

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, February 17, 2014  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

Pages

#### 1. Call to Order

This meeting is open to the public and all representations to Council form part of the public record. A live audio feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

#### 2. Confirmation of Minutes

5 - 21

Regular PM Meeting - January 27, 2014  
Regular PM Meeting - February 3, 2014

#### 3. Public in Attendance

##### 3.1 Janice Henry, Executive Director, Central Okanagan Heritage Society, re: Heritage Week

22 - 35

To provide Council with an update regarding the work of the local Committee and to advise of the events planned for Heritage Week.

##### 3.2 Randi Fox, Committee Member, City of Kelowna Heritage Grants Program, re: Annual Report

36 - 68

To provide Council with an update regarding the Heritage Grants Program administered by the Central Okanagan Heritage Society.

#### 4. Development Application Reports & Related Bylaws

##### 4.1 Agricultural Land Reserve Appeal Application No. A13-0016 - 1454 Teasdale Road, Parminder & Kulwant Hans

69 - 86

To obtain Council's support for an application to the Agricultural Land Commission to construct a single family dwelling near the northern end of the subject property.

##### 4.2 Official Community Plan Bylaw Amendment Application No. OCP13-0020 and

87 - 104

**Rezoning Application No. Z13-0043, 1055 Frost Road, No. 21 Great Project Ltd. & City of Kelowna**

To amend the Official Community Plan Future Land Use Designation and to rezone the northern section of the subject property to accommodate the development of a single family subdivision; To forward the application to a Public Hearing.

- 4.2.1 Bylaw No. 10914 (OCP13-0020) - 1055 Frost Road, No. 21 Great Projects Ltd. & City of Kelowna 105 - 106

**Requires a majority of all Members of Council (5).**

To give Bylaw No. 10914 first reading in order to change the future land use designation of the subject property from the Multiple Unit Residential - Low Density and Single/Two Unit Residential designations to the Single/Two Unit Residential designation.

- 4.2.2 Bylaw No. 10915 (Z13-0043) - 1055 Frost Road, No. 21 Great Projects Ltd. & City of Kelowna 107 - 109

To give Bylaw No. 10915 first reading in order to rezone portions of the subject property from the A1 - Agriculture 1 and the RU1h - Large Lot Housing (Hillside) zones to the RU3 - Small Lot Housing one.

- 4.3 Rezoning Application No. Z14-0003 - 4377 Gordon Drive, Richard & Michelle Kooistra 110 - 126

To consider a proposal to rezone the subject property from RU1 - Large Lot Housing to RU6 - Two Dwelling Housing to allow a second dwelling on the parcel; To forward the application to a Public Hearing.

- 4.3.1 Bylaw No. 10916 (Z14-0003) - 4377 Gordon Drive, Richard & Michelle Kooistra 127 - 127

To give Bylaw No. 10916 first reading in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone.

- 4.4 Development Permit Application No. DP13-0197 - 945 Academy Way, Watermark Developments Ltd. 128 - 156

To consider the form and character of the proposed 3-storey, 66 unit residential building and associated landscaping and site works on the subject property in the University South Area.

- 4.5 Development Permit Application No. DP14-0005 - 1517-1541 Keehn Road, Hywood Contractors Ltd. 157 - 186

To consider a Development Permit to evaluate the form and character of a proposed automotive service centre against the guidelines established in the Official Community Plan.

## **5. Non-Development Reports & Related Bylaws**

### **5.1 Development Application Process Review - Implementation Update 187 - 199**

To provide a status update for Council on the implementation of development application process improvements recommended in the Development Application Process Review report endorsed by Council on May 27, 2013.

### **5.2 Signage 200 - 214**

To consider amendments to Development Application Procedures Bylaw No. 10540 as recommended by the Development Application Process Review report and to amend Council Policy No. 367, Development Application - Public Notification and Consultation Process.

#### **5.2.1 Bylaw No. 10911 - Amendment No. 3 to Development Application Procedures Bylaw No. 10540 215 - 216**

To give Bylaw No. 10911 first, second and third readings in order to amend Development Application Procedures Bylaw No. 10540

### **5.3 2014 Rental Housing Grants 217 - 220**

To increase the supply of rental housing through the provision of rental housing grants.

### **5.4 Okanagan Basin Water Board and Quality Improvements Grants 221 - 231**

To seek Council's support to apply to the Okanagan Basin Water Board for a grant request of \$30,000.00 for shoreline stabilization as part of the Royal Avenue to Strathcona Park project.

### **5.5 Public Art Program Annual Report 232 - 254**

To update Council on the status of the Public Art Program and to receive Council direction with regard to initiatives for 2014.

### **5.6 Alternate Approval Form for the New Police Services Building Project 255 - 258**

To initiate an alternative approval process, and establish the deadline for receipt of elector responses for the borrowing from the Municipal Finance Authority of Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars (\$42, 384, 000.00) for the new Kelowna Police Services Building project.

## **6. Bylaws for Adoption (Non-Development Related)**

### **6.1 Bylaw No. 10910 - Road Closure Bylaw, Portion of Road adjacent to Sutton Glen Park 259 - 260**

**Mayor to invite anyone in the public gallery who deems themselves affected**

**by the proposed road closure to come forward.**

To adopt Bylaw No. 10910 in order to authorize the City to permanently close and remove the highway dedication of a portion of highway adjacent to Sutton Glen Park.

7. Mayor and Councillor Items

8. Termination



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, January 27, 2014  
Location: Council Chamber  
City Hall, 1435 Water Street

Council Members Present: Mayor Walter Gray, Councillors Colin Basran, Andre Blanleil, Maxine DeHart, Gail Given, Robert Hobson, Mohini Singh and Luke Stack.

Council Members Absent: Councillor Gerry Zimmermann

Staff Present: City Manager, Ron Mattiussi; Deputy City Clerk, Karen Needham; Divisional Director, Civic Operations Division, Joe Creron; Council Recording Secretary, Joanne Dewar.

### 1. Call to Order

Mayor Gray called the meeting to order at 1:32 p.m.

Mayor Gray advised that the meeting is open to the public and all representations to Council form part of the public record. A live audio feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

### 2. Development Application Reports & Related Bylaws

#### 2.1. Agricultural Land Reserve Appeal Application No. A13-0015 - 2220-2335 Highway 33 East, Henry Funk

##### Staff:

- Displayed a PowerPoint presentation outlining background of application.
- Responded to questions from Council.

- Applicant and applicant team are not supportive of staff's recommendation.

Jesse Alexander, Newtown Planning, representative for Applicant

- Responded to questions from Council.
- Applicant is retiring; will no longer be farming the land, and chose the smallest parcel possible to have the least negative impact on agriculture.
- Applicant would end up with the home site severance as the smaller parcel.

Council:

- Supports Applicant's request, which is the Alternate Recommendation.
- Allows Applicant to remain on property without moving.
- Takes the least land out of the ALR.

Moved By Councillor Basran/Seconded By Councillor Hobson

**R045/14/01/27** THAT Agricultural Land Reserve Appeal Application No. A13-0015 for Lot B Section 18 TWP 27 ODYD Plan 5192 Except Plan H8433, located at 2220-2335 Highway 33 E for a "*Subdivision of agricultural land reserve*" pursuant to Section 21(2) of the *Agricultural Land Commission Act*, be supported by Council, as per Map 3;

AND THAT the Council directs staff to forward the subject application to the Agricultural Land Commission for consideration.

Carried

**2.2. Rezoning Application No. Z12-0065, Extension Request - 1650 KLO Road, Danco Developments Ltd.**

Moved By Councillor Basran/Seconded by Councillor Hobson

**R046/14/01/27** THAT in accordance with Development Application Procedures Bylaw No. 10540, the deadline for the adoption of Zone Amending Bylaw No. 10786 (Z12-0065, Danco Developments Ltd., Inc. No. BC0447682 located at 1650 KLO Road, Kelowna, BC) for Lot 3 District Lot 131 ODYD Plan KAP77109 be extended from January 15, 2014 to January 27, 2014.

AND THAT final adoption of the Zone Amending Bylaw be considered.

Carried

### 2.2.1. Bylaw No. 10786 (Z12-0065) - 1650 KLO Road, Danco Developments

Moved By Councillor Stack/Seconded By Councillor Given

R047/14/01/27 THAT Bylaw No. 10786 be adopted.

Carried

## 3. Non-Development Reports & Related Bylaws

### 3.1. Airport Fees and Charges Bylaw Amendment

Staff:

- Outlined the proposed amendments to the fees and charges.
- Airport Advisory Committee has approved changes.
- Responded to questions from Council.

Airport Director:

- Provided highlights of new flights/services for the region.
- May 5, 2014 is the inaugural flight of the direct service to Fort McMurray.

Moved By Councillor Stack/Seconded By Councillor Given

R048/14/01/27 THAT Council receives for information the report of the Airport Finance & Administration Manager dated January 27, 2014, outlining recommended changes to the fees in the Airport Fees Bylaw;

AND THAT Bylaw No. 10909 being Amendment No. 28 to the City of Kelowna Airport Fees Bylaw 7982 be advanced for reading consideration.

Carried

#### 3.1.1. Bylaw No. 10909 - Amendment No. 28 to Airport Fees Bylaw No. 7982

Moved By Councillor Stack/Seconded By Councillor DeHart

R049/14/01/27 THAT Bylaw No. 10909 be read a first, second and third time.

Carried

### 3.2. Parking Strategy Phase 2

Staff:

- Displayed a PowerPoint presentation outlining City-wide parking strategies.
- Public consultation indicated that the City needs to take a more active role in being primary provider of on-street parking.
- Outlined stakeholder sessions that were conducted regarding parking issues.
- Presented a video regarding parking strategies.

James Donnelly and John Steiner, Consultants, Urban Systems Ltd.:

- Presented an overview of the Guiding Principles for the Parking Strategy.
- As a result of public and stakeholder consultations, overall opinion was that short-term parking issues should be managed by the City, and long-term parking issues should be managed privately.

Staff:

- PowerPoint presentation regarding parking rates; presented market comparisons.
- Outlined what staff proposes for parking rates within the City, Kelowna Institutional (eg. parking lots), and Kelowna Private.
- Outlined the City's current parking issues.
- Provided an outline of the new technologies available regarding user-pay parking.
- Responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Given

R050/14/01/27 THAT Council endorses the recommended guiding principles for the Parking Management Strategy, as outlined in the report from the Director, Real Estate, dated January 22, 2014, that will be applied to all areas of the City;

AND THAT Council approves base parking fee adjustments, effective March 1, 2014 and April 1, 2014, as outlined in the report from the Director, Real Estate, dated January 22, 2014; AND THAT Bylaw No. 10905, being Amendment No. 23 to Traffic Bylaw No. 8120, be forwarded for reading consideration;

AND FURTHER THAT Council directs staff to launch Phase 3 of the Parking Management Strategy, including the creation of individual area plans, beginning with the South Pandosy and Downtown Areas.

Carried

### 3.2.1. Bylaw No. 10905 - Amendment No. 23 to Traffic Bylaw No. 8120

Moved By Councillor DeHart/Seconded By Councillor Singh

R051/14/01/27 THAT Bylaw No. 10905 be read a first, second and third time.

Carried

### 3.3. Road Closure - Sutton Glen Park

Moved By Councillor Blanleil/ Seconded By Councillor Basran

R052/14/01/27 THAT Council receives for information, the Report from the Manager, Real Estate Services dated January 17, 2014, recommending that Council adopt the proposed road closure of a portion of land adjacent to Sutton Glen Park;

AND THAT Bylaw No. 10910, being proposed road closure of a portion of land adjacent to Sutton Glen Park, be forwarded for reading consideration.

#### 3.3.1 Bylaw No. 10909 - Amendment No. 28 to Airport Fees Bylaw No. 7982

R053/14/01/27 THAT Bylaw No. 10910 be read a first, second and third time.

Carried

### 3.4. Ethel Active Transportation Corridor

Staff:

- Displayed a PowerPoint presentation.
- Corridor will join up with two other Active Transportation Corridors within the City.
- Advised the City must begin construction within one year after receiving grant approval.
- Responded to questions from Council.

Moved By Councillor Stack/ Seconded By Councillor Given

R054/14/01/27 THAT Council receives, for information, the Report from the Manager, Transportation & Mobility dated January 27, 2014 with respect to the Ethel Active Transportation Corridor (ATC);

AND THAT Council supports the application for a \$100,000 Cycling Infrastructure Partnerships Program (CIPP) Grant for the cycling component of the corridor;

AND THAT Council endorses the advancement of the construction of the first phase of the corridor from Harvey to Bernard Avenue based on a successful outcome of CIPP grant application.

#### 4. Mayor and Councillor Items

Mayor Gray:

- Recognized two athletes from Kelowna who are going to the Olympics in Sochi;
- Erik Neilson, Skeleton, fundraiser coming up.
- Kelsey Serwa, Ski Cross Team.

#### 5. Termination

This meeting was declared terminated at 3:40 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy City Clerk

jd



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, February 3, 2014  
Location: Council Chamber  
City Hall, 1435 Water Street

Members Present: Mayor Walter Gray, and Councillors , Colin Basran, Andre Blanleil, Maxine DeHart, Gail Given, Mohini Singh, Luke Stack, and Gerry Zimmermann

Members Absent: Councillor Robert Hobson

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Divisional Director, Human Resources & Corporate Performance Division, Stu Leatherdale; Manager, Urban Planning, Ryan Smith; Manager, Financial Services, George King; Cultural Services Manager, Sandra Kochan; Event Development Supervisor, Mariko Siggers; Sport & Event Development Manager, Don Backmeyer; Sustainability Coordinator, Michelle Kam; Council Recording Secretary (Training Op), Joanne Dewar

### 1. Call to Order

Mayor Gray called the meeting to order at 1:30 p.m.

Mayor Gray advised that the meeting is open to the public and all representations to Council form part of the public record. A live audio feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

## 2. Confirmation of Minutes

Moved By Councillor DeHart/Seconded By Councillor Given

**R058/14/02/03** THAT the Minutes of the Regular Meetings of January 20, 2014 be confirmed as circulated.

Carried

## 3. Committee Reports

### 3.1. Uncollectable Property Taxes Receivable

Staff:

- Provided reasons why certain property taxes are deemed uncollectable.
- Responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Basran

**R059/14/02/03** THAT Council receives, for information, the report from the Audit Committee dated January 27, 2014 with respect to the write-off of delinquent property taxes;

AND THAT Council approve the write-off of delinquent property taxes in the amount of \$111,560.15 for the years 1989 to 2013, as attached to the report from the Audit Committee dated January 27, 2014;

AND THAT Council direct staff to apply to the Minister under section 315.3 of the Local Government Act to manage and dispose of such assets;

AND FURTHER THAT once the Ministerial approval is received all outstanding amounts from other taxing authorities be deducted from their 2014 tax requisitions and each of these taxing authorities be advised.

Carried

### 3.2. Policy And Write-Off For Uncollectible General Receivables - Council

Staff:

- Provided outline of policy.
- Outlined approaches being taken to enhance the City's ability to assess and keep track of customers/bankruptcies/company's financial stability.

- Responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Stack

**R060/14/02/03** THAT Council receives, for information, the report from the Audit Committed dated January 27, 2014 with respect to the Policy # 370 & Write-Off Of Uncollectible General Receivables;

AND THAT Council endorse Policy # 370 Write-Off Policy for Uncollectible General Receivables as attached to the report from the Audit Committee Dated January 27, 2014;

AND FURTHER THAT Council approve the write-off of general receivables as per Policy # 370 in the amount of \$389,713.29 for the years: Pre-1996 to 2011.

Carried

#### 4. Development Application Reports & Related Bylaws

##### 4.1. Official Community Plan Bylaw Amendment Application No. OCP13-0008 and Rezoning Application No. Z13-0009 - (Off of), (N of) & 2458 Joe Riche Road, Black Mountain Irrigation District

Councillor Zimmerman declared a conflict of interest, as he is on the Board of the Black Mountain Irrigation District, who is the Applicant. Councillor Zimmermann left the meeting at 1:43 pm.

Staff:

-Displayed a PowerPoint presentation.

Moved By Councillor Blaneil/Seconded By Councillor DeHart

**R061/14/02/03** THAT Official Community Plan Bylaw Amendment No. OCP13-0008 to amend Map 4.1 of the Kelowna 2030 - Official Community Plan Bylaw No. 10500, by changing the Future Land Use designation of parts of Lot D, Section 18 and 19, Township 27, ODYD, Plan KAP80286, located on (N OF) Joe Riche Road, Kelowna, BC; Lot 19, Sections 17, 18 and 19, Township 27, ODYD, Plan 1991, Except Plan 39110, located on (OFF OF) Joe Riche Road, Kelowna, BC; Lot 8, Sections 18 and 19, Township 27, ODYD, Plan 1991, Except Plans KAP80286 and KAP87038, located on 2458 Joe Riche Road, Kelowna, BC, from the REP - Resource Protection Area and the PARK - Major Park and Open Space designations to the PSU - Public Service Utilities and the PARK -

Major Park and Open Space designations, as shown on Map "A" attached to the Report of Urban Planning Department dated February 3, 2014, be considered by Council;

AND THAT Council considers the Public Information Session public process to be appropriate consultation for the purpose of Section 879 of the Local Government Act, as outlined in the Report of the Urban Planning Department dated February 3, 2014.

THAT Rezoning Application No. Z13-0009 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of parts of Lot D, Section 18 and 19, Township 27, ODYD, Plan KAP80286, located on (N OF) Joe Riche Road, Kelowna, BC; Lot 19, Sections 17, 18 and 19, Township 27, ODYD, Plan 1991, Except Plan 39110, located on (OFF OF) Joe Riche Road, Kelowna, BC; Lot 8, Sections 18 and 19, Township 27, ODYD, Plan 1991, Except Plans KAP80286 and KAP87038, located on 2458 Joe Riche Road, Kelowna, BC, from the A1 - Agriculture 1 zone to the P4 - Utilities zone as shown on Map "B" attached to the Report of the Urban Planning Department dated February 3, 2014, be considered by Council;

AND THAT the Official Community Plan Bylaw Amendment Bylaw and the Zone Amending Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT, prior to final adoption, a Memorandum of Understanding respecting the conceptual alignment of linear parks through the subject properties be executed by both the City and the applicant, as outlined in the Report of the Urban Planning Department dated February 3, 2014.

Carried

**4.1.1. Bylaw No. 10912 (OCP13-0008) - (Off of), (N of) & 2458 Joe Riche Road, Black Mountain Irrigation District**

Moved By Councillor Stack/Seconded By Councillor Given

R062/14/02/03 THAT Bylaw No. 10912 be read a 1st time;

AND THAT the bylaw has been considered in conjunction with the City's Financial Plan and Waste Management Plan.

Carried

**4.1.2. Bylaw No. 10913 (Z13-0009) - (Off of), (N of) & 2458 Joe Riche Road, Black Mountain Irrigation District**

Moved By Councillor Stack/Seconded By Councillor Given

R063/14/02/03 THAT Bylaw No. 10913 be read a 1st time.

Item is scheduled for the Public Hearing on Tuesday, Feb 18, 2014.

Carried

Councillor Zimmermann returned to the meeting at 1:46 pm.

**4.2. Official Community Plan Bylaw Amendment Application No. OCP07-0022 and Rezoning Application No. Z07-0073, Rescindment Request - 2728 Pandosy St, Al Stober Construction Ltd.**

Staff:

- Displayed a PowerPoint presentation.

Moved By Councillor Stack/Seconded By Councillor Given

**R064/14/02/03** THAT OCP Amending Bylaw No. 10265 (OCP07-0022) and Zone Amending Bylaw No. 10266 (Z07-0073) for the property located on a portion of Lot 1, DL 14, O.D.Y.D., Plan KAP 91460 (formerly known as Lot 1, DL14, O.D.Y.D., Plan 4280 - Located at 477 Osprey Ave., Kelowna BC,) be forwarded for rescindment consideration;

AND THAT staff be directed to close the file.

**4.2.1. Bylaw No. 10265 (OCP07-0022) - 477 Osprey Avenue, Al Stober Construction Ltd.**

Moved By Councillor DeHart/Seconded By Councillor Zimmerman

**R065/14/02/03** THAT first, second and third readings given to Bylaw No.10265 be rescinded and the file closed.

Carried

**4.2.2. Bylaw No. 10266 (Z07-0073) - 477 Osprey Avenue, Al Stober Construction Ltd.**

Moved By Councillor DeHart/Seconded By Councillor Zimmerman

**R066/14/02/03** THAT first, second and third readings given to Bylaw No. 10266 be rescinded and the file closed.

Carried

**4.3. Bylaw No. 10906 (Z13-0039) - 1334 St. Paul Street, CTQ Holdings Ltd.**

Moved By Councillor Singh/Seconded By Councillor Basran

R067/14/02/03 THAT Bylaw No. 10906 be adopted.

Carried

**4.3.1. Development Permit Application No. DP13-0170 - 1334 St Paul Street, CTQ Holdings Ltd.**

Staff:

- Displayed a PowerPoint presentation.
- Responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Zimmermann

R068/14/02/03 THAT final adoption of Zone Amending Bylaw No. 10906 be considered by Council; AND THAT Council authorizes the issuance of Development Permit No. DP13-0170 for Lot 17, District Lot 139, ODYD, Plan 645, located at 1334 St. Paul Street, Kelowna, BC, subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land, be in general accordance with Schedule "B";
3. Landscaping to be provided on the land be in general accordance with Schedule "C";
4. The applicant be required to post with the City, a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a professional Landscape Architect;

AND FURTHER THAT the applicant be required to complete the above-noted condition No. 4 within 180 days of Council's approval of the Development Permit Application in order for the permit to be issued.

Carried

**4.4. Bylaw No.10379 (OCP10-0006) - 1069 Laurier Avenue, Jasvinder Kandola**

Moved By Councillor Blanleil/Seconded By Councillor Basran

R069/14/02/03 THAT Bylaw No. 10379 be adopted.

Carried

**4.4.1. Bylaw No.10380 (Z10-0031) - 1045,1053 and 1069 Laurier Avenue, Jasvinder Kandola**

Moved By Councillor Basran/Seconded By Councillor Blanleil

R070/14/02/03 THAT Bylaw No. 10380 be adopted.

Carried

**4.4.2. Development Permit Application No. DP10-0047 - 1053 Laurier Avenue, Jasvinder Kandola**

Moved By Councillor Zimmermann/Seconded By Councillor Given

R071/14/02/03 THAT Council authorize the issuance of Development Permit No. DP10-0047 for Lot 1, District Lot 138, ODYD, Plan KAP91928, located at 1053 Laurier Avenue, Kelowna B.C., subject to the following:

- 1.The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
- 2.The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";
- 3.Landscaping to be provided on the land be in general accordance with Schedule "C".
- 4.Permeable pavers be provided in the parking areas as shown on Schedule "C";

AND THAT the applicant be required to complete the above-noted condition No. 3 within 180 days of Council approval of the Development Permit application in order for the permit to be issued.

Carried

**4.5. Rezoning Application No. Z11-0035, Extension Request, 1599 KLO Rd, Robert & Michelle Geismayr**

Moved By Councillor Stack/Seconded By Councillor Singh

**R072/14/02/03** THAT in accordance with Development Application Procedures Bylaw No. 10540, the deadline for the adoption of Amending Bylaw No. 10569 (Z11-0035), Lot 4, District Lot 131, ODYD, Plan 17156, except Plan KAP78069, located at 1599 KLO Road, Kelowna, BC be extended from February 9, 2014 to February 9, 2015;

AND FURTHER THAT Council directs staff not to accept further extension requests.

Carried

**5. Bylaws for Adoption (Development Related)**

**5.1. Bylaw No. 10738 (Z12-0007) - 483 Poplar Point Drive, Hardie & Karen Deforest**

Moved By Councillor Blanleil/Seconded By Councillor Singh

**R073/14/02/03** THAT Bylaw No. 10738 be adopted.

Carried

**6. Non-Development Reports & Related Bylaws**

**6.1. 2014 Professional Arts Operating Grants**

Staff:

- Outlined recommendations for funding.
- Responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Blanleil

**R074/14/02/03** THAT COUNCIL receives, for information, the report dated January 29, 2014 from the Cultural Services Manager;

AND THAT COUNCIL approves 2014 Professional Arts Operating Grants as recommended in the report dated January 29, 2014 from the Cultural Services

Manager, for the following organizations: - \$25,000 to the Okanagan Artists Alternative Association (operating as Alternator Centre for Contemporary Art); and - \$55,000 to the Okanagan Symphony Society;

AND FURTHER THAT COUNCIL directs staff to report back with information and recommendations regarding 2014 funding for the Kelowna Ballet Society.

Carried

## 6.2. 2014 Operating and Project Grants for Arts, Culture and Heritage Organizations

Moved By Councillor Singh/Seconded By Councillor Given

R075/14/02/03 THAT Council receives, for information, the list of 2014 recipients for Arts, Culture & Heritage Operating Grants and Project Grants as outlined in the report dated January 29, 2014 from the Cultural Services Manager.

Carried

## 6.3. Strategic Events Fund - KELOHA

Staff:

- Outlined financial challenges.
- Responded to questions from Council.

Moved By Councillor Blanleil/Seconded By Councillor Zimmerman

R076/14/02/03 THAT Scott Amsley be invited to address Council regarding the KELOHA Festival.

Carried

Scott Amsley, Wet Ape Productions:

- Responded to questions from Council.

Moved By Councillor Basran/Seconded By Councillor Blanleil

R077/14/02/03 THAT Council receives, for information, the report from the Event Development Supervisor dated January 29, 2014 regarding a grant from the Strategic Events Fund for the 2014 Keloha Music and Arts Festival;

AND THAT Council approves a grant of \$15,000 from the Strategic Events Fund to support the 2014 Keloha Music and Arts Festival.

Carried

#### 6.4. Our Rutland Project Launch

Staff:

- Displayed a PowerPoint presentation.
- Responded to questions from Council.

Moved By Councillor Zimmermann/Seconded By Councillor Basran

R078/14/02/03 That Council receives, for information, the report from the Sustainability Coordinator dated January 16, 2014, with respect to the Our Rutland Project Launch.

Carried

#### 7. Bylaws for Adoption (Non-Development Related)

##### 7.1. Bylaw No. 10905 - Amendment No. 23 to Traffic Bylaw No. 8120

Moved By Councillor Singh/Seconded By Councillor Blanleil

R079/14/02/03 THAT Bylaw No. 10905 be adopted.

Carried

##### 7.2. Bylaw No. 10909 - Amendment No. 28 to Airport Fees Bylaw No. 7982

Moved By Councillor Given/Seconded By Councillor Stack

R080/14/02/03 THAT Bylaw No. 10909 be adopted.

Carried

#### 8. Mayor and Councillor Items

Councillor Given: Sport Hero awards are on February 5<sup>th</sup>, 2014.

Councillor Blanleil: Attended the Phoenix Open last week, where there was open alcohol, yet it was a well-organized event and there were no issues. This is timely information given the recent announcement of new BC liquor laws.

Councillor Basran: Give support to our local athletes at the Olympic games in Sochi. Eric Neilsen (Skeleton), Kelsey Serwa (Free Style Skiing), and Shea Webber (Men's Ice Hockey), as well as all support staff at the games.

## 9. Termination

This meeting was declared terminated at 3:24 pm.

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk

# Heritage Week 2014



## HERITAGE AFLOAT

Declared both Nationally and  
Provincially



**BRITISH COLUMBIA THEME**  
**“HERITAGE AFLOAT”**



Central Okanagan Regional District

Central Okanagan Heritage Society

FRACHAS

Kelowna Museums

Kelowna & District Genealogical Society

KSAN

Rutland Residents Association

Okanagan Historical Society

Okanagan Regional Library

Okanagan Mission Residents Association

Lake Country Museum

Westbank Museum



Heritage Week 2014: February 17 - 23

# Heritage Afloat

## Sunday February 16:

### Explore Your Parks: Trepanier Creek Greenway Regional Park.

Join a Regional Parks Interpreter on this moderately difficult hike. Meet at Trepanier Bench Road parking area. 10:00 a.m. Free. Call to pre-register: 250-469-6139.

### From Eagles to Hummingbirds: A Year of Okanagan Birds.

Lake Country Museum invites you to this public presentation by local birder Pam Laing at the Creekside Theatre, 10241 Bottomwood Lake Road. 1:30 p.m. 250-766-0111

## Monday February 17:

**Heritage Week Kick-off Breakfast.** With guest speaker Ann Bostock. Hosted by the Central Okanagan Heritage Society and Rutland Residents Association at the Central Okanagan Sailing Association, 4220 Hobson Road. Suggested donation \$5. 8:00 a.m. RSVP required to [cohs@telus.net](mailto:cohs@telus.net).

**Presentations to Kelowna City Council by Central Okanagan Heritage Society on Heritage Week activities & by the Kelowna Heritage Grants Program.** Supporters encouraged to attend Council Chambers at 1435 Water Street. 1:30 p.m.

### Guided Tour of Lake Country Museum

Tours also available on Wednesday February 19 and Saturday February 22. 1:00 p.m. - 4:00 p.m. 11255 Okanagan Centre Road West. By donation. 250-766-0111

## Tuesday February 18:

### Preschool Storytime at the EECO

Free storytime for children ages 3-5 and their caregivers. Hear stories and make old-fashioned walnut shell boats. Presented by Regional Parks Services at the EECO, 2363A Springfield Road. 10:00 a.m. 250-469-6140.

### Conservation Workshop

Do you have a precious paper item that you would like to preserve? Join the Kelowna Museums' Curator of Collections for a Conservation Workshop and make a preservation pocket for your memories. Registration is a must. Suggested donation \$3. 3:30 p.m.-4:30 p.m. and 6:00 p.m.-7:00p.m. 470 Queensway Avenue. 250-763-2417

## Wednesday February 19:

### Lunchbox Lecture Series

Join Peter Ord, Curator of Penticton Museum, for a talk about the S.S. Sicamous at the Okanagan Heritage Museum, 470 Queensway Avenue. By donation. 12:00 p.m.-1:00 p.m. 250-763-2417

### Goldfinger: Charles Sydney Goldman

Lake Country Museum invites you to the launch of a new exhibit case. Introduction and talk by Museum Curator, Dan Bruce. Lake Country Museum, 11255 Okanagan Centre Road West. Admission by donation. 7:00 p.m. 250-766-0111

## Thursday February 20:

**30th Annual Heritage Awards & Central Okanagan Heritage Society Annual General Meeting.** The public is welcome to attend. Benvoulin Heritage Church, 2279 Benvoulin Road. 7:00 p.m. [cohs@telus.net](mailto:cohs@telus.net)

## Friday February 21:

**Heritage Tea.** The Board of Directors of the Okanagan Mission Resident's Association invites you to a Heritage Tea at the Hotel Eldorado in the Sun Room, 500 Cook Road. 1:00 p.m. to 4:00 p.m. Opening remarks at 1:30 p.m. Remarks at 2:00 p.m. from Murray Roed, author of *History Rocks!* At 3:00 p.m. guided tour of Hotel El Dorado's historic photographic collection. By donation.

## Saturday February 22:

### Making History with Kelowna Museums

Visit the Kelowna Museums and make history come alive with fun filled activities for the whole family. For more information visit [www.kelownamuseums.ca](http://www.kelownamuseums.ca) or call 250-763-2417.

## Sunday February 23:

### Explore Your Parks: Scenic Canyon Regional Park

Join a Regional Parks Interpreter for this easy hike through a portion of this beautiful park. Meet at the Field Road entrance. Free. 10:00 a.m. Call to pre-register: 250-469-6139.

## Tuesday to Saturday:

### Water and Play at Westbank Museum

The Westbank Museum invites you to view a display depicting the heritage of *Water and Play* of the West Kelowna area. 2376 Dobbin Road. By donation. 250-768-0110

## All Week Long:

### Heritage on the Water

The Kelowna & District Genealogical Society presents several displays on Heritage Personalities with the theme *Heritage on the Water*. These displays will rotate through the following venues all week: Parkinson Recreation Centre, Okanagan Heritage Museum, and Okanagan Regional Library (Kelowna Branch).





# S.S. Sicamous



# S.S. Sicamous at Ok Centre Wharf



# S.S. Okanagan at Ok Centre Warf









# War Canoe Team - 1943





*Photo courtesy of Ann Bostock*

# Heritage Week 2014



## HERITAGE AFLOAT

## **CITY of KELOWNA HERITAGE GRANTS PROGRAM**

### **Annual Report: 2013**

The City of Kelowna Heritage Grants Program (CoKHGP) is completing its sixth year under the management of the Central Okanagan Heritage Society (COHS). During this period, the mandate of the program has become focused primarily on informing the public about the program, administering the application process and educating heritage building owners on good heritage conservation practices. Over the past year, the City of Kelowna Heritage Grants Program has observed that many residents of our community are interested in the conservation of our heritage buildings and in raising public awareness of the heritage of our community. Many owners of heritage buildings have obtained financial assistance and advice from the Heritage Grants Program on conserving their heritage properties. The following summarizes the City of Kelowna Heritage Grant Program's activities for the past year.

#### ***Committee Members:***

The CoKHGP committee is composed of five regular members and a maximum of five alternate members as outlined below:

- a) One person from the Central Okanagan Heritage Society Board;
- b) One person from the architectural field;
- c) One person from the construction industry;
- d) Interested private citizens.

All new regular CoKHGP committee members receive an orientation prior to their attendance at their first grant committee meeting.

The following lists the names of the 2013 CoKHGP committee members.

Peter Chataway (Building Designer, Heritage Advocate)

Julie Cosgrave (Writer, Heritage Advocate)

Marietta Lightbody (Local Historian, Heritage Advocate)

Ian Crichton (Retired Carpenter and Building Contractor)

Shona Harrison, *COHS Board Representative* (UBCO and OC Professor, Heritage Advocate)

Lorri Dauncey, *Program Manager, non-voting* (Heritage Conservation Expert)

Randi Fox, alternate (Architect)

Alasdair Smith, alternate (Building Contractor with speciality in heritage buildings and materials)

Ben Lee, alternate (Founding Kelowna Heritage Foundation member, Retired City Councillor)

R.J. Bennett, retired alternate (Founding Kelowna Heritage Foundation member, Retired Developer)

Gordon Hartley, retired alternate (Retired Architect, Past Heritage BC Board Member)

*\*Janet Digby, Committee Chair (Architect), and Justin Hettinga, alternate (Engineer), left the committee in March 2013 due to moves to other cities. Larry Foster had agreed to return to the grants committee, but due to personal reasons had to withdraw in the spring.*

### **Grant Summary:**

The City of Kelowna Heritage Grants program committee had four regular meetings (*Refer to: Attached CoKHGP Regular Meeting Minutes for 2013*) to review grant applications for heritage register buildings. During 2013, the grant committee approved thirteen (13) heritage grants for a total of \$37,787.00. No grant applications received this year were declined because all the applications met the grant requirements and were considered good conservation projects. There was one grant application that was looked at by the committee at the September meeting that will be brought to the first meeting in 2014 due to lack of grant funds available. In addition, a couple of building owners did not apply for a grant this fall because the funds had already been allotted for the year. There was one grant that was approved in March and then rescinded in June, as the homeowners informed the committee that they no longer wanted a grant for the project. A total of \$1,430.00 was returned to the program in 2013 due to the rescinded grant. When approved grants were completed in 2013, there was a grant savings of \$8,135.84. Of these grant savings, \$4,248.04 will go back into the program for 2014. Heritage grants awarded this year ranged from \$1,115 to \$5,000.

A compilation of figures on the CoKHGP approved, declined and withdrawn grant applications for 2007 (Kelowna Heritage Foundation), 2008, 2009, 2010, 2011, 2012 and 2013 is provided. (*Refer to: Appendix 1: City of Kelowna Heritage Grants Program Applications 2007-2013*)

### **Grant Requests Reviewed ~ 2013**

*1922 Abbott Street; Completed (\$2,343 approved; paid out \$1,206)*

A grant towards the prep and painting of the trims on the Fumerton House was approved at the March 26<sup>th</sup> meeting.

*715 Sutherland Avenue; Active (\$5,000 approved)*

A grant towards the stabilization, leveling and repair of the front and side porches on the Harvey House was approved at the March 26<sup>th</sup> meeting. Note: At the November 12<sup>th</sup> meeting, the owner requested that the grant approval be modified to include the side porch only. This was approved by the grants committee.

*784 Elliot Avenue; Completed (\$1,460)*

A grant towards the prep and painting of the two sides and back of the Copeland House was approved at the March 26<sup>th</sup> meeting.

*825 Lawrence Avenue; Completed (\$3,520)*

A grant towards the prep and painting of the exterior of the Lawrence Avenue house was approved at the March 26<sup>th</sup> meeting.

*3652 Spiers Road; Completed (\$4,888 approved; paid out \$4,329)*

A grant towards a new asphalt shingle roof (excluding the south side as it was replaced in 2005) on the Cross House was approved at the March 26<sup>th</sup> meeting.

*2124 Pandosy Street; Completed (\$1,934 approved; paid out \$1,369)*

A grant towards the prep and painting of the front steps, fire escape, veranda, sun deck trims and doors of the Cadder House was approved at the March 26<sup>th</sup> meeting.

*1449 Ethel Street; Completed (\$1,115)*

A grant towards the cost of the repair and/or replacement (and painting) of the front stairs, posts and railings on the verandah and for the second story balcony railings, posts and some balusters on the Billy Lloyd House was approved at the March 26<sup>th</sup> meeting.

*469 Park Avenue; Active (\$5,000 approved)*

A grant towards a new asphalt shingle roof for the Buck House was approved at the March 26<sup>th</sup> meeting.

*1858 Abbott Street; Rescinded (\$1,430 approved)*

A grant towards new guard railings on the second floor front deck for the G.D. Loane House was approved at the March 26<sup>th</sup> meeting.

*368 Cadder Avenue; Completed (\$5,000)*

A grant towards the cost of a new cedar shingle roof for the Dawson House was approved at the June 11<sup>th</sup> meeting.

*721 Bernard Avenue; Active (\$1,447 approved))*

The grant application for the repair and/or replacement of the exterior deteriorated bricks on two areas of the First United Church and Hall was approved at the June 11<sup>th</sup> meeting.

*1922 Abbott Street; Active (\$1,325 approved))*

The grant application towards the repair and/or new flashings, eavestroughs and down pipes on the Fumerton House was approved at the June 11<sup>th</sup> meeting.

*1449 Ethel Street; Completed (\$3,325)*

A grant towards the prep and painting of the wood trims and woodwork on the two sides and back of the Billy Lloyd House was approved at the September 17<sup>th</sup> meeting.

*4464 Lakeshore Road; (Moved to the April 1<sup>st</sup>, 2014 meeting)*

The grant application for the prep and painting of the W.D. Walker house was deferred until 2014 at the September 17<sup>th</sup> meeting, due to lack of funds.

## ***CoKHGP Manager and Committee Activities:***

### ***Committee Meetings and Follow up***

There were four *Regular Meetings in 2013* (March 26<sup>th</sup>, June 11<sup>th</sup>, September 17<sup>th</sup> and November 12<sup>th</sup>) to consider grant applications and other program business. A significant amount of the manager's time was spent preparing for each meeting (agenda, gathering up material and applications, ensuring a quorum), attending and recording the meeting, transcribing the minutes, writing letters to grant applicants re: the Committee's decisions and any other follow up required.

### ***Committee Members***

The manager is responsible for ensuring that there is a full committee. There were some committee changes this year. Committee chair Janet Digby and alternate member Justin Hettinga both left the committee in March after getting jobs in other cities. Larry Foster had agreed to return to the grants committee as an alternate member, but due to personal reasons, had to withdraw in the spring. Alasdair Smith returned to the committee as an alternate member. Randi Fox joined the committee as an alternate member at the June meeting. There were five regular members and five alternate members (including two retired alternates) on the committee during 2013.

### ***Financials***

The manager pulled together a review of the Grant Program's allotted funds prior to each meeting for the Committee's information. This review indicated how much money had been allocated and how much was left for the rest of the year. The manager also updates the list of applications that includes the approved grant amount, the paid out amount, grant savings and if rescinded.

### ***Program and Heritage Inquiries***

The manager spent a significant amount of time each month answering e-mail and telephone inquiries about the grant program, new applications, approved applications and other heritage-related questions. In 2013, there were approximately 50 inquiries (Note1) from property owners requesting information on the City of Kelowna Heritage Grants Program and/or other heritage related questions. Some of these inquiries led to CoKHGP applications. Many people either do not end up applying or apply for a grant at a later date. With the various ways that the CoKHGP has been promoted to the public and specifically to Heritage Register Building Owners, we have seen a continued interest in the program. A significant portion of the Manager's time is used to set up and update files on each inquiry by building address.

(Note1: Each inquiry usually requires at least two to three (and many even more) phone calls, e-mails and even meetings to answer the various questions and concerns.)

### ***Administrative***

A significant amount of the manager's time has gone into organizing the year, meetings with the COHS executive director and compiling the year-end report to the city.

### ***Committee Communications***

The manager regularly passes on information to the grants committee on heritage events, workshops, forums, issues, etc. in Kelowna, the Okanagan and BC.

### ***Volunteer Appreciation Event***

The manager provided refreshments/appetizers after the November meeting to the committee members. This provided the committee and manager some social time, in which the manager was able to thank the grants committee for their hard work and dedication to the program.

### ***Education and Awareness ("Getting the Word Out"):***

There were a couple of 'educational' opportunities that the committee and manager were able to take advantage of. These included the following:

- \*The manager has continued to build (and organize) a resource area for the use of the grant program (committee members and heritage building owners) and COHS. This collection of reference materials has been and will continue to be helpful in researching and recommending good conservation practice when dealing with heritage resources. (Note 2)

- \*Heritage BC Annual Conference, held at the Shadbolt Centre in Burnaby on Oct 18<sup>th</sup> and 19<sup>th</sup>, 2013 was attended by a number of Kelowna people including one of the committee members (at no cost to the program). (Note 3)

- \*COHS put on a fall lecture series, in which two of the talks were aimed towards the heritage/character building owner. The first talk in the series, *Colour Matters*, was given by two Benjamin Moore representatives and introduced by the manager. The third talk in the series, *Heritage Exposed*, was given by two of the CoKHGP committee members and the manager. The talk series was well advertised to the general public, the COHS membership as well as to some heritage building owners.

There were a number of opportunities to get out the word about the grant program in 2012. These activities included the following:

- \*For the sixth year, a letter about the grant program was sent out to each building (owner in 2013) on the heritage register. The mail out was completed by the beginning of February 2013.

- \* Peter Chataway gave a power point presentation (created by the program manager) on the grant program to City Council on February 18<sup>th</sup> 2013, during Heritage Week (Note 4), along with thanking council for their continued support for heritage grants in Kelowna. A number of committee members and the manager attended the council meeting to show their support. City council brought forward a motion to consider increasing the annual allotment grant for 2014 during the CoKHGP presentation.

- \*The COHS executive director, Janice Henry, spoke about the grant program at the COHS~AGM on February 21<sup>st</sup>, during Heritage Week.

- \*The media published a couple of articles in the local papers following the COHS ~ AGM and the City Council presentation.

- \*Articles on the heritage grants program were included in the two COHS newsletters.

- \*The manager, the committee, the COHS executive director, and the COHS Board took every opportunity to let the public know about the grants program. Opportunities included: Heritage Week

events including the Heritage Kick off Breakfast, the City Council presentation and COHS's AGM & Heritage Awards Ceremony; COHS Fall Lecture Series.

\*On the COHS website, there is a link to the City of Kelowna website and the current CoKHGP Guidelines and Application form. There is also a page on the COHS website that has been dedicated to information about the grants program.

(Note 2: The grant program has not renewed its membership in Heritage BC or with the Heritage Canada Foundation, due to funding cuts, however, the program still does receive the Heritage BC e-mails through COHS' membership.)

(Note 3: The grant committee and manager continue to take part in heritage conferences and workshops on their own time and own expense. One of the committee members attended the Heritage BC conference in Burnaby in October. The committee continues to be very active heritage advocates in Kelowna, which is a huge benefit to the grants program.)

(Note 4: Heritage Week offers a time for citizens across Canada to give recognition and pay special tribute to the heritage of their communities. The Heritage Week celebrations continue to be very successful and the many events that take place during the week provide the community with an opportunity to witness the strong commitment of Kelowna citizens towards raising awareness of the City's heritage resources.)

### ***Recommendations for the Program ~ 2014:***

One of the recommendation of the CoKHGP committee members, Lorri Dauncey the program manager and Janice Henry COHS executive director is to increase the allotment grant until it reaches the amount recommended in the *2007/2008 Heritage Strategy*. The committee recommends that the annual allotment continue to increase each year until it reaches \$50,000. The program began in 1991 with \$20,000 an amount that remained unchanged till 2009. The amount was increased to \$30,000 in 2010. The last four years have shown that there is a demand for the grant money and that the program has the potential to continue to grow each year. (Note 5: The manager was informed in late January that the annual allotment from the city will be increased by \$5,000 to \$35,000)

The second recommendation is to increase the administration amount, in order to allow more time for the manager to carry out an education component to the program. A very successful heritage workshop was planned and carried out in 2011, with funding through Heritage BC's workshop grant (we were the last group to receive a grant as the program has now been discontinued due to financial cuts). Last Fall (2013), a couple of the committee members and the manager gave a talk on maintaining heritage/character buildings, which was of interest to heritage building owners. However the committee and manager would like to continue offering workshops and/or lectures every year or two that would appeal to the heritage building owner and community in order to educate on good conservation practices. This would also continue the tradition of the Kelowna Heritage Foundation, who would periodically host workshops.

**Conclusion:**

As the manager of the City of Kelowna Heritage Grants Program, I wish to acknowledge and thank the CoKHGP committee members for their dedication and service during the past year. I would also like to thank the City of Kelowna for the ongoing financial commitment that enables heritage property owners to undertake heritage conservation projects and maintain their heritage buildings.

*Ultimately heritage is not about things, but about cultural values and processes which are constantly in flux and need to be continually negotiated and renegotiated. Alastair Kerr, BC Heritage Branch (retired after 38 years)*

Respectively Submitted,  
Lorri Dauncey, manager, CoKHGP  
MA (Urban Planning/ Heritage Conservation, Dip (Cultural Resource Management/ Heritage Conservation), BA

## Appendix 1: City of Kelowna Heritage Grants Program Applications 2007 to 2013

Grant #	Address	Grant Awarded	Paid Out	Savings	Notes	Amount Rescinded
H07-103	1842 Abbott Street	\$5,000.00	\$5,000.00		Completed	
H07-107	721 Bernard Avenue	\$4,700.00	\$4,700.00		Completed	
H07-104	2128 Leckie Place (Fleming House)	\$10,000.00	\$10,000.00		Completed	
H08-101	2279 Benvoulin Road (Benvoulin Church)	\$4,100.00	\$4,100.00		Completed	
H08-102	Abbott & Marshall Street Brochures	\$3,050.40	\$3,050.40		Completed	
H08-103	3685 Benvoulin Road (Blacksmith's Shop)	\$2,100.00	\$2,100.00		Completed	
H08-104	KSAN 100th B-day Party	\$1,000.00	\$1,000.00		Completed	
H08-105	763 Bernard Street	\$5,000	\$5,000.00		Completed	
H08-106	1024 Rutland Road	\$1,500.00	\$1,500.00		Completed	
H08-107	OHS Online Index for Society Reports	\$1,500.00	\$1,500.00		Completed	
H09-201	274 Bernard Avenue	\$2,772.00	\$2,772.00		Completed	
H09-202	228 Lake Avenue	\$2,977.00	\$2,977.00		Completed	
H09-203	1049 Borden Avenue				Declined	
H09-204	368 Cadder Avenue	\$2,700.00	\$2,289.00	\$411.00	Completed	
H09-205	1912 Abbott Street	\$3,037.00	\$3,037.00		Completed	
H09-206	1060 Cameron Avenue (McDougall House)	\$5,388.00	\$5,388.00		Completed	
H09-207	730 Lawson Avenue	\$2,363.00	\$1,906.00	\$457.00	Completed	
H09-208	1825 Richter Street	\$5,000.00	\$5,000.00		Completed	
H09-209	795 Lawrence Avenue	\$1,153.00	\$1,153.00		Completed	
H09-210	3685 Benvoulin Rd ( Caretaker's Quarters)	\$2,835.00	\$2,835.00		Completed	
H09-211	4870 Chute Lake Road ( Mallum Barn)	\$5,000.00			Rescinded June '11	\$5,000.00
H09-212	228 Vimy Avenue	\$5,000.00	\$5,000.00		Completed	
H09-213	1815 Maple Street	\$1,944.00	\$1,184.00	\$760.00	Completed	
H09-214	4464 Lakeshore Road	\$2,541.00	\$2,482.00	\$59.00	Completed	

Grant #	Address	Grant Awarded	Paid Out	Savings	Notes	Amount Rescinded
H09-215	845 Lawrence Avenue	\$735.00	\$735.00		Completed	
H09-216	1842 Abbott Street	\$2,403.00	\$1,393.00	\$1,010.00	Completed	
H09-217	COHS Heritage Fall Fair				Withdrawn	
H09-218	2079 Pandosy Street	\$3,465.00	\$3,465.00		Completed	
H09-219	Father Pandosy Mission 150th Celebration	\$1,600.00	\$1,600.00		Completed	
H10-301	757 Lawrence Avenue	\$1,250.00	\$882.00	\$368.00	Completed	
H10-302	250 Leathead Road	\$5,000.00	\$5,000.00		Completed	
H10-303	1788 Ethel Street	\$2,250.00			Rescinded June '11	\$2,250.00
H10-304	2124 Pandosy Street	\$1,800.00			Rescinded June '12	\$1,800.00
H10-305	710 Sutherland Avenue	\$2,500.00			Rescinded June '12	\$2,500.00
H10-306	2034 Pandosy Street	\$325.00	\$325.00		Completed	
H10-307	567 Okanagan Boulevard	\$3,250.00	\$2,570.00	\$680.00	Completed	
H10-308	3685 Benvoulin Road (Father Pandosy Barn)	\$6,187.00	\$6,187.00		Completed	
H10-309	4193 Gordon Drive	\$4,682.50	\$4,682.50		Completed	
H10-310	1852 Water Street	\$5,000.00			Rescinded June 11	\$5,000.00
H10-311	1826 Maple Street	\$1,000.00	\$1,000.00		Completed	
H10-312	858 Lawrence Avenue				Declined	
H10-313	429 Park Avenue	\$5,000.00			Rescinded Apr '11	\$5,000.00
H11-401	379 Park Avenue				Declined	
H11-402	2796 KLO Road	\$2,500.00			Rescinded Apr'12	\$2,500.00
H11-403	4856 Lakeshore Road	\$5,000.00	\$5,000.00		Completed	
H11-404	732 Dehart Avenue	\$2,125.00	\$1,922.00	\$203.00	Completed	
H11-405	2704 East Kelowna Road (Community Hall)	\$5,000.00	\$5,000.00		Completed	
H11-406	3685 Benvoulin Rd (McDougall House)	\$3,000.00	\$3,000.00		Completed	
H11-407	429 Park Avenue	\$4,800.00	\$4,800.00		Completed	

Grant #	Address	Grant Awarded	Paid Out	Savings	Notes	Amount Rescinded
H11-408	2083 Abbott Street	\$5,000.00	\$1,984.66	\$3,015.34	Completed	
H11-409	228 Vimy Avenue	\$2,182.00	\$2,182.00		Completed	
H11-410	732 Sutherland Avenue	\$2,500.00	\$2,472.11	\$27.89	Completed	
H11-411	732 Sutherland Avenue	\$1,136.50	\$612	\$524.50	Completed	
H11-412	768 Dehart Avenue	\$3,100.00	\$3,100.00		Completed	
H11-413	1869 Maple Street	\$4,500.00	\$3,323.00	\$1,177.00	Completed	
H11-414	732 Sutherland Avenue	\$1,391.39			Extension Mar '14	
H11-415	2139 Pandosy Street	\$3,790.00	\$3,790.00		Completed	
H11-416	1852 Water Street				Declined	
H11-417	334 Beach Avenue	\$1,740.00	\$1,603.00	\$137.00	Completed	
H11-418	702 Bernard Avenue	\$0.00	\$0.00		Moved to 2012	
H12-501	702 Bernard Avenue (formerly H11-418)	\$5,000.00	\$5,000.00		Completed	
H12-502	2796 KLO Road	\$3,750.00			Extension Mar '14	
H12-503	3685 Benvoulin Road (Christien House)	\$1,288.00	\$897.00	\$391.00	Completed	
H12-504	2779 Benvoulin Road (Benvoulin Church)	\$10,000.00	\$10,000.00		Completed	
H12-505	334 Beach Avenue	\$2,660.00	\$2,660.00		Completed	
H12-506	1978 McDougall Street	\$5,000.00			Extension Mar '14	
H12-507	4193 Gordon Drive	\$5,000.00	\$2,665.00	\$2,335.00	Completed	
H12-508	825 Lawrence Avenue	\$1,480.00	\$1,480.00		Completed	
H12-509	784 Elliot Avenue	\$3,540.00	\$3,540.00		Completed	
H12-510	796 Bernard Avenue	\$1,900.00	\$1,900.00		Completed	
H12-511	1922 Abbott Street	\$0.00	\$0.00		Moved to 2013	
H12-512	715 Sutherland Avenue	\$0.00	\$0.00		Moved to 2013	

Grant #	Address	Grant Awarded	Paid Out	Savings	Notes	Amount Rescinded
H13-601	1922 Abbott Street (formerly H12-511)	\$2,343.00	\$1,206.00	\$1,137.00	Completed	
H13-602	715 Sutherland Avenue (formerly H12-511)	\$5,000.00			due March '14	
H13-603	784 Elliot Avenue	\$1,460.00	\$1,460.00		Completed	
H13-604	825 Lawrence Avenue	\$3,520.00	\$3,520.00		Completed	
H13-605	3652 Spiers Road	\$4,888.00	\$4,329.00	\$559.00	Completed	
H13-606	2124 Pandosy Street	\$1,934.00	\$1,369.00	\$565.00	Completed	
H13-607	1449 Ethel Street	\$1,115.00	\$1,115.00		Completed	
H13-608	469 Park Avenue	\$5,000.00			due March '14	
H13-609	1858 Abbott Street	\$1,430.00			Rescinded June '13	\$1,430.00
H13-610	368 Cadder Avenue	\$5,000.00	\$5,000.00		Completed	
H13-611	721 Bernard Avenue	\$1,447.00			due June '14	
H13-612	1922 Abbott Street	\$1,325.00			due June '14	
H13-613	1449 Ethel Street	\$3,325.00	\$3,325.00		Completed	
H13-614	4464 Lakeshore Road	\$0.00	\$0.00		Moved to 2014	
	<b>TOTALS</b>	<b>\$252,277.79</b>	<b>\$190,067.67</b>	<b>\$13,816.73</b>		<b>\$25,480.00</b>
Jan '14	Grants still to pay out: <b>\$22,913.39</b>					

# CITY OF KELOWNA HERITAGE GRANTS PROGRAM (CoKHGP)











# **THE BENEFITS COHS PROVIDES BY MANAGING THE CITY OF KELOWNA HERITAGE GRANTS PROGRAM:**

- **Expertise in administration (7<sup>th</sup> year)**
- **Grants Manager is a heritage consultant**
- **Grants Committee is comprised of a select group of heritage specialists**

- **Four Committee meetings a year**
- **Committee members keep up to date on heritage issues in Kelowna, British Columbia and Canada**
- **Answering inquiries on heritage matters**
- **Promoters for the program**

# **GETTING THE WORD OUT:**

- **Annual mail out to Heritage Register building owners**
- **City Council presentation**
- **COHS AGM display and during other COHS events throughout the year**
- **COHS newsletters**
- **Kelowna Residential Associations'**
- **City of Kelowna Website and COHS Website**
- **Promoted at local events (i.e. Heritage Week, COHS Fall Lecture Series)**

# GRANTS APPROVED 2007 - 2013

<b>Total Approved Grants 2007-2013</b>	<b>\$252,277.79</b>
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<b>Total Grants Paid Out</b>	<b>\$190,067.67</b>
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<b>Grants Outstanding</b>	<b>\$22,913.39</b>
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<b>Total</b>	<b>\$212,981.06</b>
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\*\$39,296.73 DIFFERENCE: due to grants rescinded & grant savings

# 1922 Abbott Street

**\$1,206** (New Paint) Completed

**\$1,325** (Eaves Troughs and Soffit repair) Active



**Before**



**After**

# 715 Sutherland

## \$5,000 (Side Porch Conservation) Active



# 784 Elliot Avenue

## \$5,000 (Paint) Completed



**Before**



**After**

# 825 Lawrence Avenue

## \$3,520 (New Paint) Completed



**Before**



**After**

# 3652 Spiers Road

## \$4,888 (New Roof) Completed



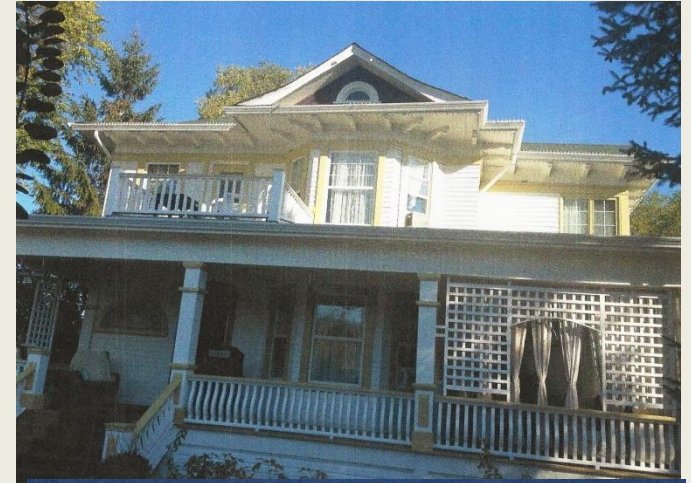
# 2124 Pandosy Street

## \$1,369 (New paint) Completed



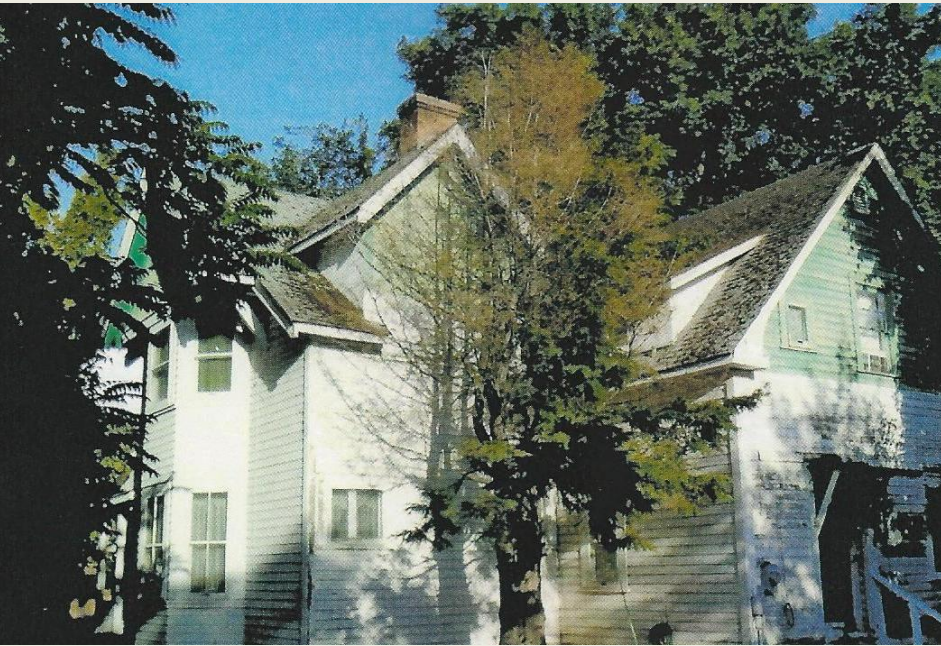
# 1449 Ethel Street

**\$4,440** (Porch & Deck Repairs and New Paint)  
Completed



# 469 Park Avenue

**\$5,000**(New roof) Active



# 368 Cadder Avenue

## \$5,000 (New cedar shingle roof) Complete



**Before**

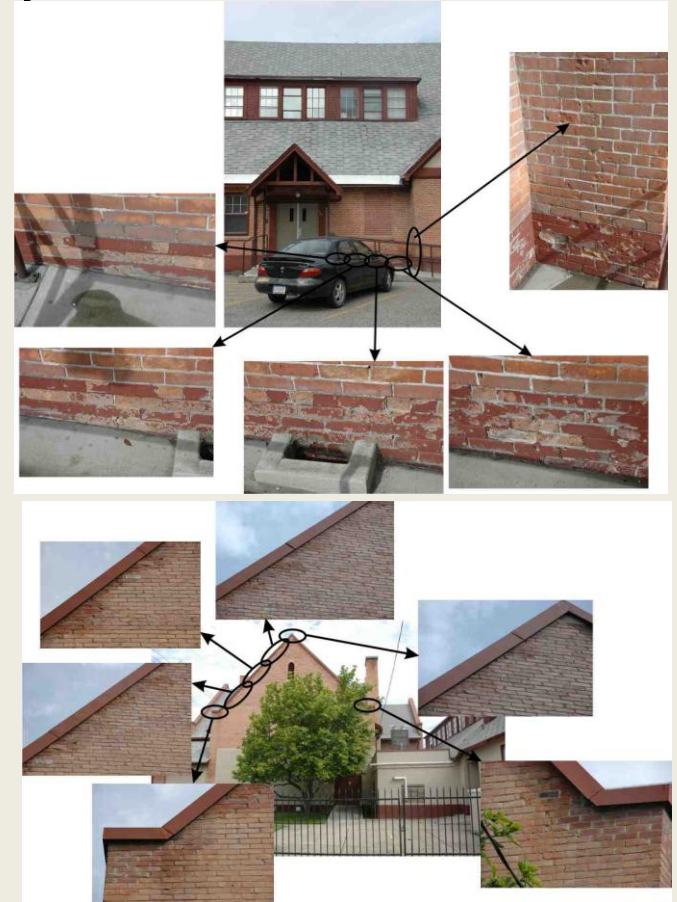


**During**

# First United Church & Hall

## 721 Bernard Avenue

**\$1,447** (Brick repair) Active



# Two of the Projects Completed in 2013



**William Harvey House**



**Thomson Tobacco Barn**

***We believe that heritage conservation is basic to quality of life and the sense of place that is distinctive to each community. Maintaining our heritage resources is a positive investment in the local economy and important stimulus to tourism. Heritage conservation should also be a part of a sustainable future.*** (Gail Salter, chair, Armstrong Heritage Advisory Committee, 2011)

# CITY OF KELOWNA HERITAGE GRANTS PROGRAM (CoKHGP)



# REPORT TO COUNCIL



**Date:** 2/17/2014  
**RIM No.** 1210-21  
**To:** City Manager  
**From:** Subdivision, Agriculture & Environment Services (MS)  
**Application:** A13-0016 **Owner:** Parminder Singh Hans  
Kulwant Kaur Hans  
**Address:** 1454 Teasdale Road **Applicant:** Parminder Singh Hans  
**Subject:** Non-farm Use in the Agricultural Land Reserve (ALR)  
**Existing OCP Designation:** Resource Protection Area  
**Existing Zone:** A1 - Agriculture 1

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## 1.0 Recommendation

THAT Agricultural Land Reserve Appeal Application No. A13-0016 for *Lot A Section 23 TWP 26 ODYD Plan 4697 Except Plans H12752 and KAP78750*, located at 1454 Teasdale Road for a Non-farm use, pursuant to Section 20 (3) of the *Agricultural Land Commission Act (ALC Act)*, be supported by Municipal Council, subject to the following:

- a) *the applicant register a Section 219 Restrictive Covenant on the subject property ensuring that the existing dwelling will only be used for either Farm Worker Housing (FWH), or Temporary Farm Worker Housing (TFWH), and shall be occupied only by a farm worker or temporary farm worker carrying out agricultural work on the Land, and that the proposed single family dwelling will only be inhabited by the applicant's immediate family.*

AND THAT the Municipal Council directs staff to forward the subject application to the Agricultural Land Commission for consideration.

## 2.0 Purpose

The subject property is a mid-size (i.e. 6.5 ha / 16 acres) agricultural parcel in the Agricultural Land Reserve (ALR). It is bounded on the north by a steep bench above Springfield Road, on the south by Teasdale Road and on the west side by Villa Vista Road. There is an existing single family dwelling that is located at the southwest corner of the property which is used to house seasonal farm workers as the applicant currently farms approximately 21.9 ha (54 acres) in the area. The applicant stores farm machinery in the attached garage of the existing house. There are no other buildings or structures on the property.

The applicant is requesting approval to construct a single family dwelling near the northern end of the property that is on a steeper portion of land (approximately 30% slope) which he has indicated is difficult to cultivate and negotiate with farm equipment. The access to the proposed new dwelling will be from Villa Vista Road along the existing dirt road currently being used for farm access. If approved, the plan provided does indicate that the road is to be paved.

### **3.0 Subdivision, Agriculture and Environment Services**

The Agricultural Land Commission's Policy #9, Additional Residences for Farm Use, states that local government may not approve more than one residence on a parcel of land unless the additional residences are necessary for farm use. (Refer to Section 4.6 below). The ALC Act and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the Regulation) do not regulate the number of residences per parcel, but all residences must be necessary for farm use.

The City of Kelowna's Official Community Plan (OCP)'s Objective 5.34 to 'Preserve productive agricultural land'<sup>1</sup>, Policy No. 3, outlines Homeplating, where buildings and structures, including farm help housing are located close to one another and, where appropriate, near the existing road frontage. The applicant is proposing a site which is in the northeast quadrant of the orchard, whereas the existing house, currently used for temporary farm worker housing, is on Teasdale Road, in the southwest corner of the property.

A site visit of the property by staff confirmed that the proposed building site is the steepest portion of the property (approximately 30%). The slope will allow the garage to be placed at the lower level of the house, rather than at the side or in an accessory building. The applicant has stated that the slope makes it difficult to cultivate (e.g. handle picking ladders and negotiate farm equipment). The southern portion of the property is fully planted in grapes, established for 5 years, which provide a return for the applicant through a contract growing agreement with Gray Monk Winery. The northeast quadrant has been cleared of older apple trees. Outside of the proposed building site, the applicant intends to replant the area with grapes in a north / south configuration.

The existing dwelling on Teasdale serves as temporary farm worker housing (TFWH). The applicant has permits for 3 workers to arrive in March and 3 additional workers arrive in June. Additional workers will be hired for picking in the fall. This will be the same number of workers hired in 2013. The applicant currently leases and farms 39 acres (15.8 ha) of grapes and apples, in addition to the subject property. The workers are required for the combined growing operation. The applicant has a recent purchase agreement for his current residence, and intends to rent until a new home for his family can be built.

## **4.0 Proposal**

### **4.1 Background / Project Description**

The purpose of this file is to consider the applicants proposal to construct a primary residence to house their immediate and extended family. The existing dwelling will continue to be used to house seasonal farm workers. In 2004, a successful homesite severance was completed by the previous owners, now 1474 Teasdale Road, southwest of the property.

If successful, the subject property would then contain two full dwellings.

### **4.2 Site Context**

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<sup>1</sup> City of Kelowna 2030 Official Community Plan: Greening Our Future (2011), Development Process Chapter; p. 5.34

The subject property is located between Springfield Road and Teasdale Road on the western edge of the Belgo-Black Mountain Sector. The site area is ~6.5 hectares (16 acres) and the elevation ranges from 450 to 467 masl.

The properties to the east and south are agricultural and to the north and west are established residential neighbourhoods.

Specifically, adjacent zoning and land uses are as follows:

Orientation	Zoning	ALR	Land Use
North	RU1 - Large Lot Housing	No	Single/Two Unit Residential
East	A1 - Agriculture 1	Yes	Agricultural
South	A1 - Agriculture 1	Yes	Agricultural
West	RU1 - Large Lot Housing	No	Single/Two Unit Residential

**Subject Property Map: 1454 Teasdale Road**

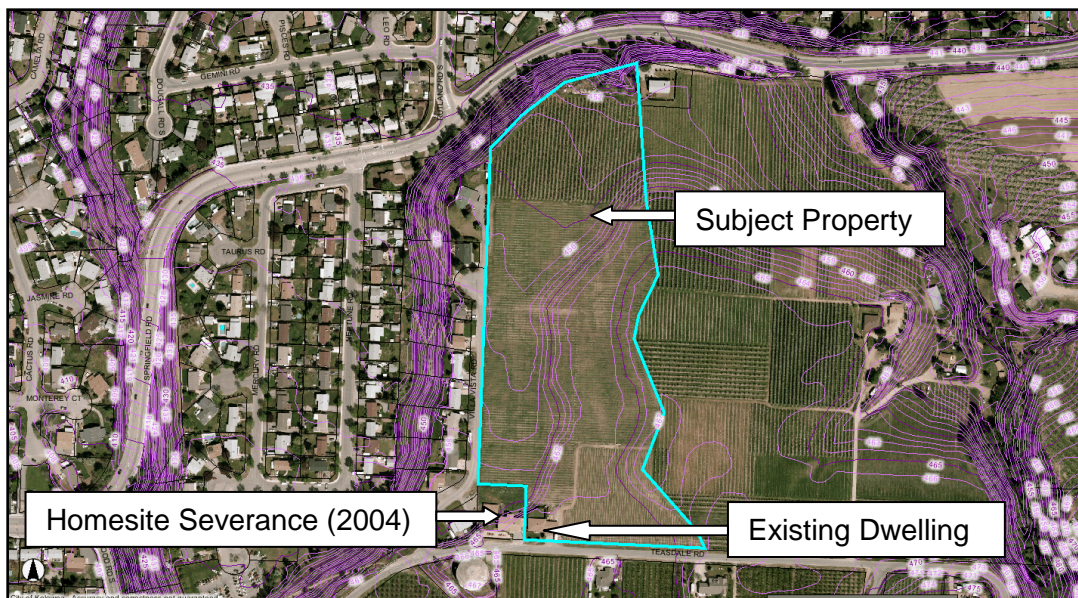
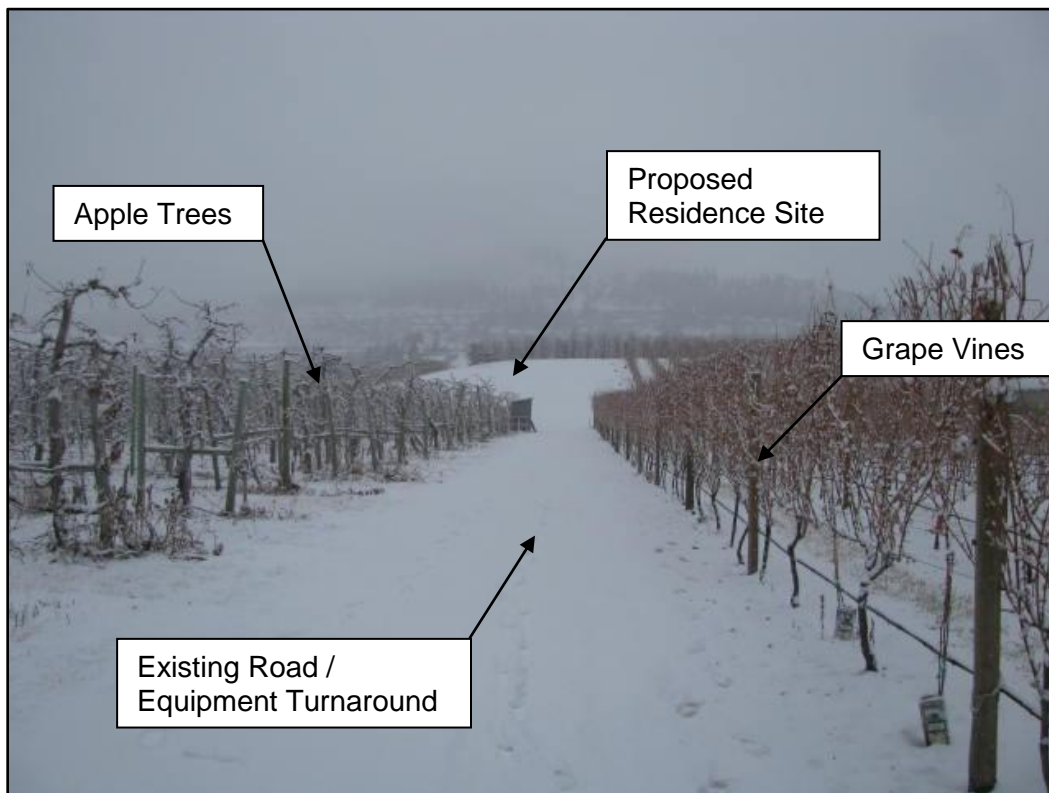


Photo 1 - Subject Property Looking East from Villa Vista Road - Currently planted in grapes



Photo 2 - Apple Trees (North) and Grapes (South) and Proposed Residence Site (looking east)



**Photo 3 - Existing Dwelling for Temporary Farm Worker Housing**



**Photo 4 - Proposed Water Line Location along East Property Line (looking south)**



#### 4.2.1 Agricultural Capability/Soil Type(s)

Based on Canada Land Inventory information (see attached Maps), the subject property is thought to be comprised of mainly two soil types including Oyama (OY) and Rutland (R). More specifically, it is expected that the southern portion (~42% of the property) is 100% Oyama, while the northern portion of the subject property (~55% of the property) is comprised of almost 100% Rutland.

Rutland soils are defined as very gently to strongly sloping fluvioglacial deposits consisting of 10 to 25cm of sandy loam or loamy sand over gravelly loamy sand or very gravelly sand with drainage cited as rapid.

Oyama soils are defined as very gently to extremely sloping fluvioglacial deposits, 100cm or more of sandy loam or loamy sand grading to sand with drainage also cited as rapid.

#### Agricultural Production (Current & Proposed)

The property owners note in their submission that they have removed old trees and planted wine grapes for a large portion of the property. The grape vines are now 5 years old and are in full production, under contract for Gray Monk Winery. The applicant also has apple trees in the northwest section. Approximately 20% of the property has been cleared. In addition to the proposed home site in this location, they intend to replant the remaining cleared area in grapes.

#### 4.3 Farm Worker Housing Criteria

In accordance with the Discussion Paper and Standards for *Regulating Temporary Farm Worker Housing in the ALR, Discussion Paper and Standards* (Sustainable Agricultural Management Branch, MAL, March 2009), the definitions for farm workers and farm worker housing are noted below.

*“farm worker housing” (FWH)* means one (1) accommodation unit that is used solely for the purpose of providing cooking, sanitary, and sleeping facilities to house farm worker(s) on a farm operation, necessary for the agricultural labour needs of a farm operation or other farms, if permitted.

*“farm worker”* means an individual or individuals who carry out agricultural work on a farm operation on a full-time basis.

*“temporary farm worker housing” (TFWH)* means one (1) accommodation unit that is used solely for the purpose of providing cooking, sanitary, and sleeping facilities to temporarily house temporary farm worker(s) on a farm operation as necessary for the agricultural labour needs of a farm operation or other farms, if permitted.

*“temporary farm worker”* means an individual or individuals who carry out agricultural work on a seasonal basis on a farm operation and may or may not be registered with a Canadian federal government temporary worker program.

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

The subject property has a future land use designation of Resource Protection Area and relevant policies are included below:

Objective 5.33 Protect and enhance local agriculture<sup>2</sup>.

Policy. 1 Protect Agricultural Land. Retain the agricultural land base by supporting the ALR and by protecting agricultural lands from development, except as otherwise noted in the City of Kelowna Agricultural Plan. Ensure that the primary use of agricultural land is agriculture, regardless of parcel size.

Policy .7 Non-farm Uses. Support non-farm use applications on agricultural lands only where approved by the ALC and where the proposed uses:

- are consistent with the Zoning Bylaw and OCP;
- provide significant benefits to local agriculture;
- can be accommodated using existing municipal infrastructure;
- minimize impacts on productive agricultural lands;
- will not preclude future use of the lands for agriculture;
- will not harm adjacent farm operations.

Objective 5.34 Preserve productive agricultural land<sup>3</sup>.

Policy .3 Homeplating. Locate buildings and structures, including farm help housing and farm retail sales area and structures, on agricultural parcels in close proximity to one another and where appropriate, near the existing road frontage. The goal should be to maximize use of existing infrastructure and reduce impacts on productive agricultural lands.

### 5.2 City of Kelowna Agricultural Plan

ALR Application Criteria<sup>4</sup>

Exclusion, subdivision, or non-farm use of ALR lands will generally not be supported. General non-support for ALR applications is in the interest of protecting farmland through retention of larger parcels, protection of the land base from impacts of urban encroachment, reducing land speculation and the cost of entering the farm business, and encouraging increased farm capitalization.

### 5.2 Agricultural Land Commission

ALC has no limit on the number of residences permitted on a parcel, but all residences must be required for farm use. The policies which outline residential use are outlined below.

Policy #9 - Additional Residences for Farm Use<sup>5</sup>

*Agricultural Land Commission Act, 2002, Section 18*

<sup>2</sup> City of Kelowna 2030 Official Community Plan: Greening Our Future (2011), Development Process Chapter; p. 5.33.

<sup>3</sup> City of Kelowna 2030 Official Community Plan: Greening Our Future (2011), Development Process Chapter; p. 5.34.

<sup>4</sup> City of Kelowna, 1998. City of Kelowna Agriculture Plan (1998); p. 130

<sup>5</sup> BC Reg., 2002. Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002); Policy #9

- 18** *Unless permitted by this Act, the regulations or the terms imposed in an order of the commission,*  
*(a) a local government, or an authority, a board or another agency established by it or a person*  
*or an agency that enters into an agreement under the Local Services Act may not*  
*(ii) approve more than one residence on a parcel of land unless the additional residences*  
*are necessary for farm use*

## Policy # 8 - Permitted Uses in the ALR: Residential Use<sup>6</sup>

Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002), the "Regulation",  
Section 3 (1) (b)

*Section 3 (1) "the following land uses are permitted in an agricultural land reserve unless otherwise prohibited by a local government bylaw:*

*(b) for each parcel,*

*(i) one secondary suite within a single family dwelling, and*

*(ii) one manufactured home, up to 9 m in width, for use by a member of the owner's immediate family;*

*Section 1 (1) "immediate family" means, with respect to an owner, the owner's*

*(a) parents, grandparents and great grandparents,*

*(b) spouse, parents of spouse and stepparents of spouse,*

*(c) brothers and sisters, and*

*(d) children or stepchildren, grandchildren and great grandchildren;*

## 6.0 Technical Comments

### 6.1 Development Engineering Department

The Development Engineering Department will provide detailed comments should the ALC agree to the residential construction on the subject property. (See attached)

### 6.2 Interior Health Authority

See attached.

### 6.3 Irrigation District

The property water service is through the Black Mountain Irrigation District (BMID). No specific comments were received on the application from the BMID. However, staff understands that the BMID service runs along and parallel to Teasdale Road. There is an access road along the east side of the property through which a water line could be placed. (See Photo 4, above).

The property is along the boundary of the BMID water service area and the Rutland Water District (RWD). The residences along Villa Vista Road are serviced by the RWD. Servicing the proposed house from Villa Vista Road would require a water service area boundary adjustment and associated process and legal costs. There is also potential the RWD would not have capacity to

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<sup>6</sup> BC Reg., 2002. Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002); Policy #8

service the irrigation needs of the orchard. Therefore, the applicant will continue to have water service through BMID rather than through RWD.

## 7.0 Application Chronology

Date of Application Received: December 4, 2013

Agricultural Advisory Committee December 12, 2013 and January 23, 2014

The above noted application was originally reviewed by the Agricultural Advisory Committee (AAC) at the meeting on December 12, 2013. However, due to staff changes the applicant was not advised and so the file was referred back to the AAC on January 23, 2014 in order to give the applicant an opportunity to be present, speak to his application and respond to questions. The application was not supported by the AAC. Concerns noted by members included:

- Proposed site location with respect to homeplating policies
- Concern that the water line would require the removal of grapes

The AAC put forward and passed the motion as noted below.

### **MOVED BY Yvonne/SECONDED BY Gill**

THAT the Agricultural Advisory Committee recommends that Council NOT support Agricultural Land Reserve Appeal Application No. A13-0016 for the property located at 1454 Teasdale Road, Kelowna, BC for an application to the Agricultural Land Commission under Section 20(3) of the Agricultural Land Commission Act for a "non-farm use" within the Agricultural Land Reserve to allow for a second dwelling on the subject property.

**CARRIED**

Bob & Ed - Opposed

### **ANECDOTAL COMMENT:**

The Agricultural Advisory Committee is recommending non-support as the Committee expressed a concern with the proposed location of the new dwelling and suggested that the new dwelling be consistent with the homeplating along Teasdale Road rather than in the middle of the orchard.

Staff conducted a site visit following the AAC to gather further information on site conditions. It was noted during the site visit that the proposed building location was on the most significant slope on the property (Photo 2, above). It was also noted that there was space along the east property line to allow the water line without the removal of grapes (Photo 4, above).

**Report prepared by:**

\_\_\_\_\_  
Melanie Steppuhn, Land Use Planner

**Reviewed by:**

☐

Todd Cashin, Manager, Environment & Land Use

**Approved for Inclusion:**

☐

Shelley Gambacort, Director, Land Use Management

**Attachments:**

Site Location

ALR Map

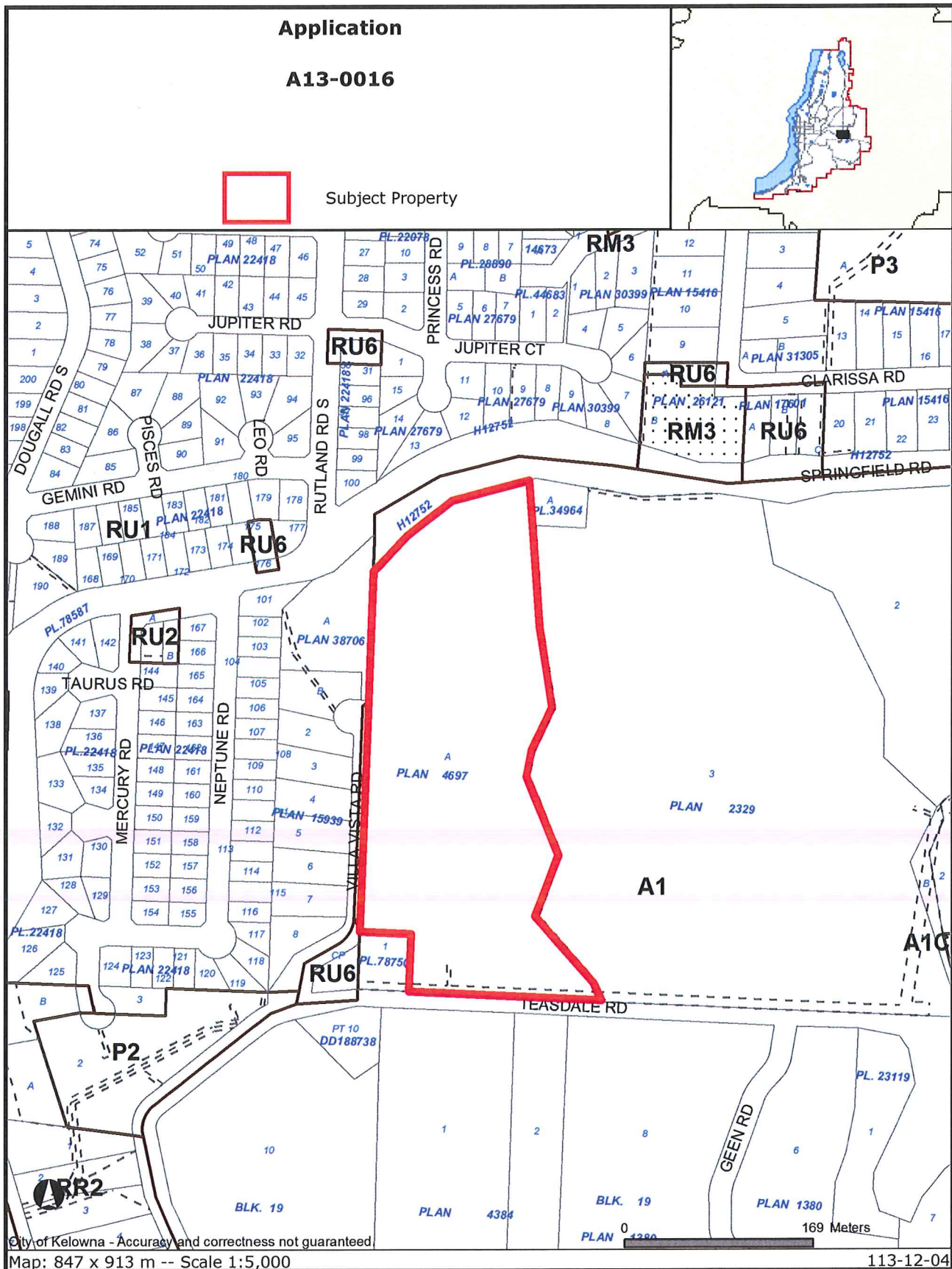
Application - ALC

Letter from Applicant

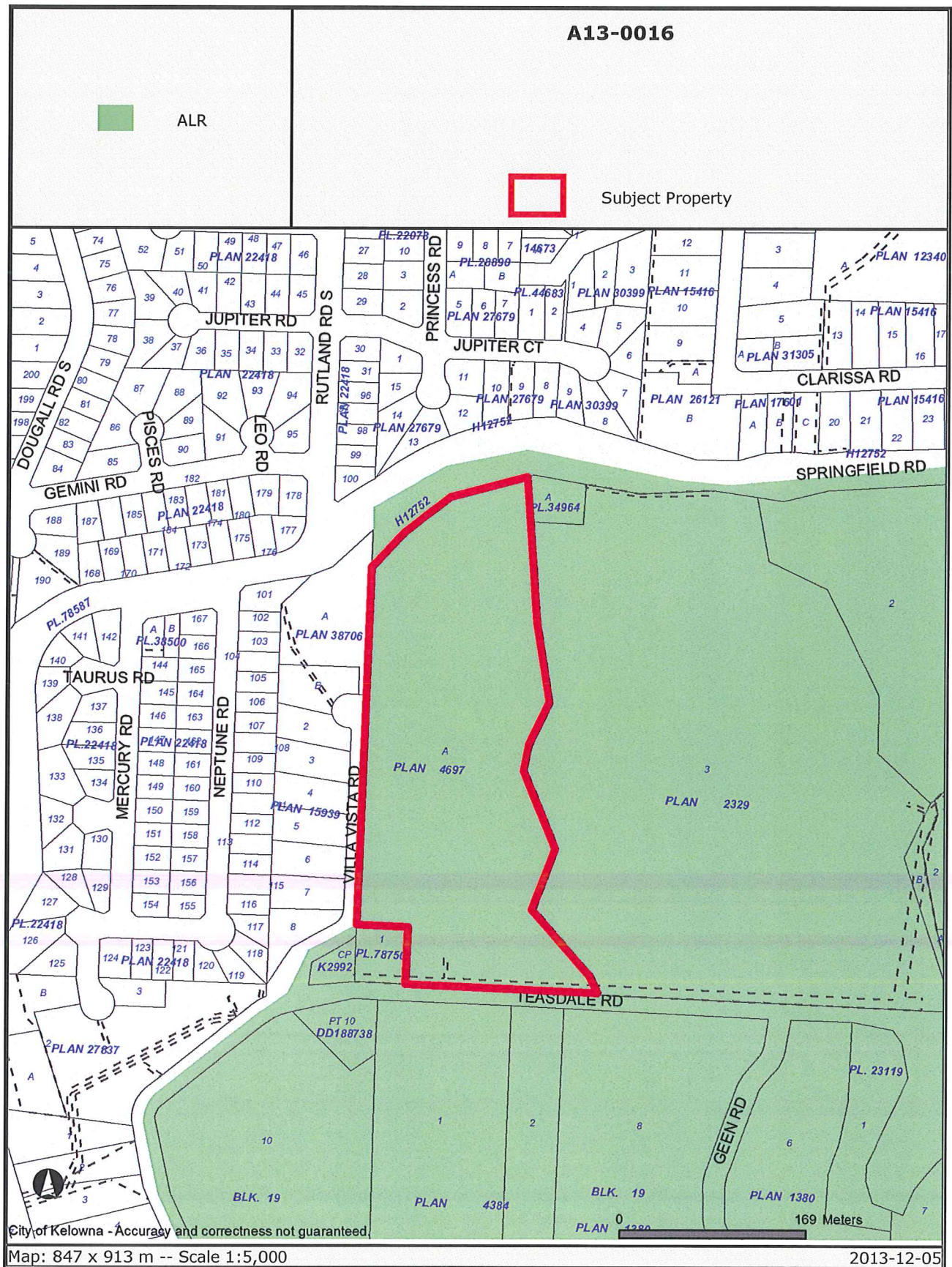
Site Plan for Proposed House

Land and Soil Capability Maps (2 pages)

Proposed Building Layout Plan



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.



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.

## PROPOSAL

**Re: Primary Residence at 1454 Teasdale Rd**

**Legal Description: Plan KAP4697**

To Whom It May Concern:

This is a request to construct my family's primary residence at the above location. There is an existing house of approximately 1,500 sq ft that was constructed in the early 1960's. It is being used to house 5 to 6 foreign seasonal workers that we sponsor annually from spring to fall. We also hire 5 additional local workers. We presently farm approximately 75 acres in the Kelowna area of mixed crops: cherries, wine grapes, table grapes and apples.

We purchased this property of 6.5 Ha (16.8 acres) in 2008<sup>15</sup>. It had mature apple trees with low fruit production. In 2009 we removed a large portion of the old trees and planted wine grapes which are now in full production.

We propose to construct our primary residence in a corner that is quite steep and difficult to cultivate (refer to attached contour map). We will be using existing roadways so that there is no impact on productive farm area.

The proposed residence, garage and equipment storage area will have a footprint of approximately 5,000 sq ft (see attached sketch). It will house my immediate and extended family (wife, children, father, and in-laws). It will not have any impact on adjacent land; to the north is a ravine, to the east is an orchard, to the west is a street with residences and to the south is Teasdale Road.

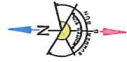
We come from a family with a long farming history and my children plan to continue this tradition.

Thank you for considering our request for our family primary residence.

Sincerely,



Parminder Singh Hans



2 1454 TEASDALE ROAD  
D1 NOT TO SCALE

Legal Address:  
Lot: A  
Plan: 4697

Lot Area:  
701,394 sq. ft.  
65 160 M2  
6.5 Ha.

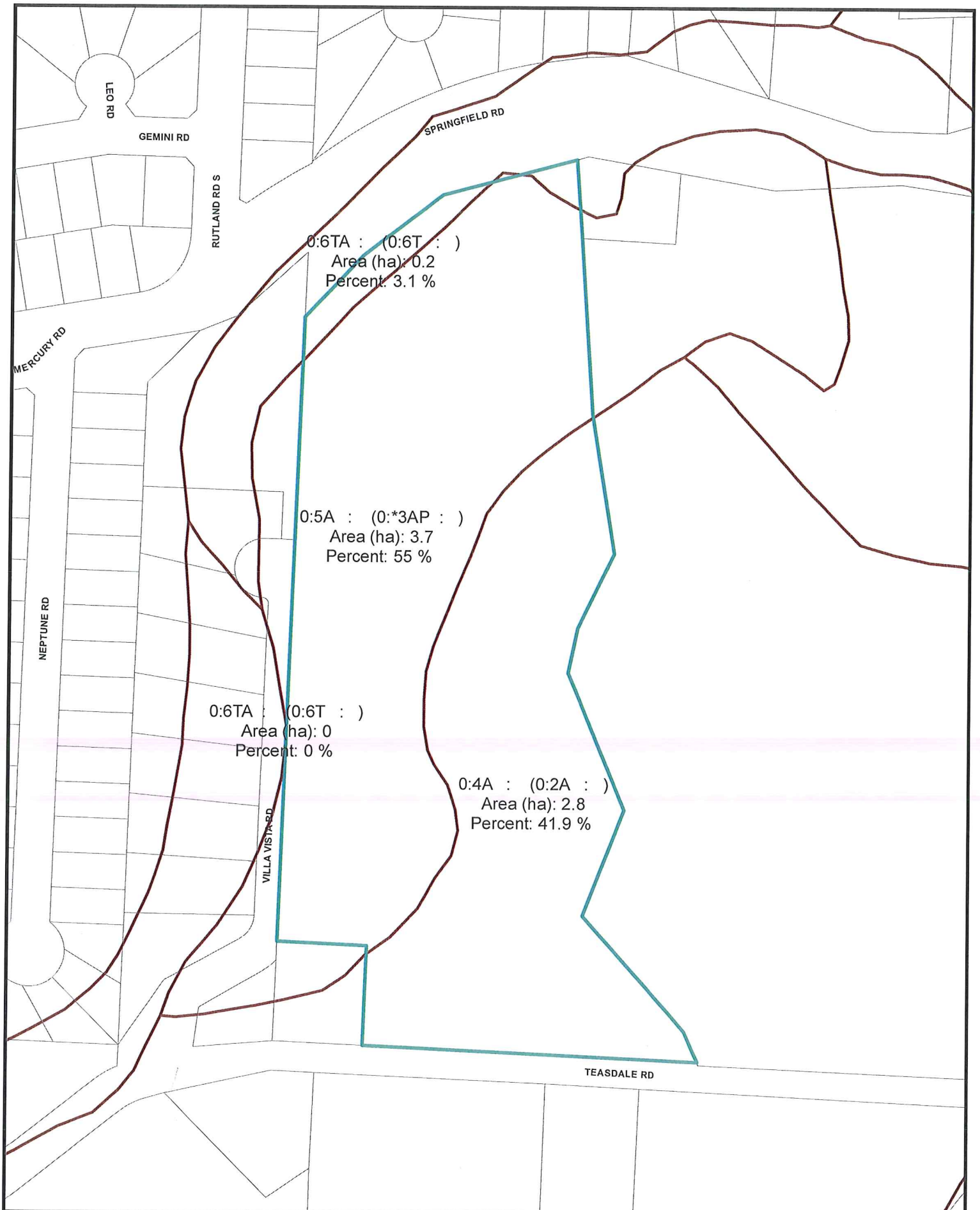
Proposed Residence	4,000 sq. ft.
Proposed Garage	1,000 sq. ft.
Total Footprint:	5,000 sq. ft.
Building Coverage	701,394 / 5,000
	.7 %

PROPOSED  
RESIDENTIAL LOCATION

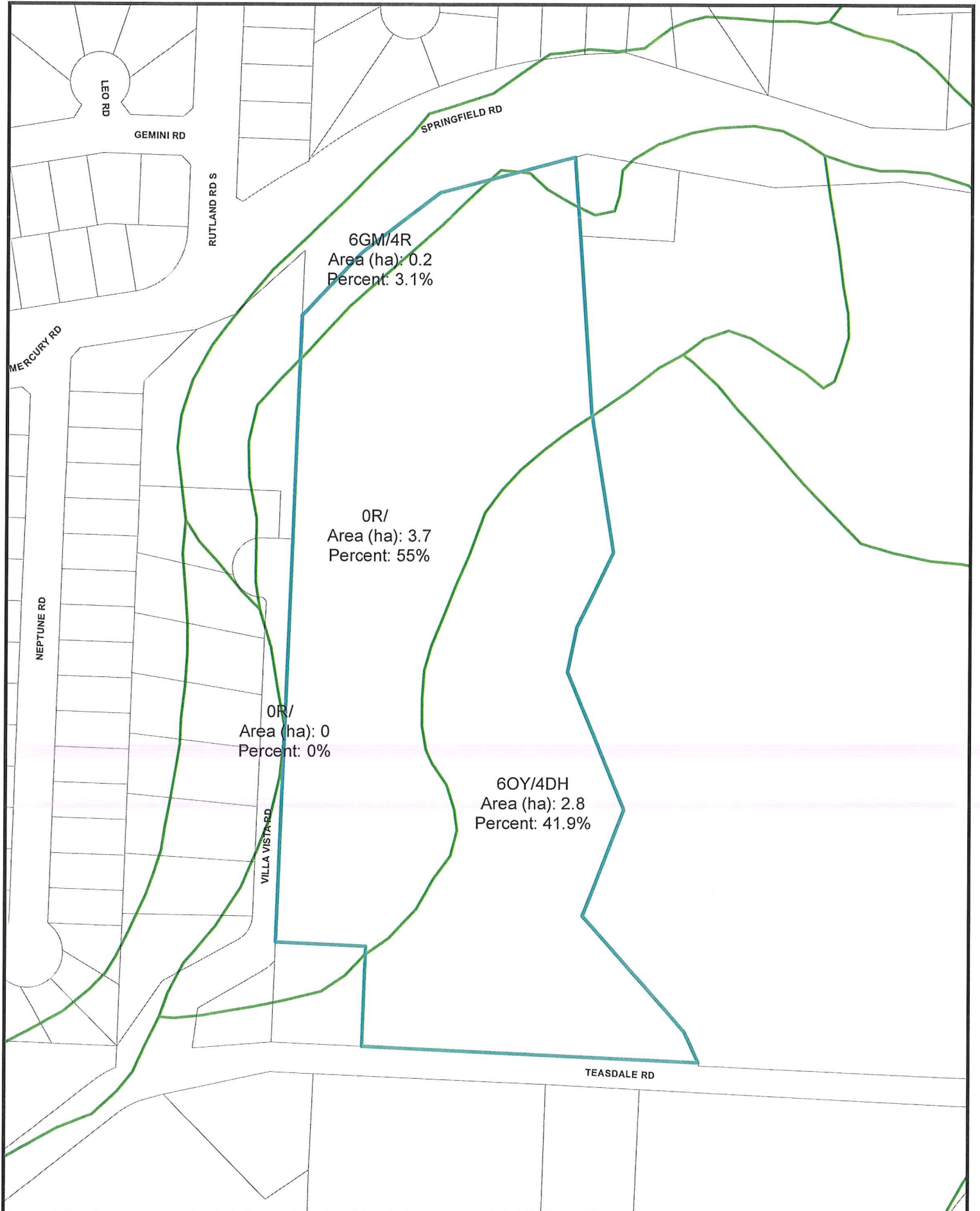
[illegible]



Land Capability = Brown/ Soil Class = Green



Land Capability = Brown/ Soil Class = Green



# REPORT TO COUNCIL



**Date:** February 3<sup>rd</sup>, 2014

**RIM No.** 1250-30

**To:** City Manager

**From:** Subdivision, Agriculture & Environment Services, Community Planning and Real Estate (DB)

**Application:** OCP13-0020 / Z13-0043      **Owner:** No. 21 Great Projects Ltd.  
City of Kelowna

**Address:** 1055 Frost Road      **Applicant:** No. 21 Great Projects

**Subject:** OCP Amendment & Rezoning Applications

**Existing OCP Designation:** Multiple Unit Residential - Low Density, Single / Two Unit Residential

**Proposed OCP Designation:** Single / Two Unit Residential

**Existing Zones:** A1 - Agriculture 1, RU1H - Large Lot Housing Hillside

**Proposed Zones:** RU3 - Small Lot Housing

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## 1.0 Recommendation

That Official Community Plan Bylaw Amendment No. OCP13-0020 to amend Map 4.1 of the Kelowna 2030 - Official Community Plan Bylaw No. 10500 by changing part of the Future Land Use designation of Lot A, D.L. 579, SDYD, Plan EPP9618 Except Plans EPP9638, EPP15721, EPP18670, EPP20408, EPP22118, and EPP33403 located at 1055 Frost Road from Multiple Unit Residential - Low Density to Single / Two Unit Residential as shown on Map "A" attached to the Report of Subdivision, Agriculture & Environment Services, dated January 20, 2014, be considered by Council;

AND THAT Rezoning Application No. Z13-0043 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of part of Lot A, D.L. 579, SDYD, Plan EPP9618 Except Plans EPP9638, EPP15721, EPP18670, EPP20408, EPP22118 and EPP33403, located at 1055 Frost from A1 - Agriculture 1 and RU1H - Large Lot Housing Hillside zones to the RU3 - Small Lot Housing zone as shown on Map "B" attached to the report of the Subdivision, Agriculture & Environment Services, dated January 20, 2014, be considered by Council;

AND THAT the Official Community Plan Bylaw Amendment and the Zone Amending Bylaw be forwarded to a Public Hearing for further consideration;

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

AND FURTHER THAT final adoption of the Zone Amending Bylaw be considered subsequent to the issuance of a Preliminary Layout Review by the City of Kelowna's Subdivision Approving Officer.

## **2.0 Purpose**

To amend the Official Community Plan Future Land Use Designation and to rezone the northern section of the subject property to accommodate the development of a single family subdivision.

## **3.0 Subdivision, Agriculture and Environment Services comments**

The northern section of the subject property currently has two future land use designations under the current Official Community Plan (OCP). The eastern portion is designated for Single/Two Unit Residential (S2RES) and the western portion is designated for Multiple Unit Residential (Low Density)(MRL). The current zoning shares the same boundaries with the western portion zoned for Agriculture (A1) and the eastern portion zoned for Large Lot Housing (Hillside Area)(RU1H).

The applicant is proposing to amend the OCP designation from the MRL designated portion of the property to S2RES and to rezone the entire property to Small Lot Housing (RU3), to facilitate the construction of approximately 29 single family lots.

Staff is generally supportive of the OCP amendment and rezoning applications that have been submitted to accommodate the development of this proposed single family residential subdivision. However, staff acknowledge that there will be a slight reduction in the density of this area as a result of this proposal. As the subject property is adjacent to a future school and is partially within the South Gordon village centre where higher density residential development is desired. Therefore, Staff would encourage the developer to consider relocating the density to an appropriate location elsewhere within The Ponds development.

## **4.0 Proposal**

### **4.1 Project Description**

In the OCP and Area Structure Plan for Neighborhood 3 of "The Ponds" development, a portion of the site had originally been envisioned to be part of a larger multi-family site. However, due to planning refinements in the area, such as the relocation of the school site and road realignments, a portion of the multi-family site became fragmented and isolated.

The applicant is proposing to amend the OCP designation from the MRL portion to S2RES and to rezone the entire northern portion of property to Small Lot Housing (RU3) to facilitate the construction of approximately 29 single family lots.

Although this development will be adjacent to two major roads, the developer's intent is to create a neighborhood with an internal focus. Access to the neighborhood will be provided by a road directly off of the existing cul-de-sac at the end of Steele Road. Driveway access from the internal road and lane will reduce pedestrian/vehicular conflicts in front of the school and buffer residences from school activity. Although internally focused, the developer will develop housing with welcoming entrances and porches that will front Steele Road.

An emergency access will also be provided directly to Steele Road. This emergency access will provide a convenient pedestrian approach to the park and school for area residents and surrounding communities.

## 4.2 Site Context

### Subject Property Map:



The subject property is located in the south end area of town in a predominantly single family neighbourhood. Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	P3 - Parks & Open Space	Trail Corridor
East	P2 - Education and Minor Institutional	School site
South	A1 -Agricultural Zone	Multiple Unit Residential
West	C3 - community Commercial	Commercial

## 5.0 Technical Comments

Development Engineering Department

See Attached.

Infrastructure Planning - Parks & Public Spaces

For proposed lots that share a common property line with the community park site to the north, the Developer is required to install a 1.2 metre high black vinyl coated chain link fence (to City specifications) that is located 15 centimetres (6 inches) inside the private property lines.

### **Application Chronology**

Date of Application Received:	November 21, 2013
Public Notification Received:	January 31, 2014

### **Report prepared by:**

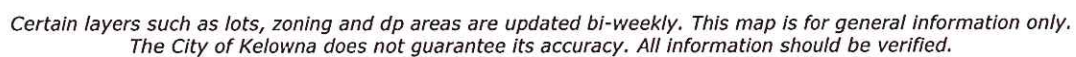
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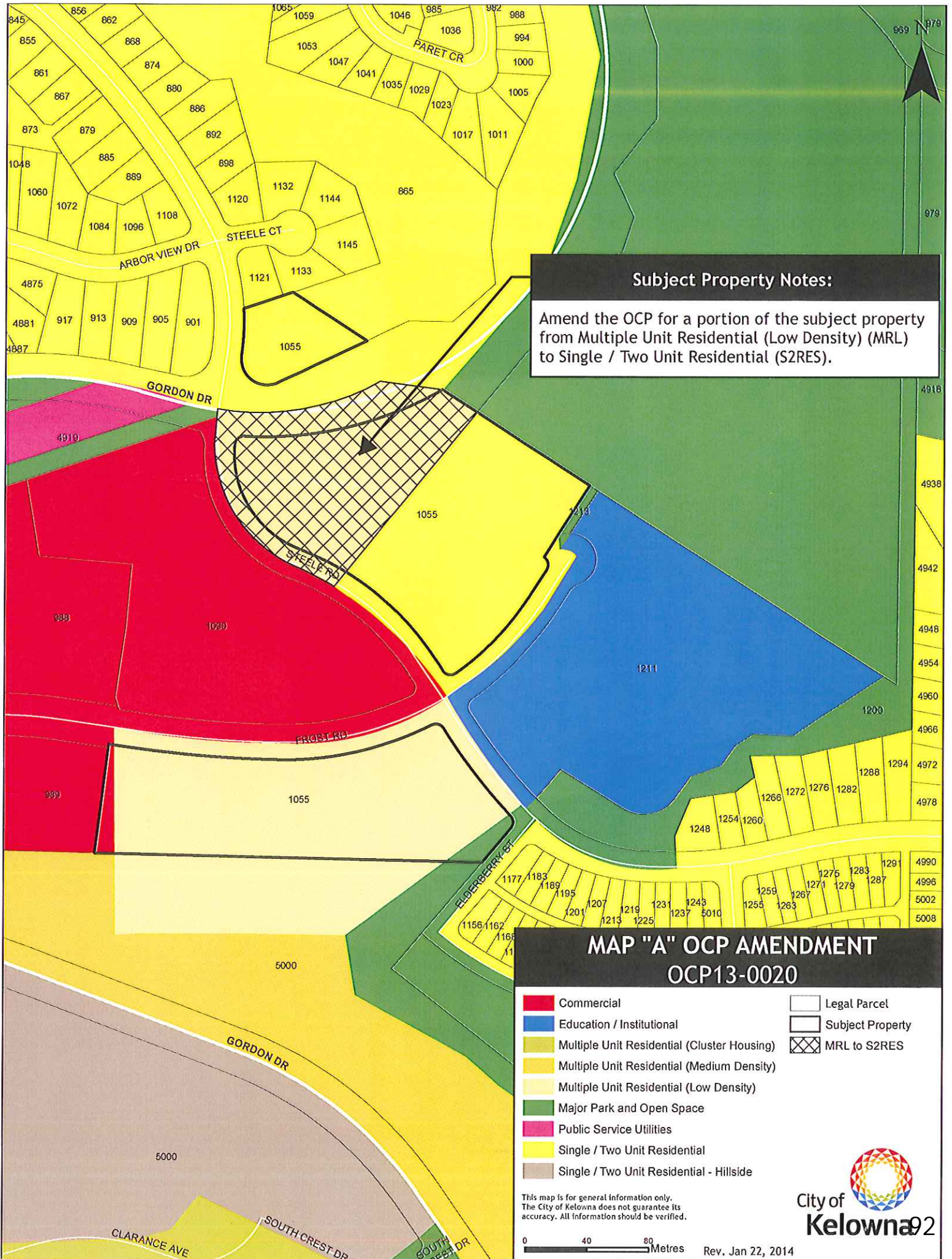
Damien Burggraave, Land Use Planner

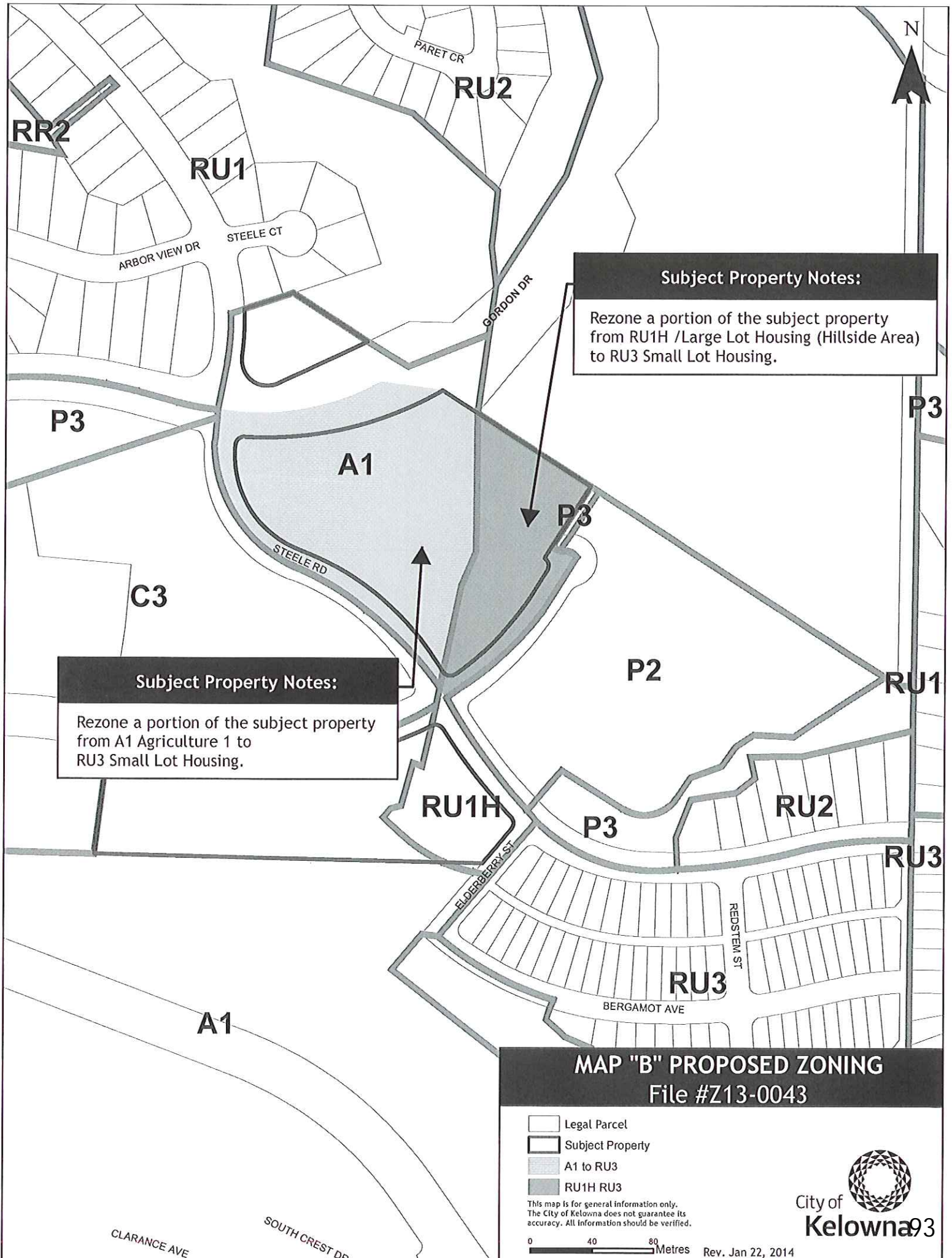
**Approved for Inclusion:** ☐ Shelley Gambacort, Subdivision, Agriculture & Environment

### **Attachments:**

Map A  
Map B  
Subject Property Map  
Site Photos  
Lot Layout  
Development Engineering Requirements  
Public Consultation - Letter from School District 23









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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** January 15, 2014  
**File No.:** S13-0059  
**To:** Subdivision approval (DB)  
**From:** Development Engineering Manager (SM)  
**Subject:** Subdivision Application – PLR Requirements

LOCATION: 2105 Benvoulin court	ZONE RM5
APPLICANT: National Society of Hope	
LEGAL: Lot C, plan 89861, D.L. 128 and D.L. 142 Section 21, Township 26 ODYD	

### WORKS AND SERVICES REQUIREMENTS

The City's Works & Utilities Department 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**

Provide Statutory Right of Ways as may be required.

**.2) Geotechnical Report**

A comprehensive Geotechnical report has been provided in support of rezoning application under file Z07-0016.

**.3) Water**

- a) The property is located within the City of Kelowna service area.
- b) A new service for must be installed for proposed westerly lot before submission of the subdivision plan; including payment of connection fees (provide copy of receipt).

**.4) Sanitary Sewer**

- a) The property is located within the City of Kelowna service area.
- b) A new service must be installed to service the proposed westerly lot before submission of the subdivision plan; including payment of the connection fees (provide copy of the receipt)

.../2

**.5) Drainage**

- a) The property is serviced by the Municipal storm water collection system.
- b) A new service must be installed to service the proposed westerly lot before submission of the subdivision plan; including payment of the connection fees (provide copy of the receipt).

**.6) Roads**

All Roads surrounding the properties meet the current zone. This application does not trigger any offsite upgrades.

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

- a) All proposed distribution and service connections are to be installed underground. Existing distribution and service connections, on that portion of a road immediately adjacent to the site, are to be relocated and installed underground
- 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**

- a) Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City Lands.

**.11) Charges and Fees**

- a) None of the Works & Services required are items included in the DCC calculations and therefore not eligible for DCC credits.
- b) Sewer Specified Area Administration Fee of \$250.00 to amend service boundary.

**.12) Bonding and Levies Summary.****a) Performance Bonding**

Sanitary sewer service	<b>\$ 5,000.00</b>
Domestic Water service	<b>\$ 5,000.00</b>
Storm sewer service	<b>\$ 5,000.00</b>

<b>TOTAL BONDING</b>	<b>\$15,000.00</b>
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**b) Levies**

Inspection and Engineering fee (\$450.00 +\$22.50 HST)	<b>\$ 472.50</b>
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Steve Muenz, P.Eng.  
Development Engineering Manager

B<sup>2</sup>







January 24, 2014

School District No. 23  
685 Dease Road  
Kelowna, BC  
V1X 4A4

Attn: Larry Paul and Emily Watson

As an adjacent land owner, we would like to present information on the Proposed Zoning and OCP Amendment for a new phase of single family lots at The Ponds.

### **Design Rationale:**

The Ponds is planning to develop approximately 29 lots in the third phase of No. 21 Great Projects Ltd. lands in Neighbourhood 3. The 2.30 hectare site is adjacent to the school site and City Park and is close to shopping. The proposed RU3 single family small lot housing will be within convenient walking distance to all of these amenities.

In the OCP and the Area Structure Plan for Neighbourhood 3, a portion of the site had originally been envisioned to be part of a larger multi-family site. Due to subsequent planning refinements including the relocation of the school site, an upgrade of the school from elementary to a middle school and road re-alignments, this portion of the multi-family site became fragmented and isolated. Consolidation of the site into one RU3 land use zone is now more appropriate.

Although this development will be adjacent to Steele Road and Frost Road, the intent is to create a small neighbourhood unit with an internal focus. Access to the neighbourhood will be provided by a road directly off the cul-de-sac at the end of Steele Road. Driveway access from the internal road and a lane will reduce pedestrian/vehicular conflicts in front of the school and buffer residences from the adjacent school activity. An emergency access will also be provided directly to Steele Road. This emergency access will provide a convenient pedestrian approach to the park and school for area residents and surrounding communities.

Although internally focussed, the neighbourhood will not turn its back on the community. Housing with welcoming entrances and porches will front Steele Road (across from the Village Centre) and Frost Road (across from the Middle School Property).

## Contact Information:

We would appreciate if you could provide us with your comments on this application prior to First Reading by City Council. Please contact The Ponds or the City of Kelowna if you have any questions or would like to discuss this proposal further.

### The Ponds

Crystal Lloyd

Development Manager

Phone 250.764.8700

Email [crystal@theponds.ca](mailto:crystal@theponds.ca)

PO Box 29030 OKM

Kelowna, BC V1W 4A7

### City of Kelowna

Damien Burggraefe, RPP, MCIP

Planner II / Deputy Approving Officer

Phone 250.469.8473

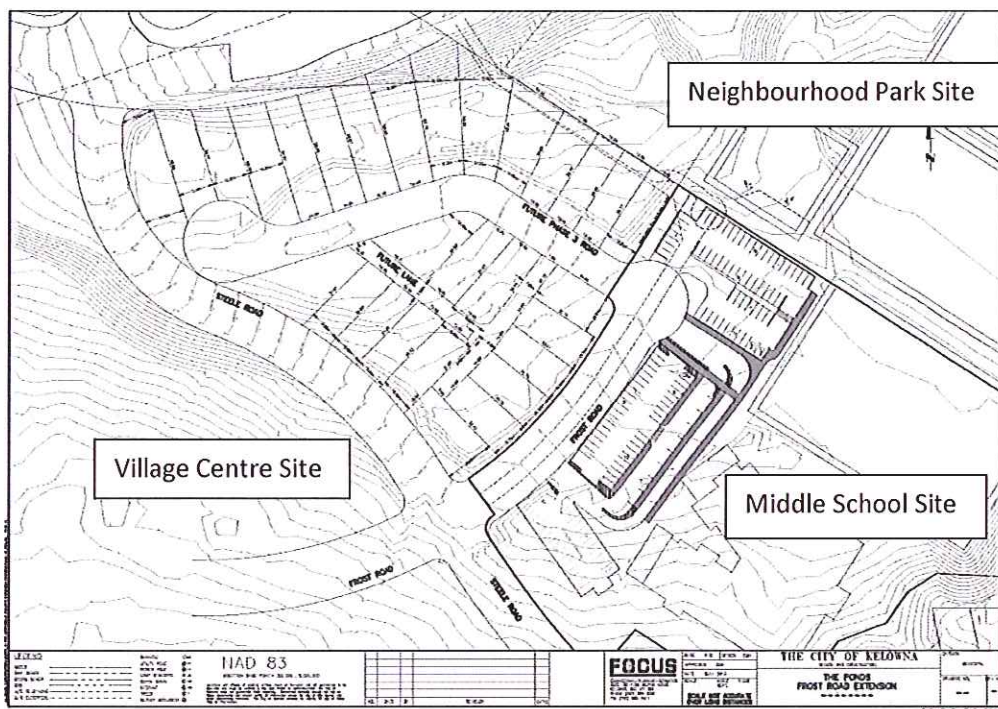
Fax 250.862.3314

Email [dburggraefe@kelowna.ca](mailto:dburggraefe@kelowna.ca)

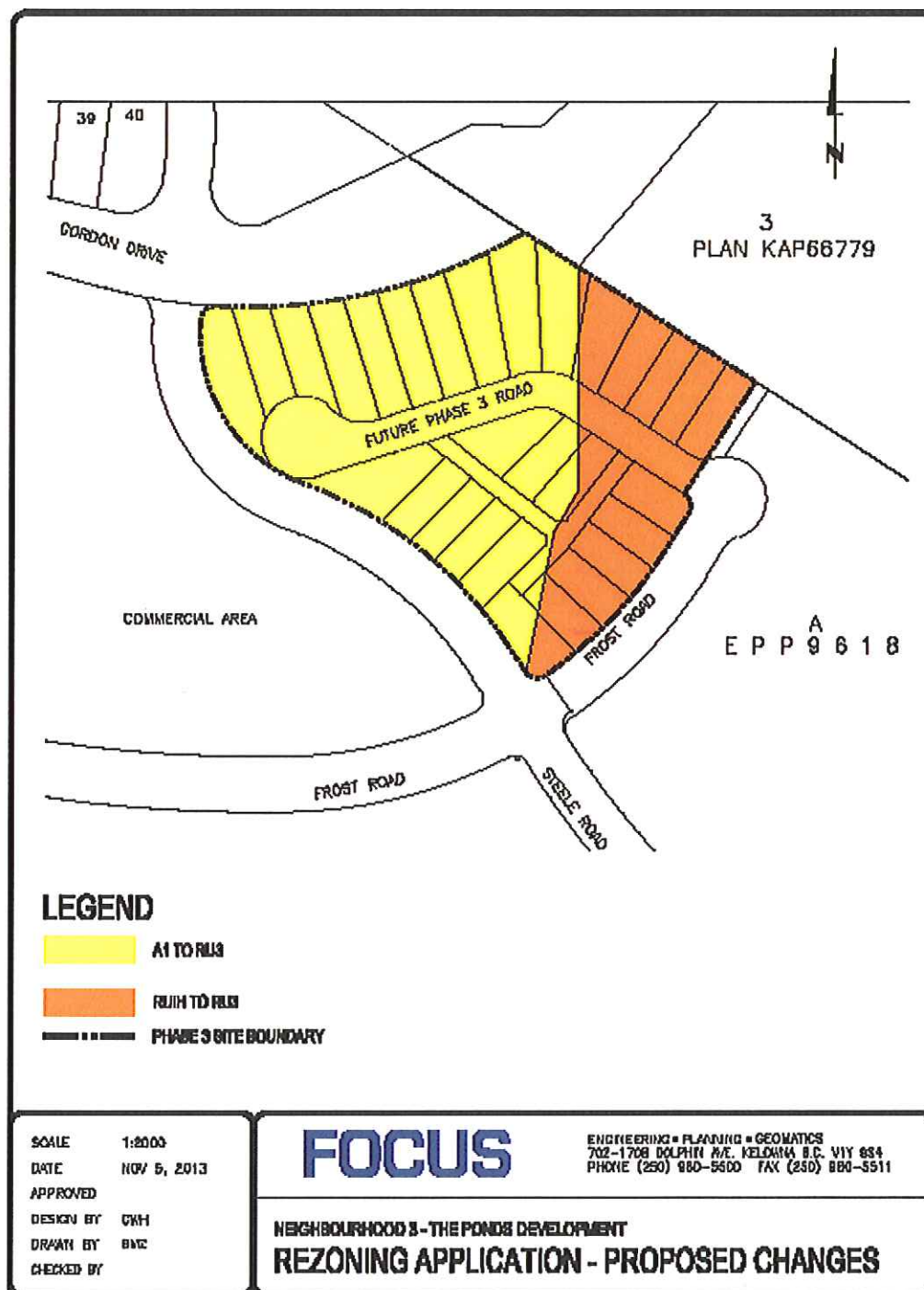
1435 Water Street

Kelowna, BC V1Y1J4

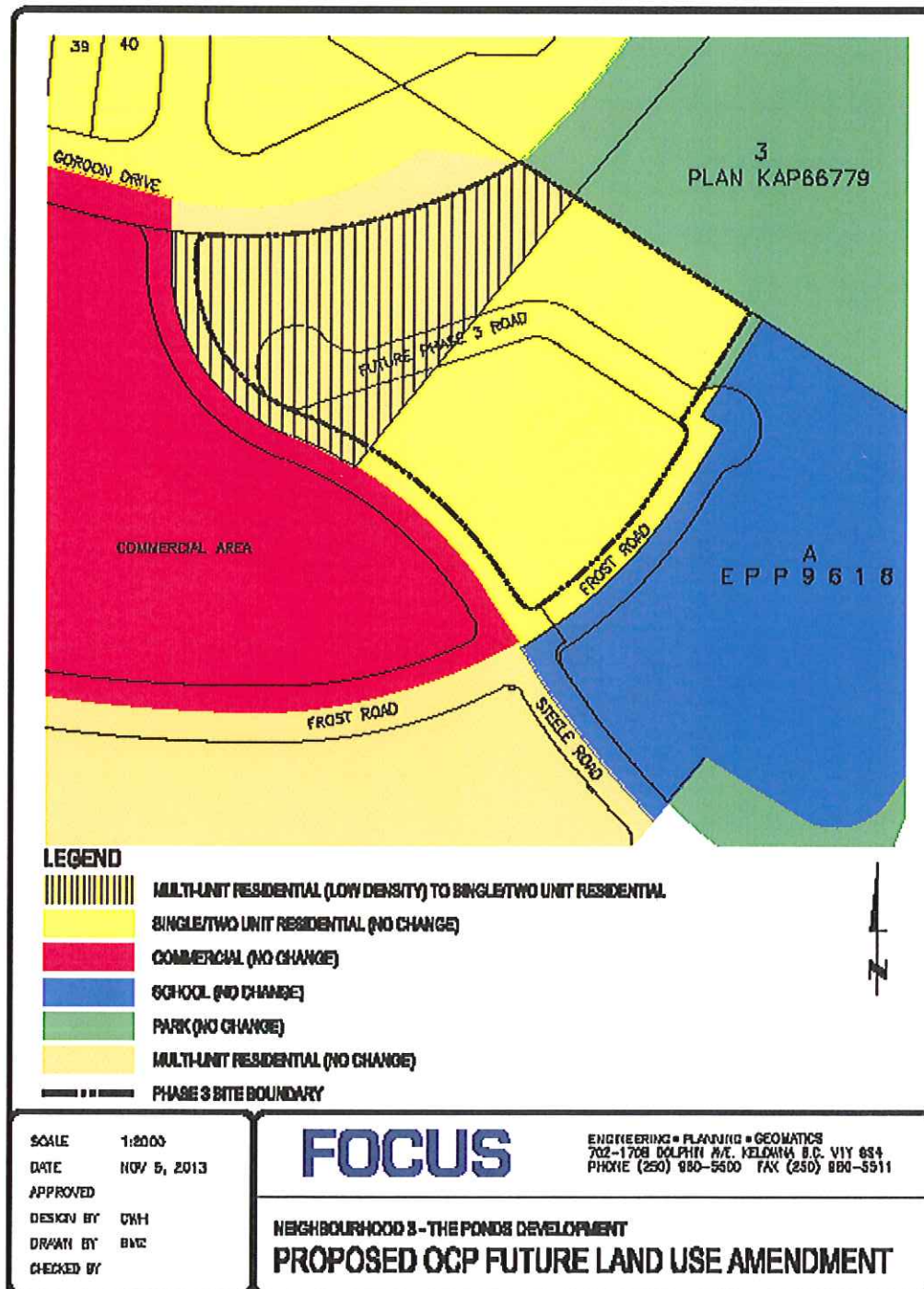
## Preliminary Site Plan:



## Proposed Rezoning Mapping:



## Proposed OCP Amendment Mapping:





"Together We Learn"

**SCHOOL DISTRICT NO. 23**  
**(Central Okanagan)**  
**OPERATIONS**

685 Dease Road, Kelowna, B.C. V1X 4A4

Tel: (250) 870-5150

Email: [Operations.Department@sd23.bc.ca](mailto:Operations.Department@sd23.bc.ca)

Date: January 31st, 2014

Crystal Lloyd  
Development Manager  
The Ponds  
PO Box 29030 OKM  
Kelowna, BC, V1W 4A7

Dear Ms. Lloyd,

**SUBJECT: Proposed Zoning and OCP Amendment in The Ponds**

Thank you for your letter dated January 24<sup>th</sup>, 2014 regarding Neighbourhood 3 within The Ponds development.

The subject property of 2.3 hectares is adjacent to the School District's future middle school site. The School District is supportive of the proposed Zoning and OCP Amendment and believes the resulting development will be an asset to the future middle school by providing housing within convenient walking distance of our site.

We would also like to thank you for your collaborative approach to development and look forward to seeing the results. Please don't hesitate to contact me ([emily.watson@sd23.bc.ca](mailto:emily.watson@sd23.bc.ca)) should you require any additional information from the school district in regards to this Rezoning and OCP application.

Kind Regards,

Emily Watson  
Planning Manager

Cc: Larry Paul (School District No. 23)  
Damien Burggraave (City of Kelowna)

# CITY OF KELOWNA

## BYLAW NO. 10914

### Official Community Plan Amendment No. OCP13 - 0020 No. 21 Great Projects Ltd / City of Kelowna 1155 Frost Road

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A bylaw to amend the "*Kelowna 2030* - Official Community Plan Bylaw No. 10500".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT Map 4.1 - **GENERALIZED FUTURE LAND USE** of "*Kelowna 2030* - Official Community Plan Bylaw No. 10500" be amended by changing part of the Generalized Future Land Use designation of Lot A, D.L. 579, SDYD, Plan EPP9618 Except Plans EPP9638, EPP15721, EPP18670, EPP20408, EPP22118, and EPP33403 located at 1055 Frost Road from Multiple Unit Residential - Low Density to Single / Two Unit Residential as shown on Map "A" attached to and forming part of this bylaw.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

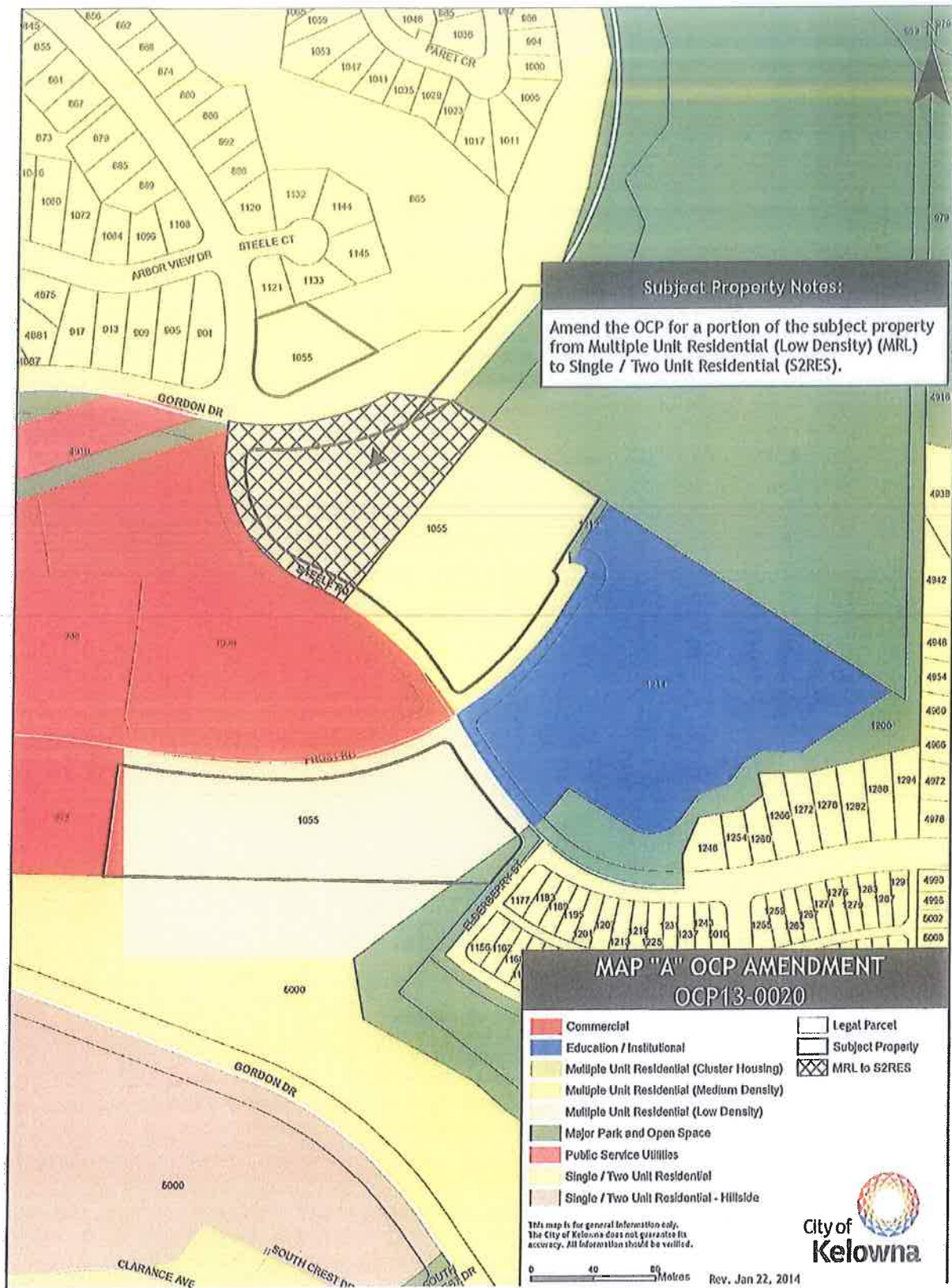
Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk



**CITY OF KELOWNA**  
**BYLAW NO. 10915**  
**Z13-0043 - No.21 Great Projects Ltd./ City of Kelowna**  
**1055 Frost Road**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot A, D.L. 579, SDYD, Plan EPP9618 Except Plans EPP9638, EPP15721, EPP18670, EPP20408, EPP22118, and EPP33403, located on 1055 Frost Road, Kelowna, B.C., to rezone portions of the subject property from the A1 - Agriculture 1 and the RU1h - Large Lot Housing (Hillside) zones to the RU3 - Small Lot Housing zone as shown on Map "B" attached to and forming part of this bylaw.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

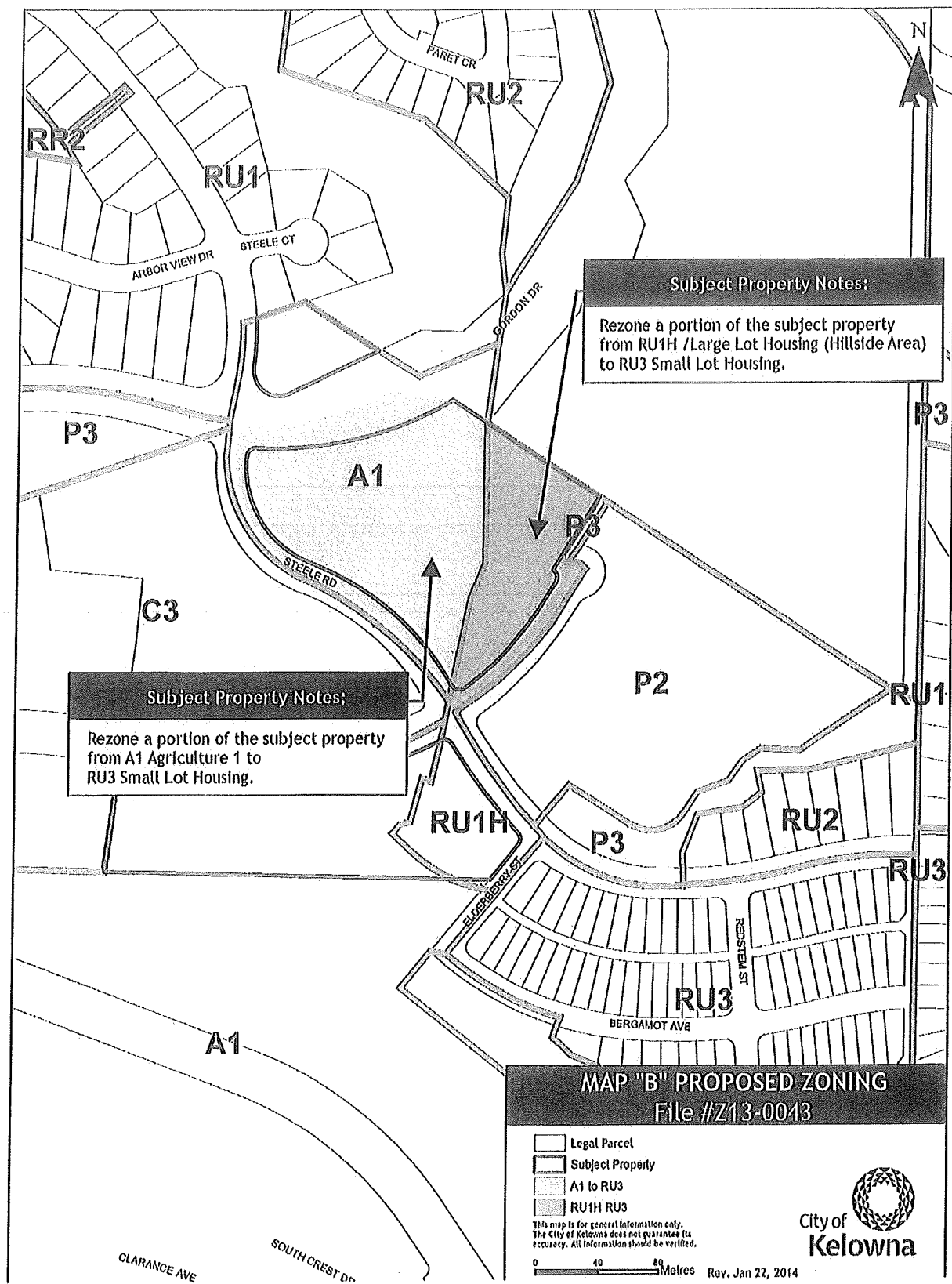
Considered at a Public Hearing on the

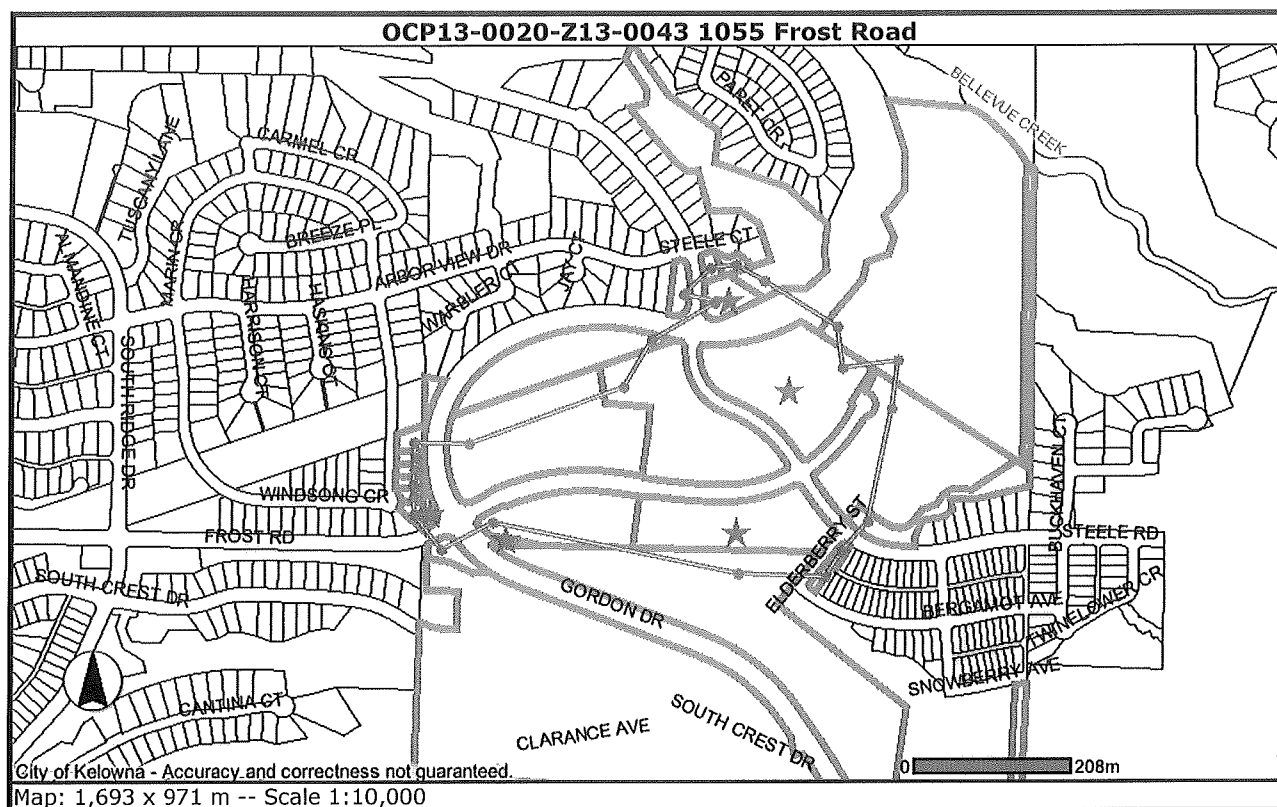
Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk





*This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.*

# REPORT TO COUNCIL



**Date:** 2/5/2014

**RIM No.** 1250-30

**To:** City Manager

**From:** Urban Planning Department

**Application:** Z14-0003

**Owner:** Richard & Michelle Kooistra

**Address:** 4377 Gordon Dr.

**Applicant:** Richard & Michelle Kooistra

**Subject:** Rezoning Application

**Existing OCP Designation:** S2RES - Single / Two Unit Residential

**Existing Zone:** RU1 - Large Lot Housing

**Proposed Zone:** RU6 - Two Dwelling Housing

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## 1.0 Recommendation

That Rezoning Application No. Z14-0003 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 2, District Lot 358, ODYD, Plan 21365, located on 4377 Gordon Drive, Kelowna, BC from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing 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 subsequent to the requirements Development Engineering Branch being completed to their satisfaction.

## 2.0 Purpose

To consider a proposal to rezone the subject property from RU1 - Large Lot Housing to RU6 - Two Dwelling Housing to allow a second dwelling on the parcel.

## 3.0 Urban Planning Department

Staff are supportive of the proposed rezoning to allow the second dwelling on the subject property. 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. There are some examples of RU6 & RU1c developments in the immediate area. The adjacent property to the south is zoned RU1c and has a carriage house located at the rear of the property.

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 processed by staff.

The proposed secondary dwelling will have a larger floor area than the principal dwelling but will be shorter in height. The proponent is requesting to rezone to RU6 rather than RU1c because they wish to have a secondary dwelling larger than a maximum allowed as a carriage house (90 m<sup>2</sup> or 75% of the principal building) which in this case would limit a carriage house to 81 m<sup>2</sup>. The proposed secondary dwelling is 168 m<sup>2</sup>. The subject property is quite large and can easily handle the additional 168 m<sup>2</sup> secondary dwelling at the rear of the property.

#### 4.0 Proposal

##### 4.1 Background

In fulfillment of Council Policy No. 367 respecting public consultation, the applicant undertook neighbour consultation by individually contacting the neighbours as described in the attached *Schedule 'A'*. No major issues were identified during consultation from neighbouring parcels. Two neighbours declined to sign the proponents' form which stated "as a proximity neighbour I have no objections to the proposed development."

##### 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 a second dwelling on the parcel. The existing dwelling is to remain on the property and the accessory building will be removed.

The applicant anticipates a stratification of the two dwellings which will trigger improvements to the existing dwelling in order to meet the current building code. Parking for the existing dwelling is located in an existing carport. The proposed secondary dwelling will be built in the rear of the property and will have driveway access along the south property line.

The proposed secondary dwelling is a single story slab-on-grade building with a larger floor area than the existing principal building and done in neutral colours to blend in with the existing properties. The design of the secondary home is contemporary with a killion roofline similar in style to the secondary home on the adjacent parcel. The design is intended to achieve the following:

- One story floor plan so as to not obstruct views/sightlines of adjacent neighbours.
- Relatively small footprint size and south-western housing orientation to take advantage of passive solar heating and lighting which will reduce the proponent's draw on electrical and natural gas resources.
- Xeriscaping using native plants to reduce water maintenance requirements.
- Provide in-home environmental features for efficient heating and ventilation to improve air quality for allergy sufferers. Clerestory windows provide natural light and aid in ventilation during hot summer weather.
- Grass-crete driveway to reduce heat retention and solar reflection in the hot summer season.
- Provide a streamlined minimalist exterior look that connects the indoor and outdoor space with a front porch element

A Development Permit to evaluate the form and character and landscaping of the proposed secondary dwelling 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

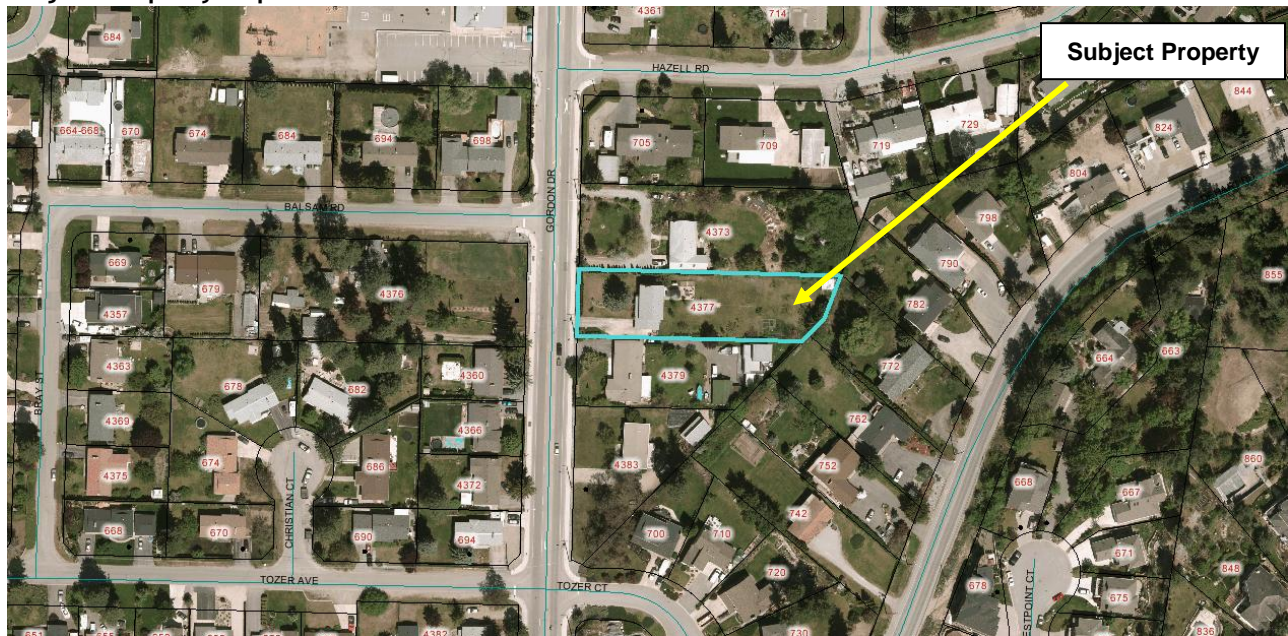
The subject property is approximately 2,499 m<sup>2</sup> in area. The OCP designates the subject property S2RES - Single / Two Unit Residential and the lot is within the Permanent Growth Boundary.

The surrounding area is characterized principally by a mix of low density single family and secondary dwelling unit development in various housing forms including duplex, secondary dwelling, and carriage house.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 - Large Lot Housing	Single detached dwelling development
East	RU1 - Large Lot Housing	Single detached dwelling development
South	RU1c - Two Dwelling Housing	Single detached dwelling and carriage house development
West	RU1 - Large Lot Housing	Single detached dwelling development

Subject Property Map: 4377 Gordon Dr.



#### 4.4 Zoning Analysis Table

Zoning Analysis Table			
CRITERIA	RU6 ZONE REQUIREMENTS	PROPOSAL	
Subdivision Regulations			
Lot Area	700 m <sup>2</sup> (duplex)	2,499 m <sup>2</sup>	
Lot Width	18.0 m	29.2 m	
Lot Depth	30.0 m	102 m	
Development Regulations			
	Both dwellings	Existing Principal dwelling	Second Dwelling (new)
Height	9.5 m or 2.5 storeys	5.8 m	4.5 m
Front Yard	4.5 m	23.8 m	exceeds
Side Yard (south)	2.0 m	7.9 m	3.6 m

Zoning Analysis Table			
CRITERIA	RU6 ZONE REQUIREMENTS	PROPOSAL	
Side Yard (north)	2.0 m	5.4 m	2.0 m
Rear Yard	6.0 m	Exceeds	12.1 m
Site coverage of buildings	40 %	14.8 %	
Site coverage of buildings, driveways & parking	50 %	29.2 %	
Other Regulations			
Minimum Parking Requirements	2 stalls / dwelling = 4 stalls	2	2
Distance between dwellings	4.5 m	22.3 m	
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.

**Sensitive Infill.**<sup>4</sup> Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height, and siting.

<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).

<sup>4</sup> City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

## 6.0 Technical Comments

### 6.1 Building & Permitting Department

- Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permits.
- Operable bedroom windows required as per the 2012 edition of the British Columbia Building Code (BCBC 12).
- Full Plan check for Building Code related issues will be done at time of Building Permit applications.

### 6.2 Development Engineering Department

- See attached

## 7.0 Application Chronology

Date of Application Received: January 15<sup>th</sup> 2014

Date of Public consultation: December 4<sup>th</sup> 2013 to January 27<sup>th</sup> 2014 (see Consultation summary in attachments)

Report prepared by:

---

Adam Cseke, Land Use Planner

Reviewed by:

☐

Ryan Smith, Urban Planning Manager

Approved for Inclusion:

☐

D. Gilchrist, Div. Director, Community Planning & Real Estate

### Attachments:

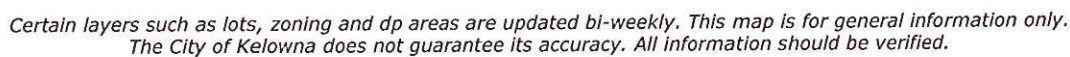
Site Plan / Landscape Plan

Conceptual Elevations

Zoning Analysis Table

Development Engineering Comments

Consultation Summary





- INTERIOR SWING DOORS**  
 MODCO DOORS ARE 1 1/2" THICK AND 1 1/2" HIGH BY 6' 0" OR 6' 6" OR 6' 10" OR 7' 0" OR 7' 6" OR 8' 0" OR 8' 6" OR 9' 0" OR 9' 6" OR 10' 0" OR 10' 6" OR 11' 0" OR 11' 6" OR 12' 0" OR 12' 6" OR 13' 0" OR 13' 6" OR 14' 0" OR 14' 6" OR 15' 0" OR 15' 6" OR 16' 0" OR 16' 6" OR 17' 0" OR 17' 6" OR 18' 0" OR 18' 6" OR 19' 0" OR 19' 6" OR 20' 0" OR 20' 6" OR 21' 0" OR 21' 6" OR 22' 0" OR 22' 6" OR 23' 0" OR 23' 6" OR 24' 0" OR 24' 6" OR 25' 0" OR 25' 6" OR 26' 0" OR 26' 6" OR 27' 0" OR 27' 6" OR 28' 0" OR 28' 6" OR 29' 0" OR 29' 6" OR 30' 0" OR 30' 6" OR 31' 0" OR 31' 6" OR 32' 0" OR 32' 6" OR 33' 0" OR 33' 6" OR 34' 0" OR 34' 6" OR 35' 0" OR 35' 6" OR 36' 0" OR 36' 6" OR 37' 0" OR 37' 6" OR 38' 0" OR 38' 6" OR 39' 0" OR 39' 6" OR 40' 0" OR 40' 6" OR 41' 0" OR 41' 6" OR 42' 0" OR 42' 6" OR 43' 0" OR 43' 6" OR 44' 0" OR 44' 6" OR 45' 0" OR 45' 6" OR 46' 0" OR 46' 6" OR 47' 0" OR 47' 6" OR 48' 0" OR 48' 6" OR 49' 0" OR 49' 6" OR 50' 0" OR 50' 6" OR 51' 0" OR 51' 6" OR 52' 0" OR 52' 6" OR 53' 0" OR 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ISSUED FOR  
CONSTRUCTION

HARMONY  
HOMES

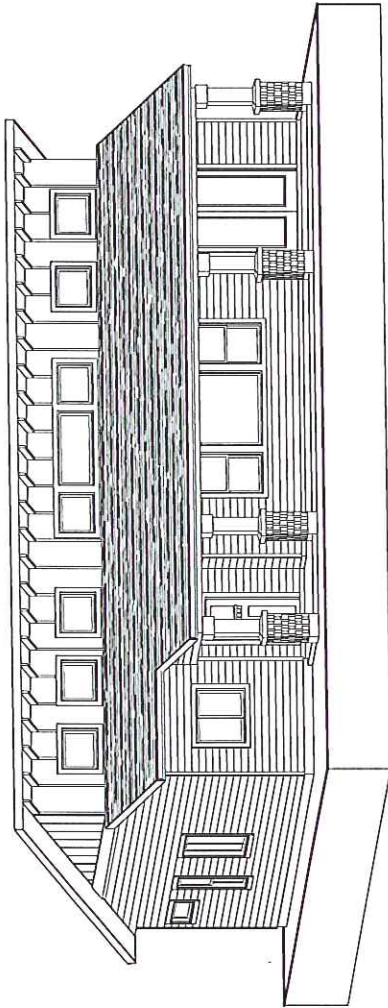
AWARD WINNING BUILDER

PROPOSED RESIDENT OF:  
MR. & MRS. KOONIGER  
KIDWONA, U.C.

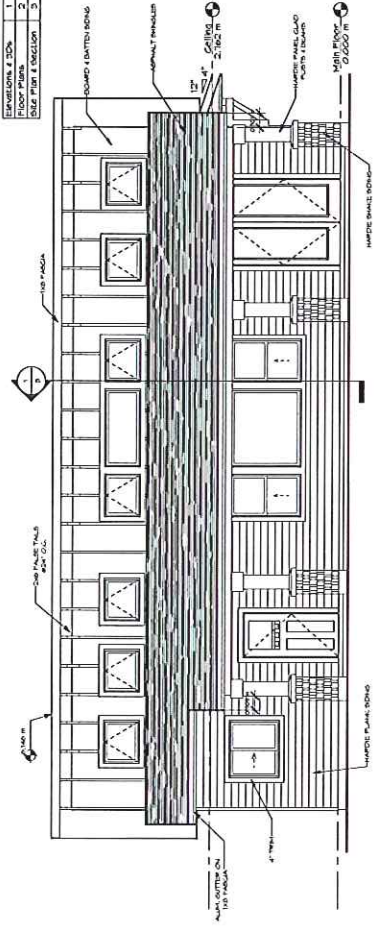
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REV. DATE: JANUARY 21, 2014  
DIN. VJL:JLS

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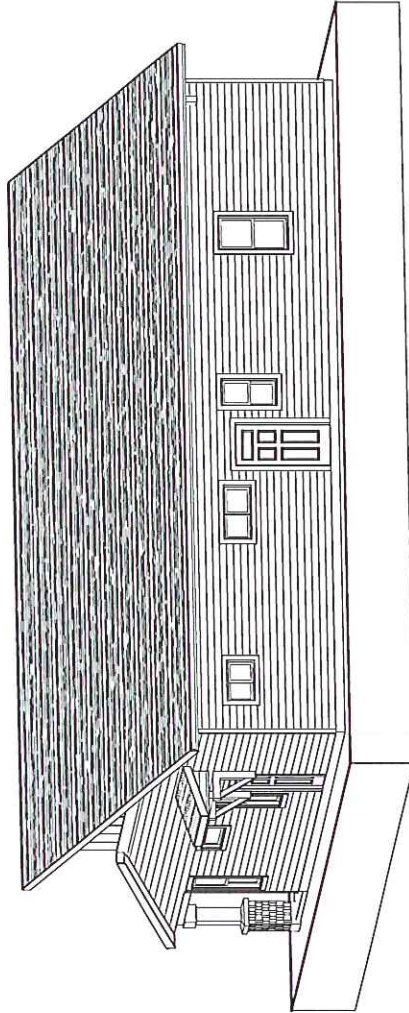
TABLE OF CONTENTS		
SECTION 4.100	1	
FLOOR PLANS	2	
DETAILED SECTION	3	



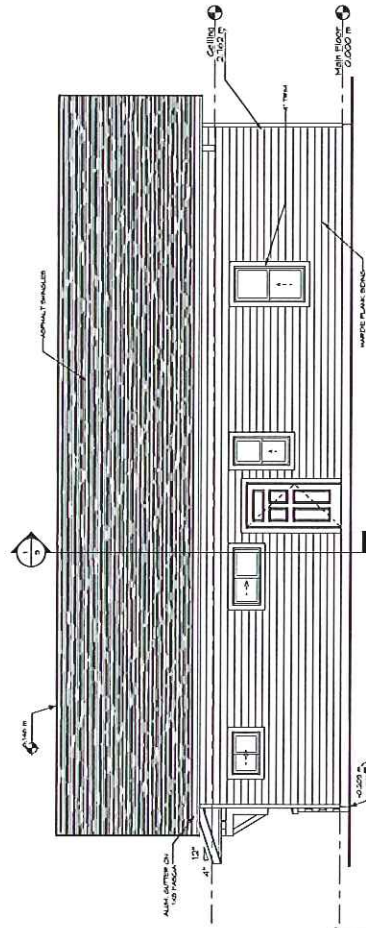
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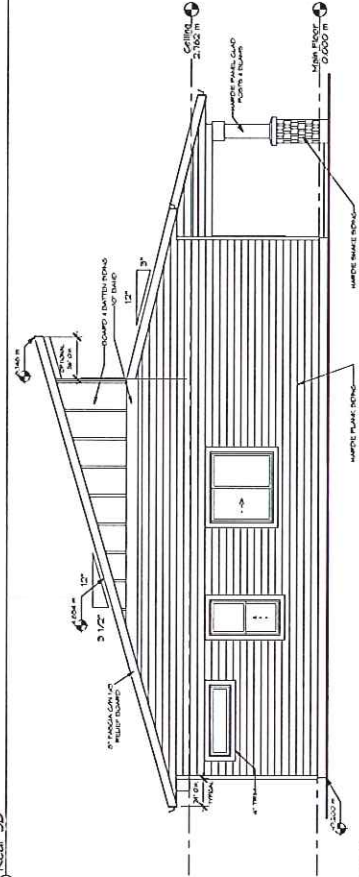
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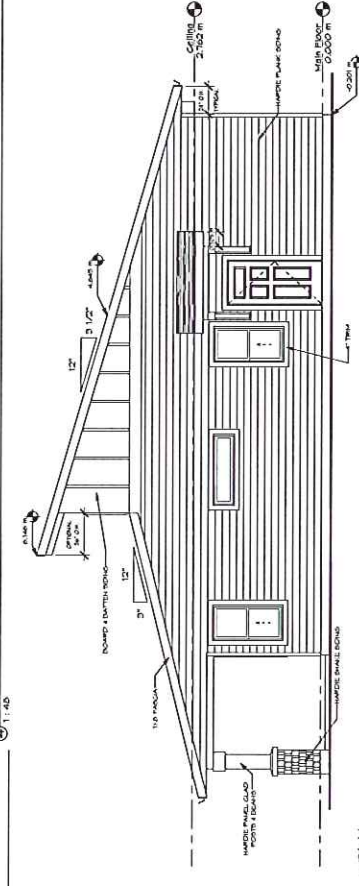
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1:1.40



④ Rear  
1:1.40



⑤ Left  
1:1.40



⑥ Right  
1:1.40

ISSUED FOR  
CONSTRUCTION



**HARMONY HOMES**

PROPOSED RESIDENCE OF:  
MR. & MRS. KOOSISTIA

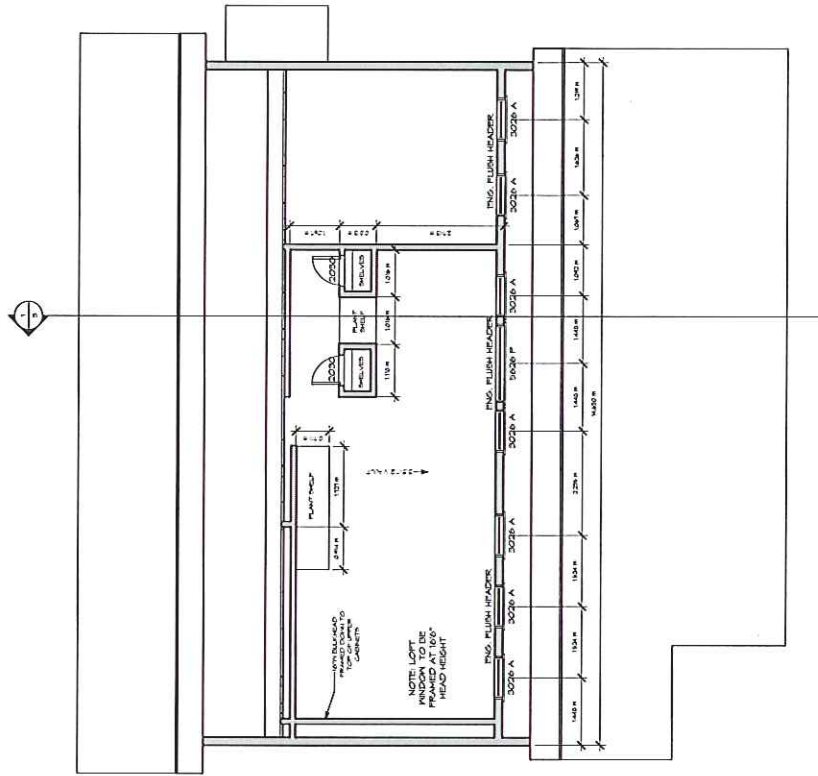
PROPOSED RESIDENCE OF:  
MR. & MRS. KOOSISTIA

DATE: DECEMBER 2, 2013  
DRAWING SCALE: 1:1.40

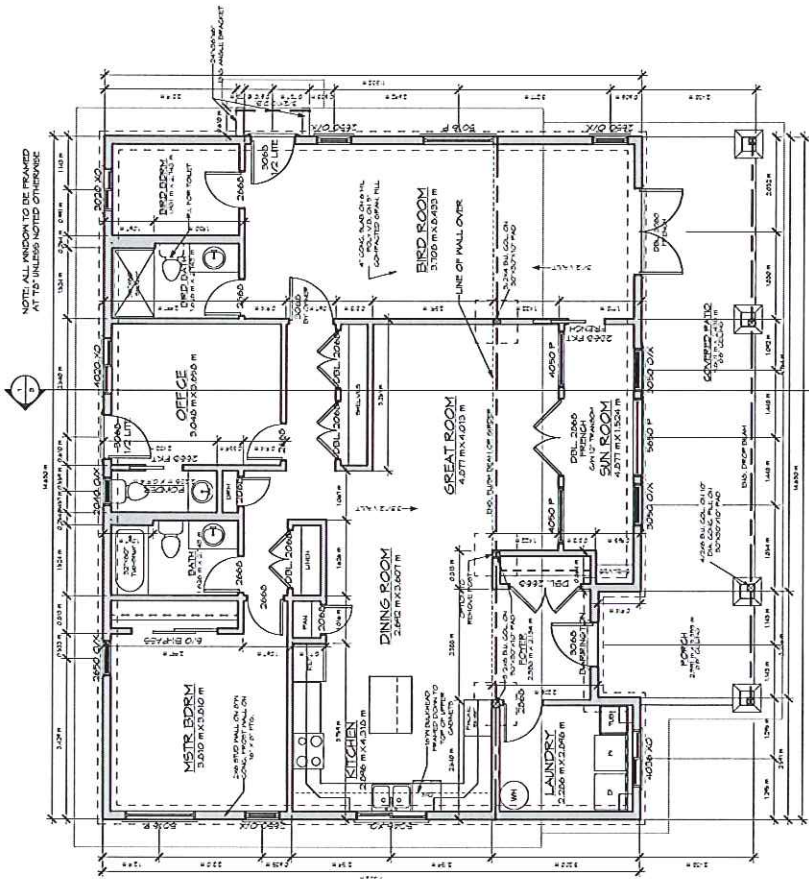
REV. DATE: JANUARY 31, 2014  
DRAWN BY: J.A.S.

AWARD WINNING BUILDER

Level	Name	Area	Grading Height
1st Floor	1st Floor	2,400 sq. ft.	2.00 m
2nd Floor	2nd Floor	2,400 sq. ft.	2.00 m
3rd Floor	3rd Floor	2,400 sq. ft.	2.00 m



Loft Plan  
1:40



Main Floor  
1:40

ISSUED FOR  
CONSTRUCTION

**HARMONY HOMES**  
PHONE: (800) 888-8888  
PROPOSED RESIDENCE OFF:  
MR. & MRS. KOOSHTA  
KELOWNA, B.C.  
DRAWING SCALE: 1:40  
DATE: DECEMBER 2, 2013  
REV. DATE: JANUARY 31, 2014  
DRN. BY: J.A.S.

AWARD WINNING BUILDER

***4377 Gordon Drive, Kelowna, BC V1W 1S7  
Kooistra Development Proposal Application – Letter of Rationale***

January 9, 2014

To Whom It May Concern:

Allow us to introduce ourselves; we are Richard & Michelle Kooistra, and we have resided at 4377 Gordon Drive, Kelowna since October 2000. We are proposing to rezone our property from its current RU1-Large Lot Housing designation, to RU6-Two Dwelling Housing. Doing so would permit us to build a secondary residence (single family dwelling) on the rear of the lot. Once the second residence is constructed, we will seek to stratify the property to make separate ownership of the existing and secondary homes possible.

Our desire is to construct, and move into, a smaller, single-story home (on our existing property) in order to downsize our living space without having to leave the area we love.

This would then make the existing larger 5 bedroom home available to another family -- likely a family with children who would be appreciative of the wonderful location and amenities available in the area. Amenities that include Dorothea Walker Elementary School, H2O Adventure and Fitness Centre, and Capital News Centre, which are all within a short walking distance.

The second residence will also be built to provide optimal environmental controls in the manner of air cleaners and the elimination of forced air heating, which will assist in preventing future health issues due to asthma, of which Michelle currently suffers.

As the property currently is sized at .63 acres there is ample room to add another residence without making the property - and surrounding properties - feel crowded. The proposed development to RU6 is also in keeping with the future land use designation of the OCP for the area.

Research in the area shows that similar rezoning has taken place in a perimeter close to our current property:

RU6 – 4361 Gordon Drive (4 doors north)  
RU1C – 4379 Gordon Drive (immediate neighbor to the south)  
RU6 – 4315-4327 Gordon Drive (10 doors north)  
RU6 – 4377 Lakeshore Road (2 blocks west)

Our plans would see the construction of a single-story, on-slab (no basement/no crawlspace), smaller square-footage home, done in neutral colours (*see Colour Board document, attached*) to blend with the existing properties. We feel that a ground-orientated house of one-level will be minimally intrusive to the existing views/sightlines for ourselves and for our adjacent neighbours. The ground on which we plan to build is flat, and easily lends itself to allowing the added residence to have minimal visual impact to surrounding neighbours.

The design of the secondary home is intended to achieve the following:

- One story floor plan so as to not obstruct views/sightlines of adjacent neighbours, and ourselves
- Small square-footage to reduce heating and cooling requirements (thereby reducing draw on electrical and natural gas resources)
- House orientation setup for a South-western exposure in order to take advantage of passive solar heating and lighting (thereby reducing draw on electrical and natural gas resources)

***4377 Gordon Drive, Kelowna, BC V1W 1S7  
Kooistra Development Proposal Application – Letter of Rationale***

*cont'd...*

- Xeriscaping using native plants and shrubs with low water requirements for any landscaping (thereby reducing draw on water resource). Much of the landscaping already exists on the property and any additional landscaping would be added as flower beds and for privacy purposes as needed
- In-home environmental features for efficient heating (hydronic in-floor heating) and ventilation (HRV system with HEPA filters) for improved air quality and overall health for allergy sufferers
- Hard and soft landscaping to ensure privacy with neighbouring properties and between the two residences on the lot
- Reduced lawn square-footage (for existing and newly proposed residences) in order to be more affordable and manageable, yet retaining ample greenspace for enjoyment and recreation
- Chip-gravel driveway (and/or grass-crete) to reduce heat retention and solar reflection in the hot summer season

The design of the home is contemporary with a skillion roofline, and is similar in style to a secondary building that was built on a neighbouring property (ie. 4383 Gordon Drive, and which can be seen in photo #52 of the attached Kooistra-Gallery-of-photo-locations.pdf that accompanies this rezoning and development application). The exterior design provides a streamlined, "less is more" minimalist look that is fresh, and functional — while still feeling warm and welcoming. The front porch element aims to connect the indoor and outdoor. The open floor plan, and lots of natural light are key characteristics of the home. The clerestory windows provide not only the natural light but will also aide in the overall ventilation of the home during the hot summer weather that is typical in the Okanagan.

As instructed by Council Policy No. 367, a Neighbourhood Consultation took place between December 4, 2013 and January 7, 2014. Attached is the written approval of the neighbours within the requisite 50m perimeter affected by our proposed build. The majority are in support and have raised no issues of concern with the development proposal. *(Summary: 20 neighbours were notified; of that 20, 16 gave their written agreement with no objections; 2 neighbours we were unable to reach despite multiple attempts; 2 neighbours refused to sign (with no specific reason given.)* See attached for full details.

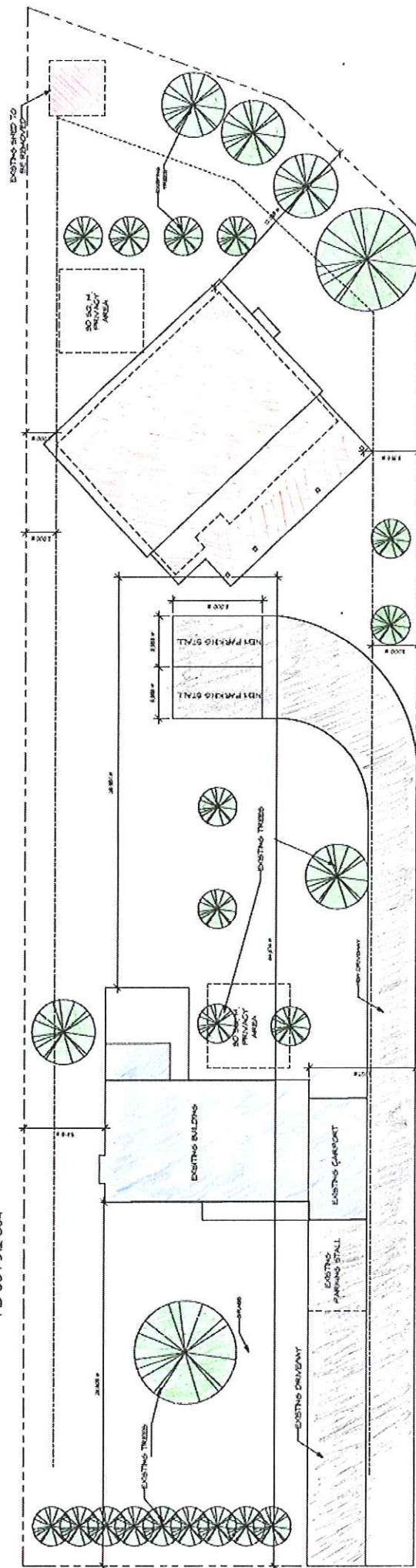
Thank you for your time and consideration of our request.

Sincerely,

Richard & Michelle Kooistra  
4377 Gordon Drive  
Kelowna, BC V1W 1S7  
250-764-1422

LANDSCAPE PLAN : 4377 GORDON DRIVE, KELOWNA, V1W 1S7

LEGAL DESCRIPTION  
LOT 2, PLAN 21365  
4371 GORDON DRIVE  
PID 007-512-564



## Kooistra Development Proposal

4377 Gordon Drive, Kelowna BC V1W 1S7

### Colour Board

#### Roofing Material and Colour

- Fiberglass Laminate Shingles  
Colour: Slate grey

#### Main Exterior Material and Colour

The construction plans would see the construction of a single-story, no basement, small footprint home, done in neutral colours to complement existing surrounding homes.

- Siding: Hardie Panel & Shake style mix  
Colours:

Main body: James Hardie Light Mist  
Trim: James Hardie Arctic White

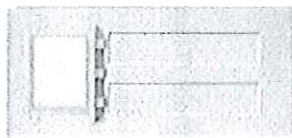


#### Window/Door/Trim Colour and Material

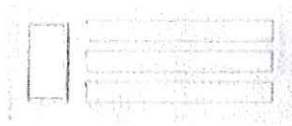
Window Material: Vinyl  
Window Colour: White

- Door (Main Entry): White fiberglass with transom window above
- Doors (Secondary Entries): White fiberglass with transom window above

Front Entry Door



Side and Rear Doors



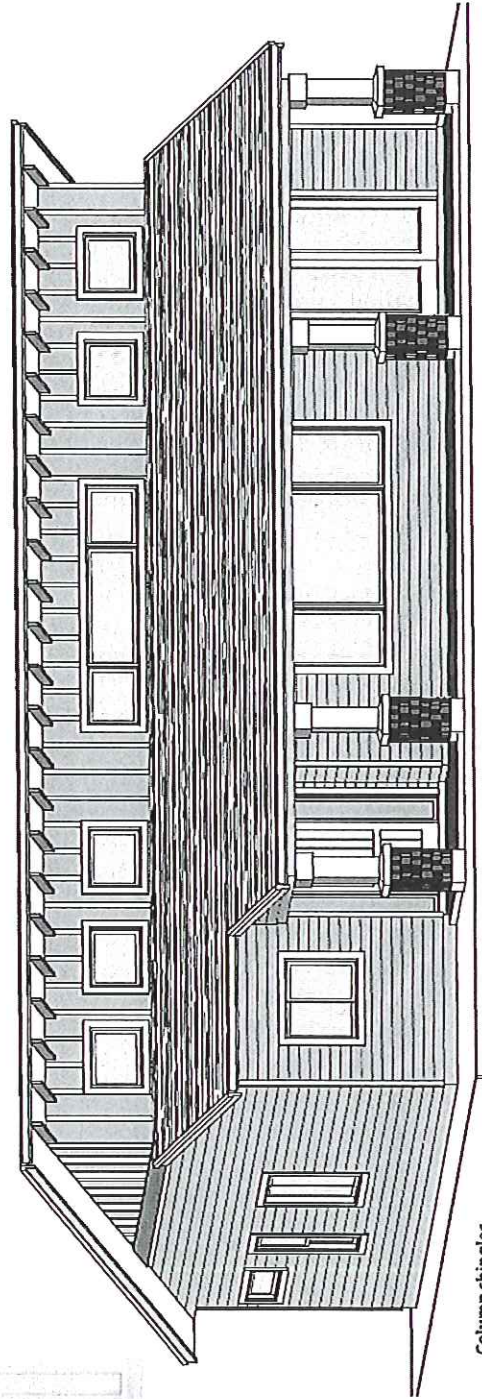
Hardie-Plank siding



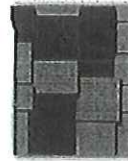
Trim - Arctic White

Arctic White

Roof Shingles



Column shingles



4377 Gordon Drive, Kelowna, BC V1W 1S7  
Kooistra - Colour board

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

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**Date:** January 31, 2014  
**File No.:** Z14-0003  
**To:** Urban Planning (AC)  
**From:** Development Engineering Manager  
**Subject:** 4377 Gordon Drive Lot 2 Plan 21365 RU1 to RU6

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Development Engineering Services have the following requirements associated with this rezoning Application.

1. Domestic Water and Fire Protection

Our records indicate this property is currently serviced with a 19mm-diameter water service. An additional water service will be required and can be provided by City forces at the developer's expense. The applicant will be required to sign a Third Party Work Order for the cost of the water service upgrade. For estimate inquiry's please contact Sergio Sartori by email [ssartori@kelowna.ca](mailto:ssartori@kelowna.ca) or phone 250-469-8589.

2. Sanitary Sewer

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

3. Site Related Issues

The Parking Area shall be designed so as to allow vehicles to turn-around on-site and exit onto Gordon Drive in a forward direction.

The driveway must be a dust free surface such as asphalt such that surface drainage is directed to an approved drainage system.

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 Muenz, P. Eng.  
Development Engineering Manager

SS

## Kooistra Neighbourhood Consultation Summary

4377 Gordon Drive, Kelowna BC V1W 1S7

Name	Address	Notification Method			Details of notification attempts (if needed)	Confirmation Signature Received
		In-person	House Mailbox	Phone		
Eric Rayson & Mavis J. Rayson	4373 Gordon Drive	✓			-	Yes, no objections
Troy & Linda Micelli	4379-A Gordon Drive	✓			-	Yes, no objections
Marie Iceberg	4379 B Gordon Drive	✓			-	Yes, no objections
Anna Velles & Alberto Boza	4360 Gordon Drive	✓			-	Yes, no objections
Michelle Ito & Rick Ito	4366 Gordon Drive	✓			-	Yes, no objections
George Rempel	4376 Gordon Drive	✓			-	Yes, no objections
Louise Gores	4383 Gordon Drive	✓			-	Yes, no objections
Chad Genereux	688 Balsam Road		✓	✓	-	Yes, no objections
Carlo Pulice & Jasmine Pulice	790 Dehart Road	✓			-	Yes, no objections
Greg Godber	798 Dehart Road	✓			-	Yes, no objections
Debra L. Nelson & Carl R. Nelson	709 Hazell Road		✓	✓	Owner out of town for season, spoke with daughter and received owner email address, sent package as email attachment	Yes, no objections
Darrel Smith	710 Tozer Court		✓	✓	-	Yes, no objections
David Poltras	719 Hazell Road	✓			-	Yes, no objections
Neil Demunick	742 Dehart Road	✓			-	Yes, no objections
Francis Fisher & Terrence Fisher	752 Dehart Road	✓			-	Yes, no objections
James P. Hawkins	762 Dehart Road	✓			-	Yes, no objections
Moon K Jung	705 Hazell Road		✓		Owner unresponsive. Notification package left with renters, as well as notification package sent as attachment via multiple email attempts (email address provided by renter).	No - unable to contact owner
Ben Duckworth & Lisa Duckworth	782 Dehart Road	✓	✓	✓	Owner unresponsive. Notification package left with renters, as well as notification package sent as attachment to email (email address provided by renter). Several phone calls made and messages left to various phone numbers (one phone number provided by renter). All contact requests (3 email and 3 phone) have gone unanswered over period from December 4th, 2013 to January 9th, 2014. <b>Update: Sign-off received January 27, 2014.</b>	Yes, no objections
Fred Dane	772 Dehart Road	✓	✓	✓	Owner unresponsive after two sets of notification packages left and multiple requests for contact (in-person visits on 3 occasions, 1 by phone). Final phonecall conversation indicated he would not oppose the build, but wasn't interested in signing off.	No - Declined to sign
Jon Roung	700 Tozer Court	✓			Declined to sign, no reason given.	No - Declined to sign

**PROPOSED SECOND RESIDENCE 4377 GORDON DRIVE, KELOWNA, BC**

This is to confirm I as a proximity neighbour have no objections to the location and design of the proposed new house on 4377 Gordon Drive, Kelowna BC V1W 1S7 (as shown on drawings dated December 2, 2013 prepared by Harmony Homes).

**FULL NAME:**

*(Please Print)*

Robert and Lisa Duckworth

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**ADDRESS:**

*(Please Print)*

782 Dehart Rd.

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**SIGNATURE:**



**DATE:**

January 27, 2014

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**CITY OF KELOWNA**  
**BYLAW NO. 10916**  
**Z14-0003 - Richard and Michelle Kooistra**  
**4377 Gordon Drive**

---

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 2, District Lot 358, ODYD, Plan 21365, located on 4377 Gordon Drive, Kelowna, B.C., from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

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Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# REPORT TO COUNCIL



**Date:** February 17, 2014

**RIM No.** 0940-40

**To:** City Manager

**From:** Urban Planning, Community Planning & Real Estate (AR)

**Application:** DP13-0197 **Owner:** Watermark Developments Ltd., Inc. No. BC0642787

**Address:** 945 Academy Way **Applicant:** Meiklejohn Architects Inc.

**Subject:** Development Permit

**Existing OCP Designation:** MRM - Multiple Unit Residential (Medium Density)

**Existing Zone:** RM4 - Transitional Low Density Housing

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## 1.0 Recommendation

THAT Council authorize the issuance of Development Permit No. DP13-0197 for Lot B, Section 10, Township 23, ODYD, Plan EPP16167, located at 945 Academy Way, Kelowna, BC, subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";
3. Landscaping to be provided on the land be in general accordance with Schedule "C", which is to be sealed by a Landscape Architect in good standing prior to permit issuance;
4. The applicant be required to post with the City a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a professional Landscape Architect;
5. The applicant be required to satisfy the requirements of the Glenmore Ellison Irrigation District (GEID);

AND FURTHER THAT the applicant be required to complete the above-noted conditions within 180 days of Council approval of the Development Permit application in order for the permit to be issued.

## 2.0 Purpose

To consider the form and character of the proposed 3 storey, 66 unit residential building and associated landscaping and site works on the subject property, in the University South Area.

## 3.0 Urban Planning Department

Following the initial development of the Academy Hill mixed-use development located immediately north of the subject property, the proposed building is the third to be developed as part of the University South Area. Urban Planning is supportive of the proposed development as it is generally consistent with the applicable Development Permit Guidelines contained in the Official Community Plan (OCP) as well as the University Village Master Plan.

The proposed building fits well into the proposed overall scheme of development for the Village Centre, and will provide an attractive street frontage along Academy Way and the multi-use corridor through an articulated built form and layered landscaping. The design has thoughtfully responded to the challenges of the sloping site, and landscaping is used effectively to integrate the building into the surrounding natural setting and to minimize exposed retaining features. Critical to a student population and to encouraging pedestrian movement in general, onsite walkways have been designed to allow residents to move safely and efficiently through the site and to connect to public walkways to the west and to the east. All units are provided with ample private open space in balconies and yards, as well as access to ground-level community garden and outdoor amenity areas.

## 4.0 Proposal

### 4.1 Background

The University South Area Structure Plan (ASP) was originally approved in January 1998, and was subsequently revised in February 2007 to reflect changes in the status of the University. The University South Area was rezoned and subdivided in 2011 in order to allow development of the area to proceed. The proposed development represents the third building to be developed as part of the new University South Area.

### 4.2 Project Description

The proposed 3-storey development consists of 66 residential units targeted principally for students and staff of the adjacent UBC Okanagan campus. The building is located on a site with significant constraints both in terms of grade, sloping down to the north and to the east, and a substantial Fortis Right-of-Way adjacent to Academy Way. The building's location and siting are informed by these constraints and the site's natural contour. The building is oriented lengthwise running roughly east-west, with the main building entrance located centrally on the north side of the building. Particular attention has been paid to the west, street-facing building elevation and site entrance landscaping to create a strong frontage along Academy Way.

The site is accessed from Academy Way via a gentle, upward sloping, curved driveway, creating opportunity for a landscaped feature entry to the site. Parking for the site is split between below-grade, under-building parking and surface parking at grade. A total of 100 parking spaces are provided, with 66 under building and 34 in a surface parking area (including 10 visitor spaces). Access to the under-building parking area is taken from the north side of the building, via an entrance at the west end of the building. The surface parking area is divided by a central plaza/turnaround in front of the building's main entrance, and with a landscaped bio-swale feature at its centre.

The 66 residential units within the building are comprised of a mix of studios, and one, two, and three bedroom units, with 38 of the total being two bedroom units. The unit sizes range from 46.5 m<sup>2</sup> for a studio unit to 100 m<sup>2</sup> for a three bedroom unit, for a total building Gross Floor Area (GFA) of 5,993 m<sup>2</sup>. Each unit has a private balcony or yard, and access to community garden and outdoor amenity areas.

The proposed building is designed in a “campus modern” style to complement the character of the recently constructed buildings at the UBC Okanagan campus, Aberdeen Hall, and the Academy Hill mixed-use development. The proposed building incorporates contemporary forms and massing, with a flat roof structure, and strong horizontal and vertical linear elements. This aesthetic is matched with warmer finishes, including alternating brick and hardie siding. A modern design element projects beyond the building’s primary elevation to visually highlight the main building entrance and draw people to the centre of the building. A robustly landscaped, bermed feature runs along the building’s north elevation at grade to enhance this primary facade and to conceal the under-building parking structure.

With a total site coverage of only 21% (for building and vehicular areas), a substantial portion of the site is to remain naturalized or landscaped. In the areas around the building and most frequently used by pedestrians, plantings will include a mix of deciduous and coniferous trees, native shrubs and grasses, and perennials. For the sloped area to the east of the building, coniferous trees and natural grasses will dominate in a more natural landscape setting. Under the concurrently processed Natural Environment Development Permit application, this area will be restored and protected through a management plan and registration of a no disturbance covenant. The need for retaining walls has been minimized through the careful siting of development and integration with landscaping. Walkway connections have been incorporated on the site, both to the Academy Way multi-use corridor to the west and down to the naturalized area and public pathway beyond to the east.

Given the anticipated primarily student occupancy of the proposed development and overall reduced levels of corresponding vehicle ownership, an application to vary parking may be contemplated at a later date. Were a variance to come forward, it would provide opportunity to augment ground-level, outdoor common amenity space for the building’s residents.

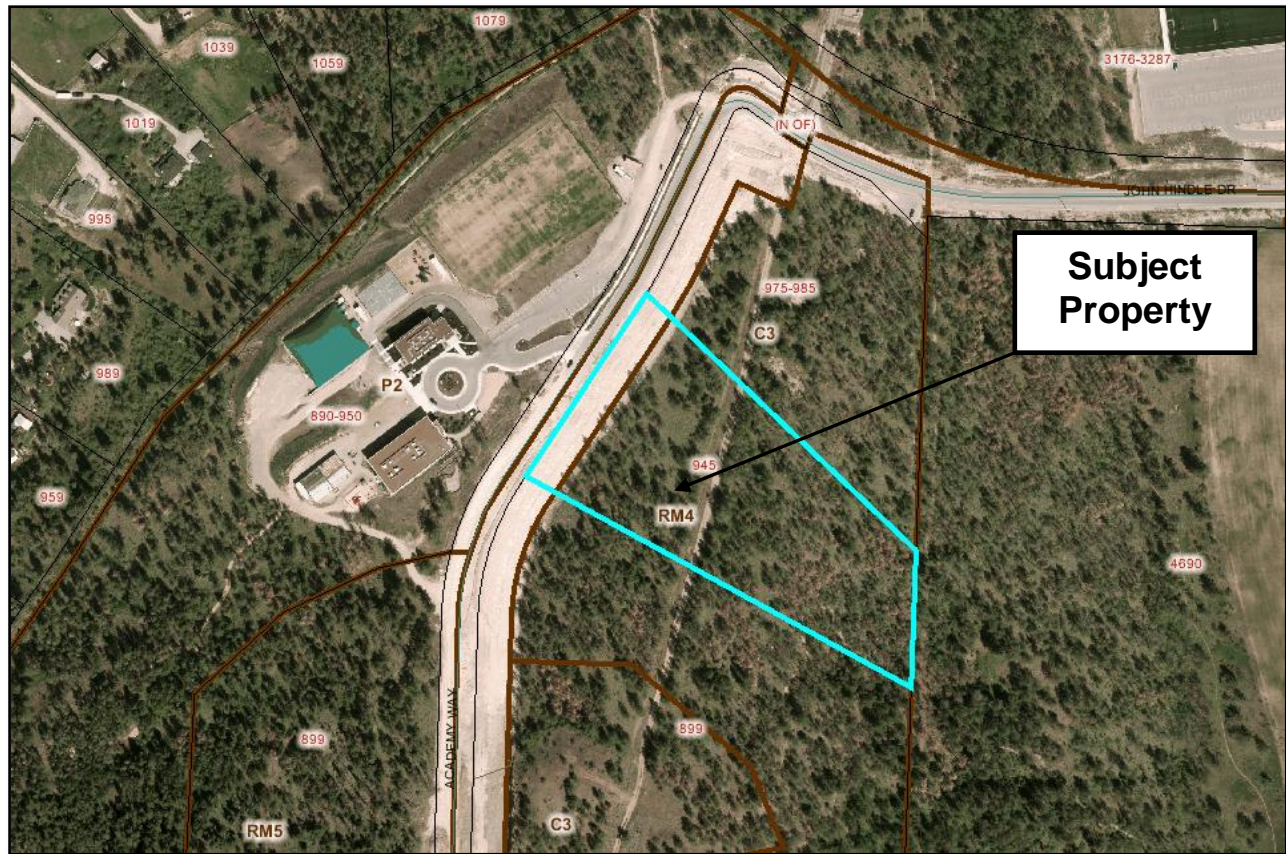
#### 4.3 Site Context

The subject property is located on the north facing slope of the developing University South Area, on the east side of Academy Way across from Aberdeen Hall, and south of John Hindle Drive and the UBC Okanagan campus.

Presently, the adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	C3 - Community Commercial	Mixed Use Development
East	A1 - Agricultural 1	Agricultural / Vacant
South	RM5 - Medium Density Multiple Housing	Forested / Vacant
West	P2 - Educational & Minor Institutional	Aberdeen Hall / School

### Subject Property Map: 945 Academy Way



#### 4.4 Zoning Analysis

The proposal compares to the RM4 zone requirements as follows:

Zoning Analysis Table		
CRITERIA	RM-4 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Lot Area	900 m <sup>2</sup>	Approx. 20,156 m <sup>2</sup> (2.02 ha)
Lot Width	30 m	Approx. 111 m
Lot Depth	30 m	Approx. 241 m
Development Regulations		
Floor Area Ratio	0.65 with 0.13 bonus	0.26
Site Coverage (buildings)	50%	11.4%
Site Coverage (buildings, driveways, parking areas)	60%	21.0%
Height	Lesser of 13 m or 3 storeys	13 m and 3 storeys
Front Yard	6 m (if more than 2 storeys)	34.8 m
Side Yard (north)	4.5 m (if more than 2 storeys)	44.5 m
Side Yard (south)	4.5 m (if more than 2 storeys)	9.0 m
Rear Yard	9.0 m (if more than 2 storeys)	69.2 m

Zoning Analysis Table (cont.)		
CRITERIA	RM-4 ZONE REQUIREMENTS	PROPOSAL
Other Regulations		
Min. Parking Requirements	100 spaces	100 spaces
Min. Setback for Vehicular Parking	3.0 m from any street 1.5 m from any side property line	Meets requirements
Bicycle Parking	Class 1: 0.5/unit (33 spaces) Class 2: 0.1/unit (7 spaces)	66 Class 1 spaces (in parkade) 8 Class 2 spaces
Visitor Parking	10 spaces	10 spaces (at surface)
Private Open Space	1,438 m <sup>2</sup>	2,230 m <sup>2</sup>

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process (Chapter 5) - Considerations in Reviewing Development Applications

**Objective 5.8.** Achieve high quality urban design.

**Objective 5.10.** Ensure opportunities are available for greater use of active transportation and transit to: improve community health; reduce greenhouse gas emissions; and increase resilience in the face of higher energy prices.

**Policy 5.10.1. Maximize Pedestrian / Cycling Connectivity.** Require that pedestrian and cyclist movement and infrastructure be addressed in the review and approval of all City and private sector developments, including provision of sidewalks and trails and recognition of frequently used connections and informal pedestrian routes.

#### Urban Design Development Permit Areas (Chapter 14) - Comprehensive Design Guidelines

##### **Objectives:**

- Convey a strong sense of authenticity through urban design that is distinctive for Kelowna;
- Promote a high urban design standard and quality of construction for future development that is coordinated with existing structures;
- Integrate new development with existing site conditions and preserve the character amenities of the surrounding area;
- Promote interesting, pedestrian friendly streetscape design and pedestrian linkages;
- Provide for a scale and massing of commercial buildings that promotes a safe, enjoyable living, pedestrian, working, shopping and service experience;
- Incorporate architectural features and detailing of buildings and landscapes that define an area's character;
- Promote alternative transportation with enhanced streetscapes and multimodal linkages;
- Protect and restore the urban ecology (i.e. architectural and site consideration with respect to the ecological impact on urban design).
- Moderate urban water demand in the City so that adequate water supply is reserved for agriculture and for natural ecosystem processes.
- Reduce outdoor water use in new or renovated landscape areas in the City by a target of 30%, when compared to 2007.

## 6.0 Technical Comments

### 6.1 Building & Permitting Department

1. Development Cost Charges (DCCs) are required to be paid prior to issuance of any Building Permit(s).
2. Placement permits are required for any sales or construction trailers that will be on site. The location(s) of these are to be shown at time of development permit application.
3. A Building Code analysis is required for the structure at time of building permit applications, but the following items may affect the form and character of the building(s):
  - a. Hard surface paths are to be provided from the exit stairwells to the street
  - b. Any security system that limits access to exiting needs to be addressed in the code analysis by the architect.
  - c. Access to the roof is required per NFPA and guard rails may be required and should be reflected in the plans if required.
  - d. Fire department to comment of driveway access and turn radius requirements.
  - e. Retaining walls to be defined in the drawings and separate permits will be required. Retaining walls must be designed to be solely on the property unless easements have been obtained.
4. A Geotechnical report is required to address the sub soil conditions and site drainage.
5. Guards are required for all decks. The drawings provided don't clearly identify these requirements, but will be reviewed at time of building permit application.
6. Fire resistance ratings are required for storage, janitor and/or garbage enclosure room(s). The drawings submitted for building permit are to clearly identify how this rating will be achieved and where these area(s) are located.
7. Size and location of all signage to be clearly defined as part of the development permit. This should include the signage required for the building addressing to be defined on the drawings per the bylaws.
8. Full Plan check for Building Code related issues will be done at time of Building Permit applications.

### 6.2 Development Engineering Department

Refer to attached Development Engineering Memorandum dated January 20, 2014.

### 6.3 Fire Department

1. Fire department access, fire flows, and hydrants as per the BC Building Code and City of Kelowna Subdivision Bylaw #7900.
2. The Subdivision Bylaw requires a minimum of 150ltr/sec flow.
3. The main access road to the front entrance shall be constructed as per BCBC 3.2.5.6.
4. A Construction Fire Safety Plan is required and shall be submitted prior to start of construction.
5. Additional comments will be required with the building permit application.

### 6.4 Glenmore Ellison Irrigation District (GEID)

Refer to attached GEID letter dated February 7, 2014.

### 6.5 NAV CANADA

NAV CANADA has no objection to the project as submitted.

## 6.6 Shaw Cable

Owner/developer to install an underground conduit system per Shaw Cable drawings and specifications.

## 6.7 Telus

TELUS will provide underground facilities to this development. Developer will be required to supply and install conduit as per TELUS policy

## 7.0 Application Chronology

Date of Application Received: December 19, 2013

Revised Plans Received: February 6, 2014

**Report prepared by:**

---

Abigail Riley, Planner II  
Urban Planning

**Reviewed by:**

☐

Ryan Smith, Manager, Urban Planning

**Approved for Inclusion:**

☐

Doug Gilchrist, Divisional Director, Community Planning &  
Real Estate

### Attachments:

Site Plan

Building Elevations

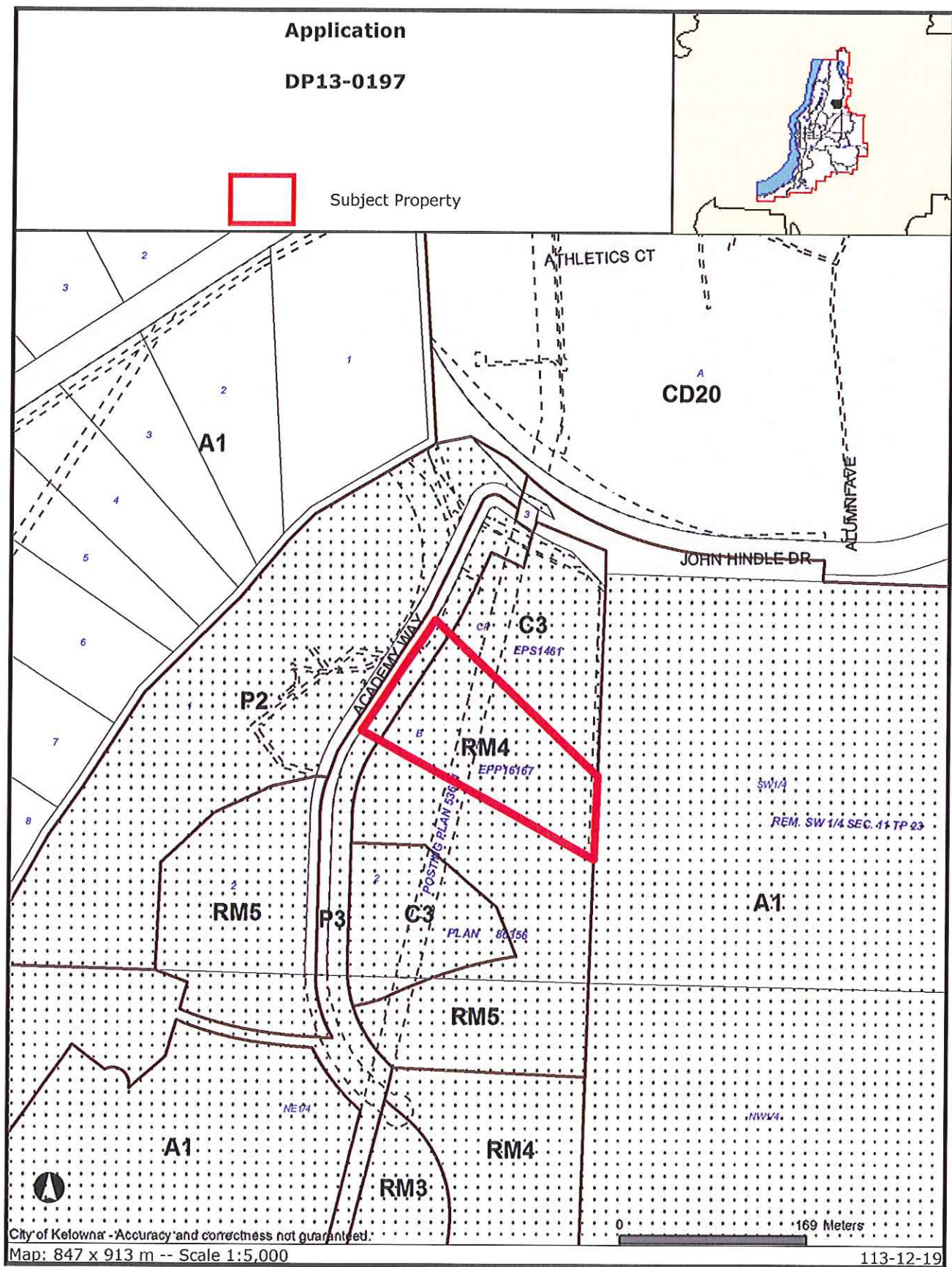
Axonometric Drawings

Floor Plans

Landscape Plans & Details

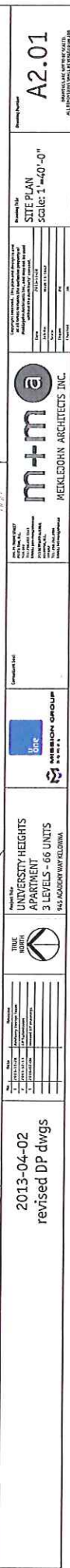
Development Engineering Memorandum, dated January 20, 2014

GEID Letter, dated February 7, 2014

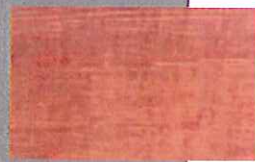


Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.

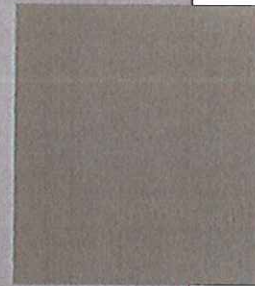
FEB. 06, 2014  
CITY OF KELOVNA  
Land Use Management







wood post & beam



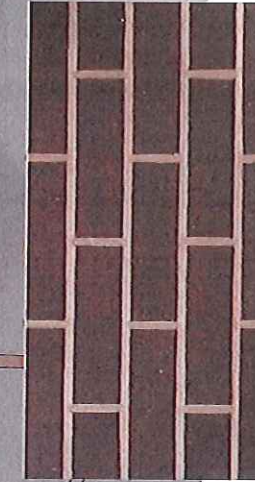
hardie siding - iron gray  
(Level 1 and 2)



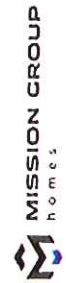
hardie siding - cobble stone  
(Level 3)



gentek black noir 525  
flashing



brick - black



University Heights Apartment

material board

December 13, 2013



m+m a MISSION GROUP homes

U one

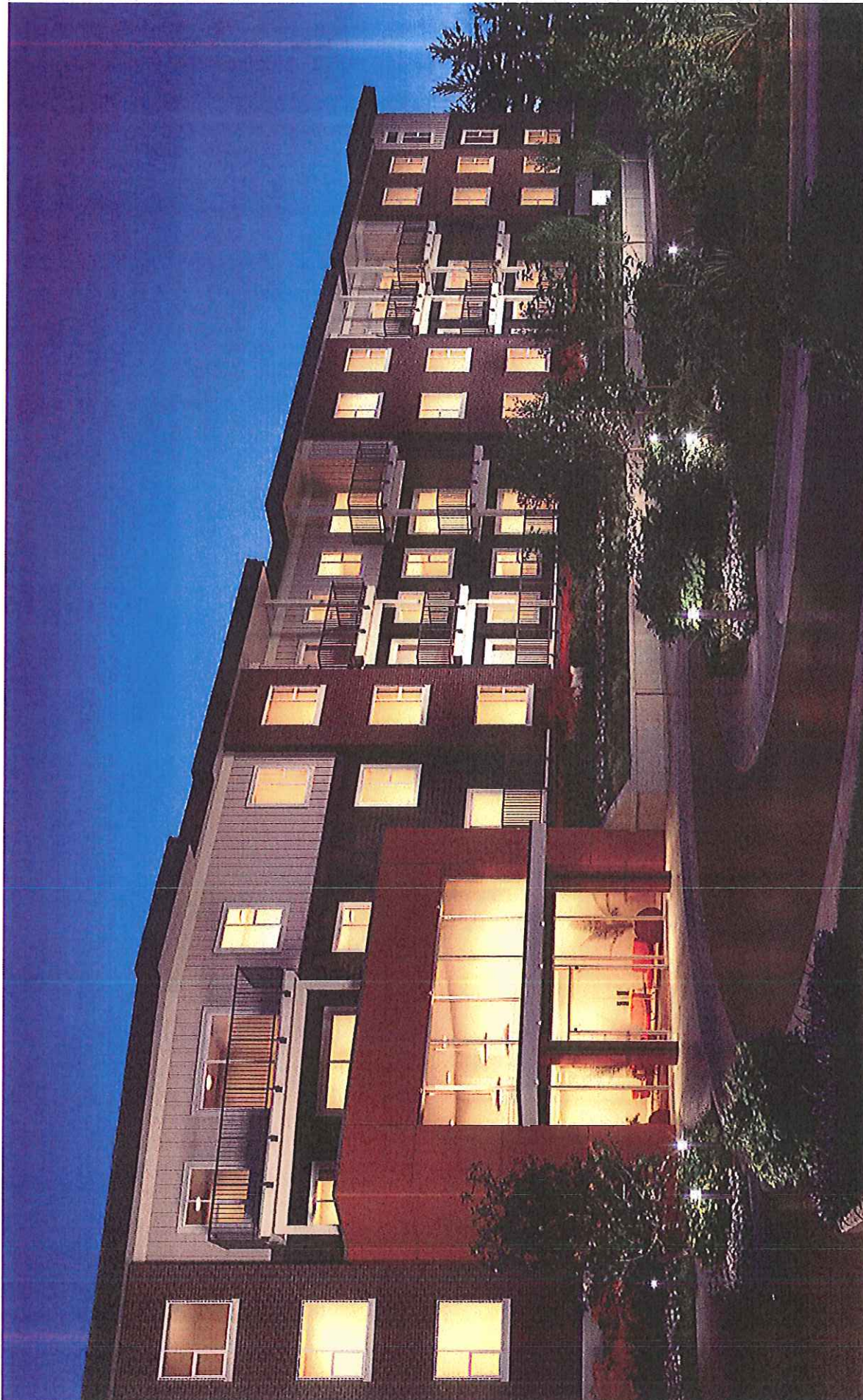
University Heights Apartment

view from the driveway entrance

February 3, 2014

REVISED PLANS

FEB 06 2014  
CITY OF KELOWNA  
Land Use Department



m + m a  MISSION GROUP  
homes

u One

University Heights Apartment

main entrance to the building with canopy

February 3, 2014  
revised

FEB 06 2014  
CITY OF KELOWNA  
Public Meeting



February 3, 2014  
revised

Typical balcony with brick cladding & hard siding

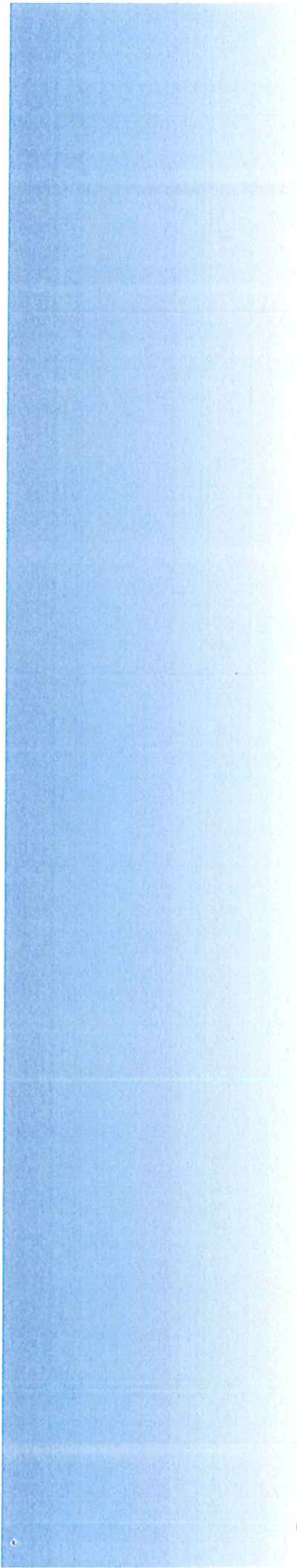
University Heights Apartment



u One

m + m a

FEB 06 2014  
CITY OF KELOWNA  
Land Use Management



December 13, 2013

Aerial view of the building with parking & landscape

University Heights Apartment





December 13, 2013

Two tones colour hardi-siding with raised corner

University Heights Apartment

u one





Academy Road Streetscape Elevation

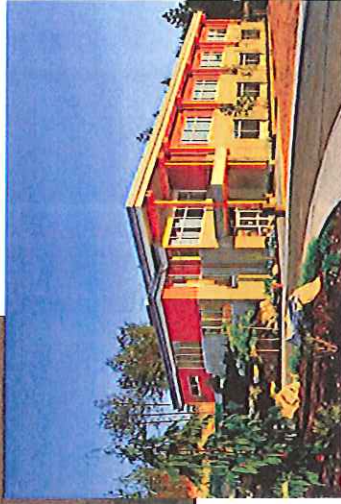
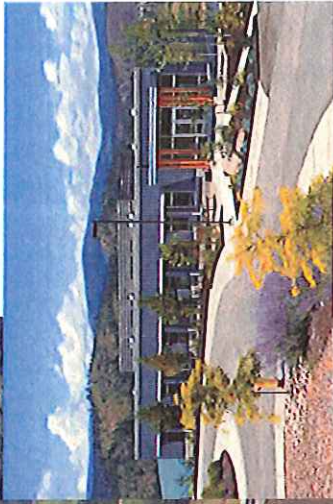
University Heights Apartment

December 13, 2013



**CITY OF KELOWNA**  
**Land Use Management**





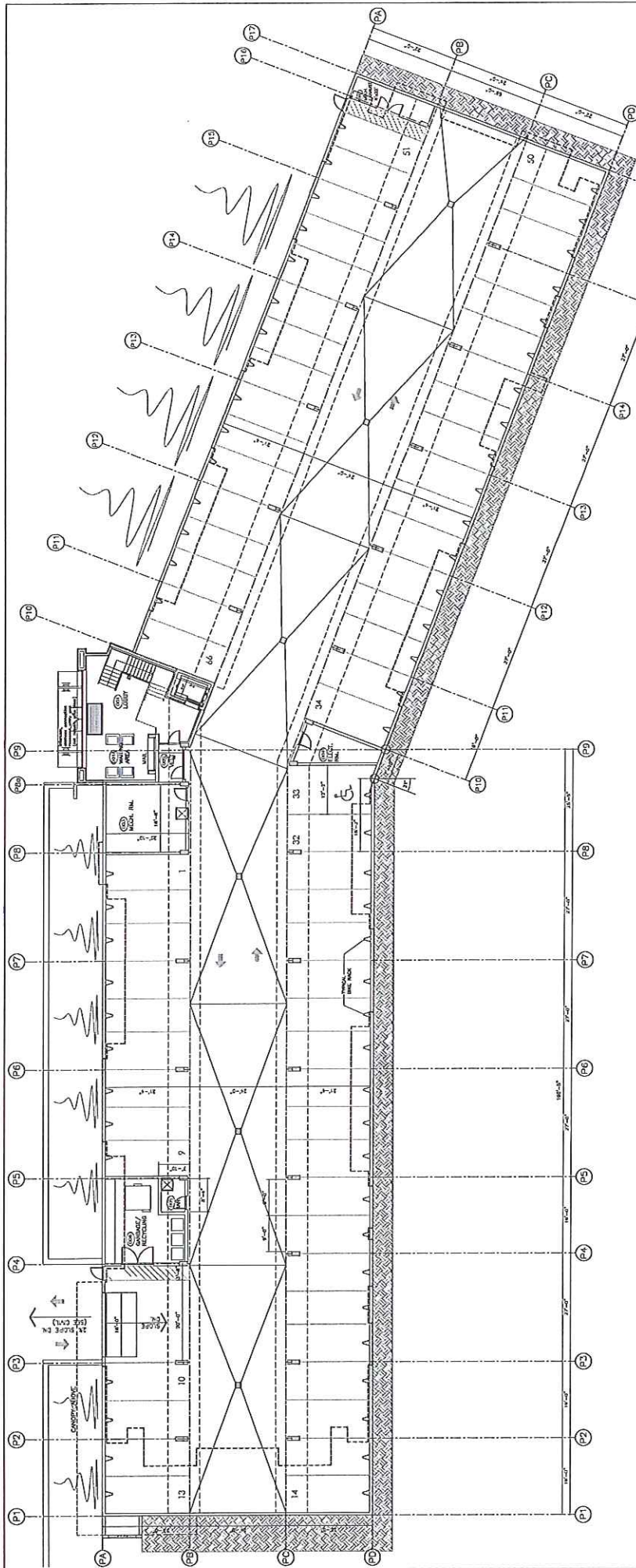
Aberdeen Hall Preparatory School



Academy Hill - under construction



Entry to University Heights Apartment



**REVISED PLANS**

**FEB 06 2014**

**CITY OF KELOWNA**  
**Land Use Management**

2013-04-02  
revised DP dwgs

Rev	Date	Description
1	2013-04-02	Initial Design
2	2013-04-02	Revised Design
3	2013-04-02	Revised Design



**UNIVERSITY HEIGHTS**  
**APARTMENT**  
**3 LEVELS - 66 UNITS**  
145 ACADREMY KELLOWNA



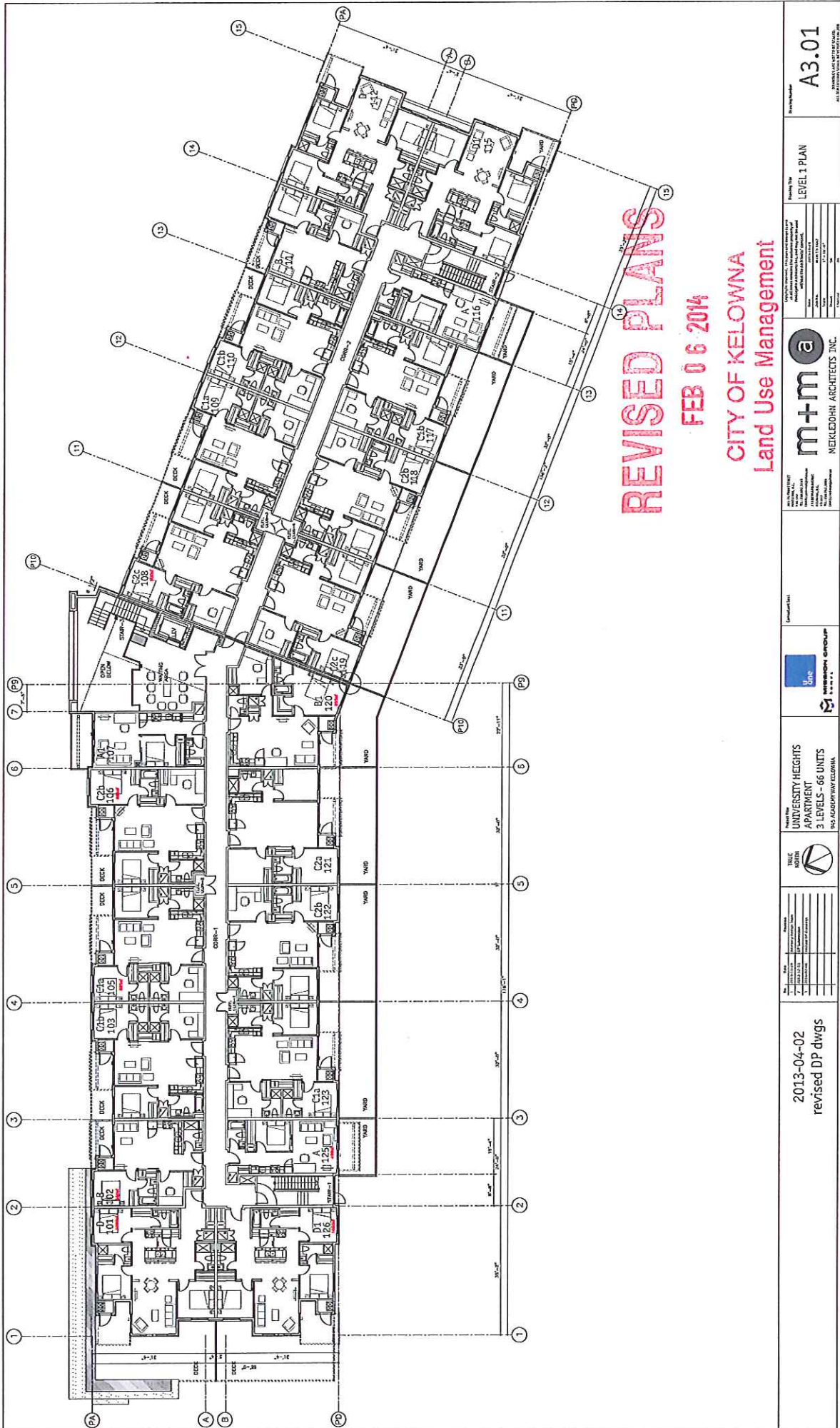
Consultant's Seal

MEKLEJOHN ARCHITECTS INC.

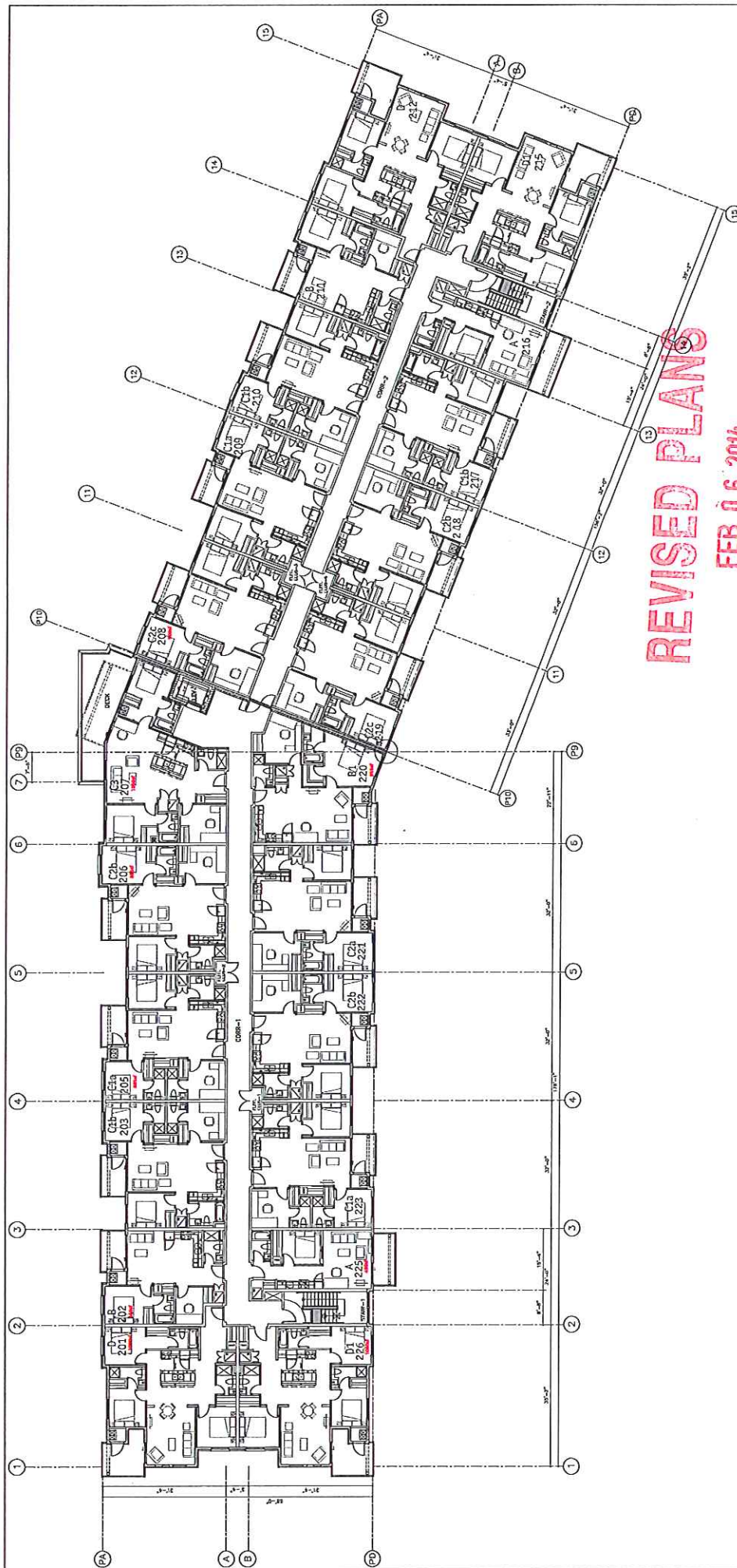


**PARKADE PLAN**

**A3.00**



<p>2013-04-02 revised DP dwgs</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>	<p>UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 160 AGRODIP RD, KELOWNA</p>
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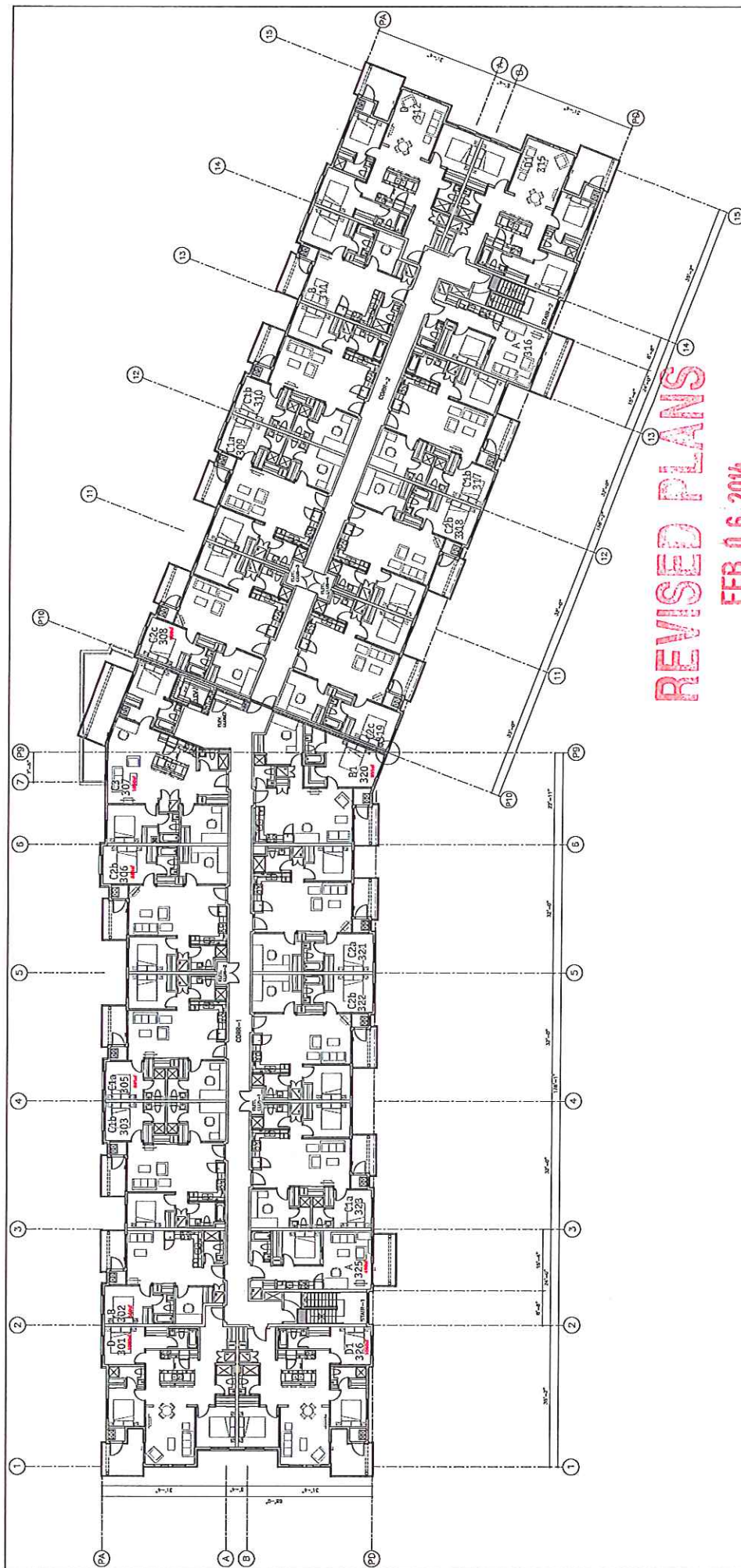


REVISED PLANS

FEB 06 2014

CITY OF KELOWNA  
Land Use Management

<p>2013-04-02 revised DP dwgs</p>	<p>PROJECT: UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 345 ASQUITH AVENUE, KELOWNA, BC</p>	<p>CLIENT: CITY OF KELOWNA</p>	<p>DESIGNER: m+m a MEKLEJOHN ARCHITECTS INC.</p>	<p>DATE: FEB 06 2014</p>	<p>PROJECT: UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 345 ASQUITH AVENUE, KELOWNA, BC</p>	<p>CLIENT: CITY OF KELOWNA</p>	<p>DESIGNER: m+m a MEKLEJOHN ARCHITECTS INC.</p>	<p>DATE: FEB 06 2014</p>	<p>PROJECT: UNIVERSITY HEIGHTS APARTMENT 3 LEVELS - 66 UNITS 345 ASQUITH AVENUE, KELOWNA, BC</p>
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REVISED PLANS

FEB 06 2014

CITY OF KELOWNA  
Land Use Management

2013-04-02  
revised DP dwgs

Project Name  
UNIVERSITY HEIGHTS  
APARTMENT  
3 LEVELS - 66 UNITS  
145 KASLOFF WAY KELOWNA



Client Name  
City of Kelowna

Project Manager  
Mike Hynes

Architect  
m+m  
MEIKLEDOHN ARCHITECTS INC.

Project No.  
LEVEL 3 PLAN

Sheet Number  
A3.03

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

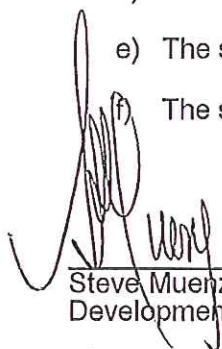
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**Date:** January 20, 2014  
**File No.:** DP13-0197  
**To:** Urban Planning (AR)  
**From:** Development Engineering Manager (SM)  
**Subject:** 945 Academy Way- Lot A Plan EPP16167 Section 10, Township 23, ODYD

---

Development Engineering Services comments and requirements pertaining to this application, for the second phase of development on the subject property, are as follows:

- a) The site has been serviced and offsite requirements have been met under subdivision file S06-0026.
- b) The total units created within the development area are 144 Units. This application does not trigger any off-site upgrades since the total falls short of the 401 Units identified in the Traffic Impact Assessment under City file Z09-0069.
- c) All onsite services must be extended from the existing services to the property line.
- d) This application does not trigger any offsite upgrades.
- e) The site grading prepared by CTQ Consultants Ltd. appears acceptable.
- f) The storm water management plan prepared by CTQ appears acceptable.



---

Steve Muenz, P. Eng.  
Development Engineering Manager

B<sup>2</sup>



**Glenmore-Ellison Improvement District**

445 Glenmore Road  
Kelowna, BC V1V 1Z6

Email: [glenmore.ellison@shaw.ca](mailto:glenmore.ellison@shaw.ca)

Website: [www.glenmoreellison.com](http://www.glenmoreellison.com)

Phone: 250-763-6506

Fax: 250-763-5688

February 7, 2014

City of Kelowna  
Community Planning & Real Estate  
Land Use Management  
1435 Water St.  
Kelowna, BC V1Y 1J4

Attention: Abigail Riley (via email: [dchamplon@kelowna.ca](mailto:dchamplon@kelowna.ca))

Re: University Heights Apartments  
Lot B, Plan EPP16167 - 3-storey building, 66 units  
City of Kelowna File: DP 13-0197 – Meiklejohn Architects

GEID received a development permit referral DP13-0197 on February 7, 2014 for Lot B, Plan EPP16167 in the area known as the University Village within GEID's service boundaries.

Attached is our letter of January 27, 2014 to Meiklejohn Architects in which we provided comments, concerns and the various charges required under GEID's current bylaws for the subject building to proceed.

CTQ Consultants Ltd. has also contacted GEID concerning water servicing for the property and the \$189,250 bond that GEID continues to hold for assorted water system upgrades including the water main fronting the property. Until written confirmation and an acceptable schedule of the water main installation is received, GEID is unable to issue a water letter for the project.

If you have any questions on this matter, please contact me at (250) 763-6506.

Sincerely,

**GLENMORE-ELLISON  
IMPROVEMENT DISTRICT**

Darren Schlamp, B.Sc.  
Operations Manager

Att.

cc: Meiklejohn Architects (via email: [jim-mat@shaw.ca](mailto:jim-mat@shaw.ca))  
Kevin Johnson, CTQ Consultants (via email: [kjohnson@ctqconsultants.ca](mailto:kjohnson@ctqconsultants.ca))



## Glenmore-Ellison Improvement District

445 Glenmore Road  
Kelowna, BC V1V 1Z6

Email: [glenmore.ellison@shaw.ca](mailto:glenmore.ellison@shaw.ca)  
Website: [www.glenmoreellison.com](http://www.glenmoreellison.com)

Phone: 250-763-6506

Fax: 250-763-5688

January 27, 2014

Meiklejohn Architects Inc.  
233 Bernard Avenue  
Kelowna, BC  
V1Y 6N2

Attention: Shirley Ng (via email: [Shirley-mai@shaw.ca](mailto:Shirley-mai@shaw.ca))

Re: University Heights Apartments  
Lot B, Plan EPP16167  
3-storey building, 66 units

Glenmore-Ellison Improvement District (GEID) has completed a review of the proposed 3-storey building plus partial below-grade parkade to be constructed on Lot B, Plan EPP16167. The subject property is located within GEID service boundaries.

According to Drawings A3.01, A3.02 & A3.03 dated November 28, 2013, a total of 66 residential units will be constructed. The following sections describe the water servicing requirements to meet GEID servicing bylaws and policies.

### Fireflow Availability, Hydrants and Waterworks

This development is a continuation of phased construction within the University Village area. In November 2007, GEID received a performance bond in the amount of \$835,000 for the water main, associated pump station, genset and SCADA upgrades as part of the Aberdeen School development. The bond now amounts to \$189,250 and the applicant should contact GEID to discuss the works remaining.

On December 13, 2013, CTQ Consultants Ltd. provided a revised FUS calculation of 133 L/s for the building which can be provided by GEID.

The existing water main only extends across a portion of the Lot B frontage at this time, and no water service connection is in place to the property line. As noted above, bonding for the extension of the water main on Academy Way has been in place since the time of subdivision. In August 2012, in accordance with Subdivision Servicing Bylaw #146, the applicant provided a deposit of \$10,000 for GEID to allow for installation of a 250 mm service connection to Lot B from the future Academy Way water main. This development will require that the Academy Way water main be extended and a service installed. As site servicing is normally completed at time of subdivision, the two options at this time are that GEID complete the water main installation using the development bonding, or the developer complete the works and turn them over to GEID in accordance with GEID bylaws.

The applicant is responsible for installing all water mains and service lines within the property.

GEID requires that the developers have hydrant locations and spacing reviewed by the City of Kelowna Fire Department. In the event that additional hydrants are required by the Kelowna Fire Department, hydrant purchase, connection, and installation shall be at the applicant's cost.

#### **Capital Expenditure Charges (CECs)**

According to Drawings A3.01, A3.02 and A3.03, the 3-storey building will comprise 66 residential units. The applicant has also confirmed that the building will be sprinklered.

Calculation of CECs for the 3 floors and the parkade area is based on 66 residential units. Bylaw #135 provides a CEC rate of \$3,200 per unit for 2,3 and 4 storey MF units. Based on this rate, CECs for the 66 residential units are calculated at \$211,200.00, less a credit of \$4,800 which was paid by the applicant on August 14, 2012 when the property was subdivided. Total CECs payable are \$206,400.00

Please note that GEID requires payment of Capital Expenditure Charges based on number of units and floor area. In the event that any future building expansion is completed which changes land use, increases usable floor area, or increases the number of dwelling units, additional CECs would be required at that time, at the CEC rate in force at time of payment

#### **Irrigation and Metering**

All water within the property must be metered. As specified in GEID Bylaw #76, a water meter must be installed on all new water services and supplied and installed by the applicant according to manufacturer's directions and GEID standards. At this time, all meters installed within the GEID service area are required to be compatible with the Sensus RadioRead system. The meter shall be installed with adequate clearances to permit repair or replacement, and will be inspected by GEID to meet GEID requirements. A mechanical drawing should be provided showing clearances for the meter.

A three conductor, 22 gauge, solid conductor cable with red, green, and black wire colours is required, and must be installed between the meter and MXU location on the building exterior.

GEID's contractor, CORIX Utilities, will supply and install a remote meter reading device (MXU) compatible with the Sensus RadioRead™ system. The remote MXU will be located outside the building near the entrance door, and shall be in line-of-sight from a publicly accessible roadway servicing at the site. A fee of \$300.00 is charged for the supply and installation of the MXU.

If an irrigation system is proposed, it must be connected to the water system after the main water meter, and be designed to 10 USgpm maximum flow. GEID requires that irrigation system mechanical plans be submitted to review the irrigation flow allotment and cross connection control.

#### **Connection and Inspection Fees**

A connection inspection fee in the amount of \$500 will apply under GEID Miscellaneous Charge Bylaw No. 149 for GEID inspection of the connection. The developer must notify GEID 48 hours in advance to allow GEID to schedule inspection at the time of connection.

#### **Development Application Fee**

According to Bylaw #149, a Development Application Fee of \$150.00 applies for staff review for each referral for subdivision, rezoning or development.

Latecomer fees for storage used in the UBCO Reservoir are payable under GEID Bylaw #102, UBCO Reservoir Latecomer Charge Agreement Bylaw, according to the date of connection to the GEID system. For the purpose of calculation, GEID has assumed a connection date of October 16, 2014. The latecomer fees are based on storage required for six hours of maximum day demand for the development (MDD) plus 25% emergency storage.

$$\text{MF Maximum Day Demand (MDD)} = 66 \text{ MF} \times 2 \text{ persons/unit} \times 1,800 \text{ L/ca/day} = 237.6 \text{ m}^3/\text{day}$$

Total Balancing plus 25% emergency storage =  $59.4.0 \text{ m}^3 \times 1.25 = 74.25\text{m}^3$

Based on the above, UBCO Reservoir latecomers fees for this development are payable in the amount of \$42,526.69 . Please note that the rate of \$572.75 of storage is valid until October 16, 2014 and rises each year by 2.5% on the anniversary of the reservoir completion date in accordance with GEID's Latecomers Interest Rate Bylaw No. 101.

The applicant is responsible for maintaining water quality within the property. GEID conducts mainline flushing each spring and fall and all private complexes, including this property, are required to flush their own internal lines following GEID's mainline flushing. GEID strongly recommends that the building design takes into account adequate discharge points from which regular flushing can be conducted. Failure to do so may result in water quality complaints that the building/property management will need to address.

At this time, GEID is not in a position to issue a water letter for this project until the timing and responsibility for installation of water main on Academy Way is determined. Please contact Pat Schmidt, Development Clerk, at 250-763-6506 to schedule a meeting for those works for which GEID is holding bonding and deposits. If you have any questions, please contact me at (250) 763-6506.

## GLENMORE-ELLISON IMPROVEMENT DISTRICT

cc: John Hertay, Watermark Developments (via email: [johnhertay@highlinerealty.com](mailto:johnhertay@highlinerealty.com))  
Kevin Johnson, CTQ Consultants (via email: [kjohnson@ctqconsultants.ca](mailto:kjohnson@ctqconsultants.ca))

# REPORT TO COUNCIL



**Date:** February 17, 2014

**RIM No.** 0940-40

**To:** City Manager

**From:** Urban Planning, Community Planning & Real Estate (JM)

**Application:** DP14-0005      **Owner:** Hywood Contractors Ltd.  
(Inc. No. 119078)

**Address:** 1517-1541 Keehn Road      **Applicant:** Callahan Property Group

**Subject:** Development Permit Application

**Existing OCP Designation:** SC - Service Commercial

**Existing Zone:** C10 - Service Commercial

---

## 1.0 Recommendation

THAT Council authorizes the issuance of Development Permit No. DP14-0005 for Lot A, District Lot 125, ODYD, Plan EPP36652, located on 1517-1541 Keehn Road, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land, be in general accordance with Schedule "B";
3. Landscaping to be provided on the land be in general accordance with Schedule "C";
4. The applicant be required to post with the City, a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a professional landscaper;

AND THAT the requirements of the Development Engineering Branch and the Rutland Waterworks District be completed to their satisfaction prior to issuance;

AND FURTHER THAT the applicant be required to complete the above-noted condition number four (#4) within 180 days of Council's approval of the Development Permit Application in order for the permit to be issued.

## 2.0 Purpose

To consider a Development Permit to evaluate the form and character of a proposed automotive service centre against the guidelines established in the Official Community Plan.

## 3.0 Urban Planning Department

Urban Planning staff are supportive of the proposed service commercial development on the site. Given the typically utilitarian nature of service commercial buildings, the proposed development represents an elevated standard of design along the visually significant Highway 97N corridor. The design relies on glazing to make the building feel more welcoming and pleasant both for staff and patrons, and the landscape design accentuates the building architecture while also providing screening for the vehicle parking.

Overall, the development meets the design guidelines established in the Official Community Plan, and will be a pleasant addition to the area.

## 4.0 Proposal

### 4.1 Project Description

The applicant is proposing to develop an automotive service building on the westernmost portion of the subject property, fronting both Highway 97 and Keehn Road. The proposed building is approximately 689 m<sup>2</sup> in floor split between a main floor and a small second floor. The main floor contains 10 service bays, 1 car wash bay (BCAA clients only), and customer service and administration areas. The second floor is only approximately 82 m<sup>2</sup> in area and contains storage and staff areas. Access for the site is taken from Keehn Road, and a total of 23 parking stalls are spread evenly around the perimeter of the site, with secure bicycle parking at the rear.

In terms of form and character, the building represents a new standard for design for BCAA across the province (see attached letter of rationale). The building makes use of a large amount of glazing placed strategically to give the impression of openness and transparency, even in the service bays themselves. Glazing is matched with exterior cladding in the form of aluminium panels and horizontal corrugated metal, both of which convey a clean and more modern aesthetic. Floor to ceiling glass and a canopy feature accentuate the building entrance.

The north and west sides of the site will be landscaped in accordance with the Zoning Bylaw standards, including a mix of trees, shrubs, grasses and perennial plantings. The south side of the site will be fenced from the adjacent tourist commercial development.

### 4.2 Site Context

The subject property is located on the south side of the intersection of Highway 97N and Keehn Road. The lot is zoned C10 - Service Commercial and presently contains a single storey commercial building with multiple tenants. Within the entire 8,463m<sup>2</sup> lot, the development proposal is limited to the westernmost portion.

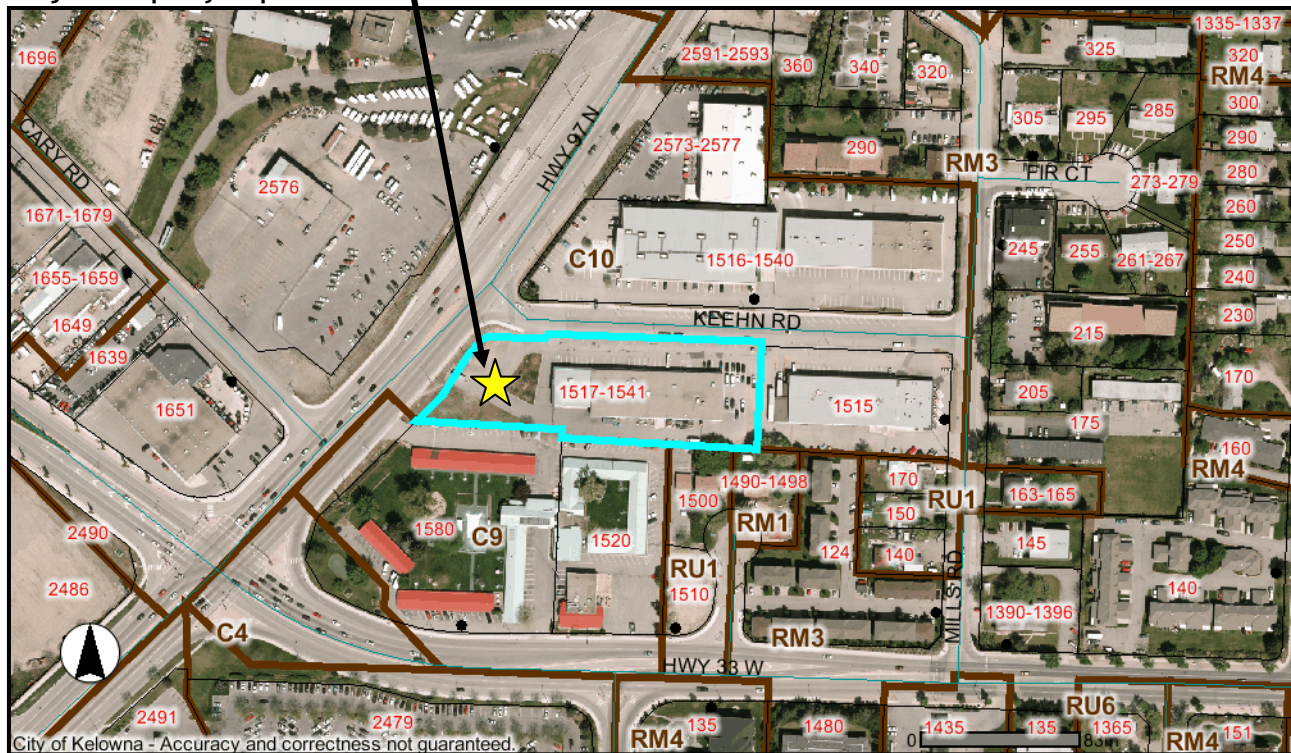
Development surrounding the lot is characterized by a mix of highway oriented service commercial, tourist commercial, and residential.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	C10 - Service Commercial	Bed, Bath and Beyond
East	C10 - Service Commercial	Various commercial businesses

South	C9 - Tourist Commercial RU1 - Large Lot Housing RM1 - Four Dwelling Housing	Motel Large Lot Single Detached Dwellings Four-plex Housing
West	C10 - Service Commercial	Auto sales

Subject Property Map: 1517-1541 Keehn Road



#### 4.3 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	C10 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Lot Area	1,000 m <sup>2</sup>	8,463 m <sup>2</sup>
Lot Width	40.0 m	exceeds
Lot Depth	30.0 m	Approx. 47.0-54.0 m
Development Regulations		
Floor Area Ratio	0.65	0.32
Site Coverage	60%	31%
Height	Lesser of 12.0 m or 3 storeys	2 storeys / 7.35 m
Front Yard (north)	2.0 m	16.4m
Side Yard (east)	0.0 m	8.0 m
Side Yard (west) Hwy 97	4.5 m	7.9 m
Rear Yard	0.0 m	11.9 m
Other Regulations		
Minimum Parking Requirements	2 per service bay (including car wash) = 22 stalls	23 stalls
Bicycle Parking	2 Class 1 stalls 4 Class 2 stalls	2 Class 1 stalls 6 Class 2 stalls

Loading Space	1 space	1
Landscaping	Front: Level 3 Side (hwy 97): Level 4 Side: Level 3 Rear: Level 3	Level 3 Level 4 Level 3 Level 3

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Comprehensive Development Permit Guideline Objectives<sup>1</sup>

- Promote a high urban design standard and quality of construction for future development that is coordinated with existing structures;
- Integrate new development with existing site conditions and preserve the character amenities of the surrounding area;
- Promote interesting, pedestrian friendly streetscape design and pedestrian linkages;
- Provide for a scale and massing of commercial buildings that promotes a safe, enjoyable living, pedestrian, working, shopping and service experience;
- Incorporate architectural features and detailing of buildings and landscapes that define an area's character;
- Promote alternative transportation with enhanced streetscapes and multimodal linkages;
- Reduce outdoor water use in new or renovated landscape areas in the City by a target of 30%, when compared to 2007.

## 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 Permit(s)
- 2) A Geotechnical report is required to address the sub soil conditions and site drainage.
- 3) Fire resistance ratings are required for storage, janitor and/or garbage enclosure room(s). The drawings submitted for building permit are to clearly identify how this rating will be achieved and where these area(s) are located.
- 4) Size and location of all signage to be clearly defined as part of the development permit. This should include the signage required for the building addressing to be defined on the drawings per the bylaws on the permit application drawings.
- 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, Chapter 14: Urban Design Development Permit Area, Comprehensive Development Permit Area Objectives, p. 14.2.

6.2 Development Engineering Department

See attached Memorandum, dated January 29, 2014

6.3 Ministry of Transportation

No comments.

6.4 Fire Department

Fire department access, fire flows, and hydrants as per the BC Building Code and City of Kelowna Subdivision Bylaw #7900. The Subdivision Bylaw requires a minimum of 150ltr/sec flow. A Construction Fire Safety Plan is required and shall be submitted prior to start of construction. Additional comments will be required with the building permit application.

6.5 Interior Health Authority

No concerns.

6.6 Irrigation District (RWD)

This property is not serviced as it was once road allowance. Servicing could come from either the Keehn Rd. side or the Hwy 97 side.

Further, should this development proceed to building permit stage RWD would request an engineering deposit and forward to our engineer. Based on that review additional requirements, ie. Fire hydrant, servicing size, fire protection, may be required.

6.7 Shaw Cable

Shaw Communications' interests are unaffected. The applicant should contact Shaw regarding future cable services.

6.8 Telus

TELUS will provide underground facilities to this development. Developer will be required to supply and install conduit as per TELUS policy.

**7.0 Application Chronology**

Date of Application Received: January 8, 2014

**Report prepared by:**

---

James Moore, Land Use Planner

**Reviewed by:**

☐

Ryan Smith, Urban Planning Manager

**Approved for Inclusion:**

☐

D. Gilchrist, Div. Director, Community Planning & Real Estate

**Attachments:**

Subject Property Map

Site Plan

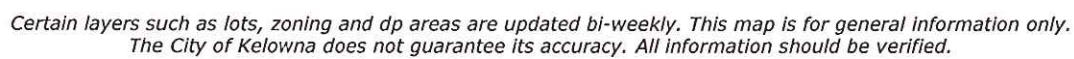
Floor Plans

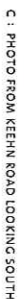
Conceptual Elevations

Landscape Plan

Development Engineering Memorandum, dated January 29, 2014

DRAFT Development Permit No. DP14-0005





BCAA AUTO SERVICE CENTRE  
KELOWNA BC

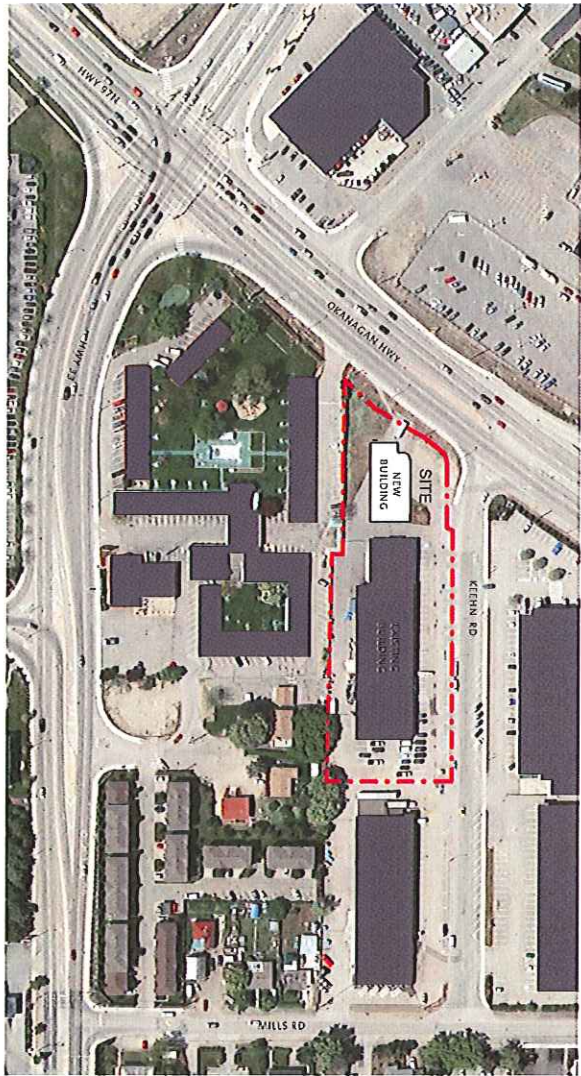


BCAA AUTO SERVICE CENTRE KELOWNA

CALLAHAN PROPERTY GROUP LTD.  
1545 KERRIN ROAD, KELOWNA BC

COVER SHEET  
N.T.S. 12/17/13

DP01



CONTEXT PLAN  
SCALE: 1:100

## PROJECT DATA

### PROJECT NAME / ADDRESS:

1001 MILL ST  
KELOWNA, BC V1Y 1Y1

### APPLICABLE CODES:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### GOVERNING BODIES:

CITY OF KELOWNA

### LEGAL DESCRIPTION:

LOT 1001, DISTRICT 1001  
2000 BC BUILDING ACT

### ZONING:

CITY OF KELOWNA

### PERMITS:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### LANDSCAPE ARCHITECTURE:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### STRUCTURAL ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### MECHANICAL ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### ELECTRICAL ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### PLUMBING ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### HEATING ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### COOLING ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### ENVIRONMENTAL ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### TRANSPORT ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### WATER ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### SEWER ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### GEOTECHNICAL ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### FOUNDATION ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### CONCRETE ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### STEEL ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### WOOD ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

### GLASS ENGINEERING:

2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION

## DRAWING LIST

PROJECT NAME / ADDRESS:

1001 MILL ST  
KELOWNA, BC V1Y 1Y1

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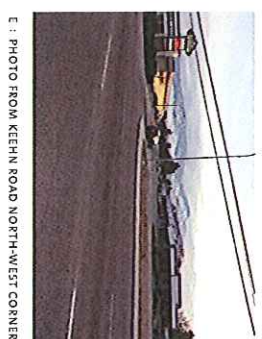
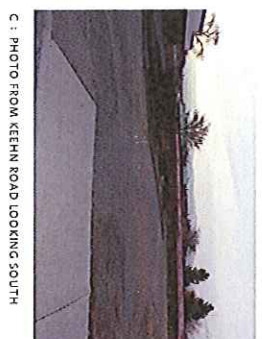
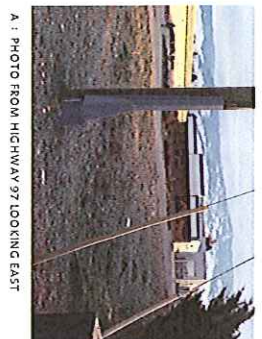
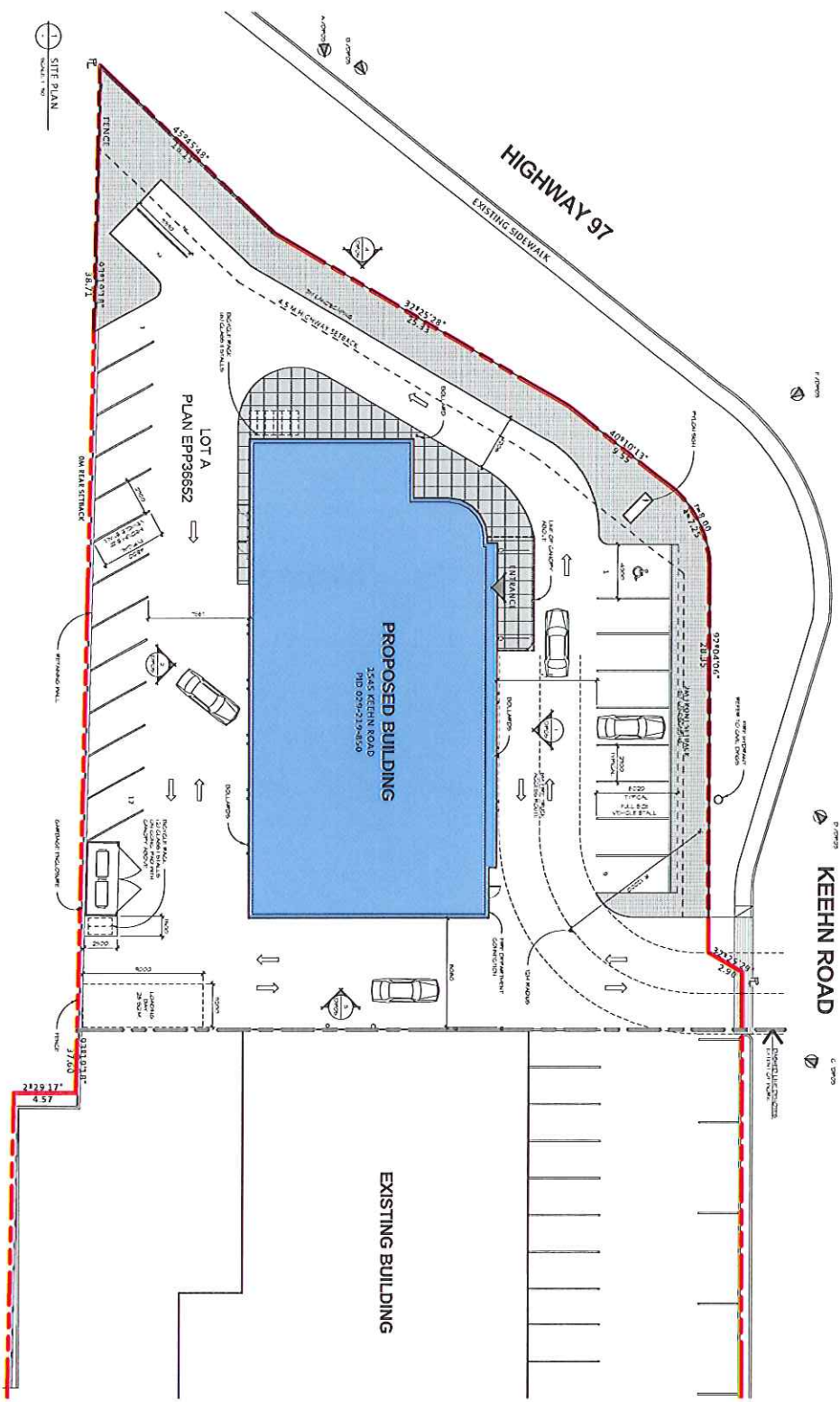
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2000 BC BUILDING ACT  
2000 BC BUILDING REGULATION



A : PHOTO FROM HIGHWAY 97 LOOKING EAST  
 B : PHOTO FROM HIGHWAY 97 LOOKING NORTH  
 C : PHOTO FROM KEEHN ROAD LOOKING SOUTH  
 D : PHOTO FROM KEEHN ROAD LOOKING WEST  
 E : PHOTO FROM KEEHN ROAD NORTH-WEST CORNER



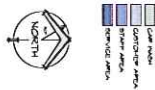
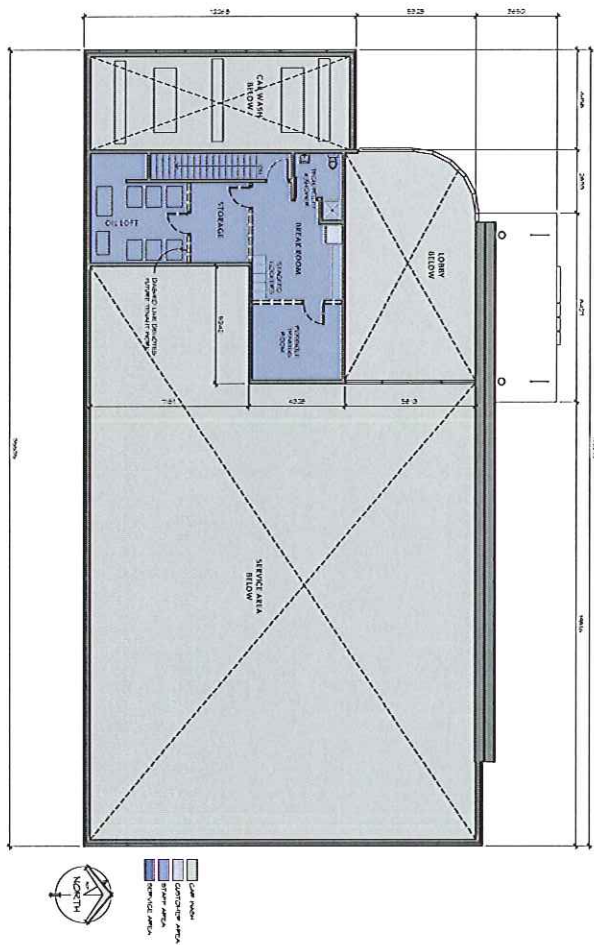
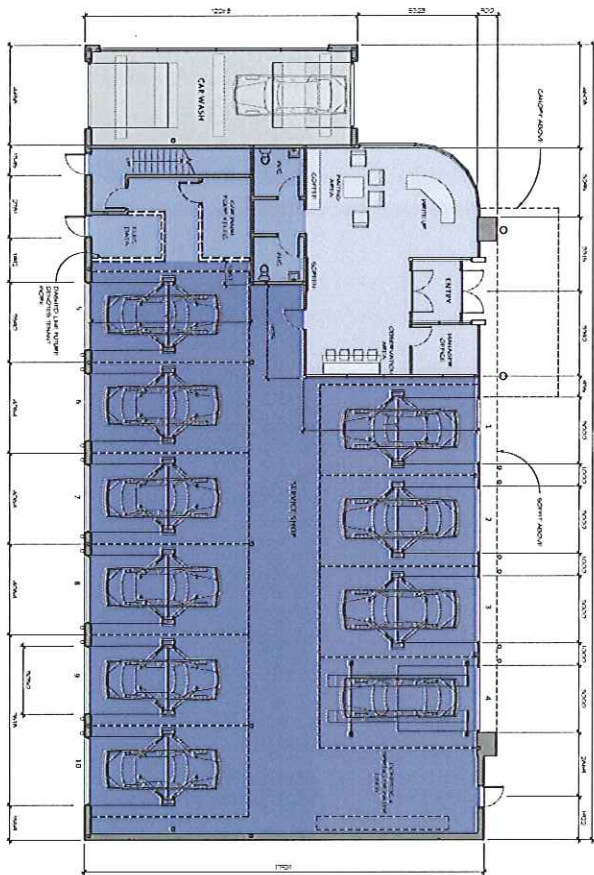
BCAA AUTO SERVICE CENTRE KELOWNA

CALUMIAN PROPERTY GROUP LTD.  
 1545 KEEHN ROAD, KELOWNA BC

SITE PLAN  
 As indicated

07/03/14 REV. 1

DP03



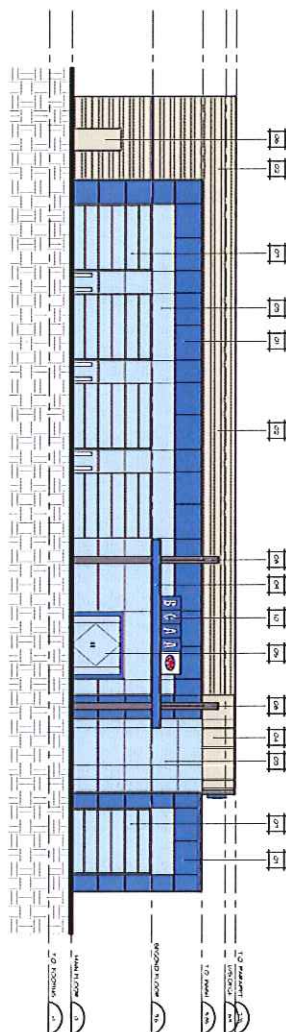
# BCAA AUTO SERVICE CENTRE KELOWNA

CALUMIAN PROPERTY GROUP LTD.  
1565 KEELE ROAD, KELOWNA BC

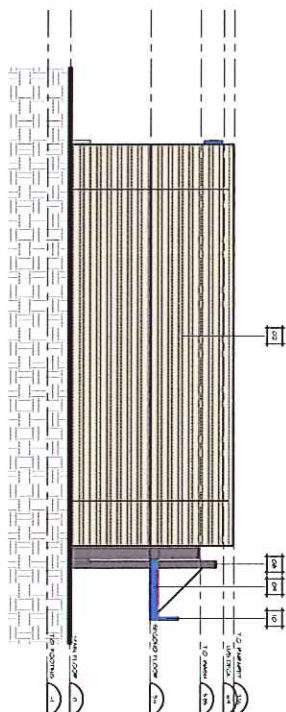
FLOOR PLANS  
1:100  
12/7/13

DP04

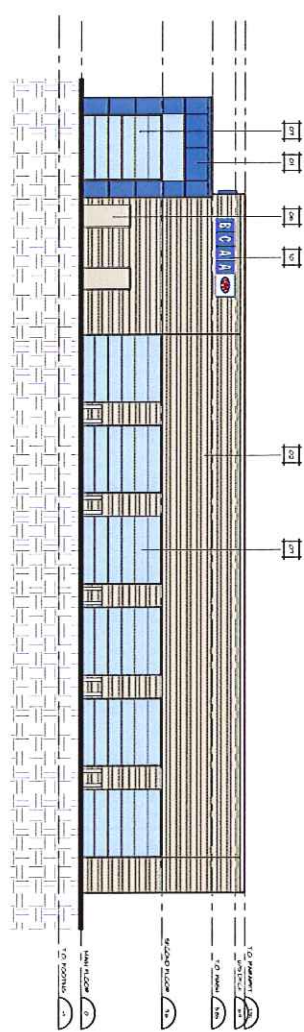
1 NORTH ELEVATION  
SCALE: 1:50



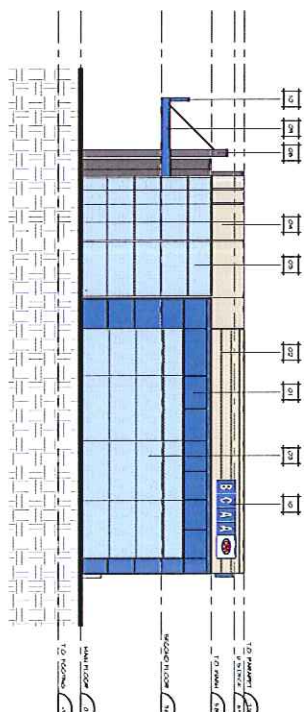
2 EAST ELEVATION  
SCALE: 1:50



3 SOUTH ELEVATION  
SCALE: 1:50



4 WEST ELEVATION  
SCALE: 1:50



- EXTERIOR ELEVATION KEYNOTES:
- 101 AUTOMATIC GLAZING SYSTEM - HEAVY PART
  - 102 GLAZING SYSTEM - HEAVY PART
  - 103 GLAZING SYSTEM - LIGHT PART
  - 104 GLAZING SYSTEM - LIGHT PART
  - 105 GLAZING SYSTEM - LIGHT PART
  - 106 GLAZING SYSTEM - LIGHT PART
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  - 118 GLAZING SYSTEM - LIGHT PART
  - 119 GLAZING SYSTEM - LIGHT PART
  - 120 GLAZING SYSTEM - LIGHT PART



# BCAA AUTO SERVICE CENTRE KELOWNA

CALUMANN PROPERTY GROUP LTD.  
1565 KEELE ROAD, KELOWNA BC

EXTERIOR ELEVATIONS  
17/7/13

DP05

[illegible]

This architectural drawing shows the elevation of the building facade. It features a modern design with a flat roof and large glass windows. The facade is composed of several rectangular panels, some of which are shaded to indicate depth and material. The drawing is oriented vertically, with the building's height increasing towards the top of the page.

A detailed architectural sketch of a modern building facade. The structure features a prominent curved glass section on the right side, transitioning into a series of rectangular glass panels. A small, dark, rectangular element, possibly a door or a decorative feature, is visible near the top of the curved section. The drawing is executed in a sketchy, hand-drawn style with visible lines and shading.

3 KEY PLAN  
SCALE: 1:500

NEW BUILDING

EXISTING SIDEWALK

PROPOSED SIDEWALK

PROPOSED DRIVEWAY

HIGHWAY 97

KEEHN ROAD

100m



OMICRON



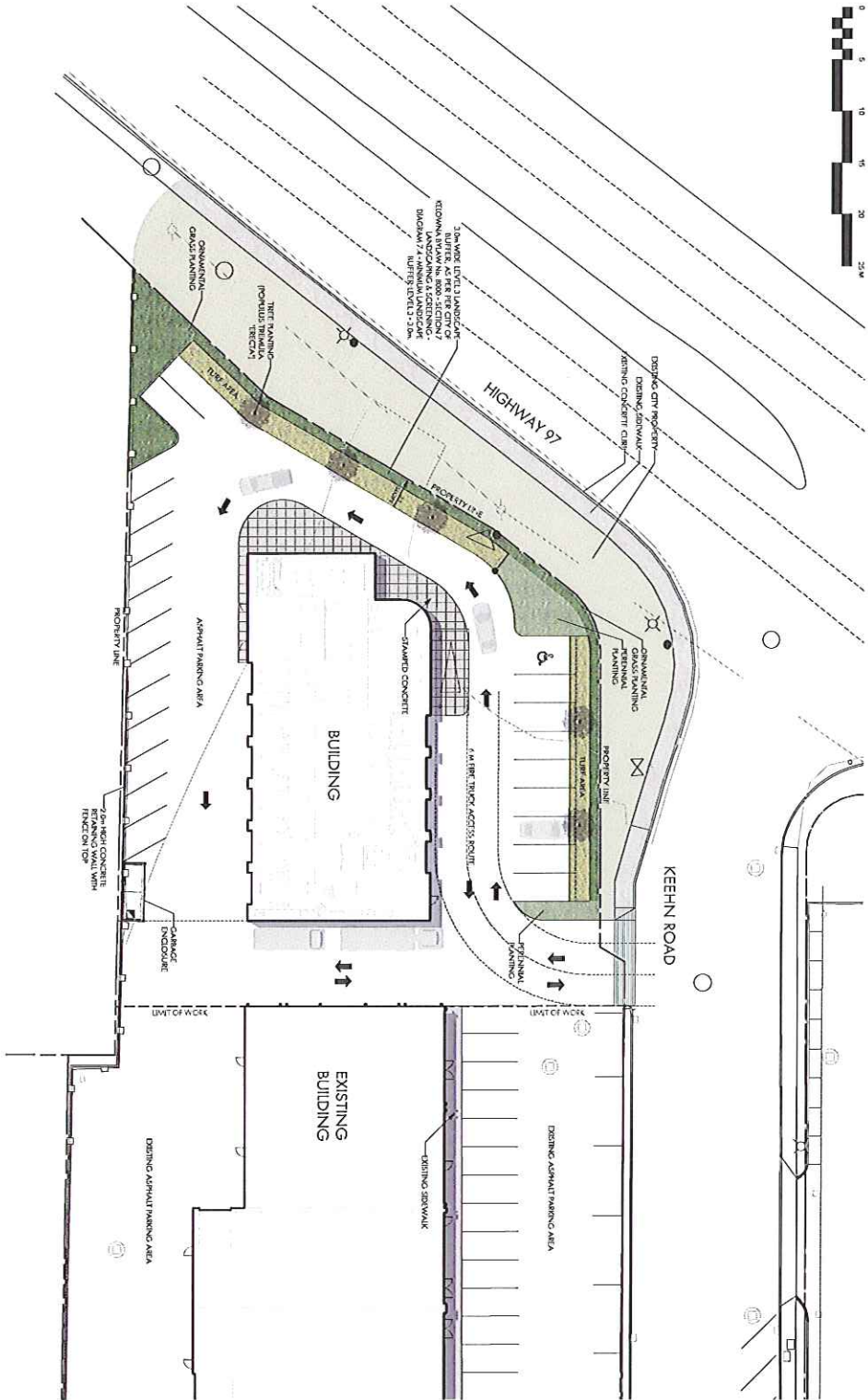
CALLAHAN PROPERTY GROUP LTD.  
1545 KEEHIN ROAD, KELOWNA BC

## SECTIONS

As indicated

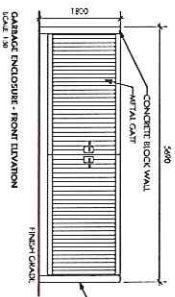
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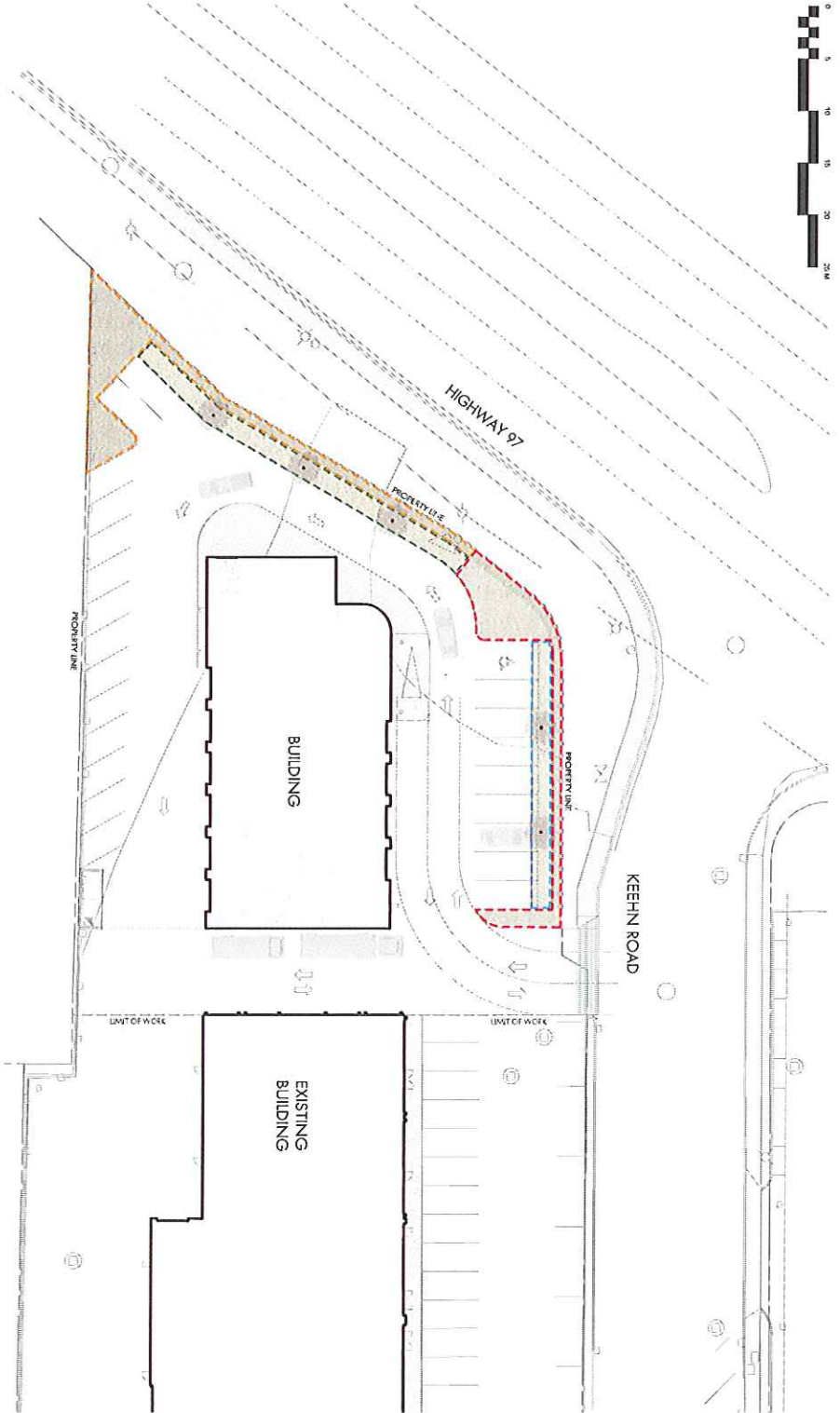
DP06



- ## NOTES
1. PLANT MATERIAL AND CONSTRUCTION METHODS SHALL MEET OR EXCEED B.C.M.A. STANDARDS.
  2. ALL SOFT LANDSCAPE AREAS SHALL BE WATERED BY A FULLY AUTOMATED SCHEDULING AND CONTROL IRRIGATION SYSTEM.
  3. TREES AND SHRUBS NEEDS TO BE DISEASE AND PEST FREE. WOOD MULCH SHOULD NOT BE USED UNDER PLANTS TREES AND SHRUBS NEEDS.
  4. TREES AND SHRUBS NEEDS TO RECEIVE A MINIMUM 300mm DEPTH TOPSOIL.

PLANT LIST				
BOTANICAL NAME		QTY	SIZE	SPACING & REMARKS
TREES				
1	POINCIANA TREVISA 'TREVISA'	5	4m CAL	
ORNAMENTAL GRASSES				
2	DEICOMMARA CALIFORNICA	40	CONT 1/3 M D.C. 2"X40"	
3	PHANTOM LALON CALIFORNIA	100	CONT 1/3 M D.C. 2"X40"	
PERENNIALS				
4	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	
5	LAUREL ANDERSONIA 'TREVISA'	40	CONT 1/3 M D.C. 2"X40"	
6	HELENIUM 'MAGNET' 2"X40"	40	CONT 1/3 M D.C. 2"X40"	
7	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	
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31	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	
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68	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	
69	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	
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74	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	
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99	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	
100	ROSE OF SHIRAZ 'MAGNET'	40	CONT 1/3 M D.C. 2"X40"	





# IRRIGATION NOTES

1. IRRIGATION PRODUCTS AND INSTALLATION METHODS SHALL MEET OR EXCEED THE REQUIREMENTS OF THE WATER USE EFFICIENCY ACT AND THE SUPPLEMENTARY SPECIFICATIONS IN THE CITY OF VANCOUVER'S WATER BY-LAW.
2. THE IRRIGATION SYSTEM SHALL MEET THE REQUIREMENTS, REGULATIONS, AND STANDARDS OF THE WATER SERVICE BOARD.
3. THE IRRIGATION SYSTEM SHALL BE EQUIPPED WITH AN APPROVED BACKFLOW PREVENTION DEVICE, WATER METER, AND SHUT OFF VALVE LOCATED OUTSIDE THE BUILDING ACCESSIBLE TO THE CITY.
4. AN APPROVED SMART CONTROLLER SHALL BE INSTALLED. THE IRRIGATION SCHEDULING TIMES SHALL LIMIT THE MAXIMUM IRT VALUE OF 771 MINUTES (12.85 HOURS) AND THE MAXIMUM IRT VALUE OF 771 MINUTES (12.85 HOURS) AND THE MAXIMUM IRT VALUE OF 771 MINUTES (12.85 HOURS).
5. DIRT LINE AND EMITTERS SHALL INCORPORATE TECHNOLOGY TO LIMIT ROOT INTRUSION.
6. IRRIGATION SLATES SHALL BE INSTALLED TO ROUTE IRRIGATION LINES UNDER PARK DRIVEWAYS AND PATIOES.
7. IRRIGATION PIPE SHALL BE SIZED TO ALLOW FOR A MAXIMUM FLOW OF 1.5m / SEC.
8. A FLOW SENSOR AND METER VALVE SHALL BE CONNECTED TO THE CONTROLLER AND PROGRAMMED TO STOP FLOW TO THE SYSTEM IN CASE OF AN IRRIGATION WATER LEAK.

## WATER CONSERVATION CALCULATIONS

LANDSCAPE MAXIMUM WATER BUDGET (ML) = 285 cu.m / year  
 ESTIMATED LANDSCAPE WATER USE (ML) = 285 cu.m / year  
 WATER BALANCE = 0 cu.m / year  
 WATER WITHIN BUDGET APPLICATION FOR DETAILED CALCULATIONS

## IRRIGATION LEGEND

- ZONE 1: CONVEYANCE (PIPE) (INDICATED FOR TYPICAL AREA)
- ZONE 2: CONVEYANCE (PIPE) (INDICATED FOR TYPICAL AREA)
- ZONE 3: CONVEYANCE (PIPE) (INDICATED FOR TYPICAL AREA)
- ZONE 4: CONVEYANCE (PIPE) (INDICATED FOR TYPICAL AREA)
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KEEHN ROAD  
 DEVELOPMENT  
 WATER CONSERVATION  
 AND IRRIGATION PLAN

ISSUED FOR REVIEW ONLY

12/2

ISSUED FOR REVIEW ONLY

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

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**Date:** January 29, 2014  
**File No.:** DP14-0005  
**To:** Urban Planning (BD)  
**From:** Development Engineer Manager (SM)  
**Subject:** 1517-1541 Keehn Road, Lot A, plan EEP36652, D.L. 145, ODYD.

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The Development Engineering comments and requirements regarding this application are as follows:

1. Subdivision

- a) Provide easement as may be required.

2. Geotechnical Study.

A comprehensive Geotechnical Study is required (3 reports), which is to be prepared by a Professional Engineer competent in the field of geotechnical engineering, the study is to address the following:

- a) Overall site suitability for development.
- b) Presence of ground water and/or springs.
- c) Presence of fill areas.
- d) Presence of swelling clays.
- e) Presence of sulfates.
- f) Potential site erosion.
- g) Provide specific requirements for footings and foundation construction.

3. Domestic water and fire protection.

This development is within the service area of the Rutland Waterworks District (RWD). The developer is required to make satisfactory arrangements with the RWD for these items. All charges for service connection and upgrading costs are to be paid directly to the RWDD. The developer is required to provide a confirmation that the district is capable of supplying fire flow in accordance with current requirements for the proposed development.

A watermeter is mandatory as well as a sewer credit meter to measure all the irrigation water. Watermeters must be housed in an above-ground, heated, accessible and secure building, either as part of the main site buildings or in a separate building. Remote readers units are also mandatory on all meters.

.../2

4. Sanitary Sewer.

- a) The subject property is serviced by the Municipal wastewater collection system and is located within specified area Specified Area #23. There are two services to the property, upon demonstration that the new and existing building cannot be reasonably serviced by a single service, the City may allow both services to remain.
- b) The subject property is located within the Local Area Service (LAS) #23 and the property has been assessed 5.23 SFE (Single Family Equivalent) for the existing development. The new proposed building increases the SFE by 2.85 Units. The property upon full development creates **8.08 SFE** (5.23 existing + 2.85 proposed). The current finance policy requires that when adding new SFE to a property, the total SFE must be cash commuted. The current LAS #23 payout rate is **\$7,049.61** per SFE; therefore, the total charge is in the amount of **\$56,960.85** (valid until March 31, 2014).

5. Drainage.

A comprehensive site drainage management plan and design to comply with the City's drainage design and policy manual, is a requirement of this application. The drainage study should indicate the size and location of the ground recharge system.

6. Power and Telecommunication Services.

The services to this development are to be installed underground. It is the developer's responsibility to make a servicing application to the respective utility companies. The utility companies are then required to obtain the city's approval before commencing their works.

7. Road improvements.

a) Keehn Road

The Keehn Road frontage is partially completed in the front of the proposed building. In order to contain the street storm runoff within the Road surface, the applicant is required to extend the curb, gutter and sidewalk through the entrance of the development. The estimated cost for this work, for bonding purpose, would be **\$8,200.00**, inclusive of a bonding contingency.

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.

.../3

- 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 offsite 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.

- a) Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City Lands.
- b) If any road dedication affects lands encumbered by a Utility right-of-way (such as Terasen, etc.) please obtain the approval of the utility prior to application for final subdivision approval. Any works required by the utility as a consequence of the road dedication must be incorporated in the construction drawings submitted to the City's Development.
- c) Highway 97 adjacent to Keehn Road is being upgraded. The upgrades may affect the existing turning movements at the Highway 97/Keehn Road intersection.

11. DCC Credits.

None of the required improvements qualify for DCC credit consideration, as these upgradings are not identified in the current DCC schedules.

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12. Bonding and Levies Summary.

## a) Performance Bonding

Keehn Road frontage upgrading \$ 8,200.00

TOTAL SECURITY \$ 8,200.00

## b) levies

3 % Inspection and administration fee (incl. GST) \$ 315.00 (min.)

Specified Area #23 charge \$56,960.85 (until March 31, 2014)

  
\_\_\_\_\_  
Steve Muenz, P.Eng.  
Development Engineering ManagerB<sup>2</sup>

# CITY OF KELOWNA

## APPROVED ISSUANCE OF A:

☐ Development Permit No.:

DP14-0005

EXISTING ZONING DESIGNATION: C10 - Service Commercial  
WITHIN DEVELOPMENT PERMIT AREA: Comprehensive Development Permit Area

ISSUED TO: Hywood Contractors Ltd. (Inc. No. 119078)  
LOCATION OF SUBJECT SITE: 1517-1541 Keehn Road, Kelowna, BC

	LOT	DISTRICT LOT	TWP	DISTRICT	PLAN
LEGAL DESCRIPTION:	A	125	-	ODYD	EPP36652

### SCOPE OF APPROVAL

- ☐ This Permit applies to and only to those lands within the Municipality as described above, and any and all buildings, structures and other development thereon.
- ☐ This Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit, noted in the Terms and Conditions below.
- ☐ Applicants for a Heritage Alteration Permit should be aware that the issuance of a Permit limits the applicant to be in strict compliance with regulations of the Zoning Bylaw or Subdivision Control Bylaw unless specific Variances have been authorized by the Permit. No implied Variances from bylaw provisions shall be granted by virtue of drawing notations which are inconsistent with bylaw provisions and which may not have been identified as required Variances by the applicant or City staff.

### 1. TERMS AND CONDITIONS:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";
3. Landscaping to be provided on the land be in general accordance with Schedule "C";

AND THAT the requirements of the Development Engineering Branch and the Rutland Waterworks District be completed to their satisfaction prior to issuance;

AND FURTHER THAT the applicant be required to complete the above-noted condition number four (#4) within 180 days of Council's approval of the Development Permit Application in order for the permit to be issued.

2. The development shall commence by and in accordance with an approved Building Permit within ONE YEAR of the date of the Municipal Council authorization resolution.

3. DEVELOPMENT:

The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.

If the Permittee does not commence the development Permitted by this Permit within one year of the date of this Permit, this Permit shall lapse.

This Permit is not transferrable unless specifically Permitted by the Municipality. The authorization to transfer the Permit shall, if deemed acceptable, be granted by Council resolution.

**THIS Permit IS NOT A BUILDING Permit.**

3. PERFORMANCE SECURITY:

As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the Municipality may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development Permitted by this Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- (a) Cash in the amount of \$ N/A.
- (b) A Certified Cheque in the amount of \$ N/A.
- (c) An Irrevocable Letter of Credit in the amount of \$ 23,062.50.

Before any bond or security required under this Permit is reduced or released, the Developer will provide the City with a statutory declaration certifying that all labour, material, workers' compensation and other taxes and costs have been paid.

5. APPLICANT'S AGREEMENT:

I hereby declare that all the above statements and the information contained in the material submitted in support of this Permit are to the best of my belief, true and correct in all respects. Upon issuance of the Permit for me by the Municipality, then in such case, I covenant and agree to save harmless and effectually indemnify the Municipality against:

- (a) All actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and by whomsoever brought, by reason of the Municipality granting to me the said Permit.
- (b) All costs, expenses, claims that may be incurred by the Municipality if the construction by me of engineering or other types of works as called for by the Permit results in damages to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly or indirectly in any way or to any degree, to construct, repair, or maintain.

I further covenant and agree that should I be granted a Development Permit or Development Variance Permit, the Municipality may withhold the granting of any occupancy Permit for the occupancy and/or use of any building or part thereof constructed upon the hereinbefore referred to land until all of the engineering works or other works called for by the Permit have been completed to the satisfaction of the Municipal Engineer and Director of Planning & Development Services.

Should there be any change in ownership or legal description of the property, I undertake to notify the Land Use Management Department immediately to avoid any unnecessary delay in processing the application.

**I HEREBY UNDERSTAND AND AGREE TO ALL THE TERMS AND CONDITIONS SPECIFIED IN THIS PERMIT.**

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name in Bold Letters

\_\_\_\_\_  
Telephone No.

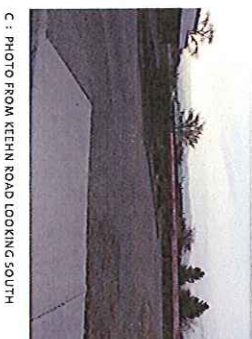
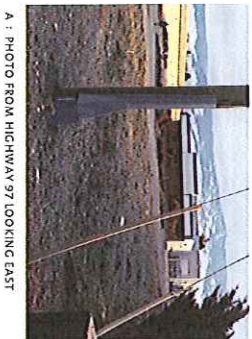
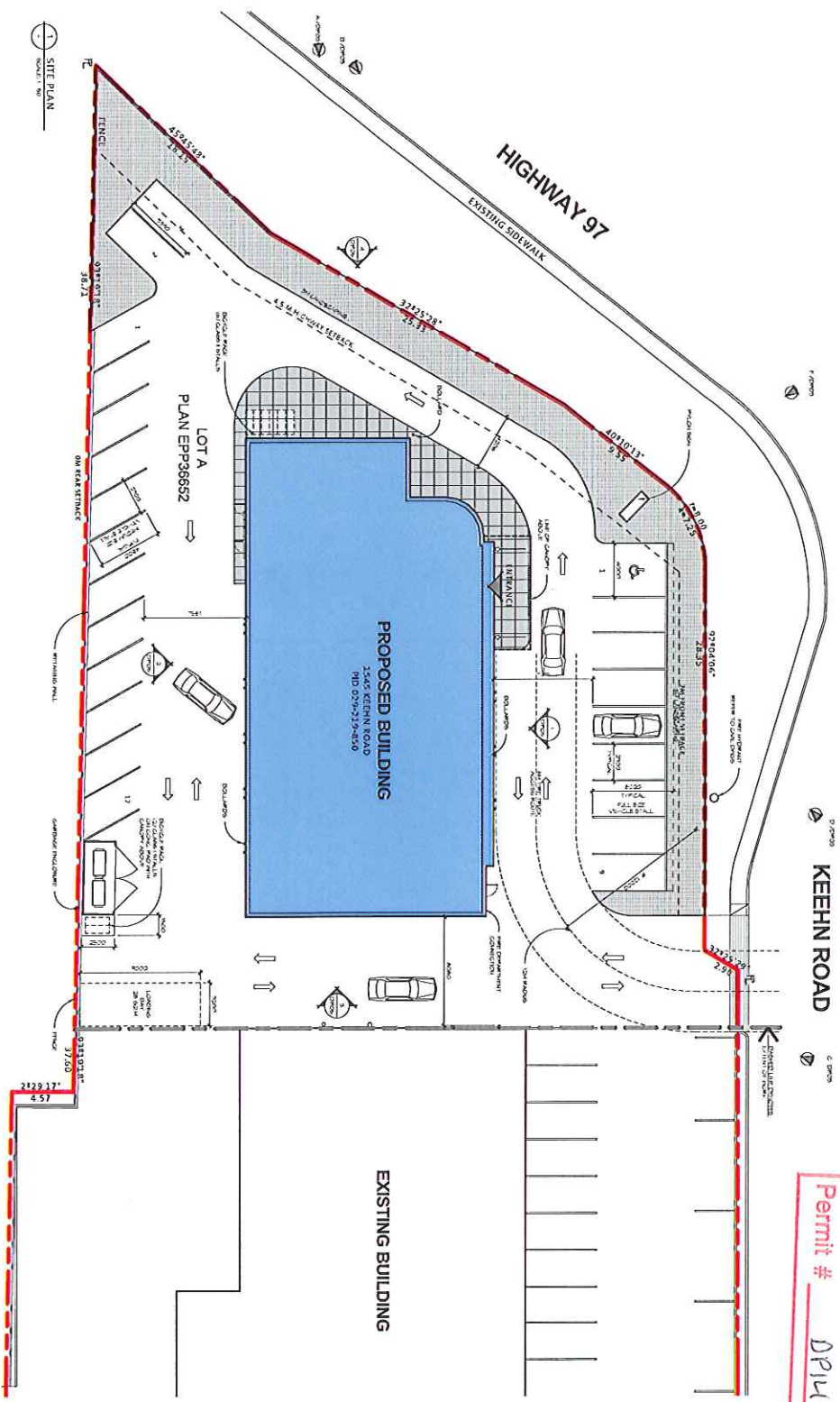
5. APPROVALS:

DEVELOPMENT PERMIT & DEVELOPMENT VARIANCE PERMIT AUTHORIZED BY THE COUNCIL ON THE \_\_\_<sup>st</sup> DAY OF FEBRUARY, 2014

ISSUED BY THE DIVISIONAL DIRECTOR OF COMMUNITY PLANNING & REAL ESTATE OF THE CITY OF KELOWNA THE \_\_\_rd DAY OF FEBRUARY, 2014.

\_\_\_\_\_  
Doug Gilchrist, Divisional Director Community Planning & Real Estate

**SCHEDULE A**  
 This forms part of development  
 Permit # DP14-005



A : PHOTO FROM HIGHWAY 97 LOOKING EAST  
 B : PHOTO FROM HIGHWAY 97 LOOKING NORTH  
 C : PHOTO FROM KEEHN ROAD LOOKING SOUTH  
 D : PHOTO FROM KEEHN ROAD LOOKING WEST  
 E : PHOTO FROM KEEHN ROAD NORTH-WEST CORNER



**BCAA AUTO SERVICE CENTRE KELOWNA**

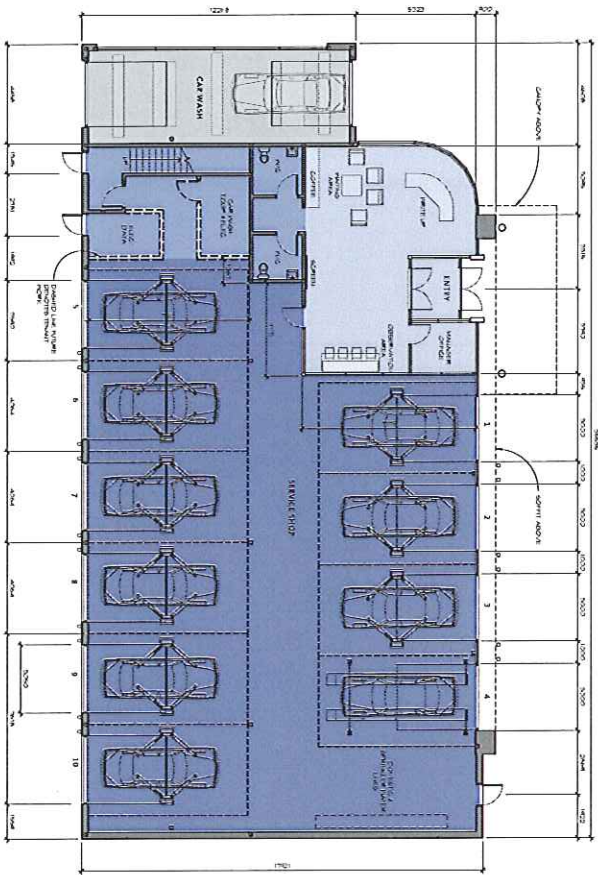
CALAHAN PROPERTY GROUP LTD.  
 1546 KEEHN ROAD, KELOWNA BC

**SITE PLAN**

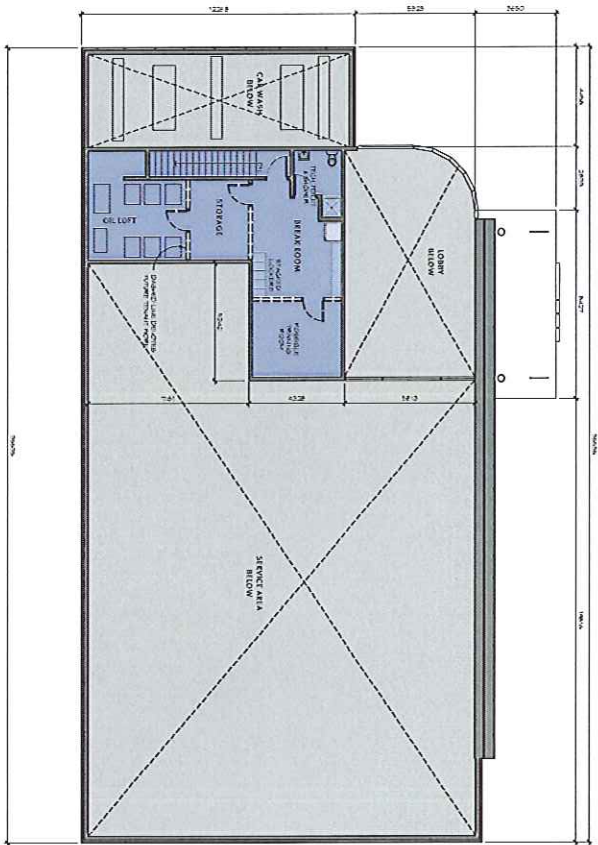
As Indicated  
 02/01/14 REV. 1

**DP03**

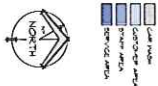
**SCHEDULE A**  
 This forms part of development  
 Permit # DP14-0005



1 MAIN FLOOR PLAN  
 SCALE: 1/50



2 SECOND FLOOR PLAN  
 SCALE: 1/50



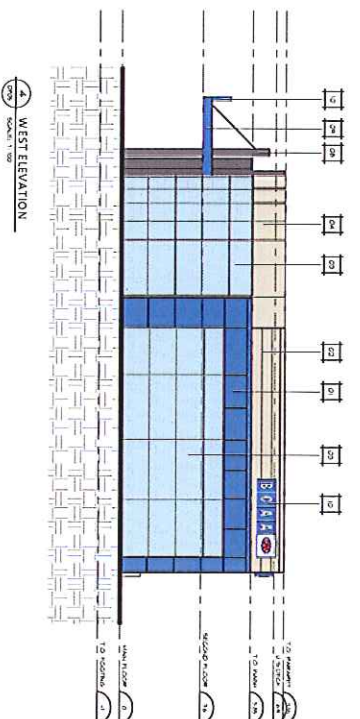
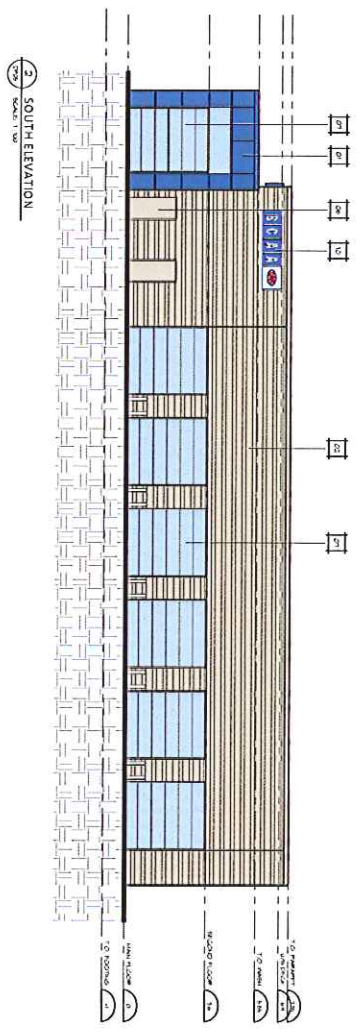
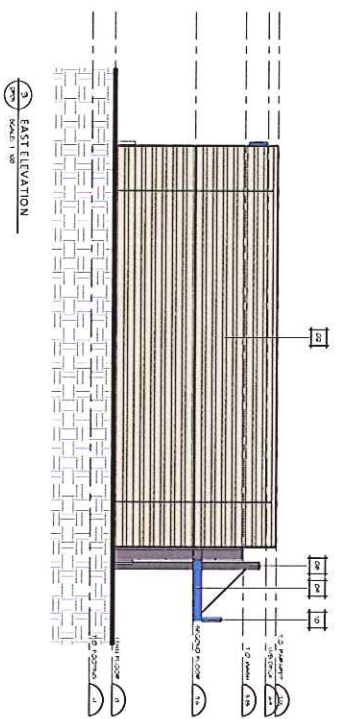
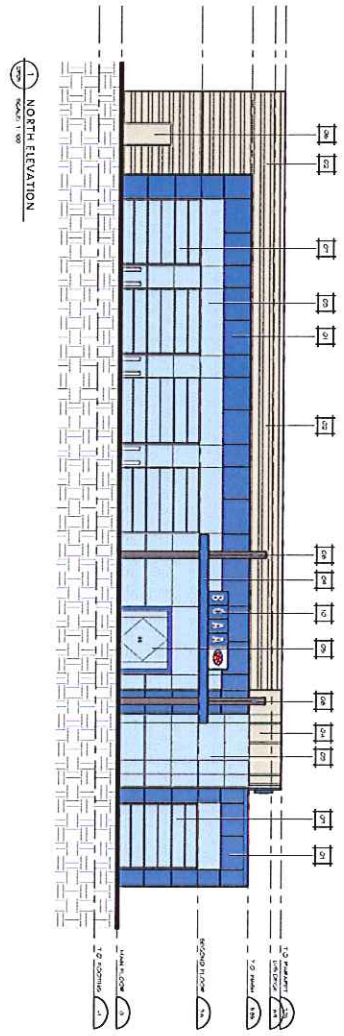
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CALAMAN PROPERTY GROUP LTD.  
 1546 REED ROAD, KELOWNA BC

FLOOR PLANS  
 1:100  
 12/17/13

DP04

**SCHEDULE A & B**  
 This forms part of development  
 Permit # DP14-0005



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**BC&A AUTO SERVICE CENTRE KELOWNA**

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 1545 KEELE ROAD, KELOWNA, BC

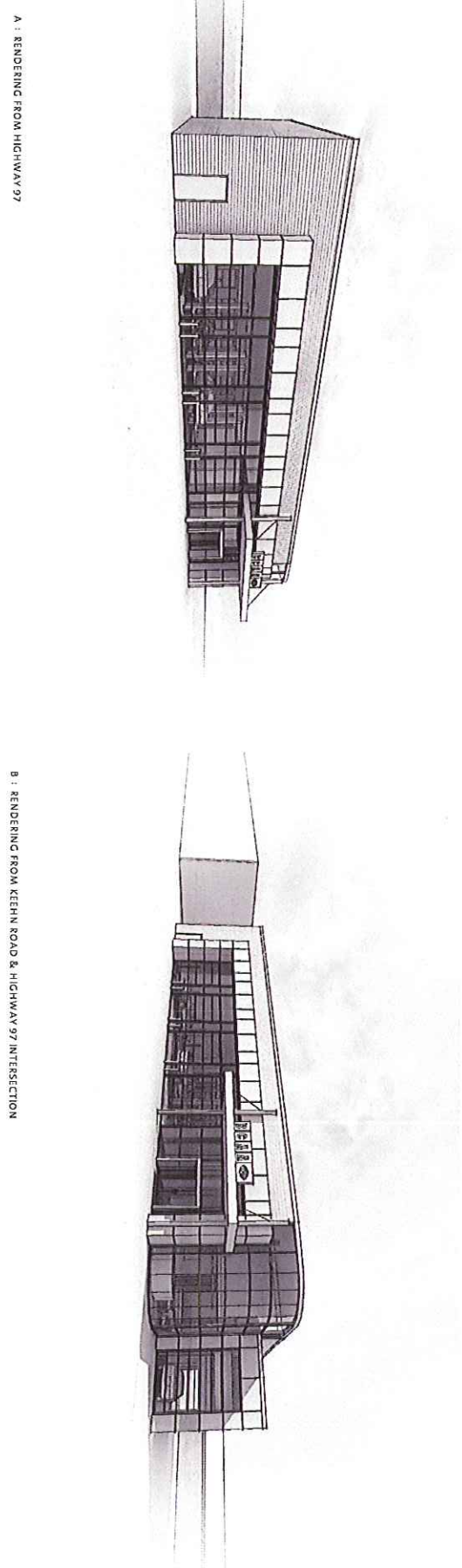
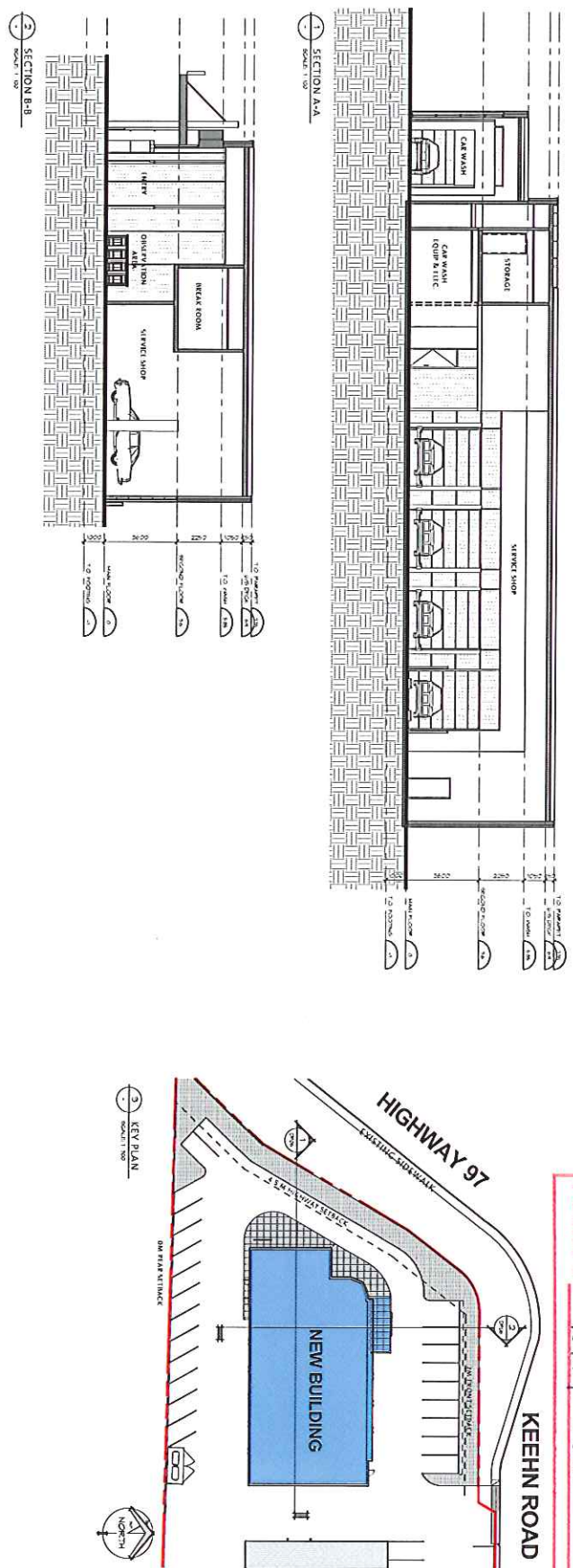
**EXTERIOR ELEVATIONS**

**DP05**

SCHEDULE A & B

This forms part of development

Permit # DP14-0005



OMICRON

BCAA

BCAA AUTO SERVICE CENTRE KELOWNA

CALAMAY PROPERTY GROUP LTD.  
1545 KEEHN ROAD, KELOWNA BC

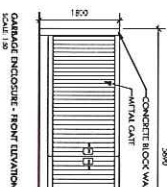
SECTIONS  
All included  
12/27/13

DP06

Permit # DP14-0005



www.mhhe.com/9780130352373

[illegible][illegible]KEEHN ROAD  
DEVELOPMENT

## CONCEPTUAL LANDSCAPE PLAN

ECONOMIC IMPACT		Environmental Impact
1	1312.15	
2	1429.01	Reduction of environmental impact
3		
4		
5		
6		
7		

---

SLA.

### Training Model

L1/2

ISSUED FOR REVIEW ONLY

**SCHEDULE** C  
This forms part of development  
Permit # DP14-0005



**OUTLAND DESIGN**  
LANDSCAPE ARCHITECTURE  
200 - 859 2nd Road  
Vancouver, BC V7Y 2G7  
Tel: 604-681-1111  
www.outlanddesign.ca



**PROJECT INFO**  
**KEEHN ROAD DEVELOPMENT**  
Site Name: KRD  
Drawing Title: **WATER CONSERVATION AND IRRIGATION PLAN**  
Drawing No: 100  
Date: FEB. 2, 2014

**CLIENTS**

NAME	DATE
CLIENT 1	DATE
CLIENT 2	DATE
CLIENT 3	DATE

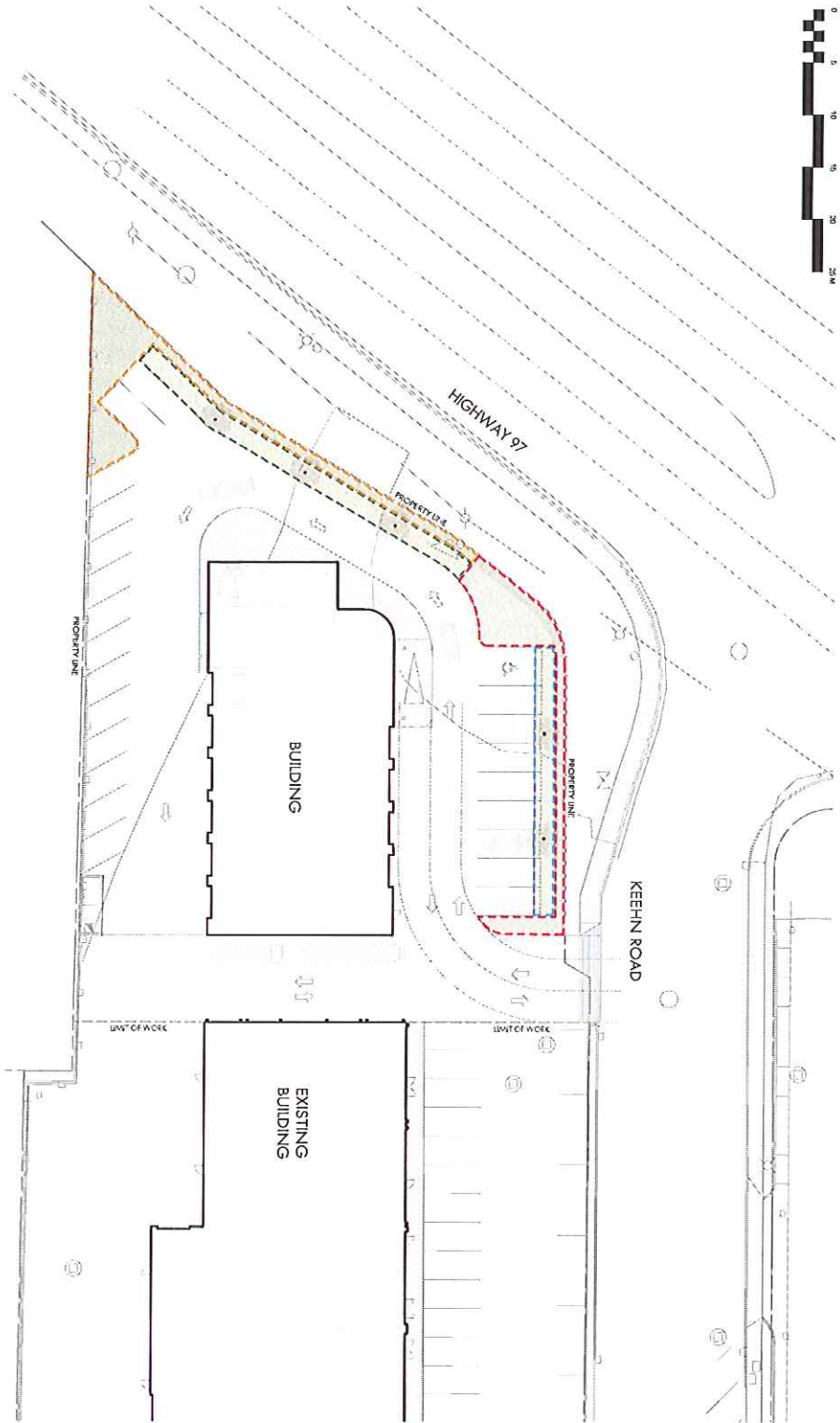
**DESIGNER**

NAME	DATE
DESIGNER 1	DATE
DESIGNER 2	DATE
DESIGNER 3	DATE



**12/12**

**ISSUED FOR REVIEW ONLY**  
This drawing is the property of Outland Design. It is to be used only for the project and site identified on this drawing. It is not to be reproduced or used for any other project without the written consent of Outland Design.



**IRRIGATION NOTES**

1. IRRIGATION PRODUCTS AND INSTALLATION METHODS SHALL MEET OR EXCEED THE REQUIREMENTS OF THE WATER USE REGULATION (M.V.O. 384) AND THE SUPPLEMENTARY SPECIFICATIONS IN THE CITY OF VANCOUVER'S PLANNING DEPARTMENT'S SCHEDULE 3.
2. THE IRRIGATION SYSTEM SHALL MEET THE REQUIREMENTS, REGULATIONS, AND BYLAWS OF THE WATER UTILITIES.
3. THE IRRIGATION SYSTEM SHALL BE EQUIPPED WITH AN APPROVED BACKFLOW PREVENTION DEVICE. WATER METER AND SHUT OFF VALVE LOCATED OUTSIDE THE BUILDING ACCESSIBLE TO THE CITY.
4. AN AIRGAP SHALL BE INSTALLED TO PREVENT THE IRRIGATION SYSTEM FROM BACKFLOWING INTO THE WATER MAIN.
5. DRAIN LINE AND DRAINAGE SHALL BE INSTALLED TO PREVENT IRRIGATION SYSTEM FROM BACKFLOWING INTO THE WATER MAIN.
6. IRRIGATION SYSTEM SHALL BE INSTALLED TO IRRIGATE IRRIGATION LINES UNDER HARD SURFACES AND FEATURES.
7. IRRIGATION PIPE SHALL BE SIZED TO ALLOW FOR A MINIMUM FLOW OF 1.5m/sec.
8. A FLOW SENSOR AND WATER METER SHALL BE CONNECTED TO THE CONTROL AND PROGRAMMED TO STOP FLOW TO THE SYSTEM IN CASE OF AN IRRIGATION WATER LEAK.

**WATER CONSERVATION CALCULATIONS**

LANDSCAPE MAXIMUM WATER SUBSIDY (MW) = 280 cu.m / year  
ESTIMATED LANDSCAPE WATER USE (MW) = 265 cu.m / year  
WATER BALANCE = 15 cu.m / year  
SEE ATTACHED IRRIGATION APPLICATION FOR DETAILED CALCULATIONS.

**IRRIGATION LEGEND**

- Zone 1: CONCRETE DRIVEWAY AND SIDEWALKS FOR TYPICAL AREA
- Zone 2: CONCRETE DRIVEWAY AND SIDEWALKS FOR TYPICAL AREA
- Zone 3: CONCRETE DRIVEWAY AND SIDEWALKS FOR TYPICAL AREA
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- Zone 100: CONCRETE DRIVEWAY AND SIDEWALKS FOR TYPICAL AREA



OUTLAND DESIGN  
LANDSCAPE ARCHITECTURE

Monday February 3, 2014

**Keehn Road Development**

C/o. Hywood Contractors LTD., INC.NO. 119078

Suite 218 – 1626 Richter Street

Kelowna, BC V1Y 2M3

Attn: Peter Bogert

Via email to: pbogert@callahanpg.ca

**Re: Keehn Road Development, Lot A District Lot 125 Osoyoos Division Yale District Plan EPP  
36652 – Preliminary Cost Estimate for Bonding**

Dear Mr. Bogert:

Please be advised of the following preliminary cost estimate for the proposed landscape works shown in the Keehn Road Development conceptual landscape plan dated 14.02.03;

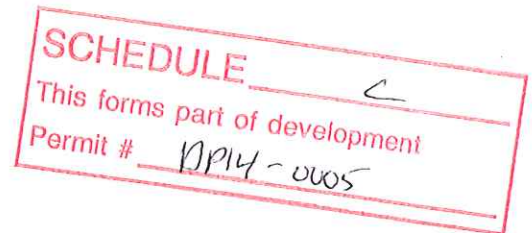
- 280 square metres (3,014 square feet) of improvements = **\$18,450.00.**

This preliminary cost estimate is inclusive of trees, shrubs, turf, topsoil, mulch & irrigation.

You will be required to submit a performance bond to the City of Kelowna in the amount of 125% of the preliminary cost estimate. Please do not hesitate to contact me with any questions about the landscape plan.

Best regards,

Fiona Barton, MBCSLA, CSLA  
as per  
Outland Design Landscape Architecture



206-1889 Spall Road, Kelowna, BC, V1Y 4R2 P 250.868.9270  
[outlanddesign.ca](http://outlanddesign.ca)

# Report to Council



**Date:** February 17, 2014  
**RIM #:** 0610-51  
**To:** City Manager  
**From:** Urban Planning Manager, Community Planning and Real Estate Division (RS)  
**Title:** Development Application Process Review- Implementation Update

---

## **Recommendation:**

THAT Council receives, for information, the Report from the Urban Planning Manager dated February 6, 2013 with respect to the Development Application Process Review Implementation;

## **Purpose:**

To provide a status update for Council on the implementation of development application process improvements recommended in the Development Application Process Review report endorsed by Council on May 27, 2013.

## **Background:**

Research indicates citizens' interest in neighbourhood projects or participating in planning and development process is high. A number of important business improvement initiatives are underway including the creation of new tools and technology that both assist and inform citizens and customers about the City's development application process.

A comprehensive review and rethink of how development processes are delivered by the City was also a key priority recommended in the City's 2012 Core Services Review and a highly ranked item in the 2012 City of Kelowna Business Process Review.

That review was presented to, and endorsed by Council at the May 27, 2013 meeting. After Council endorsement, implementation of the report recommendations began quickly.

To date, staff has completed the following process improvement projects:

- Improved and documented a new application submission process to ensure resources are dedicated to early review in an effort to reduce late hits and rework.
- Updated departmental structure to facilitate a single file manager approach to project management (ensuring one File Manager handles the range of file types related to a development proposal)
  - Increased focus on empowering file managers
- Enhancements to the Current Developments Mapping and Development tracking system

- developers and public can now track application progress online
- City of Kelowna hosted the first 1<sup>st</sup> “*Get to you know your Planner*” event held during October 2013
- New “It’s Your Neighbourhood” Development Notice Signage and a suite of templates created for consistent look and feel
- Exit surveys for Development Application and Building Permit application customers to create a continual feedback loop for ongoing improvements
- Standardized templates and applicant contact milestones for the development application process
- Formalized dispute resolution policies
- Development of a strategic vision, goals and objectives for Community Planning and Real Estate Division
- Development Application Tracking System refresher training (for staff)
- Electronic circulation of technical agency referrals for all applications

The following process improvement projects are currently underway:

- Creation of Key Performance Indicators (development application process) to track quality and quantity of service provided
- Creation of Municipal Development Application Process 101 Course for developers and Planning 101 Course for interested community members.
- Creation of a development application process manual for staff
  - includes customer service guidelines and late hits policy
- Development Engineering report improvements for increased clarity for applicants
- Official Community Plan Development Permit Area review
  - Assess value and success of Development Permits in specific zones
- Documented and formal pre-application review processes to add clarity and value for customers

The following process improvement projects are expected to commence in 2014:

- Instructional YouTube Video(s) for development application process
- Sign Bylaw Review - Scoping and Revision Plan
- Update Planning and Development Webpages on Kelowna.ca
- Utilizing online engagement platforms as another means for citizens to participate in the development approval process
- Research the use of board of variance to consider minor Development Variance Permit applications

#### **Internal Circulation:**

Director, Subdivision, Agriculture & Environment Services  
 Department Manager, Policy & Planning  
 Director, Development Services  
 Manager, Subdivision, Agriculture & Environment  
 Divisional Director, Communications and Information Services

**External Agency/Public Comments:**

External industry associations and customers have been surveyed and consulted during the Development Application Process Review and were circulated on the final version of the report. Staff continues to engage the development industry on the implementation of various aspects of Development Application process improvement.

Increasing awareness of potential development in the neighbourhoods, by providing clear and accessible information will make it easier for citizens to participate in the public process.

**Personnel Implications:**

Existing staff have been reallocated in order to be solely responsible for implementing and monitoring the development application process review.

**Financial/Budgetary Considerations:**

To date, this initiative has been completed with no additional financial resources. As the implementation plan develops, future costs will be requested through the standard budgeting process.

**Considerations not applicable to this report:**

**Legal/Statutory Procedural Requirements: N/A**

**Existing Policy: N/A**

**Legal/Statutory Authority: N/A**

**Communications Comments: N/A**

**Alternate Recommendation: N/A**

Submitted by:

R. Smith, Urban Planning Manager

Approved for inclusion:



D.Gilchrist, Director of Community Planning and Real Estate

cc: Director, Subdivision, Agriculture & Environment Services  
Department Manager, Policy & Planning  
Director, Development Services  
Manager, Subdivision, Agriculture & Environment  
Divisional Director, Communications and Information Services

### ***Key Messages***

*City Staff working to implement recommendations from the Development Application Process Review report.*

*The DAPR Report recommended improvements (process and structural) to a number of different components of the development application process.*



# **DEVELOPMENT APPLICATION PROCESS REVIEW -IMPLEMENTATION UPDATE-**

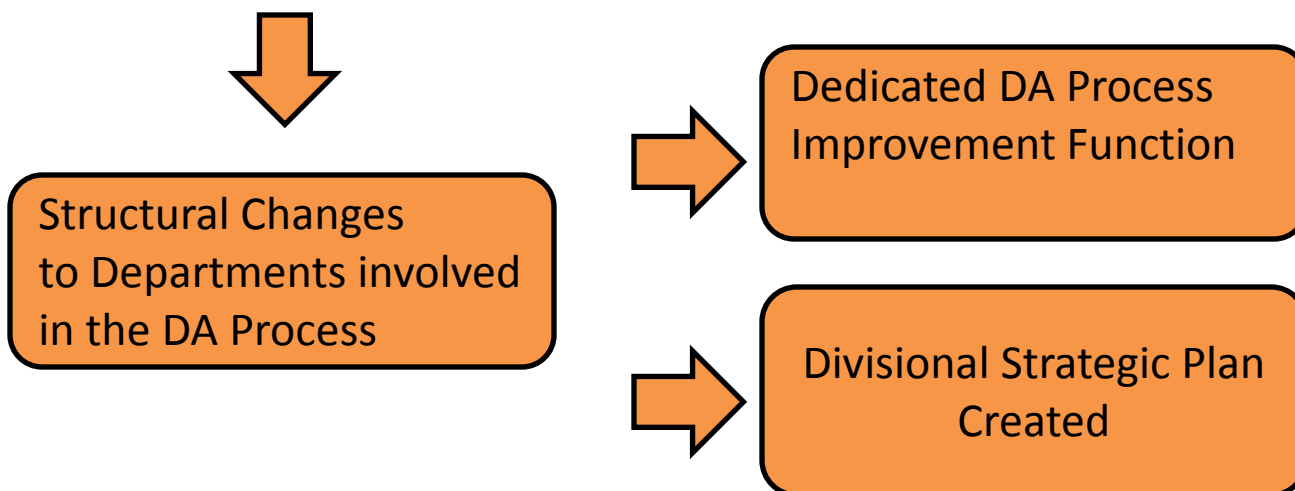
February 17, 2014

## BACKGROUND

- ▶ Council endorsed the Development Application Process Review and the associated recommendations for process improvement on May 27, 2013

## IMPLEMENTATION

- ▶ Implementation of the recommendations began shortly after Council endorsement



## IMPLEMENTATION - COMPLETED

New Application  
Intake Process

'Meet the Planners'  
Networking Event

Current  
Developments  
System Enhanced

Development  
Notice Signage  
Improved

Formalized Pre-  
Application Review  
Processes

Standardized Email  
Response Templates  
and communication  
milestones

Electronic  
Application  
Circulation to  
Technical Agencies

## CUSTOMER SURVEYS

Exit Surveys  
Implemented



FEBRUARY 2013

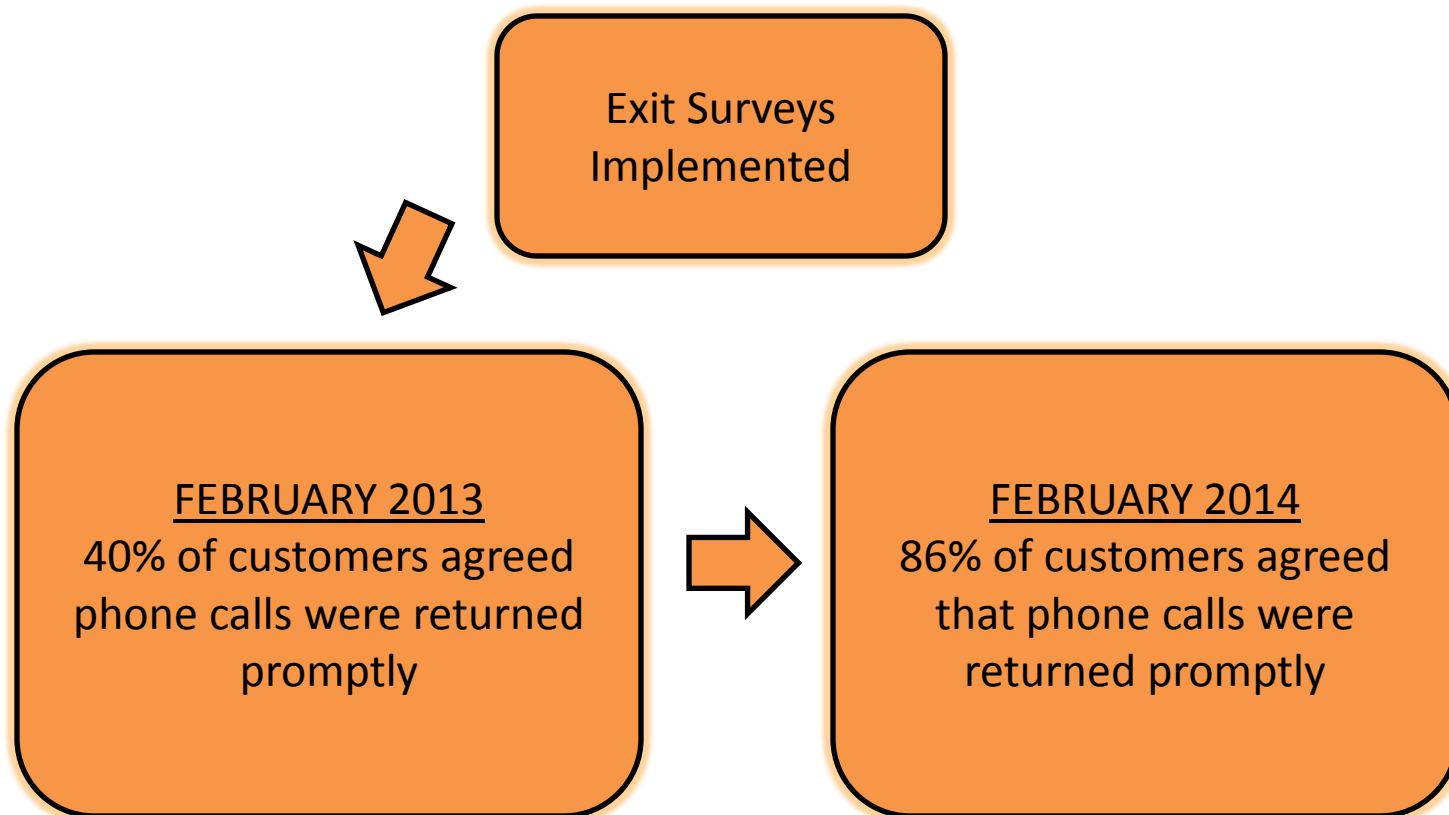
50% of respondents  
received a clear idea of the  
application submission  
requirements from City  
staff or the file manager  
prior to making their  
application



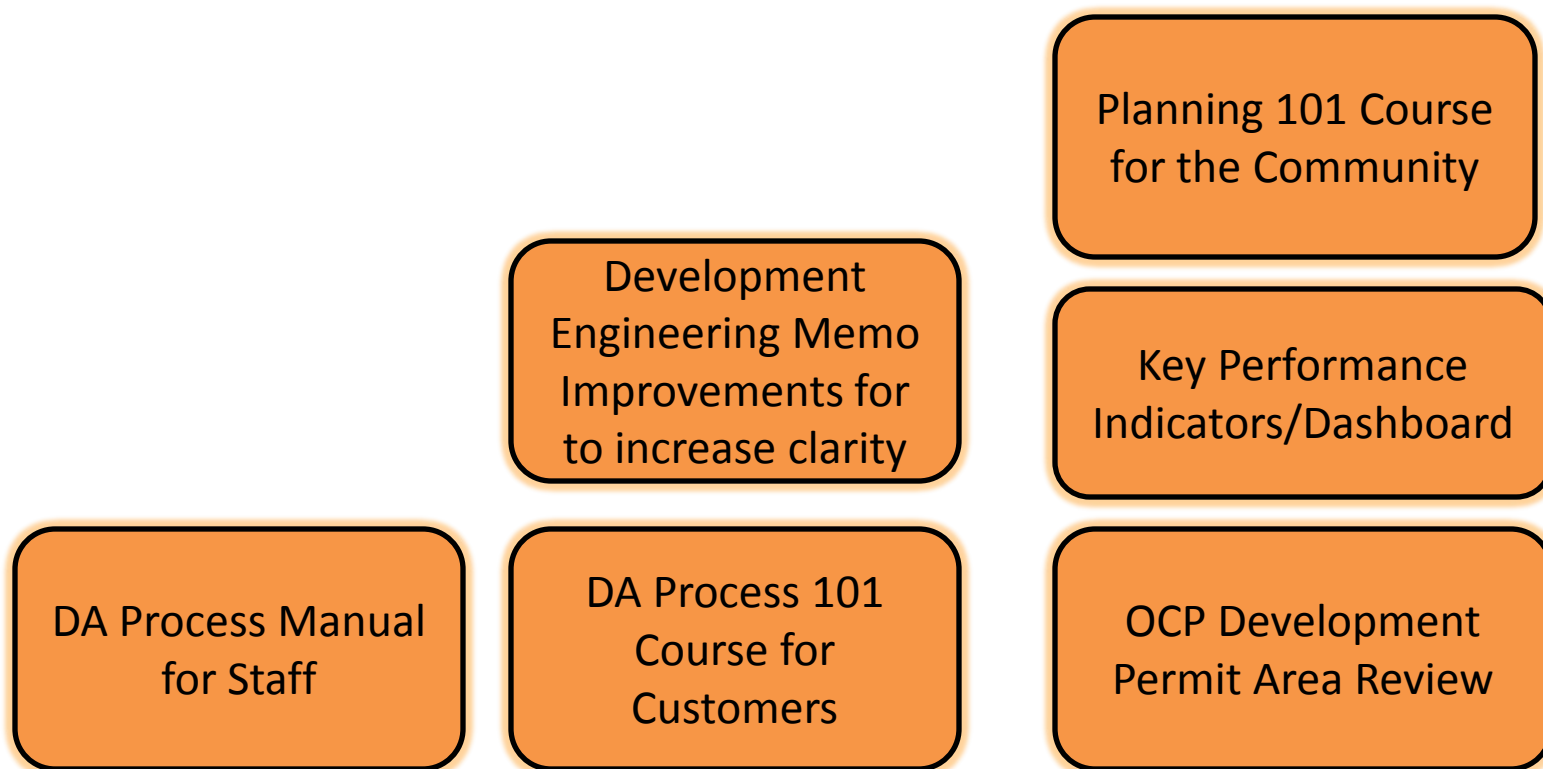
FEBRUARY 2014

75% of respondents  
received a clear idea of the  
application submission  
requirements from City  
staff or the file manager  
prior to making their  
application

## CUSTOMER SURVEYS



# IMPLEMENTATION - IN PROCESS



## ALSO ANTICIPATED FOR 2014

Sign Bylaw Re-  
Write Scoping

You Tube Videos –  
To help Customers

Planning/Development  
Webpage(s) update

Online Public  
Engagement tools  
that could be  
incorporated into  
the DA PProcess

## RECAP

- ▶ Focus on improving processes that improve the transparency, clarity and usability of the City's Development Process
- ▶ Alec Warrender will present a few of the DA Process improvements in a bit more detail

# Report to Council



**Date:** February 17<sup>th</sup>, 2013  
**Rim No.** 1250-04  
**To:** City Manager  
**From:** Urban Planning  
**Subject:** 2014 02 17 Report - Signage

Report Prepared by: Alec Warrender

---

## **Recommendation:**

THAT Council receives, for information, the Report from the Urban Planning Department dated February 17, 2013 with respect to amending City of Kelowna Development Application Procedures Bylaw No. 10540 by revising the public notification and consultation requirements;

AND THAT Bylaw No. 10911, being Amendment No. 3 to Development Application Procedures Bylaw No. 10540 be forwarded for reading consideration;

AND THAT Council amends Council Policy No. 367, being Development Application - Public Notification and Consultation Procedures, as outlined in the Report of the Land Use Management Department, dated February 17, 2013;

AND FURTHER THAT Council directs staff to monitor the effectiveness of the new Development Applicant Signage process within one (1) year of implementation.

## **Purpose:**

Strategic Planning Staff have worked to implement various recommendations of the recent Development Application Process Review. Specifically, Staff are working to create a more transparent and accessible development application process. Improving electronic file management, online access to development application information and community communications through enhanced development notice signage and an improved Current Developments Mapping are central to these process improvements.

## **Background:**

### Current Development Mapping

The City's website has had a "Current Development" page for a number of years where the public could access details about a proposed development. In Staff's opinion it has been underused due to a lack of available information and general awareness of the resource.

### Development Notice Signage

The *Local Government Act* and the City's *Development Application Procedures Bylaw* require that signage be posted onsite for certain types of development applications. The existing signage design was modified slightly in 2010 from the original design which had been in place for number of years.

### Public Consultation

At the February 18<sup>th</sup>, 2013 Regular Meeting Council Policy No. 367 was adopted and introduced new communication and consultation requirements. When adopted the program was to be monitored with Staff reporting back to Council a year later on the effectiveness of the new consultation strategies.

## **Urban Planning:**

### Current Developments Mapping

Information Services in collaboration with Urban Planning Staff have been working together on improvements to [kelowna.ca/currentdevelopments](http://kelowna.ca/currentdevelopments). Although information was always available online improvements have made it more user friendly by creating a central source that contains project drawings and plans allowing the public to track the timeline of an application. Continuing to raise awareness and encouraging people to use it as a resource when they do have questions about a particular proposal is important to its success. Staff will continue to enhance this online resource for citizens and will explore the feasibility of integrating appropriate Council reports to this webpage in the near future.

### "It's Your Neighbourhood" Development Application Signage and Communication Materials

Communications & Information Services Staff and Urban Planning Staff have created new communications materials with consistent "It's your Neighbourhood" branding that will be used during various stages of the Development Application Review process. The following materials have been created:

- *E-Subscribe Update*  
The e-Subscribe update is sent out to 600 subscribers every evening outlining new Development Application(s).
- *Development Notification*  
Development Notices are sent out by the Office of the City Clerk to postal area property owners notifying them of an upcoming Public Hearing for a development proposal in their neighbourhood.
- *Large Format Development Notice Signage (8' x 4')*

This larger format sign type will be used for major applications and will satisfy statutory requirements for public notification of Council Meetings.

- *Medium Format Development Notice Signage (4' x 4')*  
This signage will be used for medium applications and will satisfy statutory requirements for public notification of Council Meetings.
- *Regular Format Development Notice Signage (2' x 2')*  
Regular Development Notice Signage will be used for smaller proposals that don't have project images or complex project details.

Both Council Policy No. 367 and the Development Application Procedures Bylaw No. 10540 will need to be amended to clarify the process and accommodate the proposed signage changes. Additionally, Council directed Staff to monitor Council Policy No. 367 - Public Notification and Consultation for Development Application when it was created.

*Council Policy No. 367 - Public Notification and Consultation for Development Applications*

In order to accommodate the new notice materials and to clarify the public consultation requirements Council Policy No. 367 will be amended as follows:

- Clarify that the consultation process is the applicant's responsibility;
- 'Zoning Major' will now also require the larger format signs;
- Project Board requirement has been modified to accommodate the City's larger format signs rather than signs designed by the developer;
- Neighbourhood Consultation will be clarified to include both owners & tenants;
  - The evidence of consultation expectations have been clarified;
  - The consultation summary will have to be provided to Staff 20 days prior to initial consideration by Council rather than 15 days.

In general, Council Policy No. 367 has worked well and has improved the way the City and the applicant consult with and notify the public of development proposals. The proposed amendments will help to clarify a few of the processes and accommodate the new signage program.

*Development Application Procedures Bylaw No. 10540*

The Development Application Procedures Bylaw No. 10540 will be amended as follows:

*Signage content - It's Your Neighbourhood*

Staff are recommending that signage content be amended to allow for a more clear and transparent form of project description as the present and future zones can make the language cumbersome and difficult to understand. It can also be difficult and confusing to list proposed variances on the Development Notice Signage, Staff would prefer to note that variances are required and leave the Staff report and the mail out from the Office of the City Clerk to explain the technical details. This would satisfy statutory requirements for public notification of Council Meetings.

*Sign Purchase*

Development Notice Signs will no longer be purchased from the City. Staff will work with the applicant using the new template but the applicant will purchase the sign from a sign company. The City has undergone a review of sign companies and three companies were

consulted, one signage company was chosen as the preferred signage provider. They have been provided with the template and understand the process. The costs associated with the new signage process have increased. The large format signs will have additional costs but fewer signs will be required for larger frontages. The project board signs previously provided by the applicant for major applications are being replaced therefore the overall costs will remain more or less the same. The Medium and Regular format signs will cost less than the existing signs.

Staff believe that the improvements to the City's Current Developments Mapping, communication materials and development notice signage will lead to increased awareness in the community and better dialogue about current development applications to ensure the public is informed about proposed changes in their neighbourhood. The signs will also help to clearly show the proposal and potentially generate interest for the development community.

**Internal Circulation:**

Subdivision, Agriculture & Environment Services  
City Clerk  
Communications

**Legal/Statutory Authority:**

Section 895 of the Local Government Act obligates local governments to establish procedures by which the general public may apply to amend an Official Community Plan or Zoning Bylaw or to issue a permit under those bylaws. Section 928(4) of the Local Government Act authorizes local governments to designate the form of development permits, temporary use permits, and development variance permits by bylaw. Section 892 of the Local Government Act authorizes local governments to require the posting of development notice signs and notification for bylaw amendments. Section 922 of the Local Government Act details the requirements for notification in respect of Development Variance Permits.

**Existing Policy:**

Consultation and notification requirements are contained within the Development Application Procedures Bylaw No. 10540 and Council Policy No. 367 *Public Notification & Consultation for Development Applications*.

**Personnel Implications:**

It is anticipated that some additional time for Urban Planning and Subdivision, Agriculture & Environment Services staff will be required in order to manage and monitor the new signage program and website features. This will be offset by the time saved by 'One Window' Staff no longer coordinating and preparing the signage.

**External Agency/Public Comments:**

The Urban Development Institute has expressed its support for the proposal.

**Considerations not applicable to this report:**

**Financial/Budgetary Considerations:**

**Legal/Statutory Procedural Requirements:**  
**Alternate Recommendation:**  
**Communications Comments:**

Submitted by:

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Alec Warrender, Urban Planning

Approved for inclusion:



R. Smith

Attachments:

E-Subscribe Banner Template  
Development Notice Template  
4 x 4 - Development Notice Signage  
4 x 4 - Development Notice Signage - Back Up  
8 x 4 - (Project Board) Development Notice Signage.  
Current Developments Webpage Example  
Council Policy No. 367 - Recommended changes

City of Kelowna

# It's your neighbourhood

e-Update 

City of Kelowna

# It's your neighbourhood

## Office of the City Clerk

cityclerk@kelowna.ca  
250-469-8645  
kelowna.ca/council

## Community Planning

<Planners Email>

250-469-####

## Broadcast

castanet.net

Council Meetings  
Mondays at 1:30 p.m.  
Public Hearings  
every second Tuesday at 6 p.m.

## Shaw Cable 11

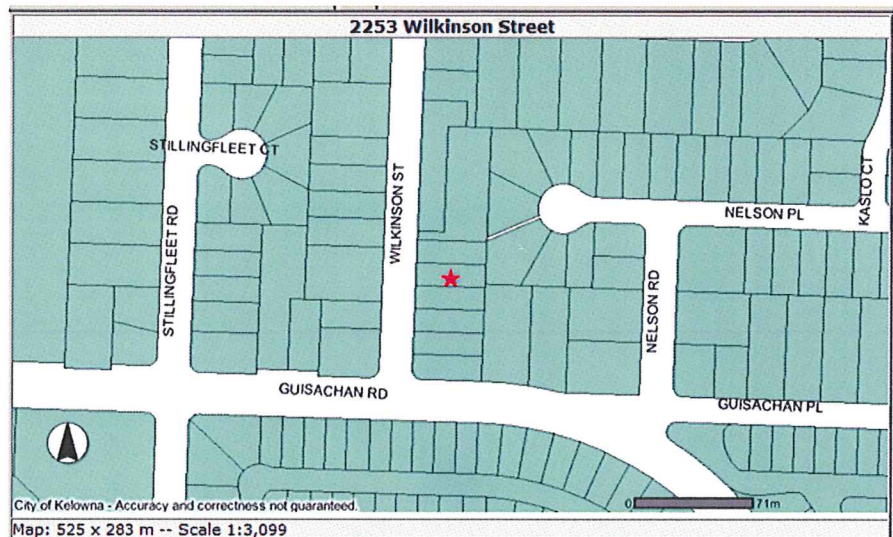
Wednesday and Fridays at  
11 a.m.

## Kelowna City Council

City Hall  
1435 Water Street  
Kelowna BC V1Y 1J4  
TEL 250 469-8980  
FAX 250-862-3399  
kelowna.ca

## Get involved and have your say

The City has received an application to <project description>, which requires a change to the current zoning.



*This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.*

**Address:**

**Application No:**

**Applicant:**



Public Meeting  
Monday, Nov. 1/13  
7pm, Place



Email  
info@kelowna.ca



Phone  
250-555-5555



Online  
kelowna.ca/  
currentdevelopments

### Unable to attend the Public Meeting?

Written comments may be sent to the Office of the City Clerk prior to the meeting for circulation to Council.

Visit [kelowna.ca/getconnected](http://kelowna.ca/getconnected) to subscribe to e-updates delivered directly to your inbox.

City of Kelowna

# It's your neighbourhood



**1369 & 1375 Bertram Street**

Line 1

Line 2

Line 3

Application No:  
Applicant:

**Get involved  
and have your say**



Email  
[info@kelowna.ca](mailto:info@kelowna.ca)



Phone  
250-555-5555



Online  
[kelowna.ca/  
currentdevelopments](http://kelowna.ca/currentdevelopments)



Public Meeting  
Monday, Nov. 1/13  
7pm, Place

City of Kelowna

# It's your neighbourhood

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Application No: \_\_\_\_\_

Applicant: \_\_\_\_\_

**Get involved  
and have your say**



Email



Phone  
250 469-8626



Online  
[kelowna.ca/  
currentdevelopments](http://kelowna.ca/currentdevelopments)



Public Hearing

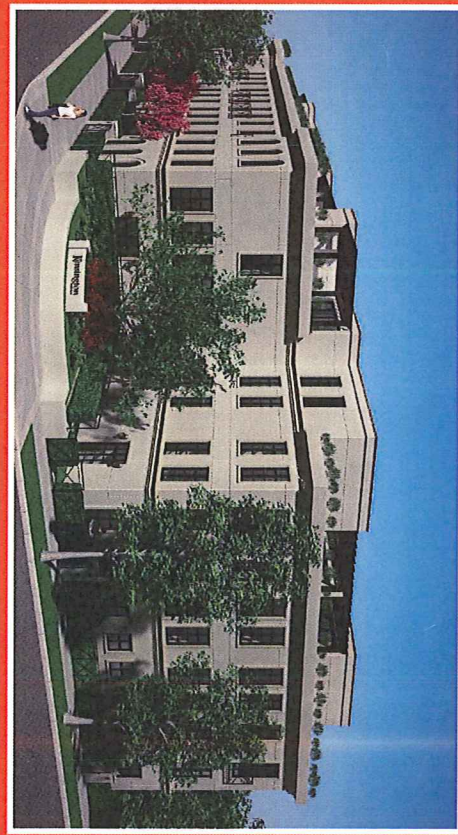
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City of Kelowna

# It's your neighbourhood

Application No:  
Applicant:



**1369 & 1375 Bertram Street**

Line 1  
Line 2  
Line 3

## Get involved and have your say



Email  
[info@kelowna.ca](mailto:info@kelowna.ca)



Phone  
250-555-5555



Online  
[kelowna.ca/currentdevelopments](http://kelowna.ca/currentdevelopments)



Public Meeting  
Monday, Nov. 1/13  
7pm, Place



8x4 Development Sign  
November 19, 2013  
Proof 4



## Current Developments

DP13-0131

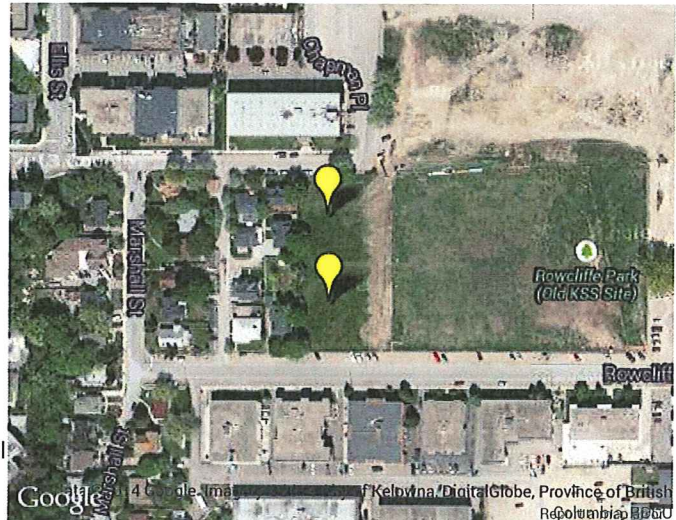
**File:** DP13-0131

**Application Type:** Development Permit

**Applicant:** Meiklejohn Architects Inc

**Location:** 555 Buckland Ave  
550 Rowcliffe Ave

**Proposal:** Proposed 3 storey / 42 room Supportive Housing Complex featuring: Level 1: 2 townhouses (6 bedrooms total) and support/counseling services Level 2: Group home with 18 rooms and support services/common living & dining areas Level 3: 10 Apartment style units (18 bedrooms total) and roof deck



**Related:** [DVP13-0132](#)  
[S13-0038](#)

### File Progress:

Application Accepted	2013-08-12
Application Circulated	2013-08-12
All Agency Comments Received	2013-09-26
Additional Info Required	
Additional Info Received	
Report Forwarded to Council	2013-10-02
Council Consideration	2013-10-22
Issuance of Permit	
File Closed	

**Documents:** [DP13-0131 - Drawings.pdf](#)

**City Contact:** [ALEC WARRENDER](#)  
250-469-8776

New Search

For more information call the City of Kelowna Land Use Management Department at 250-469-8626, or email [currentdevelopments@kelowna.ca](mailto:currentdevelopments@kelowna.ca).

IMPORTANT NOTICE: While the City of Kelowna attempts to ensure this list is complete and accurate, the City of Kelowna nor their employees warrant or represent that the information is accurate or complete. The information is provided on the basis and condition that the City of Kelowna and its employees shall not be liable for any loss, cost or damages incurred by anyone should the information be inaccurate or incomplete as a result of negligence or otherwise. A recipient of the information is taken to have agreed to the condition.



City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8500  
kelowna.ca

# Council Policy

## Public Notification & Consultation for Development Applications

APPROVED February 18, 2013

Contact Department: Strategic Planning

### Policy Statement

Increasing public engagement in development proposals that will be considered by Council through an approach that is consistent and appropriate to each type of application.

### Purpose

To establish standards and procedures for applicants ~~s-driven~~ public notification and consultation ~~responsibilities~~ in respect of development applications. This will ensure transparent and consistent application of standards for the benefit of affected residents, the development community and the City.

### Background

This policy was created to help improve public consultation associated with the development application process. The authority for this Policy comes from:

*Local Government Act* – Section 879 – Consultation during the OCP development

*Local Government Act* – Section 922 – Development Variance Permits

### Public Notification & Consultation Procedures

#### 1. OBJECTIVE

To ensure that those parties affected by an application made pursuant to this policy are given adequate notice and one or more meaningful opportunities to provide input, where appropriate and in keeping with the nature and scale of the application.

#### 2. RESPONSIBILITY FOR NOTIFICATION AND CONSULTATION

Unless otherwise indicated, all costs associated with the Notification and Consultation required under this policy are the sole responsibility of the applicant.

#### 3. REQUIREMENT FOR NOTIFICATION AND CONSULTATION

- a. All applications made pursuant to this policy must undertake the forms of public notification and consultation identified in Table 1 below and in accordance with the specifications identified in Development Application Procedures Bylaw No. 10540.

Table 1 – Forms of Public Notification & Consultation

Application Type	<del>Project Board</del> Large Format Development Notice Sign (8' x 4') <sup>1</sup>	Neighbour Consultation	Public Information Session
OCP Major	✓	✓	✓
OCP Minor	-	✓	-
Zoning Major	✓-	✓	✓
Zoning Minor	-	✓	-
LUC Land Use Contract	-	✓	-
DVP	-	✓	-
TUP Temporary Use Permit	-	✓	-
DP Development Permit	-	-	-

ALR <sup>2</sup> Agricultural Land Reserve	-	-	-
SFWH Seasonal Farm Worker Housing	-	✓	-
Direct SFWH	-	-	-

✓ indicates a required form of notification or consultation.

- indicates a form of notification or consultation not required.

<sup>1</sup> City template is to be used for signage.

<sup>2</sup> please refer to Agricultural Land Commission requirements

- b. Fulfilling the requirements of this policy does not relieve the owner or applicant of the responsibility to comply with applicable regulations and bylaws of the City of Kelowna, and those requirements of any body having jurisdiction over the land.
- c. Failure to undertake the form(s) of Notification and Consultation in accordance with this policy may result in the postponement of initial consideration of the application by Council. All costs incurred by the City for public notification as a result of such postponement will be the responsibility of the applicant.
- d. Applicants are encouraged wherever possible to use online or web-based tools to enhance public engagement strategies.
- e. For the purposes of this policy, the following criteria will apply to Official Community Plan amendment applications, and Zoning Bylaw amendment applications made pursuant to this policy:

Official Community Plan Amendment – Major (“OCP Major”) means an OCP Amendment Application that:

- i. Involves a major change to the Future Land Use class (including, but not limited to, Residential to Commercial, Commercial to Industrial, Resource Protection to Residential) of the applicable parcel(s) or portions thereof; or
- ii. Involves a change of two (2) increments within a Future Land Use class (including, but not limited to, Single / Two Unit Residential to Multiple Unit Residential (Medium Density)).

Official Community Plan Amendment – Minor (“OCP Minor”) means an OCP Amendment application that is not an OCP Major, or one that is limited to text amendments.

Zoning Amendment – Major (“Zoning Major”) means a Zoning Amendment Application that:

- iii. Involves creation of a Comprehensive Development zone; or
- iv. Involves a total land area of 2 hectares or greater; or
- v. Involves the addition of 50 or more dwelling units and/or parcels; or
- vi. Involves a major change in land use intensity (including, but not limited to, local to urban centre commercial, or business to heavy industrial).

Zoning Amendment – Minor (“Zoning Minor”) means a Zoning Amendment application that is not a Zoning Major.

#### 4. NOTIFICATION AND CONSULTATION SPECIFICATIONS

- a. Project Board Large Format Development Notice Signage (8' x 4')

Where required, an applicant must erect a Large Format Development Notice Sign using the City's template Project Board on that parcel of land which is the subject of the application, in accordance with the following specifications:

*Timing:*

Large Format Development Notice Signs Project Boards will be posted a minimum of 10 days in advance of the applicant's Public Information Meeting and thirty (30) days in advance of Council's initial consideration. The Council Public Hearing date must be posted a minimum of 10 days in advance of the Public Hearing. Project Boards must remain in place until the conclusion of the Public Hearing, until Council has adopted the amending bylaw if the Public Hearing has been waived, or until the development application has been abandoned. Project Boards must be removed within seven (7) days of the conclusion of a Public Hearing.

*Location:*

All Large Format Development Notice Signs Project Boards will be placed on a property that is subject to an application pursuant to this policy so that they are clearly visible from the street, approximately three (3) metres inside the property line.

*Number:*

One Large Format Development Notice Signs Project Board is required for each road frontage provided that no more than three (3) signs are required for any one Site.

*Size and Content:*

The Large Format Development Notice Signs Project Board(s) will include the following information approved by City Staff~~the Director of Land Use Management~~, as applicable to the application, and will be sized to accommodate this information for viewing by vehicular and pedestrian traffic:

- Detailed description of the proposal, ~~including number of units, lot area, floor area ratio, gross floor area, if applicable;~~
- ~~Development approval process updates;~~
- Visual rendering and/or site plan illustrating the proposal;
- Contact information for the applicant or authorized agent, including project website (if any); and
- Contact information for the ~~Land Use Management Department~~appropriate City Department.

*Sign Installation:*

Large Format Development Notice Signs Project Boards will be located in a manner which does not interfere with pedestrian or vehicular traffic or obstruct visibility from streets, lanes or driveways and must be installed in a safe, sturdy manner capable of withstanding wind and weather.

The applicant must provide ~~the Director of Land Use Management~~City Staff with evidence in the form of photographs that the Project Board(s) required by this policy has been installed on the subject property before the application will be considered at a Public Hearing or a regular meeting of Council.

b. Neighbour Consultation*Objective:*

Neighbour consultation aims to promote, where possible, direct, face-to-face conversations between an applicant and their immediate neighbours. Both tenants & owners must be contacted.

*Applicable Parcels:*

For parcels located within the Permanent Growth Boundary, as shown on Official Community Plan Map 5.2, all abutting and adjoining parcels and any parcels within 50m of the subject property must be consulted.

For parcels located outside of the Permanent Growth Boundary, as shown on Official Community Plan Map 5.2, all abutting and adjoining parcels and any parcels within 300m of the subject property must be consulted, or as determined by ~~the Director of Land Use Management~~City staff.

*Neighbour Consultation Content:*

- Location of the proposal;
- Detailed description of the proposal, including the specific changes proposed;
- Visual rendering and/or site plan of the proposal;
- Contact information for the applicant or authorized agent;
- Contact information for the appropriate City Land Use Management department;
- Identifications of available methods for feedback.

*Evidence of Consultation:*

A summary of neighbour consultation efforts, feedback and response must be provided to City staff~~Land Use Management~~, identifying how the efforts meet the objective of this form of consultation. This must be provided to City staff ~~Land Use Management~~ a minimum of 2015 days prior to Council initial consideration of the application(s) for inclusion in the report to Council.

c. Public Information Session

Where required, an applicant must conduct a Public Information Session in accordance with the following requirements:

The Public Information Session must be held a minimum of 15 days prior to Council initial consideration and after submission of a complete application;

The date, time, duration and location of a Public Information Session are to be determined by the applicant, but shall be organized pursuant to the Objective set out in Section 1 of this policy;

A Public Information Session must be advertised by both mailout and by local newspaper advertisements, which must be delivered or printed, as applicable, a minimum of two (2) weeks in advance of holding of a Public Information Session;

The applicant must make available for review all relevant appropriate plans, studies, and technical information regarding the proposal;

The City of Kelowna must be notified of the meeting, and a City staff representative ~~from Land Use Management~~ shall have the option to attend;

A summary report, prepared and signed by applicant or authorized agent must be submitted to the File Manager~~Land Use Management~~, which provides, at a minimum, responses to the following questions:

- Where was the information session held?
- At what time and for what duration was the information session held?
- How many people attended the information session?
- How was the information session advertised (include copies of all advertising)?
- How were affected property owners notified of the information session?
- What information was provided at the information session?
- How was the input received at the information session used?
- Was the information session organized and conducted in a manner consistent with the Objective of this policy?

#### Amendments

R090/13/02/18

# CITY OF KELOWNA

## BYLAW NO. 10911

### Amendment No. 3 to Development Applications Procedures Bylaw No. 10540

---

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Development Applications Procedures Bylaw No. 10540 be amended as follows:

1. THAT 4.2 PUBLIC NOTIFICATION, 4.2.2 Posting a Development Notice Sign, sub-paragraph be amended as follows:

- a) Deleting sub-paragraph d) Sign Content be deleted that reads:

“d) Sign Purchase:

The sign(s) will include the following information, as applicable to the application:

- Present and proposed Zone of the property;
- The City’s development application file number;
- Any requested variances of City bylaws;
- A brief description of the proposal;
- The date(s) of the relevant **Public Hearing** and/or **Council** meeting at which the application is to be considered, or the final date for receipt of public input if the **Public Hearing** has been waived; and
- Any additional information the **Director of Land Use Management** may require.”

And replaced with:

“d) Sign Purchase:

The sign(s) will include the following information, as applicable to the application:

- The City’s development application file number;
- A brief project description;
- The date(s) of the relevant **Public Hearing** and/or **Council** meeting at which the application is to be considered, or the final date for receipt of public input if the **Public Hearing** has been waived; and
- Any additional information the **Director of Land Use Management** may require.”

b) Deleting sub-paragraph f) Sign Purchase be deleted that reads:

“f) Sign Purchase:  
Development Notice Signs will be purchased from the City at the applicant’s expense for the fee described in the Development Application Fees Bylaw.”

“f) Sign Purchase:  
Development Notice Signs will be purchased from a signage provider at the applicant’s expense . The City’s signage template must be used and the signage content must be endorsed by City Staff.”

2. This bylaw may be cited for all purposes as "Bylaw No. 10911, being Amendment No. 3 to Development Applications Procedures Bylaw No. 10540."
3. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# Report to Council



**Date:** 2/17/2014

**File:** 0710-40

**To:** City Manager

**From:** Danielle Noble-Brandt, Department Manager, Policy and Planning

**Subject:** Rental Housing Grant Recommendation For 2014

Report Prepared by: Gary Stephen, Long Range Planning Manager

---

## **Recommendation:**

THAT Council receives the report from the Department Manager, Policy and Planning dated February 17, 2014 regarding a Rental Housing Grant Recommendation for 2014;

AND THAT Council approves the 2014 Rental Housing Grants as identified in the report from the Department Manager, Policy and Planning dated February 17, 2014, in accordance with the Housing Opportunities Reserve Fund Bylaw No. 8593 and Council Policy No. 335, Rental Housing.

## **Purpose:**

To increase the supply of rental housing through the provision of rental housing grants.

## **Background:**

Across Canada there is a tight rental housing supply due to the economics of building this form of housing. However, rental housing is a key housing need with 30% of all Kelowna households currently renting and an addition of 300 new tenant households expected annually due to population growth. Some claim that a higher percentage of rental housing is a sign of a healthy economy (e.g. [Richard Florida refers to 45%](#)). The surplus of condominiums built for the ownership market in Kelowna before the economic downturn eased the rental housing market for a short time, but by and large those constructed units are no longer rentals.

According to the fall 2013 Central Mortgage and Housing Corporation (CMHC) Rental Market Report, the Kelowna rental market vacancy rate has dropped from 4% to 1.8%, which generally means that available units will be in short supply and that there will likely be upward pressure on monthly rental rates.

The 2011 Housing Strategy concluded that purpose-built rental housing<sup>1</sup> would be the best match to address gaps in the long term housing supply. However, this form of housing is difficult to finance<sup>2</sup>. In 2012 Council approved expanding the rental grants program and changing the revitalization tax exemption program to help augment the purpose built rental housing supply.

Applications for 2014 grants were required by the end of September 2013 in accordance with the amended [Council Policy No.335](#) - Rental Housing Grants. A housing agreement must be signed to secure the rental dwellings for a minimum of ten years. After ten years a request can be made to release the notice of the housing agreement. To discharge housing agreements requires Council approval and a subsequent repayment of the grant funding to the City for the Housing Opportunities Reserve Fund (s. 4.4 and 4.5 of the [Housing Opportunities Reserve Fund By-law 8593](#)).

Requesting a release of the Housing Agreement is not likely for provincially-subsidized, non-profit rental housing. Requests for stratification of purpose-built rental buildings can be expected. Letters outlining this process are sent to grant recipients and these letters<sup>3</sup> would specify that repayment of the grant is required if the housing agreement is lifted. This process will also be reaffirmed in the housing agreement.

This report outlines the properties being recommended to receive rental housing grants for 2014, as follows:

1. \$273,171 for 70 units at Cambridge / Richter ('Pleasantvale')
2. \$46,829 for 12 units at 550 Rowcliffe (Karis Support Society)

The rental housing grants have been established to help offset the cost of DCCs<sup>4</sup>. Based on the applications received and the DCC estimates, the amount the City could authorize for rental housing grants would be \$857,322, which is the total cost of the DCC's. However, the 2014 budget provides for \$320,000<sup>5</sup> in total. On the basis of available budget, the recommended grants are summarized in the table outlined below.

Building	Number of Eligible Dwellings	Recommended Grant	Estimated DCC	Type of Eligible Units	Related Development Applications
Central, Cambridge, Kingsway Ave, Richter St	70	\$273,171	\$673,474	Low Income Seniors / Affordable Rental	Z13-0048 / DP13-0018
550 Rowcliffe Ave	12	\$46,829	\$183,848	Non-profit Rental	DP13-0131 / DVP13-0132
<b>Totals</b>	<b>82</b>	<b>\$320,000</b>	<b>\$857,322</b>		

<sup>1</sup> Defined in the OCP as rental buildings with 5 or more strictly rental dwellings; this is considered affordable housing because rent increases are controlled under the Residential Tenancy Act.

<sup>2</sup> Based on more than 20 (15 Kelowna-based) interviews with rental housing builders, developers and lenders conducted by contracted staff in 2010/2011.

<sup>3</sup> Copied to the Director of Finance & Building and Permitting Branch Manager.

<sup>4</sup> Deferral of DCCs was requested by developers during the consultation for the [Housing Strategy](#).

<sup>5</sup> Based on the annual budget for DCC grants and the Housing Opportunities Reserve funding.

Grant recipients will be notified by letter of the amount of the grant and advised that they need to include a copy of that letter with their building permit application in order to receive a DCC credit, on the DCC's payable at building permit stage, equal to the amount of the grant.

In addition to rental housing grants, application can also be made for property tax exemption. The property tax exemption is for the exemption of municipal taxes on new purpose built rental buildings for a maximum of 10 years, and does not have to be repaid. Applications must be consistent with the OCP and supported by the City in order to be eligible. When the vacancy rate is 3% or less, purpose-built rental buildings supported by Council, are eligible for to apply. Two purpose-built rental projects (Sutherland and Brookside) have applied for the [revitalization tax exemption](#) to date. From 2012, the estimated municipal taxes on a unit assessed at \$180,000 would average approximately \$630 per year. A ten year exemption would provide a benefit of \$6,300 to the property owner.

**Internal Circulation:**

Director, Financial Services  
City Clerk  
Manager, Urban Planning  
Director, Communications  
Director, Development Services

**Legal/Statutory Authority:**

*Local Government Act*, Sections 877. (1) (a) 933.1(1)

**Legal/Statutory Procedural Requirements:**

[Housing Opportunities Reserve Fund Bylaw](#) No.8593

**Existing Policy:**

Official Community Plan

Objective 10.3 Support the creation of affordable and safe rental, non-market and/or special needs housing.

Policies 10.3.1, 10.3.2, 10.3.3 & 10.3.4

[Council Policy No.335](#) - Rental Housing Grants

**Financial/Budgetary Considerations:**

Budgeted funds allow for a contribution of \$3,902.44 per dwelling for 82 new rental dwellings.

Available funds are as follows:

<a href="#">Housing Opportunities Reserve Fund (HORF)</a> - annual budget allocation:	\$200,000
Annual Budget Allocation to Rental Grants to provide partial relief from DCCs	\$120,000
<b>Total Funds Available</b>	<b>\$320,000</b>

**Considerations not applicable to this report:**

External Agency / Public Comments:

Personnel Implications:

Communications Comments:

Alternate Recommendation:

Submitted by:

Gary Stephen, Long Range Planning Manager

Approved for inclusion:



Danielle Noble-Brandt, Department Manager, Planning and Policy

cc:

Director of Finance

City Clerk

Manager, Urban Planning

Director, Communications

Director, Development Services

# Report to Council



**Date:** 2/17/2014  
**File:** 1840-10  
**To:** City Manager  
**From:** B. Davidson, Parks Planner, Infrastructure Planning  
**Subject:** 2014-02-11 - Report - OBWB and Quality Improvements Grants

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## **Recommendation:**

THAT Council endorses by resolution the attached application to the 2014-15 Okanagan Basin Water Board Water Conservation and Quality Improvement Grant for the Royal Avenue to Strathcona Park Shoreline Stabilization Project.

AND THAT upon confirmation of successful grant award, the 2014 Financial Plan be amended to include the additional expenditure of \$30,000 for Royal Avenue to Strathcona Park improvements funded by an Okanagan Basin Water Board grant.

## **Purpose:**

To seek Council's support to apply to the Okanagan Basin Water Board for a grant request of \$30,000.00 for shoreline stabilization as part of the Royal Avenue to Strathcona Park project.

## **Background:**

The purpose of the Okanagan Basin Water Board's (OBWB) Water Conservation and Quality Improvement Grant Initiative is to assist local government in addressing issues that enhance the valley-wide sustainable use of water. Eligible activities include "Habitat Restoration Projects" that restore riparian or foreshore areas to improve water quality. The deadline for application is February 21, 2014. Staff have examined the 2014 capital budget together with the OBWB grant objectives and requirements and have determined that the most appropriate project is the Royal Avenue to Strathcona Park Shoreline Stabilization. As part of the application process, all applications must be accompanied by a Council resolution.

## **Royal Avenue to Strathcona Park Shoreline Stabilization Project - Request \$30,000.00**

The Royal Avenue to Strathcona Park Shoreline Stabilization Project will implement a sustainable approach to protect 120 metres of Okanagan Lake foreshore from storm events in order to prevent further upland erosion of public land. Proposed works will mimic natural

appearances and processes, i.e., sediment transport along the shoreline; add potential fish rearing substrate; maintain habitat connectivity between the land and the lake, (i.e., introduce no barriers to wildlife movement); add riparian plantings to help stabilize the shoreline and add habitat benefit; and limit impacts and disturbance to existing public upland and to adjacent beach front property owners.

The sand renourishment option of shoreline stabilization will consist of installing an imported sand mixture to protect the existing land from erosion due to wind and wave action. This material will be placed in 15 cm lifts directly up against the existing eroding banks at a 3:1 slope. After application, each lift will be moistened with water to ensure compaction. The imported material will eventually erode and be transported off site to the north, but it will prevent further erosion of the existing upland for an estimated 10 to 12 years. The amount of granular material introduced into the lake will be insignificant over the long term.

On-going annual monitoring and maintenance will be involved to determine when the sands and gravels will need to be supplemented; however, with the restoration of riparian vegetation to stabilize the bank, the requirement for this maintenance is expected to diminish over time. Riparian planting will be a combination of native live stakes planted within 1m of the high water mark, as well as nursery grown native tree & shrub species and a native grass seed mix. None of the existing vegetation, (e.g., cottonwood, willow, snowberry, Nootka rose) will be removed. Temporary irrigation will be used until these plantings become established.

An application for environmental approval has been submitted to the Province and they have recently requested additional information for an engineering study to be submitted to determine long-term sediment transport. The scope of the study is currently being determined but generally estimated between \$30-\$50k. Normally the construction budget would be reduced to accommodate these additional costs, but in this case the project meets many of the objectives of the OBWB grant and so staff are recommending proceeding with a grant submission to help offset the costs of permitting.

#### **Internal Circulation:**

Manager, Parks and Public Spaces, Design and Construction  
Manager, Parks and Public Places, Infrastructure Planning  
Grants Manager, Strategic Initiatives  
Financial Services Director

#### **Financial/Budgetary Considerations:**

The foreshore stabilization costs are estimated at \$192,000 of which \$30,000 would be requested to be funded by OBWB. The City's share of the funds are within existing budgets for the overall Royal Avenue to Strathcona Park project.

**Considerations not applicable to this report:**

Existing Policy:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Personnel Implications:

External Agency/Public Comments:

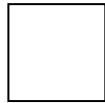
Communications Comments:

Alternate Recommendation:

Submitted by:

B. Davidson, Parks Planner, Infrastructure Planning

Approved for inclusion:



J. Vos, Director Infrastructure Planning

Attachment 1: Appendix A - Location Plan - Royal Ave to Strathcona Park

Attachment 2: Appendix B - WCQI Application Form - OBWB.pdf

cc: Director, Civic Operations  
Director, Design and Construction



City of Kelowna - Accuracy and correctness not guaranteed.

Royal Avenue to Strathcona Park – Sand Renourishment Area



1450 K.L.O. Road  
Kelowna, B.C.  
V1W 3Z4  
250-469-6270  
www.obwb.ca  
grants@obwb.ca

## Water Conservation and Quality Improvement Grant Program 2014-15 Application Form

Please carefully complete and review this form before submitting. Additional space is available in section N. If you are unclear on any of the sections, please consult the guide to the application, or contact the Office and Project Manager at 250-469-6270 or grants@obwb.ca.

### A. PROJECT INFORMATION

Name of Organization City of Kelowna - Infrastructure Planning

Project Title Royal Avenue to Strathcona Park - Sand Reinforcement Beach Restoration

Regional District RDNO ☐ RDCO ☒ RDOS ☐ Category Restoration

Supporting Local Gov't City of Kelowna

Project Budget \$ 192000

Grant Requested \$ 30000

### B. PROJECT CONTACT

Name Barb Davidson

Title Parks Planner

Phone 250-469-8837

Fax 250-862-3363

Email bdavidson@kelowna.ca

### C. PROJECT SUMMARY

What is the aim of the project?

To use a sustainable approach to protect an 120m long section of Okanagan Lake foreshore from storm events in order to prevent further upland erosion of public land; to mimic natural appearances and processes, i.e., long shore sediment transport; to add potential fish rearing substrate; to maintain habitat connectivity between the land and the lake, (i.e., to introduce no barriers to wildlife movement); to add riparian plantings to help stabilize the shoreline and add habitat benefit; and to limit impacts and disturbance to existing property and to adjacent beach front property owners.

### D. PROJECT DELIVERABLES/MEASURABLE OUTCOMES

What are the expected deliverables of the project? How will the project's success be measured?

Beach (foreshore) restoration by replenishing beach sand (combined with granular material of different grain sizes for maximum binding capacity) to a 1V:3H beach slope combined with upland riparian planting.

Annual monitoring will be undertaken to determine the frequency required for repair / replacement of beach material by establishing permanent survey points and regularly measuring the elevation of the sand during low water conditions.



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## Water Conservation and Quality Improvement Grant Program 2014-15 Application Form

### E. PROJECT METHODOLOGY

Briefly describe how your organization will achieve its goal.

An imported sand mixture will protect the existing land from erosion due to wind and wave action. This material will be placed in 15 cm lifts directly up against the existing eroding banks at a 3:1 slope (the angle of repose for sand). After application, each lift will be moistened with water to ensure compaction. The imported material will eventually erode and be transported off site to the north by longshore drift, but it will prevent further erosion of the existing upland for an estimated 10 to 12 years. The amount of granular material introduced into the lake will be insignificant over the long term. Ongoing monitoring and maintenance will be involved to determine when the sands and gravels will need to be supplemented; however, with the restoration of riparian vegetation to stabilize the bank, the requirement for this maintenance is expected to diminish over time.

Riparian planting will be a combination of native live stakes planted within 1m of the high water mark, as well as and nursery grown native tree & shrub species and a native grass seed mix. None of the existing vegetation, (e.g., cottonwood, willow, snowberry, Nootka rose) will be removed. Temporary irrigation will be used until these plantings become established.

### F. PROJECT TIMELINE

Project Start Date October 13, 2014

Completion Date December 31, 2014

**Activity** (describe any stages of the project below including dates)

In order to minimize the amount of "in water" work required in Okanagan Lake, work below the high water mark will occur during the low water window, which is typically between November and April.

- Installation of temporary irrigation system for riparian plantings - mid-October
- Placement of Floating Silt Curtain within lake to prevent any mobilized sediment from leaving the project area - Week of October 27th
- Removal of Foreshore Encroachments (concrete stairs and paving, failing timber retaining wall) - Week of October 27th
- Placement of Beach Sands and Gravels during low water - week of November 3rd
- Anchoring large woody debris below high water mark - week of November 10th
- Topsoil Placement for riparian plantings - week of November 10th
- Install riparian planting - week of November 17th
- Testing and blow out of temporary irrigation system - week of November 17th
- Establishment of permanent survey points and conducting baseline measurements - week of November 24th



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## Water Conservation and Quality Improvement Grant Program 2014-15 Application Form

### G. PROJECT PARTNERS

How does this project illustrate collaboration with other agencies? With other jurisdictions? While not a formal partner, the Province discourages the use of retaining walls and other armouring strategies in favour of a more sustainable approach.

### H. PROJECT VALLEY-WIDE BENEFIT

Recognizing that the Okanagan is one valley with one water, how does this project benefit the valley as a whole? Describe how the outcomes of the project can benefit others in the Okanagan. The Royal Avenue to Strathcona Park sand renourishment project will demonstrate how a sustainable approach that mimics natural processes can be used successfully to guard against erosion throughout the Okanagan Basin.

Through the success of this project it is hoped that sand renourishment could become a viable solution of foreshore stabilization elsewhere in the Okanagan Valley, and perhaps be recognized as a Best Management Practise.

### I. PROJECT INNOVATION

What is innovative about this project? Will this project present a new and/or innovative approach or address a previously unidentified issue? Much of the Okanagan Lake foreshore has been experiencing high levels of erosion in recent years. The sand renourishment method of erosion control is a sustainable cost effective emerging alternative to the traditional practise of armouring with rip rap or construction of retaining walls, both of which have the potential to increase scour, create adverse impacts to adjacent waterfront properties, and divide upland from aquatic habitat.

### J. GRANT TRACK RECORD

If your organization has received OBWB grants for previous projects, please comment on the success of the projects and the significance of the grants to your organization. While the City of Kelowna has received several OBWB grants, the Infrastructure Planning Department specifically received a 2011 grant for the Mill Creek Corridor Infrastructure Impact Management Plan. This plan has been valuable in determining the environmental impacts of planned projects along the creek and in assigning costs for land acquisition and restoration. The extent of impacts identified in the plan have triggered city staff to rescope some of these planned projects in order to reduce their impacts.



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## Water Conservation and Quality Improvement Grant Program 2014-15 Application Form

### K. PROJECT FUNDING

Total Project Funding \$ 192000

Source	Type	Confirmed
City of Kelowna 2013 capital budget	Direct	<input checked="" type="checkbox"/>
City of Kelowna 2014 capital budget	Direct	<input checked="" type="checkbox"/>
	In-Kind	<input type="checkbox"/>
	In-Kind	<input type="checkbox"/>
	In-Kind	<input type="checkbox"/>

### L. PROJECT EXPENSES

Total Project Budget \$ 192,000

Project Management 7,643

Equipment

Supplies/Consumables 134,605

Printing/Media

Consultant/Contractor 18,250

Travel

Wages

Other 30,571 (20% contingency)

### M. OBWB STRATEGIC GOALS

Describe how the project addresses OBWB 2014-2019 Strategic Goals available here: <http://www.obwb.ca/obwb-strategic-plan/>

- 1) Information gathering on annual rates of foreshore erosion to assist with future basin wide planning initiatives.
- 2) Creation and maintenance of healthy riparian and aquatic habitats in a developed area which will in turn enhance water quality for drinking, swimming and fishing.
- 3) Protection of foreshore and water quality from extreme erosion events by mimicking natural processes.
- 4) Enhance relationships between OBWB and local government.



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## Water Conservation and Quality Improvement Grant Program 2014-15 Application Form

### N. ADDITIONAL INFORMATION

Please add any pertinent information you wish to have considered in your application.  
Please See (attached following) :

Appendix A - Detailed Cost Estimate.

Appendix B - Shoreline Stabilization Plan and Cross Section

### SUBMITTING THIS APPLICATION

Please ensure you have reviewed the terms of reference and the guide to the application.  
Once your application is complete, please submit a copy, along with the **required supporting resolution** from local government and any other supporting documents, to:

The Okanagan Basin Water Board  
re: 2014-15 WCQI  
1450 K.L.O. Road  
Kelowna, B.C.  
V1W 3Z4

Applications must be recieved by **4:00 p.m., February, 21, 2014**. Late or incomplete applications will not be accepted. Please save a copy of the application for your records.

Appendix A:  
Royal Avenue to Strathcona Park - Sand Renourishment Cost Estimate

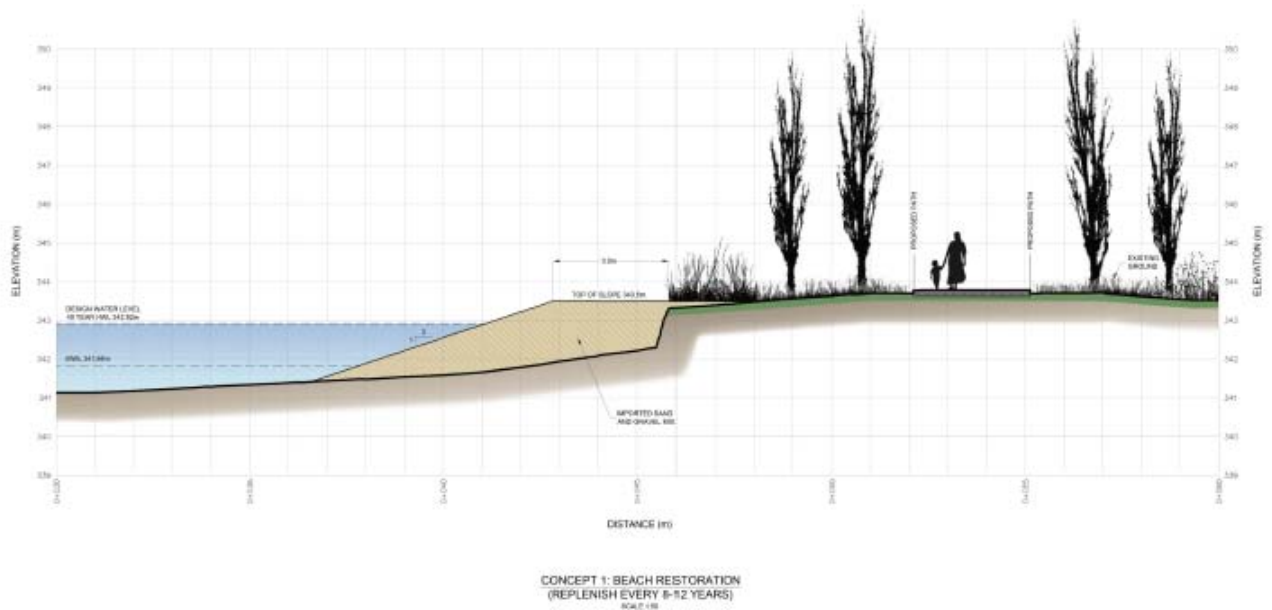
No.	DESCRIPTION OF WORK	UNITS	ESTIMATED QUANTITY	ESTIMATED UNIT COST	EXTENDED AMOUNT
GENERAL REQUIREMENTS					\$ 4,500
015701	Environmental Protection - supply and install silt curtain	lin m	60	75	\$ 4,500
EXISTING CONDITIONS					\$ 25,000
024114a	Site Demolition	L.S.	1	25,000	\$ 25,000
	Removal and disposal of fencing, concrete steps, stone patio, rock mulch, concrete path, wooden retaining wall, concrete pilings, concrete curbing				
EARTHWORKS					\$ 5,000
311101	Clearing and Grubbing	m <sup>2</sup>	1,000	1.00	\$ 1,000
311141	Shrub & Tree Preservation	L.S.	1	1,000	\$ 1,000
312201	Site Grading	m <sup>2</sup>	1,500	2.00	\$ 3,000
ROADS AND SITE IMPROVEMENTS					\$ 65,105
329121c	Topsoil & Finish Grading - 450mm, riparian planting	m <sup>2</sup>	400	36.00	\$ 14,400
329220b	Seeding - broadcast seeding riparian area	m <sup>2</sup>	400	0.50	\$ 200
	shrubs 15cm pots (supply and install)	ea.	100	8.00	\$ 800
	live stakes (supply and install)	m <sup>2</sup>	50	9.60	\$ 480
	large woody debris (supply and install)	ea.	10	820.00	\$ 8,200
	armour rock (supply and install)	ea.	10	80.00	\$ 800
	sand & gravel mix (supply and install)	m <sup>2</sup>	1,150	30.00	\$ 34,500
	beach sand topdressing	m <sup>2</sup>	460	10.00	\$ 4,600
	water to compact sand/gravel	day	3	250.00	\$ 750
	Beaver Protection "tree tubes"	ea.	50	7.50	\$ 375
IRRIGATION					\$ 35,000
329401b	Irrigation-control system, pipes, valves etc. , testing, blow-out	L.S.	1	35,000	\$ 35,000
SUB-TOTAL :					\$ 134,605
CONSULTING					\$ 18,250
	Environmental Management Plan, Construction Monitoring, and Maintenance Plan Support	LS	1	7,400.00	\$ 7,400
	As Built Survey & Summary Report	LS	1	4,750.00	\$ 4,750
	Irrigation Design	LS	1	2,000.00	\$ 2,000
	WFN Archeological Consultant	day	3	1,200.00	\$ 3,600
	Establish survey points and conduct baseline measurements	LS	1	500.00	\$ 500
SUB-TOTAL:					\$ 152,855
		CONSTRUCTION CONTINGENCY :		20%	\$ 30,571
		CITY STAFF COSTS :		5%	\$ 7,643
		TOTAL :			\$ 191,069

# Appendix B

## Royal Avenue to Strathcona Park Shoreline Stabilization - Sand Renourishment Option



Concept Plan



Typical Cross Section

# Report to Council



**Date:** 2/17/2014  
**File:** 1840-40  
**To:** City Manager  
**From:** P. McCormick, Planner Specialist, Urban Design  
**Subject:** Public Art Program, Annual Report, 2013

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## **Recommendation:**

THAT Council receives for information, the 2013 Annual Report for the City of Kelowna Public Art Program;

AND THAT Council approves the proposed work plan for 2014, as set out in the report of the Planner Specialist, Urban Design, dated February 17 2014.

## **Purpose:**

To update Council on the status of the Public Art Program and to receive Council direction with regard to initiatives for 2014.

## **Background:**

Council recognizes that the aesthetic quality and sense of place of Kelowna's public realm can be enhanced through works of art and that provision of such works can increase community identity as well as awareness and appreciation of the arts.

The City of Kelowna has therefore established a Public Art Program to acquire art for public engagement. The Public Art Program had its inception in 1997 and since that time, annual funding in support of the Program has been allocated by Council. This funding has contributed to the commissioning of more than 35 works of public art.

## **2013 Projects**

### **a) Bernard Avenue Projects**

In 2013, two projects were installed in conjunction with the revitalization of Bernard Avenue. The first, entitled *Illuminature* (Appendix A), was designed and fabricated by local artist Crystal Przybille. Crystal was commissioned in late 2012 to create 24 plates to be attached to the custom-designed lamp posts on Bernard Avenue. There are eight designs, drawing on the natural and cultural landscapes of the Central Okanagan. Eighteen plates have been installed and the remaining six will be installed when renovation of the street is completed in spring 2014. The plates are made of steel with backlit acrylic accents.

The budget for the project was \$60,000.00. The selection process was an invited competition to six local artists who work in metal. The selection was made on the advice of a panel made up of members from the Public Art Roster and one member representing the Downtown Kelowna Association (DKA).

The second project was a set of banners designed by two Westbank First Nation (WFN) artists. Janine Lott, an established local artist, led the exercise and in the spirit of collaboration of the Westbank First Nation peoples, mentored emerging artist Jordan Coble. The theme of the banners is "The Land is Our Culture" and the result is five exciting designs applied to both sides of the eight gateway poles located near the intersection with Richter Street for a total of 16 banners.

Each banner (Appendix B) tells a story related to the culture of the Syilx/Okanagan people. The banner designs complement the design of the gateway poles that include steel plates inscribed with the English word "welcome" and the Syilx word meaning "thank you". The banners were inaugurated on November 26, 2013 at a ceremony attended by Mayor Gray and Westbank First Nation Chief, Robert Louie.

The budget for the project was \$20,000.00. Four WFN artists were invited to submit work for review by the City's Public Art Planner and the staff of the WFN's Cultural Repository. The award of the contract was made on the advice of WFN's Heritage Curator. Each submitting artist received a stipend of \$1,500.00.

The banners were inaugurated at an on-site ceremony on November 26, 2013. Mayor Gray and Chief Robert Louie of Westbank First Nation addressed the artists and a gathering of staff from the City and WFN, public art supporters, and the media.

#### b) Library Parkade Expansion

A third project was commissioned in 2013 for the design and fabrication of 7 screens that will be mounted on the addition to the Library Parkade (Appendix C). Artist Susan Zocolla of Seattle, Washington (<http://susanzoccola.com/commissions.html>) was selected by a panel made up of members of the Public Art Roster and one member representing the DKA. The screens will depict images from the natural landscape of the Central Okanagan.

The budget for the project is \$100,000.00. The selection process was a two-stage invited competition. Twenty-six submissions were received in response to the Request for Expressions of Interest. From these responses, 5 artists were asked to submit detailed proposals.

#### c) Community Public Art Program

The Community Public Art Program is a sub-program within the Public Art Program. It engages local artists with Kelowna non-profit organizations in the collaborative creation of temporary or permanent works of art. The goals of the program are to encourage the creation of publicly accessible, permanent or temporary artworks; foster community pride and identity; and reflect the diversity, needs, and ambitions of the community. The program requirements can be accessed at <http://www.kelowna.ca/CM/AssetFactory.aspx?did=13127>.

In 2013, two submissions were received. One award of \$2,500.00 was made to the University of British Columbia Okanagan's Critical and Creative Studies Department. Under the auspices

of the department, two participatory activities were held on June 13, 2013 at Tugboat Bay Beach. The activities brought together students in a dialogue about creating awareness and sharing knowledge of environmental issues (Appendix D). Along with the students, the event included over 35 volunteers. Volunteers included Telus Communications employees, student and research assistants from UBCO, and over 20 parent volunteers from School District 23.

*Thinking through Doing:*

Students left their footprints on three successive cloth scrolls, gradually reducing the size of each footprint; each footprint being a metaphor for the student's carbon footprint. On the first scroll the student was encouraged to walk barefoot, on the second on tiptoe, and on the third, again on tiptoe using ballet pointe shoes. After leaving their footprints, the students shared insights about leaving a smaller carbon footprint and what it might mean in their everyday lives. The project was documented in the form of a video which will be posted to the City's website.

*Planted on Pointe:*

Students also participated in a living wall project. This activity was aimed at developing innovative thinking and problem-solving capabilities. Students were supplied with recycled pointe shoes, soil, drought-resistant native grasses, paper, and pens. They put the soil and plants in the pointe shoes and then generated ideas on paper showing how the shoes could be suspended. Construction of the wall was not within the scope of the project though a prototype will be temporarily exhibited, along with documentation of the process, in an accessible area to be determined this spring.

*Turf the Turf*

A second award of \$2,500.00 was made to Inner Fish Performance Co., a local interdisciplinary performance company that collaborates with artists from diverse disciplines, to create original live art. The project was entitled *Turf the Turf: Eco Garden Bike Tour* (Appendix E), an interactive bike tour of local front yards that are being used in creative ways. The tour included an online map and audio accompaniment that were available for download. The aim of the project was to highlight eco-friendly alternatives to the traditional front lawn. Guided tours were held as part of the Culture Days weekend in addition to the launch of the website and self-guided version.

Two Community Public Art projects carried over from 2012 were completed in 2013. The Centre culturel francophone de l'Okanagan completed a set of six murals on the west face of its building at 702 Bernard Avenue (Appendix F), for which it received a grant of \$7,500.00. The murals are entitled *Windows to the Past* and enhance the visibility of the francophone community within the Central Okanagan as well as promote cultural diversity. The murals were painted by local artist Henri Brazeau.

The second project was a set of murals at Edith Gay Park in Rutland (Appendix G). A grant of \$7,500.00 was given to Rutland Minor Baseball Association to paint the murals, one each on the backsides of 4 dugouts to celebrate the organization's 50 years of providing recreational and competitive baseball to local children and teenagers. The murals were painted by local artists Liz Dumontet and Dylan Ranney (Tandem Studios).

d) Local Artists Roster

The creation of a roster for local artists was among the recommended changes to the Program endorsed by Council in 2012. The intent of this initiative is to provide a convenient mechanism for local artists to be made aware of City-initiated public art opportunities.

In conjunction with the City's Purchasing Branch, the roster was advertised in October, 2013. Eight artists have registered to date and additional names will be accepted as they are received. E-mails to registrants will be in addition to any notices posted on the City website and any other websites used by the City's Purchasing Branch to advertise City projects.

e) Maintenance

Repairs to *Stones Pear Grove* at Ben Lee Park in 2013 are pending. As a result of deterioration from exposure to the natural elements, the wood planks that form the walking surface of the bridge will be replaced with composite plastic components once a supplier has been sourced.

Also, the fountain at the Bennett Courtyard reached the end of its serviceable life in 2013. Since funding is not available to fix the pump and fountain, staff will plant the fountain basin with drought-resistant vegetation. Irrigation of the refurbished area will be provided in conjunction with the renovation of the Queensway transit station. This construction is expected to be completed in 2015.

Work Plan for 2014

In 2014, the following projects are planned, in addition to the installation of the artworks at the Library Parkade:

a) The Public Art Brochure

(<http://www.kelowna.ca/CityPage/Docs/PDFs//Art/PublicArtBrochure.pdf>) was updated in 2010 and will be updated in 2014 to include the artworks that have been added to the City's collection in the intervening years. The City's website (<http://www.kelowna.ca/CM/Page264.aspx>) and the *Cultural District Self-Guided Walking Tour* (<http://www.kelowna.ca/CM/AssetFactory.aspx?did=13022>) will also be updated.

b) The Community Public Art Program received 2 applications for 2014 that were recently evaluated by a panel comprised of members of the Public Art Roster. Up to \$15,000.00 was available. An award was made to Cool Arts Society in the amount of \$1,900.00. The project will be completed in 2014 and a full description of the project will be provided to Council in next year's Annual Report.

c) Police Services Building - funding has been identified as part of the overall capital budget. A two-stage open competition will be initiated this year for a public artwork. The artwork will acknowledge and commemorate the RCMP's strong tradition and its role in providing order and security to Canadian communities. Evaluations will be done by members of the Public Art Roster and a representative of the RCMP.

d) Queensway Transit Station - the artwork on the transit island, *Running Man*, could be relocated from the island to a location on the adjoining street frontages. The move may be necessitated by the redesign of the island and the proposed construction of an overhead structure. Staff are working with the consultant on a location that will be consistent with the artwork's theme.

- e) Temporary Public Art Program - In November 2012, City Council endorsed changes to the Public Art Program. One of the initiatives endorsed by Council was the creation of a subsidiary program whereby artworks would be on display for a limited time in high-profile locations within Kelowna's urban centres.

The initiation of the temporary public art program is proposed for 2014. The goal of the program will be to broaden the scope and appeal of the Public Art Program, to help animate Kelowna's public spaces, and to increase opportunities for local emerging artists to participate in the City's Public Art Program.

It is proposed that the program be administered by Kelowna Art Gallery (KAG) under a service agreement with the City. The rationale for this approach is to capitalize on KAG's expertise and to conserve City resources.

This would be an on-going program. Funding is expected to come from the annual public art allocation, and the amount would be included as an additional sum in KAG's annual grant from the City. Staff are working on the details including a budget, and a terms of reference will be presented to Council for its consideration later this year.

- f) Signage Project - a sign structure will be built at the east end of the W.R. Bennett Bridge on the south side of the highway adjacent to the existing pedestrian path as it comes off the bridge. The freestanding structure will be typical of the two-sided signage structures built as part of the Downtown wayfinding program.

It will include information on the commemorative artwork entitled *Standing, Leaning, and Reclining*, also located at the end of the bridge, which was designed by i.e., creative artworks and fabricated from sections salvaged from the lift span of the old bridge. To complement the artwork, the structure will relate through text and archival photos, information on the bridge that was removed to make way for the new bridge. To assist pedestrians and cyclists coming off the bridge, and with graphics and layout consistent with the other signs in the wayfinding program, it will include maps and other information on Kelowna's Downtown.

#### Summary

The Public Art Program enjoyed many successes in 2014. The Bernard Avenue projects in particular, were well received and are distinctive additions to Downtown that proudly reflect Kelowna's local artistic talent. Staff look forward with optimism to 2014.

#### **Financial/Budgetary Considerations:**

The proposed work plan will be funded from existing City budgets including the annual \$100,000 public art allocation.

#### **Internal Circulation:**

Active Living and Culture, Divisional Director  
Communications and Information Services, Divisional Director  
Cultural Services Manager

#### **Considerations not applicable to this report:**

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:  
Personnel Implications:  
External Agency/Public Comments:  
Communications Comments:  
Alternate Recommendation:

Submitted by:

P. McCormick, Planner Specialist, Urban Design

Approved for inclusion:



B. Berry, Director, Design & Construction Services

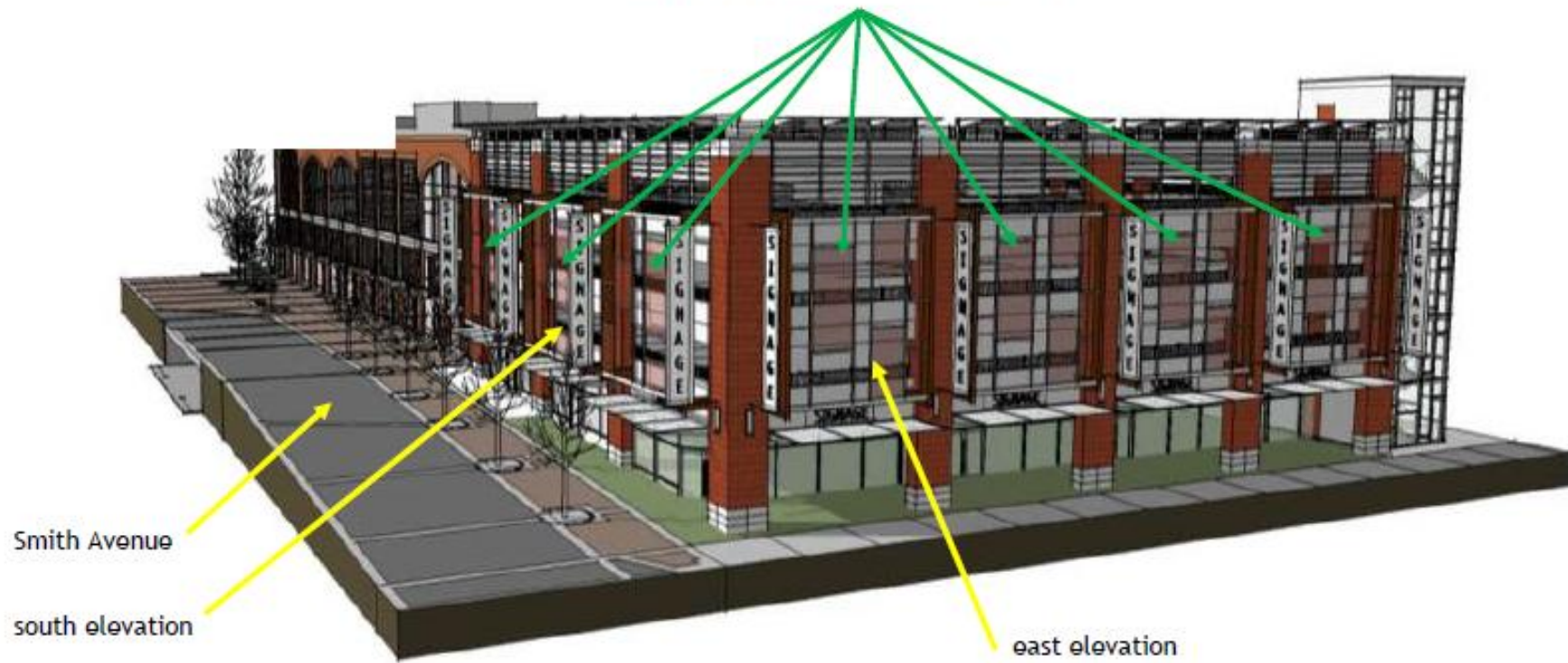
Appendices: A: 2014-02-17: *Illuminature*  
B: 2014-02-17: *The Land is Our Culture*  
C: 2014-02-17: Library Parkade Addition Artworks  
D: 2014-02-17: *Thinking Through Doing/Planted on Pointe*  
E: 2014-02-17: *Turf the Turf*  
F: 2014-02-17: *Windows to the Past*  
G: 2014-02-17: Rutland Minor Baseball Association Murals

cc: Active Living and Culture, Divisional Director  
Communications and Information Services, Divisional Director  
Executive Director, Kelowna Art Gallery





### Proposed Public Art Locations





Appendix E, 2014-02-17: *Turf the Turf: Eco Garden Bike Tour*



Attachment F, 2014-02-17: *Windows to the Past*



Attachment G, 2014-02-17: Rutland Minor Baseball Association Murals



# CITY OF KELOWNA PUBLIC ART PROGRAM

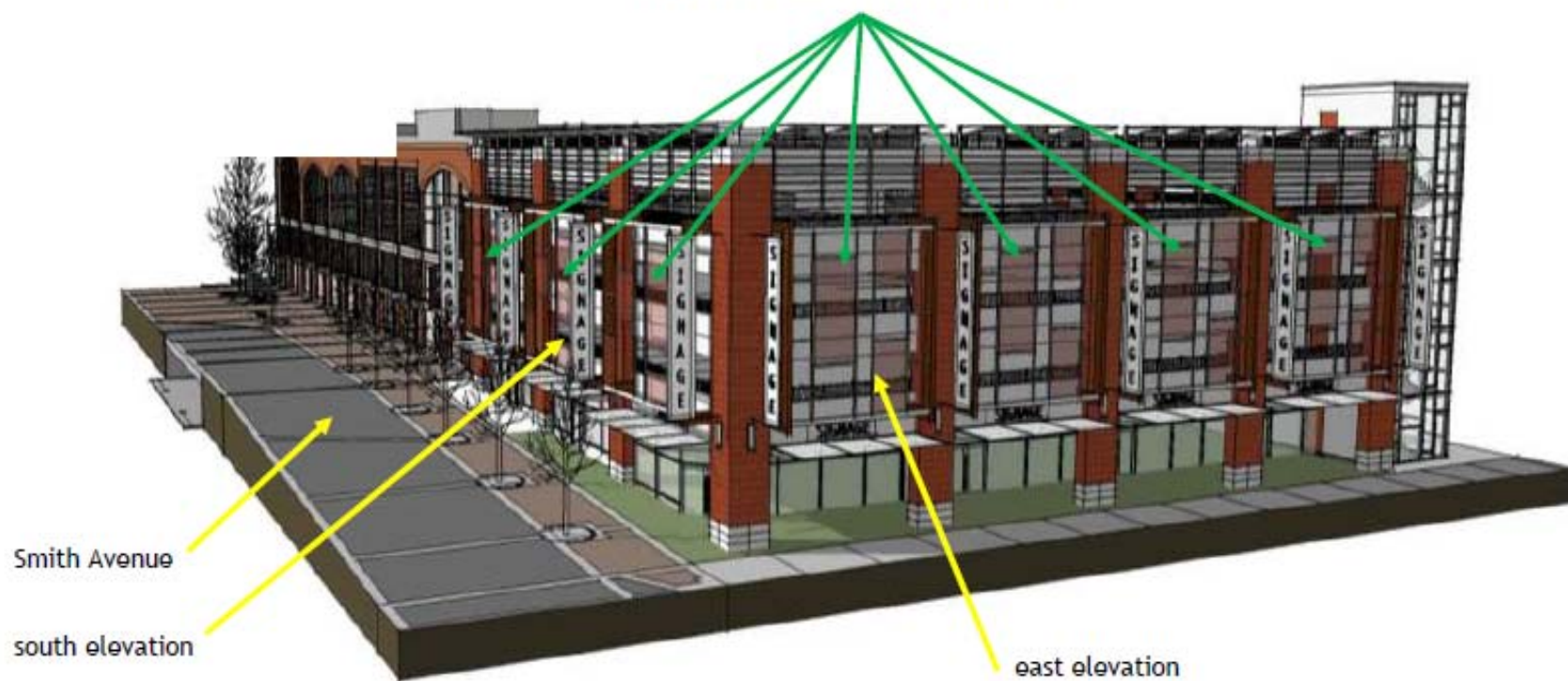
ANNUAL REPORT - 2013







### Proposed Public Art Locations







# turf the turf

## eco garden bike tour









# Report to Council



**Date:** 2/17/2014

**File:** 0600-10

**To:** City Manager

**From:** City Clerk

**Subject:** Alternate Approval Form for the New Police Services Building Project

Report Prepared by: C. Boback, Legislative Coordinator

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## **Recommendation:**

THAT Council receives, for information, the Report from the City Clerk, dated February 17, 2014 regarding the Alternative Approval Process for the borrowing of Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars for the new Police Services Building Project;

AND THAT an alternative approval process opportunity open to all electors within the City of Kelowna be initiated in relation to the borrowing by loan authorization bylaw as outlined in the report from the Infrastructure Divisional Director presented at the Monday, December 2, 2013 Regular Council Meeting;

AND FURTHER THAT **4pm, Friday, March 28, 2014** be set as the deadline for receipt of elector responses in the form attached to the February 17, 2014, report of the City Clerk in relation to the City of Kelowna proceeding with the adoption of Bylaw No. 10900 being the Kelowna Police Services Building Loan Authorization Bylaw authorizing the borrowing of Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars for the construction of a new Police Services Building Project.

## **Purpose:**

To initiate an alternative approval process, and establish the deadline for receipt of elector responses for the borrowing from the Municipal Finance Authority of Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars (\$42, 384, 000.00) for the new Kelowna Police Services Building project.

**Background:**

Following first three readings for Bylaw No. 10900 being the Kelowna Police Services Building Loan Authorization Bylaw at the Regular Meeting of Council on January 13, 2014, the bylaw was forwarded for Statutory Approval from the Ministry of Community, Sport and Cultural Development. As Statutory Approval was granted on February 6, 2014 the City may now proceed with the Alternative Approval Process to seek approval of the electors for the borrowing of Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars (\$42, 384, 000.00).

Approval of the electors will be obtained if the number of elector responses received by the end of the alternative approval process is less than 10% of the number of electors (9, 484). Elector response forms will be available at City Hall, 1435 Water Street, Parkinson Recreation Centre, 1800 Parkinson Way and posted on the City's website kelowna.ca.

**Legal/Statutory Authority:**

Section 86 *Community Charter*, alternative approval process

Section 174 *Community Charter*, establishing the limit on borrowing and other liabilities.

Section 179 *Community Charter*, long term borrowing.

**Legal/Statutory Procedural Requirements:**

Pursuant to Section 86 of the *Community Charter*, Council is required to approve the elector response form as attached to this report for an alternative approval process and establish the deadline for receipt of elector responses, which must be at least thirty days after the second publication of the alternative approval process notice.

Notice requirements for the alternative approval process are set by Section 94 of the *Community Charter*. Notices will be posted on the public notice board at City Hall, advertised in the Kelowna Capital News Friday, February 21<sup>st</sup>, 2014 and Tuesday, February 25<sup>th</sup>, 2014 and posted on the City's website.

**Considerations not applicable to this report:**

**Existing Policy:**

**Financial/Budgetary Considerations:**

**Personnel Implications:**

**External Agency/Public Comments:**

**Communications Comments:**

Two public Open Houses have been scheduled for this coming March 6<sup>th</sup> and March 10<sup>th</sup> from 3:30pm - 6:30pm at the Royal Anne Hotel on Bernard Ave. City staff will be on hand to answer any questions relating to the new Kelowna Police Services Building and related project work.

All information, as it is available, will be posted on the City's website at kelowna.ca/cityprojects under the "Police Services Project" page.

**Alternate Recommendation:**

**Internal Circulation:**

Submitted by:

Stephen Fleming, City Clerk

**Approved for inclusion:**



(R. Mayne, Director of Corporate and Protective Services)

cc:

K. Van Vliet, Manager Utility and Building Projects

I am **OPPOSED** to the City of Kelowna proceeding with the adoption of Bylaw No. 10900, being the Kelowna Police Services Building Loan Authorization Bylaw, authorizing the borrowing of Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars (\$42, 384, 000.00) for the construction of a new Kelowna Police Services Building and related project work.

## INSTRUCTIONS

- If you are opposed to the borrowing of a total of Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars for the construction of a new Police Services Building and related project work outlined above, and you qualify as an elector of the City of Kelowna, you may sign an alternative approval process elector response form.
- **If you are NOT opposed to the Forty-Two Million, Three Hundred and Eighty-Four Thousand Dollars for the construction of a new Kelowna Police Services Building and related project work outlined above, you need do nothing.**
- Exact copies of the alternative approval process elector response forms may be made with each alternative approval process elector response form, or accurate copy, signed by one or more electors.
- To sign an alternative approval process elector response form you **MUST** meet the following criteria for either a Resident Elector OR a Non-resident (Property) Elector:

I, the undersigned, hereby certify that:

- ▶ I am eighteen years of age or older; and
- ▶ I am a Canadian citizen; and
- ▶ I have resided in British Columbia for at least six months; and
- ▶ I have resided in the City of Kelowna for at least thirty days OR I have been the registered owner of real property, and have been designated as the elector in regard to that property, in the City of Kelowna for at least thirty days (may only sign an alternative approval process elector response form once, no matter how many parcels the person might own within the City of Kelowna); and
- ▶ I am not disqualified by the Local Government Act or any other enactment or otherwise disqualified by law from voting in local elections; and
- ▶ I am entitled to sign this alternative approval process elector response form and have not previously signed an alternative approval process elector response form for the proposed Agreement.

**Note:** You **MUST** reside or own property within the municipal boundaries of the City of Kelowna in order to sign this alternative approval process elector response form. **You must meet the requirements above in order to sign this form.**

Elector's Full name:  (Print – NO initials)	Residential Address:  (or address of real property in Kelowna owned by elector if not resident)	Signature of Elector:

- All alternative approval process elector response forms must be received by the **City Clerk, 2nd Floor City Hall 1435 Water Street, Kelowna, BC, V1Y 1J4 on or before 4 pm Friday, March 28<sup>th</sup>, 2014.**
- NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.
- The number of eligible electors of the City of Kelowna is estimated to be 94, 845. If 10% (9,484) of the estimated number of electors of the City of Kelowna sign an alternative approval process elector response form opposing the noted transactions, City Council will not be able to proceed without then receiving the assent of the electors by referendum.
- Personal information gathered on this form is collected under the authority of the Community Charter and Freedom of Information and Protection of Privacy Act and will be used only by Legislative Services Branch staff to verify the validity of the petition.

# CITY OF KELOWNA

## BYLAW NO. 10910

### Road Closure and Removal of Highway Dedication Bylaw (Portion of Road adjacent to Sutton Glen Park)

**A bylaw pursuant to Section 40 of the Community Charter to authorize the City to permanently close and remove the highway dedication of a portion of highway adjacent to Sutton Glen Park**

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NOW THEREFORE, the Municipal Council of the City of Kelowna, in open meeting assembled, hereby enacts as follows:

1. That portion of highway attached as Schedule "A" comprising 479.0 m<sup>2</sup> shown in bold black as Closed Road on the Reference Plan prepared by H.G. van Gurp B.C.L.S., is hereby stopped up and closed to traffic and the highway dedication removed.
2. The Mayor and City Clerk of the City of Kelowna are hereby authorized to execute such conveyances, titles, survey plans, forms and other documents on behalf of the said City as may be necessary for the purposes aforesaid.

Read a first, second and third time by the Municipal Council this 27<sup>th</sup> day of January, 2014.

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

Schedule "A"

