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# CITY OF KELOWNA

## MEMORANDUM

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**Date:** March 6, 2002  
**File No.:** 6480-30

**To:** City Manager

**From:** Planning and Development Services Department

**Subject:** Development Guidelines Policy No. 303

Report prepared by: Gary L. Stephen

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### RECOMMENDATION

THAT Council adopt Council Policy No. 303 - Development Guidelines, attached to the report from the Planning & Development Services Department dated March 6, 2002;

AND THAT Council reaffirm the direction to staff that the following Development Guidelines are to be used as an evaluation tool for development permit applications:

- North End Multiple Family Development Guidelines
- South Central Multiple Family Development Guidelines
- North Mission / Crawford Multiple Family Development Guidelines
- Rutland Urban Town Centre Commercial Design Guidelines
- Rutland Urban Town Centre Multiple Family Design Guidelines
- North Mission Residential Urban Village Development Guidelines
- Glenmore Valley Residential Urban Village and Neighbourhood Village Development Guidelines
- Glenmore / Clifton / Dilworth Multiple Family Residential Development Design Guidelines
- Downtown North Area Structure Plan Development and Design Guidelines
- South Pandosy Urban Town Centre Sign Guidelines
- Crime Prevention Through Environmental Design Guidelines
- Wetland Guidelines

### BACKGROUND

The Local Government Act provides for the designation of Development Permit areas in an OCP for the regulation of development. Those regulations must include guidelines, however, the guidelines relating to building design and landscaping must be general in nature. The previous Official Community Plan Bylaw 7600 contained appendices with numerous design guideline and other general guideline documents for various neighbourhoods, or in some cases the whole City. It has now been determined that those development guidelines are too specific and therefore should not be adopted as part of an OCP.

Council has now adopted OCP Amendment Bylaw 8600, which replaces most of the material from the previous OCP Bylaw 7600. The new OCP Bylaw includes general development permit guidelines as prescribed by the Local Government Act, but no longer includes the detailed guideline documents.

## **DISCUSSION**

Over the years a great deal of city staff time and money, as well as public and development industry input, has gone into creating these specific development guideline documents. The guideline documents relate to specific themes or character existing or envisaged for the neighbourhoods to which they are intended to apply and Council has already directed staff to use these guidelines in the evaluation of development applications.

While these documents are no longer adopted by bylaw, and are therefore non-binding on Council, it would be appropriate to direct staff to continue to use them as tools in the evaluation of development applications and to provide clear direction as to how future guideline documents will have to be sanctioned prior to staff use. The attached Policy 303 is intended to fulfill both these objectives.

## **CONCLUSION**

It is recommended that the Policy No. 303 be adopted by Council and that Council reaffirm the direction to staff to continue to use the development guideline documents outlined in the Planning and Development Services report of March 6, 2002 as tools in the evaluation of development applications.

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Signe K. Bagh  
Long Range Planning Manager

Approved for inclusion ☐

R.L. Mattiussi, ACP, MCIP  
Director of Planning and Development Services

GLS

Attachment



## CITY OF KELOWNA

# COUNCIL POLICY MANUAL

POLICY: 303  
PAGE: 1 of 1  
APPROVAL DATE: @  
RESOLUTION #: @  
REPLACING #: N/A  
DATE OF LAST REVIEW: March 2002

**SUBJECT:** Development Guidelines

The purpose of Development Guidelines created for specific sectors, neighbourhoods or in some cases covering the whole City, is to control siting, form and character of multiple unit residential, industrial, and commercial developments as well as development adjacent to wetlands, and are to be used by staff when evaluating development permit applications within the respective areas.

Specific Development Guidelines must be presented to Council and endorsed by a resolution of Council prior to being used by staff as an evaluation tool.

**REASON FOR POLICY:** Development guidelines previously formed part of the Official Community Plan or were otherwise endorsed or received by Council. These documents are to be used as evaluation tools by staff and should not be incorporated into the OCP.

**LEGISLATIVE AUTHORITY:** LGA 920

**PROCEDURE FOR IMPLEMENTATION:** In policy