



702 SINGLE FAMILY LOT SIZE POLICY MANUAL

Table of Contents

How to Use the Manual	1
How to Read the Policy	2
Single Family Lot Size Policy (702) & Rezoning Process	3
Single Family Lot Size Policy (702) Process Flow Chart	7
Block and Range Key Map for Richmond	8
Tab 3-7	3-7 Block and Range Key Map Index of Policies for 3-7 Written and Graphic Policies for 3-7
Tab 4-6	4-6 Block and Range Key Map Index of Policies for 4-6 Written and Graphic Policies for 4-6
Tab 4-7	4-7 Block and Range Key Map Index of Policies for 4-7 Written and Graphic Policies for 4-7
Tab 5-5	5-5 Block and Range Key Map Index of Policies for 5-5 Written and Graphic Policies for 5-5
Tab 5-6	5-6 Block and Range Key Map Index of Policies for 5-6 Written and Graphic Policies for 5-6

HOW TO READ THE POLICY

Each single-family lot size policy in this manual has a map and written description explaining what single-family lot sizes are permitted in an area under the adopted policy.

Council will only rezone a property to permit single family residential subdivision in an area with an adopted lot size policy if a property owner submits an application for rezoning and it is consistent with the adopted policy for the area.

Where an application to rezone a property to permit single family residential subdivision is not consistent with a policy, the application may be denied unless the policy is over than five years old or a new policy study is recommended.

Lot Size Policy studies are not required where there is a rezoning application on a site with an existing legal duplex or for properties along arterial roads that are not in an existing Lot Size Policy. Where a rezoning application is made for a property along an arterial road that is within an existing Lot Size Policy area that is over five years old, Council will determine whether to remove all the properties in the block which front the arterial road from the policy area in conjunction with consideration of the rezoning application.

The requirements for the single-family lot size options referred to in each of the policy statements are illustrated in the table below.

SINGLE-FAMILY HOUSING DISTRICT (R1) SUBDIVISION CATEGORIES				
Sub-Division Areas	Minimum Frontage	Minimum Width*	Minimum Depth	Minimum Area
SEWERED AREAS				
A	6m (19.685ft)	9m (29.527ft)	*24m (78.740ft)	270m ² (2,906.35ft ²)
B	6m (19.685ft)	12m (39.370ft)	*24m (78.740ft)	360m ² (3,875.13ft ²)
C	13.5m (44.291ft)	13.5m(44.291ft)	*24m (78.740ft)	360m ² (3,875.13ft ²)
D	7.5m (24.606ft)	15m (49.213ft)	*24m (78.740ft)	450m ² (4,843.92ft ²)
E	7.5m (24.606ft)	18m (59.055ft)	*24m (78.740ft)	550m ² (5,920.34ft ²)
H	7.5m (24.606ft)	16.5m(54.134ft)	*24m (78.740ft)	550m ² (5,920.34ft ²)
J	13.4M (43.963ft)	13.4m(43.963ft)	*24m (78.740ft)	360m ² (3,875.13ft ²)
K	6m (19.685 ft)	10m (32.808 ft)	*24m (78.740ft)	315m ² (3,390.75ft ²)

* For corner lots, 2m (6.56 ft) of additional width is required except in the Steveston townsite

Through the rezoning and subdivision process, there may be requirements such as the provision of lanes for properties along arterial roads or other physical infrastructure improvements.

Single Family Lot Size Policy(702) & Rezoning Process

WHY WAS THE 702 PROCESS IMPLEMENTED?

A FEW IMPORTANT FACTS:

The 702 Process affects zoning in **single-family** neighbourhoods outside of the City Centre.

The 702 Process deals with the rezonings for **smaller single family lots**. Applications to rezone existing duplex lots into single-family lots will be handled on their own merits.

The Zoning and Development Bylaw No. 5300 was amended in April, 1989 to include Section "702", a "Single-Family Lot Size Policy 702 Study."

Council implemented the "702" Process due to the:

- lack of stability and constant pressure placed on many established Richmond neighbourhoods to rezone for small lot subdivisions;
- need for citizen consultation and input, prior to Council's formal Public Hearing on the rezoning application and proposed neighbourhood policy;
- need to provide a fair and consistent approach for dealing with all development applications in existing single-family neighbourhoods.

HOW DOES THE 702 PROCESS WORK?

NEIGHBOURHOOD PROFILE

- ❑ average age of housing
- ❑ types of housing
- ❑ # of large lots able to subdivide to smaller lots
- ❑ infrastructure deficiencies
- ❑ capacity of parks and schools
- ❑ recent changes in the neighbourhood
- ❑ impact of development on arterial roads.

There are three phases to the process:

Phase 1: Determination of Study Process:

A property owner applies to the City to rezone a property(ies) for a smaller single-family lot size and places red information sign on the property identifying the proposal.

City staff visit the area surrounding the application and prepare a neighbourhood profile and determine the study area boundaries if appropriate.

Based on recommendations from staff and Council Committee Council, by resolution, will decide whether to conduct a 702 study or to handle the application on its own merits.

OWN MERITS

Under specific circumstances it may be appropriate to consider a rezoning application on its own merits. This means that Council will deal with the rezoning application at their regular Public Hearing meeting thereby eliminating the need for a survey, Public Information Meeting, and a formal lot size policy for the area. This option might be used for example, in an area for which only two lots have potential for smaller lots or in an area that has already undergone some infill development.

Phase 2: Study Process

Once Council directs staff to conduct the 702 study, all property owners and residents within the study area will be sent a letter inviting them to attend a Public Information Meeting in their community. Along with the letter is a package of materials including this brochure, the brochure entitled **"Single-Family Lot Size Options in Richmond: What's it All About"** (intended to help in the selection of the preferred lot sizes), and a **single-family lot size survey** form (intended to determine what size of lots is preferred).

The main purpose of the Public Information Meeting is for the Area Planner to provide information, answer any questions about the survey, public process, and listen to any neighbourhood concerns. In addition, the rezoning applicant is invited to attend the meeting and explain their development proposal to the neighbourhood.

Approximately three weeks after the Public Information Meeting, the lots size surveys are tabulated and a detailed city services technical analysis is conducted. The technical analysis looks at the capacity of the existing infrastructure as well as supply of parks and schools in the area to determine whether or not the physical and community services can accommodate additional housing. (as appropriate)

The planners will then develop lot size policy options for the study area. A report containing the various policy options will be presented to Committee of Council. Although various options will be included in the report, staff will recommend what they consider an appropriate policy for the area.

Phase 3: Adoption

A letter is to be sent to area residents and property owners outlining the proposed lot size policy and rezoning application recommendations made by staff. Information as to when the item will be considered by Council Committee is given and interested persons can attend and participate, should they wish, at this meeting. The Committee then makes a recommendation to Council.

Council either: defeats the rezoning (based on the proposed policy); refers the rezoning application and the lot size policy to Public Hearing for further public debate; refers the policy and rezoning application back to staff for further study; or forwards only the lots size policy to a Public Hearing for further public debate. Only rezoning applications receiving favourable consideration by Council are forwarded to a Public Hearing.

If the Committee or Council alter the recommendations put forward by staff you will be notified of these changes as part of the Public Hearing notification process.

Invitation notices to the Public Hearing are sent to all property owners and residents within the study area and the surrounding areas as appropriate. At the Public Hearing, property owners and residents are given the opportunity to speak directly to council and let them know if they are in favour or not in favour with proposed policy recommended for their areas as well as rezoning applications (if it has proceeded to this point). After the Public Hearing, Council votes to either adopt or reject the policy for a minimum five year period and decides on the rezoning application.

SOME COMMON QUESTIONS

1. How Long are the Lot Size Policies Adopted for?

Once adopted for an area the lot size policy guides Council in making decisions on future single-family lot size rezoning applications in the study area for at least a five year period. After 5 years, the policy will stay in effect until such time that a property owner makes a rezoning application that is contrary to the existing single family lot size policy. If this happens, Council initiates a new lot size policy process.

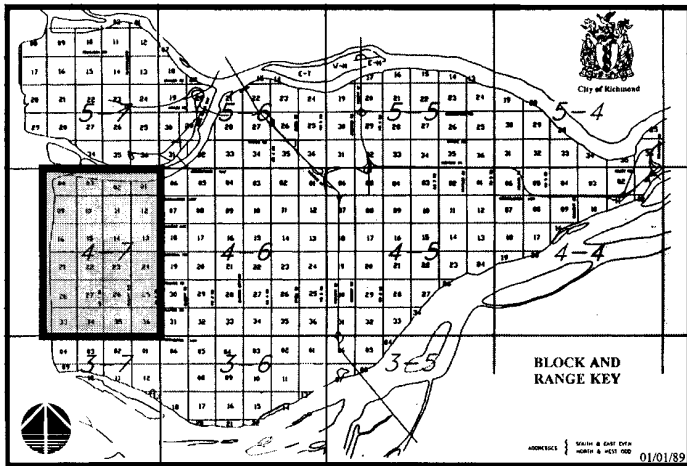
2. What Happens if a Property Owner Applies for A Rezoning that is Contrary to an Adopted Policy BEFORE the 5 Year Period is up?

If a property owner applies for a rezoning that is contrary to an adopted policy for an area within the five year period, staff will bring the application directly to Council and Council will, without hearing any delegations on the matter, determine by a 2/3 majority vote whether to instruct staff to process the application in conjunction with a reconsideration of the lot size policy or to refuse the application in conjunction with a reconsideration of the lot size policy or to refuse the application without any further consideration. If Council decides to consider an application that is contrary to an adopted policy, the entire study process must be re-initiated including the public meetings and the survey. Notice of Council's decision to reconsider a lot size policy is given to all area property owners and residents as part of the re-initiated public process.

3. What Happens if a Property Owner Applies for A Rezoning that Conforms to the Adopted Policy?

Even though Council has adopted a single-family lot size policy for an area, subsequent rezoning applications, which are in keeping with the adopted policy, still need to be reviewed through a Public Hearing. As such, the City is required by the *Municipal Act* to notify only those property owners and residents within a 50 metre radius (164 ft) of the rezoning of the Public Hearing. Notification also appears in the local newspaper.

How to Use the Manual

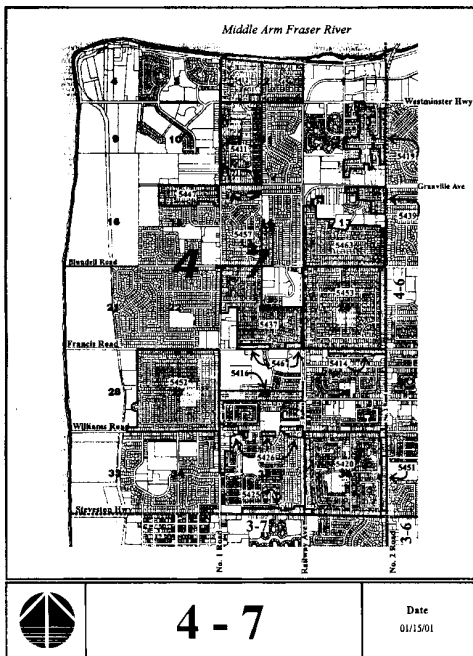


2.

Find Number on Tab.

3-7
4-6
4-7
5-6

1. Determine where your area is located in Richmond, find the **Block and Range Numbers**.



City of Richmond Policy Manual

Page 1 of 2 Adopted by Council: November 15, 1983 POLICY 5453
 Area Boundary Amended: January 15, 2001 *
 File Ref: 4045-00 SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 24-4-7

POLICY 5453:

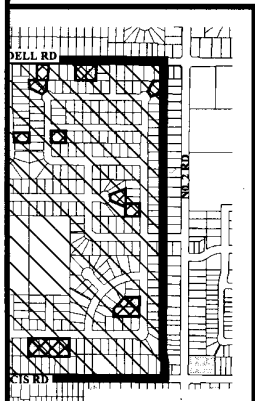
The following policy establishes lot sizes in Section 24-4-7, located in the area generally bounded by Francis Road, Blundell Road, Railway Avenue and No. 2 Road as shown on the attached map:

That properties located within the area generally bounded by Francis Road, Blundell Road, Railway Avenue and No. 2 Road in Section 24-4-7, as shown on the attached map, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area E (R1/E) in Zoning and Development Bylaw No. 5300, with the following exceptions:

- (1) That lots with existing duplexes be permitted to subdivide as per Single-Family Housing District, Subdivision Area B (R1/B), provided that the new lots created along Railway Avenue and Blundell Road have lane access; and
- (2) That lots with existing duplexes located along Francis Road without lane access be permitted to subdivide as per Single-Family Housing District, Subdivision Area C (R1/C);

and that this policy be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw 5300.

* Original Adoption Date In Effect: 2001/11



- Subdivision Permitted as Per R1/E
- Subdivision of Duplexes Permitted as Per R1/B Except.

- 1) No. 2 Road, Railway Avenue and Blundell Road: R1/E unless lane access is provided. Then R1/B.
- 2) Francis Road R1/C unless lane access is provided. Then R1/B.

POLICY 5453
SECTION 24, 4-7

Adopted Date: 11/15/83
Amended Date: 01/15/01

3. Locate your area, determine **Policy Number** (If a policy number is not shown then there is no adopted policy for that area).

4. Turn to appropriate **Written and Graphic Policy**.

702 STUDY PROCESS

