

APPENDIX B

A Review of the Town's Strategy for Second Suites

Subcommittee on Second Suites
Meeting #1 – July 9, 2007

Subcommittee on Second Suites Meeting #1 Agenda

- Introductions (5 minutes)
Distribution of handouts/previous Council actions
- Powerpoint presentation by Staff (10 minutes)
- Review and input on Subcommittee Tasks (30 minutes)
- Review and input on Subcommittee Meeting Schedule and Agendas (10 minutes)
- Other Matters (5 minutes)

Five Year Chronology 2002-2007

- June 2002, DSC direct staff to prepare a strategy for second suites for Wards 7 or 8 or appropriate areas as determined
- March 2003, DSC receive staff presentation and requested in depth analysis of four strategy options
- May 2003, Council directs staff to pursue Option # 1: No new zoning provisions; enhance current procedures
- FALL 2003, Municipal Election
- March 2004, DSC endorses eight recommended procedural enhancements as a base condition for the preferred strategy Option #1
- November 2004, Council defers implementation of recommended procedures pending audit of inspection and registration figures
- February 2005, Council approves recommended procedures
- November 2005-June 2006 Public consultation and Council decision on Driveway By-law
- FALL 2006, Municipal Election
- May 2007, DSC Update on current strategy
- June 2007, DSC establishes Subcommittee to review the current strategy

Selecting a Strategy Option

- Baseline: No change in current zoning or procedures
In May 2003 Council endorses a preferred strategy option:
- Option 1: No new zoning provisions; enhance current procedures
 - Option 2: New zoning provisions for Wards 7/8
 - Option 2: New zoning provisions for certain Wards
 - Option 3: New zoning provisions for Wards 7/8 & Town-wide for certain new development
 - Option 3: New zoning provisions for certain Wards & Town-wide for certain new development
 - Option 4: New zoning provisions Town-wide

Procedural Changes since 2005

- Fire Services designated as "Lead" Department
- Registration By-law and Declaration Form updated
- Amanda Database
- New procedures for inspecting and registering "grandfathered" and permitted two unit houses only and enforcement of illegally established units
- Public information sheet
- Fire Services and By-law Enforcement resources in place

Policy Changes since 2005

- Legislation:
- Bill 51 Planning Reform – No appeal on zoning to permit second suites under Town's current OP policies
- Policy:
- Provincial Growth Plan and emerging Regional Growth Management Strategy encourage second suites in the built-up area to facilitate intensification
 - Front and Exterior Yard Parking in Residential Areas
 - Markham Centre and Cornell already have zoning in place to permit second suites
 - Pickering, Burlington have in recent years joined Newmarket, East Gwillimbury, Guelph, Barrie in adopting a policy framework to permit second suites

A Review of the Town's Strategy for Second Suites

June 26, 2007 Council Resolution:

- That a Subcommittee of Development Services Committee be established to review the continued appropriateness of the Town's current strategy for second suites and to investigate whether options for a strategy that would apply wider zoning permissions for second suites should be considered for public review and input.
- And that the Subcommittee include a cross-section of members of the Development Services Committee, as outlined in this report.
- And that the Subcommittee report back to Development Services Committee in the fall on a preferred option(s) for moving forward with a strategy for second suites including a public consultation/engagement process.

Subcommittee Tasks

- Review the continued appropriateness of the Town's current strategy for second suites
- Investigate whether options for a strategy that would apply wider zoning permissions for second suites should be considered for public review and input
- Prepare guiding principles for Council's decision to review strategy:
 - Council must determine if they want to depart from current strategy
 - Public consultation/engagement is not required unless Council is prepared to review and build on current strategy
 - Council must determine which option(s) are appropriate to consider
 - Council should propose only option(s) for public consultation that they are prepared to support
 - Council must determine if implementation of the option should proceed prior to a comprehensive Official Plan review
- Report back to DSC in the fall on a preferred option(s) for moving forward with a strategy for second suites including a public consultation/engagement process

A Review of the Town's Strategy for Second Suites

Subcommittee on Second Suites
Meeting # 2 – August 15, 2007

Subcommittee on Second Suites Meeting # 2 Agenda

- Introductions (5 minutes)
Distribution of handouts
- Powerpoint presentation by Staff (10 minutes)
- Subcommittee Roundtable Discussion (35 minutes)
- Review and input on Subcommittee Report to Sept. 4th DSC (5 minutes)
- Other Matters (5 minutes)

Town-wide Permission – Other Municipalities

- Survey of 8 Greater Golden Horseshoe communities with Town-wide permission
- Common development standards/zoning requirements:
 - Town-wide existing and new development
 - Singles and semis only
 - Secondary in size to principal dwelling unit
 - 1 parking space for second suite
 - Municipal Water/Sewer (ie. no permission in rural residential)
 - No addition or substantial alteration to exterior appearance
 - Registration mandatory
 - Amnesty period introduced as incentive to register
 - Inspection of older existing second suites by Fire
 - Inspection of new second suites by Building

Markham Town-wide Options

Option A – Town-wide:

- New zoning provisions Town-wide
- Establish development standards – ie. singles/semis only
- Introduce new procedures – building permit approvals where zoning permissive and rezoning requirements where second suites not permitted
- Link second suite registration requirement to zoning
- Increase public information and promotion to encompass Town-wide audience
- Accommodate 2 concurrent approval processes: grandfathering and zoning permissive, but zoning permission reduces reliance on grandfathering

Markham Town-wide Options

Option A – Town-wide:

PROS/CONS:

- Highest and most equitable level of customer service.
- Equitable zoning for all residents.
- Opportunity to enhance life safety Town-wide.
- Highest potential use of existing and future housing stock and community infrastructure.
- Most active promotion of affordable rental housing.
- Most efficient use of staff resources and the most cost effective with greatest return on investment.
- Promotes compact communities, sustainability of housing stock & infrastructure, live/work solutions.
- Best response to Town's identified housing role; consistent with Growth Plan and Region's emerging growth strategy
- Potential Resistance from existing residents

Markham Town-wide Options

Option B – Town-wide New Development Only:

- New zoning provisions for certain new development (ie. new plans of subdivision under review/draft approved)
- Establish development standards
- Introduce new procedures – building permit approvals where zoning permissive and rezoning requirements where second suites not permitted
- Link second suite registration requirement to zoning
- Increase public information with a promotional focus for new developments but maintain regulatory focus for existing development
- Maintain 3 concurrent approval processes: grandfathering, zoning permissive and rezoning requirement

Markham Town-wide Options

Option B – Town-wide New Development Only:

PROS/CONS:

- Improved but inequitable customer service.
- Enhanced opportunity for safety inspections but without comprehensive application.
- Ability to introduce and maintain new standards is not comprehensive in application.
- 3 concurrent processes; inequitable zoning permission.
- Limited opportunity to use existing housing stock and infrastructure
- Provides greater opportunity for second suites in new construction.
- Greater affordable housing benefits but limited response to Town's housing role, "Smart Growth" and "Strategic Plan" given the resources invested.

FAQ'S On Markham Town-wide Options

Legislative and Procedural Impact:

- Requirement for owner occupancy
- Authority to regulate and license
- Right of entry to a dwelling
- Fire and Building Code compliance
- Property Standards compliance
- Amnesty period for compliance/registration

Fiscal Impact:

- Development Charges
- Property Tax increase

Neighbourhood Concerns:

- Increase in density of dwelling units
- Sudden influx of additional residents
- Change of character
- Decline in property standards
- Parking
- NIMBYISM (Single family dwelling vs. Single detached dwelling)

Markham Town-wide Options

Recommended Zoning Requirements/Procedures:

- Town-wide existing and new development
- Singles and semis only
- Secondary in size to principal dwelling unit
- Minimum Lot Frontage (11.6m for singles, 15m and 18m for semis)
- 1 parking space for second suite
- Municipal Water/Sewer (ie. no permission in rural residential)
- No addition or substantial alteration to exterior appearance
- Registration mandatory
- 1 year amnesty period introduced as incentive to register
- Inspection of older existing second suites by Fire
- Inspection of new second suites by Building
- Communication Program

Subcommittee Tasks

- Review the continued appropriateness of the Town's current strategy for second suites
- Investigate whether options for a strategy that would apply wider zoning permissions for second suites should be considered for public review and input
- Prepare guiding principles for Council's decision to review strategy:
 - Council must determine if they want to depart from current strategy
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 - Council should propose only option(s) for public consultation that they are prepared to support
 - Council must determine if implementation of the option should proceed prior to a comprehensive Official Plan review
- Report back to DSC in the fall on a preferred option(s) for moving forward with a strategy for second suites including a public consultation/engagement process

Status Report to DSC

Sept. 4, 2007 Report to DSC:

- Provide background on Council Resolution
- Outline Subcommittee Tasks
- Identify Subcommittee members and meeting schedule
- Invite DSC to attend Sept 18th Subcommittee work session on Town-wide permissions with guest speakers from the Region and other GTA municipalities to be held in Canada Room
- Prepare guiding principles for Council's review of Strategy for Second Suites, identify Town-wide options and recommend preferred option(s)
- Report back to DSC in October on a preferred option(s) for moving forward with a strategy for second suites including a public consultation/engagement process