

# City of Kelowna Public Hearing AGENDA



Tuesday, August 27, 2013  
6:00 pm  
Council Chamber  
City Hall, 1435 Water Street

Pages

## 1. Call to Order

THE CHAIRWILL CALL THE HEARING TO ORDER:

(a) The purpose of this Hearing is to consider certain bylaws which, if adopted, shall amend *Kelowna 2030* - Official Community Plan Bylaw No. 10500 and Zoning Bylaw No. 8000.

(b) All persons who believe that their interest in property is affected by the proposed bylaws shall be afforded a reason-able opportunity to be heard or to present written submissions respecting matters contained in the bylaws that are the subject of this hearing. This Hearing is open to the public and all representations to Council form part of the public record. A live audio feed may be broadcast and recorded by Castanet.

(c) All information, correspondence, petitions or reports that have been received concerning the subject bylaws have been made available to the public. The correspondence and petitions received after August 13, 2013 (date of notification) are available for inspection during the course of this hearing and are located on the information table in the foyer of the Council Chamber.

(d) Council debate on the proposed bylaws is scheduled to take place during the Regular Council meeting after the conclusion of this Hearing. It should be noted, however, that for some items a final decision may not be able to be reached tonight.

(e) It must be emphasized that Council will not receive any representation from the applicant or members of the public after conclusion of this Public Hearing.

## 2. Notification of Meeting

### 3. Individual Bylaw Submissions

- 3.1 Bylaw No. 10874 (Z13-0025) - 2253 Wilkinson Street, Sharon & Thomas Matthes and Caroline, Mary & Carl Maloney 4 - 16
- 3.2 Bylaw No. 10881 (Z13-0026) - 330 Taylor Road, Comfort Crafted Homes Inc. 17 - 35

### 4. Termination

### 5. Procedure on each Bylaw Submission

(a) Brief description of the application by City Staff (Land Use Management);

(b) The Chair will request that the City Clerk indicate all information, correspondence, petitions or reports received for the record.

(c) The applicant is requested to make representation to Council regarding the project and is encouraged to limit their presentation to 15 minutes.

(d) The Chair will call for representation from the public in attendance as follows:

(i) The microphone at the public podium has been provided for any person(s) wishing to make representation at the Hearing.

(ii) The Chair will recognize ONLY speakers at the podium.

(iii) Speakers are encouraged to limit their remarks to 5 minutes, however, if they have additional information they may address Council again after all other members of the public have been heard a first time.

(e) Once the public has had an opportunity to comment, the applicant is given an opportunity to respond to any questions raised. The applicant is requested to keep the response to a total of 10 minutes maximum.

(f) Questions by staff by members of Council must be asked before the Public Hearing is closed and not during debate of the bylaw at the Regular Meeting, unless for clarification.

(g) Final calls for resrepresentation (ask three times). Unless Council directs that the Public Hearing on the bylaw in question be held open, the Chair shall state to the gallery that the Public Hearing on the Bylaw is closed.

Note: Any applicant or member of the public may use visual aids (e.g. photographs, sketches, slideshows, etc.) to assist in their presentation or questions. The computer and ELMO document camera at the public podium are available. Please ask staff for assistance prior to your item if required.

# REPORT TO COUNCIL



**Date:** July 16, 2013  
**RIM No.** 1250-30  
**To:** City Manager  
**From:** Urban Planning Department, Community Planning and Real Estate (BD)  
**Application:** Z13-0025  
**Owner:** Sharon Elaine and Thomas William Matthes & Caroline Mary and Carl Steve Maloney  
**Address:** 2253 Wilkinson Street  
**Applicant:** Thomas Matthes  
**Subject:** [Title]  
**Existing OCP Designation:** Single/Two Unit Residential  
**Existing Zone:** RU2- Medium Lot Housing  
**Proposed Zone:** RU2c - Medium Lot Housing with Carriage House

---

## 1.0 Recommendation

THAT Rezoning Application No. Z13-0025 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 5, District Lot 136, ODYD Plan KAP89721, located on 2253 Wilkinson Street, Kelowna, BC from the RU2- Medium Lot Housing zone to the RU2c- Medium Lot Housing with Carriage House zone be considered by Council;

AND THAT the Zone Amending Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Zone Amending Bylaw be considered in conjunction with Council's consideration of a Development Variance Permit on the subject property;

AND FURTHER THAT final adoption of the Zone Amending Bylaw be considered subsequent to the requirements of the Development Engineering branch being completed to their satisfaction.

## 2.0 Purpose

To rezone the subject property from RU2 - Medium Lot Housing zone to RU2c - Medium Lot Housing with carriage house zone to permit the conversion of a garage to a carriage house.

## 3.0 Land Use Management

The applicant is seeking to rezone the subject property to allow the conversion of a garage to a carriage house. Policies within the Official Community Plan support the sensitive integration into

existing neighbourhoods, where services are already in place and densification can easily be accommodated. The subject property is in close proximity to parks, schools, transit and recreational opportunities, and meets the Zoning Bylaw requirements.

The garage was constructed as a part of the original development with all neighbouring homes having the same configuration. Given that the building is existing, no physical changes to the structure are anticipated. Prior to the applicant purchasing the home, much of the site was paved and exceeds the permitted site coverage by 25% which triggers a variance to site coverage.

Should the land use and variance be supported by Council, a Development Permit will be executed at a Staff level.

#### 4.0 Proposal

##### 4.1 Project Description

The immediate neighbourhood was originally developed with 1½ storey garages providing storage space in the upper half storey. The applicant is seeking to convert the upper storey to a one-bedroom carriage house. The structure was previously constructed and no exterior changes are proposed with the exception of planters to define the private outdoor space. It is noteworthy that the existing dormer met the Zoning Bylaw requirements of the time and would not be permitted under current regulations. Parking is satisfied utilizing the two garage spaces and a medium sized space in the driveway.

##### 4.2 Site Context

The subject property is located in the Central City area of Kelowna. The Guisachan Village area is within walking distance with transit available on Gordon Avenue and Springfield Road. The subject property is located within the Permanent Growth Boundary. The surrounding properties in all directions are zoned RU2 - Medium Lot Housing with single family dwellings.

##### 4.3 Subject Property Map: 2253 Wilkinson Street



4.4 The proposed application meets the requirements of RU2c - Medium Lot Housing with carriage house zone as follows:

<b>Zoning Analysis Table</b>		
<b>CRITERIA</b>	<b>RU2c ZONE REQUIREMENTS</b>	<b>PROPOSAL</b>
<b>Existing Lot/Subdivision Regulations</b>		
Lot Area	400 m <sup>2</sup>	568 m <sup>2</sup>
Lot Width	13 m	13.6 m
Lot Depth	30 m	41.16 m
Site Coverage (buildings)	40%	38.78 %
Site Coverage (buildings and Parking)	50%	75% ①
<b>Development Regulations Principal Dwelling</b>		
Height	9.5 m/ 2 ½ storeys	9.2m to peak 1.5 storeys
Front Yard	4.5 m or 6.0 m to garage	6.0m
Side Yard (north)	1.5 m (1 - 1 ½ storey) 1.8 m (2 - 2 ½ storey)	3.16 m
Side Yard (south)	1.5 m (1 - 1 ½ storey) 1.8 m (2 - 2 ½ storey)	1.8 m
Rear Yard	6.0 m (1 - 1 ½ storey) 7.5 m (2 - 2 ½ storey)	19.2m
<b>Proposed Carriage house conversion</b>		
Height	1 ½ storeys / 4.5 m	4.5 m
Front Yard	4.5 m	31.4 m
Side Yard (n)	1.5 m (1 - 1 ½ storey)	1.8 m
Side Yard (s)	1.5 m (1 - 1 ½ storey)	1.5 m
Rear yard	1.5m	1.5 m
Minimum Distance to Principal Dwelling	4.5m	9.4 m
<b>Development Regulations</b>		
Floor Area Ratio	May not exceed the lesser of 90 m <sup>2</sup> or 75%	Principal dwelling: 189.5 m <sup>2</sup> Carriage House: 65 m <sup>2</sup> 34 %
Parking Stalls (#)	3 spaces required	3 spaces
Private Open Space	30 m <sup>2</sup> of private open space per dwelling	meets requirements with designated patio area
① Variance required to site coverage.		

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process

**Compact Urban Form.**<sup>1</sup> Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

**Policy 5.2.3 Complete Suburbs.**<sup>2</sup> Support a mix of uses within Kelowna's suburbs (see Map 5.1 - Urban Core Area), in accordance with "Smart Growth" principles to ensure complete communities. Uses that should be present in all areas of the City (consistent with Map 4.1 - Future Land Use Map), at appropriate locations, include: commercial, institutional, and all types of residential uses (including affordable and special needs housing) at densities appropriate to their context.

## 6.0 Technical Comments

### 6.1 Building & Permitting Department

1) Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permits.

2) Operable bedroom windows required as per the 2012 edition of the British Columbia Building Code (BCBC 12).

3) Full Plan check for Building Code related issues will be done at time of Building Permit applications.

4) Is a variance for the hard surfacing area required given that emergency services and the fire department require access the back unit? *The accompanying variance is triggered by the amount of site coverage on the lot. An impermeable driveway could satisfy the requirement for emergency personal access.*

### 6.2 Development Engineering Department

See attached.

### 6.3 Bylaw Services

No concerns.

### 6.4 Fire Department

An unobstructed and easily distinguishable firefighter access path, of 1100 mm, from Wilkinson to the back of the property line as well as to the secondary detached suite main entrance is required. The new home is required to have a visible address facing Wilkinson Road.

### 6.5 Fortis

There are primary distribution facilities within Wilkinson Street. The applicant is responsible for costs associated with any change to the subject property's existing service as well as the provision of appropriate land rights where required. Otherwise, FortisBC Inc. (Electric) has no concerns with this circulation.

---

<sup>1</sup> City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).

<sup>2</sup> OCP Objective 5.2 Community Sustainability

**7.0 Application Chronology**

Date of Application Received: June 6, 2013

**Report prepared by:**

\_\_\_\_\_  
Birte Decloux, Land Use Planner

**Reviewed by:**

Danielle Noble, Urban Planning Manager

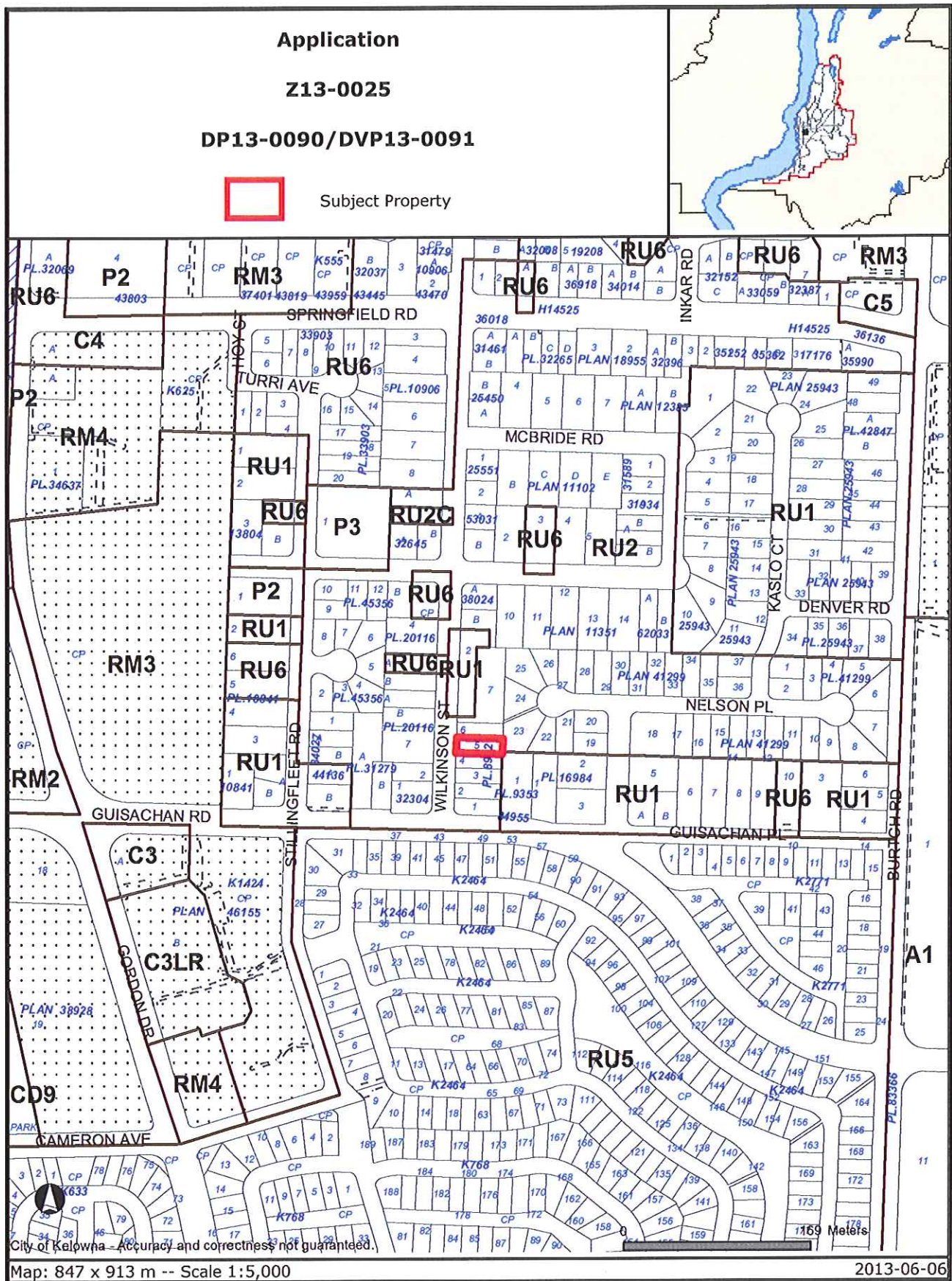
**Approved for Inclusion:**

Doug Gilchrist, Division Director, Community Planning  
and Real Estate

**Attachments:**

- Site/Landscape Plan
- Conceptual Elevations
- Context/Site Photos
- Technical Comments

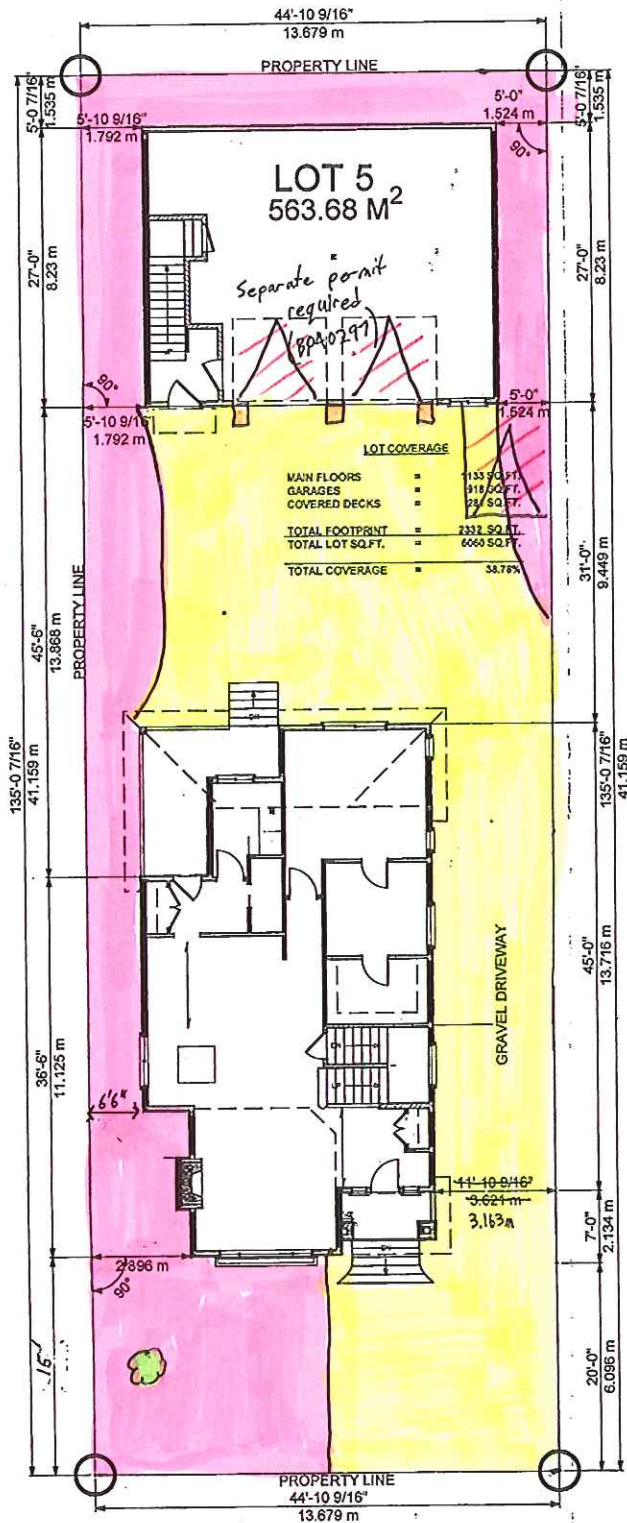




Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.

# SITE/LANDSCAPE PLAN

2253 WILKINSON STREET  
 PLAN 89721 LOT 5 DIST 00Y0



WILKINSON ST.  
**PLOT PLAN**  
 SCALE: 1/8" = 1'

**LOT COVERAGE**

MAIN FLOORS	1133 SQ.FT.
GARAGES	119 SQ.FT.
COVERED DECKS	237 SQ.FT.
<b>TOTAL FOOTPRINT</b>	<b>2332 SQ.FT.</b>
<b>TOTAL LOT SQ.FT.</b>	<b>6660 SQ.FT.</b>
<b>TOTAL COVERAGE</b>	<b>34.78%</b>

- Parking Spot
- Tree
- LIGHTING
- PAVED SURFACE
- GRAVEL SURFACE

CRUSHED ROCK - ETC.

SHEET NUMBER  
**3/6**

SCALE: 1/4" = 1'  
 DATE: MAR 16-2010

PROPOSED PROJECT FOR  
**LOT 5 WILKINSON ST**

1964 Dayton Street  
 Kelowna BC V1Y 7W6  
 Bus: (250) 717-3415  
 Cell: (250) 258-7819  
 e-mail: mullinsdrafting@shaw.ca

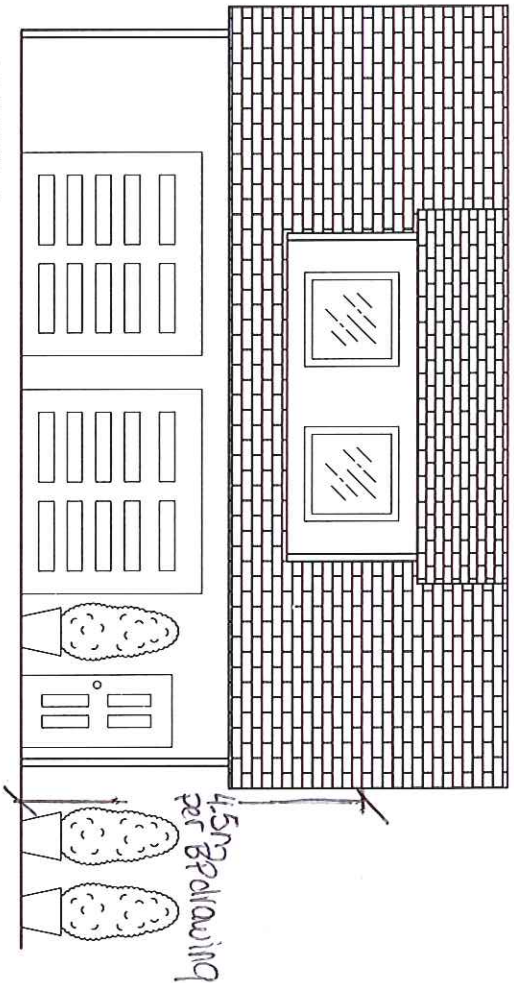




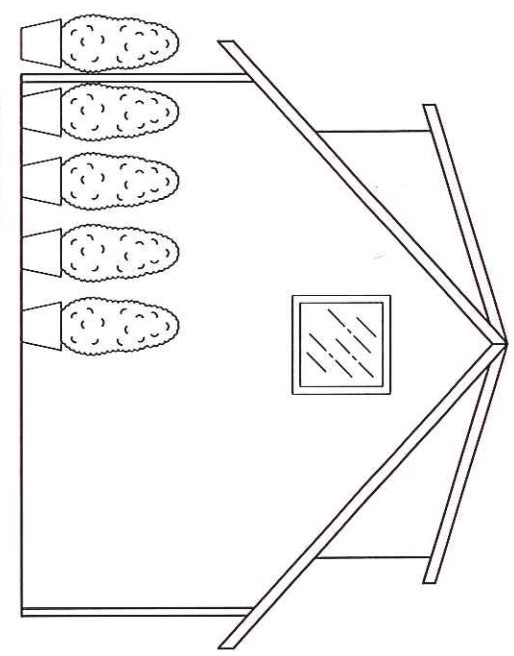
*Presenting.....*

*2253 Wilkinson Street*

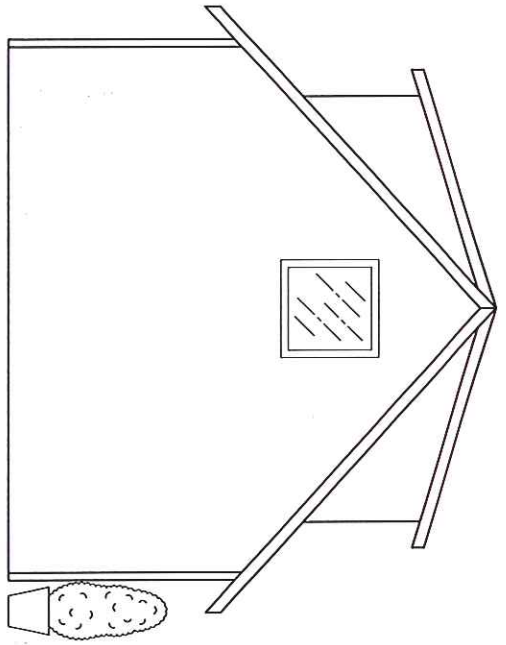




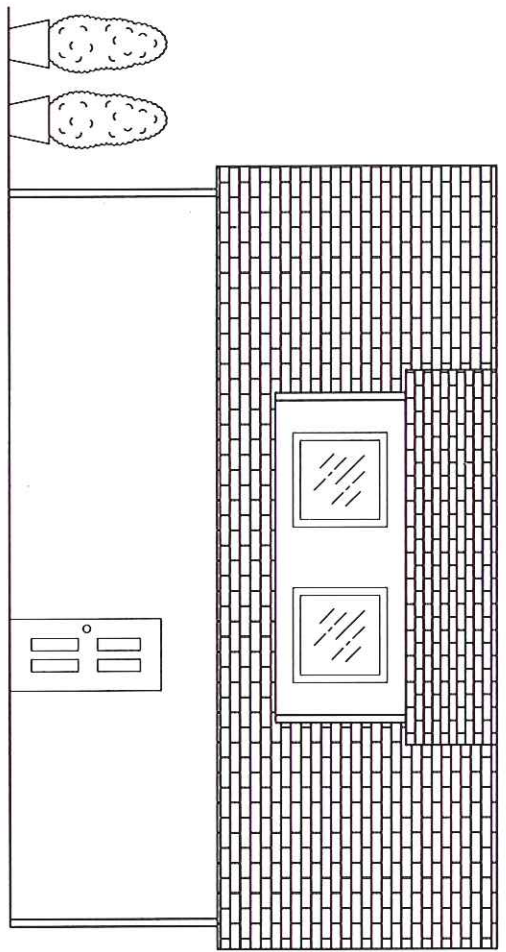
ELEVATION Q -  
LOOKING EAST



ELEVATION R -  
LOOKING NORTH



ELEVATION S -  
LOOKING SOUTH



ELEVATION T -  
LOOKING WEST

NOTE:  
SOME PLANTERS HAVE BEEN REMOVED FOR  
CLARITY; ALL ARE VISIBLE ON THE OUTSIDE PLAN

**Wingnut Mechanical**  
Drafting and Design

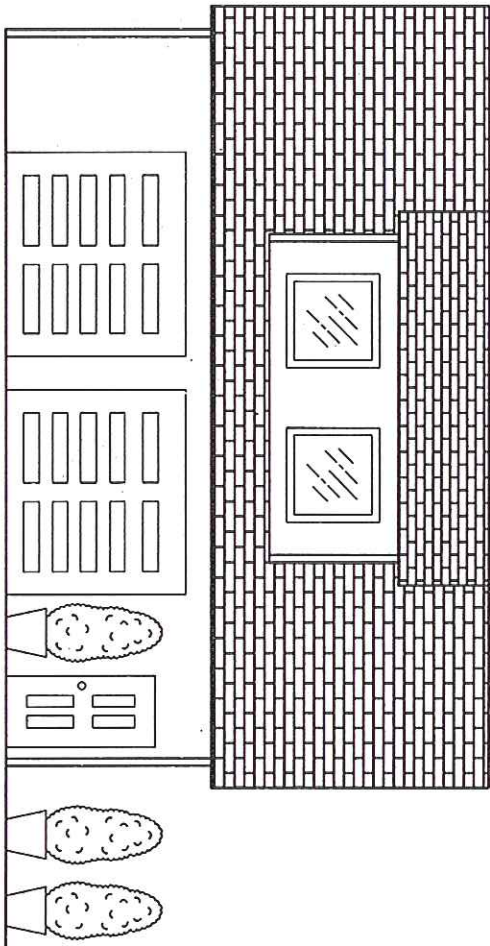
TELEPHONE: 250-401-1672  
EMAIL: inquiries@wingnutmech.ca  
WEBSITE: www.wingnutmech.ca

DRAWN BY: A. DZAKIC  
DATE: 2013-03-27  
CHECKED BY: E. FREUND

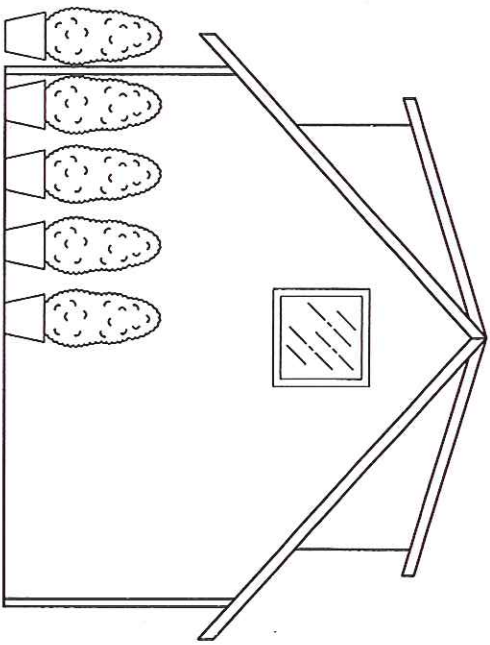
SCALE: 3/8" = 1' - 0"

OUTSIDE ELEV.

T. Matthes 2253 Wilkinson Street, Kelowna BC. 250 215 8494



ELEVATION Q



ELEVATION R

**Wilgrout Mechanical**  
Drawing and Design

TELEPHONE: 250-861-1812  
EMAIL: [nguyentw@wilgroutmech.ca](mailto:nguyentw@wilgroutmech.ca)  
WEBSITE: [www.wilgroutmech.ca](http://www.wilgroutmech.ca)

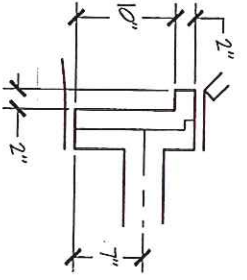
**ELEVATION VIEW**

DRAWN BY: A. DZANC  
DATE: 2019-03-27  
CHECKED BY: E. FREUND

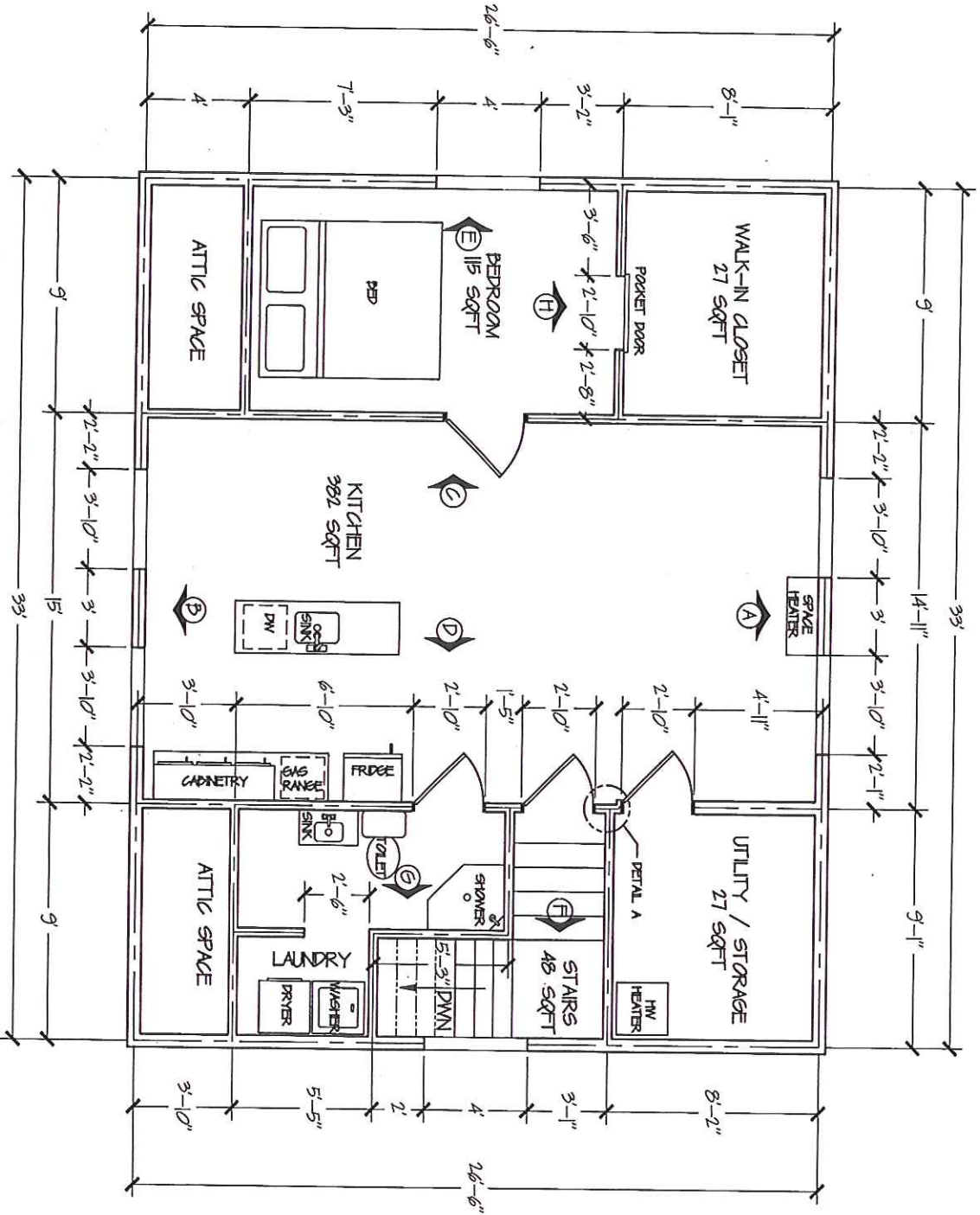
SCALE: 3/16" = 1'-0"

**OUTSIDE ELEV.**

T. Matthes 2253 Wilkinson Street, Kelowna BC. 250 215 8494



DETAIL A  
SCALE: 1" = 1'-0"



**Wingard Mechanical**  
Drafting and Design

TELEPHONE: 250-867-5192  
EMAIL: info@wingardmechanical.ca  
WEBSITE: www.wingardmechanical.ca

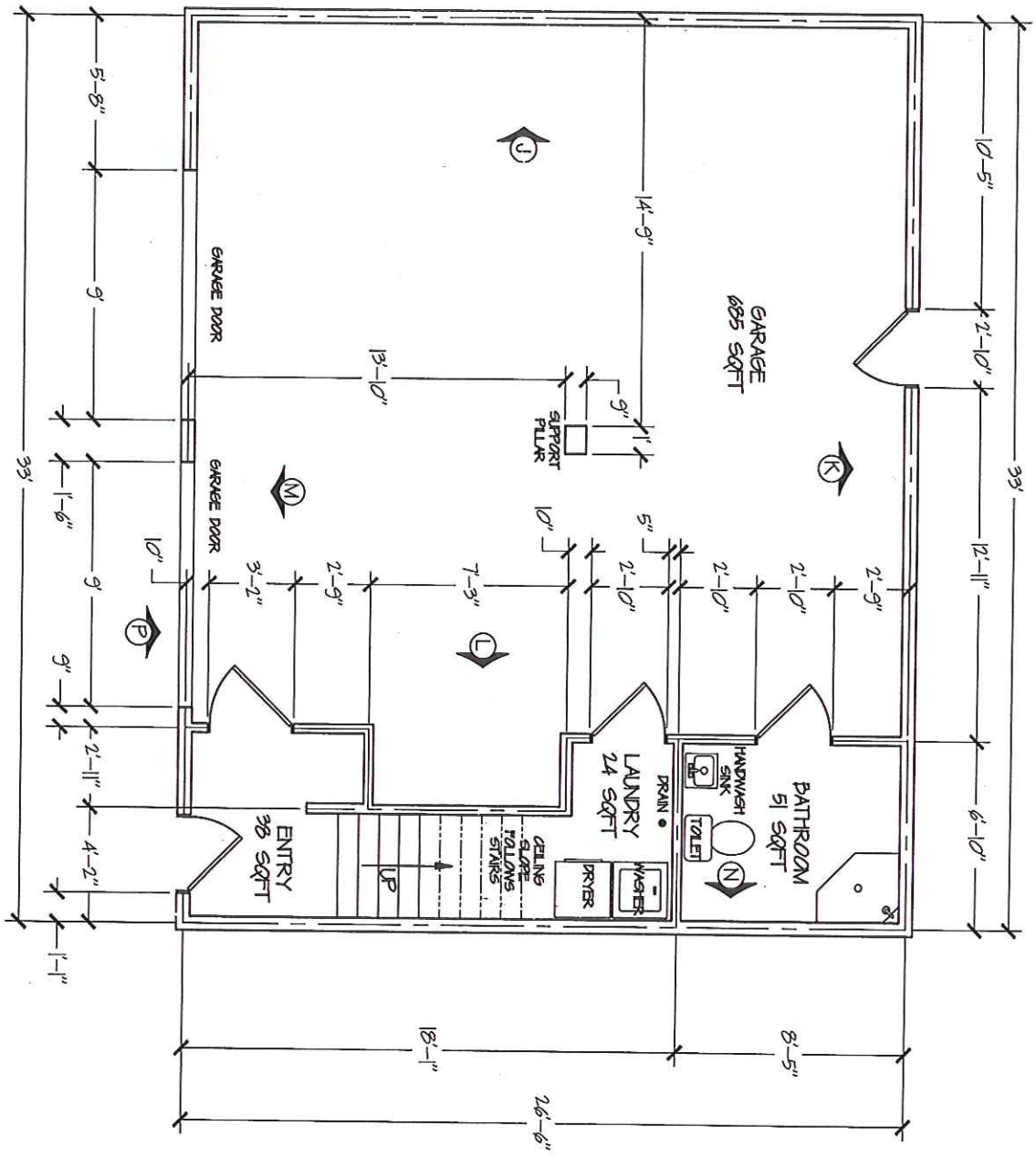
**UPPER FLOOR**

DRAWN BY: A. DZAKIC  
DATE: 2010-06-27  
CHECKED BY: E. FREUND

SCALE: 1/4" = 1'-0"

**UPPER PLAN**

T. Matthes 2253 Wilkinson Street, Kelowna BC. 250 215 8494



**Virgout Mechanical**  
*Drafting and Design*

TELEPHONE: 250-801-1072  
 EMAIL: [inquiries@virgoutmechanical.ca](mailto:inquiries@virgoutmechanical.ca)  
 WEBSITE: [www.virgoutmechanical.ca](http://www.virgoutmechanical.ca)

**LOWER FLOOR**

DRAWN BY: A. DZAKIC  
 DATE: 2013-03-27  
 CHECKED BY: E. FREUND

SCALE: 1/8" = 1'-0"

**LOWER PLAN**

---

CITY OF KELOWNA  
MEMORANDUM

---

Date: June 12, 2013  
File No.: Z13-0025  
To: Land Use Management Department (BD)  
From: Development Engineering Manager  
Subject: 2253 Wilkinson Street RU2 to RU2C

---

Development Engineering has the following requirements associated with this rezoning application.

1. Domestic Water and Fire Protection

This property is currently serviced with a 25mm-diameter PVC water service. The service will be adequate for this application. One metered water service will supply both the main residence and the suite.

2. Sanitary Sewer

Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service complete with inspection chamber which is adequate for this application.

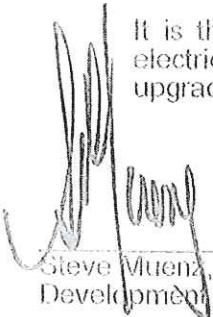
3. Development Permit and Site Related Issues

The proposed driveway must be a maximum width of 6 metres. On-site parking modules must meet bylaw requirements.

Direct the roof drains into on-site rock pits.

4. Electric Power and Telecommunication Services

It is the applicant's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for service upgrades to these services which would be at the applicant's cost.



---

Steve Vtuenz, P. Eng.  
Development Engineering Manager





### 3.0 Urban Planning Department

Urban Planning staff are supportive of the proposed rezoning to allow the subdivision of the lot and the development of a new duplex on the newly created western lot. The proposal is consistent with the Official Community Plan (OCP) Future Land Use designation for the area, and fits well within the existing neighbourhood context, as there are numerous examples of RU6 development in the immediate area.

The applicant has conducted neighbour consultation and no major issues were identified. As proposed, the application does not trigger any variances to the Zoning Bylaw; and, should the land use be supported, a Development Permit to evaluate the form and character of the proposal will be handled at a staff level.

### 4.0 Proposal

#### 4.1 Background

In fulfillment of Council Policy No. 367 respecting public consultation, the applicant undertook neighbour consultation on two occasions, as described in the attached *Schedule 'A'*. No major issues were identified during consultation from neighbouring parcels.

#### 4.2 Project Description

The subject property presently contains one single detached dwelling and accessory building on the eastern side of the lot. The applicant is proposing a rezoning of the property to RU6 - Two Dwelling Housing in order to allow the lot to be subdivided approximately in half, creating one additional lot. The existing dwelling and associated accessory building would remain on the eastern lot, and the applicant is proposing to develop a duplex on the new western lot.

Each of the lots will have public road frontage. The existing lot will front on and take access from Taylor Road, while the new lot will front on and take access from Woods Road. Parking for the existing dwelling is located in an existing carport, and a detached garage located behind the existing dwelling. For the proposed western lot, each duplex unit will be provided with a two car garage and driveway.

The proposed duplex is 2 ½ storeys in height, and features elements of craftsman-style design, such as prominent shingled gable ends, covered porches, and traditional window elements. In order to provide privacy and private open space, the rear yard is split in half using a privacy fence.

A Development Permit to evaluate the form and character and landscaping of the proposed duplex is required, and will be executed at a staff level. Should the existing dwelling ever redevelop, a separate Development Permit will be required at that time.

#### 4.3 Site Context

The subject property is approximately 1,592 m<sup>2</sup> in area and is double-fronting, having its east lot line fronting Taylor Road, and its west lot line fronting Woods Road. The OCP designates the subject property S2RES - Single / Two Unit Residential and the lot is within the Permanent Growth Boundary.

As previously noted, the lot presently contains one single detached dwelling and a detached accessory building. In order to create the new lot line, a portion of the existing accessory building will need to be demolished.

The surrounding area is characterized principally by a mix of low density single family and duplex development. There are, however, some examples of low density multiple unit residential development and medium density single detached development.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 - Large Lot Housing	Single dwelling housing
East	RU6 - Two Dwelling Housing	Duplex development
South	RU6 - Two Dwelling Housing	Duplex development
West	RU1 - Large Lot Housing	Single dwelling housing

**Subject Property Map: 330 Taylor Road**



**4.4 Zoning Analysis Table**

Zoning Analysis Table		
CRITERIA	RU6 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Lot Area	700 m <sup>2</sup> (duplex)	Lot A 701.7 m <sup>2</sup> / Lot B 890.3 m <sup>2</sup>
Lot Width	18.0 m	Lot A 18.075 - 24.014 m / Lot B 24.014 - 29.8 m
Lot Depth	30.0 m	Lot A 33.385 m / Lot B 33.0 m
Development Regulations		
Height	9.5 m or 2 ½ storeys	Lot A 8.5 m / Lot B no change
Front Yard	6.0 m	Lot A 8.1 m / Lot B 5.8 m

Side Yard (south)	2.3 m	Lot A 2.3 m / Lot B 3.2 m
Side Yard (north)	2.3 m	Lot A 2.3 m / Lot B 5.83 m
Rear Yard	7.5 m	Lot A 7.5 m / Lot B exceeds
<b>Other Regulations</b>		
Minimum Parking Requirements	2 stalls / dwelling = 6 stalls	exceeds
Private Open Space	30 m <sup>2</sup> / dwelling (duplex only)	exceeds

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process

**Compact Urban Form.**<sup>1</sup> Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

**Complete Suburbs.**<sup>2</sup> Support a mix of uses within Kelowna's suburbs (see Map 5.1 - Urban Core Area), in accordance with "Smart Growth" principles to ensure complete communities. Uses that should be present in all areas of the City (consistent with Map 4.1 - Future Land Use Map), at appropriate locations, include: commercial, institutional, and all types of residential uses (including affordable and special needs housing) at densities appropriate to their context. Building heights in excess of four storeys will not be supported within the suburban areas, unless provided for by zoning existing prior to adoption of OCP Bylaw 10500.

**Permanent Growth Boundary.**<sup>3</sup> Establish a Permanent Growth Boundary as identified on Map 4.1 and Map 5.2. The City of Kelowna will support development of property outside the Permanent Growth Boundary for more intensive use only to the extent permitted as per the OCP Future Land Use designations in place as of initial adoption of OCP Bylaw 10500, except for Agri-Business designated sites or as per Council's specific amendment of this policy. The Permanent Growth Boundary may be reviewed as part of the next major OCP update.

## 6.0 Technical Comments

### 6.1 Building & Permitting Department

- 1) Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permits.
- 2) Operable bedroom windows required as per the 2012 edition of the British Columbia Building Code (BCBC 12).
- 3) Demolition permit required for removal of the back portion of the shed.
- 4) Permits required for the proposed suite within the main dwelling of the existing structure.
- 5) Full Plan check for Building Code related issues will be done at time of Building Permit applications.

<sup>1</sup> City of Kelowna Official Community Plan, Policy 5.3.2 (Development Process Chapter).

<sup>2</sup> City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).

<sup>3</sup> City of Kelowna Official Community Plan, Policy 5.3.1 (Development Process Chapter).

6.2 Development Engineering Department

See attached Memorandum from the Development Engineering Branch, dated July 2, 2013.

6.3 Fire Department

The proposed duplex on lot A shall be addressed off of Woods Road.

6.4 Irrigation District

See attached letter from Rutland Waterworks District, dated July 12, 2013.

6.5 FortisBC Energy

FortisBC gas division has reviewed the above mentioned application and has no concerns.

6.6 Shaw

Shaw Cable approves proposed rezoning application. Owner/Developer to supply and install an underground conduit system per Shaw Cable drawings and specifications.

6.7 Telus

TELUS has no comment regarding this application.

**7.0 Application Chronology**

Date of Application Received: June 17, 2013

**Report prepared by:**

\_\_\_\_\_  
James Moore, Land Use Planner

**Reviewed by:**

Danielle Noble, Manager, Urban Land Use

**Approved for Inclusion:**

D. Gilchrist, Divisional Director  
Community Planning & Real Estate

**Attachments:**

Subject Property Map (1 page)

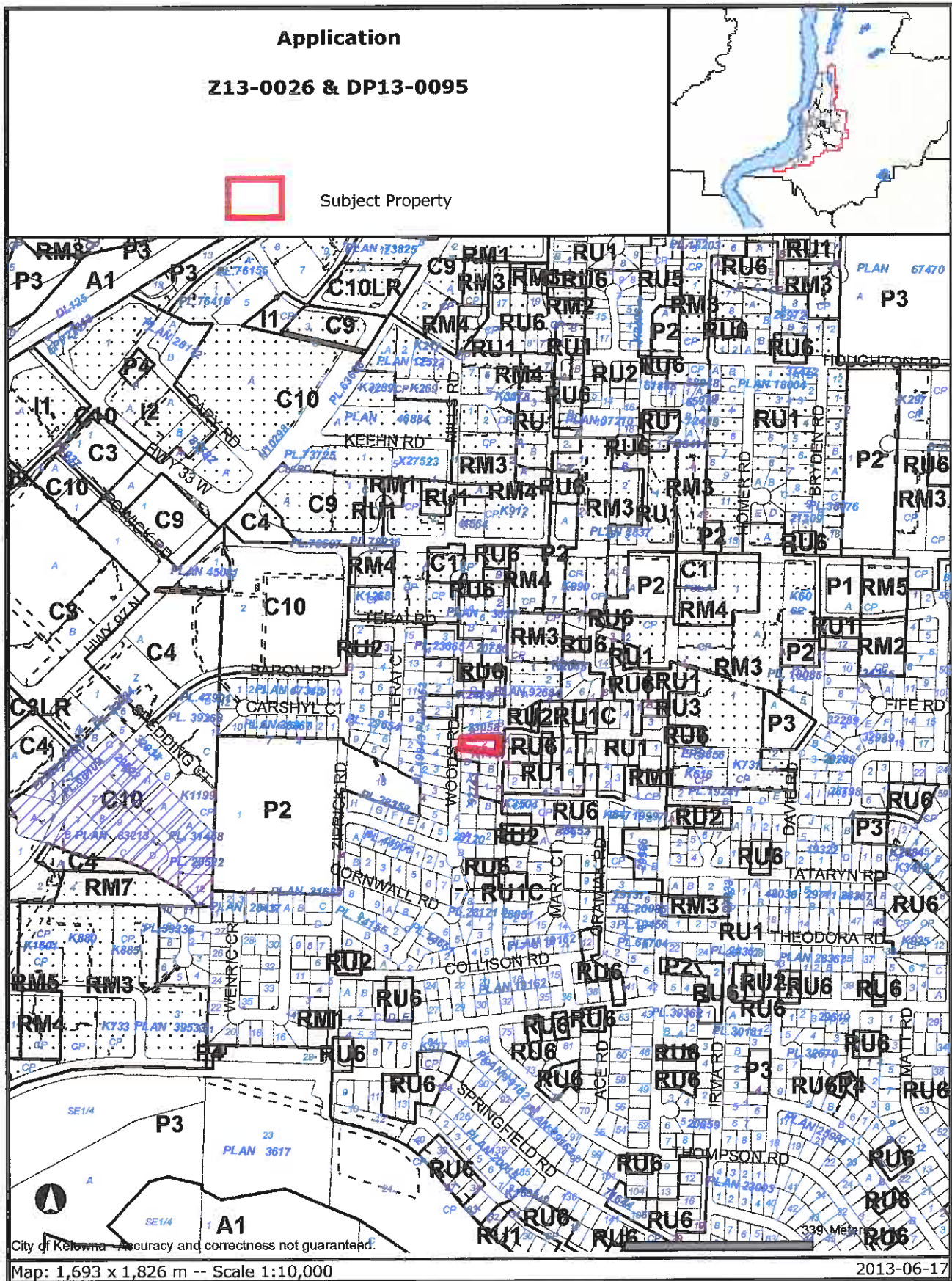
Site Plan (1 page)

Conceptual Elevations (1 page)

Development Engineering Memorandum, dated July 2, 2013 (4 pages)

Letter from Rutland Waterworks District, dated July 12, 2013 (2 pages)

Schedule 'A' - Description of Public Consultation (4 pages)

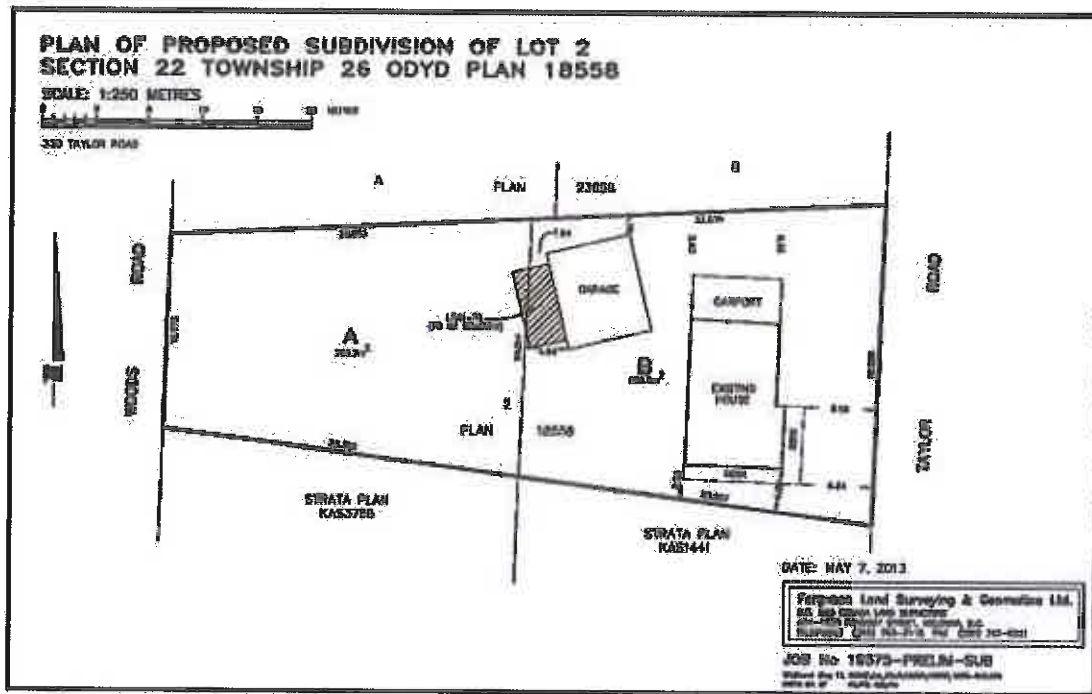


Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.

Aerial Photograph (Subject property highlighted in blue)



Preliminary Layout Plan for New Lot



I hope the above information gives you an idea of what we are proposing for this property. We look forward to enhancing the neighbourhood.

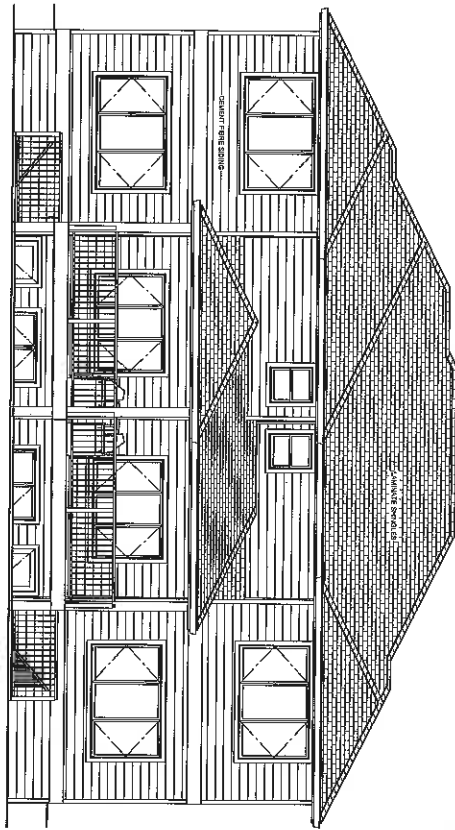
If you have any questions, please don't hesitate to call us at 250-860-8821.

Thanks Brad & Robin Farrell

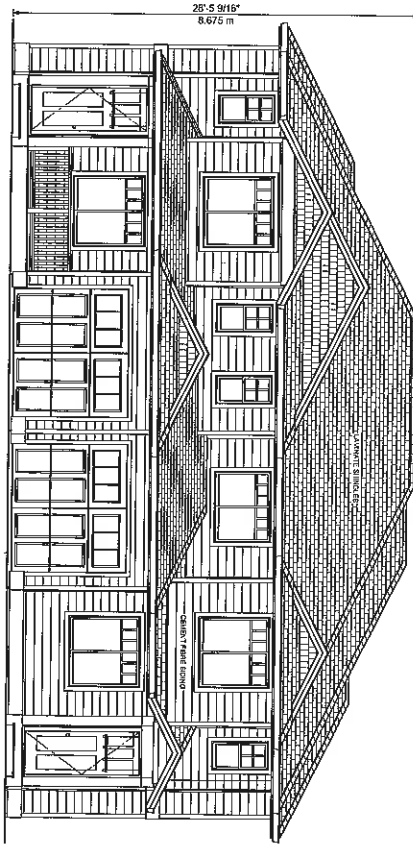




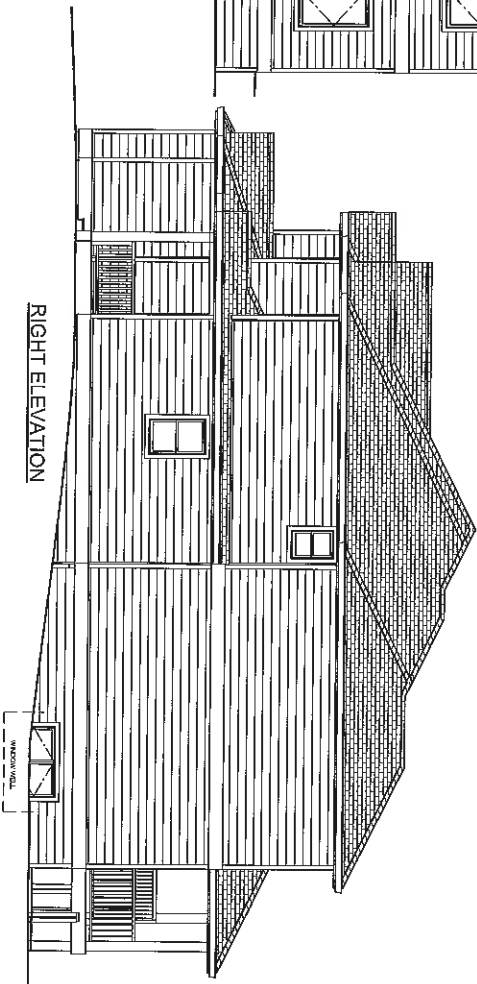
REAR ELEVATION



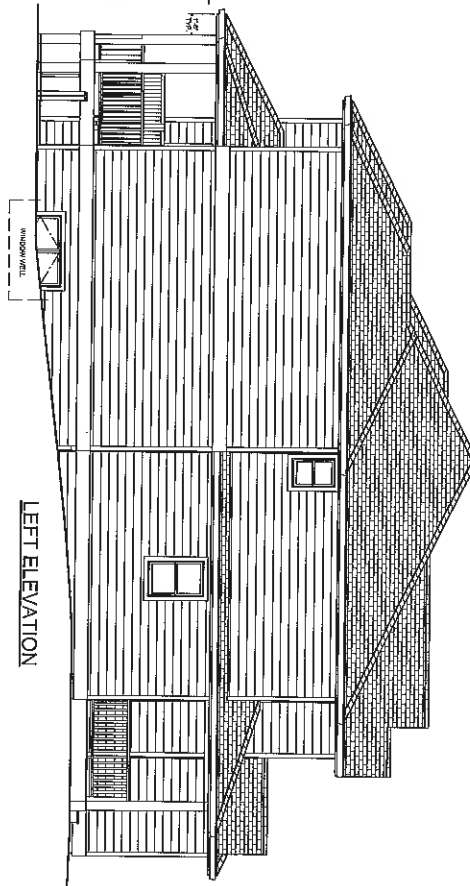
FRONT ELEVATION



RIGHT ELEVATION



LEFT ELEVATION



**MULLINS**  
DRAFTING & DESIGN  
1964 Dayton Street  
Kelowna BC V1Y 7W6  
Bus: (250) 717-3415  
Cell: (250) 258-7819  
e-mail: mullinsdrafting@shaw.ca

PROPOSED PROJECT FOR

LOT #2-A  
WOODS ROAD  
KELOWNA BC

BRAD FARRELL  
COMFORT CRAFTED HOMES

SCALE: 1/4" = 1'

DATE: JUN-19-2013

SHEET NUMBER

2/5

---

**CITY OF KELOWNA**  
**MEMORANDUM**

---

**Date:** July 02, 2013  
**File No.:** S13-0025  
**To:** Approving Officer (SG)  
**From:** Development Engineering Manager (SM)  
**Subject:** Subdivision Application – PLR Requirements

<b>LOCATION:</b> 330 Taylor Road	<b>ZONE:</b> See file Z13-0026 (RU6)
<b>APPLICANT:</b> Comfort Crafted Homes	
<b>LEGAL:</b> Lot 2, Section 22, Township 26, ODYD, Plan 18558	

**WORKS AND SERVICES REQUIREMENTS**

The Development Engineering branch will handle the Works & Services requirements identified below between time of Preliminary Layout Review (PLR) and application for Subdivision Approval. Arrangements for construction must be made before making application for Approval of a subdivision plan. The Development Engineering Technician for this project is Bernard Burgat.

The following Works & Services are required for this subdivision:

**.1) General**

- a) This application was submitted in conjunction with rezoning application Z13-0026. The financial requirements identified in this subdivision application must be satisfied prior to the adoption of the zone amending Bylaw.

**.2) Geotechnical Report**

We recommend that a comprehensive geotechnical study be undertaken over the proposed building site. The geotechnical study should be undertaken by a Professional Engineer or a Geoscientist competent in this field. This study should analyse the soil characteristics and suitability for development of the requested zoning. As well, the study should address drainage patterns including the identification of ground water and the presence of any springs and the suitability of the lands for disposal of site generated storm drainage. In addition this study must describe soil sulphate contents, the presence or absence of swelling clays and the recommendation for construction over the decommissioned sewage disposal field.

**.3) Water**

- a) The property is located within the Rutland Waterworks District (RWD) service area.
- b) Arrange for individual lot connections before submission of the subdivision plan; including payment of connection fees (provide copy of receipt).
- c) The RU6 zone requires two water services per lots as per current Bylaws and Policies.

**.4) Sanitary Sewer**

- a) The property is located within Specified Area # 23 and in accordance with the City of Kelowna current policy, the specified charges for both lots will have to be cash commuted to an RU6 equivalent. Each duplex lots is assessed 1.4 Single Family Equivalent (SFE). The amount of the charge is computed as follows  $2 \text{ lots} \times 1.4 = 2.8 \text{ units}$  less 1 Unit prepaid in 2008 results to a net 1.8 Unit owing. The current pay out charge is **\$7,049.61**, therefore the total Specified Area charge for both lots is **\$12,689.30** (valid until March 31, 2014)
- b) Both properties are serviced with by the Municipal Wastewater Collection system.

**.5) Drainage**

- a) The Subdivision, Development and Servicing Bylaw requires that each lot be provided with an individual connection; however, the City Engineer may permit use of individual ground water disposal systems, where soils are suitable and where the storm sewer has not yet been installed or does not have a positive discharge outlet. For on-site disposal of drainage water, a hydrogeotechnical report will be required complete with a design for the disposal method (i.e. trench drain / rock pit). The Lot Grading Plan must show the design and location of these systems for each lot.
- b) Provide a detailed Lot Grading Plan showing the Minimum basement elevations.

**.6) Roads**

- a) Taylor Road must be upgraded to a full urban standard including curb and gutter, sidewalk, piped storm drainage system, fillet pavement, street lights, adjustment and/or re-location of existing utility appurtenances (if required) to accommodate this construction. The cost is estimated at **\$12,900.00** and is inclusive of a bonding escalation.
- b) Woods Road must be upgraded to a full urban standard including curb and gutter, sidewalk, piped storm drainage system, fillet pavement, street lights, adjustment and/or re-location of existing utility appurtenances (if required) to accommodate this construction. The cost is estimated at **\$7,700.00** and is inclusive of a bonding escalation.

- c) Grade the fronting road boulevards in accordance with the standard drawing and provide a minimum of 50 mm of topsoil. Major cut/fill slopes must start at the property lines.

**.7) Power and Telecommunication Services and Street Lights**

- a) The existing area is served by overhead wiring, the service connections may be provided overhead provided that there are no new poles required and service trespasses will not be created. If either of these conditions are not satisfied, then underground service will be required for the new lot.
- b) Before making application for approval of your subdivision plan, please make arrangements with FortisBC for the pre-payment of applicable charges and tender a copy of their receipt with the subdivision application.
- c) Make servicing applications to the respective Power and Telecommunication utility companies. The utility companies are required to obtain the City's approval before commencing construction.
- d) Remove aerial trespass(es)

**.8) Design and Construction**

- a. Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.
- b. Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.
- c. Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 and Schedule 3).
- d. A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.
- e. Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Works & Utilities Department. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

**.9) Servicing Agreements for Works and Services**

- a. A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.

- b. Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than \$5,000,000 and the City is to be named on the insurance policy as an additional insured.

**.10) Other Engineering Comments**

Provide all necessary Statutory Rights-of-Way for any utility corridors required.

**.11) Charges and Fees**

- a) Development Cost Charges (DCC's) are payable
- b) None of the Works & Services required are items included in the DCC calculations and therefore not eligible for DCC credits.
- c) Fees per the "Development Application Fees Bylaw" include:
- d) Survey Monument Fee: **\$50.00** per newly created lot (GST exempt).
- e) Engineering and Inspection Fee: 3% of construction value (plus GST).
- f) A hydrant levy charge of **\$250.00** per new lot created.

**.12) Bonding and Levies Summary**

a) Performance Bonding

Taylor Road frontage upgrade	<b>\$ 12,900.00</b>
Wood Road frontage upgrade	<b>\$ 7,700.00</b>

Note that the applicant is not required to do the construction. The construction can be deferred and the City will initiate the work later at its own construction schedule, the cash contribution would be reduced to **\$17,821.00** (\$11,138 for Taylor Road and \$6,683 for Wood Road) Eng. and Admin. Fee would be waived.

b) Levies

Specified Area #23 charge	<b>\$12,689.30</b>
Engineering and Administration fee	<b>\$ 592.50</b>

---

Steve Muenz, P.Eng.  
Development Engineering Manager

B<sup>2</sup>



**Rutland**  
WATERWORKS DISTRICT

106 – 200 Dougall Road North  
Kelowna, BC V1X 3K5  
www.rutlandwaterworks.com

p: (250) 765-5218  
f: (250) 765-7765  
e: info@rutlandwaterworks.com

July 12, 2013

Melven and Sharon Andruchow  
330 Taylor Road  
Kelowna BC V1X 4G2

**RE: Zoning and DP 330 Taylor Rd Plan 18558, Lot 2 RWD File # 13/02 City of Kelowna File # S13-0025 & Z13-0026, DP13-0095**

In response to requests regarding the above noted development RWD comments are as follows:

Original lot to be subdivided into two lots, one to access off Taylor the other off Woods. A duplex will be constructed on the Woods portion and will be stratified requiring two new services. (One for each side of duplex.)

Existing home on 330 Taylor with proposed legal suite and possibly duplex in future will require an upgraded service to 1" from the existing ¾"

1. Capital Expenditure Charges for proposed development (Subdivision, construction of duplex)	\$4,400.00
2. Estimate to install two new 1" services	1,500.00
3. Estimate to install upgraded 1" service	<u>900.00</u>
<b>Total Fees Payable</b>	<b><u>\$6,800.00</u></b>

These fees are payable to Rutland Waterworks District, upon receipt of payment a Water Certificate letter will be issued. The connection fees are an estimate/deposit; upon completion of the works, should there be a refund or additional costs outstanding these shall be adjusted prior to water service commencement.

Melven and Sharon Andruchow  
330 Taylor Road  
Kelowna BC V1X 4G2  
Page 2

Please contact our office in due course for scheduling and installation of these works.

Should you have any questions or require further information, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pete Preston', written over a red horizontal line.

Pete Preston  
General Manager

c. City of Kelowna (Planning Department)



# SCHEDULE 'A'

City of Kelowna

Attention: **James Moore**, MCIP, RPP

Dear James,

As requested this letter will outline efforts we made to canvass the neighbourhood within 50 metres of 330 Taylor Road, Kelowna, B.C. regarding our proposed rezoning to allow for a duplex. We went out Saturday May 25<sup>th</sup> during the day and again Tuesday May 28<sup>th</sup> in the evening. We canvassed all the properties affected within 50 meters and included a few houses slightly outside the range as well. We had an information letter of four pages which was given to those who wanted to read it. The majority of people were indifferent, did not want to read anything or expressed no opinion. There were no significant issues raised by people we met other than one neighbour voiced his concern for construction activity which would make the street busier for several months. Many of the people were either not available or renters. We feel that this was an acceptable level to consult with our neighbors regarding our proposal.

Regards,



**Brad Farrell**  
**Comfort Crafted Homes Inc.**

Box 30001 RPO Glenpark  
Kelowna, B.C.  
Canada, V1V 2M4

Office: 250.861.3101  
Cell: 250.862.2299  
Fax: 250.979.0094  
Email: [comfortcrafted@shaw.ca](mailto:comfortcrafted@shaw.ca)

Hi,

Our name is Brad & Robin Farrell. We have purchased 330 Taylor Road and are proposing to rezone the property from RU1 to Ru6 in order to build a strata titled duplex in keeping with other RU6 properties in the immediate subject neighbourhood. Part of the rezoning process and stipulated by the City of Kelowna is to tell the neighbours what we are doing.

The exterior of the duplex will be neutral colors, 1 1/2 to 2 storey in design with a partially inground basement. The height will not exceed the property to the south.

To give you a little information on us. Brad was born in Kelowna, graduated from Rutland Senior Secondary and lived in Rutland for 20 years. We therefore look forward to enhancing this neighbourhood.

The following photos are examples of other duplex's in the Rutland South District and provide an indication of what our duplex will look like.

**FRONT ELEVATION – 710 RUSTON ROAD**



Vinyl siding. Possibly some cult.stone

**REAR ELEVATION – 710 RUSTON ROAD**



Basement partially out of the ground.

**FRONT ELEVATION OF NEXT DOOR PROPERTY**



Next door house – We will have increased wood trim around the windows.