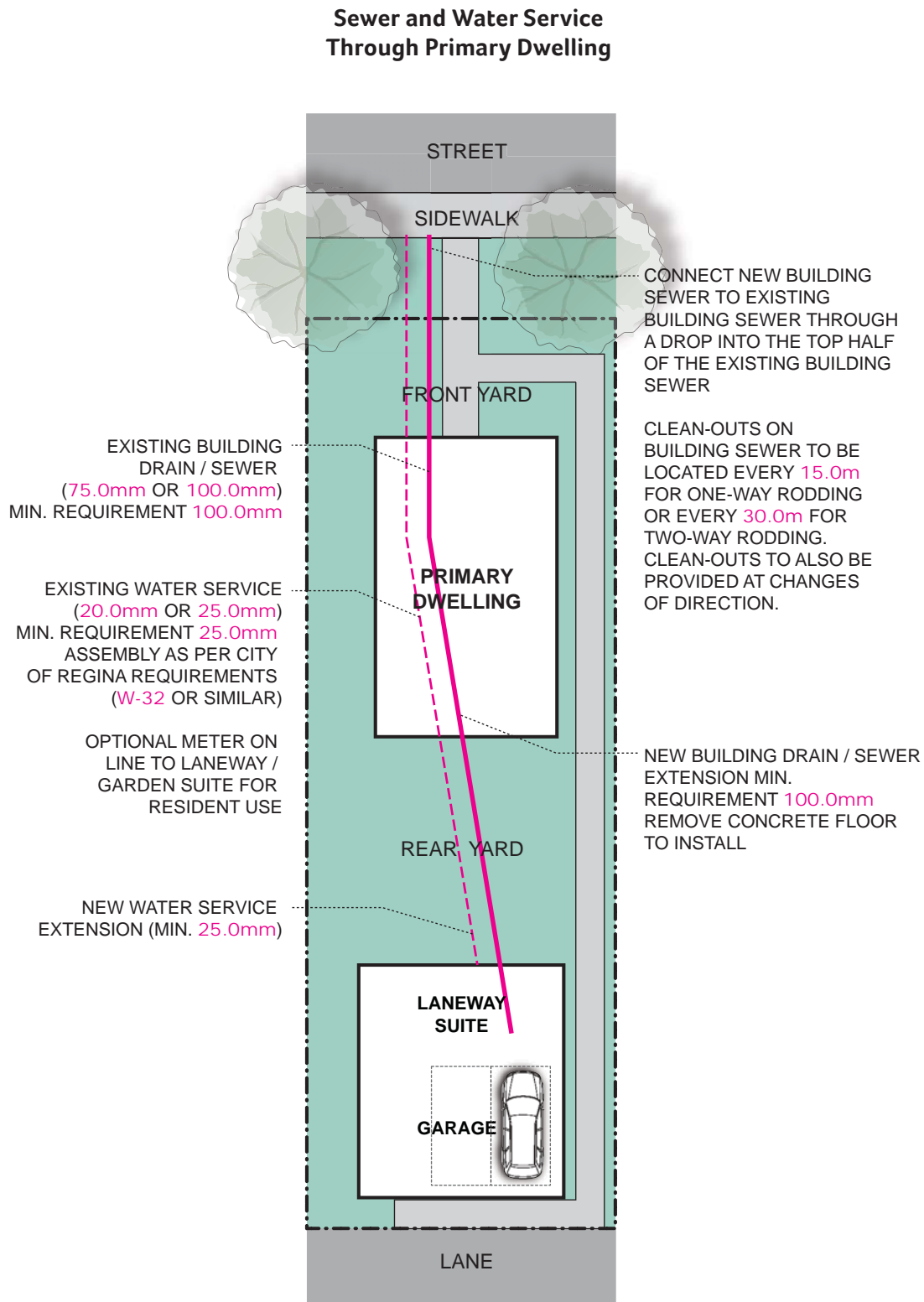
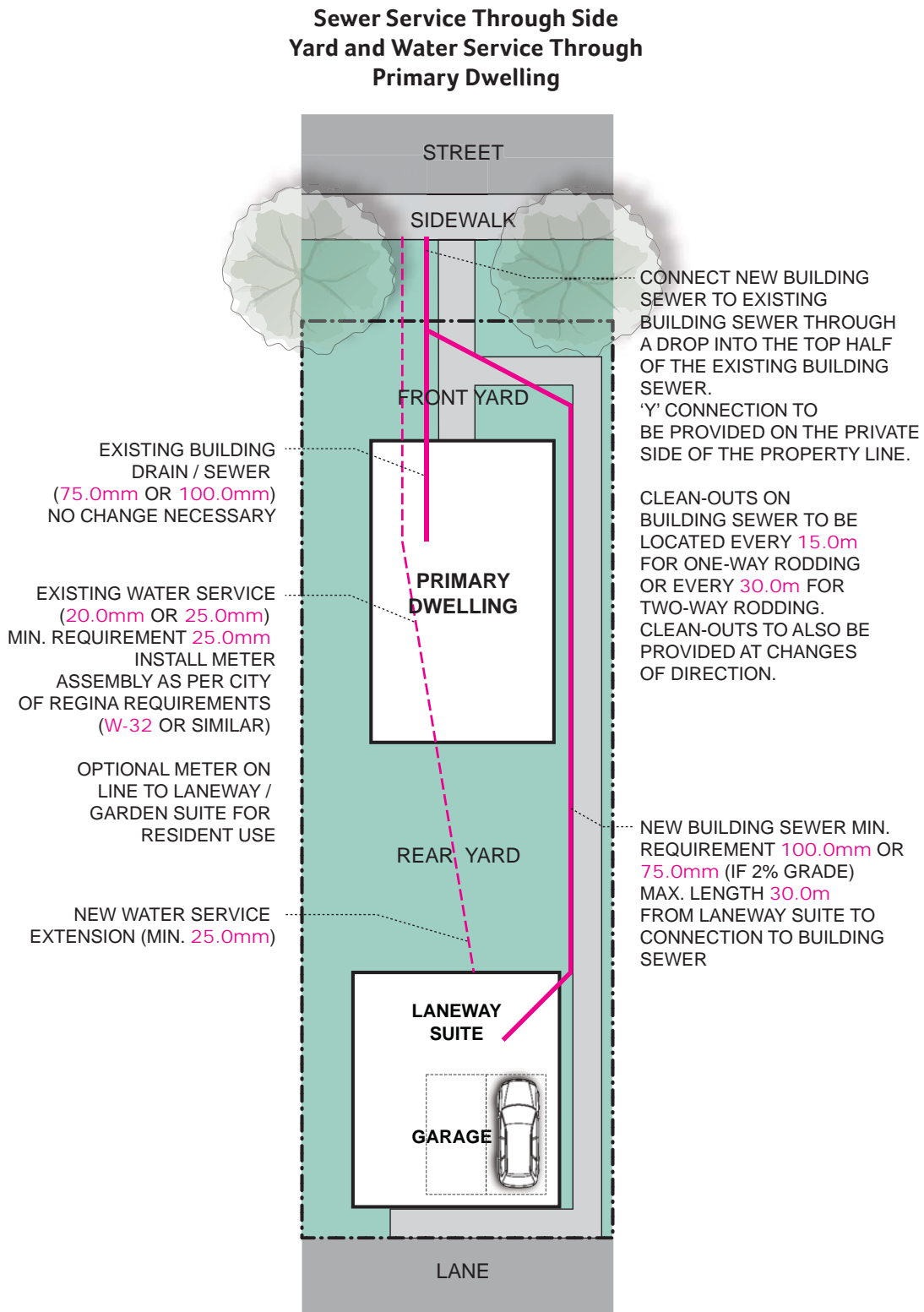


FIGURE 14: LANEWAY AND GARDEN SUITES - UTILITIES AND SERVICING OPTION 2





Laneway and Garden Suites shall be designed to meet existing grades and site drainage types on adjacent properties.

Guideline # 7

Grading and Drainage

- a. Laneway and Garden Suites shall be designed to conform with the City of Regina Development Standards Manual (2010) pertaining to flood prevention.
- b. Design grades for Laneway Suites should be set to ensure a tipping point out of the rear lane, with an allowance for ice build-up, prior to reaching the building (eg. slab, door, window, elevation).
- c. Basements are not permitted within Laneway or Garden Suites to prevent the risk of flood damage.
- d. Landscape design should incorporate strategies to minimize stormwater run-off and reduce water consumption.
- e. Site Drainage and Grading Plans shall be completed for all properties where a Laneway or Garden Suite is proposed in order to ensure that development sufficiently minimizes potential impacts on adjacent properties and manages stormwater run-off. These plans shall be stamped by a Professional Engineer licensed to practice in the Province of Saskatchewan.
- f. Site Drainage and Grading Plans shall be completed according to City of Regina requirements outlined in Building By-Law No. 2003-7.

4.0

BUILDING DESIGN GUIDELINES

4.0

BUILDING DESIGN GUIDELINES

The following Building Design Guidelines ensure that Laneway and Garden Suites complement the Primary Dwelling, while maintaining an appropriate scale and massing for the backyard in relation to neighbouring properties.

- Guideline #8:** Uses, Height and Massing
- Guideline #9:** Materials and Articulation
- Guideline #10:** Rooftops and Dormers
- Guideline #11:** Entrances and Windows
- Guideline #12:** Outdoor Space
- Guideline #13:** Meters and Waste Storage



Maximum building heights for Laneway and Garden Suites should vary depending on contextual considerations (Smallworks Studio).

Guideline # 8

Uses, Height and Massing

Uses

- Laneway and Garden Suites shall contain one or more rooms that may be used as a residence, having sleeping, cooking and toilet facilities.
- Laneway and Garden Suites shall incorporate a maximum of 2 bedrooms per unit.
- Basements are not permitted in Laneway and Garden Suites.

Building Height

- Maximum building heights for Laneway and Garden Suites vary depending on property type. Please refer to Section 2.3 Development Patterns for more information.
- Applicants are required to consult with the City of Regina, prior to submitting a Site Plan Application, to determine the applicable Property Type. Specific characteristics of the subject property should be used to make a determination of Property Type, rather the general characteristics of the neighbourhood.
- One and a half storey Laneway and Garden Suites shall be no taller than 5.8 metres. Generally, such suites are appropriate for Property Types 1 and 2, but not Property Type 3.
- One storey Laneway and Garden Suites shall be no taller than 3.5 metres. Generally, such suites are appropriate in Property Types 1, 2 and 3.
- Building height shall be measured from grade level to the highest point of a flat roof or the mean level between the top of the highest exterior wall plate and the ridge of a pitched roof.



The width of exterior building walls for Laneway and Garden Suites should be determined based on applicable side yard setback requirements (Smallworks Studio).

Side Wall Height and Stepbacks

- i. One storey Laneway and Garden Suites shall have a maximum side wall height of 3.5 metres.
- j. One and a half storey Laneway and Garden Suites are not subject to a maximum side wall height where standard side yard setbacks apply.
- k. Where a reduced side yard setback of 0.6 metres is applied, Laneway and Garden Suites shall incorporate a maximum side wall height of 3.5 metres and a minimum 0.6 metre stepback above the maximum side wall height for dormers and windows.

- l. Where standard side yard setbacks (1.2 metres or greater) are applied, one and a half storey Laneway and Garden Suites may incorporate a continuous side wall above a height of 3.5 metres. Stepbacks are not required for dormers and windows.

Massing

- m. The depth of exterior building walls shall be determined based on applicable setbacks, build-to lines, and separation distance requirements, up to a maximum of 9.0 metres.

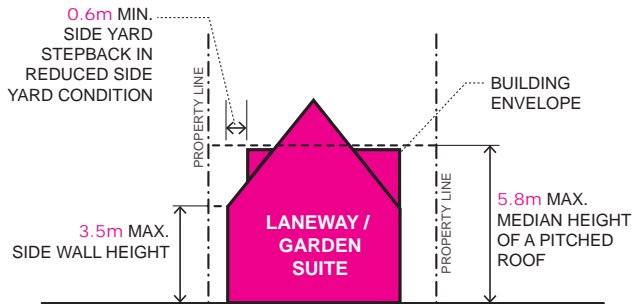
- n. The width of exterior building walls shall be determined based on applicable side yard setback requirements, up to the maximum width of 11.0 metres.
- o. Laneway and Garden Suites may only reflect maximum depth and width standards where applicable minimum setback and separation distance standards are achieved.
- p. Laneway and Garden Suites shall incorporate a gross floor area equal to, or less than, the lesser of the following:
 - 80m², exclusive of the interior garage, where applicable; or
 - 80% of the gross floor area of the Primary Dwelling.

TABLE 2: PERMITTED HEIGHTS FOR GARDEN AND LANEWAY SUITES

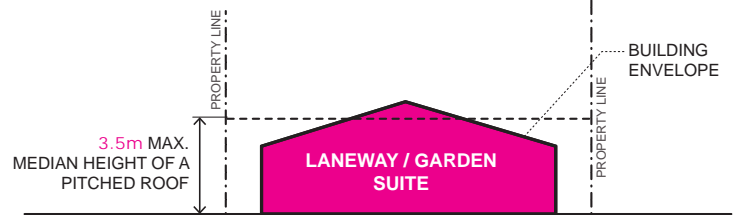
REQUIREMENT		ONE STOREY BUILDING	ONE AND A HALF STOREY BUILDING
Maximum Gross Floor Area		Lesser of 80m ² (Excluding Garage) or 80% of the Primary Dwelling	Lesser of 80m ² (Excluding Garage) or 80% of the Primary Dwelling
Maximum Exterior Wall Depth		9.0 metres	9.0 metres
Maximum Exterior Wall Width		11.0 metres	11.0 metres
Maximum Height Permitted		3.5 metres	5.8 metres
Property Type (Confirmed based on characteristics of Subject Property)		1, 2 and 3	1 and 2
With Reduced Side Yard (0.6 metres)	Max. Side Wall Height	3.5 metres	3.5 metres
	Min. Depth of Stepback	N/A	0.6 metres
With Standard Side Yard (1.2 metres or greater)	Max. Side Wall Height	3.5 metres	5.8 metres
	Min. Depth of Stepback	N/A	N/A

FIGURE 15: LANEWAY AND GARDEN SUITES - BUILDING HEIGHT, SIDE WALL HEIGHT AND STEPBACKS

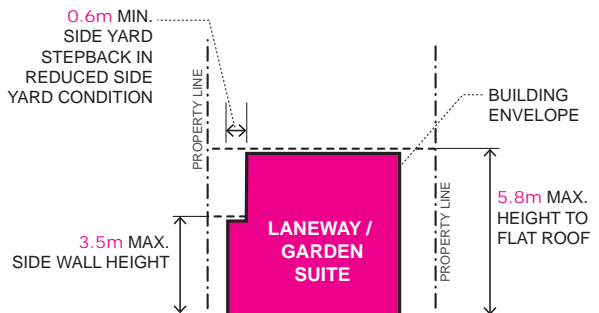
**One and a Half Storey Pitched Roof
Property Types 1 and 2**



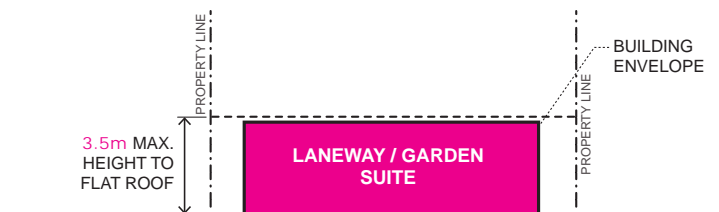
**One Storey Pitched Roof
Property Types 1, 2 and 3**



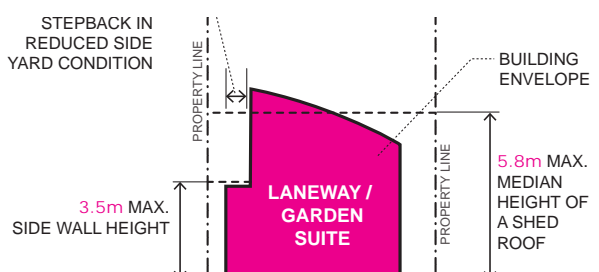
**One and a Half Storey Flat Roof
Property Types 1 and 2**



**One Storey Flat Roof
Property Types 1, 2 and 3**



**One and a Half Storey Shed Roof
Property Types 1 and 2**



**One Storey Shed Roof
Property Types 1, 2 and 3**

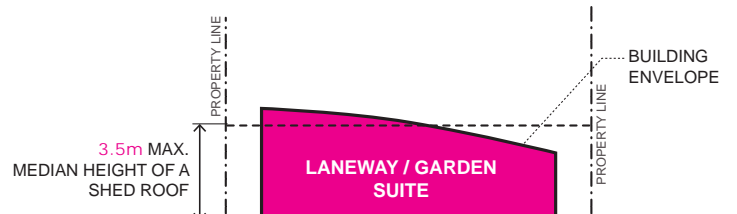
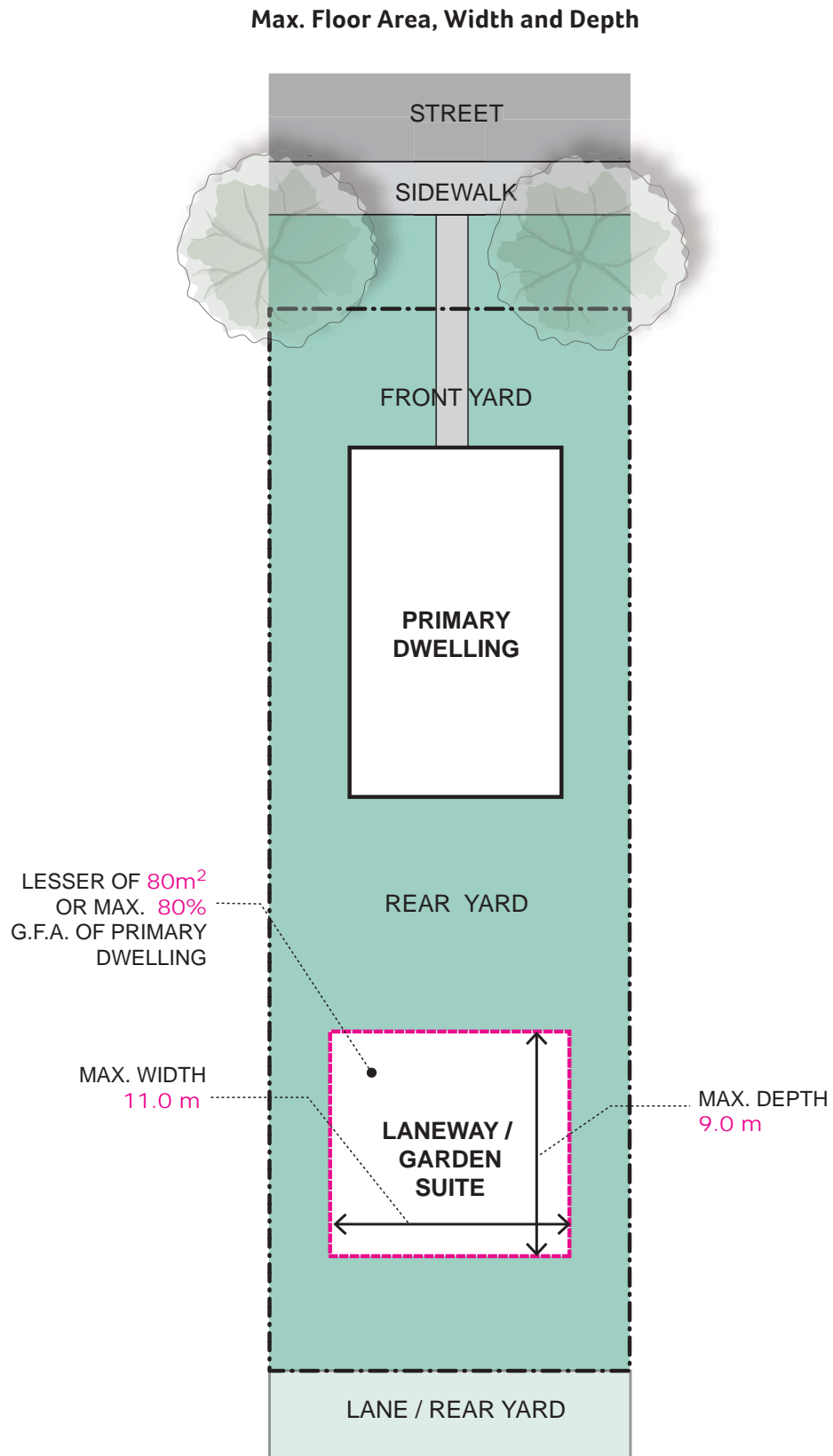


FIGURE 16: LANEWAY AND GARDEN SUITES - FLOOR AREA AND DIMENSIONS





Laneway and Garden Suites should incorporate a complementary pallet of high quality building materials, which extend to all sides of the suite, and complement the Primary Dwelling (Smallworks Studio).

Guideline # 9

Materials and Articulation

Materials

- a. Laneway and Garden Suites should incorporate a palette of high quality building materials, which extend to all sides of the suite and complement the Primary Dwelling.
- b. Building materials should be selected for their functionality and aesthetic quality, as well as their durability, long-term maintenance requirements, and energy efficiency.
- c. The materiality and colour of rooftops, whether flat or pitched, should complement the building materials and overall design of the Laneway or Garden Suite.

Articulation

- d. Exterior walls should be articulated through a combination of vertical and horizontal architectural details, where feasible. This may include projections, recesses, reveals, trim, porches, verandas, balconies, terraces and bay windows which incorporate three-dimensional depth and composition.
- e. Projections shall be permitted to encroach a maximum of 0.6 metres into applicable setback areas and separation distances.
- f. Laneway and Garden Suites should not incorporate blank exterior walls facing the rear yard

amenity space, the rear lane, or exterior side yard in the case of corner properties. However, blank exterior walls may be required facing interior side yards to meet applicable Building Code Standards.

- g. Additions or renovations to heritage properties, resulting in the conversion or incorporation of such buildings into Laneway and Garden Suites, should reintegrate key aspects of heritage design, including those that may have been lost through previous renovations.



Dormers should be massed to maintain appropriate building and roof proportions, and should occupy no more than 70% of the total roof area (Smallworks Studio).

Guideline # 10

Rooftops and Dormers

Rooftops

- a. Pitched roofs should be sloped to match the Primary Dwelling, where appropriate.

Dormers

- b. Where a pitched roof condition is planned as part of a one and a half storey Laneway or Garden Suite, dormers may be incorporated along the sloped portion of the roof to provide opportunities for additional habitable space and glazing within the upper storey.
- c. Where a reduced side yard setback of 0.6 metres is applied, dormers and other secondary roof components shall incorporate a minimum stepback of 0.6 metres.
- d. Where standard side yard setbacks are applied, dormers and other secondary roof components may remain flush with the exterior building wall, without the use of stepbacks.
- e. Dormers should be massed to maintain appropriate building and roof proportions, and shall occupy no more than 70% of the area of each side of the dwelling.
- f. Dormers should be sloped to match the Primary Dwelling, where appropriate.



Laneway Suites should incorporate principal entrances which are visible and directly accessible from adjacent rear laneways (Smallworks Studio).

Guideline # 11

Entrances and Windows

Entrances

- a. Laneway Suites should incorporate principal entrances which are visible and accessible from adjacent rear laneways (either directly from the laneway or from the side of the building), or flanking streets in the case of corner properties.
- b. Principal entrances should be massed and located to comply with applicable Building Code Standards.
- c. Principal entrances should be designed to provide weather protection, and can include features such as recessed entrances, canopies, front porches and verandas.
- d. Secondary entrances should not be dominant, but should be easily accessible from adjacent parking areas.
- e. The design and location of building entrances should adhere to the principles of Crime Prevention Through Environmental Design.
- f. The location of doors facing the interior side yard should not conflict with that of existing adjacent dwellings.

Windows

- g. Exterior walls shall incorporate a proportion of glazing in keeping with applicable Building Code Standards.
- h. Windows should be arranged to enhance views and provide natural ventilation and light, without sacrificing privacy between adjacent dwellings.
- i. Clerestory windows and pitched roof skylights are encouraged to provide light and ventilation without impacting the privacy of surrounding properties.

TABLE 3: ENTRANCE AND WINDOW PLACEMENT

FEATURE	SUITE TYPE	ENCOURAGED	DISCOURAGED	NOT PERMITTED
Principal Entrance	Laneway Suites	Facing Laneway or Interior / Exterior Side Yards	Facing Amenity Space	Second Floor
	Garden Suites	Facing Interior / Exterior Side Yards or Amenity Space	Facing Rear Yard	
Windows	Laneway Suites	<p>Primary Windows: Facing Laneway, Amenity Space and Exterior Side Yards</p> <p>Primary Windows: Facing Interior Side Yards Below Height of 3.5 metres</p> <p>Clerestory / Privacy Windows: Facing Interior Side Yards Above Height of 3.5 metres</p>	<p>Primary Windows: Facing Interior Side Yards Above Height of 3.5 metres</p>	Exceeding National Building Code Standards
	Garden Suites	<p>Primary Windows: Facing Amenity Space and Exterior Side yards</p> <p>Primary Windows: Facing Interior Side Yards and Rear Yards Below Height of 3.5 metres</p> <p>Clerestory / Privacy Windows: Facing Interior Side Yards and Rear Yards Above Height of 3.5 metres</p>	<p>Primary Windows: Facing Interior Side Yards and Rear Yard Above Height of 3.5 metres</p>	



Terraces and balconies may only be incorporated into one and a half storey Laneway and Garden Suites above a height of 3.5 metres (Smallworks Studio).

Guideline # 12

Outdoor Space

Terraces and Balconies

- a. Terraces and balconies shall only be incorporated into one and a half storey Laneway and Garden Suites above a height of 3.5 metres.
- b. Where permitted, upper storey terraces and balconies are encouraged to provide outdoor amenity space.
- c. Laneway Suites may only incorporate upper storey terraces or balconies adjacent to the rear yard amenity space and rear laneway.
- d. Garden Suites may only incorporate upper storey terraces or balconies adjacent to the rear yard amenity space.
- e. Upper storey terraces and balconies should be positioned to avoid overlook of adjacent properties. Such areas should be visually screened.
- f. Where permitted, balconies may encroach a maximum of 0.6 metres into adjacent setback, build-to line, and separation distance standards.
- g. Balconies shall be considered covered structures.

Porches and Decks

- h. Porches may be provided in combination with principal entrances, and shall be considered covered structures.
- i. Decks may be provided adjacent to rear yard amenity space.
- j. Decks may be included when calculating landscaping coverage, unless they are built on top of impermeable sub-surfaces.

TABLE 4: TERRACE, BALCONY, PORCH AND DECK PLACEMENT

FEATURE	SUITE TYPE	ENCOURAGED	DISCOURAGED	NOT PERMITTED
Terraces and Balconies	Laneway Suites	Facing Amenity Space or Laneway with Max. 0.6m Setback / Separation Distance Encroachment	Overlooking Adjacent Properties	One Storey Units and Facing Interior / Exterior Side Yards
	Garden Suites	Facing Amenity Space with Max. 0.6m Separation Distance Encroachment	Overlooking Adjacent Properties	One Storey Units and Interior / Exterior Side Yards
Porches	Laneway Suites	In Combination with Principal Entrances	Facing Amenity Space	Second Floor
	Garden Suites	In Combination with Principal Entrances	Facing Rear Yard	
Decks	Laneway and Garden Suites	Facing Amenity Space	N/A	Interior / Exterior Side Yards or Rear Yard / Laneway



Designated garbage and recycling storage areas should be integrated into the design of laneway and garden suites (Smallworks Studio).

Guideline # 13

Meters and Waste Storage

Meters

- a. Gas meters associated with Laneway and Garden Suites should be placed in discrete locations and/or screened from view from the adjacent rear laneway or, in the case of corner conditions, the flanking street.
- b. A single water meter may be utilized for both the Primary Dwelling and Laneway or Garden Suite, or both meters must be located in a common area in the Primary Dwelling.

Waste / Recycling Storage

- c. All waste and recycling bins should be stored on-site within designated locations, and screened from view from the adjacent rear laneway or, in the case of corner conditions, the flanking street.
- d. Designated waste and recycling storage areas should be integrated into the design of Laneway and Garden Suites, where feasible.
- e. Designated waste and recycling storage areas, associated with Laneway Suites, may encroach into applicable rear yard build-to lines up to a maximum of 0.6 metres.
- f. Designated waste and recycling storage areas, associated with Garden Suites, may encroach into the minimum Primary Dwelling separation distance (4.0 metres for Property Type 1 and 5.0 metres for Property Types 2 and 3) up to a maximum of 0.6 metres.

5.0 DEMONSTRATION PLANS

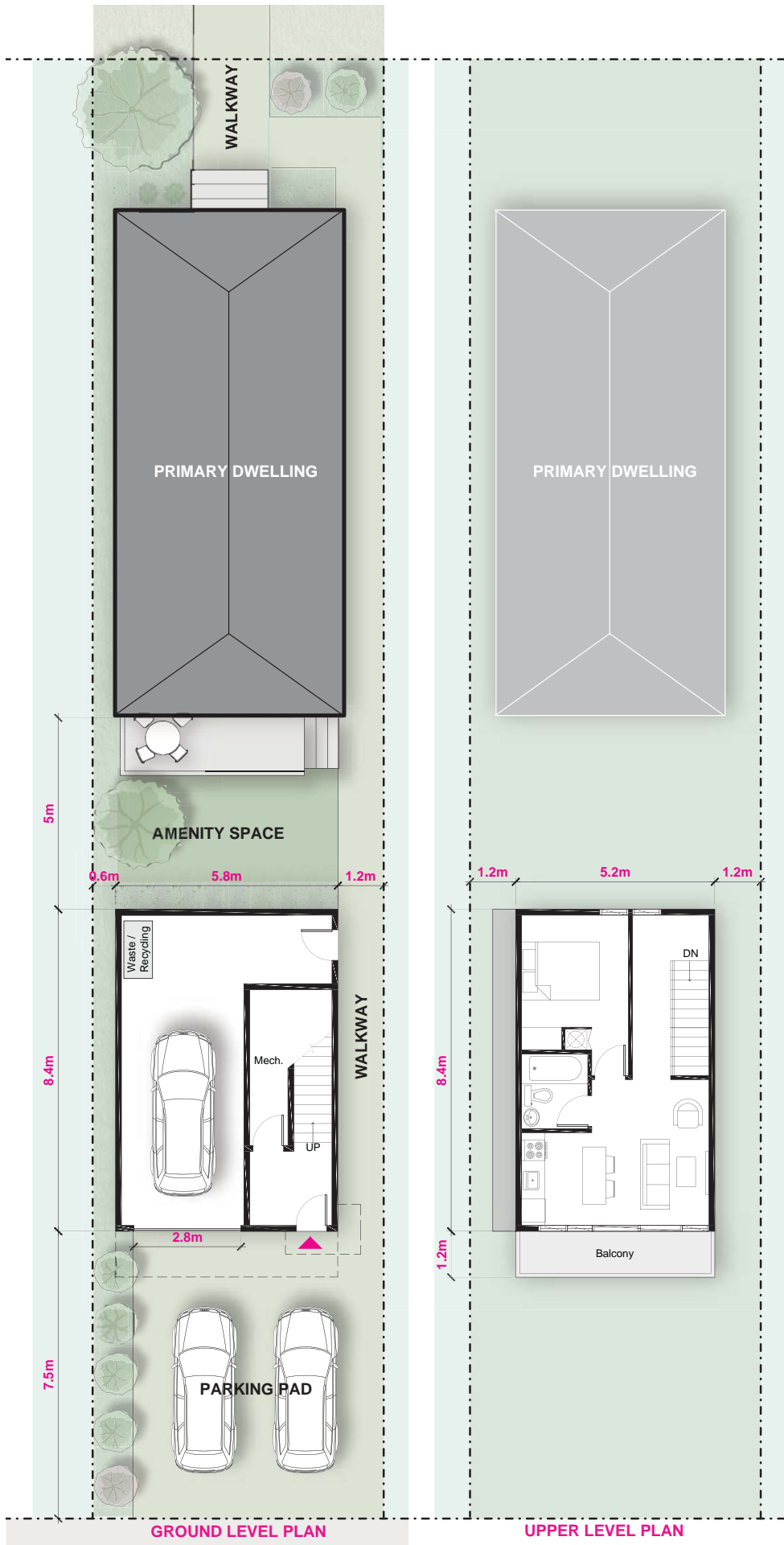
5.0

DEMONSTRATION PLANS

The following pages illustrate a variety of potential development opportunities for Laneway and Garden Suites within Regina's established neighbourhoods.

The following demonstration plans have been organized by Property Type (i.e. Property Types 1,2 and 3), and have been broken down by lot size (i.e. 7.6m (25'), 11.3m (37'), 18.3m (60') lot widths). Each diagram depicts how the demonstration meets relevant guideline criteria (i.e. setbacks, orientation and layout, windows and entrances, etc.).

Please note that these demonstration plans represent examples of how Laneway and Garden Suites could be developed to meet the criteria of the guidelines. They are not intended to exclude other solutions that meet the intent of the guidelines.

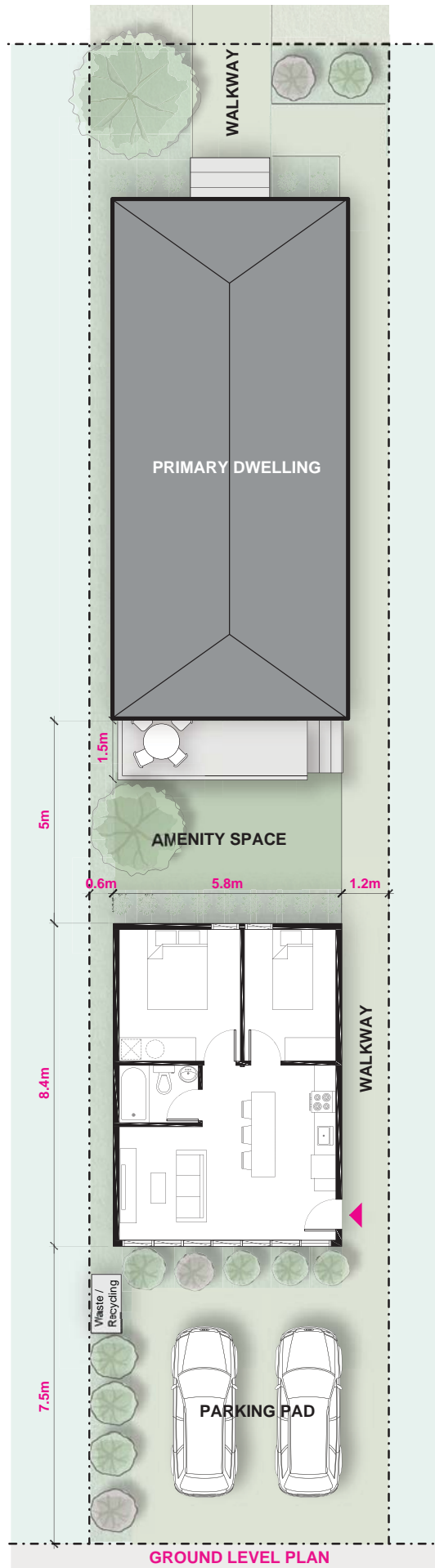


Property Type # 1 A
7.6m (25') Lot Width
38.1m (125') Lot Depth
290 sm Lot Area
0.75 Permitted FAR
217.5 sm GFA Max

Laneway Suite:
 2 Storeys / 1 Bedroom
 / 50 sm
Coverage: 17%

Primary Dwelling:
 Based on a suite of this
 size, the maximum size
 of the primary dwelling is:

167.5 sm Max Size
33% Max Coverage

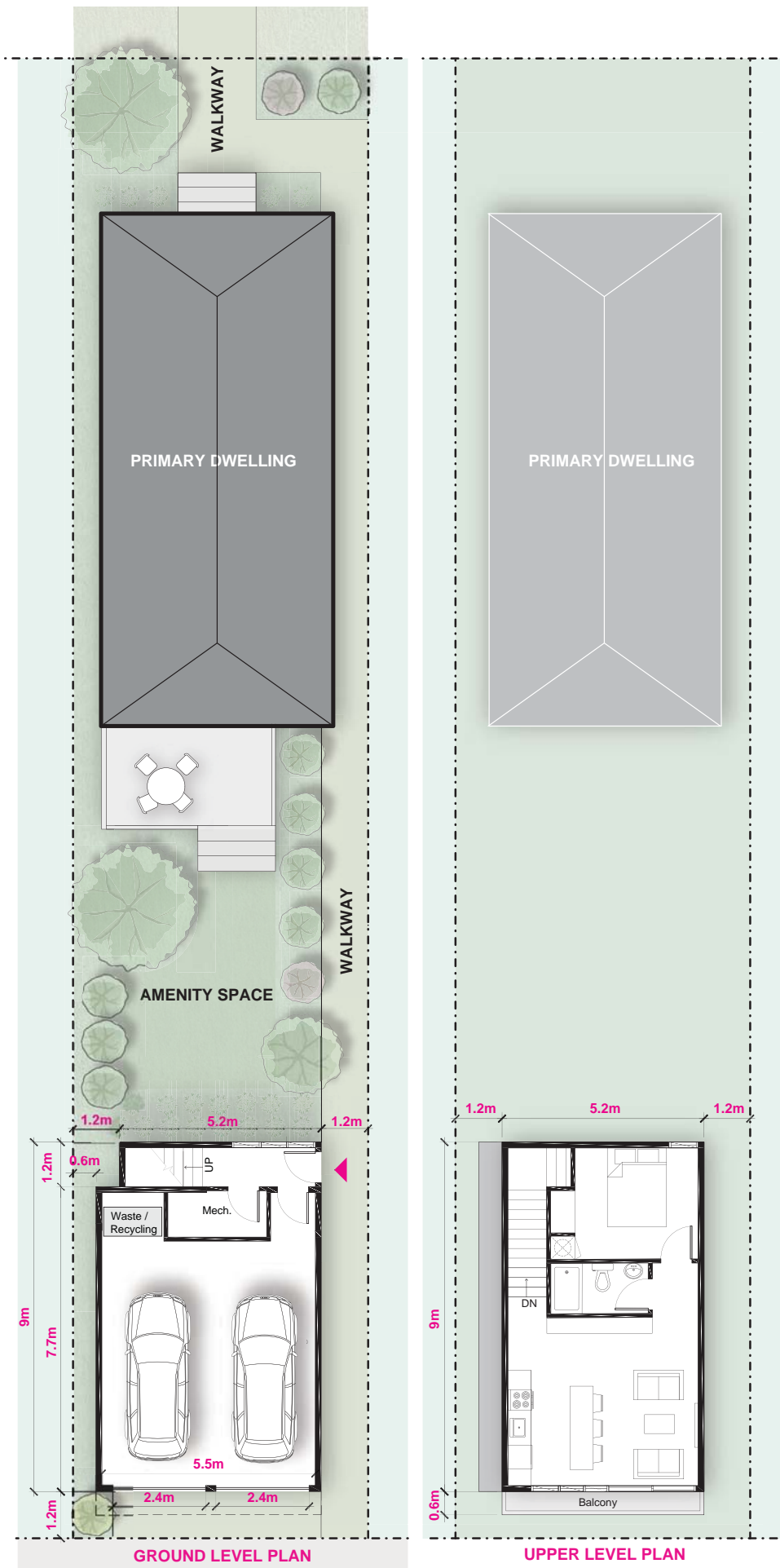


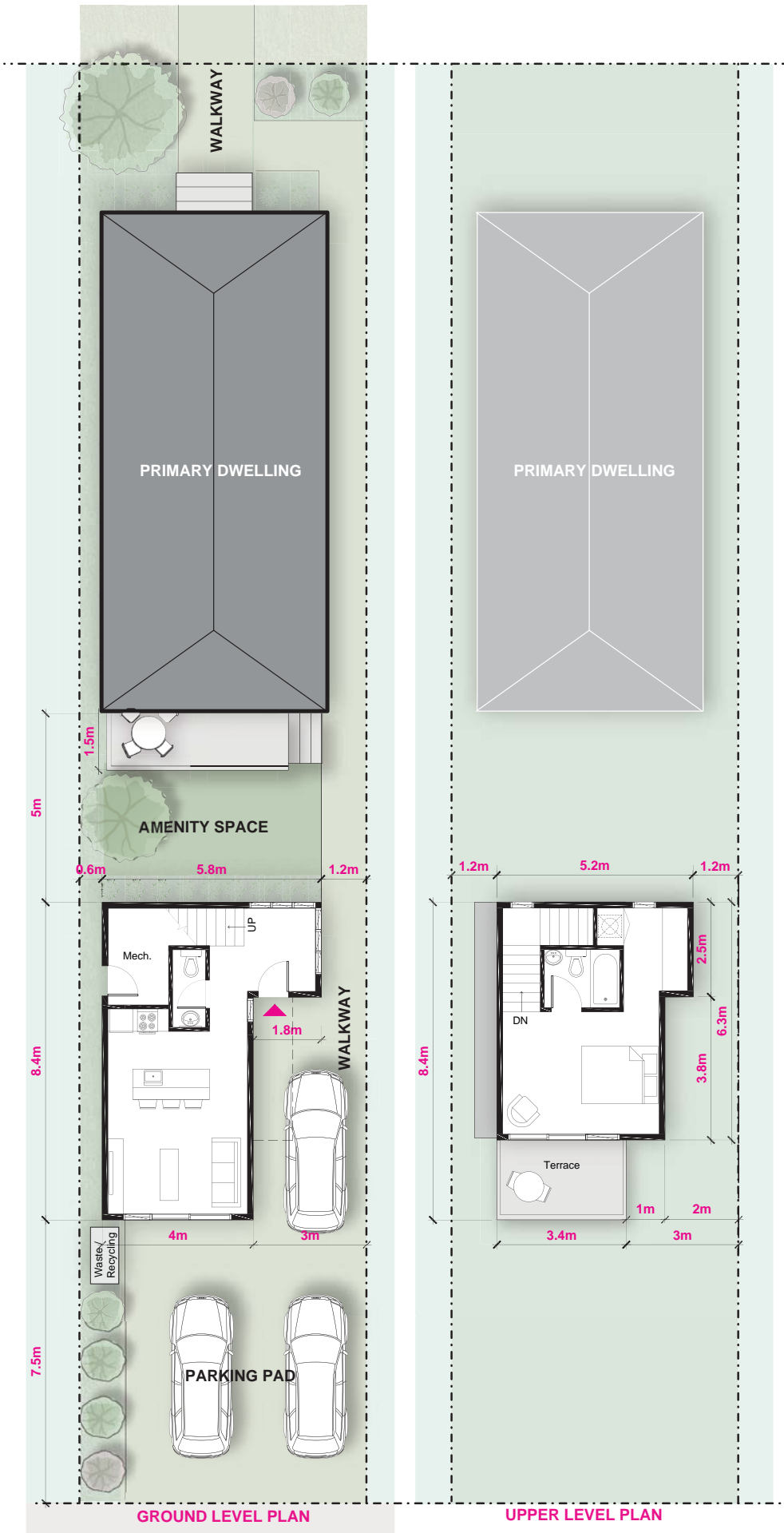
Property Type # 1 B
7.6m (25') Lot Width
38.1m (125') Lot Depth
290 sm Lot Area
0.75 Permitted FAR
217.5 sm GFA Max

Laneway Suite:
 1 Storey / 2 Bedrooms
 / **49 sm**
Coverage: 17%

Primary Dwelling:
 Based on a suite of this
 size, the maximum size
 of the primary dwelling is:

168.5 sm Max Size
33% Max Coverage



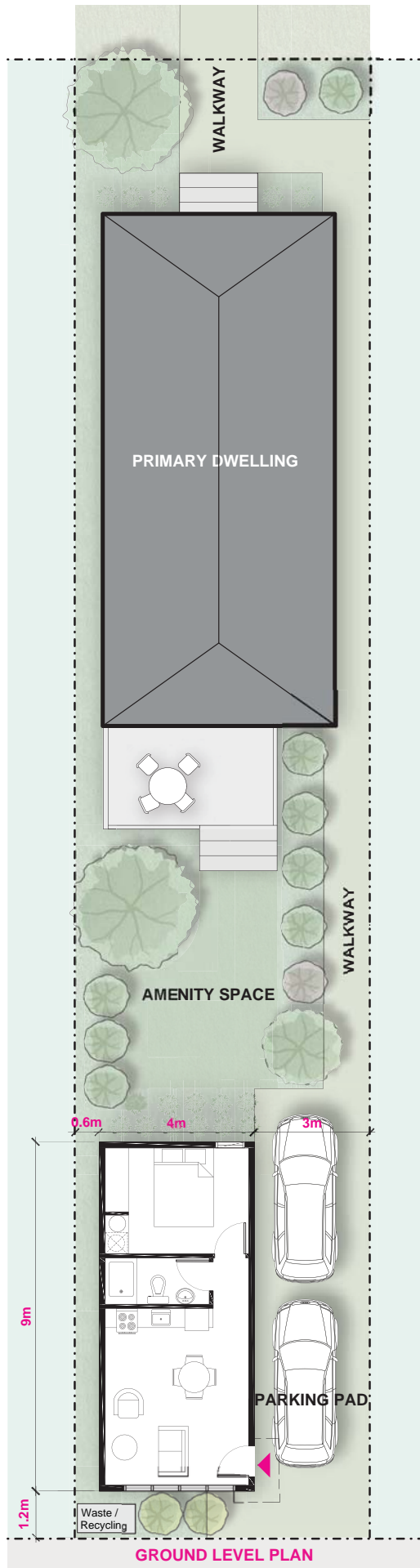


Property Type # 1 D
 7.6m (25') Lot Width
 38.1m (125') Lot Depth
 290 sm Lot Area
 0.75 Permitted FAR:
 217.5 sm GFA Max

Laneway Suite:
 2 Storey / 1 Bedroom
 / 60 sm
 Coverage: 16.8%

Primary Dwelling:
 Based on a suite of this
 size the maximum size
 of the primary dwelling is

157.5 sm Max Size
33.2% Max Coverage

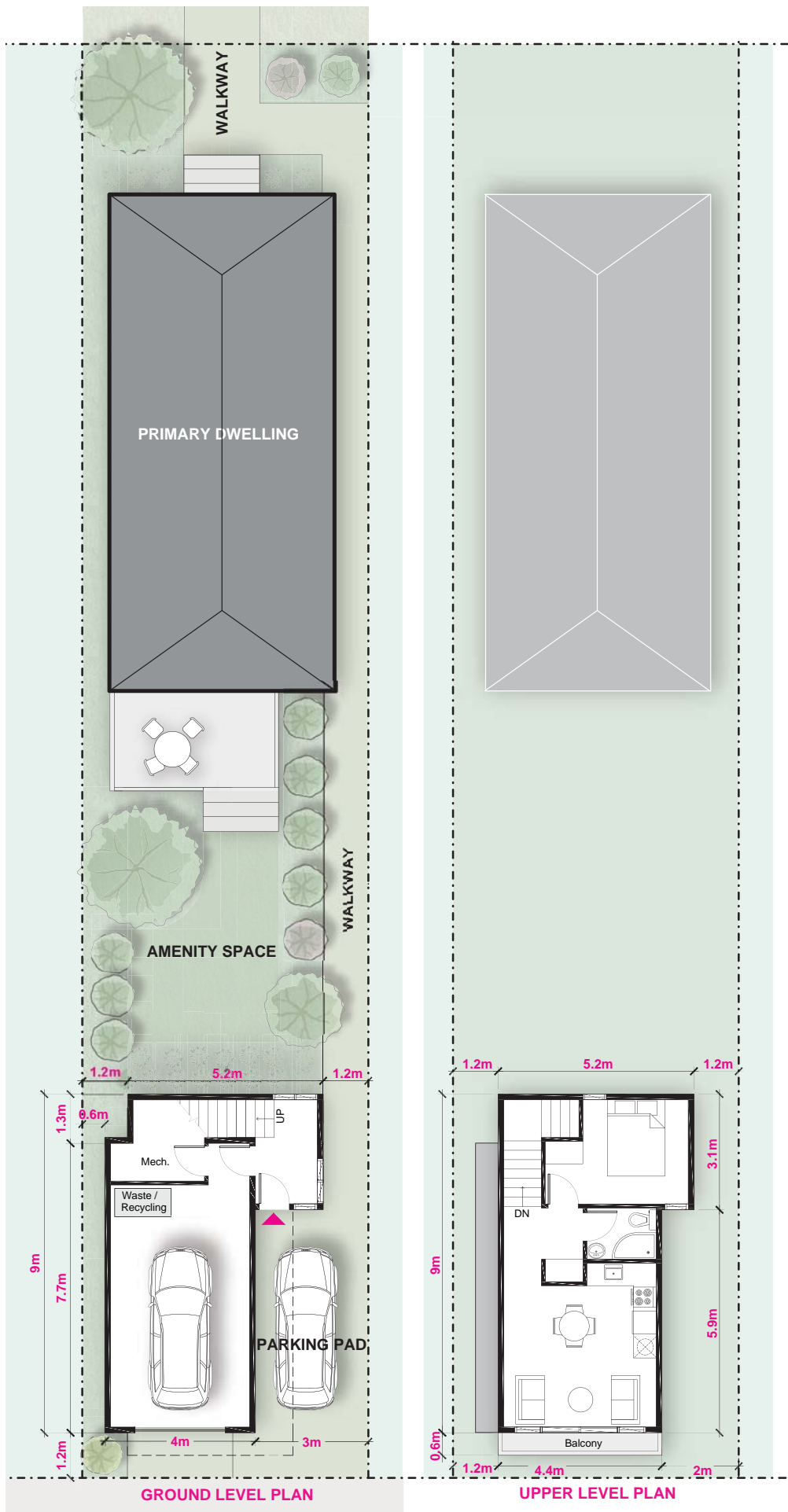


Property Type # 1 E
7.6m (25') Lot Width
38.1m (125') Lot Depth
290 sm Lot Area
0.75 Permitted FAR
217.5 sm GFA Max

Laneway Suite:
 2 Storeys / 1 Bedroom
 / **36 sm**
Coverage: 12.5%

Primary Dwelling:
 Based on a suite of this
 size, the maximum size
 of the primary dwelling is:

181.5 sm Max Size
37.5% Max Coverage





Property Type 1 Demonstration - Site Overview



Property Type 1 Demonstration - Rear Yard

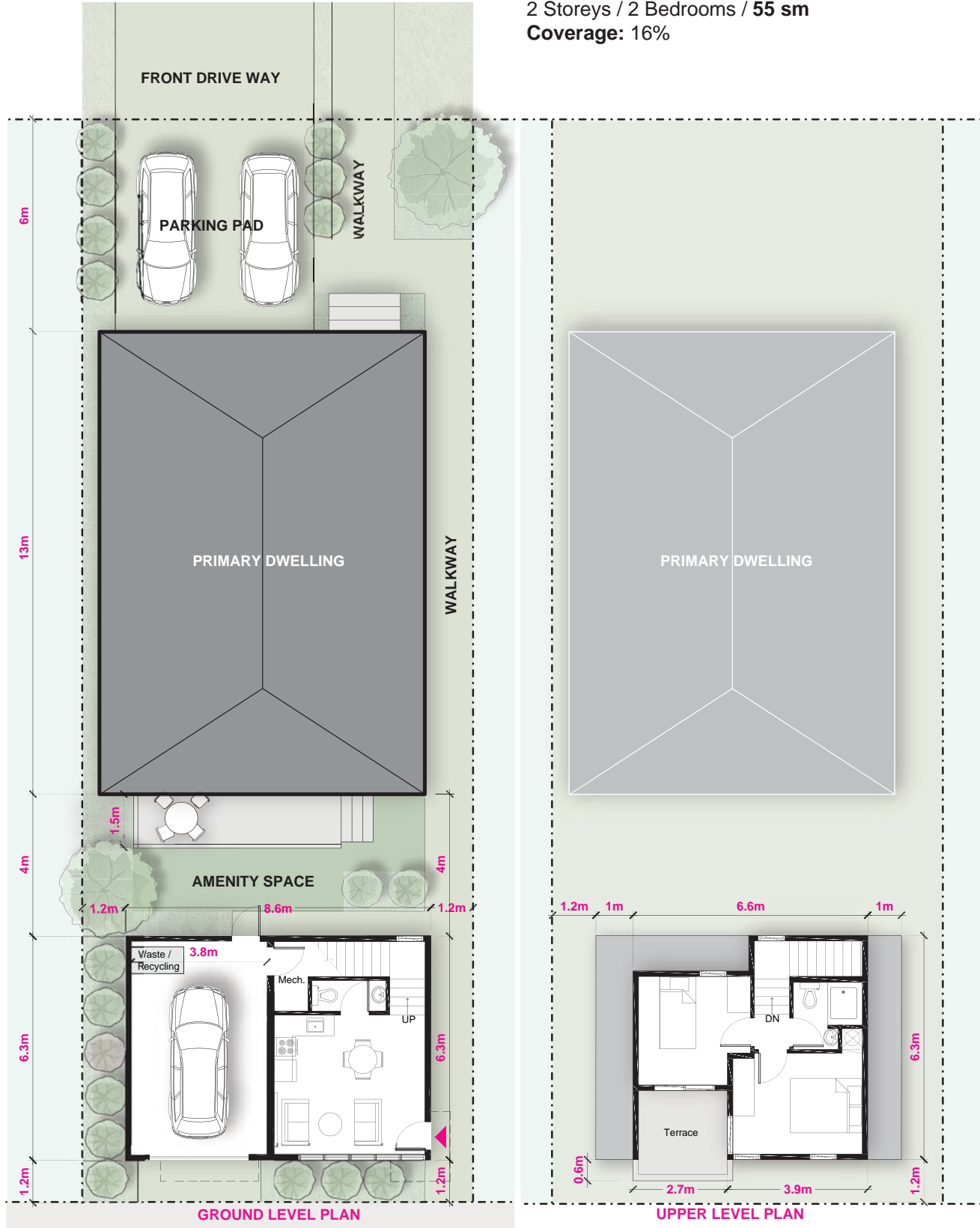


Property Type 1 Demonstration - Front Yard

Property Type # 2 A
11m (36') Lot Width
30.5 m (100') Lot Depth
335.5 sm Lot Area
0.75 Permitted FAR
251.5 sm GFA Max

Primary Dwelling:
 Based on a suite of this size, the maximum size of the primary dwelling is:
196.5 sm Max Size
34% Max Coverage

Laneway Suite:
 2 Storeys / 2 Bedrooms / **55 sm**
Coverage: 16%

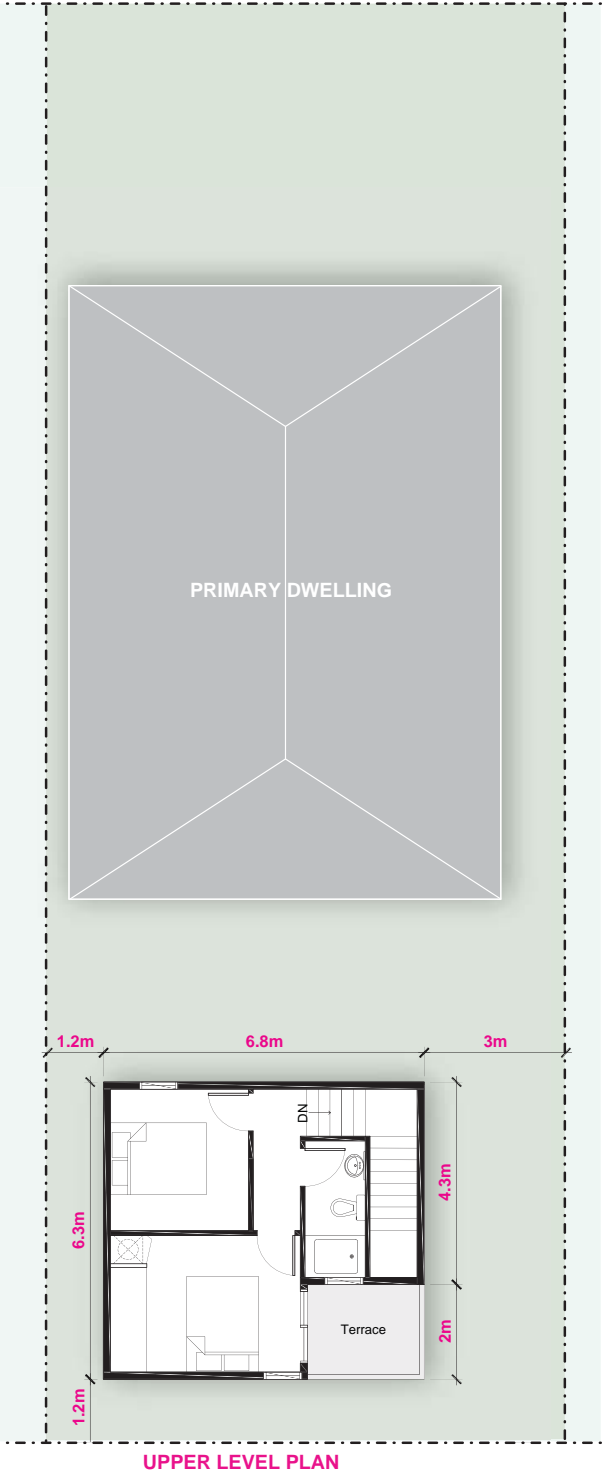
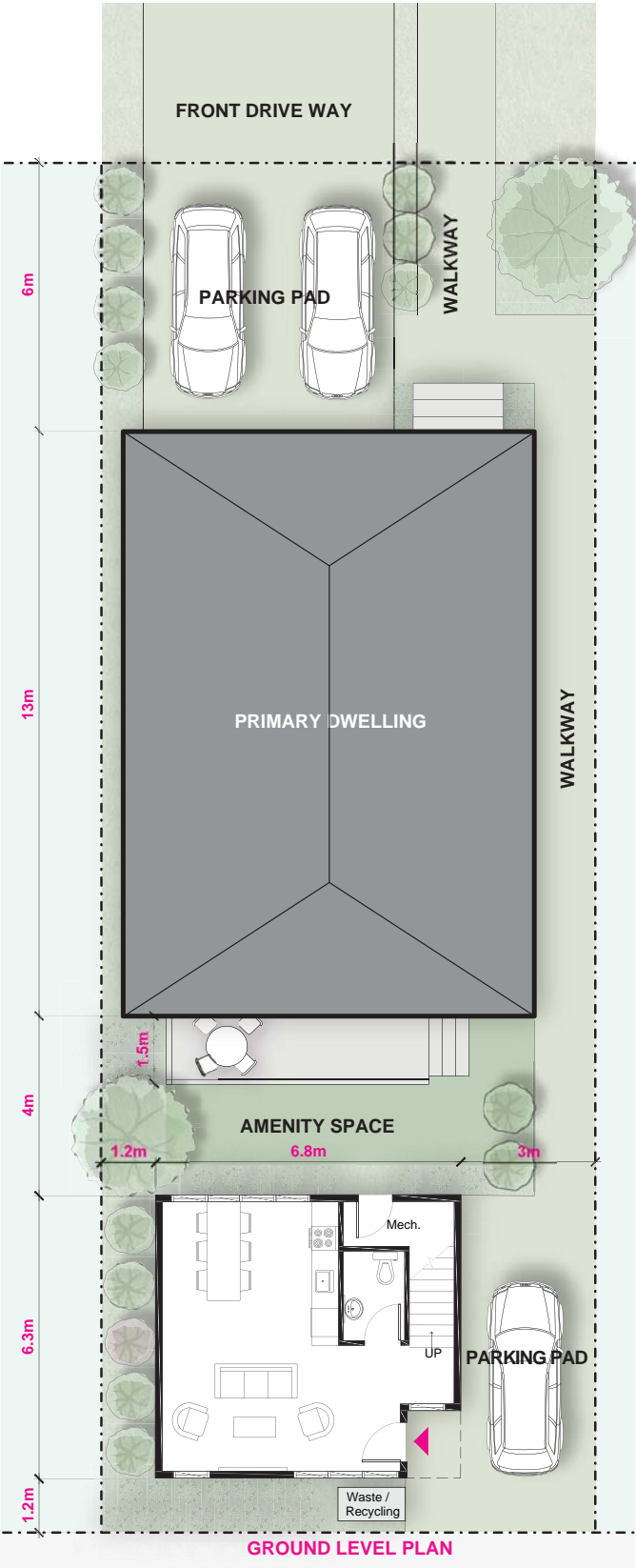


Property Type # 2 B
11m (36') Lot Width
30.5 m (100') Lot Depth
335.5 sm Lot Area
0.75 Permitted FAR
251.5 sm GFA Max

Primary Dwelling:
Based on a suite of this size, the maximum size of the primary dwelling is:

178.5 sm Max Size
37.2% Max Coverage

Laneway Suite:
1 Storey / 2 Bedrooms / 73 sm
Coverage: 12.8%



Property Type # **2 C**
 11m (**36'**) Lot Width
 30.5 m (**100'**) Lot Depth
 335.5 sm Lot Area
 0.75 Permitted FAR
 251.5 sm GFA Max

Laneway Suite:

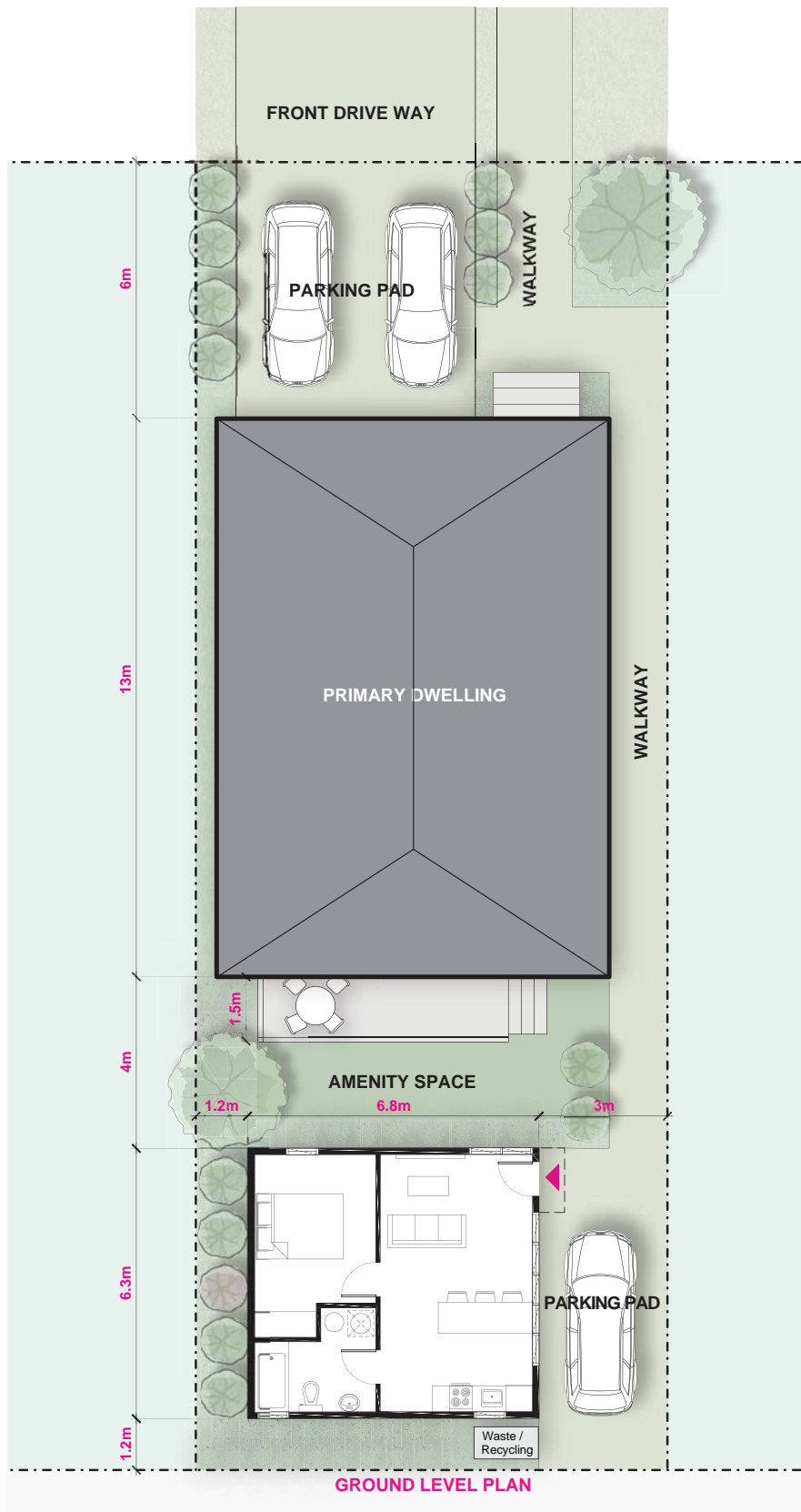
1 Storey / 1 Bedroom
 / 43 sm

Coverage: 12.8%

Primary Dwelling:

Based on a suite of this size, the maximum size of the primary dwelling is:

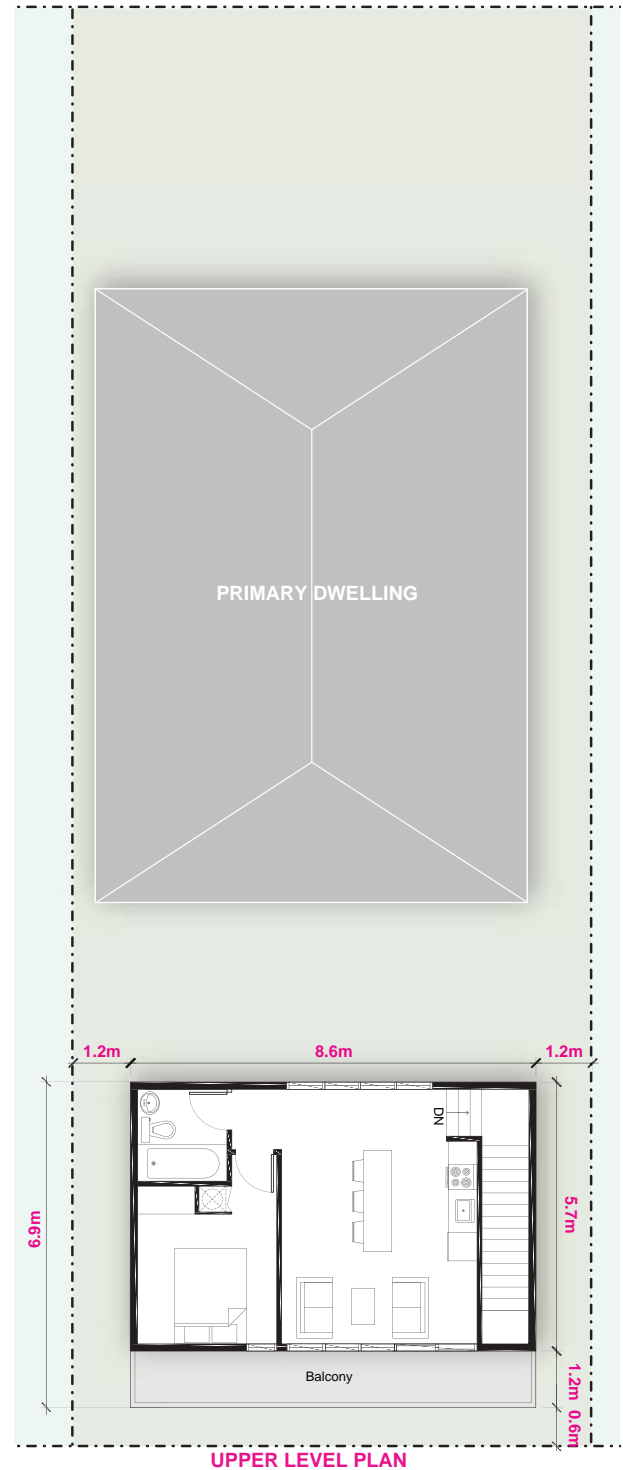
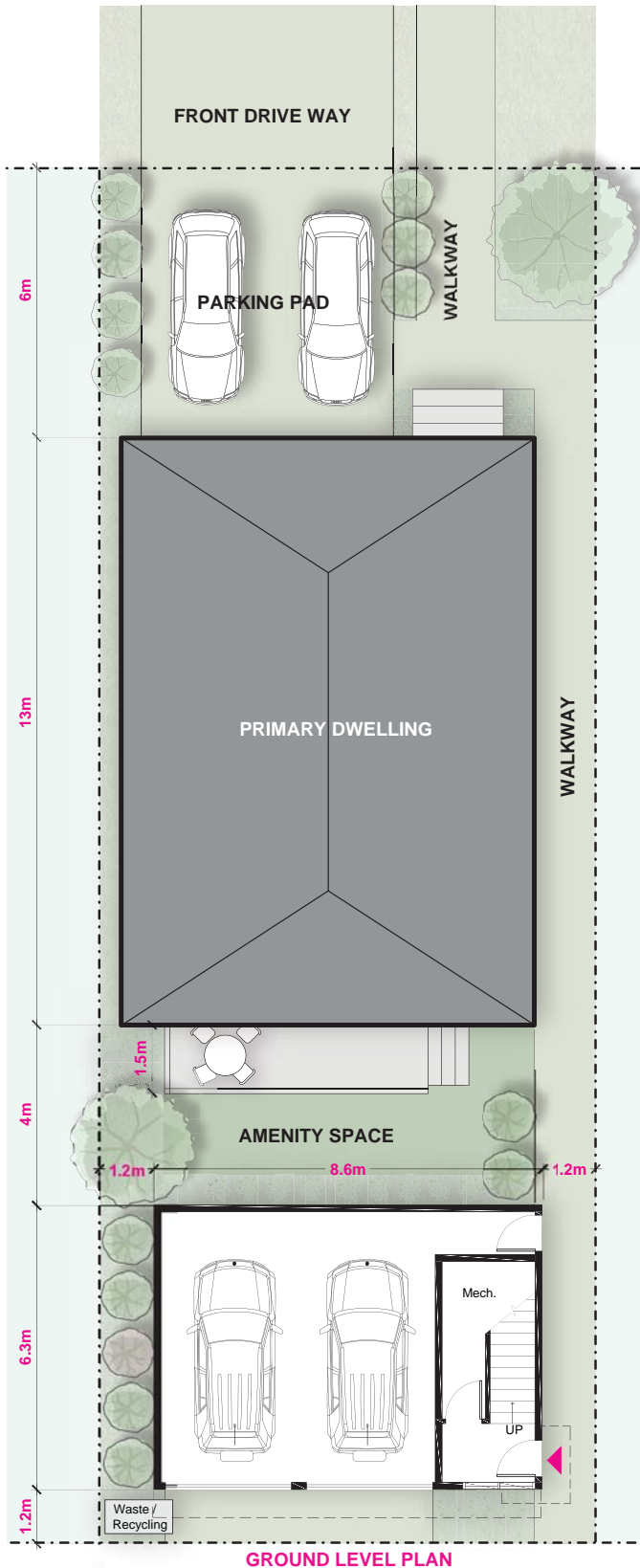
208.5 sm Max Size
37% Max Coverage

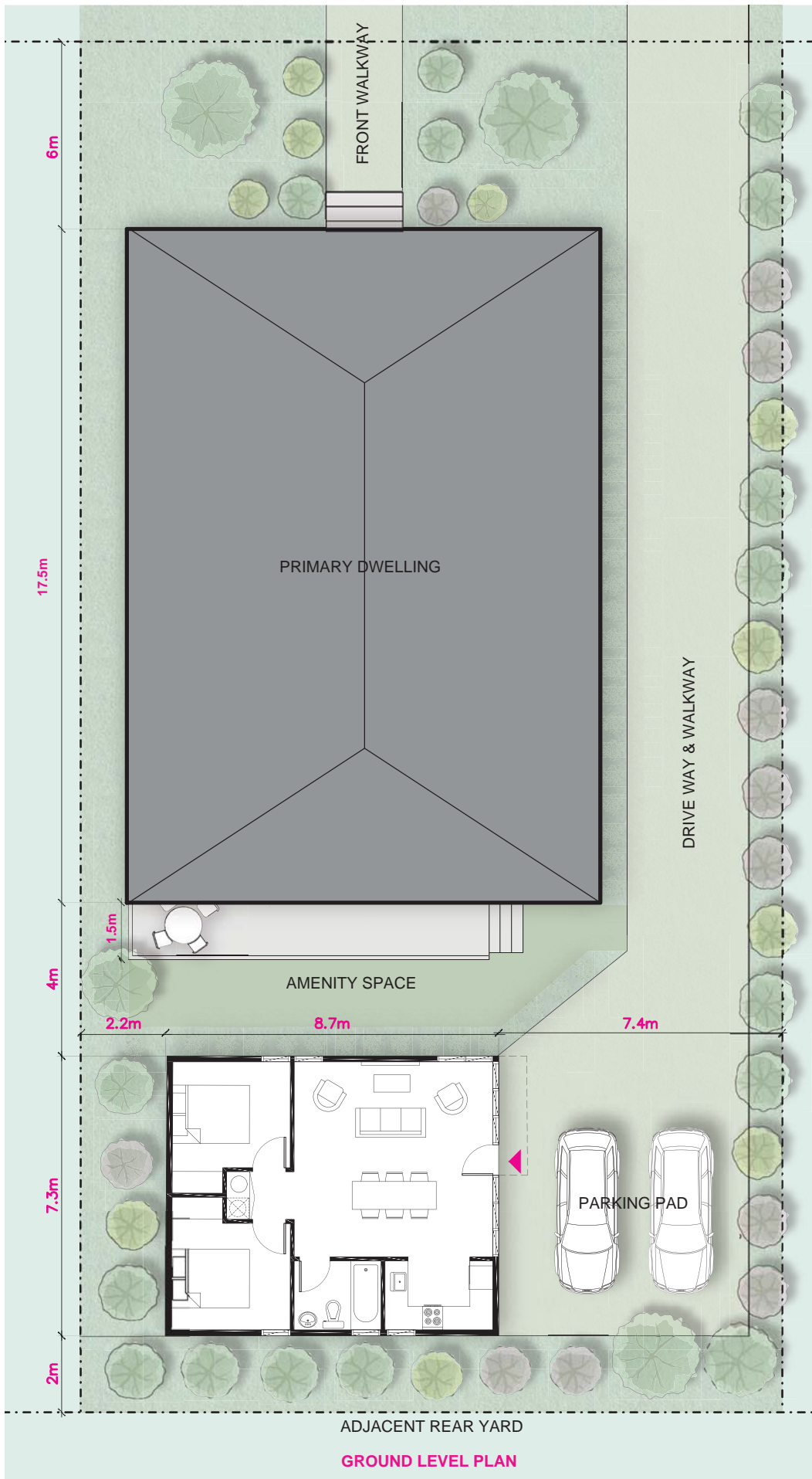


Property Type # 2 D
 11m (36') Lot Width
 30.5 m (100') Lot Depth
 335.5 sm Lot Area
 0.75 Permitted FAR
 251.5 sm GFA Max

Primary Dwelling:
 Based on a suite of this size, the maximum size of the primary dwelling is:
199.5 sm Max Size
32.4% Max Coverage

Laneway Suite:
 2 Storey / 1 Bedroom
 / 52 sm
 Coverage: 17.6%





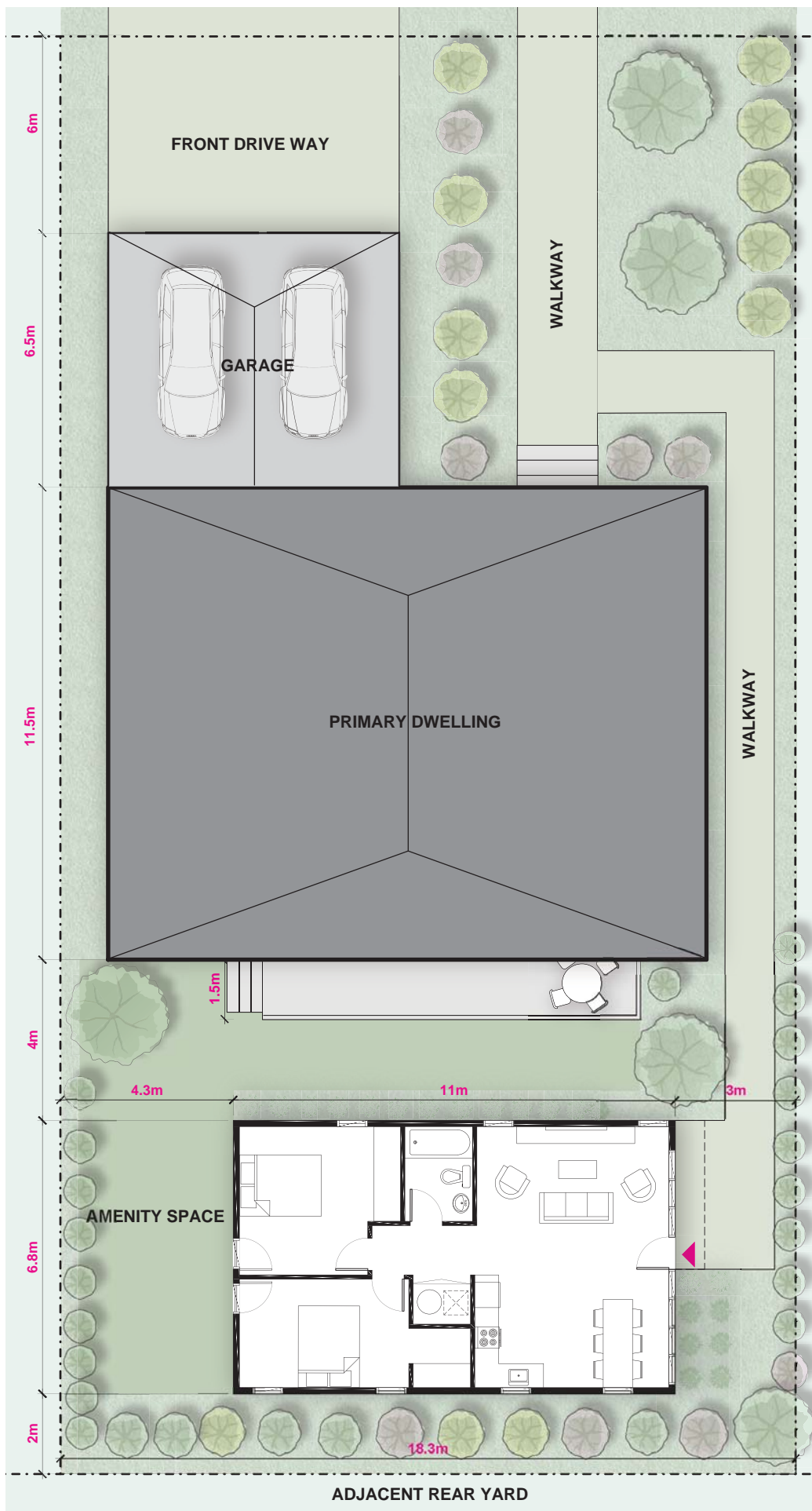
Property Type 3 A
18.3m (60') Lot Width
36.8 m (120') Lot Depth
673.4 sm Lot Area
505 sm GFA Max

Garden Suite:
 1 Storey / 2 Bedrooms
 / **63.5 sm**
Coverage: 9%

Primary Dwelling:
 Based on a suite of this
 size the maximum size
 of the primary dwelling is

441.5 sm Max Size
41% Max Coverage

GROUND LEVEL PLAN



Property Type 3 B
 18.3m (60') Lot Width
 36.8 m (120') Lot Depth
 673.4 sm Lot Area
 505 sm GFA Max

Garden Suite:
 1 Storey / 2 Bedrooms
 / 74.8 sm
 Coverage: 11.1%

Primary Dwelling:
 Based on a suite of this
 size the maximum size
 of the primary dwelling is

430 sm Max Size
38.9% Max Coverage



Property Type 3 Demonstration - Site Overview



Property Type 3 Demonstration - Rear Yard



Property Type 3 Demonstration - Front Yard

APPENDICES

APPENDIX A

GLOSSARY OF TERMS

1. Additional Dwelling Units

An additional dwelling unit is a second, separate unit on a property. It is a self-contained living space, with its own kitchen, bathroom and living area. Currently, the City of Regina permits one additional dwelling unit per Primary Dwelling, but it must be built within the Primary Dwelling – as a basement, main floor or upper floor suite.

2. Amenity Space

This refers to outdoor space on the property, including a backyard, a terrace, a patio or a front porch.

3. Balcony

A habitable outdoor space on the upper storey of a dwelling unit, projecting beyond the exterior building wall.

4. Building Footprint

The outline of the total area of the property that is surrounded by the exterior walls of a building or portion of a building.

5. Build-To Line

The line at which construction of a building façade is to occur on a lot, without additional setback. A build-to line runs parallel to, and is measured from, the relevant property line.

6. Context-Sensitive or Compatible Development

For the purpose of these studies, the terms “Context-Sensitive” and “Compatible Development” refer to development which considers the character and design of other buildings on the street or neighbourhood.

Within the context of these studies, these terms refer to building forms that are mutually tolerant and can exist together without negatively impacting each other. It does not necessarily mean that new buildings must be ‘the same as’ existing buildings, but that they should share some key characteristics.

Such characteristics may include, but are not limited to, building height, ground floor height, massing, depth, proportions, setbacks, etc.

7. Deck

An open outdoor platform extending from, and adjoining, a dwelling unit.

8. Density and Intensification

Density can have several different meanings. In this study it means:

- Unit density (number of units per hectare)
- Population density (number of people per hectare)

Intensification occurs when there is an increase in density. In this study, intensification refers to the increase in the number of residential units or population density in a given area. Unit or population intensification is critical to ensuring that the City manages growth in a way that reduces sprawl, uses resources more efficiently, and provides access to amenities, jobs and services for more people. This may occur by:

- Building a residential dwelling on a vacant lot
- Adding an additional dwelling unit in an existing or new residential dwelling
- Lot division which results in one

- house being replaced by two
- Replacement of single family homes with townhouses

Design Regina: The Official Community Plan defines intensification as, “Construction of new buildings or addition to existing buildings on serviced land within existing built areas through practices of building conversion, infill or redevelopment.”

9. Floor Area Ratio

The ratio of a building’s gross floor area to the size of the property upon which it is built.

10. Form

Form is the shape or configuration of a building. Two buildings of the same size or massing may have very different forms, making them look very different.

11. Gross Floor Area

The total floor area inside the building envelope, including the external walls, and excluding the roof and garage.

12. Infill Development

For the purpose of these studies, Infill Development refers to the addition of new residential dwellings in existing established neighbourhoods. Infill Development can include 1) development of a new residential dwelling on vacant land, 2) additions and structural alterations to existing dwellings, or 3) the redevelopment of existing dwellings.

13. Interior and Exterior Side Yard

Interior side yards are located where a side yard abuts another property.

Corner lots have a frontage along the main street, as well as a flanking street. The side yard along the flanking street is referred to as the exterior side yard.

14. Interior Living Space

Habitable indoor space, enclosed by exterior building walls, within a dwelling unit.

15. Laneway and Garden Suites

Laneway and Garden Suites are additional dwelling units which are detached from the Primary Dwelling, and located near the rear of the property. Laneway Suites are accessed from an adjacent laneway at the rear of the property whereas Garden Suites are access from an adjacent public street and sidewalk at the front of the property.

16. Massing

Massing refers to the physical bulk or size of a building. The massing may be organized in many different ways, depending on the form.

17. Patio

A paved outdoor area adjoining a dwelling unit.

18. Primary Dwelling

The Primary Dwelling is the main residential unit on a site.

19. Residential Intensification

Residential intensification refers to the introduction of additional residential units beyond that which currently exists on a given property. Residential Intensification may occur either through 1) development of a previously vacant lot, 2) internal

retrofits and renovations to existing dwellings to accommodate additional dwelling units, 3) integral or separate / detached additions to existing dwellings to accommodate additional dwelling units, or 4) redevelopment of an existing single family dwelling to accommodate multiple units, either through the combination of primary and additional dwelling units on a single lot or multiple suites on smaller sub-divided lots.

20. Scale

Scale refers to the relative size of a building as perceived by a viewer. It refers to the relationship between the elements of the building (like doors, floor heights, etc.) or the relationship between a building and its neighbours.

21. Setback

A setback is the required distance between a property line and the building (or two buildings), usually a maximum and/or minimum. Guidelines can identify front, rear and side setbacks, or the setback between the Primary Residence and the garage or additional dwelling unit.

22. Site Coverage

Site coverage is the portion of a lot that is covered by any building or structure. There is usually a maximum percentage permitted.

23. Terrace

A habitable outdoor space on the upper storey of a dwelling unit, resulting through the stepping back of the exterior building wall above the ground floor.

APPENDIX B

CONSULTATION SUMMARY

PUBLIC MEETING #1: SUMMARY REPORT

INFILL & INTENSIFICATION KICK-OFF MEETING

JUNE 8, 2015



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INTRODUCTION	1
WHAT WAS PRESENTED?	1
GROUP WORKSHOP	2
KEY DIRECTIONS	3
NEXT STEPS	4

INTRODUCTION

With the approval of *Design Regina: The Official Community Plan* (OCP), the City of Regina is now embarking on a number of projects to make the plan a reality. Starting in April 2015, the City initiated the preparation of two related but distinct sets of Guidelines: the Laneway & Garden Suites Guidelines and the Infill Housing Guidelines.

PARTICIPANTS WERE ASKED TO COMPLETE AN INDIVIDUAL EXERCISE OUTLINING THEIR TOP PRIORITIES.

To kick-off these two projects, the City of Regina hosted a public meeting and workshop. This introductory meeting focused on providing an overview of the two Guideline projects, as well as a discussion of priorities for infill and intensification in the City of Regina.

The Public Meeting and Workshop was held at the Knox Metropolitan Church, at 2340 Victoria Ave, on Monday June 8th, 2015, from 6 to 9 p.m. Over 80 members of the public attended the open house and workshop.

WHAT WAS PRESENTED?

The event began at 6 p.m. with an hour-long display board viewing accompanied by discussions with the project team. This was followed by a formal presentation with introductory remarks from the City and a 40-minute overview presentation by the project team that focused on:

- A review of Design Regina;
- The purpose of the OCP;
- Regina's Growth Plan;
- An introduction to infill and intensification; and
- An overview of the evening's group workshop.

Following the presentation, participants were invited to partake in facilitated break-out sessions, the key findings of which are summarized in the following section.

Each participant presented their top priorities back to the table and engaged in group based discussions.

GROUP WORKSHOP

The group workshop provided a forum to discuss Infill and Intensification within the context of Design Regina, as well as two of the first projects identified in the Work Plan to implement Design Regina: the Laneway & Garden Suites Guidelines and Infill Housing Guidelines.

For the Workshop Session, participants were organized into groups of approximately 8 people. The workshop began with a post-it note exercise, in

which each participant identified three priorities or concerns related to infill or intensification in general and the two projects more specifically. Facilitators then led the group in a discussion of each person's priorities, identifying common themes, concerns and ideas. Note takers compiled the comments and provided a summary of key priorities for the broader group. Discussions were facilitated by staff from the City of Regina and members of the Consultant Team.



KEY DIRECTIONS

The following key directions were identified by participants in the workshop session.

GENERAL FEEDBACK

- Regulate size, scale, height and design to maintain compatibility with existing neighbourhood.
- Consider access to sunlight and shadows created by new developments.
- Address desire for affordable and accessible housing options.
- Maintain neighbourhood green space.
- Balance the need for strong regulations as well as personal choice.
- Create guidelines that are simple and easy to understand.
- Ensure guidelines are properly enforced.

LANEWAY & GARDEN SUITES FEEDBACK

- Ensuring adequate capacity and service level of existing infrastructure (storm water, sewage).
- Managing and maintaining service levels for new residences (snow removal, garbage collection).
- Ensuring the design of new dwellings respects existing properties. Including but not limited to: massing & scale, height, access to sunlight, privacy, and green space.
- Support for laneway/garden suites to promote affordability, accessibility and housing stock diversity.
- Encourage sustainability integrated into building design, including creative solutions like off-grid options, rain water collection, solar power etc.
- Creating simplified regulations, rules, and processes that are easy to understand and utilize.
- Consider safety in laneways (particularly at night).

INFILL HOUSING FEEDBACK

- Support for intensification as a way to manage growth, as long as new development fits into the existing context.
- Ensuring new development is context-sensitive, including but not limited to: massing & scale, height, access to sunlight, privacy, and green space.
- Ensuring the enforcement of existing and new by-laws and guidelines.
- Address the need for parking and access to existing and new dwellings.
- Support for ensuring affordability and diversity in housing stock.
- Creating simplified regulations, rules, and processes that are easy to understand and utilize.

**EACH TABLE WAS ASKED TO
SUMMARIZE THEIR TOP 3 TO 5
KEY DIRECTIONS.**

NEXT STEPS

Priorities identified in the first consultation session will be used by the project team to develop preliminary guidelines for Laneway & Garden Suites and for Infill Housing.

The Infill and Intensification Kick-Off Meeting was the first in a four-step public consultation process, which includes:

MEETING #2: INTRODUCTION TO LANEWAY & GARDEN SUITES GUIDELINES

June 23, 2015, from 6 to 9 p.m.
Knox Metropolitan Church, 2340 Victoria Ave, Regina

MEETING #3: LANEWAY & GARDEN SUITES GUIDELINES REVIEW & INTRODUCTION TO INFILL HOUSING GUIDELINES

September, 2015. Details to be Confirmed

MEETING #4: INFILL HOUSING GUIDELINES REVIEW & IMPLEMENTATION

November, 2015. Details to be Confirmed

In addition to public consultations, a website has been launched to make information and regular updates easily available to members of the public. Details of upcoming consultation sessions and draft materials can be found at:

DesignRegina.ca/currentprojects

THE WORKSHOP EXERCISE
PRODUCED LIVELY
DISCUSSION, AND A NUMBER
OF KEY DIRECTIONS WERE
IDENTIFIED.

Each table included a
facilitator and note-taker.



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PUBLIC MEETING #2: SUMMARY REPORT

INTRO TO LANEWAY & GARDEN SUITES GUIDELINES

JUNE 23, 2015



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INTRODUCTION

On June 23, the City of Regina, as part *Design Regina: The Official Community Plan*, hosted their second in a series of public meetings led by consultant Brook McIlroy. While the first meeting, which was conducted on June 8, introduced participants to infill and intensification, the second meeting introduced participants to the Laneway & Garden Suites Guidelines, a distinct project within *Design Regina*.

The public meeting was held at Knox Metropolitan Church and began at 6 p.m. Over 65 residents attended and participated in the open house and workshop.



WHAT WAS PRESENTED?

The event began at 6 p.m. with an hour-long display board viewing accompanied by discussions with the project team. This was followed by a formal presentation with introductory remarks from the City and a 20-minute overview presentation by the project team that focused on:

- An overview of the Laneway & Garden Suites Guidelines;
- Case studies and emerging directions;
- Feedback from the previous meeting; and
- An overview of the evening's group workshop exercises.

Following the presentation, participants were invited to participate in facilitated break-out sessions, the key findings of which are summarized on the following pages.

Attendees were introduced to the Laneway and Garden Suites Guidelines.

GROUP WORKSHOP

Participants were organized into groups of 8 at a series of tables. Each table was provided with a workbook and writing utensils. Each group selected a facilitator to moderate the discussion and a note-taker to document the key themes and responses for each question. After brief introductions from the participants, groups began to answer the questions in the workbook. City staff and members of the consultant team were present as a resource.

QUESTIONS FOR MODULE 1: SITE DESIGN CONSIDERATIONS

Questions in Module 1 addressed some potential design considerations for laneway and garden suites, and included the following questions:

- 1.1 What factors should be considered when determining appropriate locations, setbacks, separation distances, and coverage for laneway and garden suites?
- 1.2 What factors should be considered when determining appropriate locations and quantities for surface parking space(s)? Where should parking be provided? How much parking should be provided?
- 1.3 What factors should be considered when determining appropriate sizing and dimensions for landscaped rear yard amenity space? How much space should be required?
- 1.4 Where should garbage and recycling be collected? How can we incorporate waste storage and utility metres into the design of laneway and garden suites?

QUESTIONS FOR MODULE 2: BUILDING DESIGN CONSIDERATIONS

Questions in Module 2 addressed potential building design considerations for laneway and garden suites and included the following questions:

- 2.1 What factors need to be considered when determining appropriate orientations for laneway and garden suites? Do considerations for laneway suites differ from that of garden suites? Do considerations for older neighbourhoods differ from that of newer neighbourhood?
- 2.2 What factors should be considered when determining appropriate locations and sizing for building entrances, windows, dormers, and projections? Should encroachments be permitted? If so, where?
- 2.3 What factors should be considered when determining appropriate massing for laneway and garden suites? Should stepbacks and angular planes be used? Do considerations for laneway suites differ from that of garden suites? Do considerations for older neighbourhoods differ from that of newer neighbourhood?
- 2.4 With the understanding that architectural style cannot be regulated, what qualities should be considered when designing laneway and garden suites? Consider facade articulation elements. Should the architectural quality of laneway and garden suites relate to that of the primary dwelling? Why or why not?

KEY DIRECTIONS

The following section briefly summarizes the common themes and key directions obtained in response to the group workshop exercise.

ANSWERS FOR MODULE 1: SITE DESIGN CONSIDERATIONS

1.1 Location, Setbacks, & Coverage

- Setbacks regulations should consider Regina's varied lot configurations and the established neighbourhood character.
- Building location and site coverage should reflect the established neighbourhood character.
- Sunlight access and privacy should be prioritized when determining appropriate building locations, setbacks, and coverage.
- Run-off / storm water management should be considered when determining appropriate site coverage regulations.
- Consider retaining or reducing the City's existing 50% site coverage regulation.

1.2 Parking & Site Access

- Parking for secondary suites should be accessed via adjacent rear laneways, where applicable.
- Where rear laneways are not present, parking for secondary suites should be accessed via a driveway entrance which is shared with the primary dwelling.
- Consider a range of potential parking solutions for secondary suites, including garage parking, pad parking, or some combination of the two.
- Consider opportunities to relax parking requirements for secondary suites, where appropriate.
- Consider utilizing permeable surface materials in place of traditional hardscaping (i.e. asphalt).

1.3 Landscaped Amenity Space

- Balance the need for development with adequate landscaping to reduce the risk of run-off and to promote on-site storm water management.
- Balance the need for development with adequate rear yard amenity space to establish appropriate separation between primary and secondary units, and to promote active living and enjoyment of outdoor spaces.
- Promote high quality landscaping.
- Incorporate supplementary outdoor amenity space in the form of terraces, balconies and decks where appropriate.

1.4 Servicing

- Internalize garbage, recycling and organics storage either within the exterior walls of the secondary suite or within an enclosed / screened outdoor storage area to improve the appearance of adjacent rear laneways.
- Ensure that water and gas meters are incorporated into the design of secondary suites, and otherwise screened from view along adjacent rear lanes, where applicable.
- Ensure that garbage, recycling and organics collection is undertaken from adjacent rear laneways, where applicable.
- Ensure appropriate access is provided for emergency services.

ANSWERS FOR MODULE 2: BUILDING DESIGN CONSIDERATIONS

2.1 Building Orientation

- Generally, secondary suites should be oriented toward adjacent rear lanes, flanking streets (on corner sites), and adjacent rear yard amenity space.
- On corner sites, secondary suites should be permitted to address either the adjacent rear lane, where applicable, or the flanking street, as a primary frontage.
- Sunlight access and privacy should be prioritized when determining appropriate building orientation.

2.2 Doors, Windows, Projections, & Encroachments

- Windows should be provided along the rear building face, promoting views and casual surveillance opportunities onto adjacent rear laneways.
- Where upper storey balconies and terraces are provided, they should be located internal to the site, with views onto the shared rear yard amenity space.
- Skylights and clearstory windows should be encouraged along the site building faces to provide natural light without encroaching on the privacy of neighbours.
- Other windows should be limited along the side building faces, in order to ensure the privacy of neighbours.

2.3 Massing

- Secondary suites should retain appropriate height, massing and proportions relative to the primary dwelling, with an emphasis on ensuring that the primary dwelling remains visually dominant.
- Maximum building height, width, and depth should be regulated for secondary suites, with the understanding that massing must also respond to site characteristics and the established neighbourhood context.
- Consultation with neighbouring property owners is encouraged throughout the design and approvals processes.

2.4 Architectural Quality

- Material finishes for secondary suites should be high quality, and should complement that of the primary dwelling.
- Consideration should be given to the material character of the established neighbourhood, including adjacent properties and the surrounding block.

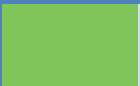





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Laneway and Garden Suites Guidelines




Site Coverage for Buildings & Structures

Response	Chart	Percentage	Count
Yes, maintain a maximum 50% site coverage.		47.9%	80
No, increase the maximum site coverage to greater than 50%.		31.7%	53
No, reduce the maximum site coverage to less than 50%.		15.0%	25
No opinion.		5.4%	9
		Total Responses	167

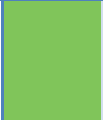




Site Coverage for Soft Landscaping

Response	Chart	Percentage	Count
Yes, 30% site landscaping is appropriate.		50.3%	81
No, reduce the site landscaping requirement to less than 30%.		14.9%	24
No, increase the site landscaping requirement to more than 30%.		11.8%	19
No, there should be no requirement for soft landscaping		18.0%	29
No opinion.		5.0%	8
		Total Responses	161






Parking

Response	Chart	Percentage	Count
Yes, tandem parking should count as two parking spaces for the pilot project.		57.8%	93
No, tandem parking should only count as one parking space.		33.5%	54
No opinion.		8.7%	14
Total Responses			161







Building Height

Response	Chart	Percentage	Count
Yes, I agree that a one and a half storey suite should be permitted where there is a rear laneway.		41.1%	65
No, I think all suites should be limited to one storey.		17.7%	28
No, I think all suites should be permitted to be one and a half storeys.		9.5%	15
No, I think suites should be permitted to be taller than one and a half storeys.		26.6%	42
No opinion.		5.1%	8
Total Responses			158







Side Yard Setbacks

Response	Chart	Percentage	Count
I agree with reduced side setback on narrow lots and increased side yard setbacks on wide lots.		34.2%	53
I agree with reduced side setback on narrow lots but I disagree with increased side yard setbacks on wide lots.		19.4%	30
I disagree with reduced side setback on narrow lots but I agree with increased side yard setbacks on wide lots.		9.7%	15
I think all suites should have standard side setbacks on both sides.		29.7%	46
No opinion.		7.1%	11
		Total Responses	155

Suite Size

Response	Chart	Percentage	Count
Yes, there should be a limit on the size of the unit. I agree that 80 m ² or 80% of the primary dwelling is appropriate.		39.9%	61
Yes, there should be a limit on the size of the unit, but it should be larger than 80 m ² / larger than 80% of the primary dwelling.		5.2%	8
Yes, there should be a limit on the size of the unit, but it should be smaller than 80 m ² / less than 80% of the primary dwelling.		19.0%	29
Yes, there should be a limit on the size of the unit, but it should not be connected to the size of the primary dwelling.		22.2%	34
No, there should not be a limit on the size of the unit.		9.8%	15
No opinion.		3.9%	6
		Total Responses	153

Terraces and Balconies

Response	Chart	Percentage	Count
Yes, I agree that terraces and balconies should face either the internal rear yard or the rear laneway.		53.6%	81
No, I think terraces and balconies should be permitted to face in any direction.		13.9%	21
No, I think terraces and balconies should only be permitted to face the internal rear yard.		9.9%	15
No, I think terraces and balconies should only be permitted to face the rear laneway.		4.6%	7
No, I don't think terraces and balconies should be permitted at all.		14.6%	22
No opinion.		3.3%	5
Total Responses			151

Additional Comments

#	Response
1.	I believe that the garden suites above the garages should only be permitted in the older r3 areas where the lot size is 37.5 ' or greater , the city should never have them in harbour landing where they are as the parking density is at a premium and emergent trucks will have s problem on call outs in those areas
2.	Unless I missed it, there is nothing about minimum lot sizes where laneway & garden suites would be permitted. If there isn't there likely should be.
3.	Thanks for the online survey.
4.	It is my understanding that a developer has been approved for the building of these????
5.	The last question about terraces and balconies assumes that there is majority support is for a structure 1&1/2 stories high. Something tells me the previous question on height is redundant. Describing has already be made. As with other building guidelines permits are issued however is there any follow up to see if guidelines were adhered to. I also feel that builders who apply to have the guidelines not apply to a stucture , after it is build, should not be allowed to be granted an exemption. What is the point of setting standards! Thanks for the opportunity to provide feedback
6.	Being able to put a full story above the garage would make a world of difference and would not make the building that much taller. For example, if I want to build a garage with 8' walls. With a suite on top with 8' walls including 18" web trusses and a 4-6" slab floor the top of the walls will be 18' tall leaving no room for roof trusses so people are going to start designing flat roof's or low pitch roof's which are less than ideal. Give us a another foot or two and problem solved.

7.	<p>If the goal is to increase the density of established neighbourhoods through sensitive infill then the style, size and height of laneway and garden suites must be the primary consideration. In neighbourhoods that are predominately populated with one storey dwelling units the appropriate laneway or garden suite style would be one storey 5.8 mts. with a pitched roof. In areas populated with two storey dwellings, a one and one half storey unit of no more than 8.5 mts would fit without destroying the character of the neighbourhood.</p> <p>In terms of units sizes I believe that using 80 sq. mts. may be appropriate in some cases and not in others. It might be wise to establish the laneway or garden suite size on a percentage of the size of the lot mindful of it's configuration.</p> <p>Allowing balconies and terraces in my opinion presents a problem. I cannot see how a unit could accommodate a balcony that will prevent oversight of neighbouring properties. However if properly oriented toward the rear lane oversight might not be a problem.</p> <p>There should be a limit as to the number of laneway and garden suites that can be developed per block as parking, whether we like it or not, is a fact of life. In areas of Regina where parking is limited to one side of the street there should either be no laneway or garden suites allowed or if allowed only small one storey units with an adjacent parking pad should be considered.</p>
8.	<p>I think the reduced side yard setbacks permitted now for narrow lots should be eliminated completely for all future construction. The vision is to "enhance" existing neighbourhoods but in the last five years the reduced setbacks have allowed builders to re-develop narrow residential lots in Lakeview and Old Lakeview into new buildings with solid concrete walls stretching from the front lot line to the laneway lot line, within inches of the sidewalk. There is no landscaping, no windows. Buildings like this fit well into area zoned for commercial or office buildings, but seriously detract from, instead of enhancing residential neighbourhoods.</p>
9.	<p>I was disappointed to hear the trial units were allowed in the suburbs. I would think that the demographic of renters for this type of accommodation would be close-to-downtown for a downtown worker. Who would live in these units? ...singles, 2 room mates, couples starting out, grand-parents.</p>
10.	<p>Require Privacy screens limiting the view of 2nd floor Decks and terraces to provide privacy to neighbours at the side.</p> <p>Vary landscaped % requirements based on land sizes. More land should have more soft green space.</p> <p>1 bedroom and bachelor units should be encouraged.</p>
11.	<p>In the question on Suite size, I believe the 'No..' option is misworded; I think you mean ' no there should NOT be..'?</p>
12.	<p>External finishing should complement primary property.</p>
13.	<p>Incentives (property tax reductions) should be provided for increased "soft landscaping" area (including where suites don't exist IMO). With the significantly reduced lot sizes the</p>

city has allowed builders to benefit from there is already very little room for any kind of landscaping, adding hard restrictions to the percentage of such space will very much limit the number of properties where a suite would be allowed. Sort of defeats the purpose of allowing them in the first place.....

I'm not sure what use a half story will have but should we not allow the suite to "fit" with the area? if all surrounding properties are 2 story then something less or equal to that should be fine. If you allow 1.5 stories on a block with all single story dwellings you would be effecting the aesthetics of the whole neighborhood.... perhaps the goal should be to not effect any local aesthetics or infringe on adjacent property's privacy rather than make the decision "easy" for the city (which is what a hard and fast rule will do) allow a little common sense and innovation to play a role.....

Allowing suites will make property ownership accessible to more people, in particular young people. Young people, or those with low incomes, will benefit from lower market rents which will almost certainly result from allowing these suites. 1st time home buyers will be able to buy property sooner and/or use rental income to increase their equity.... win - win.

14. The question on present size of the unit does not allow an option for just a maximum size such as 80 m2. A slightly smaller home might have constraints on building an appropriate sized suite.

Also I am assuming corner lots would have some specific rules as they would have more flexibility (potentially separate servicing might also be an option in some circumstances).

15. This project is FINALLY going to get Regina 1 tiny step closer to looking like a big city. I commend the progressive thinking of the team! I've seen successes with this all over the USA. Also, I firmly believe that placing gross amounts of red tape on details that don't matter is not a good idea - let this concept blossom!

16. While preparing new guideline city should consider the growing city population, increase of family members in young low/moderate income families. Guidelines should be based on families need and ability not just city made the law and people can not take the benefit out of it.

17. Let's keep in mind the residents of the area, their privacy and noise concerns.

18. I think the most important thing to factor in to the size, location, setbacks of these units is to scale it to the main building on the property, but also to keep in context the scale of the suite relative to the buildings around it. Although I feel that there should be fewer limitations to what someone can do with their property, I feel that there needs to be some context to the local street and existing homes/suites/garages in the area.

19. I note that item f under Guideline #13, on page 58 of the draft document, makes reference to a minimum 6.0 m separation distance from the primary dwelling. Where does this come from? I don't see any previous reference to it in the document.

With respect to the demonstration plans under Section 5, provision is made for compliance

with a combined maximum FAR (floor area ratio) of 0.75 for the principal dwelling and the laneway/garden suite. While this may be entirely reasonable, the standard is not explicitly stated elsewhere in the body of the document, as is the case for maximum site coverage. You may wish to clarify this further and provide a definition for FAR in the glossary.

Thank you for the opportunity to comment.

20. I believe these are a positive step for Regina however I feel that there are neighbourhoods in the city where this should be prohibited.
21. Permit secondary housing in as many spots as possible to facilitate infill.
22. The height limits need to be changed to allow proper units above a garage
23. Density is excellent, but it is important to respect the neighbourhood's character. Infill is a great way to build a better Regina. Thanks for providing more options for our city.
24. There is a huge laneway suite built behind a duplex on the corner of Argyle and 20th. It is two stories high and surrounded by concrete. How was this allowed?
25. The City of Regina needs to mind it's own business and quit making decisions for property owners. For the amount of money I pay in property taxes, I should be able to do what I want on my property.
26. 125'x25' lots flanked by both a rear alley and a parallel side alley should have should have a reduced sideyard set back of 0.6m for both of the sideyards.
27. I believe there should be fairly open by-laws in regards to laneways and use of properties. Also some thought should be given to innovations such as green roofs especially on smaller properties and in regards to water management.
28. I love the idea of garden suites, but the Laneways in older, established neighborhoods would look horrible. P.S. you should ban vinyl siding.
29. To enhance the entrance of Laneway Suites, back alley flower/garden beds should be allowed. By definition an alley is 6 m wide, so there should be sufficient space on the outside of the fence to allow a flower bed and compost bin, without interfering with laneway grader maintenance.
30. The city should more closely regulate the amount of concrete and impermeable areas on properties, as it has a direct influence on the amount of runoff that goes into the street sewer system.
31. I live in Lakeview. Most residences have 3-4 cars. I live beside a bungalow that has 2 suites and 4 cars. There is only 1 rear parking space and none at the front of the house. I have created a parking space at rear of my house. On street parking is problematic. Please come up with solutions that recognize the problem.
32. I hope home owners have final say on matters.
33. I do not support this idea, it puts more people in the same amount of space without anyway to increase parking or widen roads. We live in one of the neighborhoods described in this survey. Already we can't park on both sides of the street and there aren't enough places to park. There is also no mention on how the city plans to deal with increased traffic this

arrangement would have.

Regina needs a plan, rules and stands it intends to enforce instead of so many compromises that are ruining our neighborhoods. Take a look at the original harbor landing plan and what has actually been built. High density, low quality, short sighted projects. It's a disgrace.

34. I wanted to know if there was grants being provided to participate in this project? We are looking forward to the progress on this project as we are very interesting in setting up a suite in our backyard. We have been searching for the ideal housing for our family and this would work for us.

35. The entrance way should to the lane-way suite should have an improved appearance by maybe flowerbeds or some other landscaping architectural features.

36. I don't feel that the lane way building should a view onto a property across the lane. There must be a requirement to keep snow removal on the property and not in the lane.

As well there should be a parking Bylaw change that restricts visitor parking in the lane way if it is not already there and be accompanied by ticket and immediate tow.

37. Side yard setbacks should be standardized and as small as reasonably practicable. The impact of increasing the side lot setback to the neighbour is minimal, but the ability to maximize yard space is important. If there is not room, then don't permit the development. Given lane access, it is important to consider the amenity of the neighborhood -- perhaps developing guidelines to allow some landscaping or utilization of the lane easement for garden space, composting or other appropriate uses would enhance the amenity of the area.

38. Currently our roads and sewage systems could probably not support all this additional load. Secondly many of our underground power and gas and cable lines are all buried underground which run though the yard. Thirdly, we live in a city where we often receive a lot of snow where are residence supposed to shovel the snow if the yard is completely consumed by buildings?

I see this concept as costing more than its benefit. I disagree with this concept. Surely there could be a better idea put forward.

39. Snow removal will have to be a main priority in areas with laneway and garden suites.

40. Lot sizes should not be made so small. How are the facility companies supposed to serve these areas. I want fibre but it will cost me more because I am sure old lots are not designed to handle two houses per lot.

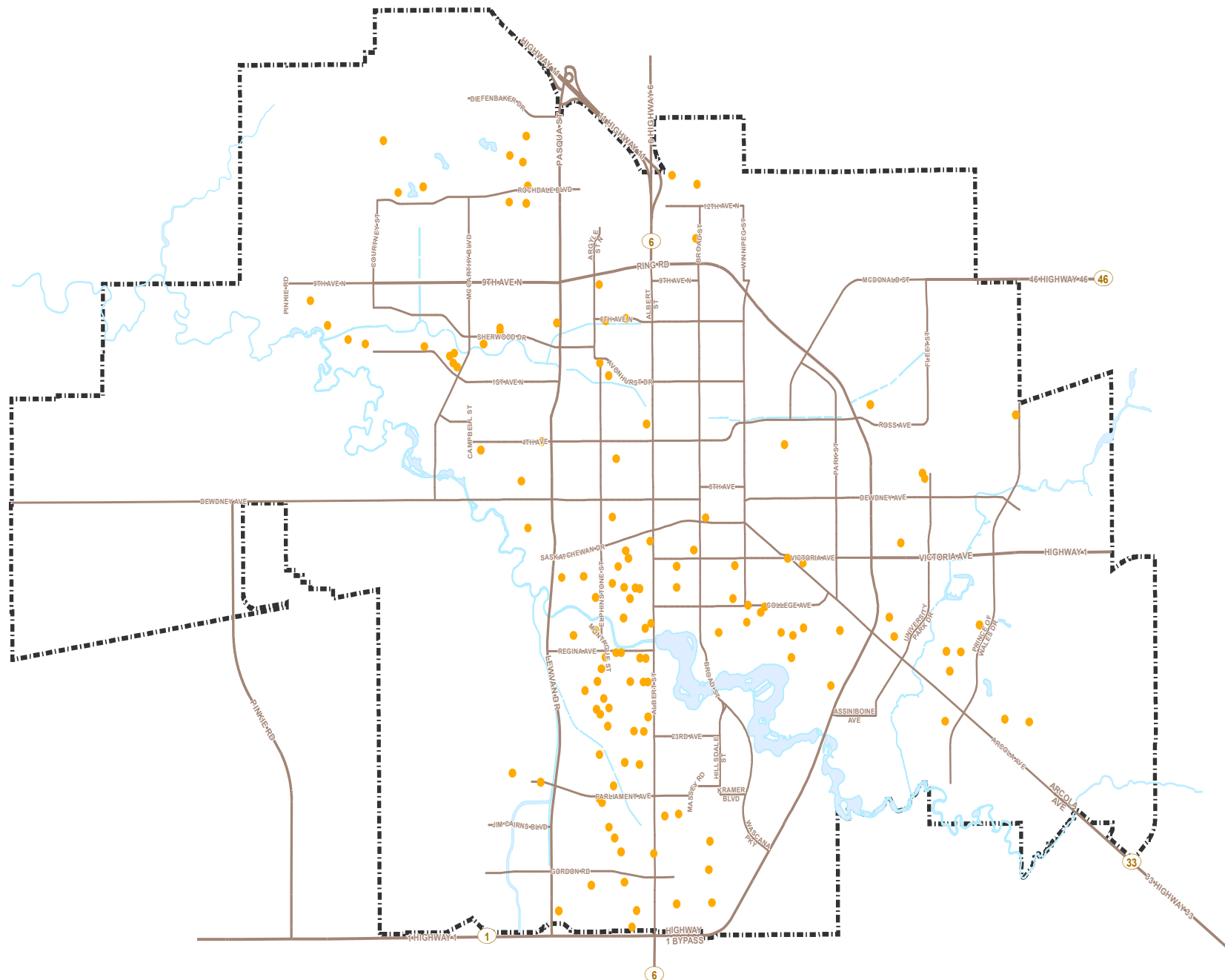
41. Our streets are over crowded now with excess cars parking. These units will add at least one or two more vehicles to a crowded situation. This whole thing is another tax grab by the city.

42. I think the city should loosen up on restrictions for any opportunities for housing. I think more respect needs to given publicly and internally to the private people that chose to house people for a living or a side business. These people are not just landlords...they are layman but still do social work..nursing banking ...support system..taxi drivers..marriage counselors and police ect...to many people and when there is a supportive cooperative system you will see better caring people in this business. The city needs to stop blaming landlords for the racism and bad housing. Landlords need supports just like any public service providers.....landlords make a contribution and difference in our community ...let's

	support them.
43.	I think that there should be some mention in the guidelines what the plan might be for retro-fit situations. We built a garage with a space above it, meeting all current city and building code requirements, but without plumbing or a bathroom. We would someday like to add a bathroom and any other requirements needed to make it an official laneway suite if there are ever retro-fit guidelines made for what is required for existing structures that just need a few alterations (landscaping, parking, etc.). However, I would hope such guidance would have a lot more flexibility built in, given that they are retro-fit situations and can't be held to the same standards as a brand-new building.
44.	When standards are set it is often the case that exemptions are granted. What is the point. Once agreed on, the standards should be rigidly enforced. In fact it should be stated in the permit application that there are not exceptions. If the unit is built exceeding guidelines the building needs to be taken down to meet the guidelines. Builders always seem to find a way around the by-laws. Ignorance is no excuse for breaking the law. Sounds a little harsh but if you live next door to someone who breaks the guidelines your property goes down in value. Who does the affected home owner turn to then?
45.	<p>I think it should be a common sense approach to this project - an approach that the city should adopt elsewhere as well.</p> <p>I don't think that the rules and regulations should be written in stone, I think they should be guidelines, and I think the city should have a process in place where each site is reviewed, and the neighbours are consulted prior to approving the permit to build.</p> <p>My reasoning for the above is as follows:</p> <p>- No two properties are going to be exactly identical. Therefore, let's not make a one-size fits all policy with respect to sizes of the garden suites, or the distance from the property line. Lots are not always rectangular (wide or narrow), sometimes they are irregular shaped. Other times, the city approved lots that permitted builders to cram houses like sardines and there barely is any room for a front, or back yard. Those houses properties should be able to have attached garden suites if they so desire.</p> <p>My point is; there should be guidelines not firm rules, but each plan should be reviewed on a case-by-case basis so that people in this city can feel free to enjoy their property as they see fit provided it does not make the neighbours uncomfortable, or have any safety issues.</p>
46.	I also believe that terraces should be permitted to face a side street, when a side street exists.
47.	For the older central communities with narrow lots and limited parking suites above a laneway garage should be considered other wise the additional parking pressure especially in areas with single side street parking will be very difficult. The height restrictions of one and a half stories would severely limit options for over the garage suites. Also a limiting of the number of laneway suites on a block or within a certain proximity would be a good way to reduce the additional parking pressure.

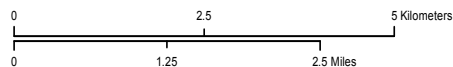
48.	I believe Laneway and garden suites should only be permitted on lots where the owner of the primary residence occupies the primary residence.
49.	<p>I live in a house with a narrow, 25 foot lot. I already lack privacy in my yard, and would not want a Laneway suite adjacent to my yard. We get new renters next door about once a year, some of whom drink, smoke marijuana, or deal drugs - often in the back yard. If a 1.5 story Laneway suite was built, especially with a balcony We would have virtually no privacy.</p> <p>Our narrow inner-city lots already lack privacy - if the city is determined to build suites, they should build them in Neighborhoods with larger lot sizes where the yards and houses have more privacy.</p> <p>I don't want people to be able to look into my house and yard from all angles.</p>
50.	The issue of the shadow effect of the addition on the neighbouring properties is not explicitly addressed and should be. Where an addition creates a shadow with implications for snowmelt on the adjacent property this should be avoided where possible.
51.	Great option for Regina. Way to go
52.	Main concern with the maximum size is that on a narrow lot (eg 25 or 32 ft) this could result in quite a large structure relative to the lot size. A "narrow lot" is not defined. Could go with two sizes - smaller unit for narrow lots, larger unit for large lots, say 40 ft and over. Also you should consider that there is a demand for bachelor suites and one-bedroom units for singles. Smaller size = lower cost and more affordable rents, which is the whole idea of this policy. The other advantage of smaller units is that they allow more soft surface, water absorption, and green space for the households.
53.	<p>Laneway and Garden Suites must not be permitted to be subdivided from the existing lot. However, I do agree that a doubling (or more) of property tax for a lot that holds more than 2 family dwellings is required.</p> <p>There need to be strong and strict rules that hold developers to account regarding municipal access (fire, ambulance, solid waste collection) to all points of the lot - will developers pay to add fire hydrants to lanes so that primary dwellings aren't damaged by hoses and trucks that have to go through and across the original home? What responsibilities will there be for homeowners in paying for those additional service and access requirements?</p>
54.	I believe laneway and garden suites should not be permitted. Incentives to rebuilding the many functional obsolescence housing in our city, would best serve the public, and the neighbourhoods they reside in.
55.	<p>TAX PAYER SHOULD BE ABLE TO DO WHAT WE WANT ON THEIR OWN PROPERTY WITHOUT GOVERNMENT TELLING THEM WHAT TO DO. IF IT DOESN'T HARM ANYONE ELSE. WHAT BUILDING YOU CAN HAVE, HOW MANY, HOW MUCH GRASS IF ANY, DO YOU HAVE PARKING? THIS PERMITS FOR EVERYTHING YOU DO TO IMPROVE YOUR PROPERTY AND ARE PENALIZED WITH HIGHER TAXES FOR THEIR PROBLEM . LET'S GO BACK TO FRONTAGE TAX AND FORGET ABOUT ALL THE PERMITS AND SAVE THE TAX PAYER SOME MONEY WITH FEWER CITY EMPLOYEE. GET THE GOVERNMENT OUT OF THEIR POCKETS. \$78,000,000.00 IN BACK TAXES IS OWED THE CITY, THAT TELLS ME, PEOPLE CAN'T</p>

AFFORD TO PAY THE HIGHER AND HIGHER TAXES.
56. Lane way suites ar a good idea. Let's do it right so we set a good example.
57. These guidelines are great!



LEGEND

- Laneway and Garden Suites
- City Limits
- Road
- Water Body



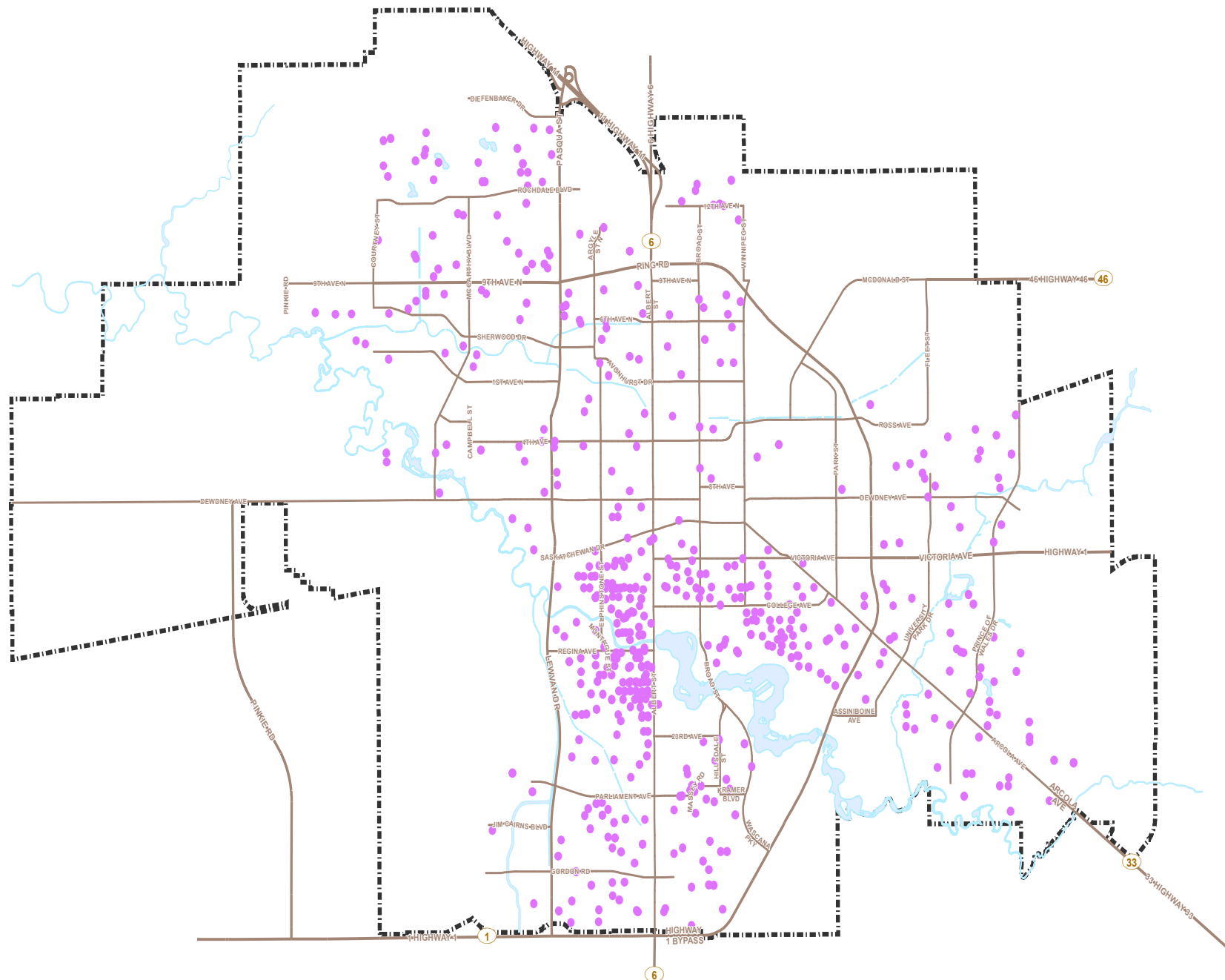
LOCATION MAP

LANEWAY AND GARDEN SUITES

Planning Department
Long Range Planning Branch

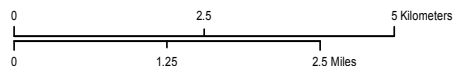
City of Regina





LEGEND

- Infill Housing
- City Limits
- Road
- Water Body



LOCATION MAP

INFILL HOUSING

Planning Department
Long Range Planning Branch

City of Regina



Comments from the Laneway & Garden Suite Open House
November 30 & December 1, 2015

I strongly suggest a new bylaw to govern side setbacks on corner lots which are 25' wide. There seems to be a gap in the bylaws with respect to residential properties being built on 25' corner lots. These lots provide an opportunity to use two aspects of the building to enhance the impact on the adjoining streets.

Instead, because of the sweeping-wide bylaw which currently allows a 0.6 metre setback on one side for both. Mid-block and corner lot properties/new houses are being built with a solid wall from front to back of the lot. It creates a street view which looks like an industrial warehouse/concrete bunker in the midst of a historic residential neighbourhood.

There are also no windows permitted – again makes good sense for mid-block houses but none at all for corner lots. Probably worse because fire engines have no side window access at all.

A concerted effort should be made to firm up some of the soft targets presented on panel 7 and give them some “teeth” – enforceable limits. For example, priority for sunlight and privacy for neighbours, incorporate outdoor amenity space, architectural quality should be codified.

Perhaps individual plan review should be required for add-ins. It seems you have considered most of the relevant issues, but those sorts of things are likely to be more contentious.

I think there will be lots of opportunity for adding suites to suitable lots in new subdivisions, but light air/space issues should not be forgotten in that case. Is a two storey laneway suite too tall in any case?

I am enthused about the concept of infill housing (and some of the new builds/townhouses). I live in Lakeview and the new housing has resulted in young people and families moving into the area which has meant schools are active and businesses thrive (Hill Avenue Shopping Strip).

The concept of infill housing as described in the displays would mean that single people would also move into the area – another positive.

As for aesthetics, I have problems with the idea that a neighbourhood has a single aesthetic. My area of Lakeview goes from 1910 to 1980 on. The mix of different architectures is interesting and attractive. Cities where such a mix exists often have resulting neighbourhoods that are vital, busy, and attractive to current and potential residents.

January 6, 2016

To: Members,
Regina Planning Commission

Re: Application for Discretionary Use (15-DU-19) Proposed Restaurant
860 Winnipeg Street

RECOMMENDATION

1. That the discretionary use application for a proposed restaurant located at 860 Winnipeg Street, being Lot 4, Block 3, Plan No. 102076792 Industrial Park Subdivision be APPROVED, and that a development permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1, A-3.1a, A-3.2 and A-3.3 prepared by Alton Tangedal Architect Ltd. and dated October 21, 2015; and
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
2. That this report be forwarded to the January 25, 2016 meeting of City Council for approval.

CONCLUSION

The applicant proposes to develop a restaurant with accessory drive-thru at 860 Winnipeg Street. The subject property is currently zoned IA-Light Industrial Zone in which a restaurant is a discretionary use.

The proposed restaurant will provide an additional amenity within proximity to industrial areas that is accessible by all modes of transportation. As such, the restaurant will contribute to the local economy and activity in the immediate area.

Accordingly, the Administration recommends approval.

BACKGROUND

This application is being considered pursuant to *Regina Zoning Bylaw No. 9250, Design Regina: The Official Community Plan Bylaw No. 2013-48* and *The Planning and Development Act, 2007*.

Pursuant to subsection 56(3) of *The Planning and Development Act, 2007*, Council may establish conditions for discretionary uses based on the nature of the proposed development (i.e. site, size, shape and arrangement of buildings) and aspects of site design (i.e. landscaping, site access, parking and loading) but not including the colour, texture or type of materials and architectural details.

DISCUSSION

The applicant proposes to develop a 43-seat restaurant, with a drive-thru component, at the corner of Winnipeg Street and Ross Avenue. The proposed restaurant will be located at 860 Winnipeg Street which is currently a used car sales and storage lot.

The land use and zoning related details are provided in the table below:

Land Use Details	Existing	Proposed
Zoning	IA-Light Industrial Zone	IA-Light Industrial Zone
Land Use	Used car sales and storage	Restaurant
Number of Dwelling Units	N/A	N/A
Building Floor Area	N/A	251.11 m ²

Zoning Analysis	Required	Proposed
Number of Parking Stalls Required	9 stalls (1 space per 5 seats)	69 stalls provided on site
Minimum Lot Area (m ²)	750 m ²	8,696.78 m ²
Minimum Lot Frontage (m)	15.0 m	106.85 m
Maximum Building Height (m)	15.0 m	4.9 m
Maximum Floor Area Ratio	1.5	0.03
Maximum Coverage (%)	50%	3%

Only a portion of the entire site is being redeveloped at this time and impacted by this development.

Surrounding land uses include the Regina Fire Department headquarters to the west, light industrial use and the north storm channel to the north, and light industrial uses to the east and south.

RECOMMENDATION IMPLICATIONS

Financial Implications

The subject area currently receives a full range of municipal services, including water, sewer and storm drainage. The applicant will be responsible for the cost of any additional changes to existing infrastructure that may be required to directly or indirectly support the development, in accordance with City standards and applicable legal requirements.

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

The proposal is consistent with the policies contained within Part A of *Design Regina: The Official Community Plan Bylaw No. 2013-48* with respect to:

Industrial

- Within industrial areas, permit supporting services or amenities that compliment industrial uses or cater to industrial employees or customers.

The proposed restaurant is consistent with the policies contained within Part B.13 of *Design Regina: Warehouse District Neighbourhood Plan* that identifies this as a service corridor (Winnipeg Street Strip Development). This area supports an array of service, office and industrial related uses.

Other Implications

None with respect to this report.

Accessibility Implications

Regina Zoning Bylaw No. 9250 requires 2% of the required nine parking stalls (gross parking calculation) or one parking stall be provided for persons with disabilities. The proposed development provides two parking stalls for persons with disabilities which meets the minimum requirements.

COMMUNICATIONS

Communication with the public is summarized as follows:

Public notification signage posted on	November 6, 2015
Letter sent to immediate property owners	October 29, 2015
Number of public comments sheets received	4

The application was circulated to the Warehouse Business Improvement District (BID). Following circulation, the Administration attempted follow-up contact with the BID but did not receive a response prior to the deadline for submission of this report.

Three of the comment sheets received from the public expressed support for the proposal. One letter of concern was received and is summarized in Appendix B.

The applicant and interested parties have received notification of this report and will receive written notification of City Council's decision.

DELEGATED AUTHORITY

City Council's approval is required, pursuant to *Part V of The Planning and Development Act, 2007*.

Respectfully submitted,

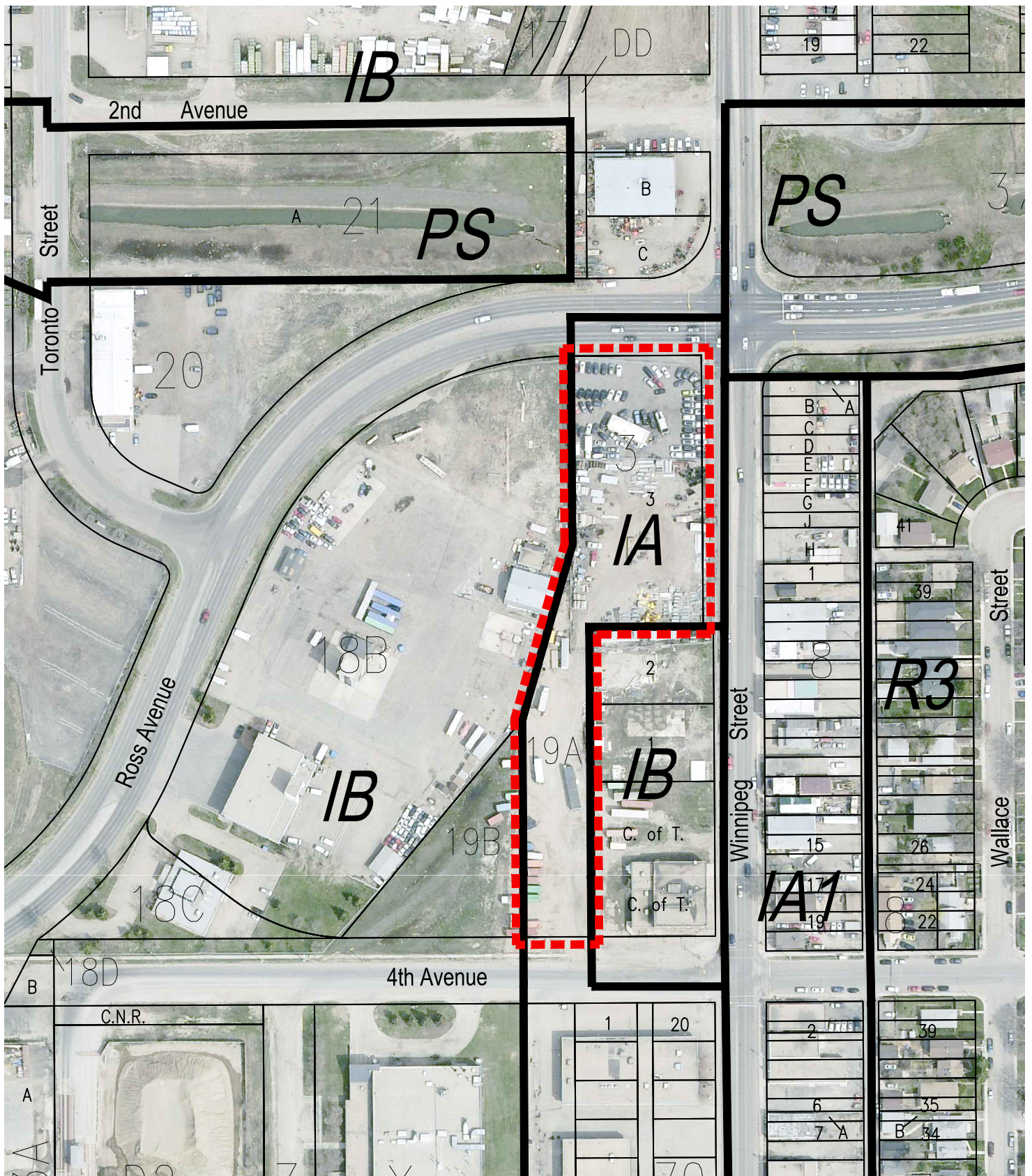


Louise Folk, Director
Development Services

Respectfully submitted,



Diana Hawryluk, Executive Director
City Planning & Development



Subject Property





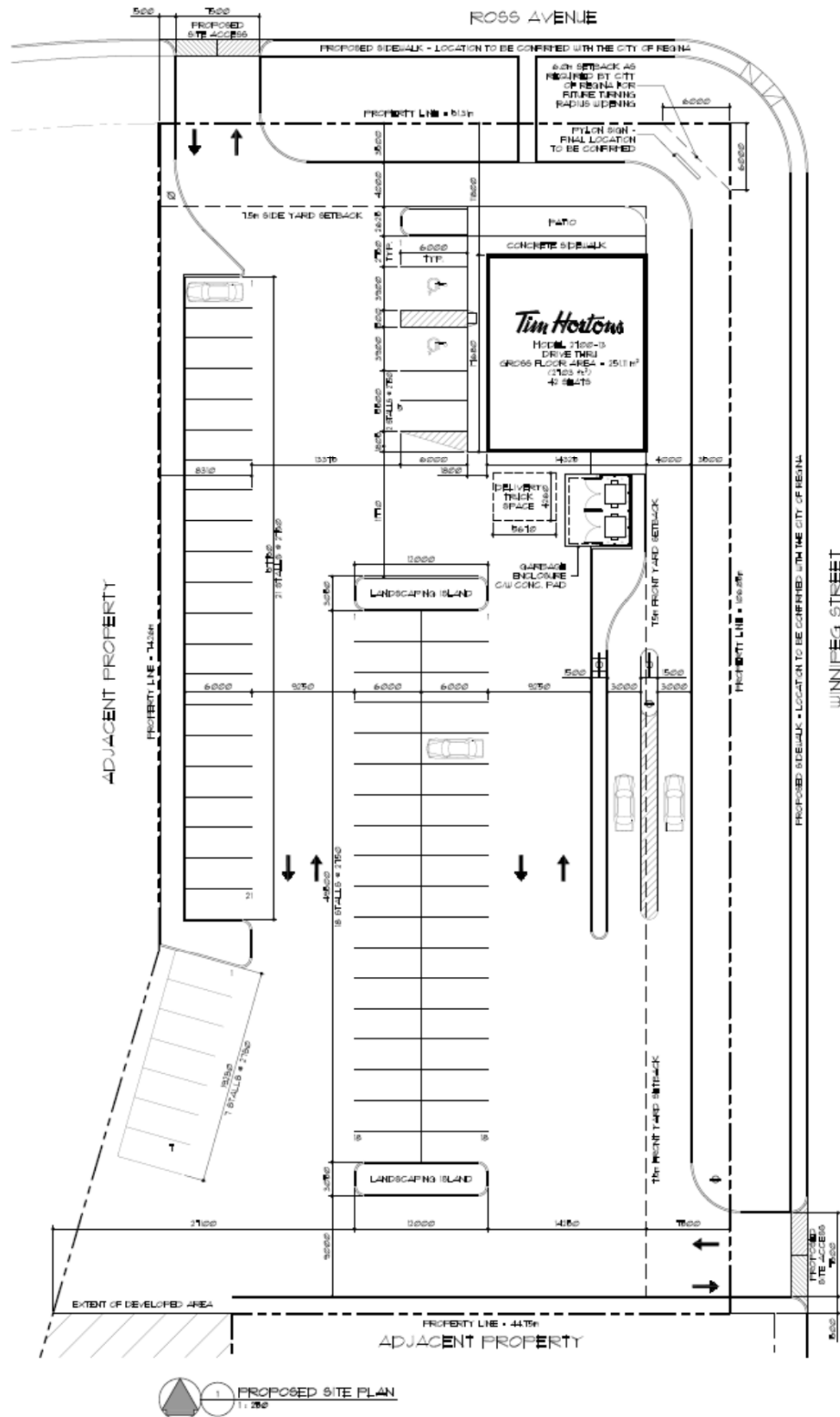
Subject Property

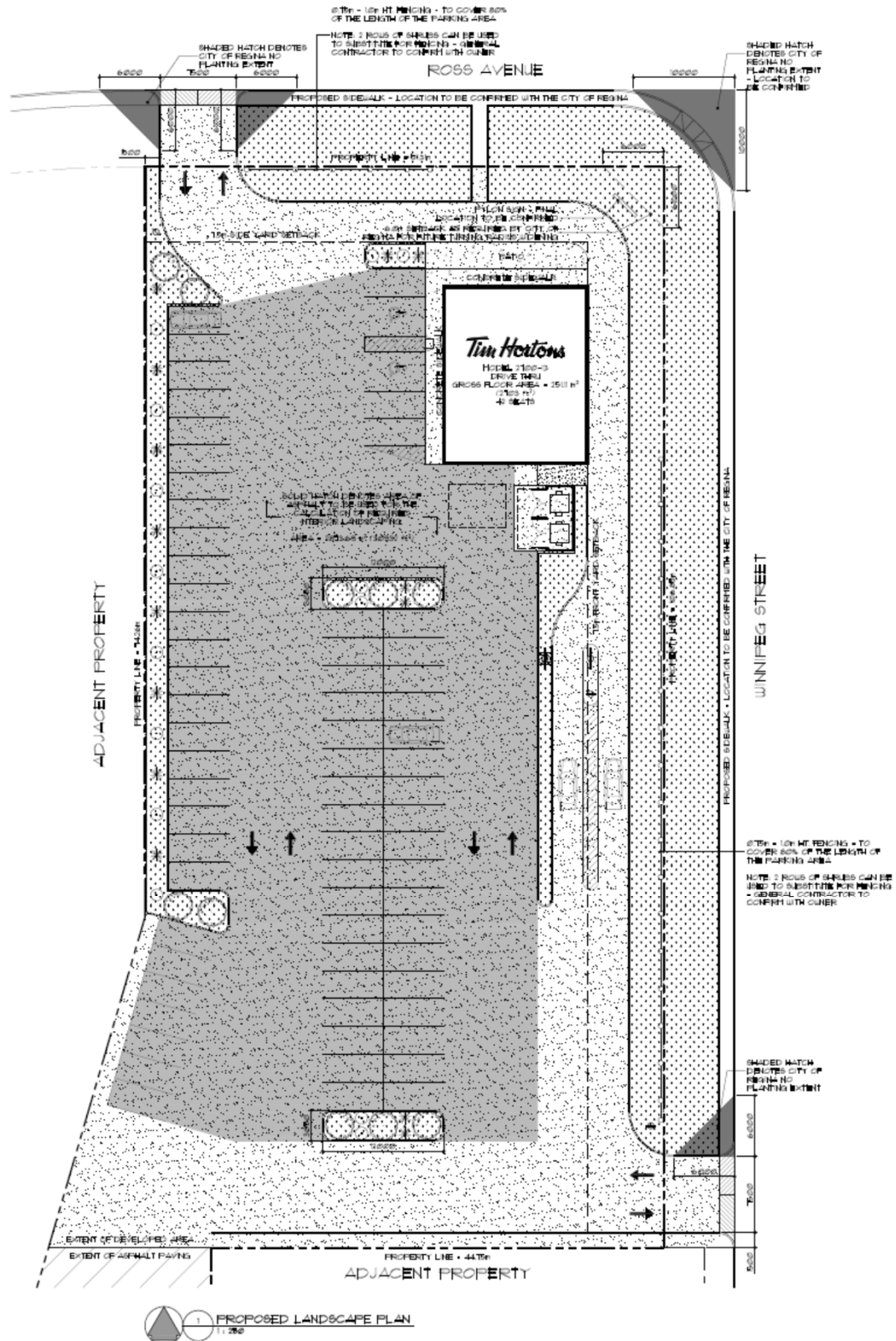
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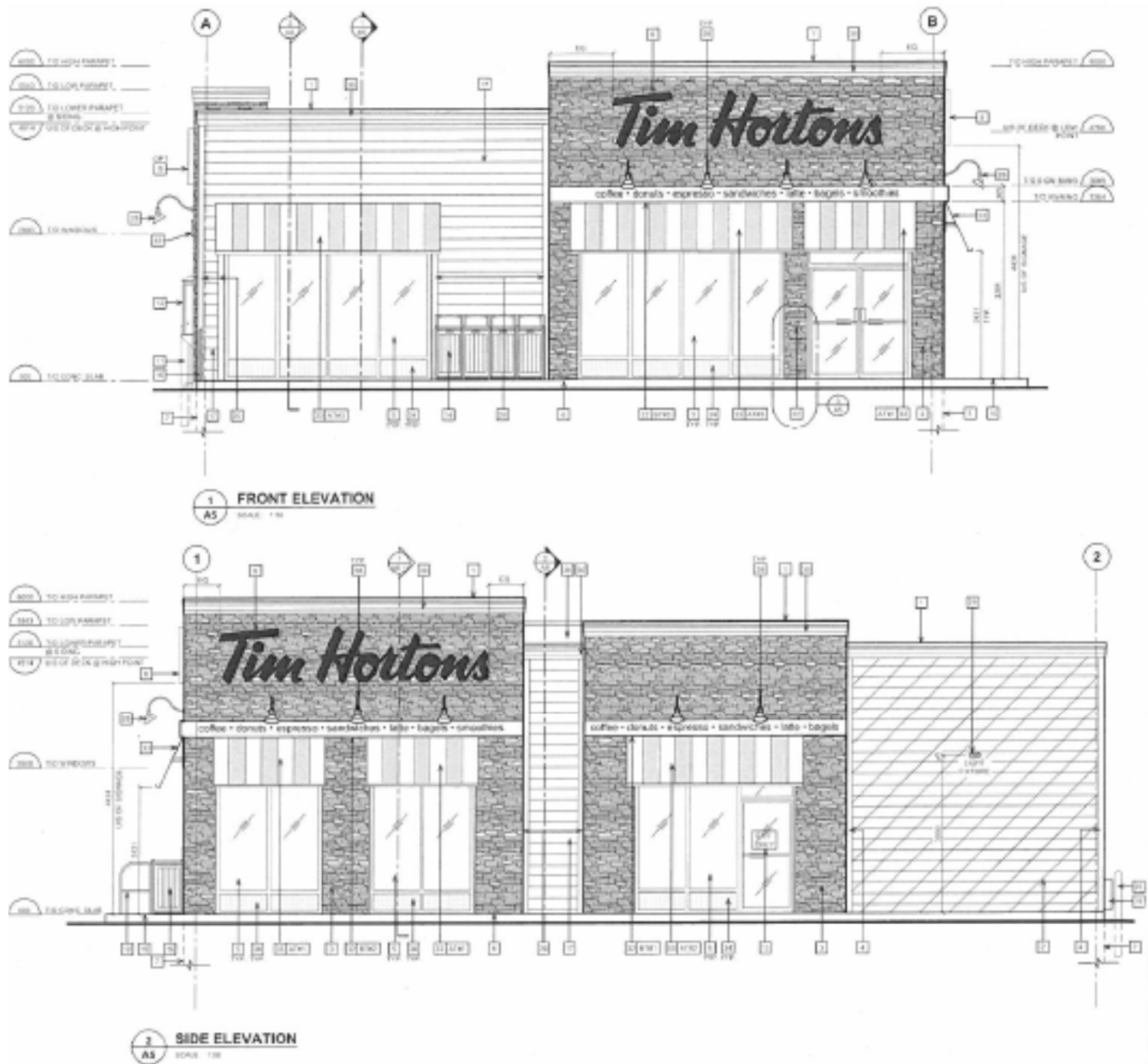


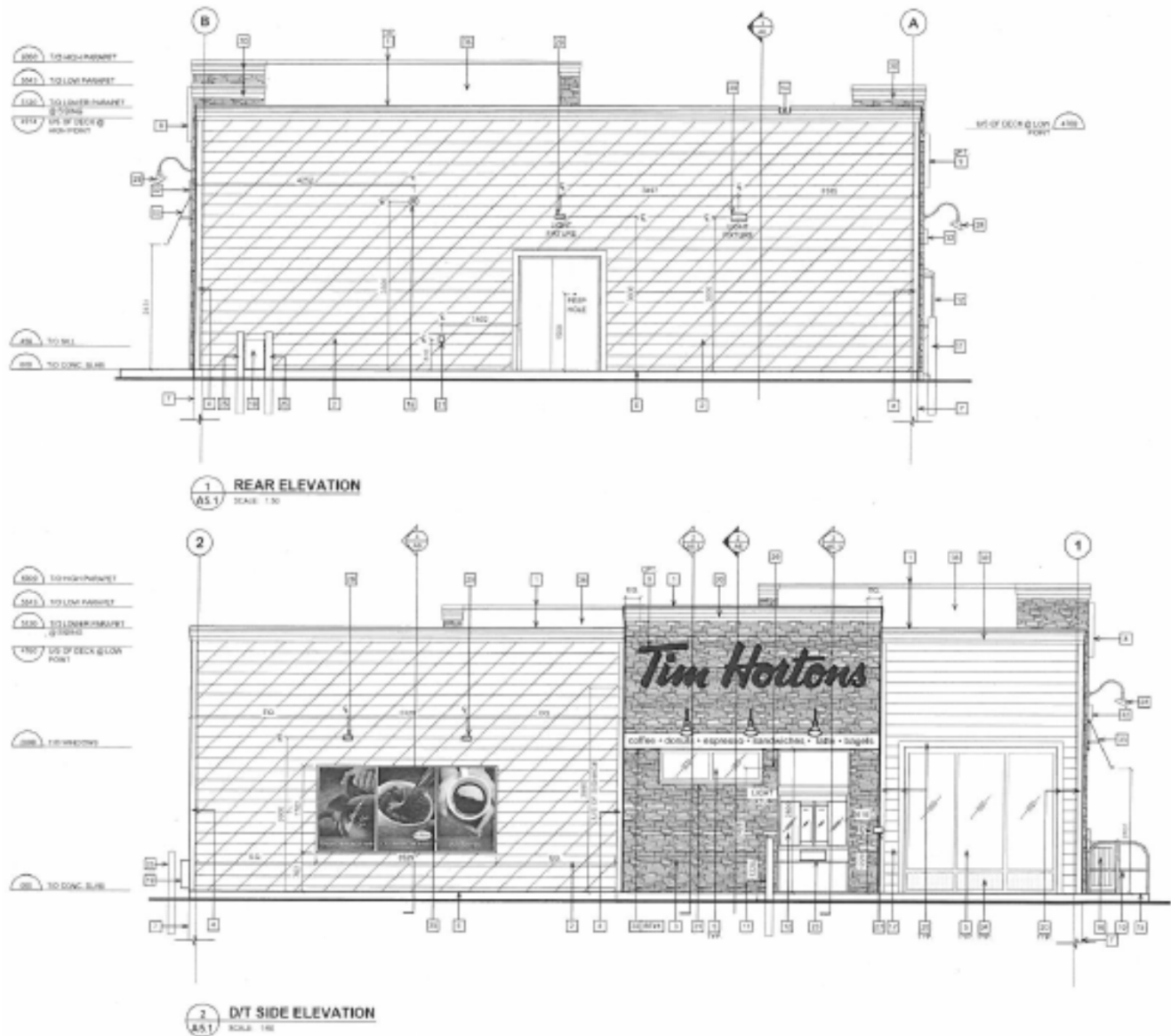
Project 15-DU-19

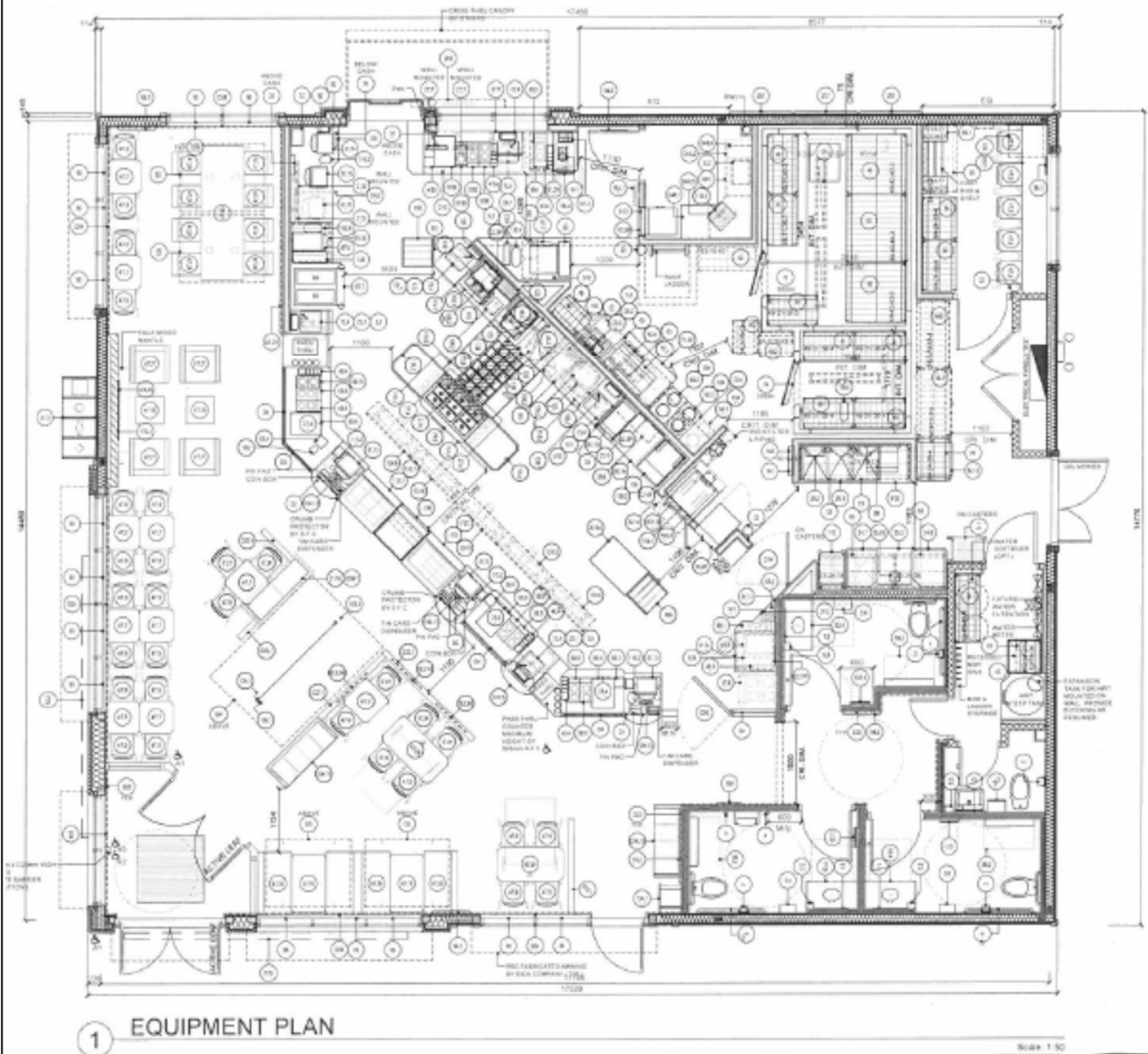
Civic Address/Subdivision 860 Winnipeg Street











Project **15-DU-19**

Planning Department
Civic Address/Subdivision **860 Winnipeg Street/Warehouse District**

Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>		
<i>Accept if many features were different</i>		
<i>Accept if one or two features were different</i>	1	Access points Future development and parking
<i>I support this proposal</i>	3	

1. **Issue**
Access points

Administration's Response: The Applicant has moved the Winnipeg Street access 1.5 metres north from the property line and the Ross Avenue access east 1.5 metres. The original site plan that was circulated had shown the access points right at the neighbouring property lines. In the southeast corner of the property there is also a SaskPower high voltage power transformer and easement that the access point needed to avoid.

2. **Issue**
Future development identified on site and parking for future development

Administration's Response: The current application is for a proposed 43-seat Tim Hortons Restaurant and all parking requirements have been met and exceeded. The original site plan identified an area for future development, however Administration can only consider the current application at this time. The Applicant does not have any immediate plans for the area identified as future development, however if an application came forward in the future Administration would consider the application based on the requirements of the *Regina Zoning Bylaw No. 9250*.

January 6, 2016

To: Members,
Regina Planning Commission

Re: Application for Road Closure (15-CL-17)
Portion of Road Adjacent to 2210 Courtney Street

RECOMMENDATION

1. That the application for the closure of a portion of Courtney Street as shown on the attached plan of proposed subdivision prepared by Scott Colvin, SLS, dated September 25, 2015 and legally described as Plan 102146385 & 102011904 SE 1/4 21-17-20 W2M be APPROVED; and the resulting land parcel be designated as a “Municipal Utility” parcel;
2. That the City Solicitor be directed to prepare the necessary bylaw; and
3. That this report be forwarded to the January 25, 2016 meeting of City Council for approval, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

CONCLUSION

The City of Regina’s Real Estate Branch proposes to close an undeveloped portion of Courtney Street right-of-way commonly known as 2210 Courtney Street. The subject portion of the road contains a booster station that feeds chlorine to the water line that services the Global Transportation Hub (GTH). Given the nature of use of the site as a public use, the subject lands proposed for closure will be transferred into the City of Regina’s name and designated as a utility parcel.

The partial road closure will not have any impact on traffic or physical conditions of the subject land or surrounding area. The subject lands will remain under the ownership of the City of Regina and continue to be used as a public use.

Accordingly, the Administration supports the proposed road closure.

BACKGROUND

A closure application has been submitted concerning a portion of the Courtney Street road right-of-way.

This application is being considered pursuant to *Regina Zoning Bylaw No. 9250, Design Regina: The Official Community Plan, Bylaw No. 2013-48, The Planning and Development Act, 2007* and *The Cities Act, 2002*.

DISCUSSION

The City of Regina's Real Estate Branch proposes to close and sell a .0122 ha portion of Courtney Street and create a municipal utility parcel as shown in Appendix A-1 and A-2 and on the attached plan of survey in Appendix A-3.1. The portion of the right-of-way proposed for closure is not part of the developed roadway and is not needed for use by the traveling public.

The purpose of the proposed closure is to create a municipal utility parcel where the site will continue to be used for a public utility or public use.

The surrounding land uses include agricultural use to the north, south and west and the Royal Canadian Mounted Police training academy lands to the east.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

The proposal is consistent with the policies contained within *Design Regina: The Official Community Plan Bylaw No. 2013-48* with respect to accommodating infrastructure needs in the design, construction, and operation of infrastructure to comply with relevant legislative and regulatory requirements.

The portion of right-of-way to be closed is not required for traffic circulation purposes or future roadway need. The site will continue to be used for, and serve, an important public use purpose.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communications with the public is summarized as follows:

Will be published in the Leader Post on	January 16, 2016
Letter sent to immediate property owners	November 24, 2015
Number of public comments sheets received	0

DELEGATED AUTHORITY

City Council's approval is required, pursuant to *Section 13 of The Cities Act, 2002*.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Louise Folk", with a long horizontal flourish extending to the right.

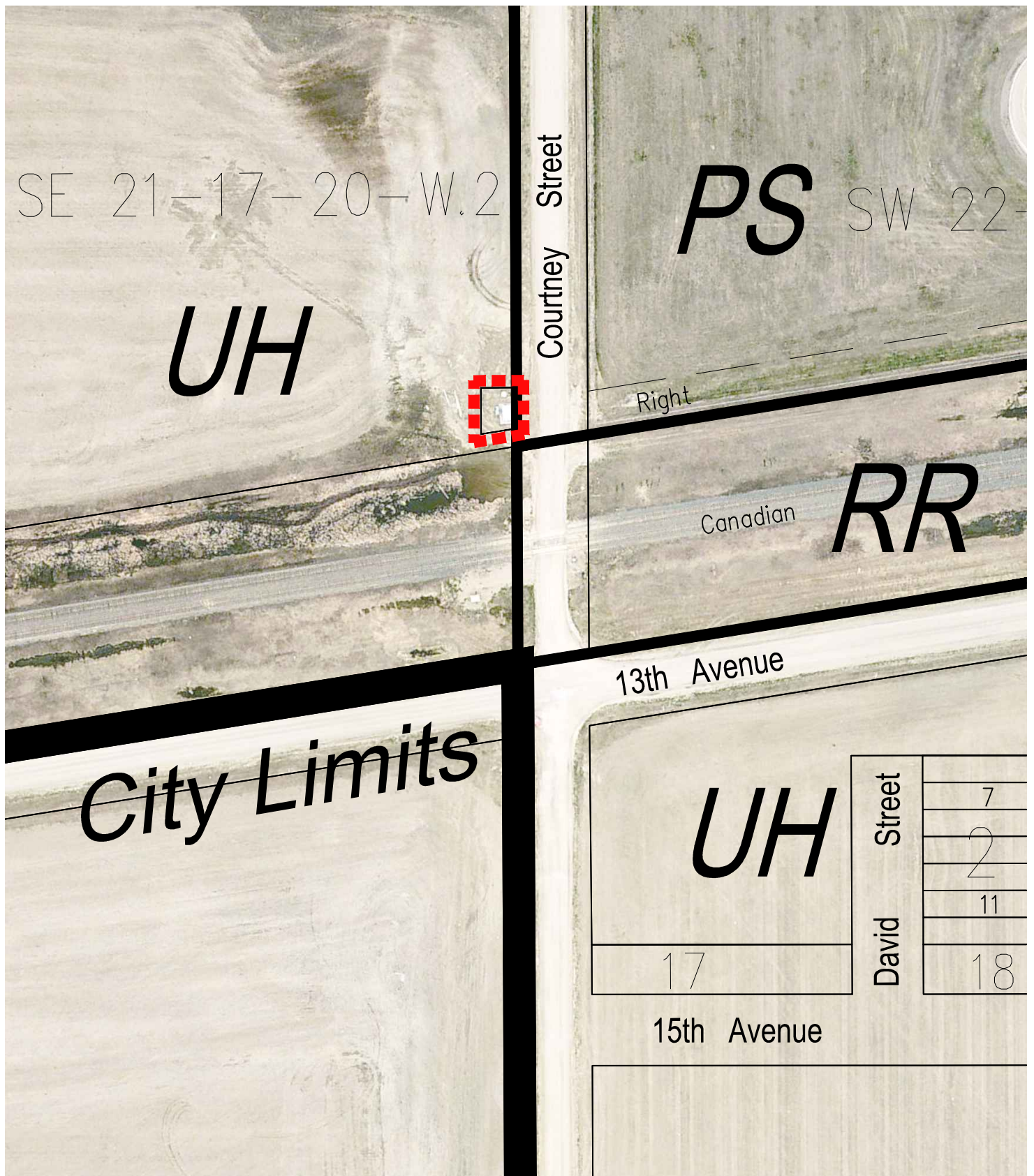
Louise Folk, Director
Development Services

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Diana Hawryluk", with a large, stylized loop at the end.

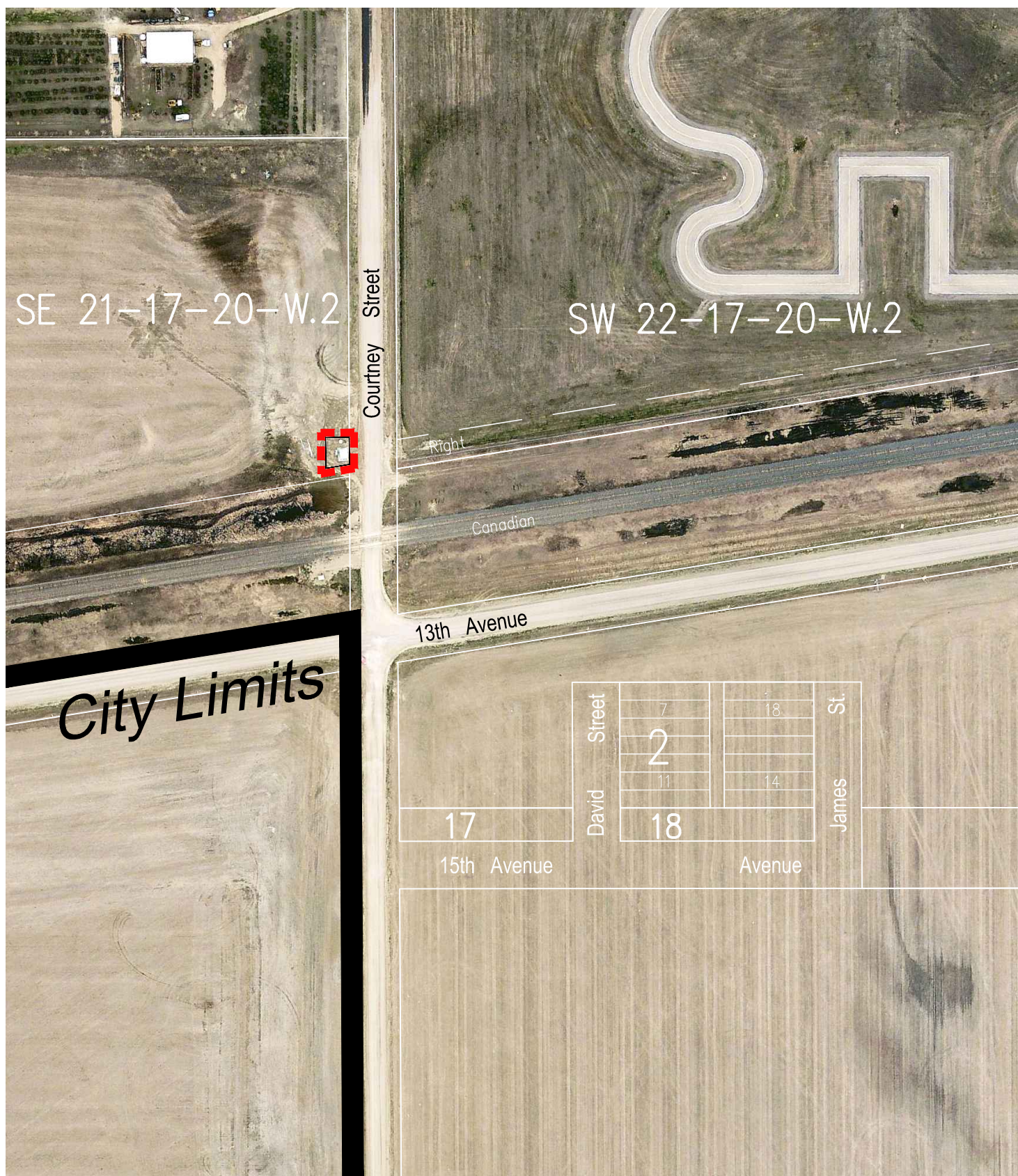
Diana Hawryluk, Executive Director
City Planning & Development

Prepared by: Ian MacDougall



Subject Property





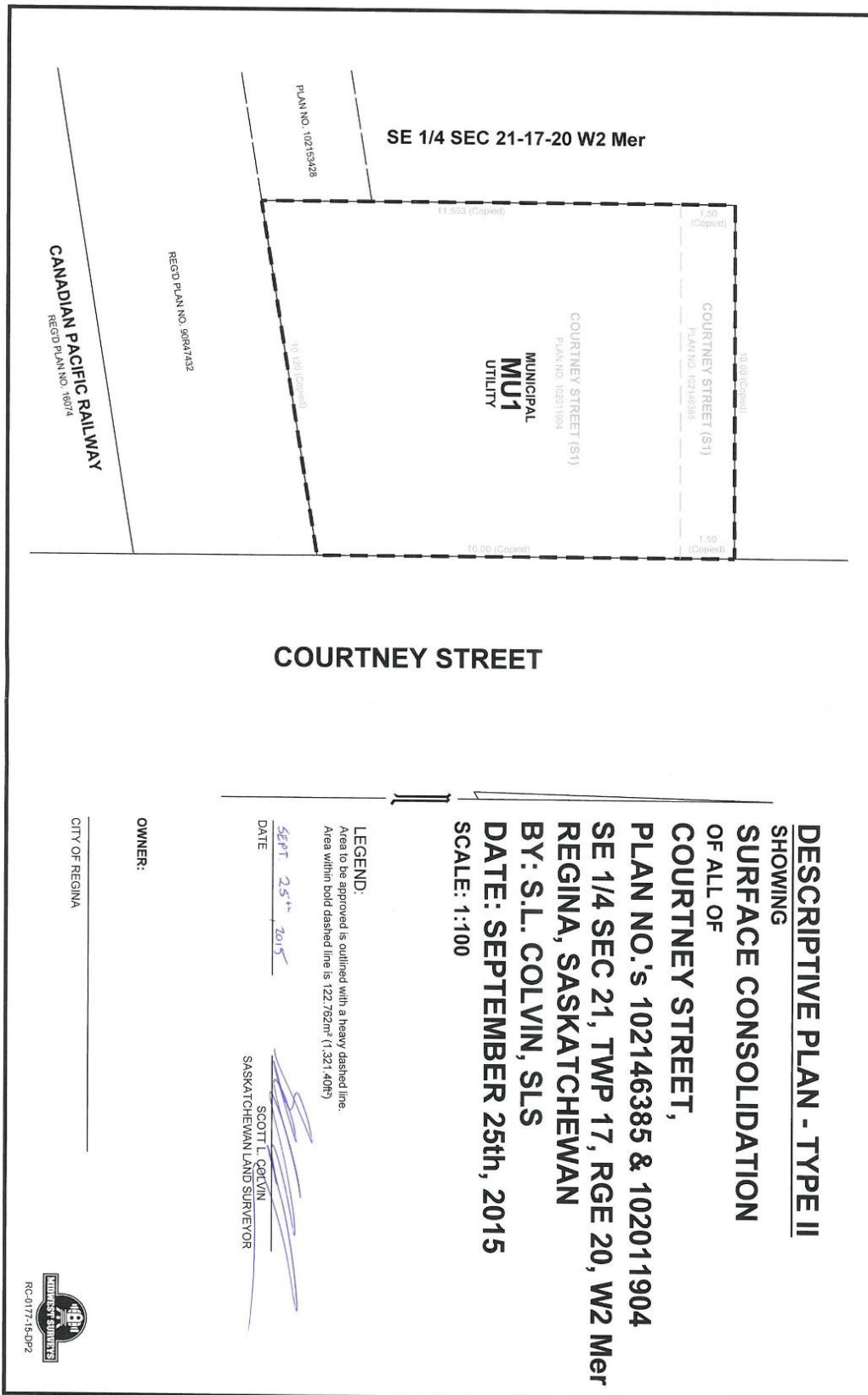
Subject Property

Date of Photography: 2012



Project 15-CL-17
15-SN-25

Civic Address/Subdivision 2210 Courtney Street



Planning Department

Project 15-CL-17

Civic Address/Subdivision 2210 Courtney Street

January 6, 2016

To: Members,
Regina Planning Commission

Re: 2015 Review of Outstanding Items

RECOMMENDATION

1. That the following item be deleted from the list of outstanding items for the Regina Planning Commission:

<u>Item</u>	<u>Committee</u>	<u>Subject</u>
RPC15-3	Regina Planning Commission	Application for Discretionary Use (14-DU-21) Proposed House-Form Commercial - 2310 College Avenue
RPC15-30	Regina Planning Commission	Zoning Bylaw Amendment and Lane Closure (15-Z-06/ 15-CL-04) 3960 E. 7 th Avenue and Portion of Adjacent Lane
RPC15-36	Regina Planning Commission	Application for Zoning Bylaw Amendment and Discretionary Use (15-Z-05/ 15-DU-02) Proposed Car Wash - 3426 Saskatchewan Drive
RPC15-53	Regina Planning Commission	Application for Street Closure (15-CL-13) – Portion of Eastgate Drive Right-of-Way - Between Eastgate Drive and Coleman Crescent

2. That the updated List of Outstanding Items be forwarded to the Executive Committee for information.

CONCLUSION

This report reviews the status of outstanding items that have been referred to the Administration for reports to Regina Planning Commission. The Regina Planning Commission should review the items and provide instructions on the need for any changes to priorities.

BACKGROUND

Subsection 35(2) of City Council's Procedure Bylaw requires the City Clerk to provide a report to the Executive Committee annually which lists all items and the priority of the items that have been tabled or referred by City Council or one of its committees. The purpose of this report is to provide a list of the outstanding items for the Regina Planning Commission as at December 31, 2015.

DISCUSSION

Lists of Outstanding Items are maintained for City Council and its main committees. Items on the list may originate from:

- a recommendation in a report which indicates that another report will be forthcoming;
- a motion adopted to refer an item back to the Administration or to request a report on a related matter;

- a motion adopted by City Council or another committee requesting the Administration to prepare a report.

The Office of the City Clerk is responsible for maintaining and updating the lists. Items remain on the list until a report or the committee recommends their removal. The list is updated with additions and deletions, as meetings are held and after review by the Executive Committee. The last review of outstanding items as at December 31, 2014, was considered by Executive Committee on January 14, 2015.

The following steps were taken to facilitate the annual review of the outstanding items:

- the list of outstanding items as at November 10, 2015 was circulated to departments for comments;
- the comments and lists were returned to the Office of the City Clerk for consolidation.

In 2016, the outstanding items report is first being circulated to the affected Committees prior to Executive Committee consideration. This process allows committees to have more detailed discussions of each item with the Administration and among themselves to determine priorities for Council consideration.

Attached to this report as Appendix “A” is a list of the outstanding public session items before the Regina Planning Commission. To assist the Committee, the list has been updated by deleting any items which were removed by resolution of committee during 2015.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Regular review of outstanding items provides both Council and the City Administration an opportunity to review and refocus priorities and resources as required based on current initiatives, needs of the community and corporate strategy.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

No specific public communication is required in relation to outstanding items. This report will be posted to the City of Regina website for public viewing.

DELEGATED AUTHORITY

Executive Committee is required to provide direction to the City Manager in relation to items on the outstanding items list for City Council or any of its committees along with directing any changes in priority.

Respectfully submitted,



Erna Hall, Deputy City Clerk Council Support
Office of the City Clerk

Respectfully submitted,



Jim Nicol, Chief Legislative Officer & City Clerk
City Clerk & Governance

Report prepared by:
Elaine Gohlke, Council Officer

APPENDIX A

REGINA PLANNING COMMISSION LIST OF OUTSTANDING ITEMS AS AT DECEMBER 31, 2015 OPEN ITEMS

REPORT #:	RPC04-16
DATE TABLED/REFERRED:	March 24, 2004
SUBJECT:	Regina's Old Warehouse Business Improvement District: Warehouse District Planning Study
MOTION:	This communication be referred to the Administration for review and analysis with reports to the various standing committees within six months on the implications of implementing the various components of the Warehouse District Planning Study.
DIVISION:	City Planning and Development (Comprehensive Planning)
COMMENT:	Return Date: On hold pending Regina Revitalization Initiative.

REPORT #:	RPC10-5
DATE TABLED/REFERRED:	February 24, 2010
SUBJECT:	Cell Phone Towers
MOTION:	This communication be referred to the Administration for a report on guidelines and/or principles for cell phone towers on City of Regina property.
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Return Date: Will be reviewed through Zoning Bylaw review

REPORT #:	MN11-10
DATE TABLED/REFERRED:	September 19, 2011
SUBJECT:	Zoning Bylaw – Contractor Yards in Residential Areas
MOTION:	<ol style="list-style-type: none">1. That City Council instruct the Administration to review the Zoning Bylaw in relation to Contractor Yards, including parking, with a view to clarifying or establishing wording in the Bylaw that clearly identifies what is permitted in residential areas including equipment storage.2. That the Administration be instructed to review the Land Use Development Regulations Chart to ensure it clearly identifies for the public what is and is not permissible in each zoned area.
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Return Date: Will be reviewed through Zoning Bylaw review

REPORT #:	MN12-1
DATE TABLED/REFERRED:	January 23, 2012
SUBJECT:	Sustainable Commercial and Industrial Buildings Incentive Program
MOTION:	<p>That City Council instruct the Administration to prepare a report, as part of the Design Regina process, which:</p> <ol style="list-style-type: none">1. considers emerging best practices2. Incorporates any relevant legal considerations3. Includes stakeholder input; and <p>provides recommendations for how the city could incent or encourage the development community to incorporate green, sustainable best practices in future commercial and industrial construction projects.</p>
DIVISION:	City Planning and Development
COMMENT:	Return Date: Part of the Comprehensive Zoning Bylaw Review process

REPORT #:	RPC12-71
DATE TABLED/REFERRED:	September 13, 2012
SUBJECT:	Rezoning and Discretionary use Application (12-Z-20/12-DU-24) - Proposed Fourplex -4000 3rd Avenue, Windsor Place Subdivision
MOTION:	<p>5. That Administration work with the Legal Department to explore options for architectural controls and provide a report to the Regina Planning Commission in the first quarter of 2013.</p>
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Return Date: Q2 2016

REPORT #:	MN14-2
DATE TABLED/REFERRED:	January 27, 2014
SUBJECT:	Off Leash Dog Park
MOTION:	<p>That the Administration prepare a report for City Council through the Regina Planning Commission that outlines the City's ability to require an off leash dog park in each new development that has a population of 5,000.</p>
DIVISION:	Community Services
COMMENT:	Return Date: March 2016

REPORT #:	CR14-137
DATE TABLED/REFERRED:	November 27, 2014
SUBJECT:	Lease of Road Right-of-Way
MOTION:	That the Administration report back to Regina Planning Commission in Q2 of 2015 on the criteria on permanent signs as it relates to aesthetics, revenue and statistics on the number of signs within the city limits.
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Return Date: Q1 2016

REPORT #:	MN14-6
DATE TABLED/REFERRED:	December 15, 2014
SUBJECT:	Councillor O'Donnell: Provincial and Municipal Day Care Centre Regulations
MOTION:	<ol style="list-style-type: none">1. The Administration undertake discussion with the Ministry of Education on the provincial licensing requirements for the regulation of day care centres with a focus on opportunities and recommendations to strengthen the alignment between the regulation of these facilities under <i>Regina Zoning Bylaw No. 9250</i> and the licensing provisions for day care centres under Provincial legislation.2. A report regarding the recommended course of action with respect to aligning the regulations be provided to Executive Committee in the first quarter of 2015.
DIVISION:	City Planning and Development
COMMENT:	Return Date: February 2016

REPORT #:	RPC15-3
DATE TABLED/REFERRED:	February 4, 2015
SUBJECT:	Application for Discretionary Use (14-DU-21) Proposed House-Form Commercial - 2310 College Avenue
MOTION:	<p>That this matter be referred to the Administration to work with the proponent to resolve questions raised at the meeting and prepare a report to the March 4, 2015 meeting of Regina Planning Commission that includes clarification and more information with respect to:</p> <ul style="list-style-type: none">– The number and location of parking stalls;– Street front elevations that include the existing building;– Existing and proposed landscaping; and– Illustrations or a 3D rendering, if possible, showing the new development and adjacent houses on either side, in the context of the streetscape.
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Addressed at March 4, 2015 Meeting – REMOVE FROM LIST

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REPORT #:	RPC15-30
DATE TABLED/REFERRED:	June 3, 2015
SUBJECT:	Zoning Bylaw Amendment and Lane Closure (15-Z-06/ 15-CL-04) 3960 E. 7 th Avenue and Portion of Adjacent Lane
MOTION:	That this matter be referred to Administration for further review and a report to a future meeting of Regina Planning Commission that considers the following issues that were raised at the meeting: <ol style="list-style-type: none">1. The present use of the existing alley;2. Concerns related to changes being made to an existing private alley;3. The unknown nature of the future development on the property adjacent to the alley; and4. Clarification with respect to the existing alley and turnaround.
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Return Date: Application withdrawn – Remove from List.

REPORT #:	RPC15-31
DATE TABLED/REFERRED:	June 3, 2015
SUBJECT:	Application for Sale of Dedicated Lands (15-SD-01) Portion of Qu'Appelle Park - 1301 Parker Avenue
MOTION:	That Administration conduct a review of the policy related to the sale of parcels of City land for the installation of cell towers, including the size of the parcel and related setbacks, as well as any related Bylaw changes that may be required.
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Return Date: Part of the Comprehensive Zoning Bylaw Review process

REPORT #:	RPC15-36
DATE TABLED/REFERRED:	July 3, 2015
SUBJECT:	Application for Zoning Bylaw Amendment and Discretionary Use (15-Z-05/ 15-DU-02) Proposed Car Wash - 3426 Saskatchewan Drive
MOTION:	That this matter be referred to the Administration for a report that considers alternatives for access and egress for the property and for the developer to provide a traffic impact analysis.
DIVISION:	City Planning and Development (Development Services)
COMMENT:	Return Date: Addressed at September 2, 2015 Meeting – REMOVE FROM LIST

REPORT #:	RPC15-53
DATE TABLED/REFERRED:	September 2, 2015
SUBJECT:	Application for Street Closure (15-CL-13) – Portion of Eastgate Drive Right-of-Way - Between Eastgate Dive and Coleman Crescent
MOTION:	That this matter be referred to the Administration for a report that includes other options that may be available to complete the construction and improvements needed on Victoria Avenue East.
DIVISION:	City Planning & Development (Current Planning)
COMMENT:	Return Date: Addressed at September 23, 2015 Meeting – REMOVE FROM LIST

REPORT #:	RPC15-69
DATE TABLED/REFERRED:	November 10, 2015
SUBJECT:	Application for Road Closure (15-CL-15) Portion of 4 th Avenue Adjacent to 1000 Broder Street
MOTION:	This item be referred to the Administration to refer the applicant to the zoning appeal process for consideration, prior to coming back to Regina Planning Commission for the closure and subdivision.
DIVISION:	City Planning & Development (Current Planning)
COMMENT:	Return Date: March 2016 – dependent on whether DAB decision is appealed to SMB