

Memo



Date: September 30, 2009

File: 6430-05

To: City Manager

From: Signe Bagh, Director of Policy and Planning

Subject: Updated Sustainability Checklist for Development Permit Applications

Report Prepared by: Maria Stanborough, Planner Specialist, Policy and Planning

Recommendation:

THAT Council direct staff to utilize the updated Sustainability Checklist in the context of Land Use Development Permit Applications and the Official Community Plan, currently undergoing review.

Background:

In 2007, Planning Department staff created a Sustainability Checklist for Development Applications as one measure to begin addressing the objectives of the Energy Management Committee and the Sustainability Working Group. The initial Checklist was designed by incorporating a number of best practices approaches to sustainability indicators, as well as 'Smart Growth on the Ground' planning practices. Council endorsed staff to use the Sustainability Checklist in 2007 on a test basis, with consideration of the Checklist becoming mandatory in the future (see Appendix B for Checklist).

Since the creation of the Sustainability Checklist, City policy and practices have become more heightened toward incorporating sustainability practices throughout City operations. In late 2007, Council signed on to the British Columbia Climate Action Charter. The City's commitment to the BC Climate Action Charter includes the Provincial objective: "to reduce greenhouse gas (ghg) emissions by 33 per cent by 2020", based on 2007 levels. In Kelowna, approximately 41% of ghg emissions are attributed to energy use with buildings.

Since 2007, the Sustainability Checklist, a voluntary part of a Development Permit application, has not been completed by the majority of applicants during its test period, even though similar checklists are in use province-wide. This may in part be because it is quite detailed and time consuming. Also, although a valuable means to measure sustainability initiatives along a qualitative scale, the existing Checklist provides no quantitative measure from which to view a Development Permit Application.

Following a two year test run, staff has now revised the existing Checklist in order to encourage its use and applicability. The updated Checklist is for Commercial or Multi-Unit Developments, or Institutional Developments in Urban Centres, as these developments require Development Permits - Single Family Developments do not. (A separate Sustainability Checklist will be created for Subdivision applications of a similar format to the attached updated Checklist but addressing the specific issues related to these land uses).

The primary three goals of the updated Sustainability Checklist are to:

1. Simplify the format of the Checklist while still incorporating the salient aspects of the existing document;
2. Create a format that fits the City's development review process;
3. Create a format that provides a quantitative outcome at the completion of the checklist.

A number of steps were taken in order to address these three goals:

- Consultation with City staff regarding the various aspects of Environmental, Economic, Cultural and Social Sustainability to be included in the revised document, as per City Policy objectives.
- Further research of existing Sustainability Checklists from other communities.
- Review of the final draft of the Sustainability Checklist with the Urban Development Institute's (UDI) Sustainability Committee.

Once UDI's Sustainability Committee recommendations were incorporated into the draft updated Sustainability Checklist, the revised document was sent to the UDI's Sustainability Committee members for final comment. No final concerns were raised by UDI's Committee members. Committee members, on the whole, commented on the effectiveness and ease of the review process. The final updated Sustainability Checklists (introduction, rezoning checklist, development permit with rezoning checklist, and development permit without rezoning checklist) are attached as 'Schedule A.'

At this point staff is seeking Council's endorsement for the implementation of the updated Sustainability Checklist (on a voluntary basis) so that staff may provide Council with the best possible information when discussing the merits of individual applications in terms of sustainability. It is anticipated that a test run (6 months to 1 year) of the Checklists will lead to some further refinement, after which time Council may want to revisit the applicability and voluntary nature of the checklists.

Internal Circulation:

General Manager, Community Sustainability
 Director, Land Use Management
 Director Community and Media Relations
 Manager, Cultural Services
 Manager, Community Planning
 Manager, Environment and Land Use, Land Use Management
 Subdivision Approving Officer

Legal/Statutory Authority:

Local Government Act, Section 919.1 and Section 920

Legal/statutory Procedural Requirements:

None

Existing Policy:

See Appendix 'B' for existing Sustainability Checklist

Financial/Budgetary Considerations:

None

Personnel Implications:

Remains Unchanged

External Agency/Public Comments:

The Sustainability Committee of the Urban Development Institute reviewed the document and was supportive of the format, content and the approach to quantify measurements.

Communications Considerations:

If Council endorses the updated Sustainability Checklist, Community and Media Relations will provide a press release regarding the updated document.

Considerations not applicable to this report:

Alternate Recommendation:

Technical Requirements:

Submitted by:


M. Stanborough, Planner Specialist

Approved for inclusion:
Signe Bagh
Director, Pollicy and Planning



CC: Deputy City Clerk

Sustainability Checklist Commercial or Multi-Family Development



Development is an essential part of the City of Kelowna's future: it defines the environmental landscape as well as influences social well-being, economic strength, and cultural vibrancy. The intent of this checklist is to assist applicants and the City to work together to promote sustainable development in the community.

The checklist is meant to advance the following sustainability objectives:

1. **Efficient use of public funds:** mixed use, higher density areas make better use of existing infrastructure, reduce demands for new roads and services, and reduce long term infrastructure maintenance costs;
2. **Protect open space and natural areas:** concentrating growth within existing urban areas minimizes land consumption, protects natural features, preserves wildlife corridors and minimizes environmental impacts;
3. **Placemaking:** people want to live in neighbourhoods that are lively and attractive live/work/play environments, with adequate amenities while respecting the existing neighbourhood and community character, design and historic features;
4. **Accessibility:** compact mixed use development reduces commuting distances and increases transportation choice (e.g. walking, cycling and public transit); mixed use compact development can offer a diversity of amenities to support the needs of all residents in a neighbourhood, such as a daycare, dog parks, shopping, or facilities for disabled people;
5. **Housing Choice:** expanding housing choices for different age groups, income and household sizes allows people to remain in the same neighbourhood through different life stages and discourages out-migration due to affordability issues and lack of appropriate housing stock.

Instructions

The following checklist addresses the four pillars of sustainability: economic, environmental, social and cultural. As part of a rezoning and/or development permit application, please review and complete the checklist and, if necessary, provide supplemental documentation explaining how the proposed development incorporates sustainability principles. Applicants are encouraged to provide as much information as possible to assist City Council, staff and advisory bodies (i.e. Advisory Planning Commission, Community Heritage Commission, etc.) in their review of the development proposal.

Where the applicant has a range of values to consider (i.e. 2-5), justification for the scoring can be determined by size of improvement relative to the size of the development, significance of the work being done and/or quality of work being proposed.

Planning staff will review the completed checklist and amend if required. Any amendments will be discussed with the applicant, if requested.

For further information, please contact:

Land Use Management
Community Sustainability
City of Kelowna
250 469-8626
kelowna.ca

**SUSTAINABILITY CHECKLIST
REZONING APPLICATION
for Commercial or Multi-Unit Development**



ECONOMIC SUSTAINABILITY		
Proximity to Urban or Village Centre (IF APPLICABLE, SELECT ONE FROM LIST)		Points
• Less than 400 metres (1-4 minute walk)	5	
• 400 - 800 metres (5-10 minute walk)	4	
• 800- 1200 metres (10-15 minute walk)	3	
• 1200-2400 metres (15- 30 minute walk)	2	
Development Will Create Permanent Employment beyond Construction Phase		
• Part-time	1-2	
• Full-time	2-5	
Waste Management Plan (including materials found at site)	2	
Zoning Supports Minor or Major Use of Home-Based Business	1	
ECONOMIC TOTAL		15
ENVIRONMENTAL SUSTAINABILITY		
GREEN SPACE		Points
Environmentally-Sensitive Areas Permanently Protected (through a covenant, park dedication, etc.)	2-5	
<i>or</i>	<i>or</i>	
No Disruption of an Environmentally Sensitive Area	5	
No Extension of Existing City Infrastructure	1-3	
• Water		
• Sewer		
• Roads		
Redevelopment of a Brownfield Site (existing development site)	3	
AIR QUALITY		
Proximity to Transit Stop (IF APPLICABLE, SELECT ONE FROM LIST)		
• Less than 400 metres (1-4 minute walk)	5	
• 400 - 800 metres (5-10 minute walk)	4	
• 800 - 1200 metres (10-15 minute walk)	3	
• 1200 - 2400 metres (15-30 minute walk)	2	
Tree Retention Plan	2	
<i>or</i>		
Tree Retention Plan Not Applicable (less than 5 trees on site)		

**SUSTAINABILITY CHECKLIST
REZONING APPLICATION
for Commercial or Multi-Unit Development**



ENVIRONMENTAL SUSTAINABILITY <i>cont'd</i>		
WATER QUALITY & QUANTITY		Points
Hydrogeological Assessment Completed (for the protection and management of groundwater and surface water) <i>or</i> Hydrogeological Assessment Not Applicable	2	
ENVIRONMENTAL TOTAL		20
SOCIAL SUSTAINABILITY		
Site 1200 metres or less (15 minute walk) to:		Points
• Daycare/School	2	
• Medical Facilities	2	
• Parks	2	
• Shopping	2	
• Restaurant/Café	2	
Housing Agreement for Affordable Housing, Purpose Built Rental Development <i>or</i> Housing Includes Secondary Suite(s)		5
SOCIAL TOTAL		15
CULTURAL SUSTAINABILITY		Points
NO OCP Amendment Required <i>or</i> Staff Supported OCP Amendment (conforms to long-term community planning)	10	
Archaeological Site Identified and Recommendations for Conservation Followed <i>or</i> No Disruption of an Archaeological Site	5	
CULTURAL TOTAL		15
BONUS POINTS: Other Sustainability Measure(s), such as:	1-5	
• Rehabilitation of a Contaminated Site		
• OTHER - Please provide details on attached form.		
TOTAL POINTS		65
FINAL		100% %

**SUSTAINABILITY CHECKLIST
REZONING APPLICATION
for Commercial or Multi-Unit Development**



FURTHER DETAILS:

SUSTAINABILITY CHECKLIST
DEVELOPMENT PERMIT APPLICATION with Rezoning
for Commercial or Multi-Unit Development



ECONOMIC SUSTAINABILITY		
	Points	
IF APPLICABLE, SELECT ONE:		
• Includes 3 or More Uses (i.e. office space, retail and residential)	3	
• Includes 2 Uses (i.e. retail and residential) or two forms of residential (i.e. townhouses and low-rise apartments)	2	
Employs Local Contractors (some, most or all) during Construction Phase	2-5	
Construction Products and Supplies Sourced from within Region	1-2	
ECONOMIC TOTAL	10	
ENVIRONMENTAL SUSTAINABILITY		
	Points	
Green Building Certification Being Sought		
• LEED	5	
• BuiltGreen, Green Globe, or Other. Please Specify: _____	3	
Recycled Materials used in Building Construction	2	
GREEN SPACE		
Design Includes Shared Green Space (i.e. rooftop garden, community garden, etc.)	2-3	
Environmentally-Sensitive Area Protected during Construction Phase (i.e. fenced) or No Environmentally-Sensitive Area to Protect	2	
AIR QUALITY		
Co-op Car(s) or Transit Passes for Building Occupants (secured through agreement)	2	
Natural Ventilation (i.e. windows that open)	2	
Safe and Accessible Bicycle Storage Facilities	2	
Trees Planted on Site beyond Zoning Requirements (& not replacement trees)		
• 1-5	1	
• 5+	2	
No Fast Food Drive-Thru Facilities	1	
WATER QUALITY & QUANTITY		
Recycling of Grey Water	4	
50% of Area Outside of Permitted Site Coverage is Permeable or Unpaved Surface	2	
Irrigation System Employs Conservation Technology (i.e. drip irrigation) or No irrigation System Required for Landscaping	2	
Rainwater Collection or Water Conservation Beyond Building Code Requirements (i.e. dual flush toilets)	2	
Xeriscaping or Landscaping with Indigenous Vegetation (drought resistant)	2	

SUSTAINABILITY CHECKLIST
DEVELOPMENT PERMIT APPLICATION with Rezoning
for Commercial or Multi-Unit Development



ENVIRONMENTAL SUSTAINABILITY <i>cont'd</i>		
ENERGY CONSERVATION	Points	
Renewable Energy Source(s) for Building, such as geo-thermal, solar photovoltaic, air pumps, etc. Please Specify: _____	2-4	
Building Orientated and/or Designed to Maximize Energy Savings	2	
Low Energy Windows Installed Throughout Building(s)	2	
Pre-Heating Water Energy Technology to be Employed	2	
Energy Efficient Features (lighting, appliances, etc.)	2	
ENVIRONMENTAL TOTAL	45	
SOCIAL SUSTAINABILITY		
	Points	
Provides Indoor or Outdoor Social/Recreational Amenity (i.e. community meeting space, dog park, public community garden, etc.). Please Specify: _____	2-3	
Designed According to Crime Preventions Through Environmental Design (CPTED) Principles (staff can provide document)	2	
SOCIAL TOTAL	5	
CULTURAL SUSTAINABILITY		
	Points	
Voluntary Streetscaping Improvements, such as benches, planters, or lighting upgrades	2-4	
City Design Guidelines & Staff Comments Addressed in Project Design	1-3	
Heritage Site Identified and Recommendations for Conservation Followed <i>or</i> No Disturbance to a Heritage Site	1-3 <i>or</i> 3	
Public Art Provision <i>or</i> Significant Public Amenity (i.e. covered walkway, fountain, etc.) Please Specify: _____	1-3	
Connectivity from Site to Parks, Bike Paths, Pedestrian Walkways, or Local Amenities (shops, medical centre, etc.)	2	
CULTURAL TOTAL	15	
BONUS POINTS: Other Sustainability Measure(s), such as: <ul style="list-style-type: none"> • Rehabilitation of a Natural Feature (i.e. wetland or grassland) • OTHER - Please provide details on attached form. 	1-10	
TOTAL POINTS	75	
Final	100%	%

**SUSTAINABILITY CHECKLIST
DEVELOPMENT PERMIT APPLICATION with Rezoning
for Commercial or Multi-Unit Development**



FURTHER DETAILS:

SUSTAINABILITY CHECKLIST
DEVELOPMENT PERMIT APPLICATION with No Rezoning
for Commercial or Multi-Unit Development



ECONOMIC SUSTAINABILITY		
Proximity to Urban or Village Centre (IF APPLICABLE, SELECT ONE)		Points
• Less than 400 metres (1-4 minute walk)	5	
• 400 - 800 metres (5-10 minute walk)	4	
• 800 - 1200 metres (10-15 minute walk)	3	
• 800 - 2400 metres (15- 30 minute walk)	2	
Development Will Create Long-term Permanent Employment (beyond construction phase), to a maximum of 5 jobs		
IF APPLICABLE, SELECT ONE:		
• Includes 3 or More Uses (i.e. office space, retail and residential)	3	
• Includes 2 Uses (i.e. retail and residential) or 2 Types of Residential (i.e. townhouses and low-rise apartments)	2	
Employs Local Contractors (some, most or all) for Construction Phase	2-5	
Construction Products and Supplies Sourced from within the Region	1-2	
ECONOMIC TOTAL	20	
ENVIRONMENTAL SUSTAINABILITY		
		Points
Green Building Certification Being Sought		
• LEED	5	
• BuiltGreen, Green Globe, or Other. Please Specify:	3	
Recycled Materials used in Building Construction	2	
GREEN SPACE		
Environmentally-Sensitive Areas Permanently Protected (through a covenant, park dedication, etc.)	2-5	
<i>or</i>	<i>or</i>	
No Disruption of an Environmentally Sensitive Area	5	
Design Includes Shared Green Space (i.e. rooftop garden, community garden, etc.)	2-3	
Environmentally-Sensitive Area Protected during Construction Phase (i.e. fenced)	2	
<i>or</i>		
No Environmentally-Sensitive Area to Protect		
Redevelopment of a Brownfield Site (existing development site)	2	
Waste Management Plan	2	

SUSTAINABILITY CHECKLIST
DEVELOPMENT PERMIT APPLICATION with No Rezoning
for Commercial or Multi-Unit Development



ENVIRONMENTAL SUSTAINABILITY <i>cont'd</i>		
AIR QUALITY	Points	
Proximity to Transit Stop (IF APPLICABLE, SELECT ONE FROM LIST)		
• Less than 400 metres (1-4 minute walk)	5	
• 400 - 800 metres (5-10 minute walk)	4	
• 800 - 1200 metres (10-15 minute walk)	3	
• 1200 - 2400 metres (15-30 minute walk)	2	
Co-op Car(s) or Transit Passes for Building Occupants (secured through agreement)		
	2	
Natural Ventilation (i.e. windows that open)		
	2	
Safe and Accessible Bicycle Storage Facilities		
	2	
Trees Planted on Site beyond Zoning Requirements (& not replacement trees)		
• 1-5	1	
• 5+	2	
No Fast Food Drive Thru Facilities		
	1	
WATER QUALITY & QUANTITY		
Recycling of Grey Water		
	4	
50% of Area Outside of Permitted Site Coverage is Permeable or Unpaved Surface		
	2	
Hydrogeological Assessment Completed		
<i>or</i>		
Hydrogeological Assessment Not Applicable		
	2	
Irrigation System Employs Conservation Technology (i.e. drip irrigation)		
<i>or</i>		
No irrigation System Required for Landscaping		
	2	
Rainwater Collection		
<i>or</i>		
Water Conservation Beyond Building Code Requirements		
	2	
Xeriscaping for Water Conservation		
<i>or</i>		
Landscaping with Indigenous Vegetation (drought resistant)		
	2	
ENERGY CONSERVATION		
Renewable Energy Source(s) for Building, such as geo-thermal, solar photovoltaic, air pumps, etc. Please Specify:		2-4
<hr/>		
Building Orientated and/or Designed to Maximize Energy Savings		2
Low Energy Windows Installed throughout Building(s)		2
Pre-Heating Water Energy Technology to be Employed		2
Energy Efficient Features (lighting, appliances, etc.)		1
ENVIRONMENTAL TOTAL		60

SUSTAINABILITY CHECKLIST
DEVELOPMENT PERMIT APPLICATION with No Rezoning
for Commercial or Multi-Unit Development



SOCIAL SUSTAINABILITY		
Site 1200 metres or less (15 minute walk) to:	Points	
• Daycare/School	2	
• Medical Facilities	2	
• Parks	2	
• Shopping	2	
• Restaurant/Coffee Shop	2	
Housing Agreement for Affordable Housing, Purpose Built Rental Development, or Housing Includes Secondary Suite(s)	5	
Provides Indoor or Outdoor Social/Recreational Amenity (i.e. community meeting place, dog park, public community garden, etc.). Please Specify: _____	2-3	
Designed According to Crime Preventions Through Environmental Design (CPTED) Principles (staff can provide document)	2	
SOCIAL TOTAL	20	
CULTURAL SUSTAINABILITY		
	Points	
Voluntary Streetscaping Improvements, such as benches, planters, or lighting upgrades	2-4	
City Design Guidelines & Staff Comments Addressed in Project Design	1-3	
Heritage Site Identified and Recommendations for Conservation Followed <i>or</i> No Disturbance to a Heritage Site	1-3 <i>or</i> 3	
Public Art Provision <i>or</i> Significant Public Amenity (i.e. covered walkway, fountain, etc.) Please Specify: _____	1-3	
Connectivity from Site to Parks, Bike Paths, Pedestrian Walkways, or Local Amenities (shops, medical centre, etc.)	2	
CULTURAL TOTAL	15	
BONUS POINTS: Other Sustainability Measure(s), such as: • Rehabilitation of a Contaminated Site or Natural Feature (i.e. wetland) • OTHER - Please provide details on attached form.	1-10	
TOTAL POINTS	115	
FINAL	100%	%

**SUSTAINABILITY CHECKLIST
DEVELOPMENT PERMIT APPLICATION with No Rezoning
for Commercial or Multi-Unit Development**



FURTHER DETAILS:

Appendix B
see following

Kelowna Sustainability Checklist



The City of Kelowna endeavours to...

Sustain the Environment. Encourage development and land use changes that will not compromise the ability of future generations to meet their needs and to enjoy the quality of life that we experience today;

Encourage Mixed Use Developments. Encourage a mix of residential, employment, institutional, and recreational uses within individual buildings or larger development projects, and an increased share of development going to the Downtown or other designated Urban Centres, in order to provide greater access by proximity, thereby reducing transportation-related pollution and urban sprawl;

Develop a Compact Urban Form. Develop a more compact urban form that maximizes the use of existing infrastructure, by increasing densities through development, conversion, and re-development within existing areas, particularly in the Downtown or other designated Urban Centres, and by providing for higher densities within future urban areas. Encourage development to proceed in a logical, sequential order, concurrently with availability of required urban services.

Sustainable Development. Continue to promote social well being and quality of life by including and implementing policies and actions that are environmentally sound and sustainable for development and re-development within the City.

KELOWNA SUSTAINABILITY CHECKLIST

Instructions

All applicants for *Official Community Plan Amendment, Zoning Bylaw Amendment, Subdivision, Development Permit or Development Variance Permit* are requested to complete the Smart Growth Checklist. Please review and complete the checklist and if necessary, provide a supplementary letter explaining, in more detail, how the proposed development incorporates the listed or other Smart Growth principles. Applicants are encouraged to provide as much information as possible to assist City Council, staff and advisory bodies (i.e. Advisory Planning Commission, Community Heritage Commission etc.) in their review of development proposals. The relevance of the Checklist questions will depend on the nature and scope of the project.

Mission Statement

Kelowna's Official Community Plan seeks to maintain or enhance our unique environment and lifestyle on behalf of the people of Kelowna through the provision of dynamic and accountable leadership and effective municipal services (Kelowna 2020).

Development is an essential part of the City's future: it creates the urban environment as well as influences social wellbeing, economic strength and environmental conditions. This survey is designed to ensure that Council, staff and the development community work in partnership to achieve the long term goals and objectives of the community.

The purpose of this Sustainability Checklist is to assist Council, staff and developers to create the most sustainable project

possible. The questions in the Checklist are meant to advance the following sustainability objectives.

1. **Efficient use of public funds:** mixed use, higher density areas make better use of existing infrastructure, reduce demands for new roads and services and reduce long term infrastructure maintenance costs;

2. **Protect open space and natural areas:** concentrating growth within existing urban areas minimizes land consumption, protects natural features, preserves wildlife corridors and minimizes environmental impacts;

3. **Placemaking:** people want to live in neighbourhoods that are lively and attractive urban live/work/play environments, with adequate amenities, and which respect the existing neighbourhood and community character, design and historic features;

4. **Accessibility:** compact mixed use development reduces commuting distances, and increases transportation choice (e.g., walking, cycling, and public transit);

5. **Housing choice:** expanding housing choices for different age groups, income and household sizes allows people to remain in the same neighbourhood through different life stages and discourages out-migration due to affordability issues;

6. **Shorter commutes and more transportation choices:** locating jobs in regionally-accessible hubs served by transit and with housing nearby allows people to work closer to home or live closer to work, reducing dependence on the automobile and aids in improving air quality

KELOWNA SUSTAINABILITY CHECKLIST

Economic Sustainability

A healthy economy relates to the quality of life for the citizens in our community. The City would like to maintain a balance between the number of jobs and the resident labour force, and ensure those jobs are accessible by transit. Important considerations also include support for local business, job creation, infrastructure efficiency and consideration for and reduction of resource consumption.

1. Comment on **direct employment** created by this project during construction:

a) number and duration of jobs (full time, part time) _____

b) types of jobs (e.g., construction, design) _____

c) income range of jobs _____

2. Will the project provide direct employment (i.e., on the development site) after the project is completed?

Yes/No

If so, comment on employment provided by sector, type, income range, and the number of jobs that are full-time and part-time.

3. Are there any other components of economic sustainability (e.g., suitability of units for home based businesses, green products, local job creation) advanced by this proposal?

Yes/No

If yes, describe:

Environmental Sustainability

Community and building design can significantly influence resource consumption (e.g., energy, water) and waste generation (e.g., vehicle emissions, solid waste) in the local community. New development should be designed to avoid or minimize negative impacts on the existing natural environment and maximize the benefits of the City's existing infrastructure.

Built Environment

4. Comment on the following site planning components:

4.1 Walking distance to:

a) bus stop (in kms)

b) trails, greenways, cycling routes (in kms)

4.2 Is development located in the Downtown or in one of the City's designated Urban Centres (see Kelowna Official Community Plan Map 6.2) and on lands less than 30% slope (Map 7.1 of Kelowna's Official Community Plan).

Yes/No

KELOWNA SUSTAINABILITY CHECKLIST

4.3 Provides additional support for alternative transportation use (check all that apply):

- variance received to provide less parking than required;
- bicycle storage;
- change rooms (end of trip facilities);
- designated parking for car share spaces, high occupancy vehicles (e.g., carpool, vanpool, smart cars, hybrids);
- incorporates Transportation Demand Management (TDM)¹ measures;
- other, describe:

¹Note: for TDM information see <http://www.kelowna.ca/CM/Page377.aspx>.

4.4 On site storm water management (e.g., green roof treatment, permeable paving, on-site detention/retention drainage, fish or aquatic habitat protection)

Yes/No

If yes, describe (note ratio of impervious to pervious surfaces):

4.5 Floodplain¹ mitigation (note: this is a requirement in floodplain areas)

Yes/No

4.6 Will site remediation be part of the development process?

Yes/Not Applicable

If yes, briefly outline proposed remediation approach:

4.7 Mitigation of light pollution (e.g., spill lighting and off-site glare avoided)

Yes/No

If yes, describe:

4.8 Does the project provide enhanced waste diversion facilities (e.g., on-site recycling for cardboard, bottles cans/other recyclables, or on-site composting)

Yes/No

If yes, describe:

KELOWNA SUSTAINABILITY CHECKLIST

5. Comment on inclusion of the following water efficiency techniques:

5.1 Water efficient landscaping (e.g., drought resistant and/or native plantings, use of non-potable or reclaimed water for irrigation, high efficiency irrigation, use of rainwater cisterns for irrigation and Xeriscape Landscaping)

Yes/No

If yes, describe:

5.2 Onsite wastewater treatment?

Yes/No

If yes, describe:

5.3 Water use reduction measures (e.g., low consumption fixtures, storm water irrigation)

Yes/No

If yes, describe:

6. Comment on inclusion of the following methods to reduce energy use and improve air quality:

6.1 Energy efficiency of proposed structures (e.g. building location responding to daily sun/shade patterns, high performance envelopes, passive solar gain, solar shading, natural ventilation, ground heating/cooling, high efficiency fixtures, consideration of heat island effect²).

Yes/No

If yes, describe:

²For more information on the heat island effect, visit <http://eetd.lbl.gov/HeatIsland/>.

6.2 Use of renewable energy alternatives (e.g., geothermal, solar, off-grid, FortisBC Green Power).

Yes/No

If yes, describe:

6.3 Chlorofluorocarbons (CFC) reduction in heating, ventilating, and air conditioning (HVAC) equipment, Power Smart technology?

Yes/No

If yes, describe:

KELOWNA SUSTAINABILITY CHECKLIST

7. Comment on the following methods for sustainable use and reuse of materials and resources:

7.1 Management of construction wastes (e.g. reuse of existing buildings or building materials during construction and/or demolition, remade/recycled content).

Yes/No

If yes, describe:

7.2 Use of environmentally sensitive or recycled construction materials (e.g., high volume fly-ash concrete, non-toxic finishing materials³).

Yes/No

If yes, describe:

7.3 Enhanced durability of construction materials (e.g. wall systems, roof materials)

Yes/No

If yes, describe:

7.4 Is LEED⁴ certification being pursued for this project?

Yes/No

If yes, what level of certification are you aiming for:

³ For more information on environmentally sensitive or recycled construction materials, see <http://www.ecosmart.ca/>.

⁴ For more information on LEED (Leadership in energy and Environmental Design) certification, see http://www.usgbc.org/LEED/LEED_main.asp.
Or
<http://www.cagbc.org/index.php>

7.5 Has the applicant considered PowerSense Residential/Commercial energy saving initiatives offered by FortisBC:

Yes/No

If yes, which initiatives are you pursuing:

<http://www.fortisbc.com/powersense/about.htm>

KELOWNA SUSTAINABILITY CHECKLIST

7.6 Has the applicant considered rebate and energy efficiency programs offered by Terasen Gas:

Yes/No

If yes, which initiatives are you pursuing?

<http://www.terasengas.com/Residential/default.htm>

8. Comment on inclusion of the following suggested strategies to improve indoor environmental quality:

8.1 Improved air quality through low emitting materials (e.g., paint, carpets) and natural ventilation with windows that open.

Yes/No

If yes, describe:

8.2 Design attempts to maximize exposure to natural light (i.e. through building orientation).

Yes/No

9. Does the street layout and design encourage walking and cycling, while providing for personal and commercial vehicle use?

Yes/No

If yes, describe:

10. If new streets or lanes are constructed as part of the development, are they designed to reduce storm water runoff (e.g., narrow right of ways, permeable shoulders)?

Yes/No

If yes, describe:

11. If the property is adjacent to existing park space, open space, paths or trails, is a visual and pedestrian connection provided?

Yes/No

If yes, describe:

KELOWNA SUSTAINABILITY CHECKLIST

12. Do any of the City of Kelowna's policies or regulations currently prevent you from implementing identified Sustainability initiatives?

Yes/No

If yes, describe:

13. Is the proposed residential, commercial or institutional development within a ten-minute walk (approximately 800 meters) from:

a) neighbourhood store or other shopping opportunities

Yes/No

b) school

Yes/No

c) community services (e.g., library, community centre)

Yes/No

d) child care facility

Yes/No

e) health services (e.g., hospital, doctor's office)

Yes/No

f) parks or trails

Yes/No

g) bus stop

Yes/No

h) Other Amenities ?

Yes/No

List:

Natural Environment

14. Comment on green-space and natural environment.

14.1 Is proposed development in an environmental development permit area (eg. Steep Slope, Hazardous Conditions, Wildland Fire, Natural Environment)?

Yes/No

If yes, describe:

14.2 Was an environmental assessment of the property completed prior to the commencement of design work:

Yes/No

14.3 Are any of the following environmental features present on the property:

a) Significant trees Yes/No/Unknown

b) Natural grassland areas Yes/No/Unknown

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- c) Riparian areas *Yes/No/Unknown*
- d) Wildlife (red or blue listed species)
Yes/No/Unknown
- e) Wildlife habitat *Yes/No/Unknown*
- f) Wildlife corridors *Yes/No/Unknown*
- g) Has the preservation and/or enhancement of the areas listed above been incorporated in the proposed project? *Yes/No/Unknown*

14.4 Provision of green-space and trees on site (includes retention of existing trees).

Yes/No

If yes, note and show calculations for:

h) Amount of green-space in square feet:

i) Amount of usable open space in square feet:

j) Number and percentage of existing trees to be retained on site:

k) Number of trees removed:

l) Number of trees to be planted:

14.5 Are there any significant existing environmental features that are maintained or enhanced on the site (e.g., tree and/or shrub preservation or daylighting of a stream)?

Yes/No

If yes, describe:

Social Sustainability

The primary purpose of a city is to provide for the well being of its residents, labour force and visitors. New development should contribute to the health and safety of Kelowna, as well as enhance the range of housing, service and recreational options to meet diverse community needs. The design of new development should respect local heritage and provide attractive spaces that encourage social interaction.

15. Anticipated price range of units (note price range for both commercial and residential units, if applicable). Average price per square foot: _____

16. Does the proposed development include non-market housing units (affordable housing)?

Yes/No

If yes:

a) number of units:

b) as a percentage of total units:

c) form of tenure (e.g., rental, co-op, owner):

d) targeted population, if applicable (e.g. seniors, family):

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17. Does the project include rental housing units?

Yes/No

If yes:

Number of units:

Expected average rent for a one bedroom unit
\$ _____

Expected average rent for a two bedroom unit
\$ _____

18. If the project includes low or medium density residential, are the housing units ground-oriented (i.e. does a door have direct outdoor access to a street or courtyard as opposed to a corridor)?

Yes/No

If yes:

Number of units:

As a percentage of total units

19. Does the project design incorporate Crime Prevention Through Environmental Design (CPTED⁵) principles.

Yes/No

⁵For more info on Crime Prevention Through Environmental Design Principles CPTED, see:

<http://www.kelowna.ca/citypage/docs/pdfs/development%20services/crime%20prevention%20thru%20design%20guidelines.pdf>

20. Does the project incorporate features to enhance adaptability and accessibility within the proposed housing units for people with disabilities (e.g. wider door openings, reinforced walls in bathrooms for future installation of grab bars, ground-oriented entrances)?

Yes/No

If yes, describe:

21. Actions proposed to mitigate noise from external sources such as traffic, railways, industry, commercial uses, patrons, etc.

Yes/No

If yes, describe:

KELOWNA SUSTAINABILITY CHECKLIST

22. Does the project enhance local identity and character (e.g., through architectural style, landscaping, colours, project name)?

Yes/No

If yes, describe:

23. Describe the existing neighbourhood character (i.e., historical, single family, mixed use etc.) and how the proposed development will enhance the adjacent neighbourhood.

24. Does the project contain a mix of uses (e.g. residential, commercial) or introduce a new community serving land use type to the neighbourhood (e.g., new housing form, commercial service)?

Yes/No

25. Does the project contribute to heritage revitalization through the reuse, relocation or rehabilitation of an existing structure or feature?

Yes/No

If yes, describe:

26. Does the project involve provincial designation of a heritage building?

Yes/No

27. Are public amenities provided with the development (check all that apply):

- Public art
- Child care facility
- Walking / Bike Trails
- Other, describe:

28. Does the development incorporate space for public gathering and activities (e.g., courtyards, communal gardens, play areas)?

Yes/No

If yes, describe:

29. Does the proposed development enhance the streetscape?

Yes/No

If yes, describe:

30. Are private amenities provided with the development (e.g., meeting rooms, outdoor space)?

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Yes/No

If yes, describe:

31. Are residents, community stakeholders, and end-user groups involved in the planning and design process?

Yes/No

If yes, describe (e.g., public meetings, residents association meetings, workshops, etc.):

32. Is there something unique or innovative about your project that has not been addressed in this checklist (e.g., creation of a new zone, other sustainable features, contributions to the community)?

Yes/No

If yes, describe:

OTHER

33. Have you engaged any Green Building or LEED experienced consultants in association with this development proposal?

If yes, please list and briefly describe their experience:

VERIFICATION BY THE APPLICANT

34. I hereby certify that the information provided on this Kelowna Sustainability Checklist is accurate and truthful to the best of my knowledge and release the contents for use by the City of Kelowna:

Applicant Name: _____

Owner Name: _____

Title: _____

Signature: _____

Date: _____

35. I have read and considered the Kelowna Sustainability Checklist and have elected not to complete it at this time.

(Check Here if Applicable)