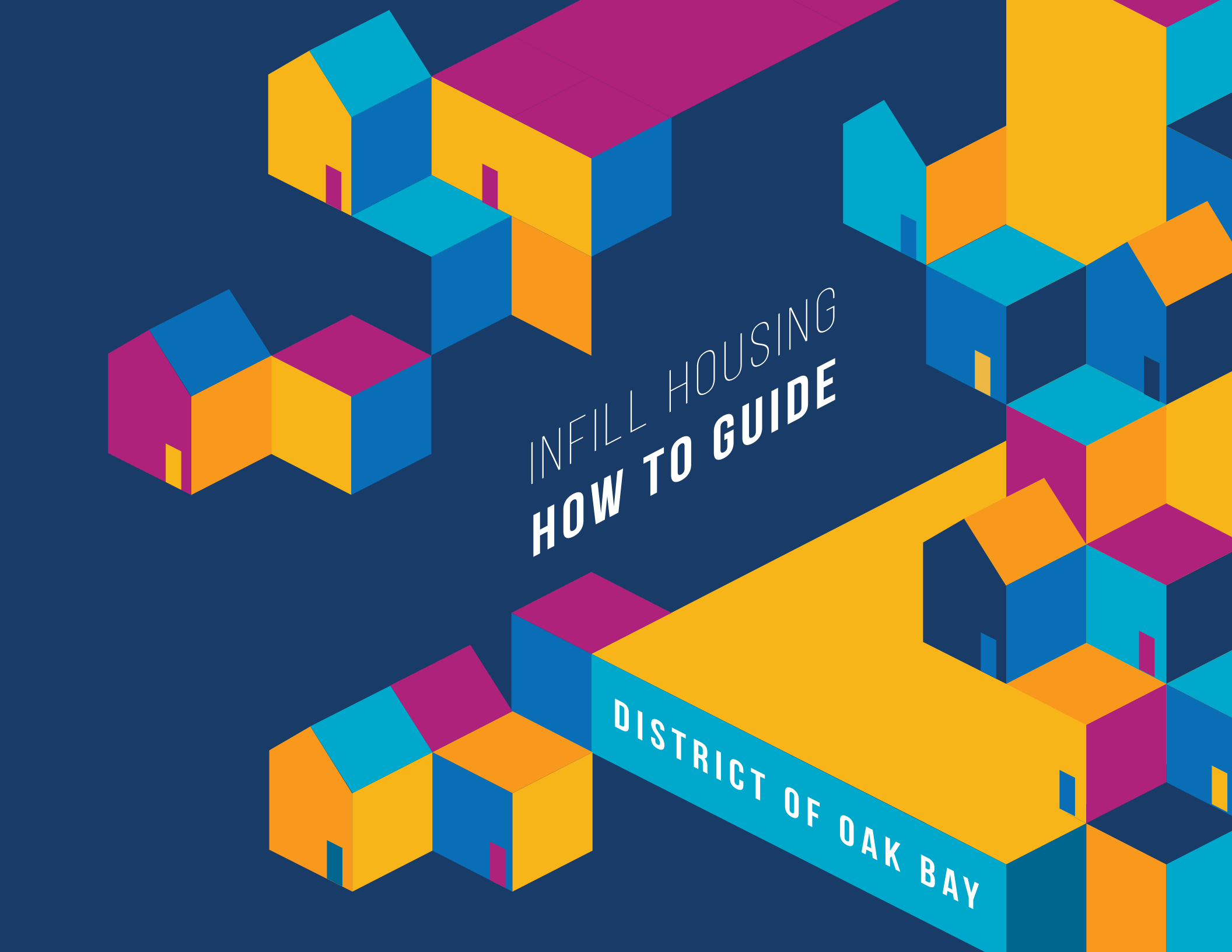
INFILL HOUSING
HOW TO GUIDE
DISTRICT OF OAK BAY

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Prepared by Modus Planning, Design & Engagement Inc. for the District of Oak Bay.

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1 INTRODUCTION

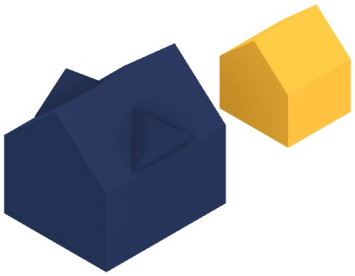
The purpose of this document is to support homeowners and developers with the process of designing and building infill housing in Oak Bay. This guide is for general informational purposes only, should not be construed as legal advice and does not replace Oak Bay bylaws, policies and processes.

The guide provides an overview of infill housing; how to determine your property's eligibility for infill; relevant regulations for developing infill housing, with illustrations; the general process and permits required for developing infill; and an overview of potential costs and resources. Finally, this document provides guidance for designing infill that complements existing Oak Bay neighbourhoods.

What is infill housing?

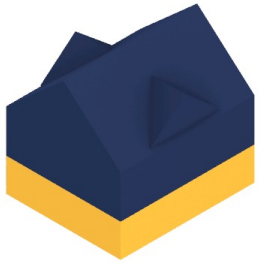
Infill housing is new ground-oriented housing built on existing residential lots that usually have an existing house or duplex in place. Infill is considered 'gentle density' as it is typically built at a similar scale to single detached and duplex housing but increases the number of dwelling units. Infill can realize additional housing in existing neighbourhoods without drastically changing the 'look and feel' of the neighbourhood. Examples of infill housing are illustrated below:

Accessory Dwelling Unit



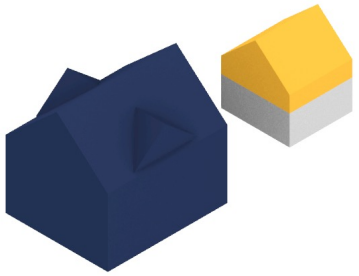
Independent dwelling units situated in free-standing detached buildings.

Secondary Suite



Independent dwelling units located within larger residential units, such as a detached home or a duplex unit. Each secondary suite has its own kitchen and bathroom facilities, as well as its own front entrance.

Accessory Dwelling Unit with Garage



Accessory Dwelling Units can include detached garages where living space is situated above an enclosed parking area. These are some times referred to as 'coach homes' or 'carriage houses'.

Duplex

A form of attached housing with two independent residential units (not including secondary suites), which are typically located side by side but can also be situated front to back or one above the other.

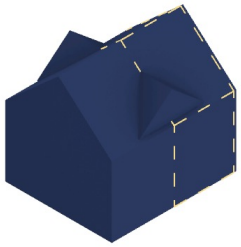
Triplex or Fourplex

Multiple-Unit Dwelling housing which includes 3 or 4 units in various configurations, not including secondary suites.

Duplex with Secondary Suite

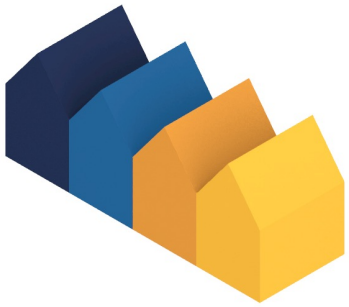
A form of attached housing with two independent residential Dwelling Units, with a secondary suite incorporated into one or both principal Dwelling Units.

House Conversions



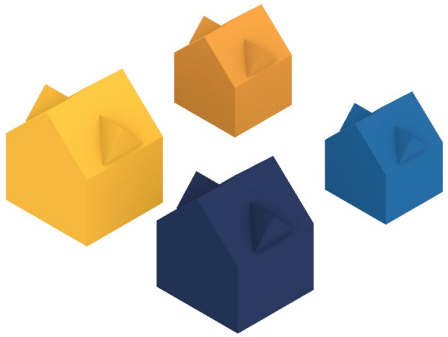
Where the interior of an existing home has been converted into separate units, house conversions are sometimes achieved with an addition to the existing structure, or without major changes to the exterior of the home.

Townhouse



Multiple-Unit Dwelling housing which includes 3 or more units (not including secondary suites) that are attached side-by-side and typically have ground-oriented front entrances.

Detached Dwellings



A group of up to 4 detached One-Unit Dwellings homes arranged on a single parcel.

Infill Housing Strategy

In 2022, Oak Bay's District Council endorsed an Infill Housing Strategy to examine a range of infill housing options based on housing needs and neighbourhood context. The Strategy was created through robust public and stakeholder engagement, as well as technical analysis, and put forward guiding principles and key directions for an infill housing program appropriate for Oak Bay. The Strategy's Draft Guiding Principles were:

- Provide Diverse Housing Options
- Support Ease of Implementation
- Cherish What the Community Loves

While the Strategy was set to be implemented in 2023, the Province of British Columbia announced new housing legislation for infill housing (otherwise known as Small-Scale Multi-Unit Housing) that applied province-wide and preempted the Infill Housing Strategy.

Bylaw Amendments for Infill Housing

In June 2024, Oak Bay's District Council adopted bylaw amendments to comply with mandatory Provincial legislation for infill housing (referred to as Small-Scale Multi-Unit Housing). Specifically, the District adopted Zoning Bylaw amendments to allow up to 4 units on almost all 'Residential-zoned' (ie single-detached and duplex lots), with some exceptions based on the context:

- parcels 280 m^2 and smaller permit up to 3 units
- parcels larger than 280 m^2 permit up to 4 units
- Heritage-designated parcels permit up to 2 units unless additional density is enabled through a Heritage Revitalization Agreement

To facilitate the new permitted densities, the District also adopted amendments to parking requirements, building heights, setbacks, lot coverage, unit sizes and other criteria for siting homes in Oak Bay.

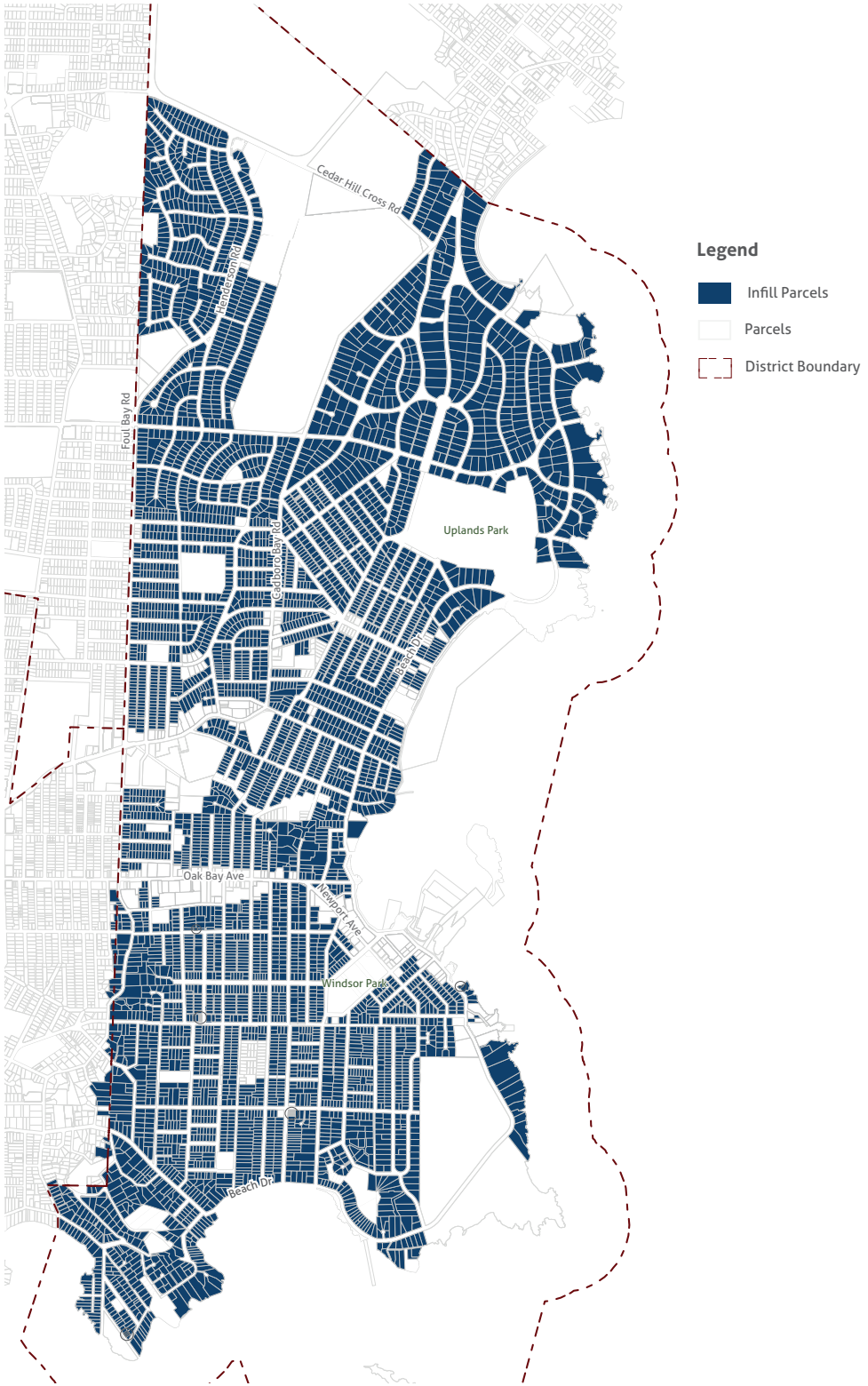
The regulations allow for both strata and rental housing.

If your property is in a zone where these densities were adopted, you may be eligible to build up to 4 units on your property. Refer to Section 3 to review the eligibility requirements.

Provincial Bill 44 (Small-Scale Multi-Unit Housing)

In the spring of 2023, the Province introduced the Homes for People Plan which aims to increase housing supply and create more diverse housing options in BC. To implement the Plan, the Province brought forward several legislation changes over the course of 2023 and 2024. Of particular significance, the Province required municipalities to allow Small-Scale Multi-Unit Housing (SSMUH) in all areas otherwise restricted to single family and duplex homes. The deadline for allowing SSMUH densities through bylaw was June 2024.

The map below demonstrates what and where infill housing applies in the District of Oak Bay.



2 WHAT IS ZONING?

The Zoning Bylaw establishes rules for development that helps achieve the community's vision for growth. It divides the land in Oak Bay into various 'zones', each with regulations for the types of buildings, the uses and densities allowed, the size of buildings and how they must be sited on a property and together with the tree bylaw, the type/quality of landscaping.

Key concepts and terms include:

Zone title or category | generally refers to the use and/or density of development permitted. Infill housing and SSMUH applies to the District's 'Residential' (or 'R' for short) zones.

Principal Uses | the main uses permitted on a site, typically in the largest (Principal) building, and Secondary Uses, which are the uses that are permitted as long as a Principal Use also occurs.

Principal Buildings, Accessory Buildings, Accessory Structures and Accessory Dwelling Units | differentiate between various types of buildings or structures on a site. Different uses and regulations may apply depending on how a building or structure is categorized. For example, a principal building is generally where the main use - such as a 'residential' use - is permitted. Accessory buildings, structures and dwelling units accommodate secondary uses and/or are generally smaller than a principal building.

Density | is defined as a maximum number of units or maximum floor area ratio permitted on a site. Floor Area Ratio (FAR) is calculated by dividing the total floor area of a building by the area of land on which it is situated.

Building Height | defines the maximum height for buildings, measured to the top of the highest exterior wall.

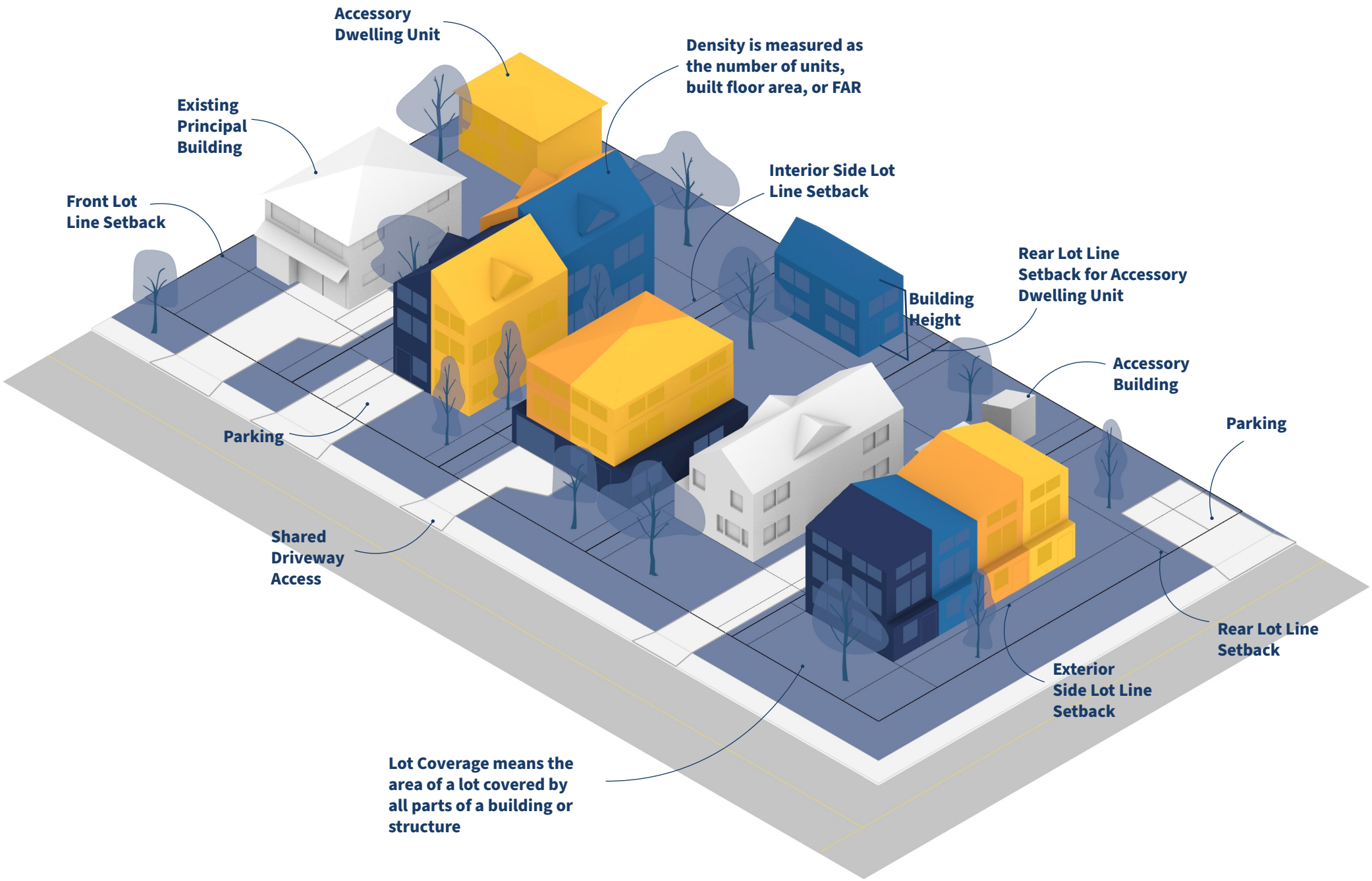
Roof Height | defines the maximum roof height for buildings.

Setbacks | the minimum distance that a building and structure can be set from a property lot line line or feature. Typically this includes front, interior side, exterior side and rear setbacks, as well as setbacks from other buildings.

Lot Coverage | determines the maximum amount of the site that can be covered by buildings and other structures.

Surface Coverage | in addition to lot coverage, other regulations apply to surface coverage including minimum live landscaped areas and restrictions on paved surface coverage.

Parking standards | the minimum or maximum number of parking spaces and design parameters for parking. In Oak Bay the number of required parking and parking space design are regulated through the Parking Facilities Bylaw.


Accessory Dwelling Unit
Density is measured as the number of units, built floor area, or FAR
Existing Principal Building
Front Lot Line Setback
Interior Side Lot Line Setback
Rear Lot Line Setback for Accessory Dwelling Unit
Building Height
Accessory Building
Parking
Parking
Shared Driveway Access
Rear Lot Line Setback
Exterior Side Lot Line Setback
Lot Coverage means the area of a lot covered by all parts of a building or structure

Other Important Land Use and Development Bylaws

In addition to the Zoning Bylaw, infill development is also regulated through a variety of other bylaws, including:

- **Development Permit Areas:** Development Permit Areas (DPA) are established within the OCP for certain areas or for certain types of development in order to refine the form and character of higher density development, or provide a layer of protection for existing landscapes, environmentally significant areas and hazardous lands. Additional information or conditions must be met prior to development within these areas. For infill development in Oak Bay, applicable DPAs may include:
    - Watercourses DPA
    - Shorelines DPA
    - Hazardous Conditions DPA
        - note that hazardous conditions may impact the ability to maximize infill density
    - Infill Residential DPA
        - this DPA applies only to infill development where a rezoning occurs

- **Parking Facilities Bylaw:** regulates the amount of parking required for different types of uses, as well as regulating the size and location of parking. For infill housing (3 or more units), 1 space is required per unit in the R-1, R-2 and R-3 zones; 0.5 spaces are required per unit in the R-4 and R-5 zones.

- **Tree Protection Bylaw:** regulates the cutting and pruning of certain trees on private land. A tree permit is required prior to cutting or removing any Garry oak, arbutus, Pacific yew, black hawthorn, shore pine and Pacific dogwood tree that is over 4 cm in diameter and any other trees greater than 30 cm in diameter. Where a tree is removed, a replacement tree(s) is required as a condition of development.

  Additionally, the Bylaw sets out targets for 'tree canopy coverage' which differs by residential zone; building permit applicants must demonstrate how existing and planted trees meet the tree canopy requirements.

- **Driveway Access Bylaw:** establishes requirements for any driveway accessing public roads. A permit is required for any new driveway access required.

  For infill zones, the Bylaw restricts properties to no more than one driveway access unless the parcel frontage is greater than 30.5 m and a second one is required for "safe and efficient" movement of vehicles on and off the property.

- **Uplands Regulation Bylaw:** under the Special Powers Act of 1935, the Uplands Bylaw enables District Council to make special regulations for parcels within the Uplands neighbourhood. As such, Building Permits for any parcel within the Uplands Neighbourhood are subject to Design Guidelines and a Siting and Design Review application. Applications are reviewed by the Advisory Design Panel and must be approved by Council.

- **Building and Plumbing Bylaw:** regulates construction within the District and applies to construction, demolition or moving buildings, as well as plumbing or blasting within Oak Bay. The bylaw establishes conditions and requirements for building and plumbing permits, including differentiating between 'complex' buildings - which are buildings that exceed 600 m2 and 'standard' buildings. Most infill projects will qualify as 'standard' and are subject to fewer requirements than 'complex' buildings.

- **Development Application Procedures Bylaw:** establishes rules and regulations for land use and development applications in Oak Bay. This Bylaw establishes the procedures for various applications not covered under the Building and Plumbing Bylaw, including applications for variances to Zoning Bylaw regulations, Development Permits, Heritage Alteration Permits or Revitalization Agreements, and Uplands Siting and Design Approval.

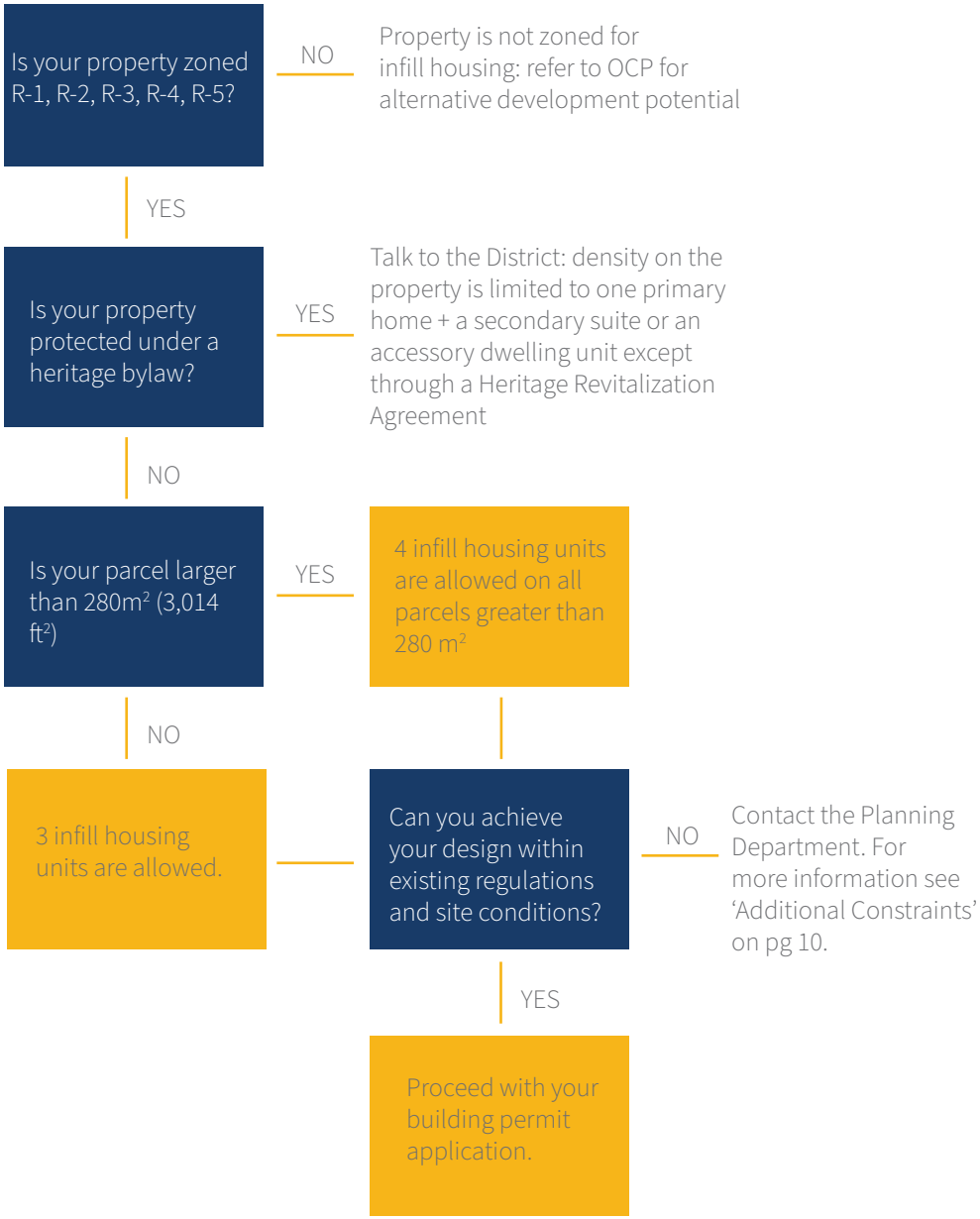
3 CAN I BUILD INFILL ON MY PROPERTY?

Determine if your property is eligible

To find out if your property is eligible for infill housing development, check Oak Bay's public online map and associated Zoning Bylaw regulations. There are 3 key pieces of information to look for: zone, parcel size, and heritage status.

1. Navigate to Oak Bay's public GIS map, linked **here**.
2. Click on ***'I want to'*** in the top right hand corner and select '***find parcel by address'*** in the drop-down menu.
3. Enter your street address and press ***'enter'***. Your parcel should be highlighted on the map and the corresponding parcel ID, Address, Lot Square Footage, Age of Home and Zoning will be displayed on the left hand side of the map.
4. Click on the arrow to the right of the text to view additional details. Note:
   - the applicable zone
   - the size of the parcel in m^2
   - whether the property has heritage status
5. With this information, refer to the Flow Chart to the right to determine your eligibility and potential density.

If you have any questions or feedback related to eligibility please contact Oak Bay's Planning Department at planning@oakbay.ca or 250-598-3311 ext 740.



Potential Infill Building Types by Zone

Depending on the size and status of your parcel, a range of housing types and arrangements may be possible. Some possibilities are included in the table below:

	Housing Types (up to a maximum of 4 units)
R-1 **R-2** **R-3** **R-4**	A new or existing home with a secondary suite and/or up to 2 Accessory Dwelling Units Converting an existing home into a Multiple-Unit Dwelling building, with or without an Accessory Dwelling Unit A new Multiple-Unit Dwelling building, including townhouses, with or without an Accessory Dwelling Unit Up to 4 detached One-Unit Dwellings (note that zoning regulations require that no more than 2 units be designed as 'Principal Buildings' and 2 as smaller 'Accessory Dwelling Unit') 2 Two-Unit Dwelling (duplex) buildings, side by side or front to back A Two-Unit Dwelling (duplex) with up to 2 Secondary Suites or Accessory Dwelling Units
R-5*	A new or existing home with a secondary suite and/or up to 2 Accessory Dwelling Units Converting an existing home into a multiple-unit dwelling building, with or without an Accessory Dwelling Unitin the rear yard Two-Unit Dwelling (duplex) building with up to 2 Secondary Suites or Accessory Dwelling Units in the rear yard A new multiple-unit dwelling building (triplex, fourplex), with or without an Accessory Dwelling Unit Up to 3 detached One-Unit Dwellings(note that zoning regulations require that no more than 1 unit be designed as a 'Principal Building' and 2 as smaller Accessory Dwelling Unit)

due to size constraints in the R-5 zone, there are greater limitations in possible housing arrangements

In many cases, infill housing could be either rented or may be able to be stratified and sold as individual homes. Only secondary suites cannot be stratified.

For more inspiration on housing infill types and configurations, refer to the Provincial Standardized Housing Design Catalogue, linked **here.**

Secondary Suites

BC Building Code defines a secondary suite as a self-contained dwelling unit located within a building or portion of a building that is:

- completely separated from other parts of the building by a vertical fire separation that has a fire resistance rating of not less than 1 hour and extends from the ground or lowermost assembly continuously through or adjacent to all storeys and spaces including service spaces of the separated portions,
- of only residential occupancy that contains only one other dwelling unit and common spaces, and
- where both dwelling units constitute a single real estate entity.

For more information, refer **here.**

Additional Constraints

In addition to the considerations noted above, development on your property may also be constrained by hazardous conditions or by pre-existing legal restrictions registered on title.

Development Permit Areas

Where a property is designated for a Watercourse, Shorelines or Hazardous Conditions Development Permit Area, the property owner may be required to provide additional information to support a building permit application. Density on the site may be limited where hazardous conditions such as unstable slopes, erosion or sea-level rise cannot be mitigated.

To find out if there is a Development Permit designated on your property:

1. Navigate to Oak Bay's public GIS map, linked **here**.
2. Click on *'I want to'* in the top right hand corner.
3. Select *'change visible layers'* in the drop-down menu. Under *'Planning and Development'*, ensure that *'OCP Schedules'* and *'Development Permit Areas'* are selected. Deselect *'Schedule B: Land Use'*.
4. Return to *'I want to'* and select *'find parcel by address'* in the drop-down menu.
5. Enter your street address and press *'enter'*.
6. Check the map to see if any Development Permit Areas are visible on your parcel (your property will be coloured pink, orange, green or blue).

If your property is designated as a Development Permit Area, you may be required to submit a Development Permit application along with your building permit. Discuss the process with the Oak Bay Planning Department.

Legal Restrictions on Title

Site layouts or the number of units that can be built can also be restricted by include legal agreements registered on title, such as:

- Statutory Building Schemes,
- Statutory Right of Ways,
- Easements, or
- Restrictive Covenants

To find out whether any of these restrictions apply to your property, see **Land Title Record Search** or seek legal advice.

4 HOW DO I ACTUALLY BUILD THIS?

If your property is eligible for infill housing (see section 3), there are a number of general steps required before getting your shovel in the ground and moving in. The following provides a general overview of the typical steps involved.

Steps to Building Infill

1. **Do your research**
   - this includes identifying your property's zone, lot size, zoning requirements and any additional bylaws, legal agreements or Development Permit Areas that might impact the ability to develop the site.
   - it is recommended to engage the services of a planning consultant, architect or designer to guide the process at any time. There are many professionals that specialize in infill housing development.
   - this could include sketching your ideas, engaging a designer, or reviewing the standardized infill housing plans released by the Province, linked **here**.

2. **Seek Input from Oak Bay Staff**
   - this is a recommended step that can help potential applicants to confirm eligibility and specific requirements directly with the District's Community Building and Planning Department. Contact planning@oakbay.ca or call (250) 598-2042 extension 7496.

3. **Meet with your neighbours to discuss your plans**
   - this is an optional step but a great way to gain support for your project and understand and address any concerns they may have.

4. **Undertake detailed site planning and design**
   - at this time you will need to engage design professionals or a design/build firm to create a design and generate the required set of drawings for a submission. A professional will ensure your building meets all the necessary bylaw regulations as well as the BC Building Code.

5. **Identify and demonstrate site servicing, utilities and tree protection/replacement requirements and locations**
   - a civil engineer can ensure adequate services, like water and sewer, are available to service the units, and that connections are properly designed and installed.
   - an arborist or landscape architect can help address measure to help protect exising trees and identity opportunities for any new or replacement trees needed.
   - reach out to BC Hydro to discuss requirements for electrical connections. Refer to BC Hydro's Guide for Small-Scale Multi-Unit Housing, linked **here.**

6. **Identify any variances**
   - confirm that your design meets the requirements of all the District bylaws - such as parking, setbacks or height - and whether any variances are required.
   - if the use and/or density you seek are not permitted, then a separate rezoning process may be required. For more information on rezoning, reference **this link**.

7. **Engage a licensed residential builder if this hasn't already been done.**
   - Review your designs with them and get a cost estimate.

8. **Secure construction financing (typically from your bank), if needed**

9. **Finalize your designs**

10. **Ensure your builder has enrolled in third party insurance**
    - unless you are an owner/builder, new homes built in B.C. are required to be covered by third-party home warranty insurance. For more information refer to **this link**.

11. **Submit your applications electronically**
    - this includes your Building Permit application, and any other required permits (see section 6) to inspections@oakbay.ca.

12. **District review**
    - staff will review the permit application(s), circulate applications internally and advise of any additional steps or information needed.
    - once your building permit is ready to be issued, full payment of the building permit fees and securities is required. The building permit will be emailed to you.

13. **Inspections**
    - once construction is complete, as construction progresses, call the District of Oak Bay to schedule the required inspections. Refer to contact information listed in Section 6.

14. **Strata subdivision, if necessary**
    - if you are planning on selling any of the newly constructed housing units, you will need to file an application to the Provincial Land Titles office. Stratifying existing units requires a separate approval.

15. **Occupancy**
    - Once the District is satisfied that the construction is consistent with all permits and meets Oak Bay's bylaws and the BC Building Code, they will issue an occupancy permit, allowing the buildings to be occupied, rented or sold.

Professionals Involved

You may need to hire a range of professionals to help you work on different pieces of your application. The following lists some of the professionals that may be required to help with your project:

- An architect or building designer will create or modify detailed building plans. In most cases an registered architect is only required for buildings with a footprint larger than 600 m^2 (6,458 ft^2) but depending on your vision you may wish to work with an architect even if not required.
- A licensed plumber will detemine the water demand associated with new residential units.
- A civil engineer may be required depending on the scope of your project, and designs the water, sanitary sewer, stormwater connections for your infill project.
- A landscape architect will need to complete a tree protection and planting plan in case that tree removal is required. A landscape architect or designer can design and produce plans for your property's landscaping.
- A land surveyor completes the site survey required for all permit applications. A surveyor can also prepare a strata plan in the case that infill units are intended to be stratified and sold. The surveyor will also verify that the construction meets siting and height requirements, a condition of the Building Permit.
- A ISA Certified arborist provides recommendations any time work is proposed in or around a tree that is considered 'protected' through the Tree Protection Bylaw, including removal or pruning.
- A Qualified Environmental Professional may be required to prepare a report to support an Environmental Development Permit application.
- A structural engineer may need to review your architectural designs and provide a structural plan and review.
- A geotechnical engineer evaluates and makes recommendations on soil conditions and foundation requirements; this may be a requirement for building permits or Hazardous Land Development Permit application.
- A heritage professional can work with you and your architect or designer to ensure character defining elements are conserved and celebrated within a Heritage Revitalization Agreement.
- A lawyer can help review or discharge any legal agreements that restrict the use of your property or submit a strata application to BC Land Titles.

General Costs for Developing Infill Housing

After land acquisition costs, development generally consists of two types of costs: soft costs and hard costs. Some examples include:

Soft costs

- Architectural or building design
- Surveying
- Servicing design
- Legal fees, including any applications to the Land Titles Office
- Insurance
- Permit application fees, including Building Permit and Plumbing Permit fees
- Servicing fees, such as Public Sewer Connection Fees, Development Cost Charges and Amenity Cost Charges , where applicable
- Landscape Design
- Securities for tree protection and tree planting; landscaping; works and services, where applicable
- New home warranty
- Fees and interest on financing

Hard costs

- Demolition/deconstruction costs, if needed
- Construction costs, including site preparation, construction and finishing
- Servicing and utilities costs such as creating/upgrading water service pipes and meter, sewer, stormwater, electrical, gas, telephone/internet connections
- Landscaping, tree planting and lighting

The Province of British Columbia has released hard cost estimates on a variety of standardized infill housing types, linked **here**.

Financing

Often financing is the biggest uncertainty when considering property redevelopment. Most development projects are financed through lenders than specialize in Construction Mortgages. This type of financing is structured to allow funding of the construction phase where funds are typically available in 'draws' based on certain project milestones. Depending on project goals, construction loans may then convert to a more traditional term mortgage.

A general rule of thumb for construction financing is that the owner must contribute at least 25% - typically in equity - to the project.

5 PERMITS

As long as your project meets zoning requirements, a number of permits may be required in order to realize your project:

Required Permits

- A building permit is required before constructing, altering, or renovating a building or structure. For more information, refer to the District of Oak Bay's webpage on building permits, linked **here**.
- A plumbing permit is required before adding or altering any plumbing systems or fixture. For more information, refer to the District of Oak Bay's webpage on building permits, linked **here**.

Additional Permits that may be required:

Depending on the nature of your project and other conditions, other applications may be required before building permit approval can be made. These include:

- A Blasting Permit is required any time blasting or the use of any explosive agent is proposed.
- A Demolition Permit is required prior to the demolition or deconstruction of any building or structure in the District.
- A Tree Permit is required any time work is proposed in or around a 'protected tree' (see Section 2 for the list of 'protected trees'). Security is required for any replacement tree required under the permit, and may be required for trees that may be impacted by construction.
- An Uplands Siting and Design Approval is required for exterior work within the Uplands Neighbourhood. Design review considers site and architectural design.
- A Driveway Access Permit is required where a new or additional site access is requested.
- Development Permits for a Natural Areas or Hazardous Conditions where development occurs within an OCP-designated Development Permit Area. Note that a Form and Character Development Permit is only required for infill projects that require rezonings.
- Development Variance Permits or Board of Variance Permits are required where a proposal requires a variance from the provisions of the Zoning Bylaw, with the exception of any use and density provisions. Unless your property is subject to a Heritage Revitalization Agreement, a rezoning application is required for any changes to use or density.
- A Heritage Alteration Permit is required for any exterior changes for a Heritage-designated property. Any increase in density beyond 2 units will require a Heritage Revitalization Agreement approval. To find out if your property is designated Heritage, refer to Section 3.
- An Engineering Permit will be required if the current underground services to the lot (drinking water, sanitary sewer, and storm sewer) are not appropriately sized for the proposed development.

How long does it take?

The amount of time it takes to design, approve and construct infill housing depends on the nature and complexity of the applications and the completeness of the information provided by the applicant. Some general timelines are indicated below and are subject to change depending on application volume and staff workloads:

- Infill building design/architectural design: 1-3 months
- Preparation of complete application: 1 - 3 months
- Building Permit review: 8 - 10 weeks
- Construction: 6 - 12 months

Key contacts

- Building Inspections
  250-598-2042 extension 7496
  inspections@oakbay.ca
- Planning
  250-598-2042
  planning@oakbay.ca
- Engineering, Public Works & GIS
  250-598-3311
  engineering@oakbay.ca
- Parks
  250-592-7275
  chyde-lay@oakbay.ca

6 NEIGHBOURLY DESIGN

Oak Bay is a cherished community characterized by historic and character homes and buildings, tree lined streets, lush west coast vegetation, and iconic views of the Salish Sea. As newcomers continue to be drawn to the community and new development occurs - particularly with the adoption of new infill housing regulations and densities - it is important to preserve the elements of Oak Bay that make it so special. With the goals of preserving community character; encouraging attractive, cohesive and functional infill housing; and protecting environmental assets, the following guidelines were developed to help guide the design of infill housing. While the guidelines are based on best practices for good design and promote a strong sense of neighbourliness, they should be considered broadly and flexibly to achieve a context-specific, creative design.

General design guidelines and suggestions are arranged below in sections focusing on elements of site planning; building design and massing; access, circulation and parking; landscape design; and green building design.

Site Planning

1. Respect your neighbours through site planning and building design
   a. be complementary with the character and scale of the surrounding neighbourhood and adjacent buildings in terms of building height, massing, setbacks, landscaping and quality of finishing and details

   b. while planning the size, height and orientation of your buildings, be conscious of your neighbour's access to views and access to sunlight.

   c. plan windows - particularly those on sidewalls - away from your neighbours' windows, decks and balconies. Where this isn't possible, consider the use of textured or patterned glass.

   d. locate outdoor spaces - such as patios, porches, balconies and decks - away from your neighbour's to avoid visual, noise and other impacts on each other. When this isn't possible, consider insetting them or using strategic screening through landscaping and features such as trellises and shrubs.

2. Design the site layout and building locations to conserve on-site trees, natural vegetation, topography, unique site features and existing hydrology.
   a. orient and sculpt buildings in a way that minimizes impacts to trees and tree root zones

   b. minimize blasting and the need for larger retaining walls by working with the natural grade

   c. minimize the use of impermeable surfaces

3. Where basement units are planned, ensure these are designed to be as liveable as possible with access to natural light.

4. Plan private open space for each unit following principles that maximize the privacy of each unit while minimizing overlook into adjacent homes and properties.

5. Consider the placement of utility boxes, air conditioning units and garbage and recycling storage early in the design process. Where possible, place these out of sight from the street, homes and neighbours by recessing buildings, creating enclosures or installing screening elements such as partial walls, fencing, shrubs or trellises.

Building Design & Massing

1. Respect the patterns and rhythms of buildings and open spaces that are characteristic of your street. When it is not possible to achieve similar size and shape, the front of the building should be broken into smaller parts creating an illusion of a smaller building in scale with neighbours.

2. Emphasize building entries that provide a welcoming 'face' to the street and lanes, with front entries that are oriented to the street wherever possible and incorporate features such as porches, steps, walkways and landscaping. Addresses and mailboxes should feature prominently.

3. Use building materials, landscaping and paving that contribute to the character/texture of the streetscape and that are in keeping with other houses and properties on the street. Consider:

   a. careful selection of colours and materials to ensure cohesion. Using one primary colour and material with no more than 2 accent materials or colours for each building or unit.

   b. using materials that are durable and reflect the character of the home.

4. Incorporate architectural elements such as verandas, gables and windows in a way that enhance visual interest and reflect the character of neighbouring homes.

5. Rear, side and internal facades should reflect the character of the front facade. All infill housing units on a site should be complementary and apply the same level of quality, but need not match.

6. Use roof pitches, dormers, overhangs and gables to express character of homes and complement the existing neighbourhood.

7. Design garages, carports and parking pads in a way that complements the streetscape and does not dominate the home. Consider:

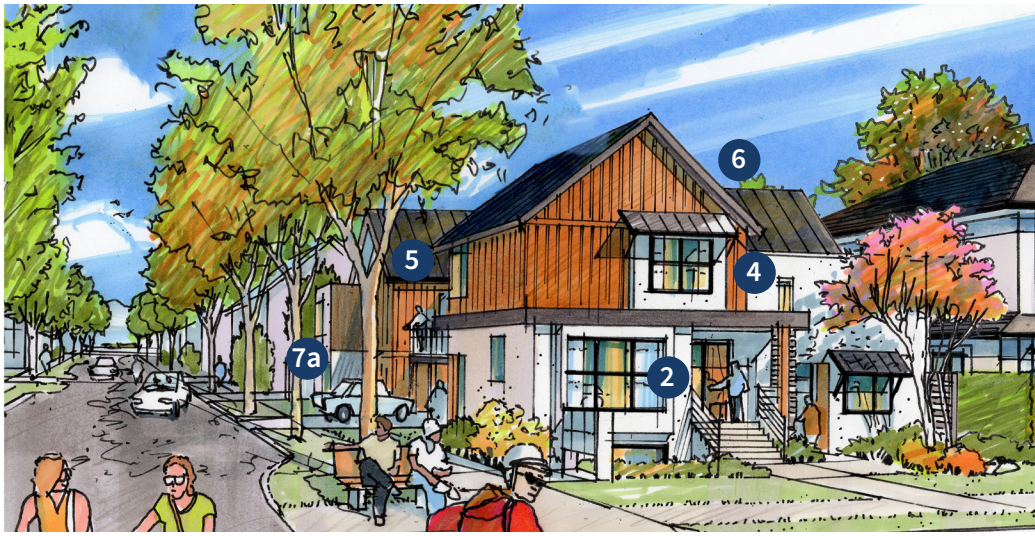
   a. locating parking pads, or garages/carport entrances at the rear or side of a property

   b. where located on a front facade, recess garages and carports physically and visually

   c. minimizing the number of contiguous garage bays (ie. no more than 2)

   d. limiting garage door dimensions to no more than 8 ft height and 9 ft wide

   e. garage doors made of quality materials that complement the overall character and colour palette of the home



Access, Circulation and Parking Areas

1. Where a lane access is available, utilize the lane for vehicle access and parking.
2. Locate pedestrian access to each unit in a way that ensures direct access from the street via a well-lit and unobstructed pathway.
3. Minimize the intrusion of driveways and parking by encouraging shared driveways to units with individual access.
4. Consider using surfacing materials for driveways, pathways and parking pads that are attractive, complementary to the design of the home, and allow water infiltration.

Landscape Design

1. Maintain existing natural features and vegetation wherever possible, enhancing tree canopy and green space connectivity on and off-site through additional on-site landscaping.

2. Use low impact development practices such as:

   a. maximize the extent of landscaped areas on site with deep, absorbent soils and minimize the amount of impervious surfaces to increase the natural infiltration (absorption) or rainwater to provide a more natural landscaped character.

   b. minimize the amount of impervious paving and use permeable materials wherever possible, ie permeable pavers, permeable asphalt or permeable concrete decks, reinforced grass.

   c. consider bioswales, rain gardens, and other design techniques that allow greater infiltration of water, including within and around parking areas.

   d. use rainwater collection/re-use systems that collect rainwater for irrigation.

3. Use native, low maintenance (drought resistant, low water requirements) concepts and support local pollinators and biodiversity through landscape design. Consider the following approaches:

   a. include a variety of plant species including trees (deciduous and evergreen), shrubs, flowers and grasses.

   b. plant in clusters for the greatest ecological and visual impact.

   c. plan flower blooms to support a vibrant landscape year-round.

   d. use a plant palette that is in keeping with the character of the homes and neighbourhood.

   e. avoid invasive species.

   f. limit the use of harmful chemicals in landscape management.

4. Design the front yard landscaping to be predominantly vegetated while designing features, landscaping and fencing to permit views into the property.

5. Consider lighting choices that support safety but also contribute to the overall aesthetic of the property. Illuminate addresses, front walkways and features while minimizing the amount of light directed upwards or off-site.

Sustainable Design

1. Try to preserve some/all of the existing house. Deconstruct and recycle buildings
2. Orient homes to capture sunlight during the coldest months while avoiding excessive sun exposure in summer.
3. Consider energy efficiency and conservation through landscape design: consider tree preservation and tree planting that creates shade in summer, moderates the effects of wind, and allows sunlight and daylight into buildings.
4. Consider Passiv House standards of design
5. Heat and cool homes using electric heat pumps
6. Use electric stoves
7. Consider solar panels
8. Minimize irrigation by planting drought tolerant species and using rainbarrels to harvest rainwater

7 FREQUENTLY ASKED QUESTIONS

Refer to District of Oak Bay's Housing Action Program for FAQ's, linked **here**.

8 GLOSSARY

- **Accessory Dwelling Unit:** a self-contained residential unit with a kitchen, bathroom, living area and sleeping area, within a detached building that is smaller than the main building on a property.
- **Carriage house/Coach House:** are forms of Accessory Dwelling units that may or may not include an enclosed garage on the ground floor.
- **Garden Suite:** a form of Accessory Dwelling Unit that is located in the backyard of a property but does not include a garage within the building.
- **Infill Housing:** new housing development that is constructed in an already-developed area, and is built at the scale of the existing neighbourhood. Infill housing can come in a variety of housing forms and arrangements.
- **Multiple-Unit Dwelling:** a broad term that refers to any building with 3 or more residential units, not including secondary suites.
- **Fourplex:** a form of multi-unit housing that consists of four individual residential units in a building in any arrangement, not including secondary suites. Units in a fourplex can be of varying sizes.
- **Floor Area Ratio (FAR):** a means of calculating density as a ratio of built floor area relative to parcel area. The figure is obtained by dividing the total floor area of all buildings by the area of the lot.
- **Frontage:** refers to the length of the front property line.
- **Secondary Suite:** a self-contained residential unit that is located within a larger, primary residential unit such as a single detached home or a duplex unit.
- **Small-Scale Multi-Unit Housing (SSMUH):** infill housing that allows for multiple units in a variety of housing forms at densities mandated through the Provincial Local Government Act.
- **Townhouse:** a form of Multiple-Unit Dwelling that consists of three or more residential units joined horizontally by one or two shared walls, not including secondary suites. Units can be of varying sizes.
- **Triplex:** a form of multi-unit housing that consists of three residential units in a building in any arrangement, not including secondary suites. Units in a fourplex can be of varying sizes.
- **Duplex/Two-Unit Dwelling:** a building that contains two individual residential units, each of which may contain a secondary suite.
- **Permeable Paving:** unpaved surfacing that allows water to infiltrate the soil below.
- **Live landscaping:** soft landscaping elements planted directly into the ground, and includes trees, shrubs, plants and lawn.
- **Heritage Designation:** a legal protection tool enabled through the Local Government Act. Parcels designated 'Heritage' may not be altered except under conditions established by the District.
- **Zoning:** divides land into various 'zones', each with regulations for the types of buildings, the uses and densities allowed, the size of buildings and how they must be sited on a property.

Refer to District of Oak Bay's Housing Action Program for FAQ's, linked here.