

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, April 14, 2025  
8:30 am  
Council Chamber  
City Hall, 1435 Water Street

#### Pages

1. **Call to Order**
2. **Confirmation of Minutes** 2 - 4  
Regular AM Meeting - April 7, 2025
3. **Reports**
  - 3.1 **Building Podium Regulations** 30 m 5 - 44  
To review the current building podium policies, guidelines, and requirements.
4. **Resolution Closing the Meeting to the Public**

THAT this meeting be closed to the public pursuant to Section 90(1) (a) (c) (k) and Section 90(2) (b) of the Community Charter for Council to deal with matters relating to the following:

  - Personal Information regarding Officer Appointment
  - Employee Relations
  - Proposed Provision of a Municipal Service
  - Confidential Information from Federal and Provincial Governments
5. **Adjourn to Closed Session**
6. **Reconvene to Open Session**
7. **Termination**



**City of Kelowna  
Regular Council Meeting  
Minutes**

Date: Monday, April 7, 2025  
 Location: Council Chamber  
 City Hall, 1435 Water Street

Members Present Mayor Tom Dyas, Councillors Ron Cannan, Maxine DeHart, Gord Lovegrove, Mohini Singh, Luke Stack, Rick Webber and Loyal Wooldridge

Members Absent Councillor Charlie Hodge\*\*

Staff Present City Manager, Doug Gilchrist; Deputy City Clerk, Michael Jud; Long Range Planning Manager, Robert Miles\*; Planner Specialist, Tracy Guidi\*; Housing Policy and Programs Manager, James Moore\*; General Manager, Corporate Services, Joe Sass\*; Deputy Chief Financial Officer, Marina Warrender; Divisional Director, Active Living & Culture, Jim Gabriel\*; Finance & Business Services Manager, Lyndsay Regnier\*; Community & Neighbourhood Services Manager, Mariko Siggers\*; Sport & Event Services Manager, Doug Nicholas\*

Staff Participating Remotely Legislative Coordinator (Confidential), Arlene McClelland\*

(\* Denotes partial attendance; \*\* Denotes leave of absence)

**1. Call to Order**

Mayor Dyas called the meeting to order at 10:00 a.m.

**2. Confirmation of Minutes**

Moved By Councillor DeHart/Seconded By Councillor Lovegrove

THAT the Minutes of the Regular AM Meeting of March 31, 2025 be confirmed as circulated.

**Carried**

**3. Reports**

**3.1 Thriving Urban Centres - Pandosy and Downtown**

Staff:

- Displayed a PowerPoint Presentation.
- Provided an overview of the Thriving Urban Centres framework.
- Identified the five urban centres of Kelowna and noted the three previous centres were focused on last week.
- Provided an overview of the Downtown and Pandosy Urban Centres, highlighting the key components of each.
- Spoke to next steps.
- Responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT Council receives, for information, the report from Long Range Planning dated April 7, 2025, with respect to Thriving Urban Centres: Pandosy and Downtown.

**Carried**

**3.2 Fees and Charges Council Policy**

Staff:

- Displayed a PowerPoint Presentation.
- Spoke to the purpose of the Fees and Charges Policy.
- Spoke to the User pay principle ensuring those who benefit from a service contribute to its cost.
- Spoke to the three service categories of benefit and the levels of taxation and/or user fee for a service or good provided.
- Spoke to cost methodology and ongoing review.
- Responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Canann

THAT Council receives for information, the report from Financial Services dated April 7, 2025 with respect to a fees and charges policy;

AND THAT Council directs staff to report back to Council with a Fees and Charges Council Policy, as outlined in the report from Financial Services dated April 7, 2025.

**Carried**

**3.3 Active Living and Culture Fees and Charges Update**

Staff:

- Displayed a PowerPoint Presentation.
- Provided background information regarding benefits based investment approach to setting fees and charges and resident first priority policy and resident discount.
- Spoke to investment framework of individual users and groups.
- Spoke to the cost methodology and fee recommendation.
- Provided a chart outlining a draft fee example for Parkinson Recreation Centre admission and Arena ice rental.
- Spoke to merits of a prioritization of residents first program.
- Spoke to next steps.
- Responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Lovegrove

THAT each recommendation in the report from the Active Living and Culture Division dated April 7, 2025 be considered individually.

**Carried**

Mayor Dyas - Opposed

Moved By Councillor Cannan/Seconded By Councillor Webber

THAT Council receives, for information, the report from the Active Living and Culture Division dated April 7, 2025, with respect to the Fees and Charges Update provided by the Active Living & Culture division.

**Carried**

Moved By Councillor Singh/Seconded By Councillor DeHart

THAT Council directs staff to update the Fees & Charges Bylaw #9609 applying both the Benefits Based Investment Framework and traditional approach as the basis for the development of fees and charges applied to services offered by the Active Living & Culture division, as outlined in the report dated April 7, 2025, for Council consideration.

**Carried**

Moved By Councillor Stack/Seconded By Councillor DeHart

THAT Council direct staff to include a Resident Registration Priority Program as part of the planning for the Building a Stronger Kelowna related facilities and services, as outlined in the report dated April 7, 2025.

**Carried**

Moved By Councillor DeHart/Seconded By Councillor Singh

THAT Council direct staff to prepare a business case to assess the implementation of a Resident Discount Program and related administration, as outlined in the report dated April 7, 2025.

**Carried**

Councillors Lovegrove and Stack - Opposed

**4. Resolution Closing the Meeting to the Public**

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT this meeting be closed to the public pursuant to Section 90(1) (k) and Section 90(2) (b) of the Community Charter for Council to deal with matters relating to the following:

- Proposed Provision of a Municipal Service
- Confidential Information from Federal and Provincial Governments

**Carried**

**5. Adjourn to Closed Session**

The meeting adjourned to a closed session at 11:57 a.m.

**6. Reconvene to Open Session**

The meeting reconvened to an open session and terminated at 3:43 p.m.

\_\_\_\_\_  
Mayor Dyas

mj/acm

\_\_\_\_\_  
*Michael J. Jod*  
Deputy City Clerk

# Report to Council



**Date:** April 14, 2025  
**To:** Council  
**From:** City Manager  
**Subject:** Building Podium Policies & Regulations  
**Department:** Development Planning

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## Recommendation:

THAT Council receives, for information, the Report from the Development Planning Department, dated April 14, 2025, related to building podium regulations.

## Purpose:

To review the current building podium policies, guidelines, and requirements.

## Background:

### *Previous Council Resolution*

Resolution	Date
THAT Council directs staff to review and report to Council on current building podium policies, guidelines, and requirements as outlined in the 2040 Official Community Plan and Zoning Bylaw No 12375.	January 27, 2025

## Discussion:

Building podiums are a design component of many low-, mid-, and high-rise buildings. A podium serves as the larger base of a narrower structure above it. Typically, podiums are required to accommodate:

- Building entrances/exits;
- Lobbies;
- Parking; and
- Service areas (ex: mechanical rooms, waste & recycling facilities, loading bays etc.).

In addition to these necessary functions, building podiums may include:

- Residential units, retail spaces, or offices (often used to screen parking structures and create active street frontages); and
- Amenity spaces (typically located on top of a podium to provide social and recreational space for residents).

In Kelowna, building podiums are primarily utilized to accommodate the minimum number of off-street parking stalls required by the Zoning Bylaw. Given that portions of the City have a high ground water table, underground parking can be particularly challenging and expensive to construct, leading to the use of above-grade, structured parking within podiums. Building podiums tend to be largest and most prominent in mid-, and high-rise buildings as low-rise buildings do not have to accommodate as much parking.

In particular, the Downtown Urban Centre has accommodated the majority of tower development in Kelowna and the high ground water table has resulted in prominent building podiums. Large building podiums may be less prominent in future mid- and high-rise development in other Urban Centres where the water table is less of a constraint and building heights are lower.

Due to the prevalence of parking podiums in Kelowna, Official Community Plan (OCP) Design Guidelines and Zoning Bylaw regulations have been developed that try and balance functionality and feasibility with aesthetic considerations. The City's guidelines were largely adapted from the City of Toronto's Tall Building Design Guidelines, including emphasis on the pedestrian scale, interaction with at-grade public space, and limiting podium heights with slim tower floor plates above the podium.

### OCP Design Guidelines

The Design Guidelines within the OCP provide key guidelines that residential and mixed use projects should strive to achieve. Particular emphasis is placed on the activation of public streets adjacent to new developments. With respect to building podiums, guidelines encourage that:

- Primary building facades and entries are oriented to the fronting street, while parking and 'back-of-house' uses (ex: loading, garbage collection, utilities, parking accesses) are away from public view.
- Blank, windowless walls are avoided using design strategies such as articulation, glazing, and various architectural features and details.
- Active frontages are created along the street using ground-oriented residential units or transparent retail frontages.
- Upper storeys of buildings are stepped back (ex: above a podium).
- Off-street parking is accommodated in the following ways, in order of preference: 1) underground, 2) above-grade structured parking, 3) surface parking.
- Parking is screened in the following ways, in order of preference: 1) active retail or residential uses, 2) architectural or landscaped screening elements.
- A minimum podium height of 2 storeys and a maximum podium height of 4 storeys is achieved, while varying the height and form of the podium to the scale of the existing context on adjacent streets.

A full catalogue of Design Guidelines that address the design of building podiums has been attached (Attachment A).

### Zoning Bylaw Regulations

In alignment with the general direction of the OCP, the Zoning Bylaw provides specific regulations. These include regulations designed to ensure that building podiums are functional and aesthetically acceptable.

Intent	Regulation
Parking is adequate and functional	<ul style="list-style-type: none"> <li>• Dimensions of parking spaces</li> <li>• Dimension of drive aisles</li> <li>• Ratio of parking space sizes (regular vs. small)</li> <li>• Number of parking stalls</li> </ul>
Loading spaces are adequate and functional	<ul style="list-style-type: none"> <li>• Dimension of loading spaces</li> </ul>

	<ul style="list-style-type: none"> <li>• Number of loading spaces</li> </ul>
Bicycle parking is adequate and functional	<ul style="list-style-type: none"> <li>• Number of bicycle parking spaces</li> <li>• Location of bicycle parking spaces</li> <li>• Dimensions of bicycle parking spaces</li> </ul>
Streetscape is attractive and has active uses	<ul style="list-style-type: none"> <li>• Amount of transparent glazing on first floor frontage</li> </ul>
Retail units are functional and can accommodate a variety of businesses	<ul style="list-style-type: none"> <li>• Minimum depth of a commercial unit fronting a street</li> </ul>
Building podium does not impede sight lines at an intersection	<ul style="list-style-type: none"> <li>• Triangular setback from an intersection for a corner lot</li> </ul>
Building podiums are limited in size to reduce visual impact and maintain pedestrian scale	<ul style="list-style-type: none"> <li>• Height of podium</li> <li>• Stepback above podium</li> </ul>
Where possible, parking provided underground is encouraged.	<ul style="list-style-type: none"> <li>• Density increase (base FAR) for development where greater than 80% of parking is provided underground.</li> </ul>

### Emerging Trends

There are a number of emerging trends that may affect building podiums:

- Council has been engaged in a series of workshops regarding parking requirements. At the AM Council meeting on February 10, 2025, Council directed staff to proceed with further assessment of and consultation on options to amend parking regulations in the Zoning Bylaw and Payment in Lieu of Parking Bylaw and report back to Council with recommendations. Should the recommendations resulting from this review reduce the required amount of parking, this may have the affect of reducing the necessity of large building podiums and increase the ability of developers to increase active uses in podiums to screen parking.
- Recent Provincial legislation designating Transit Oriented Areas (TOAs) removes the requirement for residential parking within certain areas of the City, leaving individual developers to determine the necessary parking for their project based on market demand. If this change results in less parking being developed as part of projects in the TOAs, this may reduce the necessity of large building podiums.
- OCP Design Guidelines place particular emphasis on the façade of the podium facing the fronting street, however as an interim condition as properties redevelop with towers, the sides of the parking podium are often exposed. While there is no formal Zoning Bylaw regulation or OCP Design Guideline, staff have been working with developers on individual projects to try and ensure that these there is an interim treatment of these facades (ex: murals or patterns) to try and limit the visual impact.
- Staff have received increased interest in new parking solutions including vehicle elevators (as an alternative to parkade ramps) and stacked parking within parkades. Several development applications proposing vehicle elevators have been received and one has been built. To date, these have not been in tower-form buildings. It is difficult to predict whether these parking solutions will become more popular, but if further uptake does occur, they may have impacts on the design of building podiums as they are typically more space efficient than standard parkade layouts.
- As part of Housing Accelerator Fund Initiative #3 – Transit Supportive Corridors, staff are currently reviewing the General Residential & Mixed Use Development Permit Guidelines. While a review of building podium guidelines is not the primary intent of this project, certain guidelines that affect

building podiums are being modified as part of an effort to remove or combine duplicate guidelines, clarify contradicting guidelines, and streamline review.

**Conclusion:**

Building podiums are a design feature of high-rise buildings which are predominantly used in Kelowna to accommodate parking due to the high ground water table. OCP Design Guidelines and Zoning Bylaw regulations aim to balance functionality and aesthetics, emphasizing active street frontages and pedestrian interaction. Emerging trends, such as changes in parking requirements and Transit Oriented Areas, may influence the future design of podiums.

**Internal Circulation:**

Long Range Planning

Housing Policy & Programs

**Considerations applicable to this report:**

***Existing Policy:***

OCP Chapter 18: Form & Character Development Permit Area

**Considerations not applicable to this report:**

***Legal/Statutory Authority:***

***Legal/Statutory Procedural Requirements:***

***Financial/Budgetary Considerations:***

***Consultation and Engagement:***

***Communications Comments:***

**Submitted by:** M. Tanner, Planner Specialist

**Reviewed by:** A. Cseke, Development Planning Manager

**Reviewed by:** N. Kilmartin, Development Planning Department Manager

**Approved for Inclusion:** R. Smith, Divisional Director, Planning, Climate Action & Development Services

**Attachments:**

Attachment A: OCP Design Guidelines Related to Building Podiums

## Attachment A - OCP Design Guidelines – Building Podiums

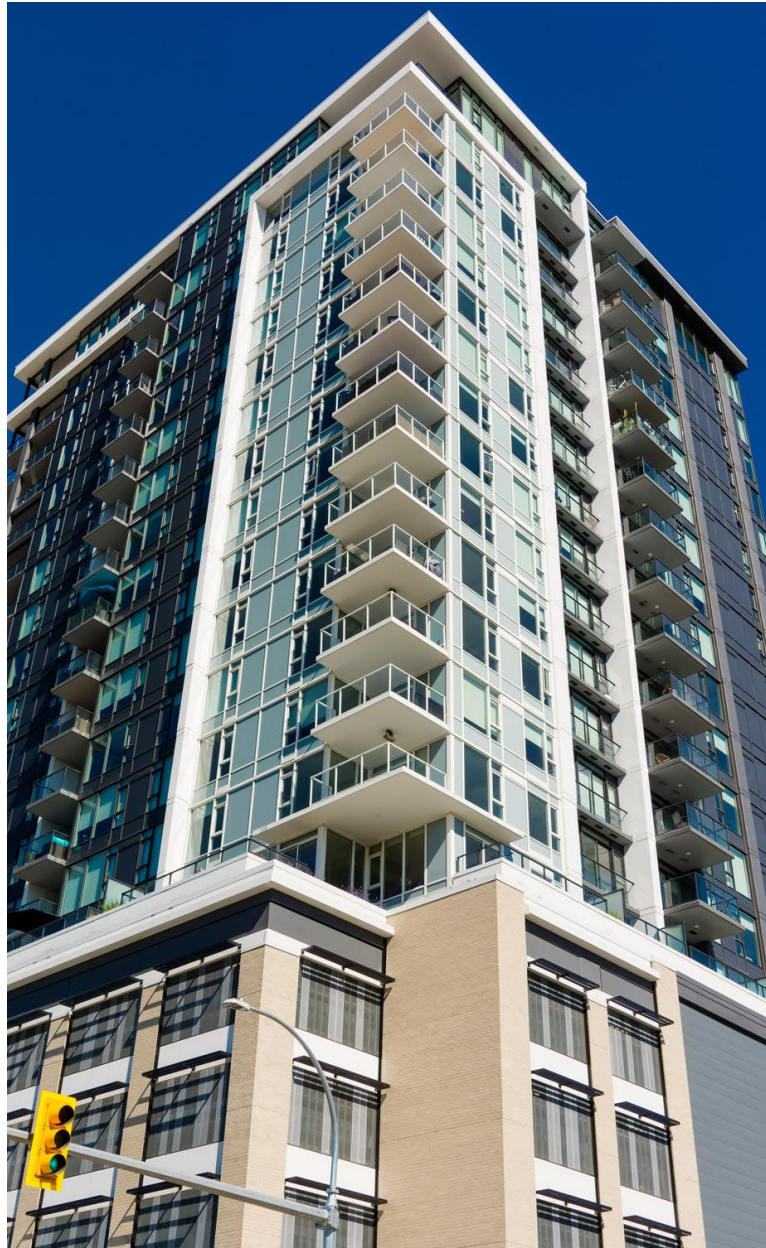
<b>Design Foundations</b>
<b>Create lively and attractive streets and public spaces:</b> Development should define and activate streets and public spaces to support their intended use and encourage human interaction.
<b>Design buildings to the human scale:</b> Buildings and site features should be designed to the human scale – optimized to be used by people and oriented towards pedestrian activity.
<b>Strive for design excellence:</b> Development projects should look beyond current trends and consider best practices and innovation for issues such as parking, energy efficiency, and building design to create a positive and lasting legacy.
<b>General Residential and Mixed Use Guidelines</b>
2.1.1.a Orient primary building facades and entries to the fronting street or open space to create street edge definition and activity.
2.1.1.b On corner sties, orient building facades and entries to both fronting streets.
2.1.1.c Minimize the distance between the building and sidewalk to create street definition and a sense of enclosure.
2.1.1.d Locate and design windows, balconies, and street-level uses to create active frontages and 'eyes on the street', with additional glazing and articulation on primary building facades.
2.1.1.e Ensure main building entries are clearly visible with direct sight lines from the fronting street.
2.1.1.f Avoid blank, windowless walls along streets or other public open spaces.
2.1.1.g Avoid the use of roll down panels and/or window bars on retail and commercial frontages that face streets or other public open spaces.
2.1.1.h In general, establish a street wall along public street frontages to create a building height to street width ratio of 1:2, with a minimum ratio of 1:3 and a maximum ratio of 1:1.75: <ul style="list-style-type: none"> <li>• Wider streets (e.g., transit corridors) can support greater streetwall heights compared to narrower streets (e.g. local streets);</li> <li>• The street wall does not include upper storeys that are setback from the primary frontage; and</li> <li>• A 1:1 building height to street width ration is appropriate for a lane or mid-block connection condition provided the street wall height is no greater than 3 storeys.</li> </ul>
2.1.2.b Break up the perceived mass of large buildings by incorporating visual breaks in facades.
2.1.2.c Step back the upper storeys of buildings and arrange the massing and siting of buildings to: <ul style="list-style-type: none"> <li>• Minimize shadowing on adjacent buildings as well as public and open spaces such as sidewalks, plazas, and courtyards and;</li> <li>• Allow for sunlight onto outdoor spaces of the majority of ground floor units during the winter solstice.</li> </ul>
2.1.4.a Locate off-street parking and other 'back-of-house' uses (such as loading, garbage collection, utilities and parking access) away from public view.
2.1.4.d In general, accommodate off-street parking in one of the following ways, in order of preference: <ul style="list-style-type: none"> <li>• Underground (where the high water table allows);</li> <li>• Parking in half-storey (where it is able to be accommodated to not negatively impact the street frontage);</li> <li>• Garages or at-grade parking integrated into the building (located at the rear of the building); and</li> <li>• Surface parking at the rear, with access from the lane or secondary street wherever possible.</li> </ul>
2.1.4.j Minimize negative impacts of parking ramps and entrances through treatments such as enclosure, screening, high quality finishes, sensitive lighting, and landscaping.
2.1.5.f Use landscaping materials that soften development and enhance the public realm.
2.1.6.a Express a unified architectural concept that incorporates variation in façade treatments. Strategies for including this include: <ul style="list-style-type: none"> <li>• Articulating facades by stepping back or extending forward a portion of the façade to create a series of intervals or breaks;</li> </ul>

<ul style="list-style-type: none"> <li>• Repeating window patterns on each step-back and extension interval;</li> <li>• Providing a porch, patio, deck, covered entry, balcony and/or bay window for each interval; and</li> <li>• Changing the roofline by alternative dormers, stepped roofs, gables, and other roof elements to reinforce each interval.</li> </ul>
<p>2.1.6.b Incorporate a range of architectural features and details into building facades to create visual interest, especially when approached by pedestrians. Include architectural features such as:</p> <ul style="list-style-type: none"> <li>• Bay windows and balconies;</li> <li>• Corner feature accents, such as turrets or cupolas;</li> <li>• Variations in roof height, shape, and detailing;</li> <li>• Building entries; and</li> <li>• Canopies or overhangs.</li> </ul> <p>Include architectural details such as:</p> <ul style="list-style-type: none"> <li>• Masonry such as tiles, brick, and stone;</li> <li>• Siding including score lines and varied materials to distinguish between floors;</li> <li>• Articulation of columns and pilasters;</li> <li>• Ornamental features and art work;</li> <li>• Architectural lighting;</li> <li>• Grills and railings;</li> <li>• Substantial trim details and moldings / cornices; and</li> <li>• Trellises, pergolas and arbors.</li> </ul>
2.1.6.e Incorporate substantial, natural building materials such as masonry, stone, and wood into building facades.
2.1.6.f Provide weather protection such as awnings and canopies at primary building entries.
2.1.6.g Place weather protection to reflect the building's architecture.
<b>High-Rise Residential and Mixed Use</b>
<p>5.1.1.a Design podiums to have transparent frontages to promote 'eyes on the street', using strategies such as:</p> <ul style="list-style-type: none"> <li>• Having continuous commercial and retail uses with windows and primary entrances facing the street; and</li> <li>• Having ground-oriented residential units with windows and primary entrances facing the street.</li> </ul>
5.1.1.b For buildings on corner sites with retail frontages, ensure there are active frontages on both facades by wrapping the primary retail façade to the secondary frontage. The primary façade can be emphasized by using higher quality materials and detailing and creating a more prominent entrance.
5.1.1.c For residential podiums with townhouse frontages refer to Section 3.1 for guidelines for that portion of the building.
5.1.1.d Locate private, indoor amenity facilities such as bicycle storage along secondary street frontages as opposed to primary street frontages.
5.1.1.e Blank walls over 5 m in length along a commercial frontage are strongly discouraged and should be avoided.
<p>5.1.1.f Use architectural and landscape features to create well-defined, clearly visible, and universally accessible primary building entrances. Additionally:</p> <ul style="list-style-type: none"> <li>• Differentiate between residential and commercial entrances;</li> <li>• Design lobby entryways to ensure they are well-defined and visually emphasized in the façade;</li> <li>• For retail frontages, provide a small format retail storefronts with frequent entrances and a minimum depth of 10 m; and</li> <li>• Locate main building entries close to transit stops.</li> </ul>

# Building Podiums

Council Workshop

April 2025



# Purpose

To review the current building podium policies, guidelines, and requirements.

# Background

- Council resolution – January 27, 2025

*THAT Council directs staff to review and report to Council on current building podium policies, guidelines and requirements as outlined in the 2040 Official Community Plan and Zoning Bylaw No. 12375.*



# Building Podiums

- Design component of low-, mid- and high-rise buildings
- Serve as base of a tower above
- Most common in Downtown Kelowna
  - Tallest building heights allowed
  - High-ground water table



# Functions

Podiums typically include:

- Building entrances/exits;
- Lobbies;
- Parking;
- Services areas (ex: waste & recycling, mechanical, loading);
- Residential or commercial uses;
- Amenity spaces.

# Design Guidelines & Regulation

## OCP Design Guidelines

- Provide general guidance for the design of buildings
- Emphasis on aesthetics (form & character)

## Zoning Bylaw Regulations

- Sets specific rules that buildings must follow
- Balance functionality and aesthetics

# 2040 Official Community Plan

**Our Kelowna**  
as we grow



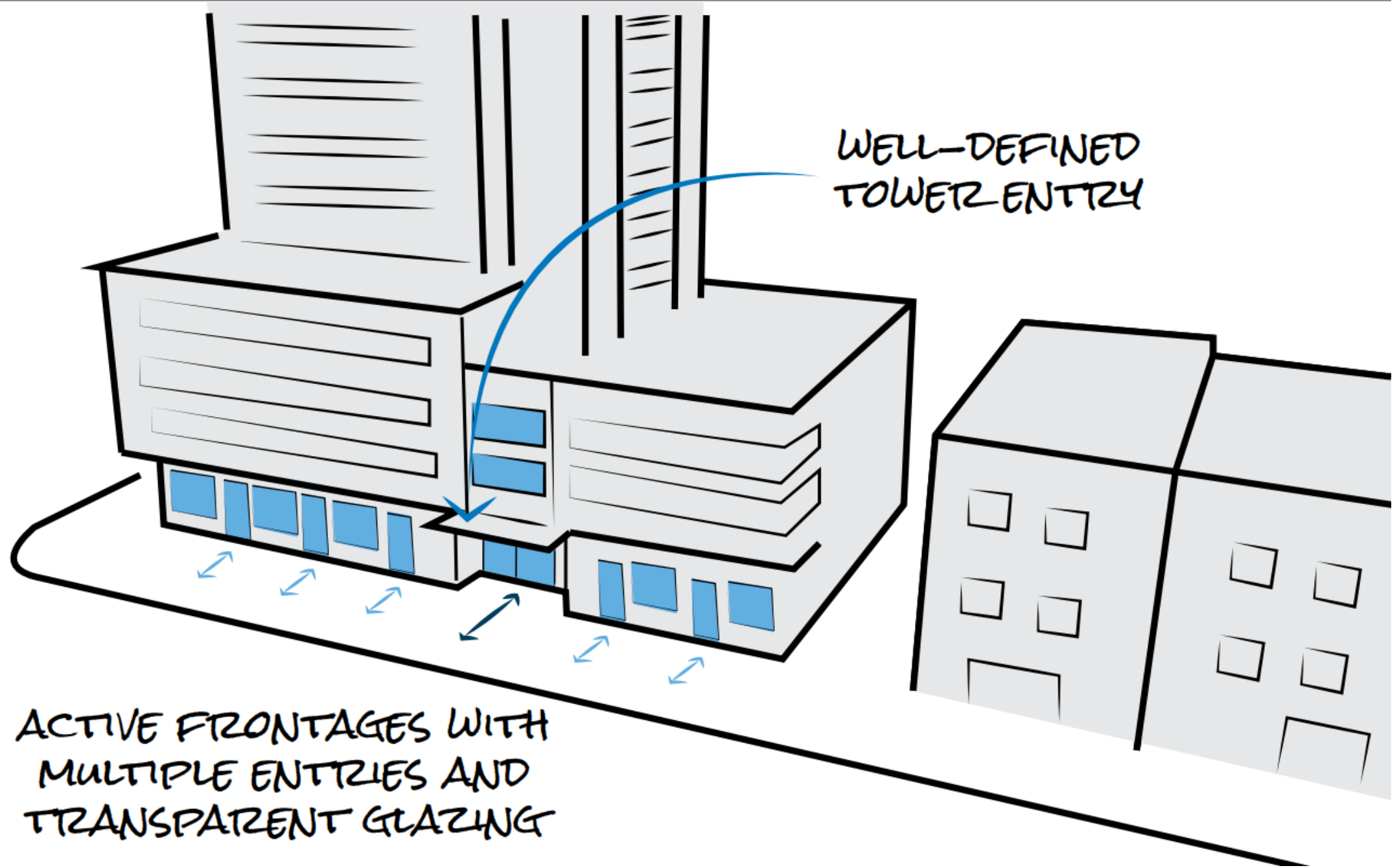
Weather protection

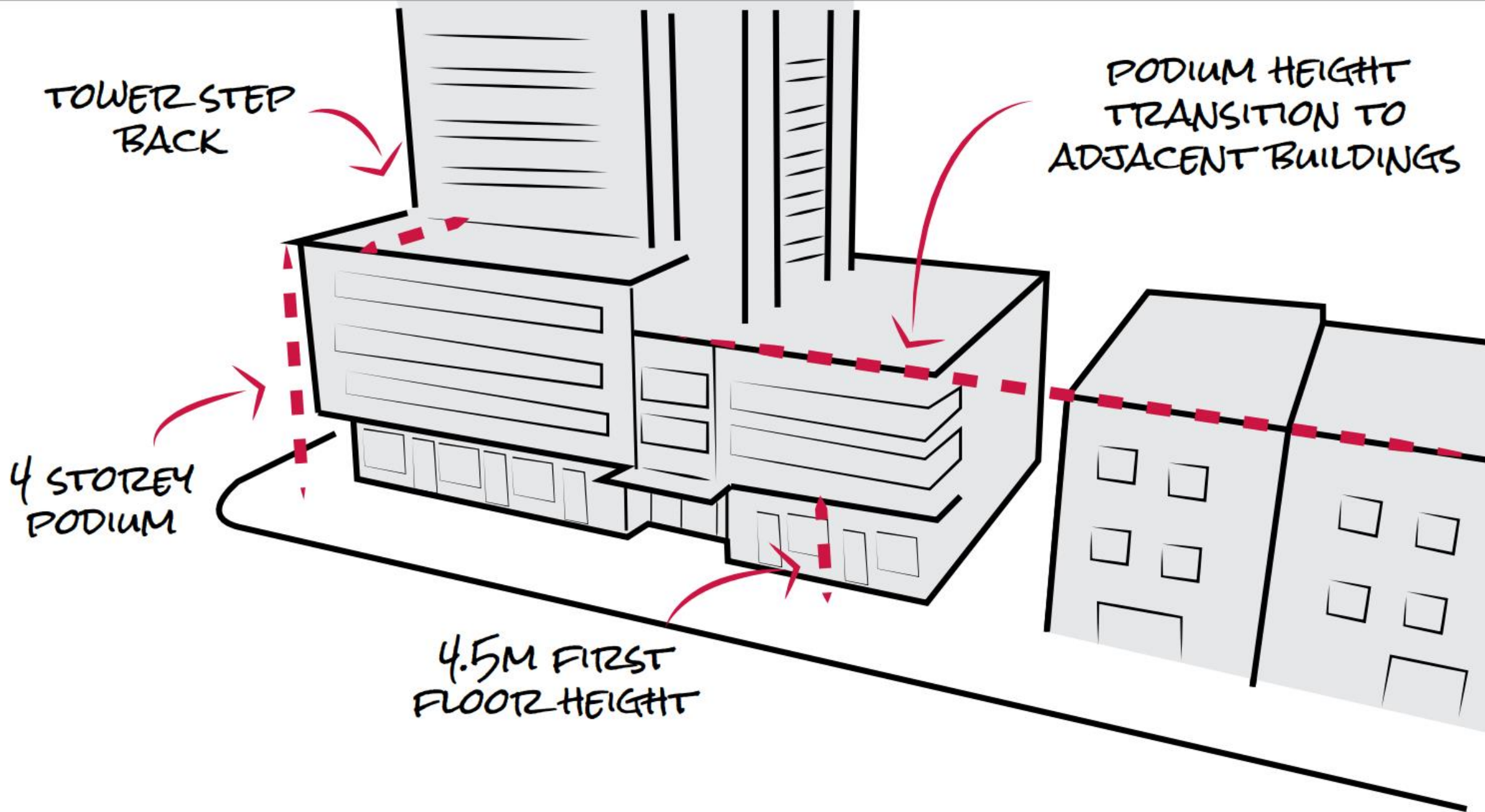
4.5m first floor height

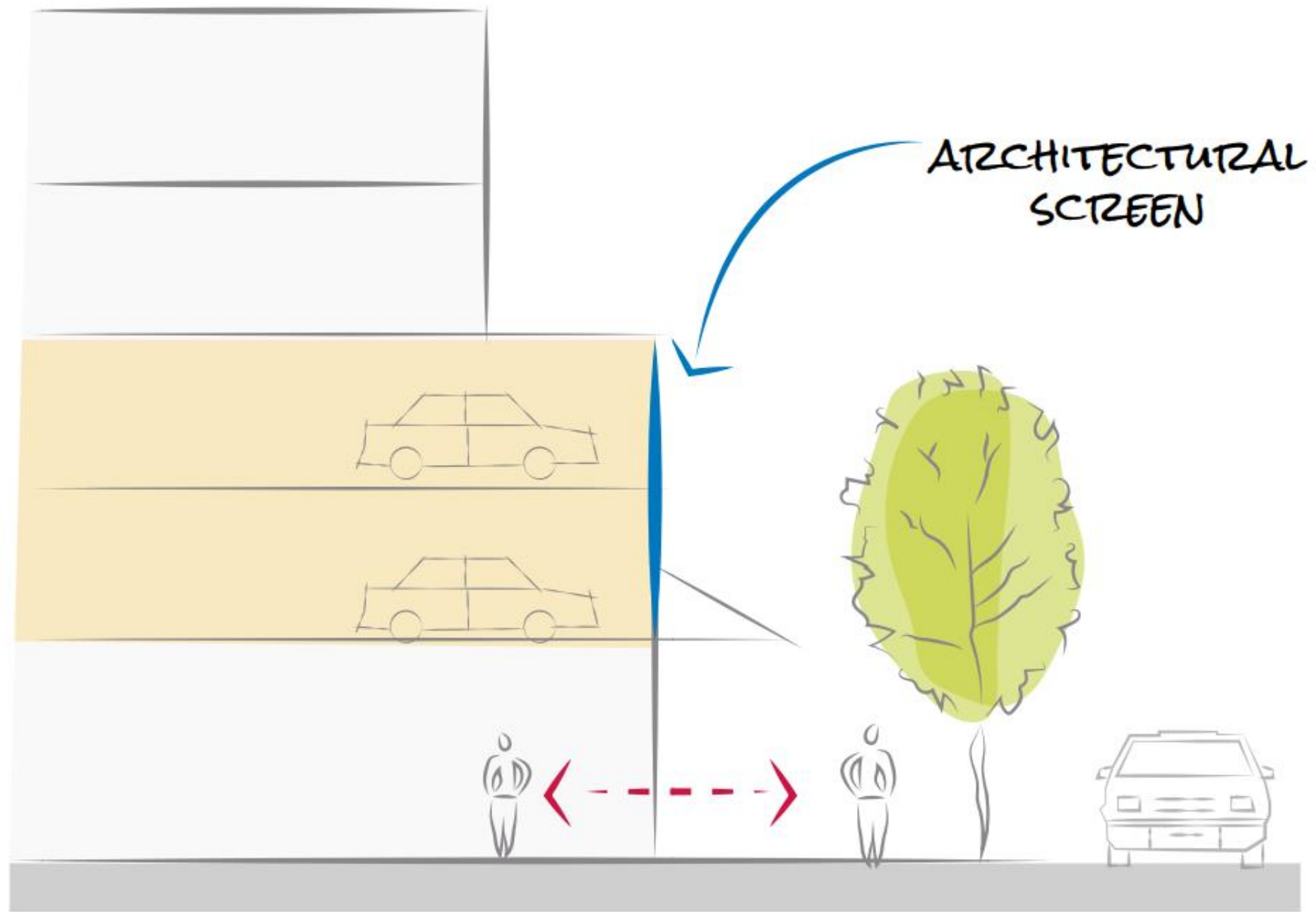
Clearly visible primary entry/lobby

Active frontages

Public/private transition zone





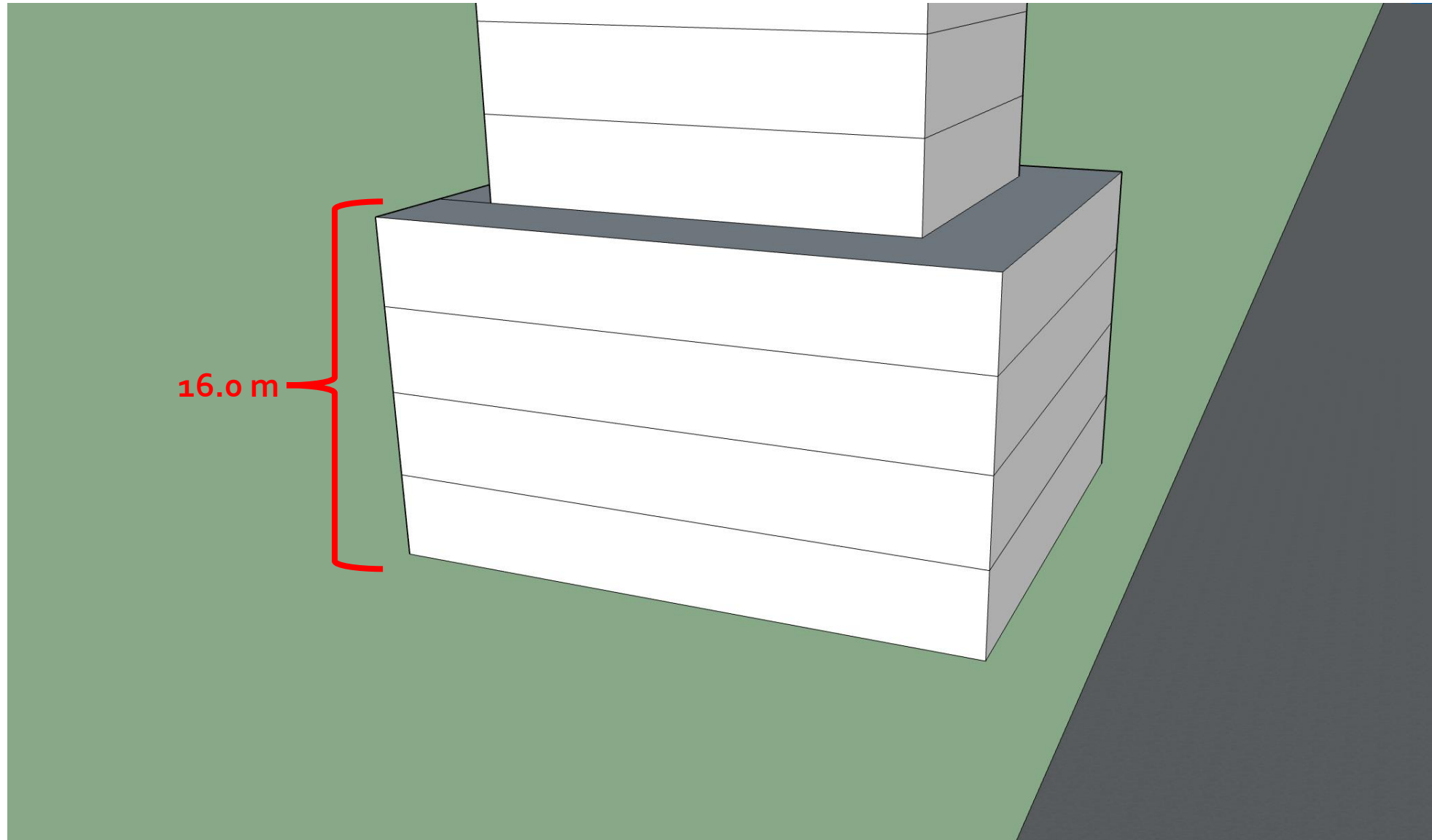


# Zoning Bylaw

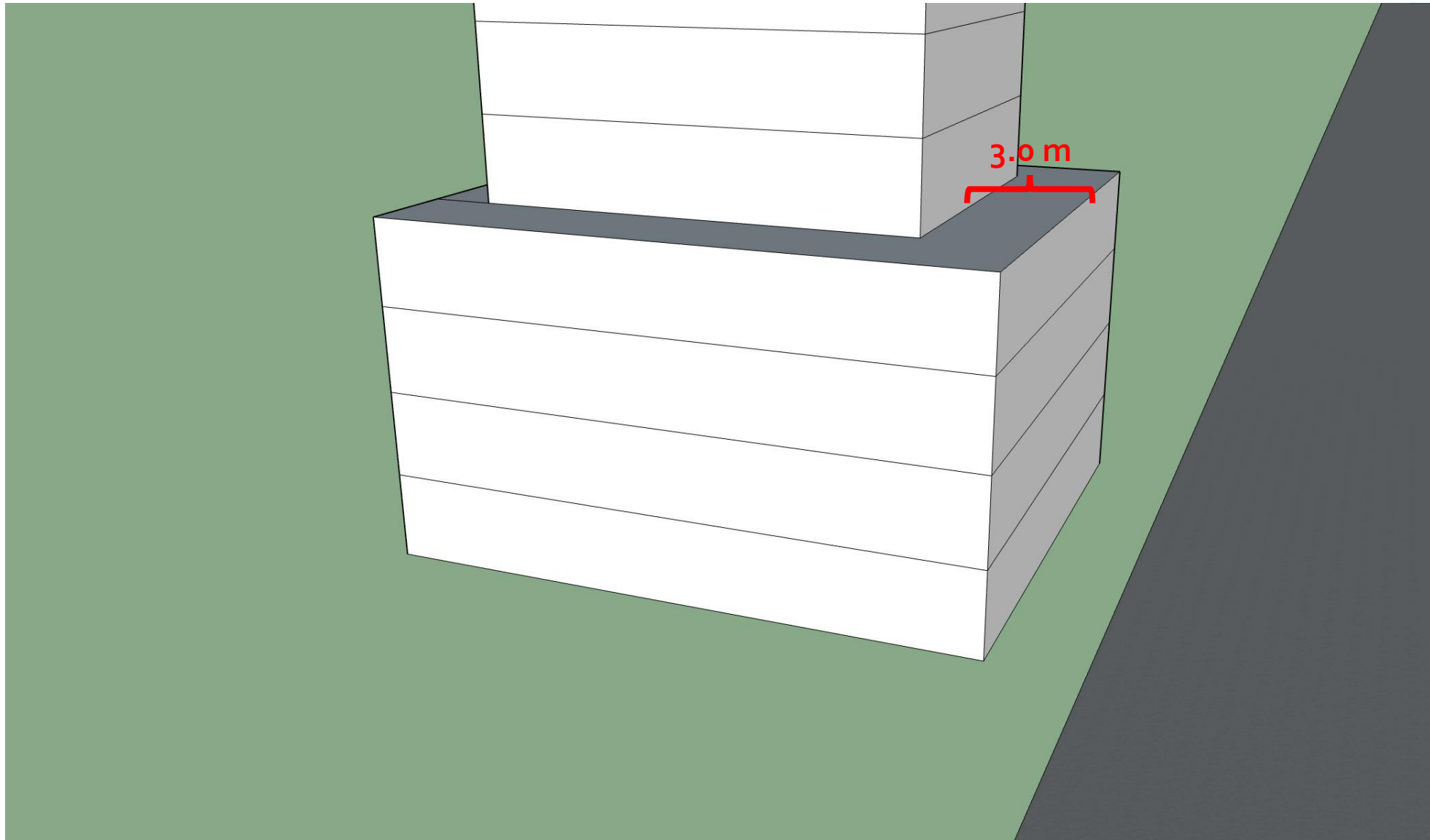


[Kelowna.ca/ZoningBylaw](http://Kelowna.ca/ZoningBylaw)

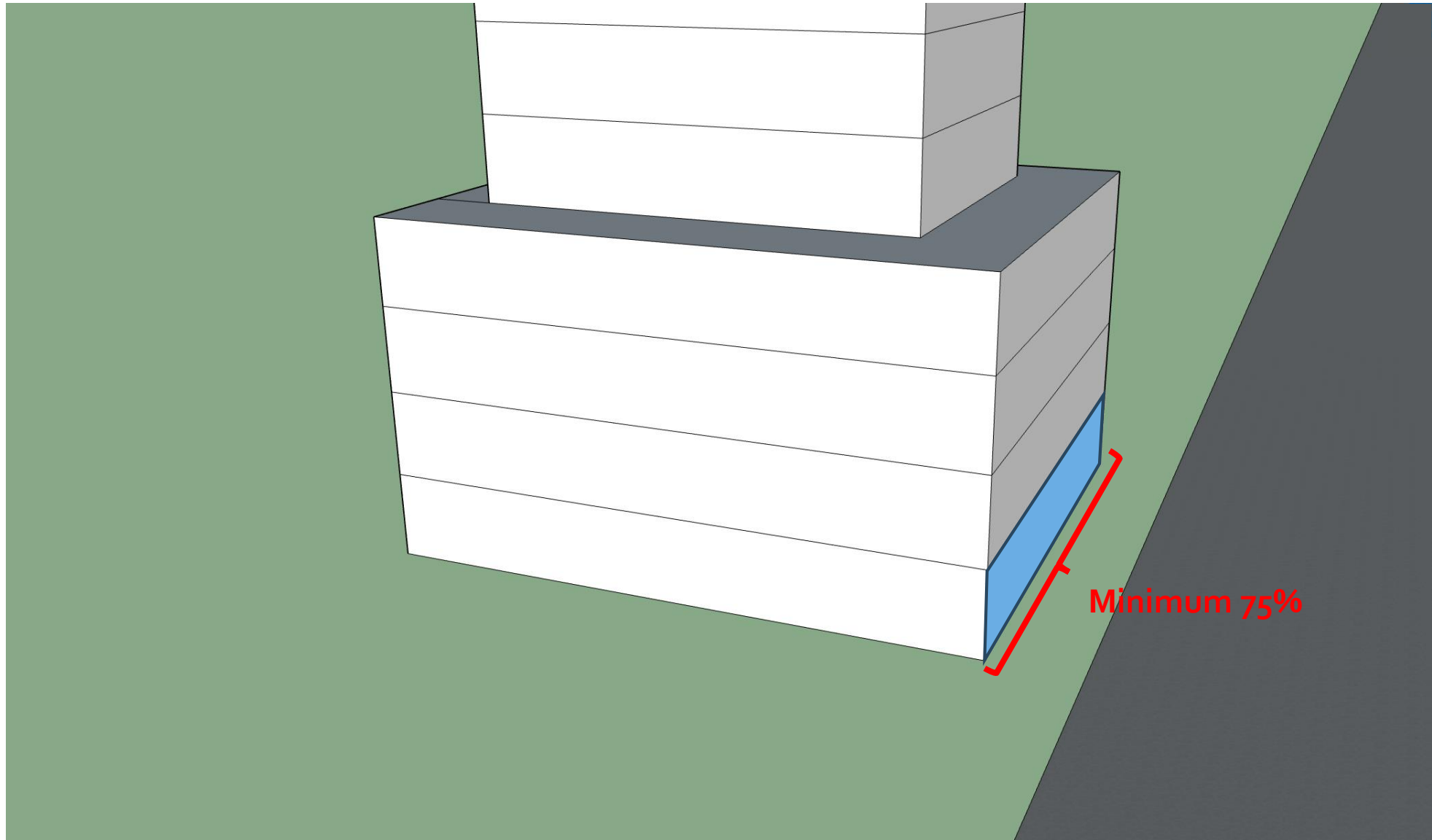
# Podium Height

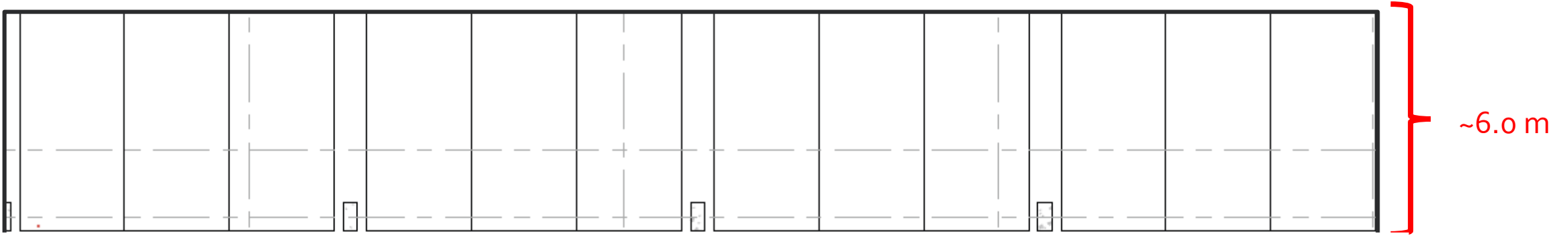


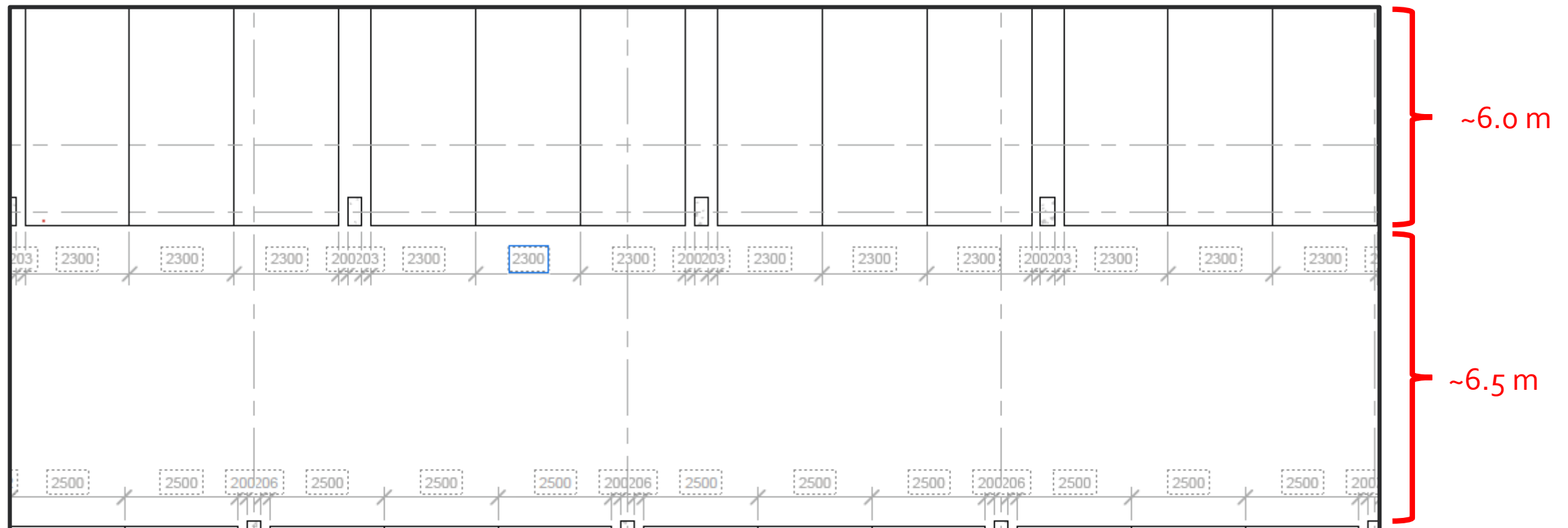
# Stepback Above Podium

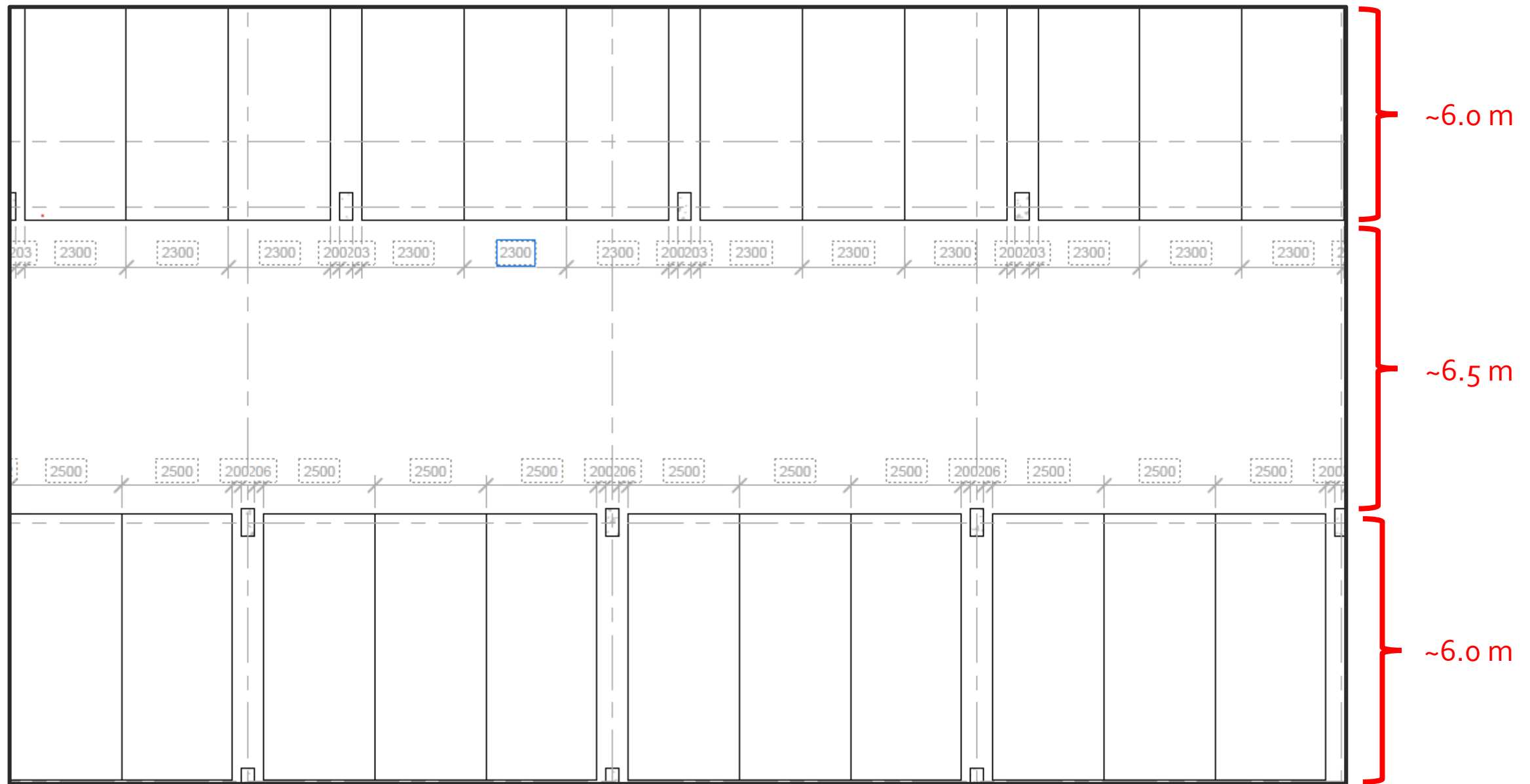


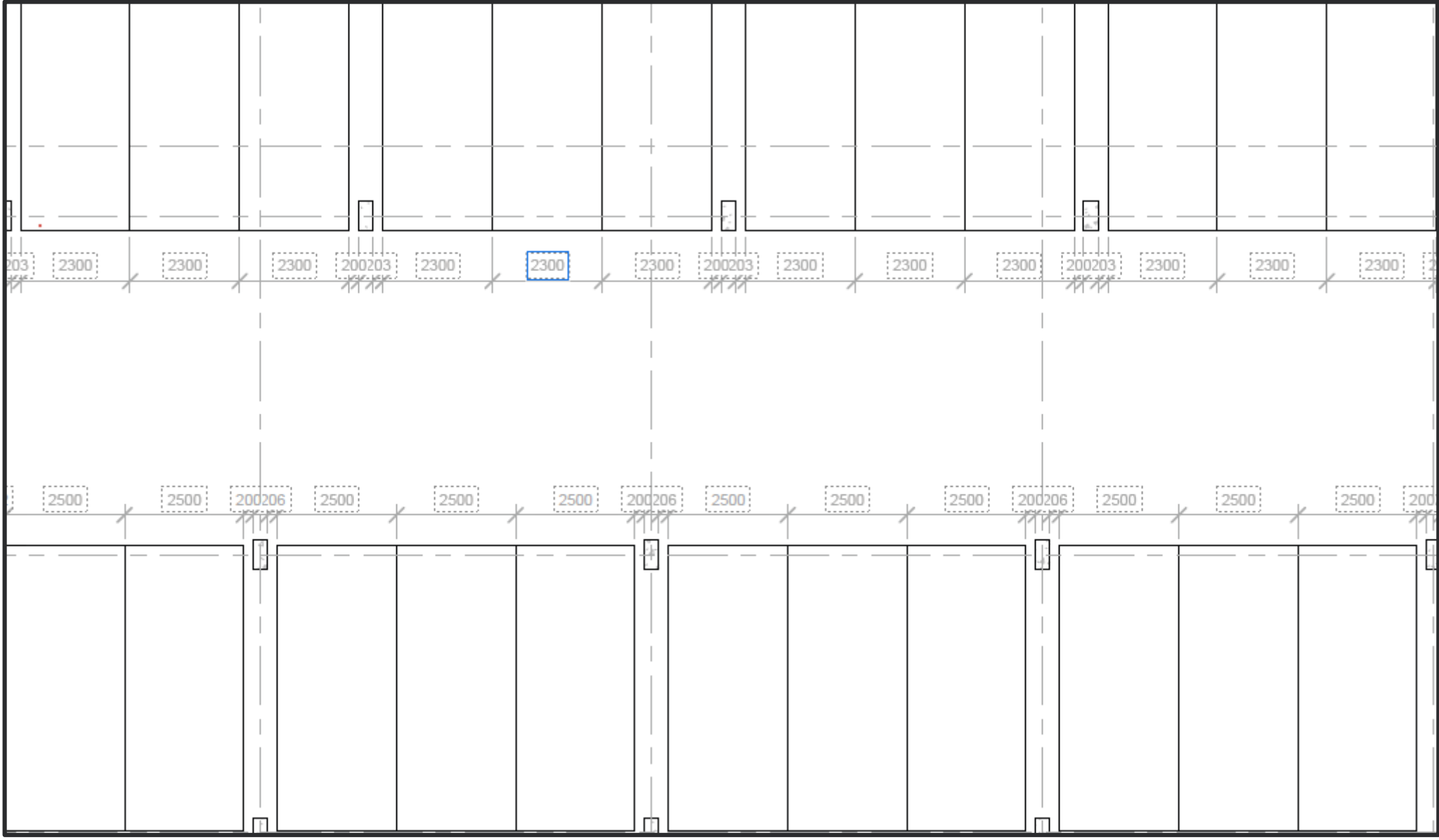
# Transparent Glazing on Ground Floor



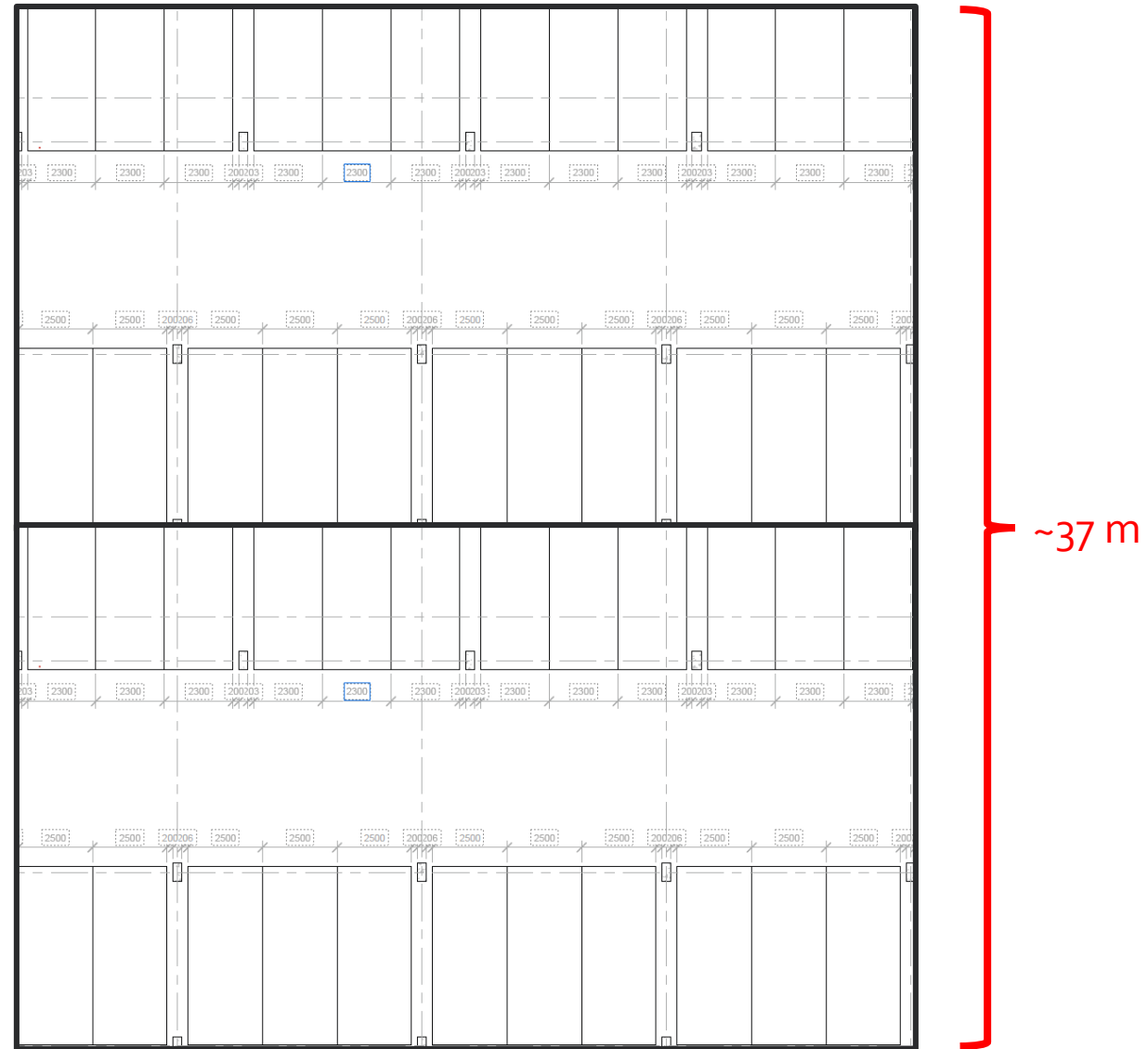


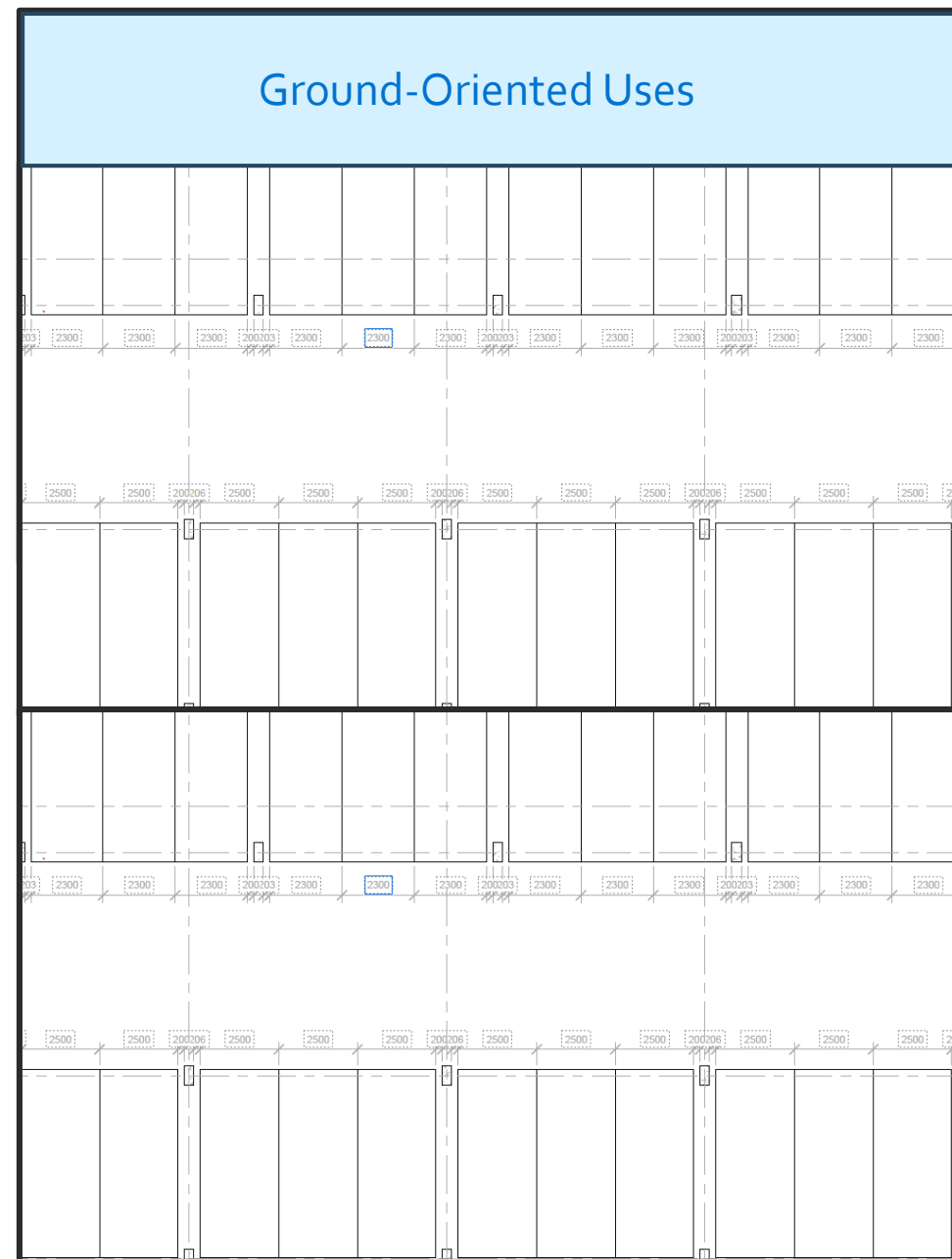






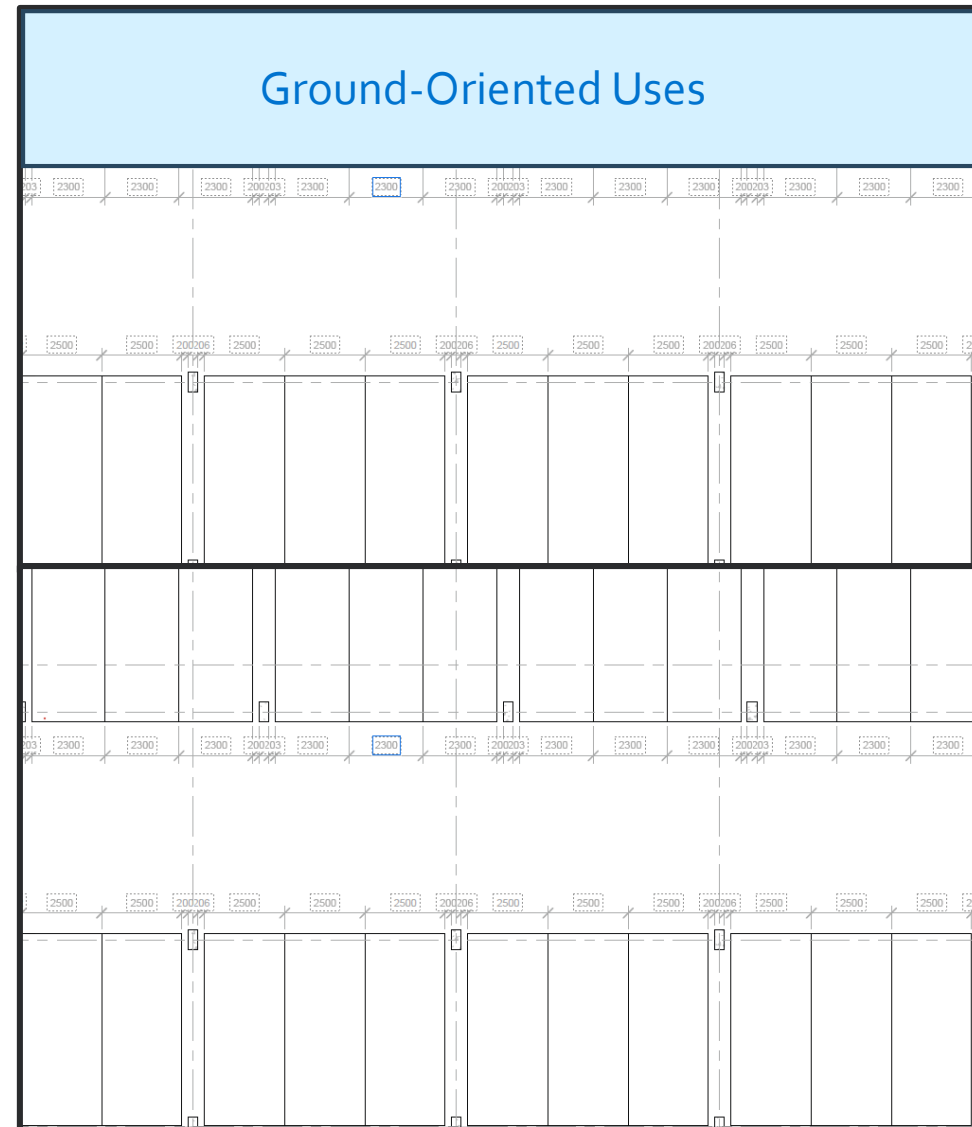
~18.5 m





Minimum of 6.0 m

~37 m

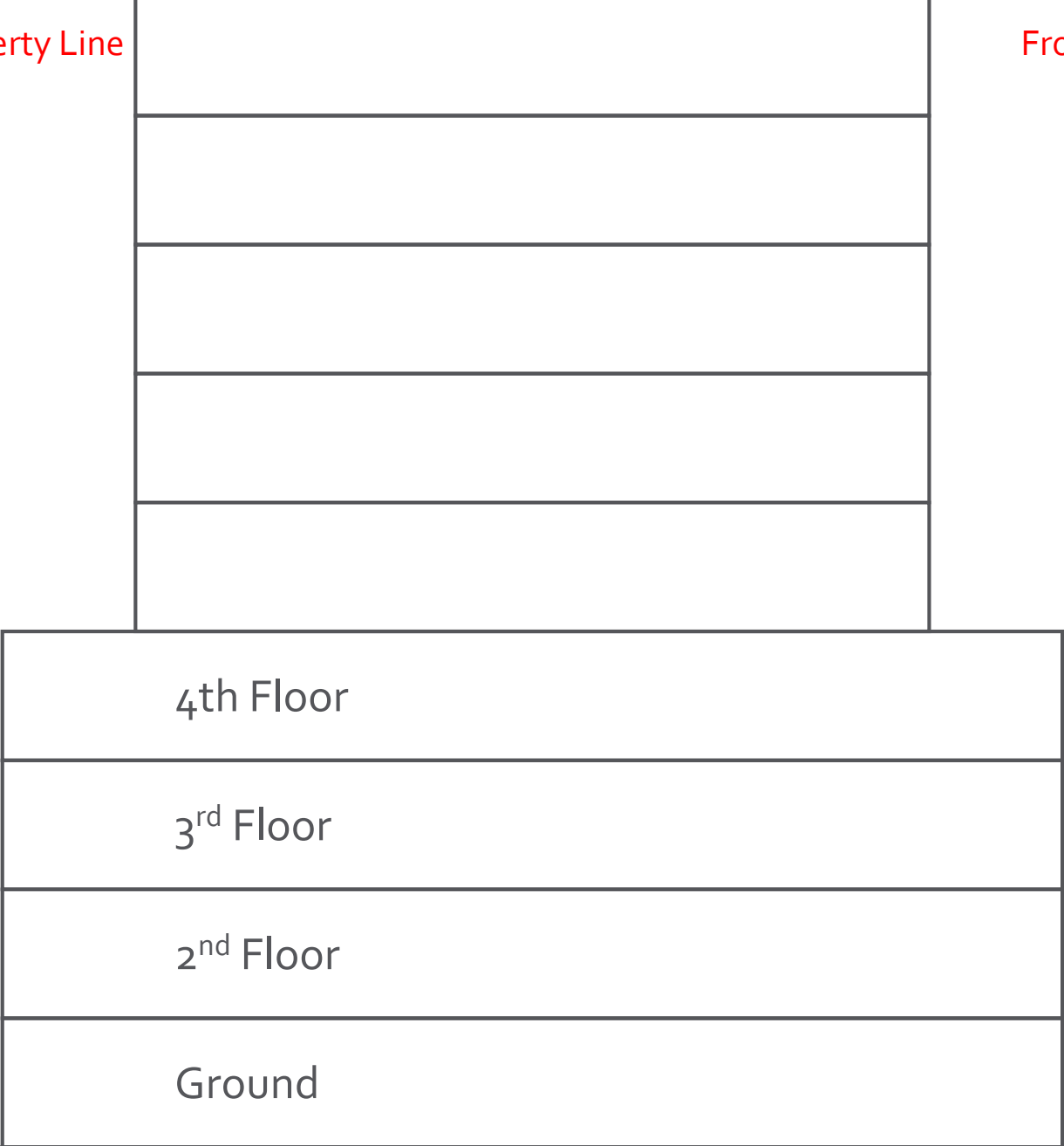


} Minimum of 6.0 m

} ~32 m

Rear Property Line

Front Property Line



Lane

Ground

Road

Rear Property Line

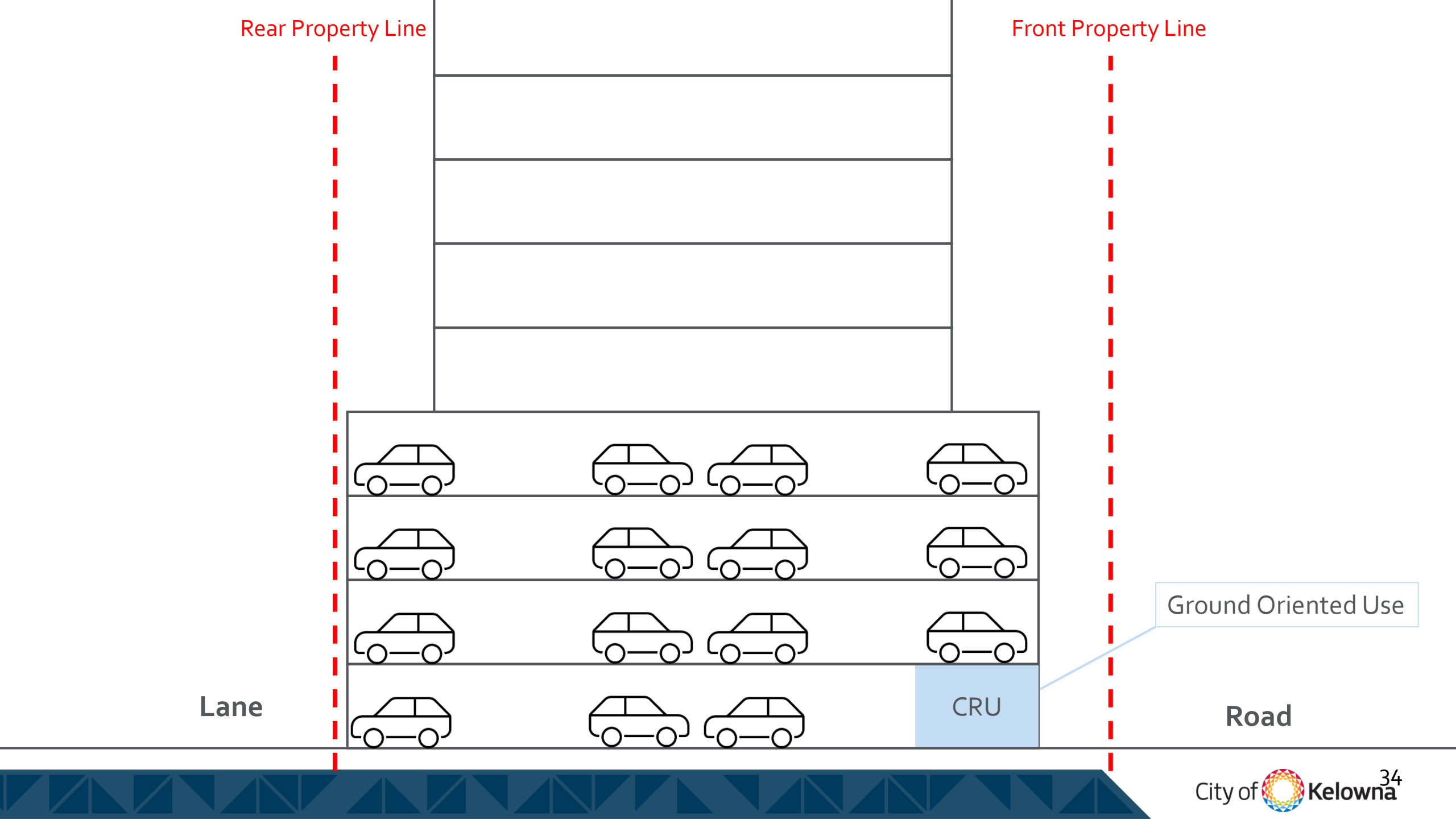
Front Property Line

Lane

Ground Oriented Use

Road

CRU



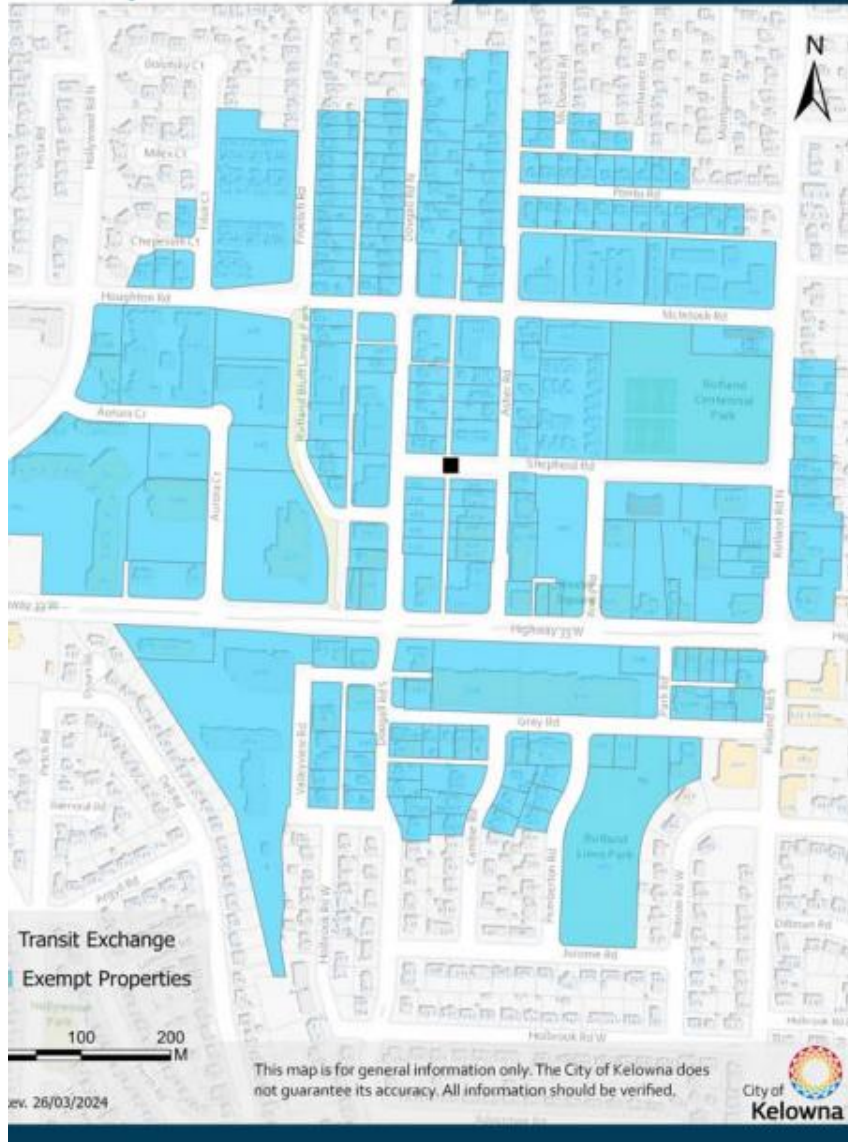
A nighttime photograph of a city skyline across a body of water. The city lights are reflected in the calm water, creating a symmetrical effect. The sky is dark, and the city lights are primarily warm yellow and orange, with some cooler blue and purple lights visible on the right side. The text "Emerging Trends" is overlaid in the center in a large, white, sans-serif font.

# Emerging Trends



# Parking Requirements

- Feb 10, 2025 AM Council Meeting
  - Council directs staff to proceed with further assessment and consultation on options to amend parking regulations



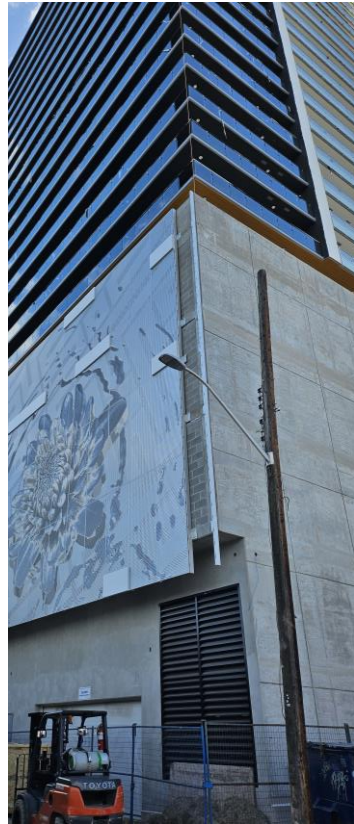
# Transit Oriented Areas

- Provincial legislation designating areas without residential parking requirements
- Individual developers determine necessary residential parking



# Temporarily Exposed Podium Walls

- Interim condition – side walls of podium are exposed
- No OCP Design Guidelines or Zoning Bylaw regulation
- Staff request treatment to mitigate visual impact





# Parkade Design Strategies

- Various Solutions Tried

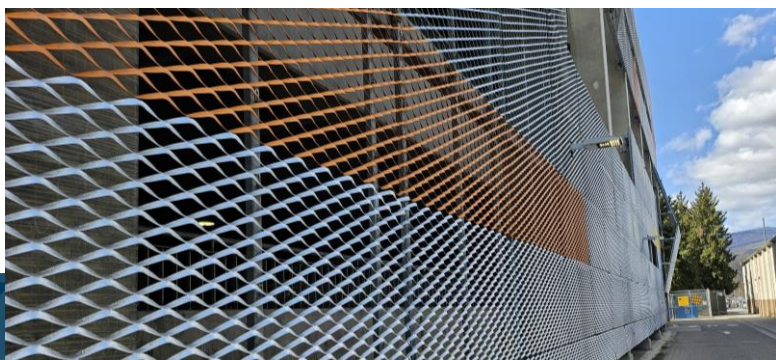






# Parkade Design Strategies

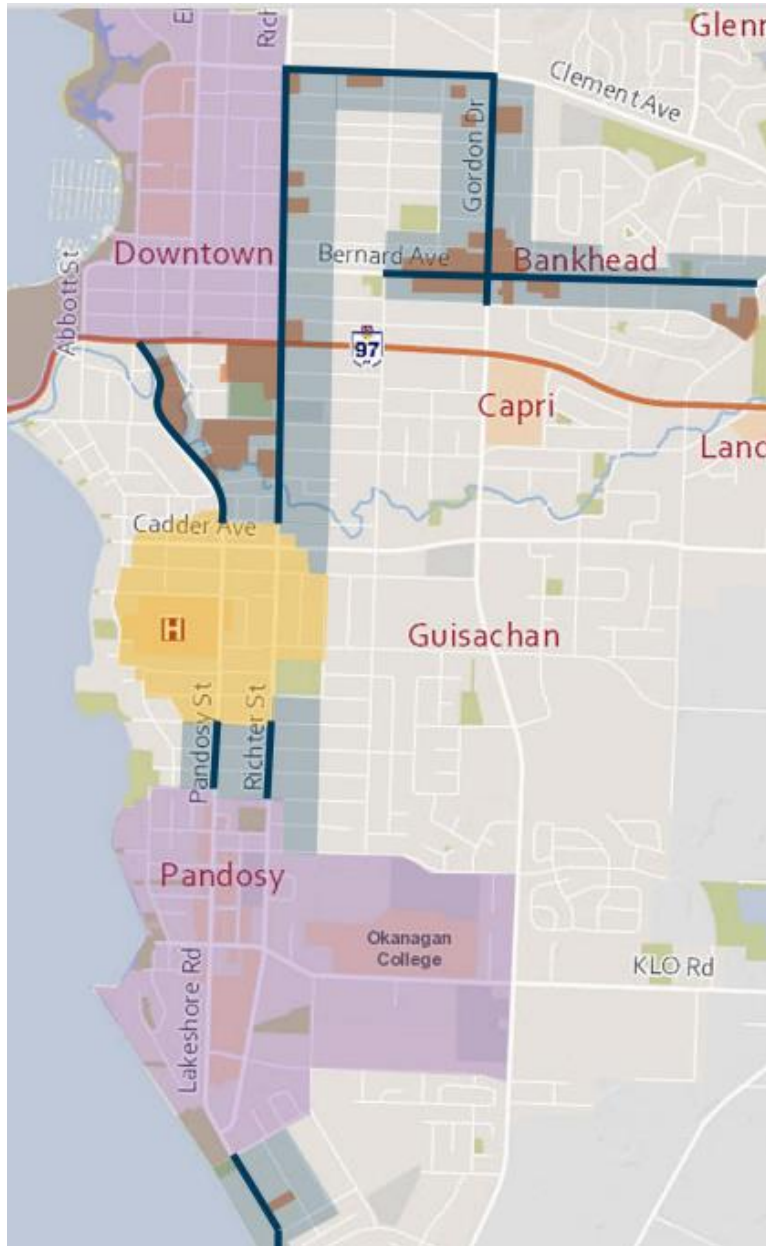
- Ombræe Panels
  - Small perforations and changes appearance based on viewer's angle



# Innovative Parking Solutions

- Development applications received for vehicle elevators
- Interest in stacked parking within parkades
- Limited uptake, but may allow more efficient use of space in building podiums





# Design Guidelines Review

- Housing Accelerator Fund Initiative #3 – Transit Supportive Corridors
- Review of General Residential & Mixed-Use Development Permit Guidelines
- Building podiums are not primary intent of changes

# Conclusion

- Building podiums are necessary
- OCP Design Guidelines and Zoning Bylaw aim to balance functionality and aesthetics
- Emerging trends may impact podium design

