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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** April 26, 2004  
**File No.:** 6700-20

**To:** City Manager

**From:** Planning and Corporate Services Department

**Subject:** Secondary Suite and Two Dwelling Housing Development Guidelines

Report prepared by Greg Routley

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### RECOMMENDATION

THAT the Secondary Suite and Two Dwelling Housing Development Guidelines, as outlined in Appendix A of the Planning and Corporate Services report dated April 26, 2004, be endorsed by Council as a means of providing objectives and guidelines for the development of residential dwelling units where zoning permits the use of secondary suites and two dwelling housing;

AND THAT the Official Community Plan be amended, as outlined in Appendix A of the Planning and Corporate Services report dated April 26, 2004, to designate properties that are currently, or become zoned, to permit secondary suites and two dwelling housing as Intensive Residential Development Permit Areas pursuant to Section 919(1)(e) of the Local Government Act;

AND THAT the Official Community Plan Amendment No. OCP04-0009 to designate Intensive Residential Development Permit Areas and include the Development Guidelines in the Official Community Plan be advanced to a Public Hearing;

AND THAT the Development Application Procedures Bylaw No. 8140 be amended as outlined in Appendix B of the Planning and Corporate Services report dated April 26, 2004 and that final adoption of this amendment be withheld pending adoption of the OCP amendment;

AND THAT staff not initiate a public review process to consider the designation, under Section 970.1 of the Local Government Act, of the 700-1000 blocks of Bernard Avenue and Lawrence Avenue as a Heritage Conservation Area;

AND FURTHER THAT the design of new dwellings within the 700-1000 blocks of Bernard and Lawrence Avenue be addressed through the proposed Secondary Suite and Two Dwelling Housing Development Guidelines and the existing Multiple Unit Development Guidelines.

### BACKGROUND

At the Regular Council meeting of June 2, 2003, Council directed staff to initiate preparation of design guidelines and identify any Zoning Bylaw amendments that would assist in achieving sensitive “second unit” infill development within RU6 –zoned areas, including the Bay Avenue and the Bernard and Lawrence Avenue areas of the North End and South Central neighbourhoods. Second unit infill development refers to the development of duplex and secondary suite housing on lots that are zoned to permit up to two dwellings on one lot.

In response to this direction, the City hired consultant services to prepare development guidelines that could either be used as a regulatory tool, as provided for under Section 919(1)(e) ('intensive residential development') of the Local Government Act or as an educational tool, should Council decide against the use of regulatory guidelines.

In addition to the above, Council directed staff to investigate the process required to designate the 700-1000 blocks of Bernard and Lawrence Avenue as a Heritage Conservation Area.

This report has been prepared to present the draft development guidelines and to respond to Council's direction regarding the Bernard and Lawrence Avenue area.

## SECONDARY SUITE AND TWO DWELLING HOUSING DEVELOPMENT GUIDELINES

In October 2003, the consulting firm of Urban Systems Ltd. was commissioned to prepare the second unit housing development guidelines. In drafting the development guidelines, consideration was given to the community input received over the last couple of years regarding the development of second unit housing, including the comments received at a workshop on secondary suites held in March 2003. Consideration was also given to the various related Zoning Bylaw changes that have been made over the last few years as well as those (outlined below) which are currently being proposed for adoption.

### Previous and Potential Zoning Bylaw Amendments Relating to Suites in Accessory Buildings

The City's Zoning Bylaw has always permitted secondary suites in the RU6 – Two Dwelling Housing zone. In 1998, the Bylaw was amended to, among other things, raise the maximum allowable height of accessory buildings containing secondary suites from 4.5 m to 6 m.

In 2001, the City saw an increase in the construction of suites in accessory buildings. This created concern amongst some residents who felt the suites negatively impacted neighbourhood properties. To address these concerns, Council amended the Zoning Bylaw to reduce the maximum allowable height of accessory buildings containing a suite from 6.0 m to 4.5 m and to require that a garage or carport be incorporated into these buildings.

With the above noted changes in place, the construction of suites in accessory buildings slowed down. However, some residents continued to express concerns. To address these concerns, staff recommended that in addition to drafting the proposed design guidelines, the Zoning Bylaw be amended in order to:

- introduce open space requirements for secondary suites. Such a provision would require that a minimum amount of useable open space area for tenants and residents be incorporated into the site development and would ensure that such areas would not be occupied by parking areas and buildings.
- require that the principal dwelling be located in front of accessory buildings containing suites and that the maximum height of the accessory building be limited to the lesser of 4.5 m or the height of the principal dwelling. Such a provision would help alleviate concerns about the impact taller accessory buildings can have on the character of a neighbourhood.
- require the installation of well-lit pathways between streets, on-site parking areas, lanes and suites located in rear yard areas. Providing a well-lit pathway would improve the ability for visitors to access suites from the street without having to illegally park in the rear lane.

The Public Hearing for the above noted Zoning Bylaw amendments has been held in abeyance to allow Council the opportunity to consider the outcome of the development guidelines work. Staff will forward the proposed Zoning Bylaw amendments to a Public Hearing after Council has made a decision on the potential use of the draft development guidelines.

#### Use of Design Guidelines as a Regulatory Development Review Tool

The Local Government Act provides for the designation of Development Permit (DP) areas in an OCP for the regulation of 'intensive residential development'. The creation of intensive residential DP areas allows local governments to establish mandatory guidelines to be used by home builders in designing new homes. The guidelines would help ensure the form and character of the newly constructed buildings is compatible with the form and character of existing buildings in the area.

In preparing the development guidelines and the development application procedures required to implement them, consideration has been given to how a number of different issues could best be balanced, including the protection of neighbourhood character and livability, the continuity of use and enjoyment of private property, the impact on overall permit processing time, opportunities for public input and the amount of resources required to administer the design guidelines and development permit applications.

With the development guidelines now complete, it is recommended that they be used as a mandatory development review tool. It is suggested that such an approach would offer the most effective way to balance the above noted issues. Appendix A outlines the proposed OCP amendments that would be required to designate intensive residential development permit areas, the objectives for designating such areas and the Secondary Suite and Two Dwelling Housing Development Guidelines that would achieve the objectives.

#### Procedure and Fee for Processing Development Permit Applications

Use of the Secondary Suite and Two Dwelling Housing Development Guidelines under the intensive residential development permit provisions of the Local Government Act would require that homeowners obtain a Development Permit for the construction of new secondary suites and duplex forms of housing. Development Permits would not be required in instances where general building maintenance and exterior alterations do not require the issuance of a Building Permit, where interior and exterior alterations do not involve the addition of a new dwelling unit and where only single detached dwellings are proposed to be built.

To treat all second unit development throughout the City equally, it is recommended that all zones allowing secondary suites and two dwelling housing be subject to the intensive residential development permit designation.

Staff recommend that Development Permit applications be circulated within the Planning and Corporate Services Department for comments and once the development guidelines have been satisfied, the Permit be issued by the Director of Planning and Corporate Services. In order to allow for the issuance of a Development Permit in a timely fashion and to lower the administrative costs associated with processing the development permit application, it is recommended that these type of applications not be circulated to Council appointed committees and that the posting of development notice signs not be required.

Reviewing applications with Council appointed committees and the posting of development notice signs on properties tends to raise expectations regarding the level of control the City has over development proposals. In some cases, it raises expectations that the City can prevent

such developments from occurring. In reality, this cannot be done, particularly as this relates to the majority of properties that would be affected by the intensive residential development permit designation as they are currently zoned to permit the development of up to two units on one lot.

To cover the administrative costs associated with the above noted development review procedure, it is recommended that a \$578.00 application fee be charged for the processing of the Intensive Residential Development Permits (IRDPs). The \$578.00 fee is based on staff costs associated with processing applications and with registering notices with Land Titles. If IRDPs were to be circulated to Council committees, administrative costs would be \$1139.00.

Over the last five years, an average yearly total of 55 Building Permits have been issued for the construction of secondary suites, duplexes and semi-detached forms of housing. Charging a fee of \$578.00 would allow future adjustments to staffing levels should it become necessary due to the volume of applications.

Appendix B outlines the proposed amendments to the Development Application Procedures Bylaw which would be required to implement the above noted development application review procedure. The amendment would delegate the authority to issue Intensive Residential Development Permits to the Director of Planning and Corporate Services. As the proposed procedure is similar to the existing 'direct' Development Permit review procedures, changes related to reviewing applications with Council appointed committees, to posting development notice signs and to the associated application fees are not required.

#### Open House for the Development Guidelines

Kelowna residents and community groups were invited to attend and discuss the direction of the proposed development guidelines at the Kelowna Public Library located on Ellis Street on Thursday, December 18, 2003 (3:00 p.m. - 8:00 p.m.). The City mailed invitations to various community groups and advertised this event in local newspapers.

A display featuring the proposed development guidelines was made available and City staff and the consultants hired to prepare the guidelines were present to answer questions and receive input. A comment sheet was available for those wishing to provide written comments. In total, approximately 70 people attended the Open House. The comments received indicate general support for the City using the development guidelines as a regulatory development review tool, so long as they don't restrict the ability to build suites and duplex forms of housing.

#### PROCESS REQUIRED TO DESIGNATE THE BERNARD AND LAWRENCE AVENUE AREA AS A HERITAGE CONSERVATION AREA

Section 970.1 of the Local Government Act permits local governments to designate, by bylaw, a Heritage Conservation Area. Heritage Conservation Areas (HCAs) are special areas with heritage value and character, identified for heritage conservation purposes in an Official Community Plan. To date, the City has established the Abbott and Marshall Street HCAs.

To satisfy the requirements of the Local Government Act in proceeding with a review to potentially designate the Bernard and Lawrence Avenue area as a HCA, the City would have to prepare an OCP amending bylaw. Prior to forwarding such a bylaw to a Public Hearing, the City would need to draft the justification for and objectives of designating the area as a HCA and prepare development guidelines to help achieve the objectives.

As noted above, the 1995 Heritage Management Plan and the OCP have outlined, to some degree, the justification for and objectives of designating the Bernard and Lawrence Avenue area as a HCA. Additional work would be required to confirm with area residents that these objectives are still a priority. The HCA Development Guidelines and the proposed Secondary Suite and Two Dwelling Housing Development Guidelines could, to some degree, be used as a template in preparing the guidelines for the Bernard and Lawrence Avenue area. Additional work would be required to ensure that these guidelines address area specific issues.

#### ALTERNATIVE TO DESIGNATING THE BERNARD AND LAWRENCE AVENUE AREA AS A HERITAGE CONSERVATION AREA (HCA)

The 1995 Heritage Management Plan recommends that the City consider the establishment of a Bernard and Lawrence Avenue HCA, the terms of which would provide for a program of incentives to achieve the density potential established by the OCP while promoting the conservation of character defining elements and significant heritage resources.

Experience with the Abbott and Marshall Street HCAs shows that establishing HCAs can help improve building design. Experience also shows that establishing HCAs incurs additional staff time and costs to property owners, particularly as this relates to the need to review applications with the Community Heritage Commission. The establishment of HCAs often raises expectations regarding the level of control the City has over development proposals. In some cases, it raises expectations that the City can prevent such developments from occurring. In reality, this cannot be done, particularly as this relates to properties in the Bernard and Lawrence neighbourhoods, which under current zoning provisions, are permitted to build up to two dwellings on one lot.

The Heritage Management Plan was prepared at a time when an HCA was the only tool available for regulating the design of single/two unit dwellings. Since then, the Province has introduced legislation which allows local governments to establish "Intensive Residential Development Permit Areas". The justification for creating IRDPAs and HCAs is similar in that both are created to regulate the design of new homes within established neighbourhoods. The designation of IRDPAs and HCAs both permit affected properties to be developed in accordance with existing zoning provisions.

As noted above, the proposed Secondary Suite and Two Dwelling Housing Development Guidelines have been prepared in a fashion that would allow them to be used as a regulatory tool, as provided for under the IRDPA legislative provisions. Should Council endorse them, the Planning Department recommends that they be used to promote sensitive infill development within established neighbourhoods, including the Bernard and Lawrence Avenue area.

Properly carried out, it is expected that the above-proposed approach would yield design outcomes similar to what could be achieved through designation of Bernard and Lawrence Avenue as a HCA, particularly as this relates to the design of new secondary suites and duplex forms of housing. As an added benefit, this approach would comprehensively address design and infill issues that have arisen throughout the City. A comprehensive approach would also be most manageable from an administrative perspective.

#### Community Heritage Commission

At their Meeting of April 7, 2004, the Community Heritage Commission reviewed the draft Secondary Suite and Two Dwelling Housing Development Guidelines and discussed the process required to designate the Bernard and Lawrence Avenue area as a Heritage Conservation Area. After considering these items, the CHC passed the following resolution:

THAT the Community Heritage Commission supports the establishment of Intensive Residential Development Permit Areas and the use of the Secondary Suite and Two Dwelling Housing Development Guidelines as a means of providing objectives and guidelines for the development of residential dwelling units where zoning permits the development of two housing units on one lot.

AND THAT the Community Heritage Commission recommends that Council initiate a public review process towards establishing the Bernard and Lawrence Avenue area as a Heritage Conservation Area, as designating a HCA provides benefits beyond those which can be provided by Intensive Residential Development Permit Areas, such as:

- conservation, enhancement and protection of residential heritage areas;
- acknowledgement of the heritage value of residential heritage areas;
- establishment of identifiable residential heritage areas, which can act as an educational tool, as well as being marketable as tourist destinations;
- enhancement of the adjoining commercial areas; and
- reassurance for homeowners that any investment made in the restoration and ongoing maintenance of their homes is protected through design guidelines which maintain the character of their neighbourhood.

AND FURTHER THAT the Community Heritage Commission recommends that in addition to establishing Intensive Residential Development Permit Areas, staff and Council recognize the attributes and unique character of Kelowna's existing Heritage Conservation Areas, and as outlined in the 1995 Heritage Management Plan, recognize HCAs as an ongoing planning tool and capitalize on the current success of that initiative.

Staff agree with the CHC in that the establishment of heritage conservation areas helps rehabilitate and enhance residential heritage areas. Acknowledging the heritage value of an area also acts as an educational tool by providing residents with a link to past times. However, as noted above, staff feel that use of the Secondary Suite and Two Dwelling Housing Development Guidelines through the Intensive Residential Development Permit Area provisions would also help rehabilitate and enhance residential heritage areas, including the Bernard and Lawrence Avenue area. Staff also note that it is not necessary to establish an area as a heritage conservation area in order to acknowledge the heritage value of the area. In this regard, the heritage value of the Bernard and Lawrence Avenue area could be acknowledged in other ways, as is currently being done with the downtown heritage area in the vicinity of the 200-300 blocks of Bernard Avenue.

Staff feel that with both the continued efforts of property owners and the support of the City's existing heritage policies and grant programs, the Bernard and Lawrence Avenue area will continue to see improvements made to heritage buildings. Combined with the use of the proposed Secondary Suite and Two Dwelling Housing Development Guidelines and the existing Multiple Unit Development Guidelines, the area will also see improvements made to the design of new buildings.

## SUMMARY

In accordance with the foregoing, it is recommended that the Kelowna Official Community Plan be amended to designate properties in the City that are or could be zoned to permit the development of up to two dwelling units on one lot as an intensive residential development permit area and that the Secondary Suite and Two Dwelling Housing Development Guidelines be endorsed by Council as a means to help ensure that the form and character of new secondary suites and two dwelling homes is consistent with principles of good housing design.

As an alternative to designating the 700-1000 blocks of Bernard and Lawrence Avenue as a Heritage Conservation Area, staff recommend that the proposed Secondary Suite and Two Dwelling Housing Development Guidelines be used to help address concerns relating to the impact of infill development within this area, as well as throughout the City. The use of design guidelines may help alleviate concerns of area residents while still allowing for achievement of OCP growth management, housing and heritage management objectives.

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Signe K. Bagh, MCIP  
Manager, Policy, Research and Strategic Planning

Approved for inclusion ☐

R.L. (Ron) Mattiussi, ACP, MCIP  
Director of Planning & Corporate Services

GDR/  
Attach.

**APPENDIX A - OCP AMENDMENT NO. OCP04-0009  
KELOWNA OFFICIAL COMMUNITY PLAN (2000-2020) BYLAW NO. 7600**

*Add the following Section 8.3 to Chapter 8 of the Kelowna Official Community Plan:*

## **8.3 Development Permit Guidelines for Form and Character of Secondary Suite and Two Dwelling Housing Development**

### **PURPOSE**

The Local Government Act allows for the designation of intensive residential development permit areas to help ensure that the form and character of new infill housing is compatible with the form and character of existing buildings in the area. To help ensure that the form and character of new infill housing is consistent with the principles of good housing design, as well as other goals and policies outlined in the Kelowna Official Community Plan, all secondary suite and two dwelling housing projects permitted by Zoning Bylaw 8000 are subject to the “Secondary Suite and Two Dwelling Housing Development Guidelines”.

Examples of secondary suite and two dwelling housing projects include:

- a secondary suite being added to an existing single detached house;
- a secondary suite being added to an accessory building where an existing single detached house already exists;
- a single detached house being added to a property where an existing single detached house already exists; or
- duplex and semi-detached forms of housing.

### **PROPERTIES AFFECTED**

Unless a Development Permit waiver has been issued, all properties that are currently, or become zoned for secondary suite and two dwelling housing uses will require a “Secondary Suite and Two Dwelling Housing” Development Permit prior to one, or both of: subdivision; or construction of, addition to or alteration of a building.

### **PROPERTIES QUALIFYING FOR A WAIVER**

Development projects may qualify for a Development Permit (DP) waiver as outlined below. A DP waiver may specify conditions. Any breach of the waiver terms will result in the cancellation of the waiver. Such cancellation would require that the property owner apply for a DP. The granting of a waiver does not absolve the applicant from other necessary approvals (e.g. building permit, etc.). Where waivers cannot be granted, a DP will be required before the project can proceed.

A “Secondary Suite and Two Dwelling Housing” Development Permit may not be required if the development consists only of the following:

- Interior / exterior building alterations that don’t involve the addition of a new dwelling unit;
- Construction of a single detached house without a secondary suite where a single detached house does not already exist on the same property;



- The addition of a second dwelling within a building, provided construction of the new dwelling does not require a physical addition to the building and provided that the building was approved for construction before June 1, 2004;
- An alteration to a building that doesn't require the issuance of a building permit;
- Construction, addition or alteration of an accessory building not exceeding 40 sq. m. (430 sq. ft.) where no variance(s) of the Zoning Bylaw are required;
- Replacement of a building that has been destroyed by natural causes, in cases where the replacement building is identical to the original in both form and location;
- A technical subdivision for lot consolidation or road widening;
- Stratification of a semi-detached or duplex dwelling;
- Construction of, alteration or addition to a group home (minor) as defined in the City's Zoning Bylaw #8000;

## OBJECTIVES

The following objectives form the justification for designating intensive residential development permit areas in the Kelowna Official Community Plan. The objectives have been incorporated in the design guidelines for new secondary suites and two dwelling housing.

- All new development should respect the scale and general character of the houses and the landscape of the neighbourhood in which it is built.
- All new development should be sensitive to the privacy of adjacent neighbours and the privacy of individual dwelling units on a lot.
- The design of all new development should be derived from the existing building, in the case of an addition to a building and the addition of a new single detached building on a lot, or from surrounding buildings, in the case of new construction.
- All new development should contribute to the creation of pedestrian-oriented streets which in turn helps connect public spaces and fosters social interaction.
- All new development should promote safety and security of persons and property within the urban environment.
- The design of new development is encouraged to be accessible for persons with physical disabilities.

## GUIDELINES

### Relationship to the Street:

- New building entrances should be in scale with the development where possible, should face the street and be clearly identifiable from the street.
- Covered entries, porches, patios and entry courts for building entrances are encouraged, particularly where they are part of the established neighbourhood character.
- Pedestrian-oriented lighting should be used along pathways / walkways between building entrances, parking areas and streets.

### Neighbourhood Context and Privacy:

- The privacy of neighbouring homes should be respected by careful placement of windows, location of decks and any other feature that may infringe upon the enjoyment of a neighbouring yard or house.
- Fences, hedges and landscaping should be used to help screen direct views of private open spaces on adjacent properties.
- Buildings higher than one storey should step down in height from the upper to the lower floor and roof lines should be sloped towards the side yards in order to avoid overpowering adjacent houses.

### Building Massing:

- New housing should be compatible with the massing and scale of the housing in the surrounding area.
- Wall projections and indentations, windows and siding treatments should be varied to create visual interest, to articulate building facades and to avoid utilitarian, bland, boxy and overwhelming wall shapes and sizes.
- Variations in rooflines, subroofs, dormers and balconies should be incorporated to help break up the massing of buildings.
- Landscaping treatments are encouraged to further soften the mass of building form. Mitigating treatments may include strategic placement of trees, shades and vines, trellis and arbours, along with surface materials such as pavers.

### Parking:

- Parking spaces should be distributed around the property to avoid large parking areas.
- Where group parking is used, landscaped parking “courts” are encouraged to help soften the appearance of parking areas. Materials and treatments may include grasscrete and paving stones to reduce the impact of surface parking.
- Wherever a garage is designed to accommodate two vehicles, garage doors should be separated to reduce the impact of mass. Other applications to reduce the impact of a large garage (2 or more vehicles) should include the use of panels and windows in garage doors, instead of using flat utilitarian type doors.
- Parking spaces are encouraged to be on a level surface to allow for safe unloading and loading of passengers.

### Landscaping:

- Landscaping should define distinct private outdoor areas for both dwellings on a lot.
- Areas that are common to both dwellings should be clearly defined and separated from private spaces.

- Trees, shrubs and other plant materials should screen parking areas, define building edges and provide shade.
- Landscaping should be used to soften views of new structures from adjacent properties.
- Healthy, mature trees are encouraged to be retained.
- Front yard landscaping and walkways are encouraged to be derived from the context of surrounding properties where there is a dominant pattern along the street.

#### Building Form and Finish:

- The form, shape and material of roofs, doors, windows, fascia, trim and walls of building additions should be similar to the form and character, style and material of roofs, doors, windows, fascia, trim and walls of the existing building.
- The form and shape of roofs, doors, windows, fascia, trim and walls on new single detached dwellings should be similar to the roofs, doors, windows, fascia, trim and walls of the existing building on the property.
- The form, shape and finish of new buildings should be similar to the form, shape and finish of buildings in the surrounding area if there is a dominant pattern relating to the form, shape and finish of the surrounding buildings.

#### Accessibility:

- Dwelling units are encouraged to have level access to the entrance from driveways and pathways.
- Dwelling units are encouraged to have a kitchen, a full bathroom and at least one bedroom on the ground level of the house.
- Doors and hallways are encouraged to be wide enough to accommodate occupants in wheelchairs.

## **DEVELOPMENT PERMIT CONDITIONS**

The City can, in order to achieve satisfaction of the above-noted guidelines, issue a development permit that:

- imposes conditions respecting the sequence and timing of construction;
- varies or supplements a bylaw dealing with subdivision servicing or zoning requirements (other than issues relating to use or density), as per the *Local Government Act*;
- includes requirements and conditions or sets standards for:
  - general character of the development, including landscaping (this does not include particulars of landscaping or of the exterior design and finish of buildings and structure)
  - siting of buildings and structures
  - form of buildings and structures
  - exterior design of buildings and structures
  - exterior finish of buildings and structures.

The Director of Planning and Corporate Services may, where a development permit is required, request the applicant to provide, at the applicant's expense, development approval information. Development approval information will be required if the effects of the proposed development in relation to Development Permit objectives, OCP policies, and other City bylaws and regulations cannot be fully assessed based on information otherwise available.

Development approval information will be used to assist the City in determining conditions or requirements to be imposed in the permit.

*Add the following Policy 8.56 to Chapter 8 of the Kelowna Official Community Plan:*

**Secondary Suite and Two Dwelling Housing Development Permits.** Require secondary suite and two dwelling housing developments permitted by Zoning Bylaw No. 8000 to comply with Development Permit conditions (please refer to Section 8.3 for information on Development Permit conditions).

Please note that properties permitted to develop secondary suites and two dwelling housing may also be subject to Development Permit requirements for other purposes. To determine applicability of other requirements, please refer to the following portions of the OCP:

- Natural Environment – Section 7.11
- Hazardous Condition – Section 7.12

*Revise the “General Multiple Family DP Area” Legend portion of Map 6.2 – Urban Development Permit Area Designation as follow:*

#### GENERAL INTENSIVE RESIDENTIAL AND MULTIPLE UNIT DP AREAS

ALL PROPERTIES WITHIN THE CITY ZONED TO PERMIT SECONDARY SUITES,  
TWO DWELLING HOUSING AND MULTIPLE DWELLING HOUSING ARE SUBJECT  
TO DP DESIGNATION

## **APPENDIX B**

*Section 4.1.3 of the Development Application Procedures Bylaw 8140 outlines the type of Development Permits in which the Director of Planning and Corporate Services is delegated the authority to exercise the powers and perform the duties of Council.*

*It is recommended that the following be added to this section in order to delegate the Director of Planning and Corporate Services the authority to issue Development Permits for Intensive Residential Development:*

- Intensive Residential Development Permit Areas as defined in the Official Community Plan where:
  - the proposed development is generally consistent with approved development guidelines identified in Chapter 8 of the Official Community Plan for Intensive Development Permit Areas.