

# Housing Related TUP Review – Project Charter v1

Denman Island LTC

Date: May 7, 2024

**Purpose:** *The purpose of this project is to remove Denman Island’s Temporary Use Permit policies and regulations related to accessory dwelling units (ADUs). This project will also explore eliminating the residential density bank as removing the TUP requirement for ADUs will potentially draw more housing units than are available in the bank.*

**Background:** *A Housing Review Project to address housing need has been Denman Island LTC’s Top Priority project since 2022. On April 9, 2024, the Denman Island LTC was provided with a staff report identifying options for a minor project; the LTC chose to advance a small and important piece of the housing work ahead of the major project. This Project Charter is based on the recommendation to support a limited review with no public engagement process.*

## Objectives

- *To review options to remove the existing TUP regulations and policies for accessory dwelling units (ADUs).*
- *Amend the Denman OCP and LUB with regards to the TUP requirement for ADUs.*
- *Consider options to remove the residential density bank to accommodate additional ADUs*

## In Scope

- Amendments to the OCP and LUB that include:
  - Removal of TUP regulations for secondary dwellings
  - Elimination of residential density bank

## Out of Scope

- *OCP and LUB amendments not related to the use of TUPs for secondary dwellings.*
- *Revising the residential density bank*

## Workplan Overview

Deliverable/Milestone	Date
Project initiation	April 9, 2024
LTC endorses project charter	May 7, 2024
Staff to prepare two draft bylaws (1 OCP; 1 LUB)	Summer 2024
Draft bylaws presented to LTC for consideration of 1 <sup>st</sup> and 2 <sup>nd</sup> reading	Summer 2024
Referrals	Summer 2024
CIM/Public Hearing, 3rd reading and forward to EC and Ministry	Fall 2024
Bylaw adoption	Fall/Winter 2024
Bylaw consolidation, post bylaw adoption communications	Winter 2024

## Project Team

Island Planner	Project Manager
Regional Planning Manager	Project Sponsor
Island Planner – Regional Planning Team	Planning & Technical Support (limited)
OAA, PTA, LC	Admin Support
<b>RPM Approval:</b> <i>Name of RPM</i> <b>Date:</b> xxx	<b>LTC Endorsement:</b> Resolution #: <b>Date:</b> xxx

## Budget

Budget Sources:		
Fiscal	Item	Cost
2024-25	CIM/Public Hearing	\$1000
2024-25	Legal Review	\$1500
	Total	\$2500