

Date: February 20, 2018

File No.: 6500-20-Secondary
Suite Review

To: Saturna Island Local Trust Committee
For the meeting of March 8, 2018

From: Gary Richardson, Island Planner

CC: Robert Kojima

Re: Secondary Suite Review

Recommendations

1. That the Saturna Island Local Trust Committee endorse the attached project charter regarding the implementation of Secondary Suites within the Saturna Island Local Trust Area.

Preliminary Report

The purpose of this report is to provide the LTC with an outline of the anticipated scope and timeline for the secondary suite review project, and to seek direction on proceeding.

Project Objectives

The objective of the project is to initiate a review of the suitability of secondary suites for properties on Saturna Island. Allowing secondary suites as a permitted use will require an amendment to the Saturna Island Land Use Bylaw (LUB) and the Official Community Plan (OCP).

Project Background

This issue was identified as a Work Program Priority by Resolution-Without-Meeting November 22, 2017.

Secondary suites are typically affordable, ground oriented and market based. Given the number of single family residences on Saturna Island, and its aging population, the ability to provide legal secondary suites could assist the community in addressing its perceived housing diversity and affordability issues in appropriate locations.

Project Scope and Timeline

Staff are recommending that the scope of the of the project consist of: the review of options, preparation of amendments to the LUB and OCP bylaws, consultation with stakeholders, the formal process associated with amending the LUB and OCP, communications in the form of a fact sheet, and further general consultation in the form of a community information meeting. The specifics are included in the draft Project Charter attached.

Project Charter

A draft project charter has been prepared and is attached. It summarizes the key elements of the project outlined in this report in a single document and would serve to guide the LTC and the project manager. If circumstances change or issues arise in the course of the project, the LTC may be asked to revisit sections of the charter. The project charter would be included on all relevant agendas.

Prepared and Submitted by:

Gary Richardson, Island Planner

February 20, 2018

Name, Title

Date

Attachments: Project Charter