

NO: R198

COUNCIL DATE: October 21, 2024

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **October 16, 2024**
FROM: **Acting General Manager, Planning & Development** FILE: **3900-02**
SUBJECT: **Proposed Houseplex Simplified Development Permit Process**

RECOMMENDATION

The Planning & Development Department recommends that Council:

1. Receive this report for information;
2. Approve the proposed amendments to *Development Permit Procedures and Delegation Bylaw, 2016, No. 18642*, as amended, as outlined in “Appendix I”;
3. Approve the proposed amendments to *Development Application Fees By-law, 2016, No. 18641*, for Houseplex Form and Character Development Permit applications, as outlined in “Appendix II”;
4. Endorse a one-year pilot program to delegate approval for simplified Development Permit applications for houseplexes to staff; and
5. Authorize the City Clerk to bring forward the amending bylaws for the required readings and to set a date for any related public hearing.

INTENT

The intent of this report is to seek Council’s approval to introduce a simplified development permit process for houseplex applications.

BACKGROUND

On November 30, 2023, the Provincial Government enacted a series of legislative changes aimed at enhancing the supply and affordability of housing throughout British Columbia. One of these was to allow Small-Scale Multi-Unit Housing. Subsequently, as part of recommendations from Corporate Report No. R109; 2024, Council approved bylaw amendments to introduce Small-Scale Multi-Unit Housing (“SSMUH”) zoning within Surrey to comply with these provincial legislative changes.

DISCUSSION

To speed up the supply of housing, recent SSMUH zoning updates have provided “as of right” zoning permissions for duplexes, coach houses, garden suites, and, in some cases, houseplexes. While duplexes and coach houses were already being constructed in Surrey, houseplexes were built in very limited areas using site-specific comprehensive development zones. With the SSMUH changes, the City is starting to experience a growing interest in these housing options, including the newer form of housing for Surrey, houseplexes.

Houseplexes are multi-unit residential buildings that, if designed appropriately, can blend with traditional single-family and duplex neighborhoods. To ensure these new houseplexes fit in with the existing neighbourhood context, a Form and Character Development Permit (“DP”) requirement is currently in place to guide building design and massing.

Simplified DP Process

In order to streamline the DP process for houseplexes, it is proposed that a simplified delegated DP process be used to review these applications and authority to approve these DPs be delegated to staff on a one-year pilot program. This will allow for an efficient review process and faster approval timelines. The simplified DP process would allow the delegated official to review the application for general compliance with Official Community Plan Form and Character design guidelines and issue the DP.

In addition to quick review times, it is proposed that the simplified delegated DP application fee for houseplexes be nominal, compared to a standard DP. Instead of charging the standard Form and Character DP fee of \$5,014, it is proposed that a fee of \$389 be charged for the simplified DP, as reviews will be straightforward and uncomplicated.

As noted above, the simplified DP process is proposed as a one-year pilot program. Over the course of the year, staff will evaluate the process and, within six months, provide Council with a status update. If quality design submissions are received, staff will bring forward a request to remove the houseplex simplified DP requirement altogether.

Proposed Bylaw Amendments

To implement the simplified DP process, amendments to *Development Permit Procedures and Delegation Bylaw, 2016, No. 18642* and *Development Application Fees By-law, 2016, No. 18641* are proposed. These amendments are outlined in Appendices “I” and “II”.

LEGAL SERVICES REVIEW

This report has been reviewed by Legal Services.

CONCLUSION

Introducing a simplified DP process for houseplexes will streamline and clarify the approval process for these housing forms. These proposed changes will help the City manage resources and streamline development processes to support housing goals. The proposed changes are

intended to streamline the approval process, reduce wait times for applicants, and allow for quicker project initiation.

Original signed by

Ron Gill, MA, MCIP, RPP

Acting General Manager, Planning & Development

Appendix "I" Proposed Amendments to *Surrey Development Permit Procedures and Delegation Bylaw, 2016, No. 18642*

Appendix "II" Proposed Amendments to *Surrey Development Application Fees By-law, 2016, No. 18641*

CITY OF SURREY

BYLAW NO. XXXXX

A bylaw to amend the provisions of Development Permit Procedures and Delegation Bylaw, 2016, No. 18642, as amended.

.....

The Council of the City of Surrey ENACTS AS FOLLOWS:

1. "Development Permit Procedures and Delegation Bylaw, 2016, No. 18642" is hereby amended as follows:
 - a. Delete the word "and" immediately following "packages;" in section 10(d).
 - b. Insert the word "; and" immediately following "facilities)" in section 10(e).
 - c. Insert new subsection 10(f) immediately following subsection 10(e) as follows:
 "f) houseplex".

2. This Bylaw shall be cited for all purposes as "Development Permit Procedures and Delegation Bylaw, 2016, No. 18642, Amendment Bylaw, 2024, No. XXXXX".

PASSED FIRST READING on the th day of , 202 .

PASSED SECOND READING on the th day of , 202 .

PASSED THIRD READING on the th day of , 202 .

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the th day of , 202 .

_____MAYOR

_____CLERK

CITY OF SURREY

BYLAW NO. XXXXX

A bylaw to amend the provisions of Development Application Fees
Bylaw, 2016, No. 18641 as amended.

.....

The Council of the City of Surrey ENACTS AS FOLLOWS:

- 1. "Development Application Fees Bylaw, 2016, No. 18641" is hereby amended as follows:
 - a. Insert a new row immediately following "sign design package" in section 23.1 as follows:

"

| | |
|------------------|-----------------|
| <i>Houseplex</i> | \$389.00 |
|------------------|-----------------|

"

- 2. This Bylaw shall be cited for all purposes as "Development Application Fees Bylaw, 2016, No. 18641, Amendment Bylaw, 2024, No. XXXXX".

PASSED FIRST READING on the th day of , 202 .

PASSED SECOND READING on the th day of , 202 .

PASSED THIRD READING on the th day of , 202 .

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the
Corporate Seal on the th day of , 202 .

_____MAYOR

_____CLERK