

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, May 26, 2025  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

#### Pages

#### 1. Call to Order

I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

This Meeting is open to the public and all representations to Council form part of the public record. A live audio-video feed is being broadcast and recorded on kelowna.ca.

#### 2. Confirmation of Minutes

5 - 13

PM Meeting - May 12, 2025

#### 3. Public in Attendance

##### 3.1 Okanagan Regional Library Delegation

14 - 25

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

##### 4.1 John Hindle Dr 2335-2355 and 2340-2720, Packinghouse Rd 855 - OCP24-0014 (BL12790) Z24-0064 (BL12791) - City of Kelowna

26 - 43

To amend the Official Community Plan to change the future land use designation on portions of the subject properties from the R-AGR – Rural – Agricultural and Resource designation to the PSU – Public Services Utilities designation and to rezone portions of the subject properties from the P3 – Parks and Open Space zone and from the A1 – Agriculture zone to the P1 – Major Institutional zone to facilitate the development of the Glenmore Protective Services Campus.

- 4.2 John Hindle Dr 2335-2355 and 2340-2720, Packinghouse Rd 855 - BL12790 (OCP24-0014) - City of Kelowna** 44 - 45
- Requires a majority of all members of Council (5).**
- To give Bylaw No. 12790 first reading in order to change the future land use designation of portions of the subject properties from the R-AGR – Rural – Agricultural and Resource designation to the PSU – Public Services Utilities designation.
- 4.3 John Hindle Dr 2335-2355 and 2340-2720, Packinghouse Rd 855 - BL12791 (Z24-0064) - City of Kelowna** 46 - 47
- To give Bylaw No. 12791 first reading in order to rezone portions of the subject properties from the P3 – Parks and Open Space zone and from the A1 – Agriculture zone to the P1 – Major Institutional zone.
- 4.4 Rezoning Bylaws Supplemental Report to Council** 48 - 49
- To receive a summary of notice of first reading for Rezoning Bylaws No. 12786 and 12787 and to give the bylaws further reading consideration.
- 4.5 Rezoning Applications**
- To give first, second and third reading and adopt a rezoning application.
- 4.5.1 KLO Rd 860 - 1000 - BL12786 (TA25-0003) - Okanagan College** 50 - 50
- To give Bylaw No. 12786 first, second and third reading and adopt in order to rezone the subject property to allow 'Hotel / Motels' as a principal use on the subject property.
- 4.6 Rezoning Applications**
- To give first, second and third reading to a rezoning application.
- 4.6.1 Bernard Ave 1181 - 1191 - BL12787 (Z25-0011) - SKJJ Bernard Land Holdings Ltd., Inc.No. BC1242190** 51 - 51
- To give Bylaw No. 12787 first, second and third reading in order to rezone the subject property from the MF3 – Apartment Housing zone to the MF3r – Apartment Housing Rental Only zone.
- 4.7 Valley Rd 728 - DP24-0012 - 1138742 BC Ltd. Inc.No. BC1138742** 52 - 99
- To issue a Development Permit for the form and character of apartment housing.
- 4.8 Osprey Ave 459 - DP25-0095 - 1347431 BC Ltd., Inc.No. BC1347431** 100 - 141
- To issue a Development Permit for the form and character of apartment housing.



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

- 5.1 Bernard Ave 1531 - BL12656 (Z23-0085) - Orchard City Abbeyfield Society, Inc.No. 142 - 142**  
**Soo30415**

To adopt Bylaw No. 12656 in order to rezone the subject property from the MF1b – Infill Housing with Boarding or Lodging House zone to the MF3r – Apartment Housing Rental Only zone.

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

- 6.1 Heritage Conservation Area Development Guidelines and Bylaw Amendments 143 - 215**

To amend the Official Community Plan and Development Application and Heritage Procedures Bylaw in order to implement the updated Heritage Conservation Area – Conservation and Development Guidelines.

- 6.2 Heritage Conservation Area Development Guidelines BL12789 (OCP25-0006) and 216 - 254**  
**Bylaw Amendments**

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

To give Bylaw No. 12789 first reading to amend the Official Community Plan and Development Application and Heritage Procedures Bylaw.

- 6.3 BL12764 - Amendment No. 7 to Development Application and Heritage Procedures 255 - 258**  
**Bylaw No. 12310**

To give Bylaw No. 12764 first, second and third reading.

- 6.4 North Glenmore Sector Study Process Options 259 - 279**

To consider options to initiate a North Glenmore Sector Development Study that can be used to inform future OCP update processes.

- 6.5 Revitalization Tax Exemption - Program Updates 280 - 304**

To consider amendments to the Revitalization Tax Exemption Program Bylaw No. 12561.

- 6.6 BL12758 - Amendment No. 3 to Revitalization Tax Exemption Program Bylaw No. 305 - 306**  
**12561**

To give Bylaw No. 12758 first, second and third reading.

- 6.7 BL12778 - Amendment No. 4 to Revitalization Tax Exemption Program Bylaw No. 307 - 307**  
**12561**

To give Bylaw No. 12778 first, second and third reading.

<b>6.8</b>	<b>First Quarter 2025 Financial Performance</b>	<b>308 - 321</b>
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To provide Council with information summarizing the City of Kelowna's first quarter financial activity in alignment with the presentation of the 2025 Financial Plan reflecting activities through a service-based model.

<b>6.9</b>	<b>Q1 Amendment to the 2025 Financial Plan</b>	<b>322 - 328</b>
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To amend the 2025 Financial Plan to include quarter one budget changes outlined in this report.

<b>6.10</b>	<b>New Civic Asset Naming Policy No. 394</b>	<b>329 - 341</b>
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To adopt Council Policy No. 394 New Civic Asset Naming and rescind related policies.

## **7. Resolutions**

<b>7.1</b>	<b>Regional District Board and Committee Appointments</b>	<b>342 - 343</b>
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## **8. Mayor and Councillor Items**

## **9. Termination**



**City of Kelowna  
Regular Council Meeting  
Minutes**

Date:	Monday, May 12, 2025
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Tom Dyas, Councillors Ron Cannan, Maxine DeHart*, Charlie Hodge, Gordon Lovegrove*, Mohini Singh, Luke Stack, Rick Webber and Loyal Wooldridge
Staff Present	City Manager, Doug Gilchrist; City Clerk, Laura Bentley; Divisional Director, Active Living & Culture, Jim Gabriel*; Community & Neighbourhood Services Manager, Mariko Siggers*; Divisional Director, Planning, Climate Action & Development Services, Ryan Smith*; Development Planning Department Manager, Nola Kilmartin*; Development Planning Manager, Adam Cseke*; Planner Specialist, Mark Tanner*; Planner II, Jason Issler*; Housing Policy and Programs Manager, James Moore*; General Manager, Corporate Services, Joe Sass*; Financial Planning Manager, Melanie Antunes*; Controller, Matt Friesen*; Intergovernmental Relations Manager, Axelle Bazett*; Partnerships Coordinator, Colin McGuinness*; Legal & Administrative Coordinator, Lisa Schell
Staff Participating Remotely	Legislative Coordinator (Confidential), Clint McKenzie
Guest Present	Paul Clark, Chair Accessibility Advisory Committee*
Guests Participating Remotely	Michelle Hewitt, Vice-Chair, Accessibility Advisory Committee*; Mitchell Reardon, Happy Cities*

(\* Denotes partial attendance )

**1. Call to Order**

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

I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

This Meeting is open to the public and all representations to Council form part of the public record. A live audio-video feed is being broadcast and recorded on kelowna.ca.

## 2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Lovegrove

THAT the Minutes of the Regular Meetings of May 5, 2024 be confirmed as circulated.

**Carried**

## 3. Committee Reports

### 3.1 Accessibility Advisory Committee Update and Final Accessibility Plan

Staff:

- Introduced the Accessibility Advisory Committee Chair and Vice-Chair, and the consultant.
- Displayed a PowerPoint presentation.
- Provided an update on the work of the Accessibility Advisory Committee.
- Commented on the Accessibility Plan and its implementation.

Guest, Paul Clark:

- Introduced the Committee Vice-Chair and members in attendance.
- Spoke to identifying physical and policy barriers to accessibility, recommending improvements, and proactively designing for accessibility.
- Commented on the accessibility service request feature and accessible meeting participation.
- Spoke to vision moving forward being accessible for all.

Moved By Councillor Hodge/Seconded By Councillor Lovegrove

THAT Council receives, for information, the report from Active Living & Culture, dated May 12, 2025, providing an annual update to Council from the Accessibility Advisory Committee;

AND THAT Council endorses the Accessibility Plan and implementation plan as outlined in the report dated May 12, 2025.

**Carried**

## 4. Development Application Reports & Related Bylaws

### 4.1 Burtch/Harvey Area Redevelopment Plan - ARP24-0001 OCP24-0012 (BL12788) - City of Kelowna

Staff:

- Displayed a PowerPoint presentation.
- Provided an overview of the Burtch Harvey Area Redevelopment Plan.
- Responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Singh

THAT Council endorses the Burtch/Harvey Area Redevelopment Plan, as outlined in and attached to the report from the Development Planning Department dated May 12, 2025;

AND THAT Official Community Plan Amendment Application No. OCP24-0012 to amend Kelowna 2040 Official Community Plan Bylaw No. 12300 as outlined in Schedule "A" attached to the Report from the Development Planning Department dated May 12, 2025, be considered by Council;

AND FURTHER THAT the Official Community Plan Amendment Application No. OCP24-0012 be forwarded to Public Hearing for further consideration.

Carried

Councillors Cannan, Hodge, Lovegrove, Webber - Opposed

**4.2 Burtch/Harvey Area Redevelopment Plan - BL12788 (OCP24-0012) - City of Kelowna**Moved By Councillor Webber/Seconded By Councillor Hodge

THAT Bylaw No. 12788 be read a first time;

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

Carried

Councillors Cannan, Lovegrove, Webber – Opposed

**4.3 KLO Rd 860 - 1000 - TA25-0003 (BL12786) - Okanagan College**

Councillor DeHart declared a conflict of interest as they are an employee of the Ramada Hotel and Conference Centre and left the meeting at 2:28 p.m.

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor Webber

THAT Zoning Bylaw Text Amendment Application No. TA25-0003 to amend City of Kelowna Zoning Bylaw No. 12375 as outlined in Schedule "A" attached to the Report from the Development Planning Department dated May 12, 2025 for Lot 1 District Lot 135 ODYD Plan EPP90191 located at 860 – 1000 KLO Road, Kelowna, BC be considered by Council.

Carried

Councillor DeHart returned to the meeting at 2:32 p.m.

**4.4 Bernard Ave 1181 - 1191 - Z25-0011 (BL12787) - SKJJ Bernard Land Holdings Ltd., Inc.No. BC1242190**

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor Wooldridge

THAT Rezoning Application No. Z25-0011 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot A District Lot 137 ODYD Plan EPP135950, located at 1181-1191 Bernard Ave, Kelowna, BC from the MF3 – Apartment Housing zone to the MF3r – Apartment Housing Rental Only zone be considered by Council;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the approval of the Ministry of Transportation and Transit.

Carried

#### 4.5 Hilltown Drive 3778 - LL25-0009 - Azhadi Properties Corp., Inc.No. BC1155440

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT Council directs Staff to forward the following Recommendation to the Provincial Liquor and Cannabis Regulation Branch (LCRB):

In accordance with Division 9 (71) of the Liquor Control and Licensing Regulation and Council Policy 359, BE IT RESOLVED THAT:

1. Council recommends support of an application from Azhadi Wines Ltd. for a lounge endorsement for Lot 2 Section 33 Township 23 Osoyoos Division Yale District PLAN EPP8753, located at 3778 Hilltown Drive, Kelowna, BC for the following reasons:
  - The proposed lounge endorsement is consistent with regulations of the Liquor and Cannabis Regulation Branch, Agriculture Land Commission, and Council Policy 359.

2. Council's comments on LCRB's prescribed considerations are as follows:

- The location of the winery/special event area:

The proposed lounge endorsement is located to minimize the impact on agricultural productivity.

- The proximity of the winery/special event area to other social or recreational facilities and public buildings:

The winery is located north of the McKinley neighbourhood and is situated on rural lands in North Glenmore. Proximity is not anticipated to be a concern.

- The person capacity of the winery lounge:

The person capacity is acceptable as it aligns with Council Policy 359 which recommends that the liquor establishment capacity outside of the Central Area not exceed 250 persons.

- Traffic, noise, parking and zoning:

Traffic, parking, and zoning are not anticipated to be a concern.

Carried

#### 4.6 Royal Ave 321 - HAP25-0003 - Interior Health Authority

Councillor Lovegrove declared a conflict as they live directly across from the subject property and left the meeting at 2:41 p.m.

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Hodge

THAT Council authorizes the issuance of Heritage Alteration Permit No. HAP25-0003 for Lot 1 District Lot 14 ODYD PLAN EPP87656, located at 321 Royal Avenue, Kelowna, BC subject to the following:

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

AND THAT the applicant be required to complete the above noted conditions of Council's approval of the Heritage Alteration Permit Application in order for the permit to be issued;

AND FURTHER THAT this Heritage Alteration Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

**Carried**

Councillor Lovegrove returned to the meeting at 2:51 p.m.

#### **4.7 Pacific Ave 1239 - DP25-0012 - 1309118 B.C. Ltd.**

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

Moved By Councillor Webber/Seconded By Councillor Lovegrove

THAT Council authorizes the issuance of Development Permit No. DP25-0012 for Lot 1 District Lot 137 ODYD PLAN EPP113649, located at 1239 Pacific Avenue, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
3. Landscaping to be provided on the land be in accordance with Schedule "C";
4. The applicant be required to post with the City a Landscape Performance Security deposit in the amount of 125% of the estimated value of the Landscape Plan, as determined by a Registered Landscape Architect;
5. The applicant be required to make a payment into the Public Amenity & Streetscape Capital Reserve Fund as established by Bylaw No. 12386 in accordance with Table 6.8.a. in Zoning Bylaw No.12375;

AND THAT the applicant be required to complete the above noted conditions of Council's approval of the Development Permit Application in order for the permits to be issued;

AND FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

**Carried**

#### **4.8 Moubray Rd 394-396 - Z22-0043 - Extension Request**

Staff commented on the request to extend the deadline for bylaw adoption.



Moved By Councillor Wooldridge/Seconded By Councillor Stack

THAT in accordance with Development Application and Heritage Procedures Bylaw No. 12310, the deadline for the adoption of Rezoning Bylaw No. BL12653 be extended from May 27, 2025 to May 27, 2026;

AND THAT Council direct Staff to not accept any further extension requests.

**Carried**

The meeting recessed at 3:03 p.m.

The meeting reconvened at 3:12 p.m.

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

### **5.1 Tenant Protection Implementation**

Staff:

- Displayed a PowerPoint presentation.
- Provided an overview of the components and associated bylaws to implement the tenant protection measures.
- Responded to questions from Council.

Moved By Councillor Webber/Seconded By Councillor Stack

THAT Council receives, for information, the report from the Housing Policy & Programs Department dated May 12, 2025 with respect to implementation of tenant protection measures;

AND THAT Official Community Plan Amendment Application No. OCP25-0004 to amend Kelowna 2040 Official Community Plan Bylaw No. 12300 as outlined in Schedule "A" attached to the Report from the Housing Policy and Programs Department dated May 12, 2025, be considered by Council;

AND THAT Bylaw No. 12784 being Amendment No. 6 to Development Application and Heritage Procedures Bylaw No. 12310 be advanced for reading consideration;

AND FURTHER THAT Tenant Protection Bylaw No. 12785 be advanced for reading consideration.

**Carried**

### **5.2 BL12785 (OCP25-0004) Official Community Plan Amendment - Tenant Protection Implementation - City of Kelowna**

Moved By Councillor Hodge/Seconded By Councillor Webber

THAT Bylaw No. 12785 be read a first time;

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

**Carried**



### 5.3 BL12780 - Tenant Protection

City Clerk commented on an amendment to add "If" at the beginning of the sentence under section 5.1.

Moved By Councillor Webber/Seconded By Councillor Hodge

THAT Bylaw No. 12780, as amended, be given first, second and third reading.

**Carried**

### 5.4 BL12784 - Amendment No. 6 Development Application and Heritage Procedures Bylaw No. 12310

Moved By Councillor Hodge/Seconded By Councillor Lovegrove

THAT Bylaw No. 12784 be given first, second and third reading.

**Carried**

### 5.5 2024 Consolidated Financial Statements

Staff:

- Displayed a PowerPoint presentation.
- Provided an overview of the 2024 consolidated financial statements on behalf of the Audit Committee.
- Responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Cannan

THAT Council receives, for information, the Report from the Audit Committee dated May 12, 2025 with respect to the Consolidated Financial Statements and Auditor's Report for the City of Kelowna for the year ending December 31, 2024;

AND THAT the Consolidated Financial Statements and Auditor's Report be reprinted in and form part of the City of Kelowna's annual report;

AND THAT Council receives, for acceptance, the 2024 GEID Consolidated Financial Statements.

**Carried**

### 5.6 2024 Surplus from Operations

Staff:

- Displayed a PowerPoint presentation
- Provided an overview of the 2024 surplus appropriation on behalf of the Audit Committee.
- Responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor Hodge

THAT Council approves the appropriation of \$5,093,931 of unallocated surplus generated from services areas, operating and capital programs, in 2024 to reserves and accumulated surplus as detailed in the Report from the Audit Committee dated May 12, 2025.

**Carried**

## 5.6 2025 UBCM Community Excellence Awards

### Staff

- Displayed a PowerPoint presentation.
- Provided an overview of the proposed submissions for the UBCM Community Excellence Awards.
- Responded to questions from Council.

### Moved By Councillor Stack/Seconded By Councillor Hodge

THAT Council receives, for information, the report from the Partnerships Office dated May 12, 2025, with respect to the 2025 UBCM Community Excellence Awards Application Submission.

AND THAT Council authorizes staff to submit award applications for the following City projects:

- Governance category: GEID Transition
- Service Delivery category: City at Work Docu-Series
- Sustainability category: DeHart Community Park Built to Net-Zero

**Carried**

## 6. Mayor and Councillor Items

### Councillor DeHart:

- Congratulated finalists and recipients of the 50th annual Civic and Community Awards and thanked the Chair of the Community & Civic Awards Committee, Wayne Moore.
- Thanked City staff for their work.
- Thanked all the sponsors for their commitment.

### Councillor Singh:

- Commented on the Civic and Community Awards.
- Congratulated the winners of the Anita Tozer Award, Parade with a Purpose.

### Councillor Cannan:

- Attending the Brevity Service with Councillor Lovegrove.
- Attended the Edith Gay Park ball diamond upgrade and thanked the Blue Jays and their Field of Dreams support.
- Spoke to the comments received on lack of parking and a baby swing at DeHart Park.
- Attended the May 8th cemetery service by the Legion and spoke to the crosswalk at the new building.
- Requested an update on status of veteran parking pass.

### Councillor Lovegrove:

- Ceremony to remember children lost, the Compassion Friends of Kelowna.
- Recognized and thanked the Committee and staff for their efforts on the 50<sup>th</sup> Annual Civic and Community Awards.
- Spoke to the public concerns regarding the road extension at the Burtch Road open house.
- Wished everyone a safe Victoria Day.
- Advised and Okanagan Regional Library board meeting is upcoming.

### Mayor Dyas:

- Met with the Premier and ministers in Victoria last week on City advocacy initiatives.

7. **Termination**

This meeting was declared terminated at 3:52. p.m.

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

lb/cm

\_\_\_\_\_  


City Clerk

DRAFT



**Danielle Hubbard**

*CEO*

*Okanagan Regional Library*



# Summer Reading Club





35%

Increase in participation  
since COVID

8,139

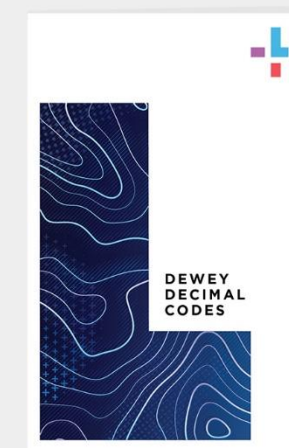
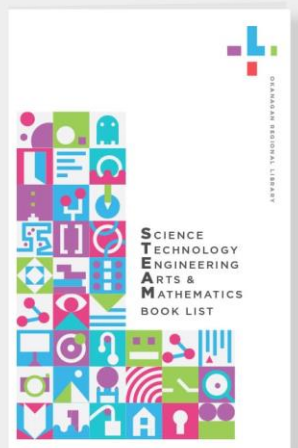
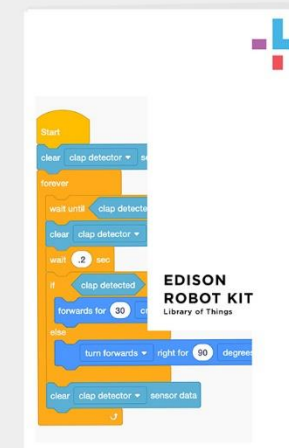
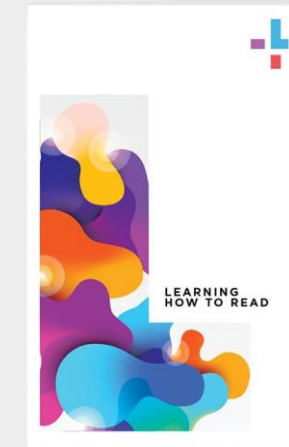
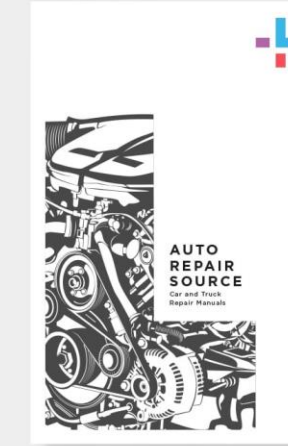
Kids registered in the  
Summer Reading Club

RECORD

28,713

Kids and parents  
attended programs

# Free Electronic Resources



784,620

Digital Books Borrowed  
8.6% increase from 2023

487,170

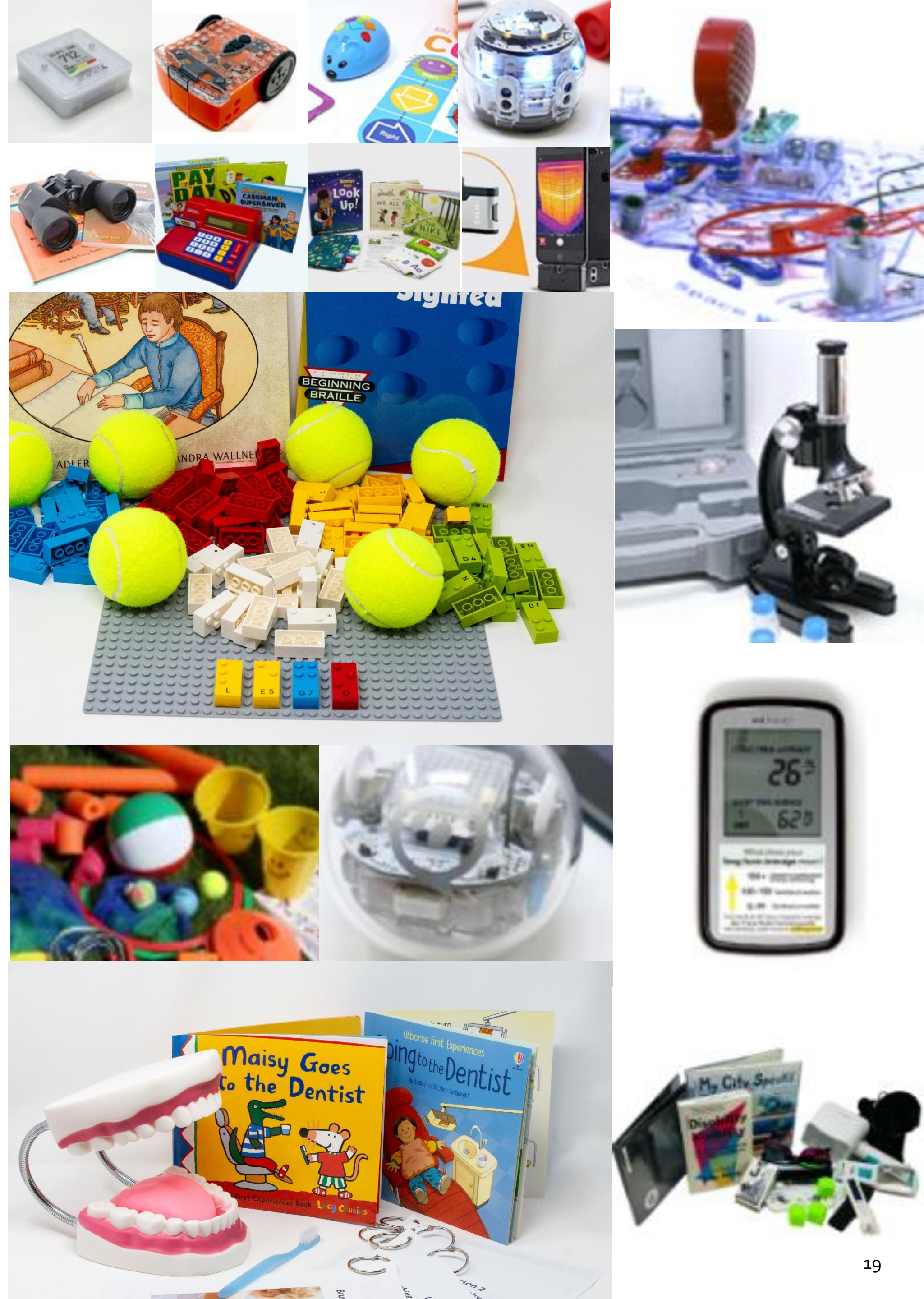
Audiobooks Listened  
23% increase from 2023

232,365

Digital Magazines Read  
61% increase from 2023



# Library of Things Kits





**22** Kits for all ages

**1,912** Borrowed in 2024

**Show & Tell with Danielle**

# **Libraries: Community Hubs & Emergency Lifelines**





# Provincial Enhancement Grant







# Your Local Library

# Questions?

**Danielle Hubbard**  
*Okanagan Regional Library*  
CEO

[dhubbard@orl.bc.ca](mailto:dhubbard@orl.bc.ca)

# REPORT TO COUNCIL

## OCP & REZONING



**Date:** May 26 2025  
**To:** Council  
**From:** City Manager  
**Address:** 2335-2355 John Hindle Drive, 2340-2720 John Hindle Drive and 855 Packinghouse Road  
**File No.:** OCP24-0014, Z24-0064

	Existing	Proposed
<b>OCP Future Land Use:</b>	R-AGR – Rural – Agricultural and Resource	PSU – Public Services Utilities
<b>Zone:</b>	P3 – Parks and Open Space/A1 – Agriculture	P1 – Major Institutional

### 1.0 Recommendation

THAT Official Community Plan Map Amendment Application No. OCP24-0014 to amend Map 3.1 in the Kelowna 2040 – Official Community Plan Bylaw No. 12300 by changing the Future Land Use designation of portions of:

- Lot A, Sections 9, 10 and 16, Township 23, ODYD, Plan 30819 Except Plan KAP81434, located at 2335-2355 John Hindle Drive, Kelowna, BC;
- Lot 1, Sections 9 and 10, Township 23, ODYD, Plan 1884 Except Plan 31642, located 855 Packinghouse Road, Kelowna, BC; and
- Lot 2, Sections 9, 10, 15 and 16, Township 23, ODYD, Plan EPP15596, located at 2340-2720 John Hindle Drive, Kelowna, BC;

From the R-AGR – Rural – Agricultural and Resource designation to the PSU – Public Services Utilities designation, as shown on Map “A” attached to the Report from the Development Planning Department dated May 26 2025, be considered by Council;

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

AND THAT Council considers the Public Information Session public process to be appropriate consultation for the Purpose of Section 475 of the Local Government Act, as outlined in the Report from the Development Planning Department dated May 26 2025

AND THAT Rezoning Application No. Z24-0064 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of portions of:

- Lot A, Sections 9, 10 and 16, Township 23, ODYD, Plan 30819 Except Plan KAP81434, located at 2335-2355 John Hindle Drive, Kelowna, BC and;
- Lot 1, Sections 9 and 10, Township 23, ODYD, Plan 1884 Except Plan 31642, located 855 Packinghouse Road, Kelowna, BC ;



From the P3 – Parks and Open Space zone to the P1 – Major Institutional zone as shown on Map “B” attached to the Report from the Development Planning Department dated May 26 2025, be considered by Council;

AND THAT Rezoning Application No. Z24-0064 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of portions of:

- Lot 2, Sections 9, 10, 15 and 16, Township 23, ODYD, Plan EPP15596 located at 2340-2720 John Hindle Drive, Kelowna, BC;

From the A1 - Agriculture zone to the P1 – Major Institutional zone as shown on Map “B” attached to the Report from the Development Planning Department dated May 26 2025, be considered by Council;

AND FURTHER THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration.

## 2.0 Purpose

To amend the Official Community Plan to change the future land use designation on portions of the subject properties from the R-AGR – Rural – Agricultural and Resource designation to the PSU – Public Services Utilities designation and to rezone portions of the subject properties from the P3 – Parks and Open Space zone and from the A1 – Agriculture zone to the P1 – Major Institutional zone to facilitate the development of the Glenmore Protective Services Campus (GPSC).

## 3.0 Development Planning

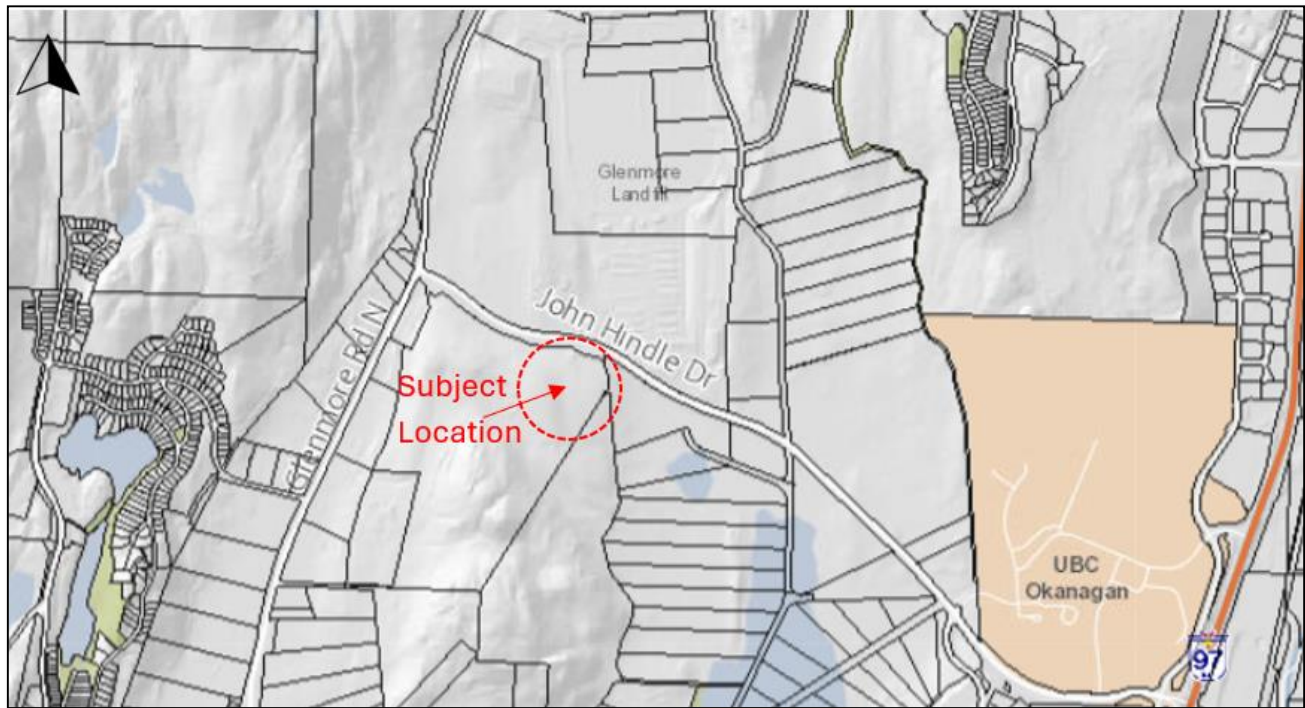
Development Planning staff support the proposed amendments to the Official Community Plan and Zoning Bylaw as they align with the Official Community Plan's objectives and will facilitate the development of the Glenmore Protective Services Campus (GPSC). Specifically, these changes will enable the construction of a new firehall, training centre, and potentially other facilities, prioritizing public health and safety. Specifically, this involves replacing the Glenmore Firehall Station #5 at 550 Valley Road N, which requires replacement and expansion to serve the growing Glenmore neighbourhood and surrounding community adequately.

Staff have reviewed this application, and it may move forward without affecting either the City's Financial Plan or Waste Management Plan.

## 4.0 Site Context & Background

Orientation	Zoning	Land Use
North	P4 – Utilities	Glenmore Landfill
East	A1 – Agriculture	Agriculture/Robert Lake
South	A1 – Agriculture	Agriculture/Rural Residential
West	MF2 – Townhouse Housing/A1 -Agriculture	Residential/Agriculture

The subject site is located on John Hindle Drive adjacent to the Glenmore Landfill. The surrounding area is a mix of agricultural uses such as cattle grazing and hay production. Residential uses near the site include a multi-family/townhouse complex located approximately 500m from the subject area at the intersection of John Hindle Drive and Glenmore Road N. Other residential uses include single family housing located on large rural/agricultural parcels. The University of British Columbia Okanagan (UBCO) campus is located approximately 1.5 kilometers from the subject site.

**Subject Property Map:****4.1 Background**

The subject site was purchased by the City of Kelowna in 2018 to provide a buffer related to the adjacent Glenmore Landfill and in recognition that as the city grows, natural areas will need to be protected and preserved for a variety of reasons such as ecological preservation, public safety services, and the enjoyment of Kelowna residents.

On August 14, 2023 the North Glenmore Firehall Future Location Report to Council was presented by City staff and endorsed by Council. The report recommended the proposed site among six potential sites for a new fire hall facility to replace the existing Fire Station #5 at 550 Valley Road North. The report indicated that the establishment of a new firehall would support all potential firehall networks and would be critical for improving the current and future service levels.

The Glenmore Protective Services Campus (GPSC) was approved for inclusion in the 2025 Capital Plan. The design is in progress, with construction anticipated to commence in Fall of 2025 and projected completion by 2027.

The site is under review for the potential to accommodate other future municipal services, community police services, and other utility-related services. Further project feasibility will be conducted to determine the scope of any facilities to be constructed and detailed designs will subsequently be submitted as part of Development Permit and Building Permit applications. The proposed OCP and Zoning Bylaw amendments and the forthcoming projects are set to significantly enhance safety and elevate the quality of life for both the North Glenmore neighborhood and the wider community.

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### **The Big Picture: 10 Pillars to Realize our Vision – Take Action on Climate**

Take action on climate through Imagine Kelowna, residents have spoken clearly that action needs to be taken to not only reduce the community's greenhouse gas emissions but also to become a more resilient community in the face of a changing climate. To take action, the Official Community Plan focuses growth in a way that is more compact, energy-efficient and better prepared to adapt to events like floods, wildfires, drought and other climate change impacts.

#### **Objective 13.1 Prioritize infrastructure investment targeting high growth areas**

Policy 13.1.1 Infrastructure Prioritization	<p>Prioritize infrastructure investment using a multiple bottom line decision-making approach based generally on the following parameters and priorities:</p> <ol style="list-style-type: none"> <li>1. Public health and safety;</li> <li>2. Regulatory need;</li> <li>3. Growth Strategy District;</li> <li>4. Environmental responsibility;</li> <li>5. Economic efficiencies and impact, such as partnerships, project coordination and economic spinoffs; and</li> <li>6. Key local industries (i.e. agricultural in the case of irrigation water supply).</li> </ol> <p><i>The proposed amendments would facilitate the construction of a new firehall which would improve public health and safety for residents.</i></p>
---	--

#### **Objective 13.2 Ensure fiscally responsible management of existing and proposed infrastructure**

Policy 13.2.1 Life Cycle Asset Management	<p>Make planning and capital investment decisions with a long-term life-cycle asset management perspective for the design, maintenance and renewal of infrastructure and facilities, including natural assets.</p> <p><i>This application is related to the replacement of Glenmore Firehall Station#5 located at 550 Valley Road N which is currently at the end of its asset life cycle and in need of replacement and expansion to adequately service the Glenmore neighbourhood and surrounding community.</i></p>
Policy 13.2.5 Integrated Design and Delivery Process	<p>Coordinate between City divisions, other levels of government and utility service providers to ensure all infrastructure projects consider multiple objectives.</p> <p><i>The City is undertaking an integrated design and delivery process for the development of the Glenmore Protective Services Campus (GPSC) to deliver a project that provides maximum benefits to the community.</i></p>

#### **Application Chronology**

Application Accepted:	December 18 <sup>th</sup> 2024
Neighbourhood Notification Completed:	April 28 <sup>th</sup> 2025

<b>Report prepared by:</b>	Alex Kondor, Development Planning Manager
<b>Reviewed by:</b>	Nola Kilmartin, Development Planning Department Manager
<b>Approved for Inclusion:</b>	Ryan Smith, Divisional Director, Planning, Climate Sustainability and Development Services

**Attachments:**

Attachment A: Draft Site Plan

Map A – OCP Amendment OCP24-0014

Map B – Zoning Amendment Z24-0064

For additional information, please visit our Current Developments online at [www.kelowna.ca/currentdevelopments](http://www.kelowna.ca/currentdevelopments).





**ATTACHMENT A**

This forms part of application  
# Z24-0064 OCP24-0014

Planner  
Initials **AK**



**GLENMORE PROTECTIVE SERVICES CAMPUS**  
**PROPOSED REZONING / OCP AMENDMENT**



DRAWN BY: DJF  
DATE: APR. 23, 2025

DESIGN BY: LK

SCALE: 1:2000

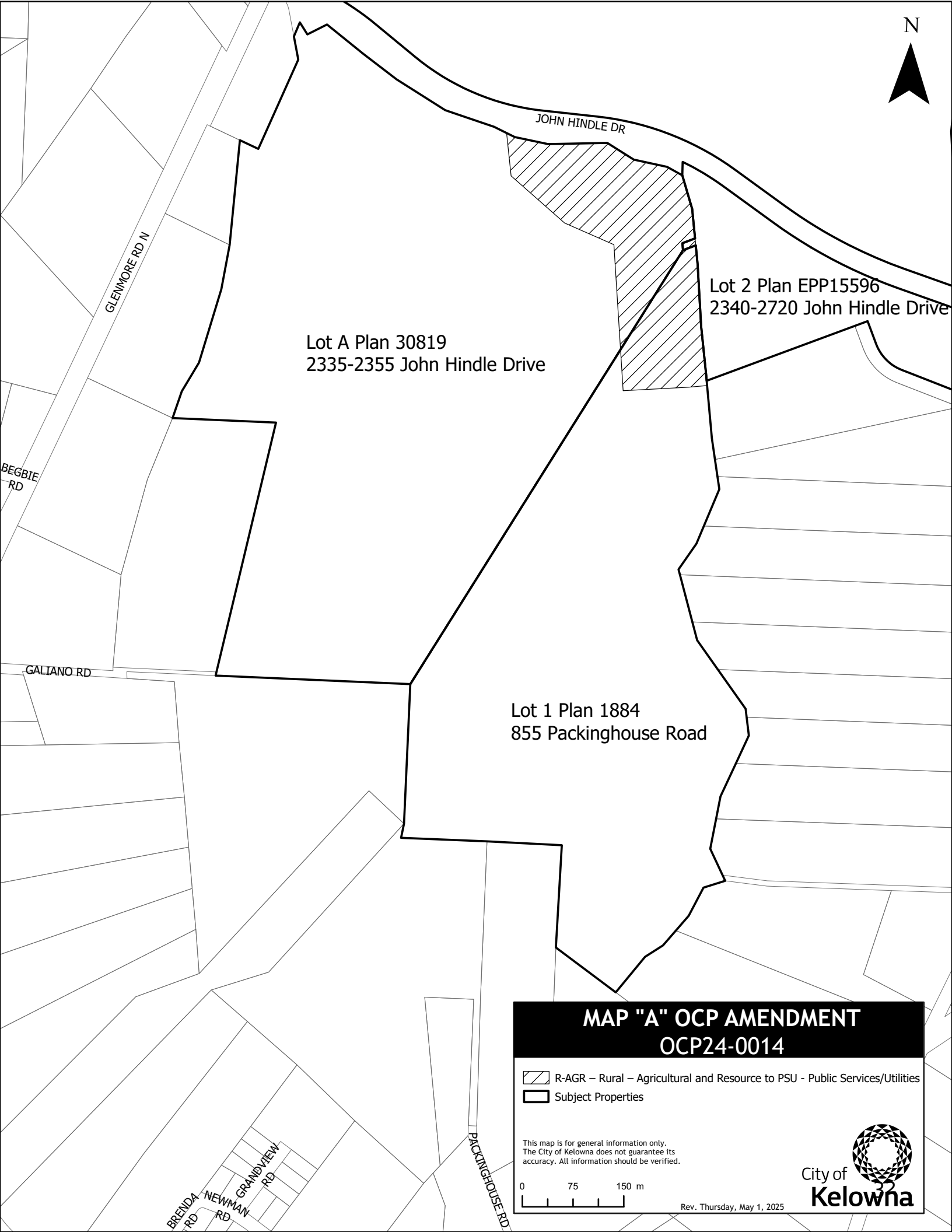
DWG NO.:

**SK2**  
498-541

REV:

**3**







Lot A Plan 30819  
2335-2355 John Hindle Drive

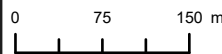
Lot 2 Plan EPP15596  
2340-2720 John Hindle Drive

Lot 1 Plan 1884  
855 Packinghouse Road

# MAP "A" OCP AMENDMENT OCP24-0014

-  R-AGR – Rural – Agricultural and Resource to PSU - Public Services/Utilities
-  Subject Properties

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



Rev. Thursday, May 1, 2025





GLENMORE RD N

JOHN HINDLE DR

Lot A Plan 30819  
2335-2355 John Hindle Drive

Lot 2 Plan EPP15596  
2340-2720 John Hindle Drive




Lot 1 Plan 1884  
855 Packinghouse Road

GALTANO RD

BRENDA RD  
NEWMAN RD  
GRANDVIEW RD

PACKINGHOUSE RD

## MAP "B" ZONING AMENDMENT Z24-0064

-  A1 - Agriculture to P1 - Major Institutional
-  P3 - Parks and Open Space to P1 - Major Institutional
-  Subject Properties

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

0 75 150 m

Rev. Thursday, May 1, 2025

# OCP/Rezoning Application

Multiple Addresses:

2335-2355 John Hindle Dr, 2340-2720 John Hindle Dr, 855 Packinghouse Road

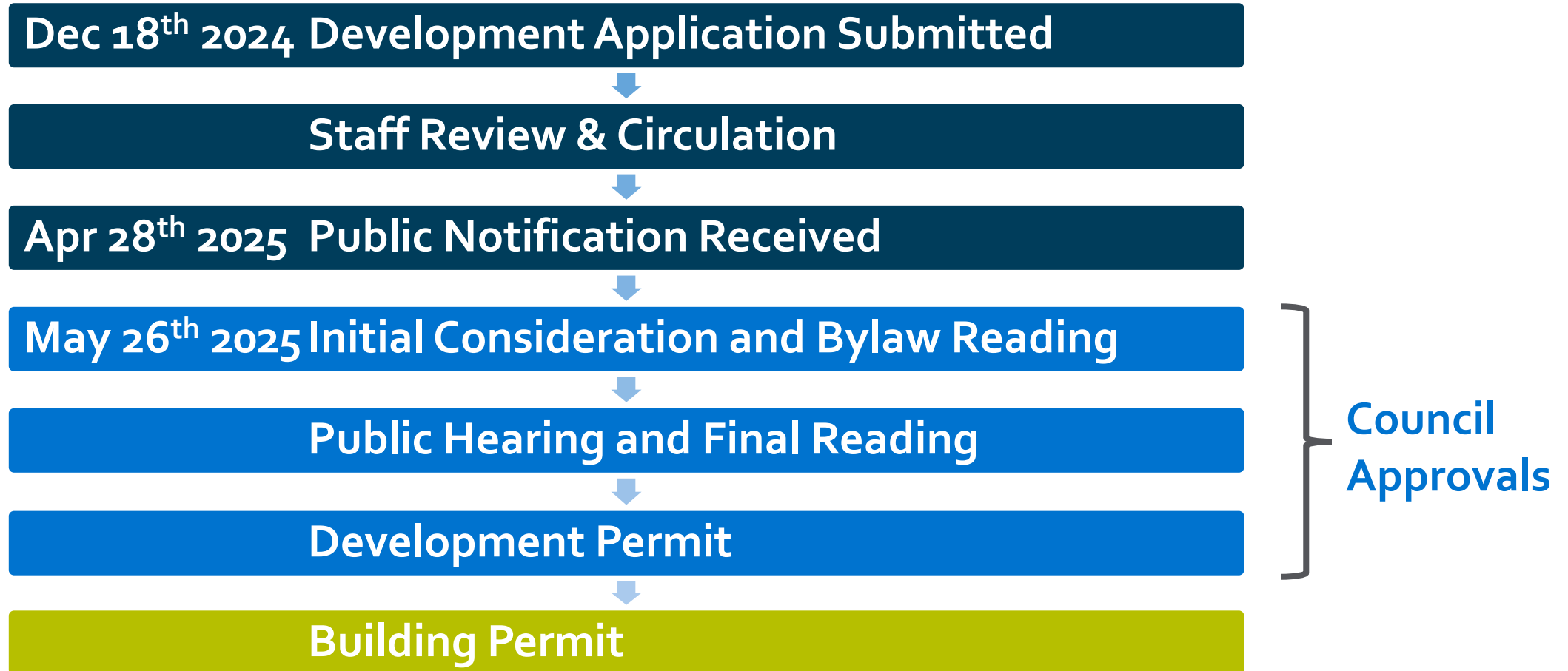
OCP24-0014/Z24-0064



# Purpose

- To amend the Official Community Plan to change the future land use designation on portions of the subject properties from R-AGR – Rural – Agricultural and Resource designation to the PSU – Public Services/Utilities designation
- To rezone portions of the subject properties from the P<sub>3</sub> – Parks and Open Space zone and A<sub>1</sub> – Agriculture Zone to the P<sub>1</sub> – Major Institutional zone to facilitate the development of the Glenmore Protective Services Campus (GPSC).

# Development Process



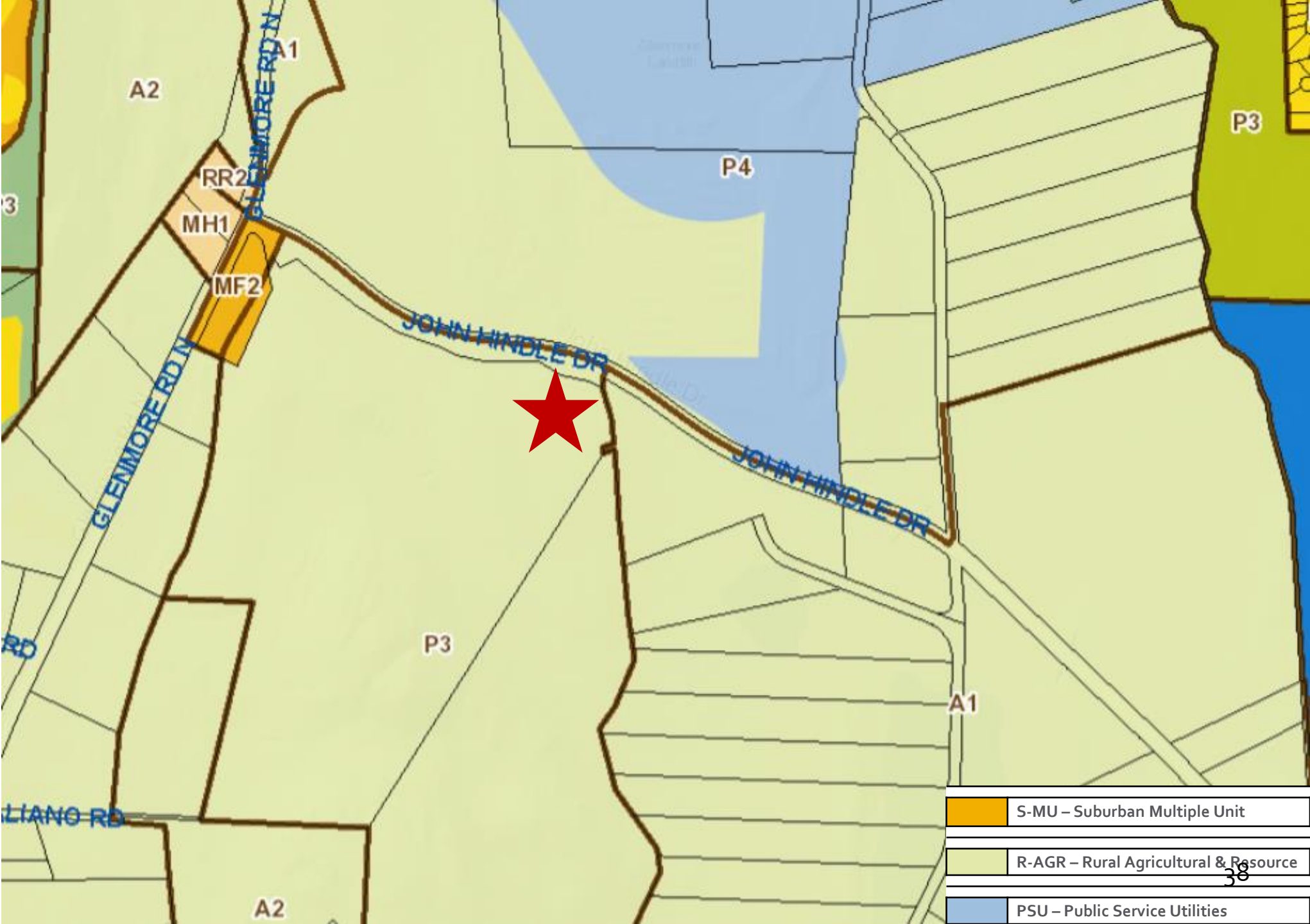


# Context Map





Context  
Map:  
OCP  
Future  
Land Use  
and  
Zoning







# Subject Property Map



# “P1” Major Institutional Zone

## Purpose:

- The purpose is to provide a zone primarily for major governmental and publicly or privately funded institutional uses.

## Summary of Uses:

- Childcare Centres
- Cultural and Recreation Services
- Detention and Correction Services
- **Emergency and Protective Services**
- Health Services
- Indoor Recreation Services
- Temporary Shelter Services
- Religious Assemblies

# “P1” Major Institutional Zone

Regulation	Maximum Permitted
Maximum Height (with bonus)	6 storeys (22m)
Maximum Site Coverage of Buildings	70%
Proposed Uses	Emergency and Protective Services



# OCP Objectives & Policies

- **Prioritize infrastructure investment targeting high growth areas**
  - Prioritize infrastructure investment using a multiple bottom line decision-making approach
- **Ensure fiscally responsible management of existing and proposed infrastructure**
  - Make planning and capital investment decisions with a long-term life-cycle asset management perspective for the design, maintenance and renewal of infrastructure and facilities, including natural assets
  - Coordinate between City divisions, other levels of government and utility service providers to ensure all infrastructure projects consider multiple objectives

# Staff Recommendation

- Staff recommend support for the proposal as it is consistent with OCP objectives and will facilitate:
  - Replacement of Glenmore Firehall Station#5
  - Construction of a new protective services campus
  - Improved public health and safety for residents
  - Integrated design and delivery process

# CITY OF KELOWNA

## BYLAW NO. 12790

### Official Community Plan Amendment No. OCP24-0014 – 2335-2355, 2340-2720 John Hindle Drive and 855 Packinghouse Road

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A bylaw to amend the "*Kelowna 2040* – Official Community Plan Bylaw No. 12300".

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

1. THAT Map 3.1 – **Future Land Use** of "*Kelowna 2040* – Official Community Plan Bylaw No. 12300" be amended by changing the Future Land Use designation of portions of:
  - Lot A Sections 9, 10 and 16 Township 23 ODYD Plan 30819 Except Plan KAP81434, located on John Hindle Drive, Kelowna BC;
  - Lot 1 Sections 9 and 10 Township 23 ODYD Plan 1884 Except Plan 31642, located on Packinghouse Road, Kelowna, BC; and
  - Lot 2 Sections 9, 10, 15 and 16 Township 23 ODYD Plan EPP15596, located on John Hindle Drive, Kelowna, BC;from the R-AGR – Rural – Agricultural and Resource designation to the PSU – Public Services Utilities designation 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

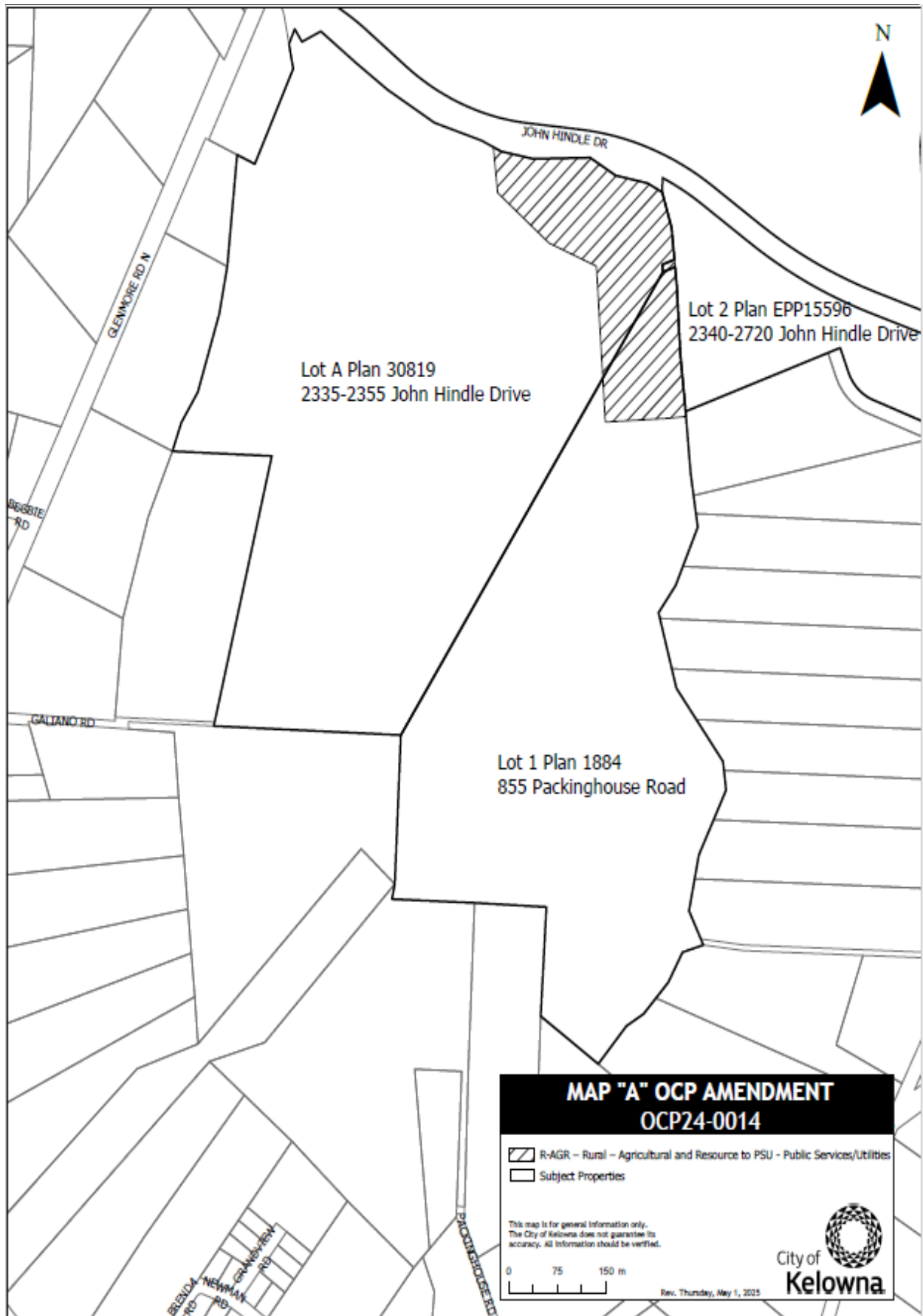
Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk





# CITY OF KELOWNA

## BYLAW NO. 12791

**Z24-0064**

### **2335-2355, 2340-2720 John Hindle Drive and 855 Packinghouse Road**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of portions of:
  - Lot A Sections 9, 10 and 16 Township 23 ODYD Plan 30819 Except Plan KAP81434, located on John Hindle Drive, Kelowna BC; and
  - Lot 1 Sections 9 and 10 Township 23 ODYD Plan 1884 Except Plan 31642, located on Packinghouse Road, Kelowna, BC;from the P3 – Parks and Open Space zone to the P1 – Major Institutional zone as shown on Map "B" attached to and forming part of this bylaw.
2. AND THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of portions of Lot 2 Sections 9, 10, 15 and 16 Township 23 ODYD Plan EPP15596, located on John Hindle Drive, Kelowna, BC from the A1 - Agriculture zone to the P1 – Major Institutional zone as shown on Map "B" attached to and forming part of this bylaw.
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 time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

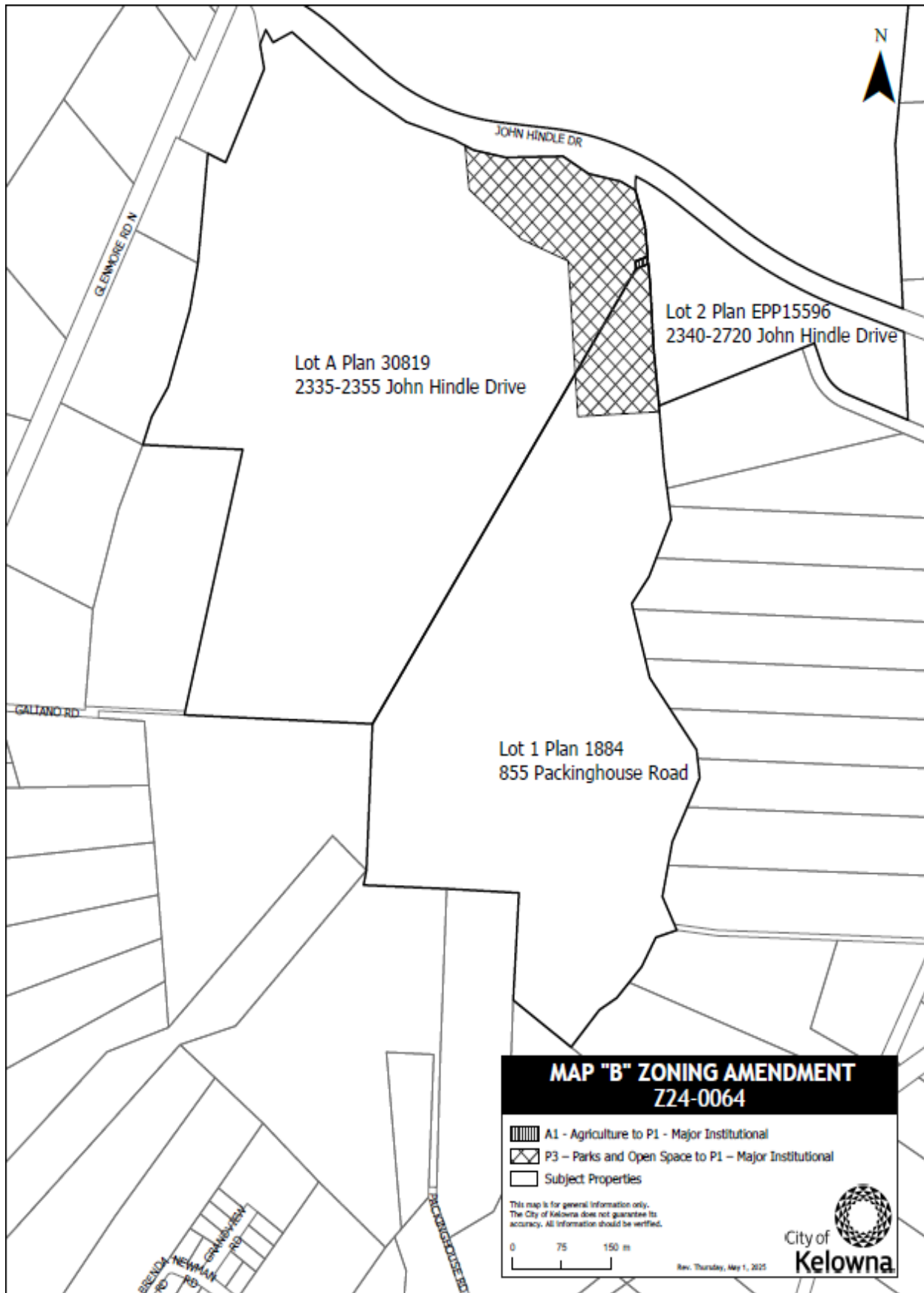
Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk



# Report to Council



**Date:** May 26, 2025  
**To:** Council  
**From:** City Manager  
**Department:** Office of the City Clerk  
**Subject:** Rezoning Bylaws Supplemental Report to Council

---

## **Recommendation:**

THAT Council receives, for information, the report from the Office of the City Clerk dated May 26, 2025 with respect to two rezoning applications;

AND THAT Rezoning Bylaws No. 12786 and 12787 be forwarded for further reading consideration.

## **Purpose:**

To receive a summary of notice of first reading for Rezoning Bylaws No. 12786 and 12787 and to give the bylaws further reading consideration.

## **Background:**

A public hearing cannot be held for zoning bylaws for residential development that are consistent with the OCP. A public hearing is not required for all other zoning bylaws that are consistent with the OCP. Public notice is given before first reading with signage on the subject property, newspaper advertisements, and mailouts in accordance with the Local Government Act and Development Application & Heritage Procedures Bylaw No. 12310.

## **Discussion:**

The two Rezoning Applications were brought forward to Council for initial consideration on May 12, 2025, Notice of first reading was completed as outlined above.

Correspondence was received as per the following table:

Address	Application	Bylaw	Public Hearing Option	Recommended Readings	Correspondence Received
<a href="#">860-1000 KLO Rd</a>	TA25-0003	12786	Yes	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , adopt	0
<a href="#">1181-1191 Bernard Ave</a>	Z25-0011	12687	No	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	0

These applications were brought forward with a recommendation of support from the Development Planning Department. Staff are recommending Council proceed with further readings of the Bylaws.

**Conclusion:**

Following notice of first reading, staff are recommending that Council give Rezoning Bylaws No. 12786 and 12787 further reading consideration.

**Considerations applicable to this report:**

**Legal/Statutory Authority:**

*Local Government Act s. 464(2)*

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

Following the notification period under s. 467 of the Local Government Act, Council may choose to:

- give a bylaw reading consideration,
- defeat the bylaw, or
- for non-residential bylaws, give a bylaw first reading and advance the bylaw to a Public Hearing.

**Considerations not applicable to this report:**

***Existing Policy:***

***Financial/Budgetary Considerations:***

***External Agency/Public Comments:***

***Communications Comments:***

Submitted by: L Klaamas, Legislative Technician

Approved for inclusion: L. Bentley, City Clerk

cc: Development Planning



# CITY OF KELOWNA

## BYLAW NO. 12786

TA25-0003

860-1000 KLO Road

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375, **Section 14 – Core Area and Other Zones, Section 14.15 - Site Specific Regulations** be amended by adding the following in its appropriate location:

“

Lot 1 District Lot 135 ODYD Plan EPP90191	860-1000 KLO Rd	To allow for Hotel / Motel as a Principal Use on the subject property.
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”

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, 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. 12787**  
**Z25-0011**  
**1181-1191 Bernard Avenue**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot A District Lot 137 ODYD Plan EPP135950 located on Bernard Avenue, Kelowna, BC from the MF<sub>3</sub> – Apartment Housing zone to the MF<sub>3r</sub> – Apartment Housing Rental Only 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, second and third time by the Municipal Council this

Approved pursuant to section 52(3)(a) of the Transportation Act this

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for Minister of Transportation & Transit

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# REPORT TO COUNCIL DEVELOPMENT PERMIT



**Date:** May 26, 2025  
**To:** Council  
**From:** City Manager  
**Address:** 728 Valley Rd  
**File No.:** DP24-0012  
**Zone:** MF3r – Apartment Housing Rental Only

---

## **1.0 Recommendation**

THAT Council authorizes the issuance of Development Permit No. DP24-0012 for Lot 2 Section 29 Township 26 ODYD Plan EPP80501, located at 728 Valley Rd, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
3. Landscaping to be provided on the land be in accordance with Schedule "C";
4. The applicant be required to post with the City a Landscape Performance Security deposit in the amount of 125% of the estimated value of the Landscape Plan, as determined by a Registered Landscape Architect;
5. The applicant be required to make a payment into the Public Amenity & Streetscape Capital Reserve Fund as established by Bylaw No. 12386 in accordance with Table 6.8.a. in Zoning Bylaw No. 12375;

AND THAT the applicant be required to complete the above noted conditions of Council's approval of the Development Permit Application in order for the permits to be issued;

AND FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

## **2.0 Purpose**

To issue a Development Permit for the form and character of apartment housing.

## **3.0 Development Planning**

Staff support the proposed Development Permit for the form and character of a six-storey apartment development. The proposed project generally aligns with the Official Community Plan (OCP) Form and Character Design Guidelines for Low & Mid-Rise Residential Development. Key guidelines that are met include:

- Orienting the building so that windows and balconies overlook public streets, parks, walkways and shared amenity spaces while minimizing views into private residences;
- Providing vehicular access off the secondary street, which limits the impact on pedestrians and streetscape;

- Incorporating distinct architectural treatments for corner sites and highly visible buildings such as vary the roofline and articulating the façade.

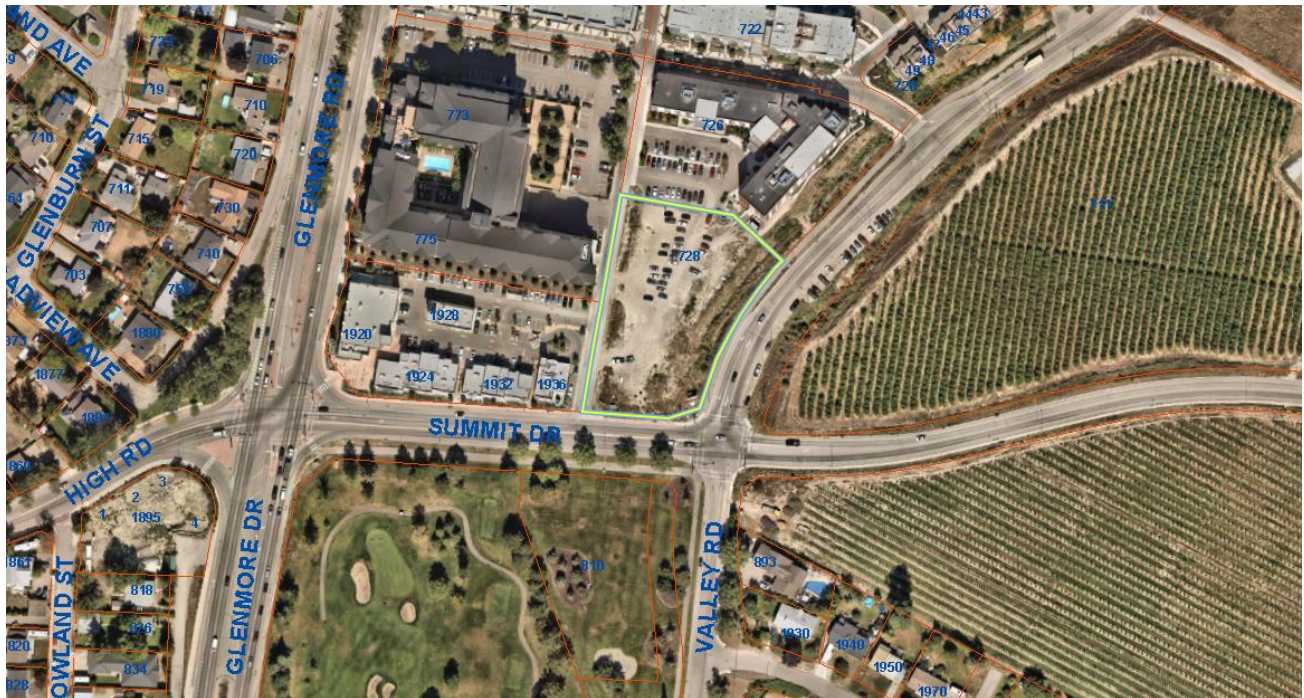
The development proposes a variety of materials, including composite panel cladding, brick veneer, and cementitious cladding in dark grey, light grey, beige, and wood finishes. The landscape plan features small, medium, and large trees at the side and rear of the property.

The applicant is proposing a six-storey seniors' apartment, designed for seniors who are downsizing and do not require full-time care. The building will feature 168 units, including a mix of studios, 1-bedroom, and 2-bedroom apartments. The proposal includes 106 parking stalls for both residents and staff. Classified as supportive housing, the building will offer concierge services, security, amenity programming, housekeeping, dining, home care, and transportation services. The supportive housing designation has reduced parking requirements compared to typical residential apartments.

The property faces some site constraints due to the presence of Brandt's Creek and the Riparian Management Area on its eastern portion. This 15.0 m area is under covenant, prohibiting any building or disturbance. A previous Natural Environment Development Permit was approved, which covenanted and restored the RMA. Additionally, a FortisBC Statutory Right of Way (SRW) runs along the southern property line, which also restricts any building, landscaping and improvements.

#### 4.0 Subject Property & Background

##### 4.1 Subject Property Map



The subject property is located at the corner of Valley Rd and Summit Dr. The surrounding area is zoned with a mix of A1 – Agriculture, MF3 – Apartment Housing, MF2 – Townhouse Housing, P3 – Parks and Open Space, and C2dt-rcs – Vehicle Oriented Commercial. The area includes uses such as apartment housing, commercial, agriculture, and participant recreation, outdoor. The subject property is currently vacant.

## 5.0 Background

In 2016, Council approved a Master Site Development Permit (OCP16-0010, Z16-0046, and DP16-0173), establishing the overall development layout and common landscape design features for the entire Valley Lands project. The proposed Development Permit is the final building to be considered by Council in the Valley Lands Master Plan.

A Development Permit (DP19-0152) and a Development Variance Permit (DP19-0153) were previously approved by Council on April 21, 2020 for a seven-storey retirement home. This was intended to complement the adjacent property to the north at 726 Valley Rd, known as Vineyards Lodge, a memory care facility. The Development Permit and Development Variance Permits have since expired. The project's owner has not changed, but the scope has shifted to an independent senior's apartment.

## 6.0 Zoning Bylaw Regulations Summary

AREA & UNIT STATISTICS		
Gross Lot Area		6,459 m <sup>2</sup>
Undevelopable Land (riparian, 30% slope, etc.)		1,333.1 m <sup>2</sup>
<b>Total Number of Units</b>		<b>168</b>
Studio		17
1-bed		100
2-bed		51
DEVELOPMENT REGULATIONS		
CRITERIA	MF3r ZONE	PROPOSAL
<b>Total Maximum Floor Area Ratio</b>	<b>2.15</b>	<b>2.00</b>
Base FAR	1.3	
Bonus FAR (Rental Housing)	0.3	
Bonus FAR (Underground Parking)	0.25	
Bonus FAR (Density Bonus)	0.3	
Max. Site Coverage (buildings)	65%	35%
Max. Site Coverage (buildings, parking, driveways)	85%	60%
<b>Max. Height</b>	<b>22.0 m / 6 storeys</b>	<b>18.6 m / 6 storeys</b>
Base Height	18.0 m / 4 storeys	
Bonus Height	4.0 m / 2 storeys	
<b>Setbacks</b>		
Min. Front Yard (South)	4.5 m	4.5 m
Min. Side Yard (West)	3.0 m	7.0 m
Min. Side Yard (East)	3.0 m	15.0 m
Min. Rear Yard (North)	3.0 m	4.5 m
<b>Step backs</b>		
Min. Fronting Street (South)	3.0 m	3.0 m
Min. Flanking Street (East)	3.0 m	3.0 m
<b>Amenity Space</b>		
<b>Total Required Amenity Space</b>	<b>2,917.5 m<sup>2</sup></b>	<b>3,122 m<sup>2</sup></b>
Common	672 m <sup>2</sup>	2,046.9 m <sup>2</sup>
<b>Landscaping</b>		
Min. Number of Trees	28 trees	28 trees



Min. Large Trees	14 trees	14 trees
<b>PARKING REGULATIONS</b>		
<b>CRITERIA</b>	<b>MF3r ZONE REQUIREMENTS</b>	<b>PROPOSAL</b>
<b>Total Required Vehicle Parking</b>	<b>102 stalls</b>	<b>106 stalls</b>
Resident	69	
Visitor	21	
Employee	8	
Accessible	4	
Ratio of Regular to Small Stalls	Min. 50% Regular Max. 50% Small	83.1% Regular 16.9% Small
Bicycle Stalls Short-Term	6 stalls	6 stalls
Bicycle Stalls Long-Term	126 stalls	130 stalls
Bike Wash & Repair	y	y

## 7.0 Application Chronology

Application Accepted: February 16, 2024  
 Neighbour Notification Received: N/A

**Report prepared by:** Tyler Caswell, Planner Specialist  
**Reviewed by:** Carla Eaton, Development Planning Manager  
**Reviewed by:** Nola Kilmartin, Development Planning Department Manager  
**Approved for Inclusion:** Ryan Smith, Divisional Director, Planning, Climate Action & Development Services

### Attachments:

Attachment A: Draft Development Permit DP24-0012  
 Schedule A: Site Plan & Floor Plans  
 Schedule B: Elevations & Sections  
 Schedule C: Landscape Plan  
 Attachment B: OCP Form and Character Development Permit Guidelines  
 Attachment C: Applicant's Rationale

For additional information, please visit our Current Developments online at [www.kelowna.ca/currentdevelopments](http://www.kelowna.ca/currentdevelopments).

# Development Permit

DP24-0012



This permit relates to land in the City of Kelowna municipally known as

**728 Valley Rd**

and legally known as

**Lot 2 Section 29 Township 26 ODYD Plan EPP80501**

and permits the land to be used for the following development:

## **Apartment Housing**

The present owner and any subsequent owner of the above described land must comply with any attached terms and conditions.

**Date of Council Approval:**      **May 26, 2025**

Development Permit Area:      Form and Character DPA

Existing Zone:      MF3r – Apartment Housing Rental Only

Future Land Use Designation:      C-NHD – Core Area Neighbourhood

**This Development Permit is valid for two (2) years from the date of approval, with no opportunity to extend.**

## **This is NOT a Building Permit.**

In addition to your Development Permit, a Building Permit may be required prior to any work commencing. For further information, contact the City of Kelowna, Development Services Branch.

## **NOTICE**

This permit does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Owner:      1138742 BC Ltd. Inc. No. BC1138742

Applicant:      Steve Belt – Zeidler Architecture

\_\_\_\_\_  
Nola Kilmartin  
Development Planning Department Manager  
Planning & Development Services

\_\_\_\_\_  
Date of Issuance

<b>ATTACHMENT</b>		<b>A</b>
This forms part of application # DP24-0012		
Planner Initials	TC	 City of <b>Kelowna</b> DEVELOPMENT PLANNING

## 1. SCOPE OF APPROVAL

This Development 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 Development 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.

The issuance of a permit limits the permit holder to be in strict compliance with regulations of the Zoning Bylaw and all other Bylaws unless specific variances have been authorized by the Development Permit. No implied variances from bylaw provisions shall be granted by virtue of drawing notations that are inconsistent with bylaw provisions and that may not have been identified as required Variances by the applicant or Municipal staff.

## 2. CONDITIONS OF APPROVAL

THAT Council authorizes the issuance of Development Permit No. DP24-0012 for Lot 2 Section 29 Township 26 ODYD Plan EPP80501 located at 728 Valley Rd, Kelowna, BC, subject to the following:

- a) The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
- b) The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
- c) Landscaping to be provided on the land be in accordance with Schedule "C";
- d) The applicant be required to post with the City a Landscape Performance Security deposit in the amount of 125% of the estimated value of the Landscape Plan, as determined by a Registered Landscape Architect;
- e) The applicant be required to make a payment into the Public Amenity & Streetscape Capital Reserve Fund as established by Bylaw No. 12386 in accordance with Table 6.8.a. in Zoning Bylaw No. 12375;

AND FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

## 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 Developer and be paid to the Developer or his or her designate if the security is returned. The condition of the posting of the security is that should the Developer 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 enter into an agreement with the property owner of the day to have the work carried out, and any surplus shall be paid over to the property owner of the day. Should the Developer carry out the development as per the conditions of this permit, the security shall be returned to the Developer or his or her designate following proof of Substantial Compliance as defined in Bylaw No. 12310. There is filed accordingly:

- a) An Irrevocable Letter of Credit **OR** certified cheque **OR** a Surety Bond in the amount of **\$363,274.45**

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.

## 4. PUBLIC AMENITY & STREETSCAPE CAPITAL RESERVE FUND

Public Amenity & Streetscape Capital Reserve Fund Payment in the amount of **\$106,660.00** required for 5,125.9 m<sup>2</sup> lot area as part of the proposed development.

## 5. INDEMNIFICATION

Upon commencement of the works authorized by this Permit the Developer covenants and agrees 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 said Permit.

<b>ATTACHMENT</b>		<b>A</b>
This forms part of application # DP24-0012		
Planner Initials	<b>TC</b>	 <b>City of Kelowna</b> DEVELOPMENT PLANNING

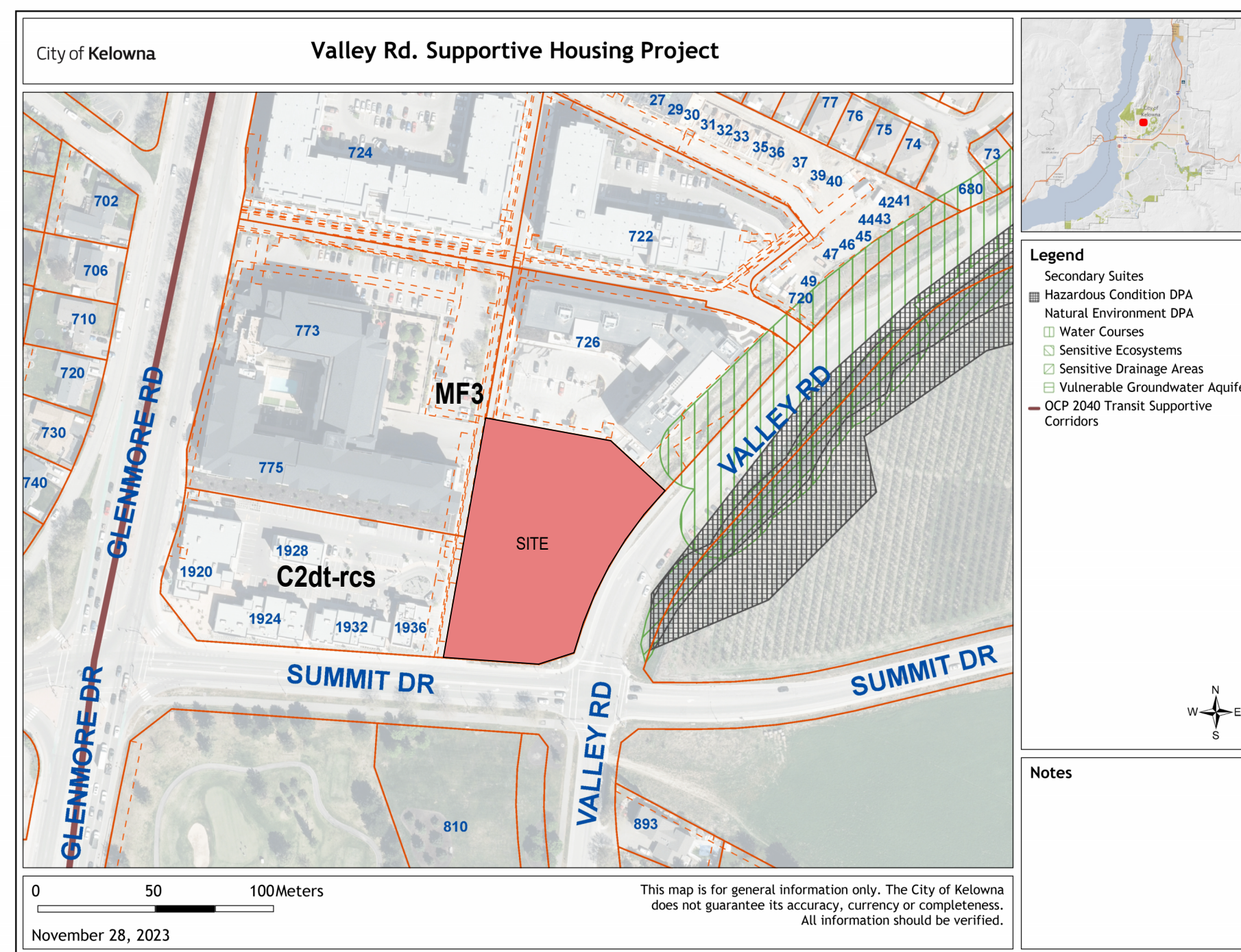
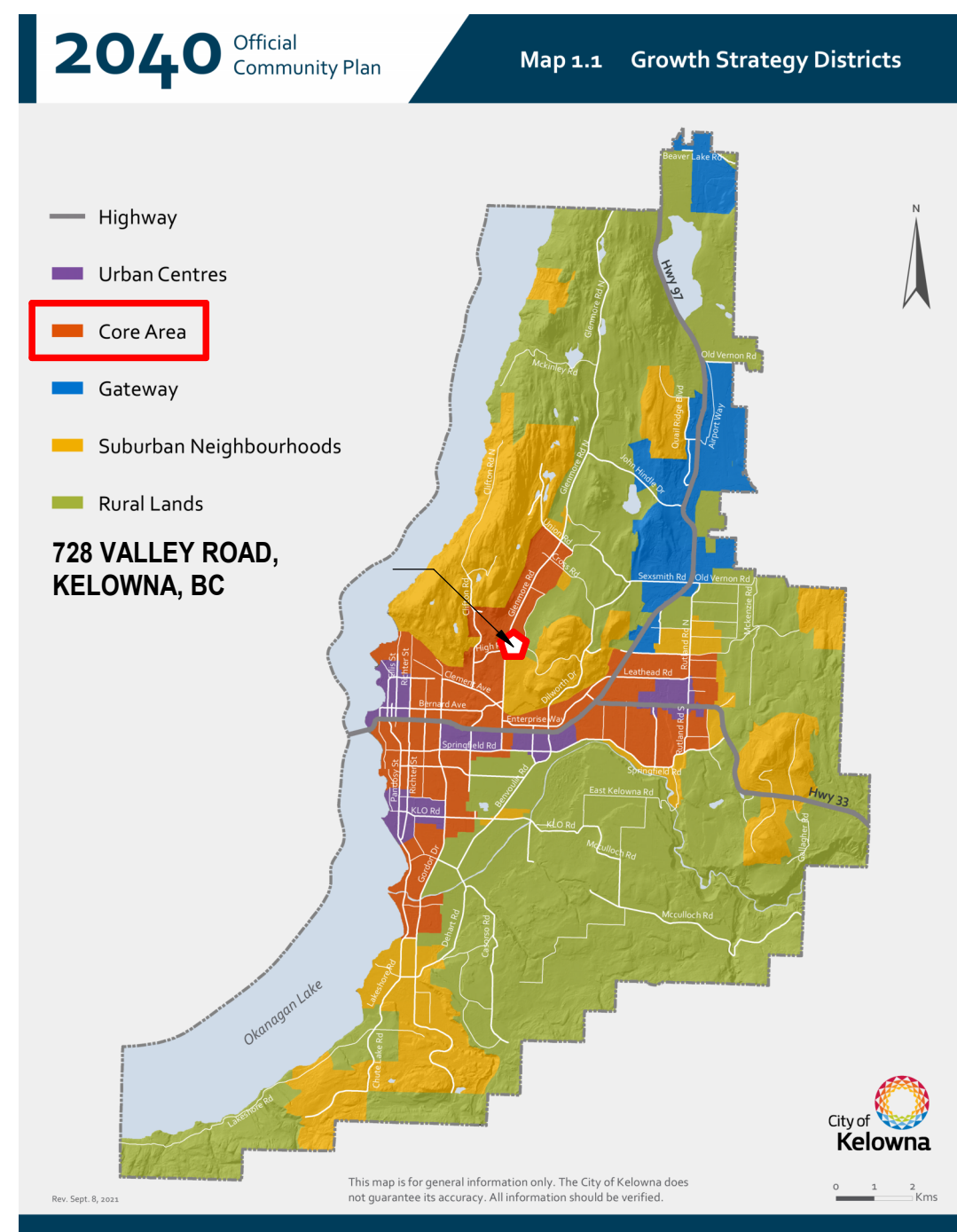
All costs, expenses, claims that may be incurred by the Municipality where the construction, engineering or other types of works as called for by the Permit results in damages to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly or indirectly in any way or to any degree, to construct, repair, or maintain.

**The PERMIT HOLDER is the CURRENT LAND OWNER.  
Security shall ONLY be returned to the signatory of the  
Landscape Agreement or their designates.**

DRAFT

<b>ATTACHMENT</b>		<b>A</b>
This forms part of application		
# DP24-0012		
Planner Initials	TC	 <b>City of Kelowna</b> DEVELOPMENT PLANNING





PROJECT INFORMATION

OWNER:

Troika / Sussex

DP APPLICANT:

ZEIDLER ARCHITECTURE

MUNICIPAL ADDRESS:

728 VALLEY ROAD  
KELOWNA, BC  
V1V 2E5

LEGAL ADDRESS:

LOT 2 SECTION 29 TOWNSHIP 26 OSOYOYOS DIVISION YALE DISTRICT PLAN EPP80501

PARCEL AREA:

6465.6 m<sup>2</sup> / 69594.6 ft<sup>2</sup> / 0.64656 ha

LANDUSE BYLAW:

ZONING BYLAW NO. 12375

ZONING (EXISTING):

MF3 / CORE NEIGHBOURHOOD (C-NHD)

ZONING (PROPOSED):

MF3r / CORE NEIGHBOURHOOD (C-NHD)

WATER PROVIDER

GLENMORE ELLISON IMPROVEMENT DISTRICT (GEID)

GENERAL DESCRIPTION:

6 STOREY MULTI-UNIT RESIDENTIAL BUILDING OVER 1 STOREY OF BELOW GROUND PARKADE. DESIGNED TO BE SUPPORTIVE HOUSING.

PRINCIPAL USES / FLOOR:

RESIDENTIAL

UNIT TYPE BREAKDOWN:

LEVEL	STUDIO	1 BED UNIT	2 BED UNIT	TOTALS
LEVEL 1	2	10	4	16
LEVEL 2	3	18	10	31
LEVEL 3	3	18	10	31
LEVEL 4	3	18	10	31
LEVEL 5	3	18	10	31
LEVEL 6	3	18	7	28
	17	100	51	168
	10.1%	59.5%	30.4%	

CLAUSe	REQUIREMENT	PROVIDED																																																																																																																																																			
MAX. SITE COVERAGE (13.5 - DEVELOPMENT REGULATIONS)	BUILDING COVERAGE (MF3) = 65% OF SITE AREA 6465.6 m² x 0.65 = 4,202.6 m²	AREA	BUILDING COVERAGE	Area	IMPERMEABLE COVERAGE																																																																																																																																																
	IMPERMEABLE SURFACES (MF3) = 85% OF SITE AREA 6465.6 m² x 0.85 = 5,495.7 m²	2262.9 m²	35%	3894.4 m²	60%																																																																																																																																																
FLOOR AREA RATIO (F.A.R.) (SECTION 13.6 - DENSITY & HEIGHT DEVELOPMENT REGULATIONS)	BASE F.A.R. FOR 5-STORIES & ABOVE = 1.3  FOOTNOTE 3: RENTAL HOUSING BONUS = +0.3 FOOTNOTE 8: 80% OF PARKING UNDERGROUND = +0.25  MAXIMUM F.A.R. = 5,125.9 x 2.15 = (= 11,020.83 m² )	TOTAL (NET AREA)		FAR 2.00																																																																																																																																																	
		LEVEL	m²	ft²																																																																																																																																																	
		LEVEL 1	962.6 m²	10361 ft²																																																																																																																																																	
		LEVEL 2	1903.3 m²	20487 ft²																																																																																																																																																	
		LEVEL 3	1903.3 m²	20487 ft²																																																																																																																																																	
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		LEVEL 6	1669.0 m²	17965 ft²																																																																																																																																																	
			10244.8 m²	110275 ft²																																																																																																																																																	
SETBACKS: (13.5 - DEVELOPMENT REGULATIONS)	MIN. FRONT / FLANKING SIDE YARD (NOT GROUND ORIENTED) = 4.5 m MIN. SIDE YARD = 3.0 m MIN. REAR YARD (WITH LANE) = 3.0 m  MIN. FRONT / FLANKING SIDE YARD STEPBACK = 3.0 m	FRONT / STREET SETBACK = 4.5m (Summit Dr) FRONT / STREET STEP BACK = 3.0m (Summit Dr & Valley Rd) SIDE SETBACK = 7.0m SIDE FLANKING SETBACK = 15.0m (BRANDT CREEK RIPARIAN COVENANT) REAR SETBACK = 4.5m  18.6 m / 6 STOREYS																																																																																																																																																			
BUILDING HEIGHT (13.6 - DENSITY & HEIGHT REGULATIONS)	MAX. BASE HEIGHT = 18.0 m / 4 STOREYS MAX. BONUS HEIGHT = 22.0m / 6 STOREYS  FOOTNOTE 3: PUBLIC AMENITY & STREETScape BONUS																																																																																																																																																				
AMENITY SPACE: (13.5 - DEVELOPMENT REGULATIONS)	MIN. COMMON & PRIVATE AMENITY  7.5 m² PER BACHELOR x 17 UNITS = 127.5 m² 15.0 m² PER 1-BED x 100 UNITS = 1,515 m² 25.0 m² PER <1-BED x 51 UNITS = 1,275 m²  TOTAL = 2,917.5 m²	<table><tr><th colspan="2">Name</th><th>LEVEL</th><th>m²</th><th>AMENITIES</th><th>TYPE</th></tr><tr><td>CONCIERGE</td><td>LEVEL 1</td><td>25.3 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>DINING ROOM</td><td>LEVEL 1</td><td>196.4 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>FITNESS</td><td>LEVEL 1</td><td>54.4 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>KITCHEN</td><td>LEVEL 1</td><td>115.0 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>LOUNGE / GAMES ROOM</td><td>LEVEL 1</td><td>119.7 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>MULTI-PURPOSE ROOM</td><td>LEVEL 1</td><td>123.7 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>COURTYARD</td><td>LEVEL 1</td><td>1184.4 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>BALCONY</td><td>LEVEL 1</td><td>101.9 m²</td><td>PRIVATE</td><td></td><td></td></tr><tr><td></td><td></td><td>1920.7 m²</td><td></td><td></td><td></td></tr><tr><td>BALCONY</td><td>LEVEL 2</td><td>186.1 m²</td><td>PRIVATE</td><td></td><td></td></tr><tr><td></td><td></td><td>186.1 m²</td><td></td><td></td><td></td></tr><tr><td>BALCONY</td><td>LEVEL 3</td><td>196.4 m²</td><td>PRIVATE</td><td></td><td></td></tr><tr><td></td><td></td><td>196.4 m²</td><td></td><td></td><td></td></tr><tr><td>BALCONY</td><td>LEVEL 4</td><td>196.4 m²</td><td>PRIVATE</td><td></td><td></td></tr><tr><td></td><td></td><td>196.4 m²</td><td></td><td></td><td></td></tr><tr><td>BALCONY</td><td>LEVEL 5</td><td>196.4 m²</td><td>PRIVATE</td><td></td><td></td></tr><tr><td></td><td></td><td>196.4 m²</td><td></td><td></td><td></td></tr><tr><td>BOOK NOOK</td><td>LEVEL 6</td><td>41.9 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>COFFEE / WINE BAR</td><td>LEVEL 6</td><td>126.6 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>BOOK NOOK</td><td>LEVEL 6</td><td>59.5 m²</td><td>COMMON</td><td></td><td></td></tr><tr><td>BALCONY</td><td>LEVEL 6</td><td>198.5 m²</td><td>PRIVATE</td><td></td><td></td></tr><tr><td></td><td></td><td>426.7 m²</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>3122.8 m²</td><td></td><td></td><td></td></tr></table>				Name		LEVEL	m²	AMENITIES	TYPE	CONCIERGE	LEVEL 1	25.3 m²	COMMON			DINING ROOM	LEVEL 1	196.4 m²	COMMON			FITNESS	LEVEL 1	54.4 m²	COMMON			KITCHEN	LEVEL 1	115.0 m²	COMMON			LOUNGE / GAMES ROOM	LEVEL 1	119.7 m²	COMMON			MULTI-PURPOSE ROOM	LEVEL 1	123.7 m²	COMMON			COURTYARD	LEVEL 1	1184.4 m²	COMMON			BALCONY	LEVEL 1	101.9 m²	PRIVATE					1920.7 m²				BALCONY	LEVEL 2	186.1 m²	PRIVATE					186.1 m²				BALCONY	LEVEL 3	196.4 m²	PRIVATE					196.4 m²				BALCONY	LEVEL 4	196.4 m²	PRIVATE					196.4 m²				BALCONY	LEVEL 5	196.4 m²	PRIVATE					196.4 m²				BOOK NOOK	LEVEL 6	41.9 m²	COMMON			COFFEE / WINE BAR	LEVEL 6	126.6 m²	COMMON			BOOK NOOK	LEVEL 6	59.5 m²	COMMON			BALCONY	LEVEL 6	198.5 m²	PRIVATE					426.7 m²						3122.8 m²			
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MOTOR VEHICLE PARKING REQUIREMENTS: (8.3 - OFF-STREET PARKING)	MULTI-RESIDENTIAL DEVELOPMENT: RENTAL SUPPORTIVE HOUSING MIN. 0.35 SPACES PER SLEEPING UNIT  BACHELOR/1-BED = 116 x 0.35 = 40.6 STALLS - (40.6 x 10%) = 36.54 (37) STALLS 2-BED = (50 x 2) x 0.35 = 35 - (35 x 10%) = 31.5 (32) STALLS VISITOR PARKING = 168 x 0.14 = 23.24 - (23.24 x 10%) = 20.92 (21) STALLS  = 90  15 EMPLOYEES @ 0.5 STALLS/PERSON = 7.5 (8) STALLS  TOTAL PARKING = 98  ACCESSIBLE PARKING STALLS = 4 STALLS (1 OF WHICH IS A VAN STALL)	<table><tr><th>LEVEL</th><th>TYPE</th><th>COUNT</th></tr><tr><td>LEVEL P1</td><td>BF - Standard</td><td>3</td></tr><tr><td>LEVEL P1</td><td>BF - VAN</td><td>1</td></tr><tr><td>LEVEL P1</td><td>SMALL CAR</td><td>18</td></tr><tr><td>LEVEL P1</td><td>STANDARD</td><td>78</td></tr><tr><td>LEVEL 1</td><td>STANDARD</td><td>6</td></tr><tr><td></td><td></td><td>106</td></tr></table>				LEVEL	TYPE	COUNT	LEVEL P1	BF - Standard	3	LEVEL P1	BF - VAN	1	LEVEL P1	SMALL CAR	18	LEVEL P1	STANDARD	78	LEVEL 1	STANDARD	6			106																																																																																																																											
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		106																																																																																																																																																			
BICYCLE PARKING REQUIREMENTS: (8.5 - BICYCLE PARKING)	SHORT TERM BICYCLE PARKING STALLS REQ'D: = 6 SHORT TERM BICYCLE STALLS PER ENTRY = 6 x 1 ENTRIES = 6 SHORT TERM STALLS REQUIRED  LONG TERM BICYCLE STALLS PER UNIT (SUPPORTIVE HOUSING) = 0.75 LONG TERM BICYCLE STALLS PER UNIT = 0.75 x 168 UNIT = 126	BICYCLE PARKING PROVIDED: SHORT TERM BICYCLE STALLS PROVIDED: 6  LONG TERM BICYCLE STALLS PROVIDED: FLOOR MOUNT RACKS = 66 WALL MOUNTED RACKS = 64  TOTAL = 130																																																																																																																																																			



# Zeidler Architecture

300, 640 – 8 Avenue SW  
Calgary, Alberta T2P 1G7  
T 403 233 2525 | [zeidler.com](http://zeidler.com)



**NOTE**

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3	ISSUED FOR DP RESPONSE 1	2025-03-16
2	ISSUED FOR DP	2023-12-21
1	DP Review Set	2023-12-12

NO.	ISSUE/ REVISION	DATE
-----	-----------------	------

NOT FOR CONSTRUCTION

PROJECT

# VALLEY ROAD

PROJECT ADDRESS

728 VALLEY ROAD  
KELOWNA, BC  
V1V 2E6

**TITLE**

# PROJECT + BYLAW INFO., BLOCK PLAN & SITE PHOTOS

PROJECT NO.	DRAWN	CHECKED
222-201	Author	Checker

DRAWING NO.

REVISION NO.

## DP1.01



**PROJECT INFORMATION**

**OWNER:** Troika / Savenet

**DP APPLICANT:** ZEIDLER ARCHITECTURE

**MUNICIPAL ADDRESS:** 728 VALLEY ROAD  
KELOWNA, BC  
V1Y 2E5

**LEGAL ADDRESS:** LOT 2 SECTION 28 TOWNSHIP 26 OSOYOOS DIVISION VALE DISTRICT PLAN EPP80501

**PARCEL AREA:** 6465.6 m<sup>2</sup> / 69564.6 ft<sup>2</sup> / 0.64656 ha

**LANDUSE BYLAW:** ZONING BYLAW NO. 12375

**ZONING (EXISTING):** MP3 / CORE NEIGHBOURHOOD (C-NHD)

**ZONING (PROPOSED):** MP3 / CORE NEIGHBOURHOOD (C-NHD)

**WATER PROVIDER:** GLENMORE ELLISON IMPROVEMENT DISTRICT (GED)

**GENERAL DESCRIPTION:** 6 STOREY MULTI-UNIT RESIDENTIAL BUILDING OVER 1 STOREY OF BELOW GROUND PARKADE. DESIGNED TO BE SUPPORTIVE HOUSING.

**PRINCIPAL USES / FLOOR:** RESIDENTIAL

**UNIT TYPE BREAKDOWN:**

LEVEL	STUDIO	1 BED UNIT	2 BED UNIT	TOTALS
LEVEL 1	2	10	4	16
LEVEL 2	3	18	10	31
LEVEL 3	3	19	10	32
LEVEL 4	3	18	10	31
LEVEL 5	3	18	10	31
LEVEL 6	3	19	7	29
	17	100	51	168
	10.1%	59.5%	30.4%	



2 ENLARGED PLAN WASTE RECYCLE ROOM  
SCALE: 1 : 50

1 SITE PLAN  
SCALE: 1 : 200

**Zeidler Architecture**

300, 640 – 8 Avenue SW  
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**TROIKA**

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**SCHEDULE A**

This forms part of application  
# DP24-0012

Planner Initials TC

City of Kelowna  
DEVELOPMENT PLANNING

4	ISSUED FOR DP RESPONSE 2	2025-05-13
3	ISSUED FOR DP RESPONSE 1	2025-05-16
2	ISSUED FOR DP	2025-12-21
1	DP Review Set	2023-12-12

NO. ISSUE/REVISION DATE

NOT FOR CONSTRUCTION

PROJECT

**VALLEY ROAD**

PROJECT ADDRESS

728 VALLEY ROAD  
KELOWNA, BC  
V1Y 2E5

TITLE

**SITE PLAN**

PROJECT NO.	DRAWN	CHECKED
222-201	Author	Checker

DRAWING NO.

REVISION NO.

**DP1.02**

4

5/14/2025 1:01:16 AM  
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NOT FOR CONSTRUCTION

PROJECT  
**VALLEY ROAD**

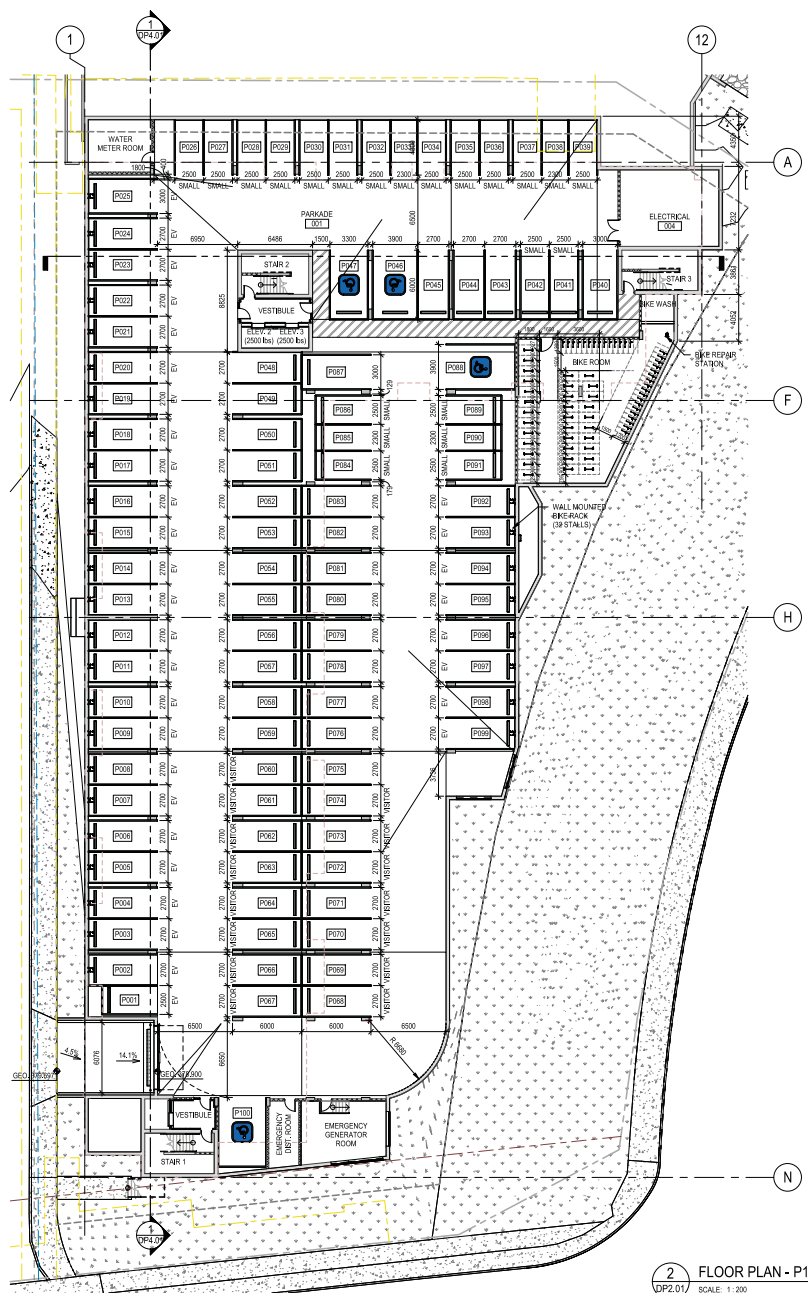
PROJECT ADDRESS  
728 VALLEY ROAD  
KELOWNA, BC  
V1Y 2E5

TITLE  
**FLOOR PLAN - LEVEL 1**

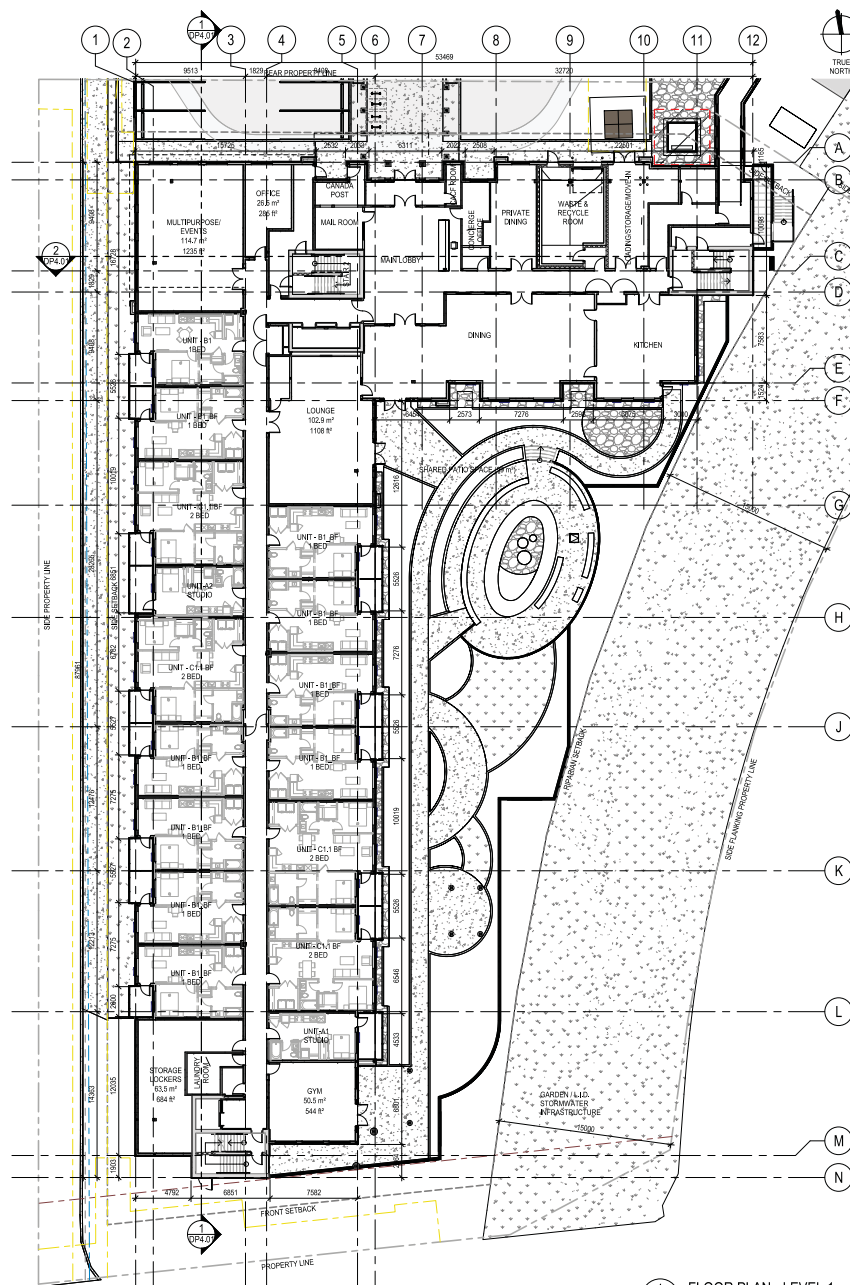
PROJECT NO. 222-201  
DRAWN Author  
CHECKED Checker  
DRAWING NO. DP2.01  
REVISION NO. 3

DP2.01

3



2 FLOOR PLAN - P1  
DP2.01 SCALE: 1:200



1 FLOOR PLAN - LEVEL 1  
DP2.01 SCALE: 1:200



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H This forms part of application  
# DP24-0012

Planner Initials TC

3	ISSUED FOR DP RESPONSE 1	2025-03-16
2	ISSUED FOR DP	2023-12-21
1	DP Review Set	2023-12-12

NO.	ISSUE/ REVISION	DATE
-----	-----------------	------

NOT FOR CONSTRUCTION

PROJECT

**VALLEY ROAD**

PROJECT ADDRESS  
728 VALLEY ROAD  
KELCOWNA, BC

**FLOOR PLAN - LEVEL**  
**2-6**

PROJECT NO.	DRAWN	CHECKED
272-201	Author	Checker

DRAWING NO. \_\_\_\_\_ REVISION NO. \_\_\_\_\_

**DP2.02**

3





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DRAWINGS MUST BE BROUGHT TO THE ATTENTION OF THE  
ARCHITECT BEFORE PROCEEDING.

**SCHEDULE**  
This forms part of application  
# DP24-0012  
Planner Initials TC

**A**

**City of Kelowna**  
DEVELOPMENT PLANNING

4	ISSUED FOR DP RESPONSE 2	2025-05-13
3	ISSUED FOR DP RESPONSE 1	2025-05-16
2	ISSUED FOR DP	2023-12-21
1	DP Review Set	2023-12-12

NO. ISSUE/REVISION DATE

NOT FOR CONSTRUCTION

PROJECT  
**VALLEY ROAD**

PROJECT ADDRESS  
728 VALLEY ROAD  
KELOWNA, BC  
V1Y 2E8

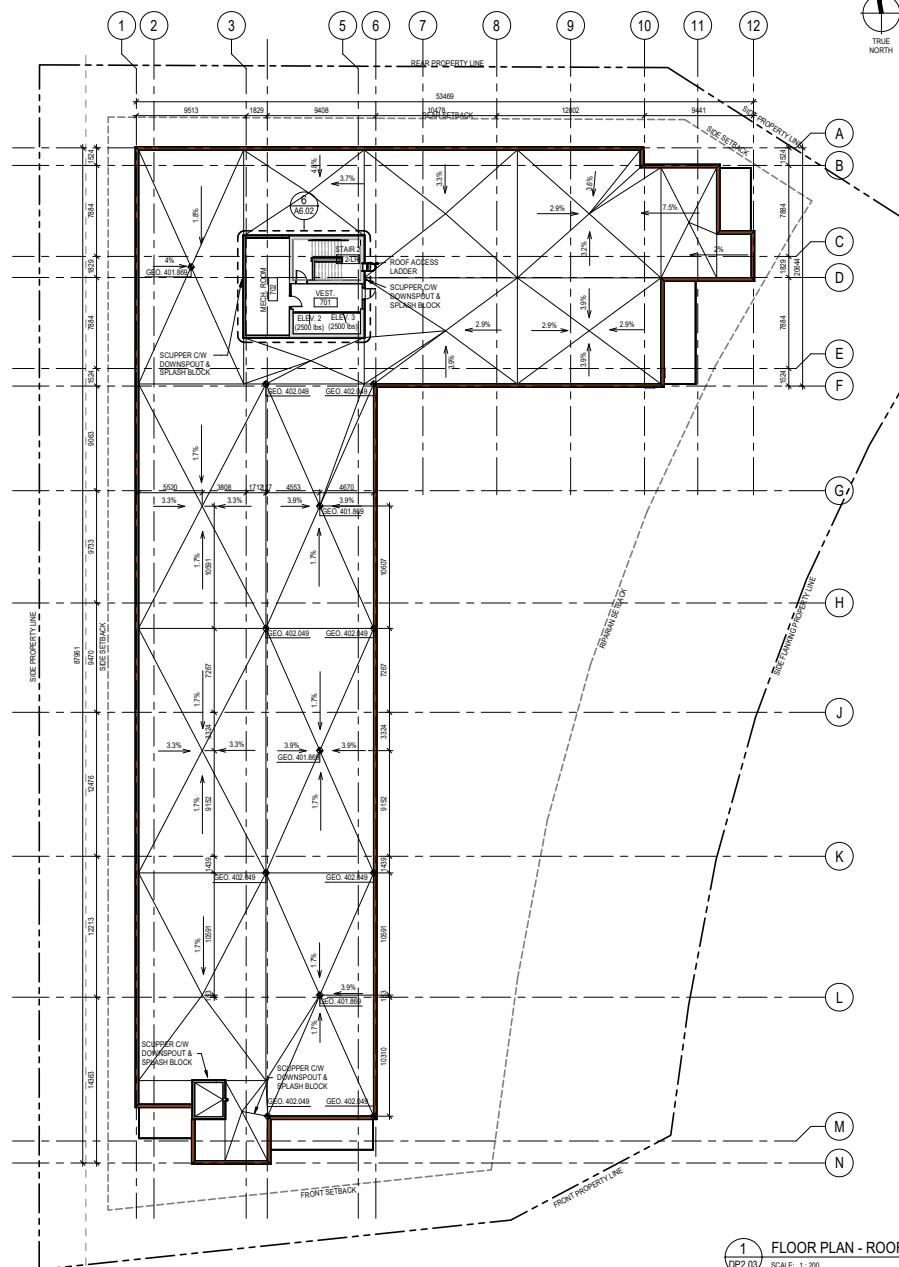
TITLE  
**FLOOR PLAN - ROOF**

PROJECT NO.	DRAWN	CHECKED
222-201	Author	Checker

DRAWING NO.	REVISION NO.
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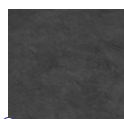
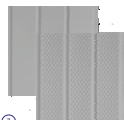
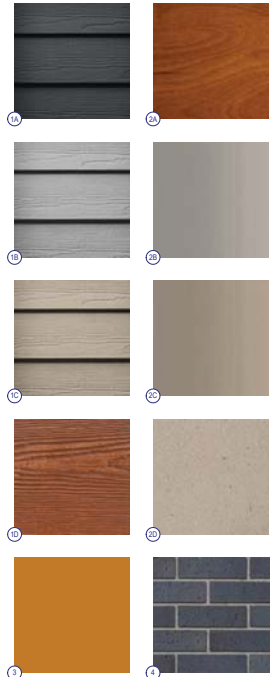
**DP2.03**

**4**



**1** FLOOR PLAN - ROOF  
DP2.03 SCALE: 1:200





- MATERIAL LEGEND**
- 1A CEMENTITIOUS BOARD CLADDING (DARK GRAY, TEXTURED)
  - 1B CEMENTITIOUS BOARD CLADDING (LIGHT GRAY, TEXTURED)
  - 1C CEMENTITIOUS BOARD CLADDING (LIGHT BEIGE, TEXTURED)
  - 1D CEMENTITIOUS BOARD CLADDING (WOOD APPARENT, TEXTURED)
  - 1E CEMENTITIOUS PANEL CLADDING (CONCRETE, LIGHT BEIGE, SMOOTH)
  - 1F CEMENTITIOUS PANEL CLADDING (CONCRETE, LIGHT BEIGE, TEXTURED)
  - 1G COMPOSITE PANEL CLADDING (COMPLEMENTARY COLOUR TO ADJACENT BUILDING)
  - 1H FULL BRICK VENEER CLADDING (DARK GRAY)
  - 1I DOUBLE GLAZED PVC WINDOW (BLACK EXTERIOR, WHITE INTERIOR)
  - 1J METAL PICKET GUARDRAIL (BLACK POWDER COATING)
  - 1K ALUMINUM SOFFIT (VENTED AND NON-VENTED, LIGHT GRAY)
  - 1L CONCRETE PARKING (DARK GRAY)



4 PERSPECTIVE - 2  
DP3.01 NOT TO SCALE



3 PERSPECTIVE - 1  
DP3.01 NOT TO SCALE



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**SCHEDULE B**  
This forms part of application  
# DP24-0012  
City of Kelowna  
DEVELOPMENT PLANNING  
Planner Initials TC

4	ISSUED FOR DP RESPONSE 2	2025-05-13
3	ISSUED FOR DP RESPONSE 1	2025-03-18
2	ISSUED FOR DP	2023-12-21
1	DP Review Set	2023-12-12
NO	ISSUE/REVISION	DATE

NOT FOR CONSTRUCTION

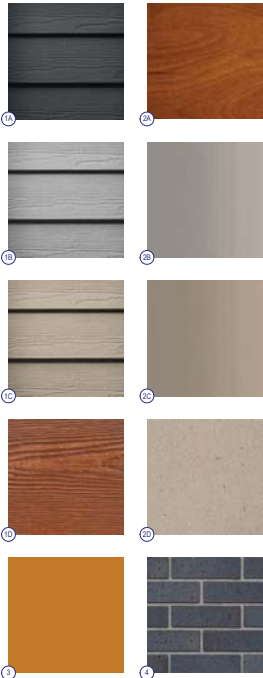
PROJECT  
**VALLEY ROAD**

PROJECT ADDRESS  
728 VALLEY ROAD  
KELOWNA, BC  
V1V 2E9

TITLE  
**BUILDING ELEVATIONS**

PROJECT NO.	DRAWN	CHECKED
222-001	Author	Checker

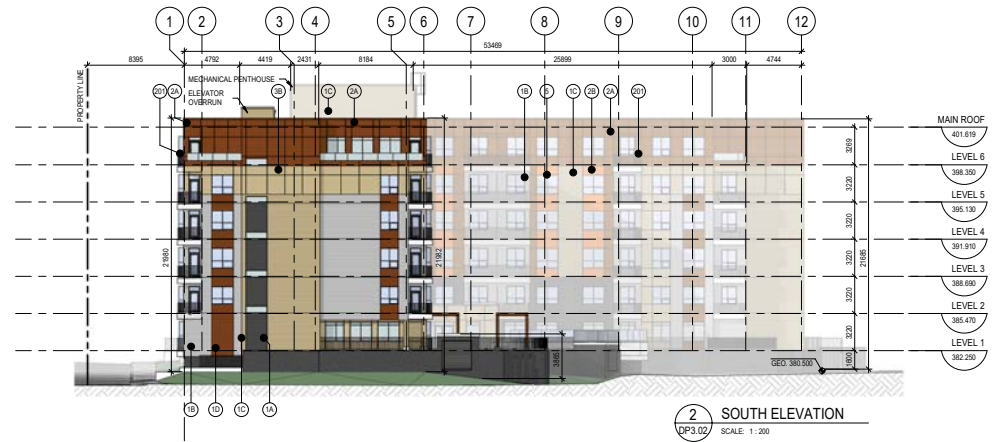
DRAWING NO.	REVISION NO.
DP3.01	4



4 PERSPECTIVE - 4  
DP3.02 NOT TO SCALE



3 PERSPECTIVE - 3  
DP3.02 SCALE: 1:1



2 SOUTH ELEVATION  
DP3.02 SCALE: 1:200



1 EAST ELEVATION  
DP3.02 SCALE: 1:200

**MATERIAL LEGEND**

1A	CEMENTITIOUS BOARD CLADDING (DARK GRAY, TEXTURED)
1B	CEMENTITIOUS BOARD CLADDING (LIGHT GRAY, TEXTURED)
1C	CEMENTITIOUS BOARD CLADDING (LIGHT BEIGE, TEXTURED)
1D	CEMENTITIOUS BOARD CLADDING (WOOD APPEARANCE, TEXTURED)
2A	COMPOSITE PANEL CLADDING (WOOD APPEARANCE)
2B	CEMENTITIOUS PANEL CLADDING (LIGHT GRAY, TEXTURED)
2C	CEMENTITIOUS PANEL CLADDING (LIGHT BEIGE, SMOOTH)
3	CEMENTITIOUS PANEL CLADDING (CONCRETE, LIGHT BEIGE)
4	COMPOSITE PANEL CLADDING (COMPLEMENTARY COLOUR TO ADJACENT BUILDING)
5	FULL BRICK VENEER CLADDING (DARK GRAY)
6	DOUBLE GLAZED PVC WINDOW (BLACK EXTERIOR, WHITE INTERIOR)
7	METAL PICKET GUARDRAIL (BLACK POWDER COATING)
8	ALUMINUM SOFFIT (VENTED AND NON-VENTED, LIGHT GRAY)
9	CONCRETE PARKING (DARK GRAY)



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**SCHEDULE B**  
This forms part of application  
# DP24-0012

Planner Initials **TC**

City of Kelowna  
DEVELOPMENT PLANNING

4	ISSUED FOR DP RESPONSE 2	2025-05-13
3	ISSUED FOR DP RESPONSE 1	2025-05-16
2	ISSUED FOR DP	2023-12-21
1	DP Review Set	2023-12-12

NO.	ISSUE/REVISION	DATE
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NOT FOR CONSTRUCTION

PROJECT  
**VALLEY ROAD**

PROJECT ADDRESS  
728 VALLEY ROAD  
KELOWNA, BC  
V1Y 2E9

TITLE  
**BUILDING ELEVATIONS**

PROJECT NO.	DRAWN	CHECKED
222-201	Author	Checker

DRAWING NO.	REVISION NO.
<b>DP3.02</b>	<b>4</b>

Author: Doss/Troika - Valley Road DP24-0012 - TROIKA VALLEY RD\_R25.v4

5/14/2025 1:02:58 AM

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**SCHEDULE B**  
This forms part of application  
# DP24-0012

Planner Initials TC

City of Kelowna  
DEVELOPMENT PLANNING

3	ISSUED FOR DP RESPONSE 1	2025-03-18
2	ISSUED FOR DP	2023-10-31
1	DP Review Set	2023-12-12

NO. ISSUE/REVISION DATE

NOT FOR CONSTRUCTION

PROJECT

**VALLEY ROAD**

PROJECT ADDRESS

728 VALLEY ROAD  
KELOWNA, BC  
V1Y 2E5

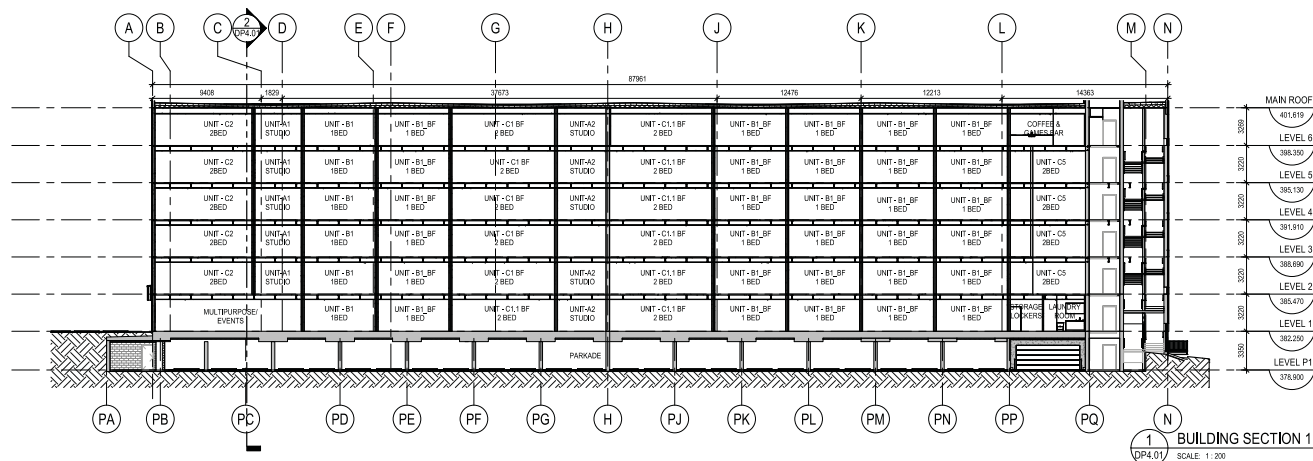
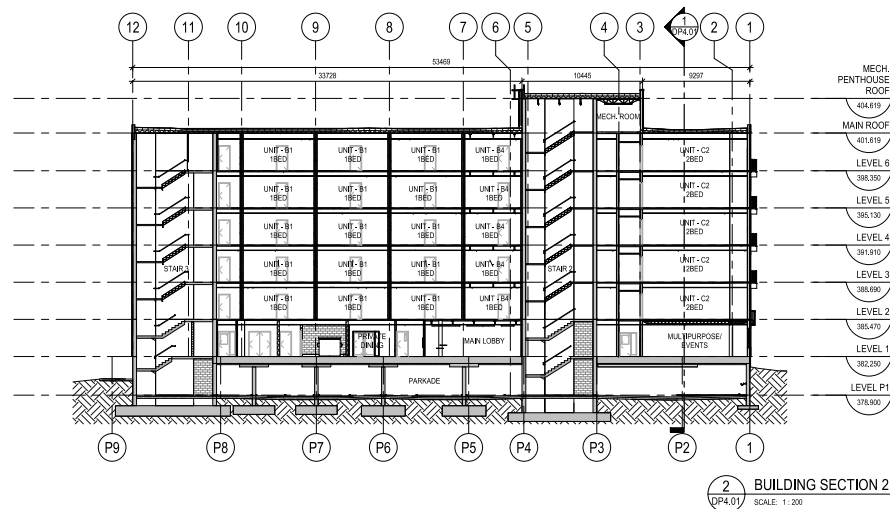
TITLE

**BUILDING SECTION**

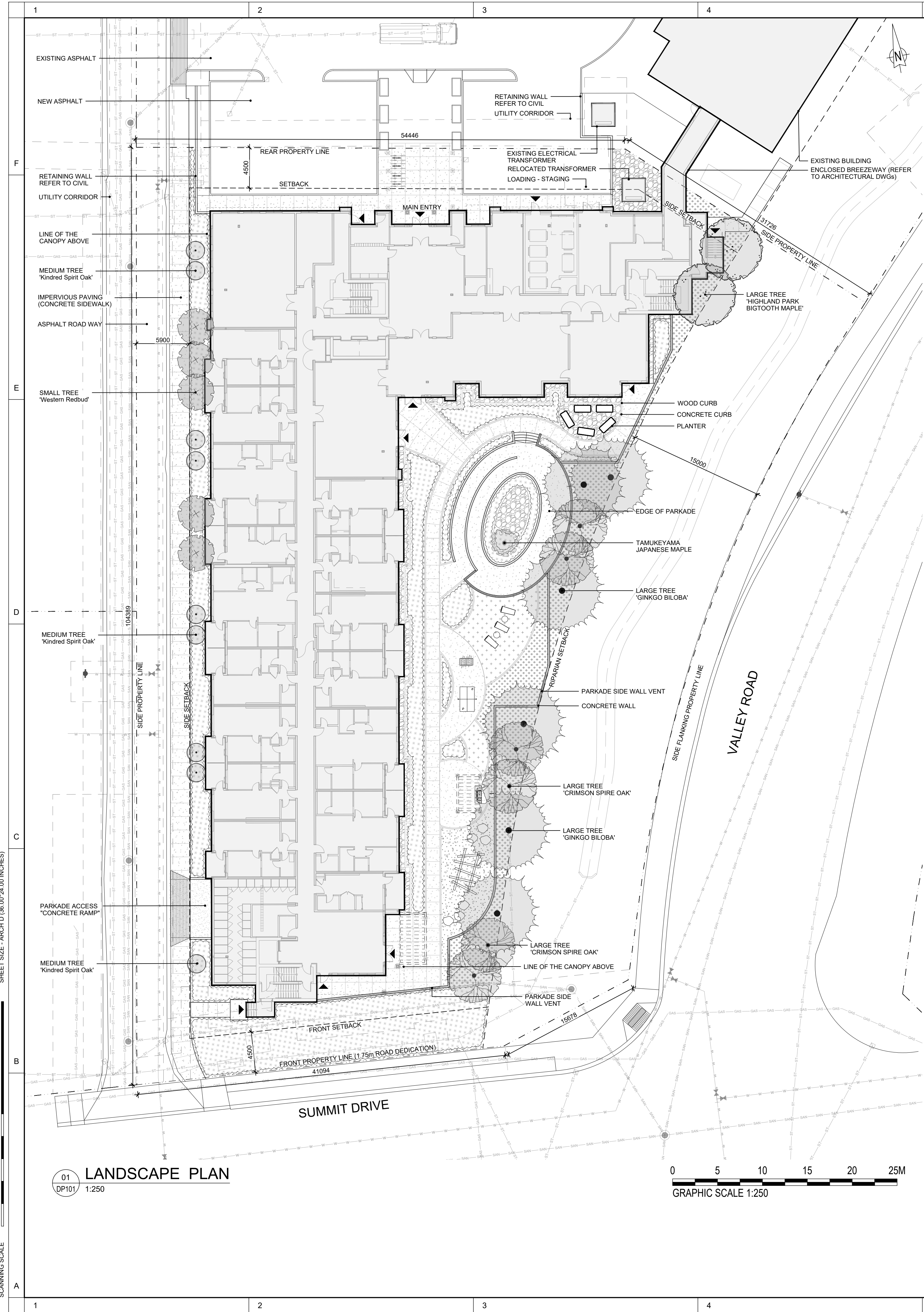
PROJECT NO. 222-201

DRAWING NO. DP4.01

REVISION NO. 3







24-008K Valley Road Troika - Zoning Bylaw 12375 Landscape Summary

Landscaping Standards (7.2)	MF3r	Proposed
Min. tree amount	Front Yard : 33.37m Side Yard 1 : 94.70 Side Yard 2 : 89.33 Rear yard : 63.03 28 (based on front, rear and east side setbacks)	Provided : 28 (based on front, rear and east side setbacks)
Min. deciduous tree caliper	L: 5cm M: 4cm S: 3cm 250cm	L: 5cm M: 4cm S: 3cm 250cm
Min. coniferous tree height	L: 50% minimum (min.) M: no min. or max. S: 25% maximum (max.)	L: 50% M: 25% S: 25%
Min. ratio between tree size		
Min. growing medium area (organic surface area)	75% soil-based landscaping (organic surface area)	1047.55m <sup>2</sup> / 1216.25 sq.m =86.13%
Min. growing medium volumes per tree	L: 30 cu.m (single) or 20 cu.m (pair) or 15 cu.m (shared) M: 20 cu.m (single) or 15 cu.m (pair) or 12 cu.m (shared) S: 15 cu.m (single) or 12 cu.m (pair) or 10 cu.m (shared)	Required: L: 3x 20 cu.m Pair = 60 cu.m L: 13x 15 cu.m shared = 195 cu.m M: 1 x 20 cu.m shared = 20 cu.m M: 1 x 15 cu.m Pair = 15 cu.m M: 5 x 12 cu.m shared = 60 cu.m S: 1 x 15 cu.m single = 15 cu.m S: 1 x 12 cu.m Pair = 12 cu.m S: 4 x 10 cu.m shared = 40 cu.m Total: 417 cu.m  Provided Volumes: 449.0254 cu.m
Landscape graded area (7.2.7)	Max. 1:3 (33%) lawn areas, Max. 1:2 (50%) planting areas, Min. 1:50 (2%) cross slopes	Max. 1:3 (33%) lawn areas, Max. 1:2 (50%) planting areas, Min. 1:50 (2%) cross slopes
Fence Height	2.0m	N/A
Riparian management area?	N	y/n
Retention of existing trees on site?	N	y/n
Surface parking lot (7.2.10)?	Y	y/n
Refuse & recycle bins screened?	Y	y/n
Other:	<sup>1</sup> Growing medium volumes include areas outside of landscape setback zone and soil cell area to attain required volumes per tree. <sup>2</sup> Organic surface area will need to include areas outside of landscape setback zone to attain required minimum soft based landscaping. This includes offsite area of planting at Mugford Road & Rutland Road. <sup>3</sup> Garbage and recycling bins to be stored inside building.	

NOTES

1. PLANT MATERIAL AND CONSTRUCTION METHODS SHALL MEET OR EXCEED CANADIAN LANDSCAPE STANDARDS. ALL OFFSITE LANDSCAPE WORKS TO MEET CITY OF KELOWNA BYLAW 12375 STANDARDS.
2. ALL SOFT LANDSCAPE AREAS SHALL BE WATERED BY A FULLY AUTOMATIC TIMED UNDERGROUND IRRIGATION SYSTEM.
3. TREE AND SHRUB BEDS TO BE DRESSED IN A MINIMUM 75mm NATURAL WOOD MULCH AS SHOWN IN PLANS. DO NOT PLACE WEED MAT UNDERNEATH TREE AND SHRUB BEDS.
4. SHRUB BEDS TO RECEIVE A MINIMUM 300mm DEPTH TOPSOIL PLACEMENT. TREE BEDS TO RECEIVE A MINIMUM 1000mm DEPTH TOPSOIL PLACEMENT.
5. TURF AREA FROM SOD SHALL BE NO. 1 GRADE GROWN FROM CERTIFIED SEED OF IMPROVED CULTIVARS REGISTERED FOR SALE IN B.C. AND SHALL BE TOLERANT OF DROUGHT CONDITIONS. A MINIMUM OF 150mm DEPTH OF GROWING MEDIUM IS REQUIRED BENEATH TURF AREAS. TURF AREAS SHALL MEET EXISTING GRADES AND HARD SURFACES FLUSH.
6. SITE GRADING AND DRAINAGE WILL ENSURE THAT ALL STRUCTURES HAVE POSITIVE DRAINAGE AND THAT NO WATER OR LOOSE IMPEDIMENTS WILL BE DISCHARGED FROM THE LOT ONTO ADJACENT PUBLIC, COMMON, OR PRIVATE PROPERTIES.
7. FOR CONFORMANCE WITH DEVELOPMENT PERMIT LANDSCAPE REQUIREMENTS, THE PRIME CONTRACTOR AND/OR CONSULTANTS RESPONSIBLE FOR SITE SERVICING AND UTILITIES SHALL ENSURE THAT ALL BUILDING PERMIT SUBMITTALS ARE COORDINATED WITH LANDSCAPE ARCHITECTURAL SUBMITTALS.

PLANT LIST

BOTANICAL NAME	COMMON NAME	QTY*	SIZE/SPACING & REMARKS	
TREES				
DECIDUOUS TREES				
<i>Quercus x Warei 'Nadler'</i>	Kindred Spirit Oak	7	(md) 16.0m ht / 2.1m sp	Plant at 4cm caliper
<i>Acer Grandidentatum 'Hapazam'</i>	Highland Park Bigtooth Maple	2	(g) 13m.0 ht / 7.0m sp	Plant at 5cm caliper
<i>Cercis Occidentalis</i>	Western Redbud	5	(em) 4.0m ht / 4.0m sp	Plant at 3cm caliper
<i>Ginkgo Biloba</i>	Maidenhair Tree	6	(g) 15.0m ht / 9.0m sp	Plant at 5cm caliper
<i>Quercus Bimundorum</i>	Crimson Spire Oak	6	(md) 15.0m / 6.0m sp	Plant at 5cm caliper
DECIDUOUS TREES (FEATURE TREE - COURTYARD)				
<i>Acer Palmatum 'Tamukeyama'</i>	Tamukeyama Japanese Maple	1	2.0m ht / 3.0m	Plant at 3cm caliper
CONIFEROUS TREES				
<i>Picea Pungens Fastigate</i>	Columnar Blue Spruce	2	15.0m ht / 6.0m sp	Plant at 2.5m ht
SHRUBS				
<i>Euroyphae alatus 'Compactus'</i>	Dwarf Burning Bush	16	#5 CONT / 1.50M O.C. SPACING (1.5m ht / 1.5m sp)	1 PER 1.75 sqm.
<i>Forsythia x intermedia 'Mindo'</i>	Show OX Forsythia	16	#5 CONT / 1.50M O.C. SPACING (1.8m ht / 1.5m sp)	1 PER 1.75 sqm.
<i>Hydrangea paniculata 'Rensun'</i>	Strawberry Sundae Hydrangea	25	#5 CONT / 1.20M O.C. SPACING (1.5m ht / 1.2m sp)	1 PER 1.10 sqm.
<i>Philadelphus Lewisii</i>	Mock Orange	09	#5 CONT / 2.00M O.C. SPACING (2.0m ht / 2.0m sp)	1 PER 3.10 sqm.
<i>Rhus Typhina 'Tiger Eyes'</i>	Tiger Eyes Sumac	06	#5 CONT / 2.50M O.C. SPACING (1.5m ht / 2.5m sp)	1 PER 4.90 sqm.
<i>Rosa 'Nearly Wild'</i>	Nearly Wild Rose	55	#5 CONT / 0.80M O.C. SPACING (0.8m ht / 0.8m sp)	1 PER 0.50 sqm.
PERENNIALS				
<i>Achillea Millefolium</i>	Moonshine Yarrow	145	#2 CONT / 0.50M O.C. SPACING (0.5m ht / 0.5m sp)	1 PER 0.19 sqm.
<i>Alchemilla Mollis</i>	Lady's Mantle	145	#2 CONT / 0.50M O.C. SPACING (0.4m ht / 0.5m sp)	1 PER 0.19 sqm.
<i>Allium Millenium</i>	Millenium Ornamental Onion	394	#1 CONT / 0.30M O.C. SPACING (0.5m ht / 0.3m sp)	1 PER 0.07 sqm.
<i>Aruncus Dioicus</i>	Goatsbeard	25	#5 CONT / 1.20M O.C. SPACING (1.5m ht / 1.2m sp)	1 PER 1.10 sqm.
<i>Echinacea Purpurea</i>	Purple Cone Flower	145	#2 CONT / 0.50M O.C. SPACING (0.8m ht / 0.5m sp)	1 PER 0.19 sqm.
<i>Euphorbia x Martinii 'Ascot Rainbow'</i>	Ascot Spurge	145	#2 CONT / 0.50M O.C. SPACING (0.5m ht / 0.5m sp)	1 PER 0.19 sqm.
<i>Heleborus Orientalis</i>	Lenten Rose (Hellebore)	145	#2 CONT / 0.50M O.C. SPACING (0.5m ht / 0.5m sp)	1 PER 0.19 sqm.
GROUND COVER				
<i>Iberis Sempervirens 'Little Gem'</i>	Dwarf Perennial CandytuX	145	#2 CONT / 0.50M O.C. SPACING (0.3m ht / 0.5m sp)	1 PER 0.19 sqm.
<i>Lamium Maculatum 'White Nancy'</i>	White Nancy Creeping Lamium	145	#2 CONT / 0.50M O.C. SPACING (0.2m ht / 0.5m sp)	1 PER 0.19 sqm.
<i>Saponaria Ocyroides</i>	Rock Soapwort	230	#1 CONT / 0.40M O.C. SPACING (0.2m ht / 0.4m sp)	1 PER 0.12 sqm.
<i>Sedum Spathulifolium 'Cape Blanco'</i>	Cape Blanco Stonecrop	145	#2 CONT / 0.50M O.C. SPACING (0.2m ht / 0.5m sp)	1 PER 0.19 sqm.
ORNAMENTAL GRASSES				
<i>Chasmanthium Latifolium</i>	Northern Sea Oats	145	#2 CONT / 0.50M O.C. SPACING (0.8m ht / 0.5m sp)	1 PER 0.19 sqm.
<i>Festuca Idahoensis</i>	Idaho Fescue 'Siskiyou Blue'	394	#1 CONT / 0.30M O.C. SPACING (0.3m ht / 0.3m sp)	1 PER 0.07 sqm.
<i>Muhlenbergia Reverchonii</i>	Ruby Muhly Grass	98	#2 CONT / 0.50M O.C. SPACING (0.5m ht / 0.6m sp)	1 PER 0.28 sqm.

GENERAL LEGEND

EXISTING PROPERTY LINE	NEW PROPERTY LINE
SETBACK	BASEMENT LINE
ROW / UTILITY CORRIDOR	BUILDING ENTRANCE

PAVING LEGEND

IMPERVIOUS PAVING (CONCRETE/ASPHALT)	PERVIOUS PAVING (PAVING STONE)
GRAVEL PAVING	PEDESTAL PAVING
ARTIFICIAL TURF	PLAYGROUND SURFACING
WOODEN DECKING	SOIL CELLS
LIVE ROOF	

PLANTING LEGEND

SHRUB, PERENNIAL, GROUND COVER & SEASONAL PLANTINGS
WOOD MULCH

UTILITIES LEGEND

ELECTRICAL LINE	LIGHT POLE
WATER LINE	EX. HEADWALL
GAS LINE	UTILITIES BOX
STORM LINE	HYDRANT
SANITARY LINE	STORM CATCH BASIN
IRRIGATION LINE	VALVE
STORM MANHOLE / CATCH BASIN	SANITARY MANHOLE / CATCH BASIN
STORM PIPE CAP	SANITARY PIPE CAP

FURNITURE LEGEND

PEDESTRIAN SIGNAGE	STOP SIGNAGE
IDENTIFICATION SIGN	FIXED GARBAGE CAN
PERGOLA	MAILBOXES
PLANTER BOX	WASTE AND RECYCLING MOLOKS
FIXED BENCH	BIKE RACK

FENCES & WALLS LEGEND

SOLID WOOD CEDAR FENCE 2.0M	SOLID WOOD CEDAR FENCE 1.2M
CONCRETE WALL	CONCRETE CURB
WOOD CURB	

CLIENT



LANDSCAPE CONSULTANT



SCHEDULE C

This forms part of application # DP24-0012

Planner Initials TC

City of Kelowna DEVELOPMENT PLANNING

NOT FOR CONSTRUCTION

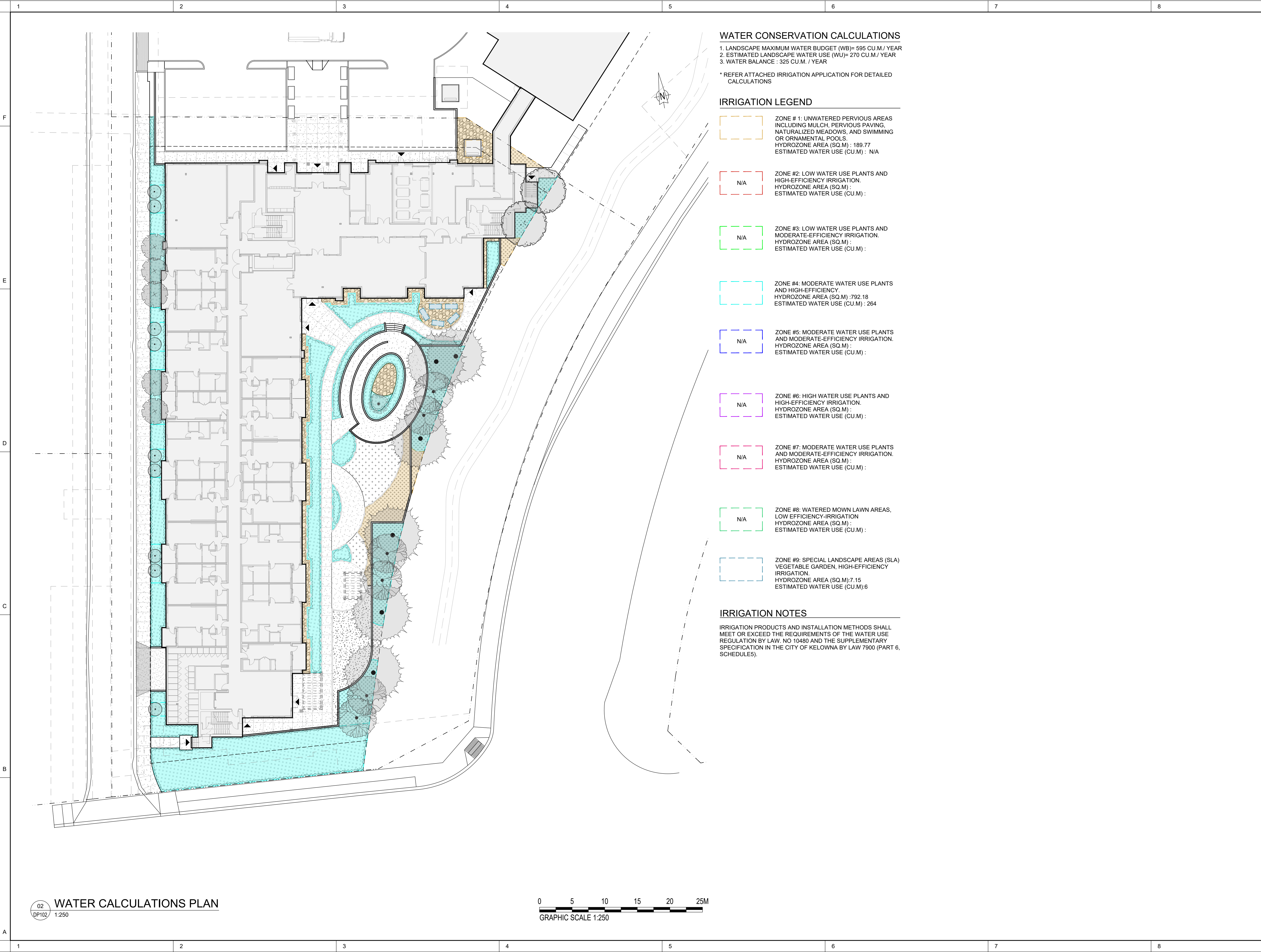
C	2025-05-05	ISSUED FOR REVISED DP	EA/AK	CF	SM
B	2025-03-16	ISSUED FOR REVISED DP	EA/AK	CF	SM
A	2024-10-24	ISSUED FOR DP	EA/AK	CF	SM
REV	DATE	ISSUED FOR	DRAWN	CHECK	DESIGN

PROJECT  
1001- 728 Valley Rd-Pre-Construction  
KELOWNA, BC

DISCIPLINE  
LANDSCAPE  
SHEET TITLE  
LANDSCAPE PLAN  
SHEET TITLE  
LANDSCAPE PLAN

SCALE 1:250	PROJECT NO. 24-008K	SHEET NO. DP101	REV B
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WATER CONSERVATION CALCULATIONS

- 1. LANDSCAPE MAXIMUM WATER BUDGET (WB)= 595 CU.M./ YEAR
- 2. ESTIMATED LANDSCAPE WATER USE (WU)= 270 CU.M./ YEAR
- 3. WATER BALANCE : 325 CU.M. / YEAR

\* REFER ATTACHED IRRIGATION APPLICATION FOR DETAILED CALCULATIONS

IRRIGATION LEGEND

- ZONE # 1: UNWATERED PERVIOUS AREAS INCLUDING MULCH, PERVIOUS PAVING, NATURALIZED MEADOWS, AND SWIMMING OR ORNAMENTAL POOLS. HYDROZONE AREA (SQ.M) : 189.77 ESTIMATED WATER USE (CU.M) : N/A
- ZONE #2: LOW WATER USE PLANTS AND HIGH-EFFICIENCY IRRIGATION. HYDROZONE AREA (SQ.M) : ESTIMATED WATER USE (CU.M) :
- ZONE #3: LOW WATER USE PLANTS AND MODERATE-EFFICIENCY IRRIGATION. HYDROZONE AREA (SQ.M) : ESTIMATED WATER USE (CU.M) :
- ZONE #4: MODERATE WATER USE PLANTS AND HIGH-EFFICIENCY. HYDROZONE AREA (SQ.M) :792.18 ESTIMATED WATER USE (CU.M) : 264
- ZONE #5: MODERATE WATER USE PLANTS AND MODERATE-EFFICIENCY IRRIGATION. HYDROZONE AREA (SQ.M) : ESTIMATED WATER USE (CU.M) :
- ZONE #6: HIGH WATER USE PLANTS AND HIGH-EFFICIENCY IRRIGATION. HYDROZONE AREA (SQ.M) : ESTIMATED WATER USE (CU.M) :
- ZONE #7: MODERATE WATER USE PLANTS AND MODERATE-EFFICIENCY IRRIGATION. HYDROZONE AREA (SQ.M) : ESTIMATED WATER USE (CU.M) :
- ZONE #8: WATERED MOWN LAWN AREAS, LOW EFFICIENCY-IRRIGATION HYDROZONE AREA (SQ.M) : ESTIMATED WATER USE (CU.M) :
- ZONE #9: SPECIAL LANDSCAPE AREAS (SLA) VEGETABLE GARDEN, HIGH-EFFICIENCY IRRIGATION. HYDROZONE AREA (SQ.M):7.15 ESTIMATED WATER USE (CU.M):6

IRRIGATION NOTES

IRRIGATION PRODUCTS AND INSTALLATION METHODS SHALL MEET OR EXCEED THE REQUIREMENTS OF THE WATER USE REGULATION BY LAW, NO 10480 AND THE SUPPLEMENTARY SPECIFICATION IN THE CITY OF KELOWNA BY LAW 7900 (PART 6, SCHEDULE5).

CLIENT



LANDSCAPE CONSULTANT



GENERAL LEGEND

- EXISTING PROPERTY LINE
- PROPERTY LINE
- CURB
- BUILDING OUTLINE
- RIPARIAN SETBACK
- LIMIT OF WORK
- SETBACK
- RETAINING WALL
- ROW
- BASEMENT LIMIT

EXISTING UTILITIES

- ELECTRICAL LINE
- WATER LINE
- IRRIGATION LINE
- GAS LINE
- STORM LINE
- SANITARY LINE
- COMMUNICATION LINE
- TRANSFORMER
- WATER VALVE
- SANITARY MANHOLE
- STORM MANHOLE
- HYDRANT
- STORM CATCH BASIN
- PIPE CAP
- UTILITIES BOX
- EX.HEADWALL

SCHEDULE C

This forms part of application # DP24-0012

Planner Initials TC



NOT FOR CONSTRUCTION

REV	DATE	ISSUED FOR	DRAWN	CHECK	DESIGN
C	2025-05-05	ISSUED FOR REVISED DP	EA/AK	CF	SM
B	2025-03-16	ISSUED FOR REVISED DP	EA/AK	CF	SM
A	2024-10-24	ISSUED FOR DP	EA/AK	CF	SM

PROJECT

1001- 728 Valley Rd-Pre-Construction KELOWNA,BC

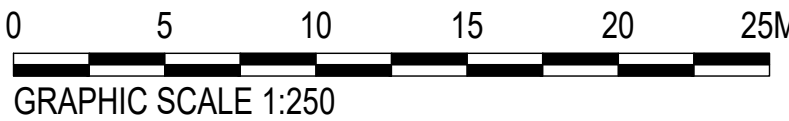
DISCIPLINE LANDSCAPE

SHEET TYPE

SHEET TITLE WATER CALCULATIONS PLAN

SCALE	PROJECT NO.	SHEET NO.	REV
1:250	24-008K	DP102	B

02 WATER CALCULATIONS PLAN DP102 1:250





Consideration has been given to the following guidelines as identified in Chapter 18 of the City of Kelowna 2040 Official Community Plan:

SECTION 2.0: GENERAL RESIDENTIAL AND MIXED USE						
RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE <i>(1 is least complying &amp; 5 is highly complying)</i>	N/A	1	2	3	4	5
<b>2.1 General residential &amp; mixed use guidelines</b>						
<b>2.1.1 Relationship to the Street</b>	N/A	1	2	3	4	5
a. Orient primary building facades and entries to the fronting street or open space to create street edge definition and activity.				✓		
b. On corner sites, orient building facades and entries to both fronting streets.				✓		
c. Minimize the distance between the building and the sidewalk to create street definition and a sense of enclosure.					✓	
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.						✓
e. Ensure main building entries are clearly visible with direct sight lines from the fronting street.			✓			
f. Avoid blank, windowless walls along streets or other public open spaces.					✓	
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.	✓					
<b>2.1.2 Scale and Massing</b>	N/A	1	2	3	4	5
a. Provide a transition in building height from taller to shorter buildings both within and adjacent to the site with consideration for future land use direction.						✓
b. Break up the perceived mass of large buildings by incorporating visual breaks in facades.				✓		
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 the 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>					✓	
<b>2.1.3 Site Planning</b>	N/A	1	2	3	4	5
a. Site and design buildings to respond to unique site conditions and opportunities, such as oddly shaped lots, location at prominent intersections, framing of important open spaces, corner lots, sites with buildings that terminate a street end view, and views of natural features.						✓
b. Use Crime Prevention through Environmental Design (CPTED) principles to better ensure public safety through the use of appropriate lighting, visible entrances, opportunities for natural surveillance, and clear sight lines for pedestrians.						✓

c. Limit the maximum grades on development sites to 30% (3:1)						✓
d. Design buildings for 'up-slope' and 'down-slope' conditions relative to the street by using strategies such as: <ul style="list-style-type: none"> <li>Stepping buildings along the slope, and locating building entrances at each step and away from parking access where possible;</li> <li>Incorporating terracing to create usable open spaces around the building</li> <li>Using the slope for under-building parking and to screen service and utility areas;</li> <li>Design buildings to access key views; and</li> <li>Minimizing large retaining walls (retaining walls higher than 1 m should be stepped and landscaped).</li> </ul>						✓
e. Design internal circulation patterns (street, sidewalks, pathways) to be integrated with and connected to the existing and planned future public street, bicycle, and/or pedestrian network.					✓	
f. Incorporate easy-to-maintain traffic calming features, such as on-street parking bays and curb extensions, textured materials, and crosswalks.					✓	
g. Apply universal accessibility principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, and courtyards through appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.						✓
<b>2.1.4 Site Servicing, Access, and Parking</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
a. Locate off-street parking and other 'back-of-house' uses (such as loading, garbage collection, utilities, and parking access) away from public view.						✓
b. Ensure utility areas are clearly identified at the development permit stage and are located to not unnecessarily impact public or common open spaces.						✓
c. Avoid locating off-street parking between the front façade of a building and the fronting public street.						✓
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 a 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>						✓
e. Design parking areas to maximize rainwater infiltration through the use of permeable materials such as paving blocks, permeable concrete, or driveway planting strips.					✓	
f. In cases where publicly visible parking is unavoidable, screen using strategies such as: <ul style="list-style-type: none"> <li>Landscaping;</li> </ul>						✓



<ul style="list-style-type: none"> <li>• Trellises;</li> <li>• Grillwork with climbing vines; or</li> <li>• Other attractive screening with some visual permeability.</li> </ul>						
g. Provide bicycle parking at accessible locations on site, including: <ul style="list-style-type: none"> <li>• Covered short-term parking in highly visible locations, such as near primary building entrances; and</li> <li>• Secure long-term parking within the building or vehicular parking area.</li> </ul>						✓
h. Provide clear lines of site at access points to parking, site servicing, and utility areas to enable casual surveillance and safety.						✓
i. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces.						✓
j. Minimize negative impacts of parking ramps and entrances through treatments such as enclosure, screening, high quality finishes, sensitive lighting and landscaping.						✓
<b>2.1.5 Streetscapes, Landscapes, and Public Realm Design</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
a. Site buildings to protect mature trees, significant vegetation, and ecological features.						✓
b. Locate underground parkades, infrastructure, and other services to maximize soil volumes for in-ground plantings.						✓
c. Site trees, shrubs, and other landscaping appropriately to maintain sight lines and circulation.						✓
d. Design attractive, engaging, and functional on-site open spaces with high quality, durable, and contemporary materials, colors, lighting, furniture, and signage.						✓
e. Ensure site planning and design achieves favourable microclimate outcomes through strategies such as: <ul style="list-style-type: none"> <li>• Locating outdoor spaces where they will receive ample sunlight throughout the year;</li> <li>• Using materials and colors that minimize heat absorption;</li> <li>• Planting both evergreen and deciduous trees to provide a balance of shading in the summer and solar access in the winter; and</li> <li>• Using building mass, trees and planting to buffer wind.</li> </ul>						✓
f. Use landscaping materials that soften development and enhance the public realm.					✓	
g. Plant native and/or drought tolerant trees and plants suitable for the local climate.						✓
h. Select trees for long-term durability, climate and soil suitability, and compatibility with the site's specific urban conditions.						✓
i. Design sites and landscapes to maintain the pre-development flows through capture, infiltration, and filtration strategies, such as the use of rain gardens and permeable surfacing.						✓
j. Design sites to minimize water use for irrigation by using strategies such as: <ul style="list-style-type: none"> <li>• Designing planting areas and tree pits to passively capture rainwater and stormwater run-off; and</li> </ul>						✓

• Using recycled water irrigation systems.						
k. Create multi-functional landscape elements wherever possible, such as planting areas that also capture and filter stormwater or landscape features that users can interact with.						✓
l. Use exterior lighting to complement the building and landscape design, while: <ul style="list-style-type: none"> <li>• Minimizing light trespass onto adjacent properties;</li> <li>• Using full cut-off lighting fixtures to minimize light pollution; and</li> <li>• Maintaining lighting levels necessary for safety and visibility.</li> </ul>						✓
m. Employ on-site wayfinding strategies that create attractive and appropriate signage for pedestrians, cyclists, and motorists using a 'family' of similar elements.						✓
<b>2.1.6 Building Articulation, Features and Materials</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
a. Express a unified architectural concept that incorporates variation in façade treatments. Strategies for achieving 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> <li>• Repeating window patterns on each step-back and extension interval;</li> <li>• Providing a porch, patio, or deck, covered entry, balcony and/or bay window for each interval; and</li> <li>• Changing the roof line by alternating dormers, stepped roofs, gables, or other roof elements to reinforce each interval.</li> </ul>					✓	
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: bay windows and balconies; corner feature accents, such as turrets or cupolas; variations in roof height, shape and detailing; building entries; and canopies and overhangs.  Include architectural details such as: Masonry such as tiles, brick, and stone; siding including score lines and varied materials to distinguish between floors; articulation of columns and pilasters; ornamental features and art work; architectural lighting; grills and railings; substantial trim details and moldings / cornices; and trellises, pergolas, and arbors.					✓	
c. Design buildings to ensure that adjacent residential properties have sufficient visual privacy (e.g. by locating windows to minimize overlook and direct sight lines into adjacent units), as well as protection from light trespass and noise.						✓
d. Design buildings such that their form and architectural character reflect the buildings internal function and use.						✓
e. Incorporate substantial, natural building materials such as masonry, stone, and wood into building facades.				✓		
f. Provide weather protection such as awnings and canopies at primary building entries.						✓
g. Place weather protection to reflect the building's architecture.						✓

h. Limit signage in number, location, and size to reduce visual clutter and make individual signs easier to see.						✓
i. Provide visible signage identifying building addresses at all entrances.						✓

SECTION 4.0: LOW & MID-RISE RESIDENTIAL MIXED USE						
RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE (1 is least complying & 5 is highly complying)	N/A	1	2	3	4	5
<b>4.1 Low &amp; mid-rise residential &amp; mixed use guidelines</b>						
<b>4.1.1 Relationship to the Street</b>	N/A	1	2	3	4	5
h. Ensure lobbies and main building entries are clearly visible from the fronting street.				✓		
i. Avoid blank walls at grade wherever possible by: <ul style="list-style-type: none"> <li>• Locating enclosed parking garages away from street frontages or public open spaces;</li> <li>• Using ground-oriented units or glazing to avoid creating dead frontages; and</li> <li>• When unavoidable, screen blank walls with landscaping or incorporate a patio café or special materials to make them more visually interesting.</li> </ul>					✓	
<b>Residential &amp; Mixed Use Buildings</b>						
j. Set back residential buildings on the ground floor between 3-5 m from the property line to create a semi-private entry or transition zone to individual units and to allow for an elevated front entryway or raised patio. <ul style="list-style-type: none"> <li>• A maximum 1.2 m height (e.g. 5-6 steps) is desired for front entryways.</li> <li>• Exceptions can be made in cases where the water table requires this to be higher. In these cases, provide a larger patio and screen parking with ramps, stairs and landscaping.</li> </ul>					✓	
k. Incorporate individual entrances to ground floor units accessible from the fronting street or public open spaces.				✓		
l. Site and orient buildings so that windows and balconies overlook public streets, parks, walkways, and shared amenity spaces while minimizing views into private residences.						✓
<b>4.1.2 Scale and Massing</b>	N/A	1	2	3	4	5
a. Residential building facades should have a maximum length of 60 m. A length of 40 m is preferred.				✓		
b. Residential buildings should have a maximum width of 24 m.						✓
c. Buildings over 40 m in length should incorporate a significant horizontal and vertical break in the façade.			✓			
d. For commercial facades, incorporate a significant break at intervals of approximately 35 m.	✓					
<b>4.1.3 Site Planning</b>	N/A	1	2	3	4	5



a. On sloping sites, floor levels should step to follow natural grade and avoid the creation of blank walls.						✓
b. Site buildings to be parallel to the street and to have a distinct front-to-back orientation to public street and open spaces and to rear yards, parking, and/or interior court yards: <ul style="list-style-type: none"> <li>• Building sides that interface with streets, mid-block connections and other open spaces and should positively frame and activate streets and open spaces and support pedestrian activity; and</li> <li>• Building sides that are located away from open spaces (building backs) should be designed for private/shared outdoor spaces and vehicle access.</li> </ul>						✓
c. Break up large buildings with mid-block connections which should be publicly-accessible wherever possible.				✓		
d. Ground floors adjacent to mid-block connections should have entrances and windows facing the mid-block connection.						✓
<b>4.1.4 Site Servicing, Access and Parking</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
a. Vehicular access should be from the lane. Where there is no lane, and where the re-introduction of a lane is difficult or not possible, access may be provided from the street, provided: <ul style="list-style-type: none"> <li>• Access is from a secondary street, where possible, or from the long face of the block;</li> <li>• Impacts on pedestrians and the streetscape is minimised; and</li> <li>• There is no more than one curb cut per property.</li> </ul>						✓
b. Above grade structure parking should only be provided in instances where the site or high water table does not allow for other parking forms and should be screened from public view with active retail uses, active residential uses, architectural or landscaped screening elements.						✓
c. Buildings with ground floor residential may integrate half-storey underground parking to a maximum of 1.2 m above grade, with the following considerations: <ul style="list-style-type: none"> <li>• Semi-private spaces should be located above to soften the edge and be at a comfortable distance from street activity; and</li> <li>• Where conditions such as the high water table do not allow for this condition, up to 2 m is permitted, provided that entryways, stairs, landscaped terraces, and patios are integrated and that blank walls and barriers to accessibility are minimized.</li> </ul>						✓
<b>4.1.5 Publicly-Accessible and Private Open Spaces</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
a. Integrate publicly accessible private spaces (e.g. private courtyards accessible and available to the public) with public open areas to create seamless, contiguous spaces.	✓					
b. Locate semi-private open spaces to maximize sunlight penetration, minimize noise disruptions, and minimize 'overlook' from adjacent units.						✓
<b>4.1.6 Building Articulation, Features, and Materials</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

a. Articulate building facades into intervals that are a maximum of 15 m wide for mixed-use buildings and 20 m wide for residential buildings. Strategies for articulating buildings should consider the potential impacts on energy performance and include: <ul style="list-style-type: none"> <li>• Façade Modulation – stepping back or extending forward a portion of the façade to create a series of intervals in the façade;</li> <li>• Repeating window pattern intervals that correspond to extensions and step backs (articulation) in the building façade;</li> <li>• Providing a porch, patio, deck, or covered entry for each interval;</li> <li>• Providing a bay window or balcony for each interval, while balancing the significant potential for heat loss through thermal bridge connections which could impact energy performance;</li> <li>• Changing the roof line by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval;</li> <li>• Changing the materials with the change in building plane; and</li> <li>• Provide a lighting fixture, trellis, tree or other landscape feature within each interval.</li> </ul>				✓		
b. Break up the building mass by incorporating elements that define a building's base, middle and top.					✓	
c. Use an integrated, consistent range of materials and colors and provide variety, by for example, using accent colors.						✓
d. Articulate the façade using design elements that are inherent to the buildings as opposed to being decorative. For example, create depth in building facades by recessing window frames or partially recessing balconies to allow shadows to add detail and variety as a byproduct of massing.					✓	
e. Incorporate distinct architectural treatments for corner sites and highly visible buildings such as varying the roofline, articulating the façade, adding pedestrian space, increasing the number and size of windows, and adding awnings or canopies.						✓
f. Provide weather protection (e.g. awnings, canopies, overhangs, etc.) along all commercial streets and plazas with particular attention to the following locations: <ul style="list-style-type: none"> <li>• Primary building entrances;;</li> <li>• Adjacent to bus zones and street corners where people wait for traffic lights;</li> <li>• Over store fronts and display windows; and</li> <li>• Any other areas where significant waiting or browsing by people occurs.</li> </ul>						✓
g. Architecturally-integrate awnings, canopies, and overhangs to the building and incorporate architectural design features of buildings from which they are supported.						✓
h. Place and locate awnings and canopies to reflect the building's architecture and fenestration pattern.						✓

i. Place awnings and canopies to balance weather protection with daylight penetration. Avoid continuous opaque canopies that run the full length of facades.				✓		
j. Provide attractive signage on commercial buildings that identifies uses and shops clearly but which is scaled to the pedestrian rather than the motorist. Some exceptions can be made for buildings located on highways and/or major arterials in alignment with the City's Sign Bylaw.	✓					
k. Avoid the following types of signage: • Internally lit plastic box signs; • Pylon (stand alone) signs; and • Rooftop signs.						✓
l. Uniquely branded or colored signs are encouraged to help establish a special character to different neighbourhoods.						✓





## DESIGN RATIONALE

December 21, 2023

To: To whom it may concern,

**Re: Development Permit Application for 728 Valley Rd.**



### PARTNERS

**VAIDILA BANELIS** | ARCHITECT

AAA, AIBC, SAA, OAA, MRAIC,

LEED® AP

**JAMES D BROWN** | ARCHITECT

AAA, AIBC, MRAIC

**R. SEAN CRAWFORD** | LICENSED

INTERIOR DESIGNER, AAA, IDC,

IDA, NCIDQ

**JEAN GUY BELIVEAU**

**BILL MITCHELL**

### Introduction:

The proposed project builds on Kelowna's Official Community Plan for the Glenmore Village Centre by taking the current vacant lot and constructing a 6-storey Senior's Apartment building. The property previously received an approved Development Permit for the use as an assisted-living care facility. The design of the project aligns with the supportive housing definition found in the Kelowna City Bylaw, which will provide more options for downsizing elderly residents by creating a comfortable and supportive environment for individuals who are transitioning to a more manageable living situation.

The architectural design rationale prioritizes the unique needs of downsizing seniors who do not require full-time care but seek a community that caters to their changing lifestyle. The project is strategically situated adjacent to an existing care facility, fostering opportunities for collaborative care and services.

Since partnering with the landowner, we are now looking to move forward with a new development proposal that maintains the vision of a senior focused facility. The proposed project is currently zoned MF3 and will bring an increase of density to the area that aligns with and supports the future development of one of Kelowna's fastest growing core neighbourhoods.

### Site Selection:

The chosen site is selected to provide a serene and accessible location for downsizing individuals. While not one of Kelowna's most central locations, the site is well-connected to essential services and amenities, such as parks, public amenities, golf, transit, and shopping, offering a peaceful and supportive living environment. The future tenants will have easy access to all the amenities being offered by not only the immediately adjacent businesses, but also the nearby Village Centre. The Glenmore Village Centre provides basic day-to-day services that will be accessible for residents via a designated shuttle service, a short 4-minute drive, or a quick walk or bike ride. The future tenants will have easy access to all the amenities being offered by not only the immediately adjacent businesses, but also the nearby Village Centre. The Glenmore Village Centre provides basic day-to-day services that will be accessible for residents via a designated shuttle service, a short 4-minute drive, or a quick walk or bike ride. The adjacency to an existing care facility opens the possibility of creating a continuum of support for the residents.

### Supportive Housing – Senior's Apartment:

The proposed use under the bylaw is apartment, and specifically Senior's Apartment whereby the building would be constructed, developed, and operated specifically for one of the fastest growing demographics in the city. This Supportive Housing building will cater to seniors by included onsite services such as:



1. **Concierge:** the building will be staffed 24/7 and provide the following items to residents. Staff will also be trained and equipped to assist residents in securing all outside services.
  - **Security and Monitoring:** will be an important part of the operational aspect of the building to give residence piece of mind. This will include in-suite “emergency” call equipment to keep residents safe. Additionally, the Concierge will assist residents in utilizing our dedicated secure parcel delivery space.
  - **Amenity Programming:** fitness and other group activities such as card/board games, movie nights, gardening, etc. will be scheduled and administered by the onsite staff.
2. **Housekeeping:** the building will be outfitted with housekeeping services which will be offered to tenants.

### Ancillary services:

Available to residents on an a la carte basis, while in-house representatives would be available to assist residents in securing these services, this a la carte model allows for a more affordable option for seniors. Residents will only pay for the items they need at that time. Third party offices and other spaces will be provided to facilitate these third-party services.

1. **Dining:** with the dining facilities at our neighbouring project “The Vineyards”, residents will be able to either purchase a meal plan/program or utilize a “grab and go” from an on-site bistro.
2. **Home Care:** residents with existing medical care requirements would continue through interior health or other providers on site. While we wouldn’t manage these services, concierge would facilitate schedule and access. (provided by outside party), dining/grocery, hair cuts, etc.
3. **Grocery:** deliveries would be facilitated by concierge, allowing residents to seamlessly order groceries and have them delivered right to their suite.
4. **Managed Internet/TV:** Suites will be equipped with third party managed internet and TV services allowing the residents to have piece of mind.
5. **Transportation:** the building will have a third party contracted shuttle service available to residents, providing safe and secure daily trips to various key locations in town.

### Design Principles:

1. Inclusivity and Comfort:
  - Each living unit is designed with a contemporary layout, which maintains a focus on comfort, ensuring a cozy and welcoming atmosphere for residents.
  - Shared spaces are thoughtfully designed to encourage socialization and community engagement while respecting the need for personal space.
2. Accessibility and Age-Friendly Design:
  - The latest Code design principles are integrated to ensure accessibility for residents with varying mobility levels.
  - Spaces are designed with age-friendly features, including easily navigable corridors, grab bars, and other elements to enhance safety.



### 3. Sustainability and Convenience:

- Sustainable materials and energy-efficient systems are incorporated to create an environmentally conscious living space.
- Common areas and amenities are strategically placed for convenience, encouraging residents to maintain an active and engaged lifestyle.

### 4. Community Integration and Social Opportunities:

- Communal spaces such as lounges, gardens, and activity areas are designed to foster social interaction and community bonding.
- Facilities for group activities, social events, and wellness programs are integrated to support residents' physical and mental well-being.

### 5. Safety and Security:

- Robust security measures, including 24/7 concierge service, are implemented to ensure the safety and peace of mind for downsizing elderly residents.
- Emergency response systems, well-lit common areas, and controlled access points contribute to the overall security of the community.

### 6. Flexibility and Future-Proofing:

- The design allows for flexibility to accommodate changing needs and evolving demographics within the downsizing elderly population.
- Spaces are adaptable to future requirements, ensuring that the housing remains relevant and supportive over time.

### Conclusion:

The architectural design for the supportive housing project in Kelowna for downsizing elderly residents aims to provide a warm and supportive living environment that caters to their unique needs. While not centrally located, the intentional site selection offers a peaceful retreat with convenient access to essential services. The strategic adjacency to an existing care facility enhances the potential for collaborative care services, creating a holistic approach to resident well-being. The project aims to offer downsizing elderly residents a comfortable and engaging living space, fostering a sense of community and providing the support they need during this transitional phase in their lives. The inclusion of a 24/7 concierge service further ensures the safety and security of residents, offering assistance and a point of contact at all times.

Sincerely,



**Steven Belt** Intern Architect, AAA, M.Arch. (He/Him)

Intern Architect | Zeidler Architecture

D 403 699 8437 | T 403 233 2525

[sbelt@zeidler.com](mailto:sbelt@zeidler.com) | [zeidler.com](http://zeidler.com)



# Development Permit

728 Valley Rd

DP24-0012

# Purpose

- To issue a Development Permit for the form and character of apartment housing.

# Development Process

**Feb 16, 2024 Development Application Submitted**



**Staff Review & Circulation**



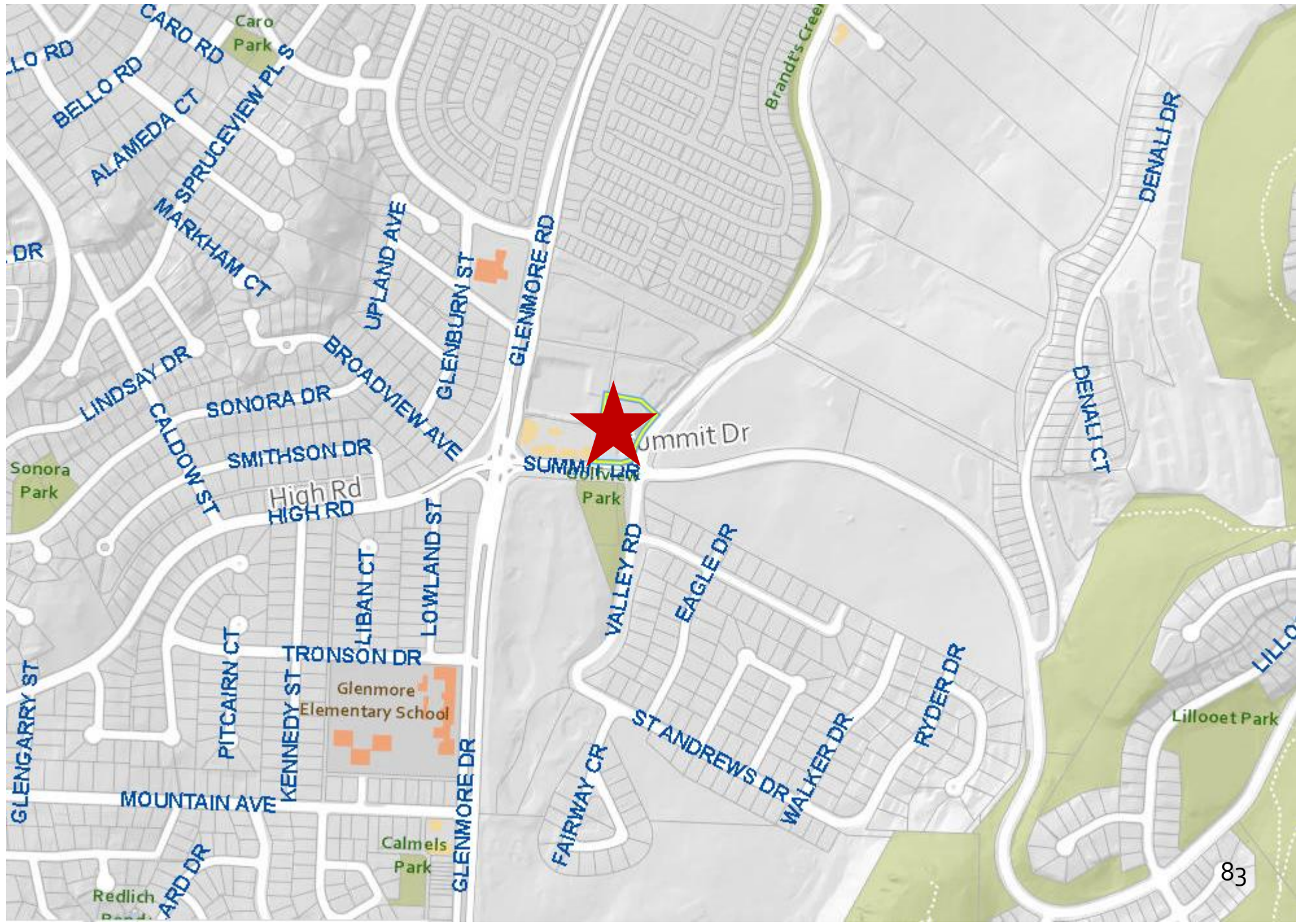
**May 26, 2025 Council Consideration**



**Building Permit**



# Context Map







# Model City

Residential Units:

1,003

Commercial Units:

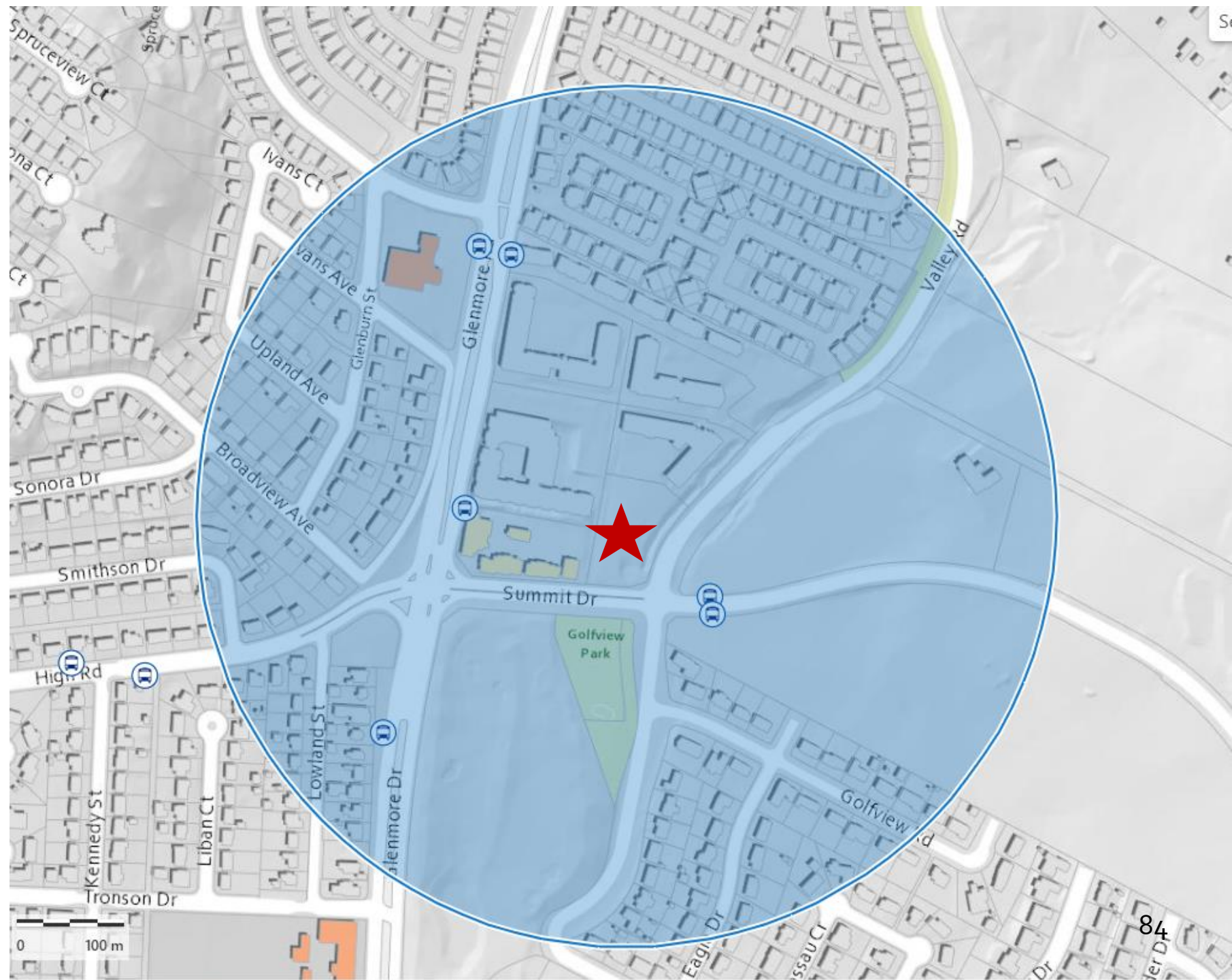
10

Estimated Population:

1,863

Estimated Jobs:

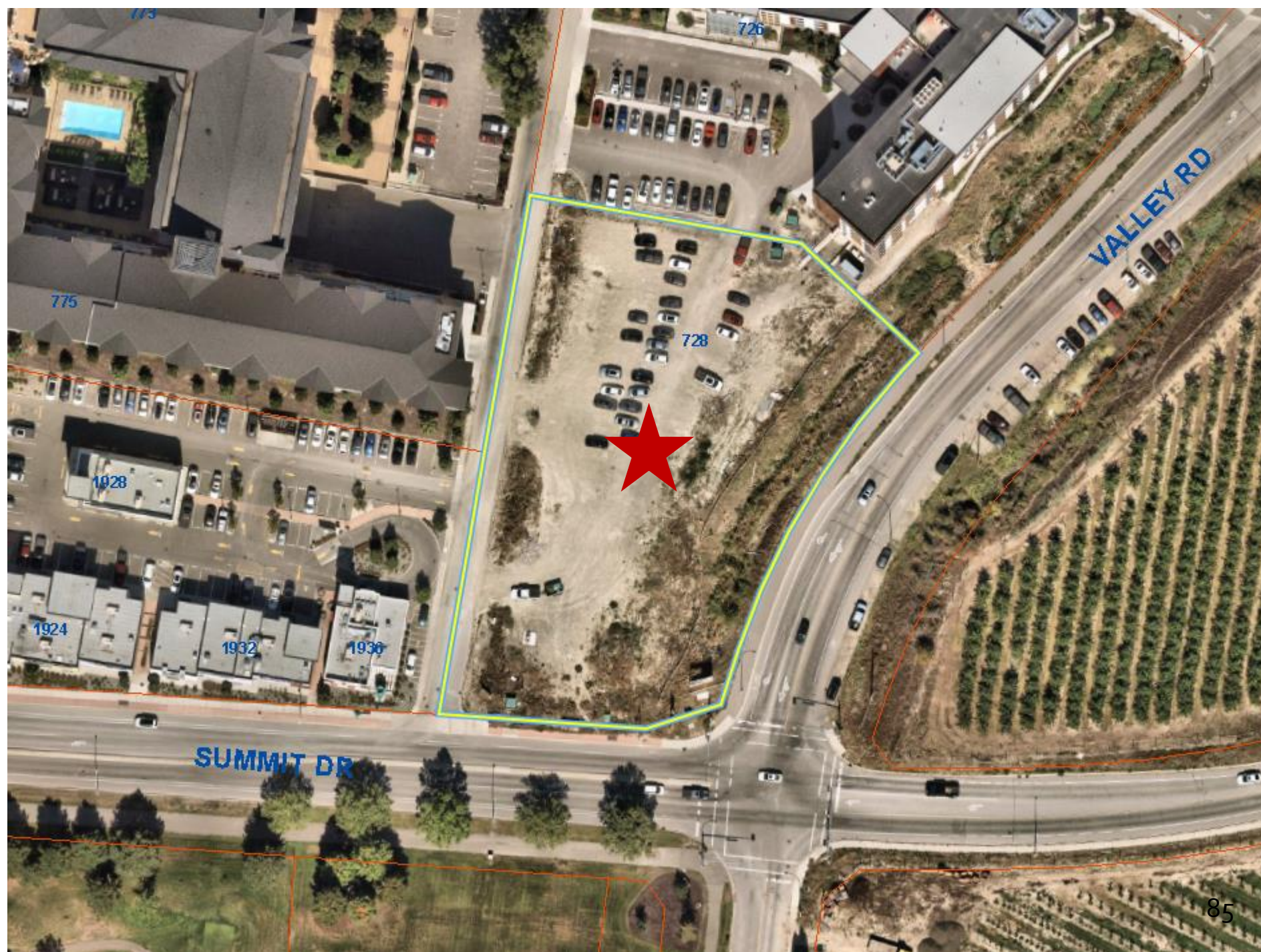
363







# Subject Property Map

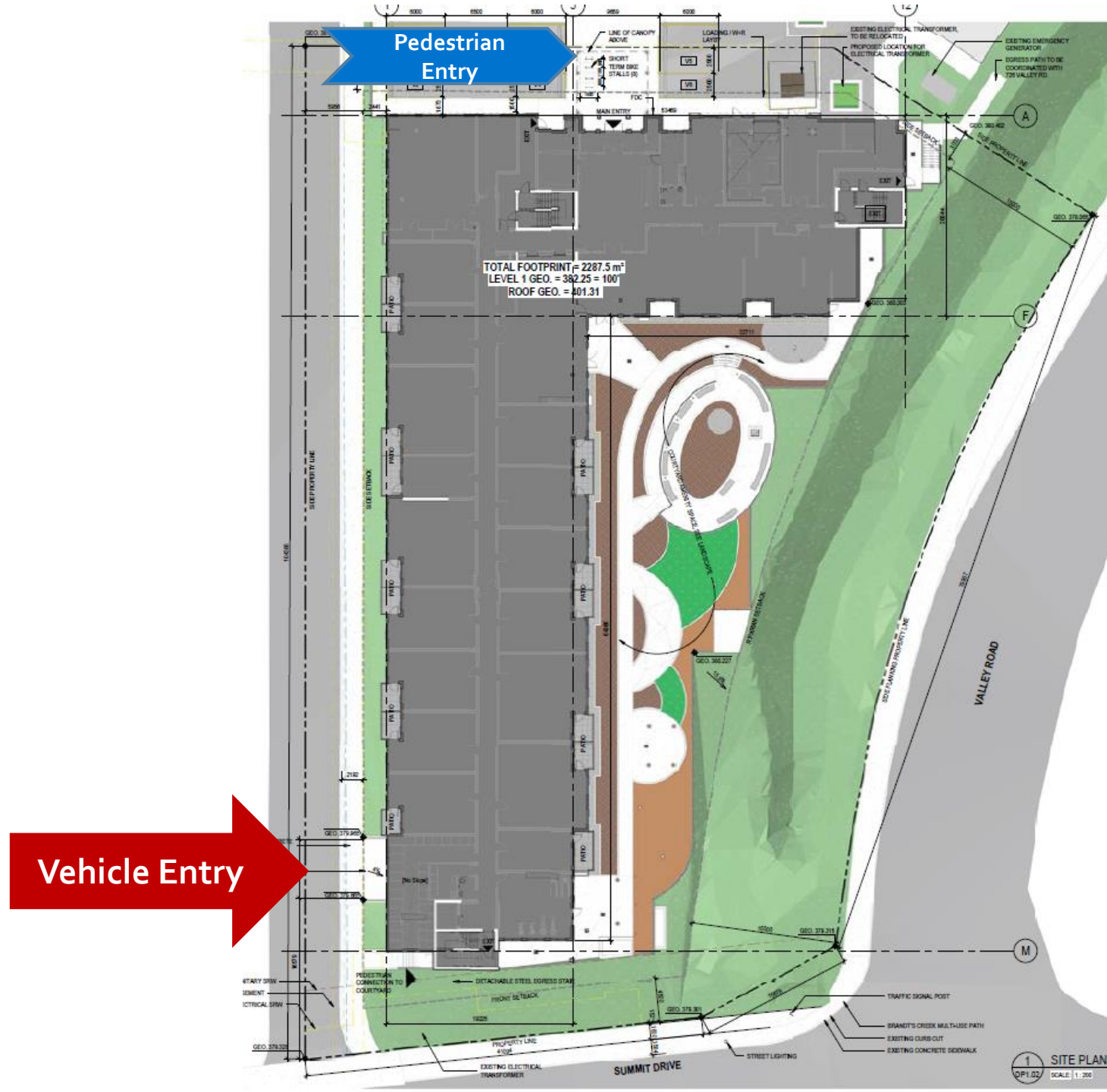




# Technical Details

Development Permit for a six-storey apartment building:

- 168 units
  - 17 Studio
  - 100 1-Bedroom
  - 51 2-Bedroom
- 106 Parking Stalls
- Building features concierge services, security, amenity programming, housekeeping, dining, home care and transportation services.
- 14 Large Trees



# Elevation (North)

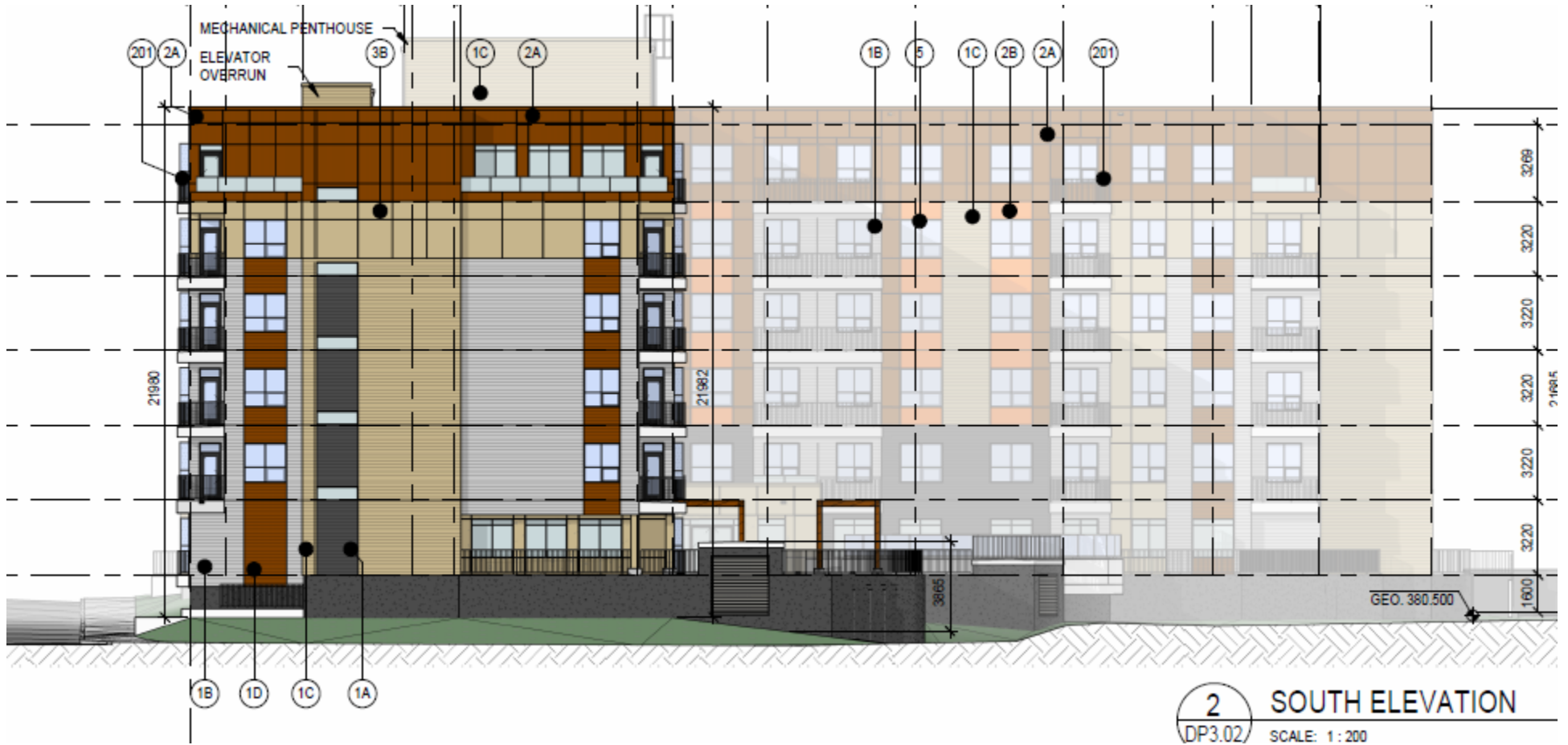




# Elevation (West)



## Elevation (South)



# Elevation (East)



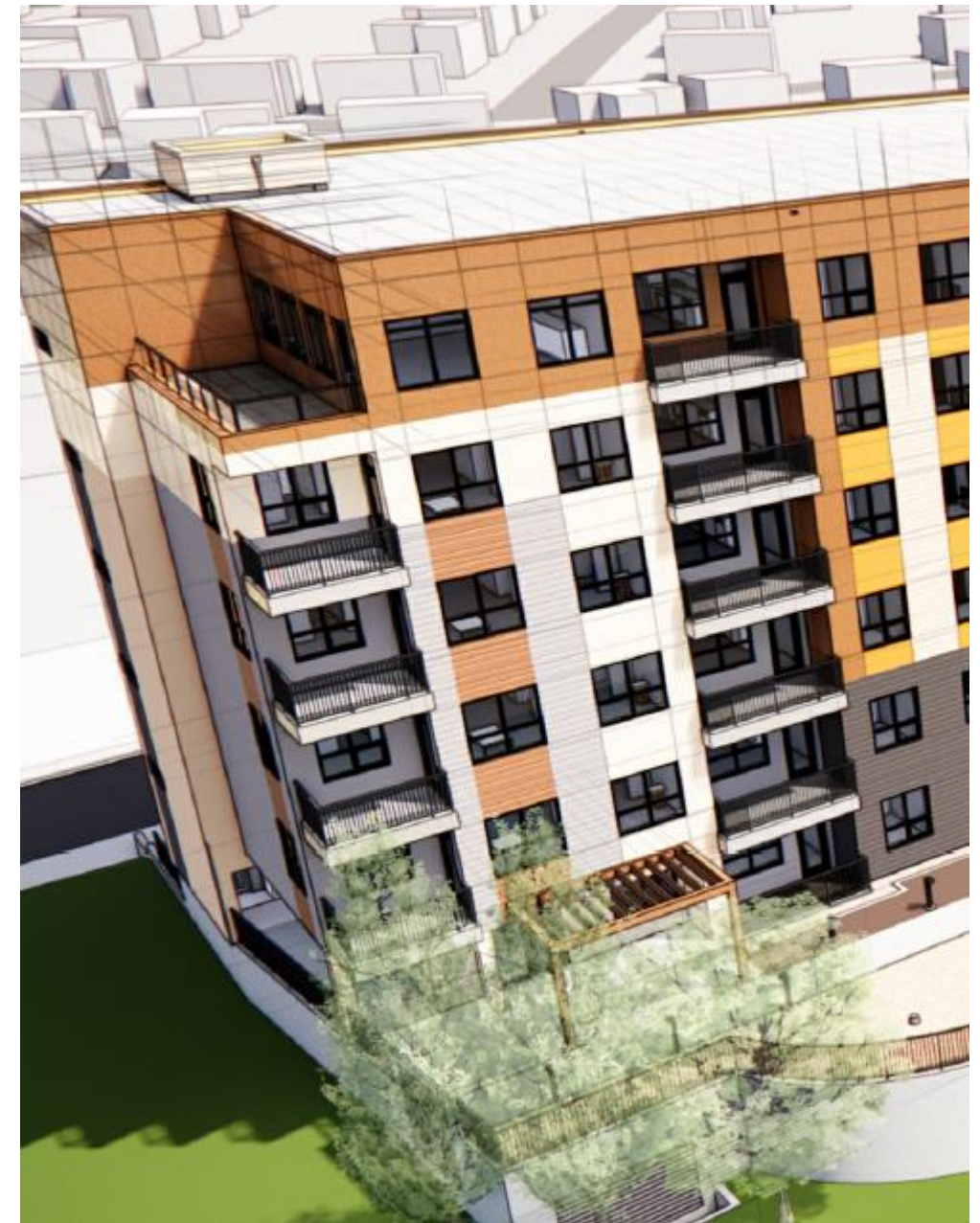
1 EAST ELEVATION  
DP3.02 SCALE: 1:200



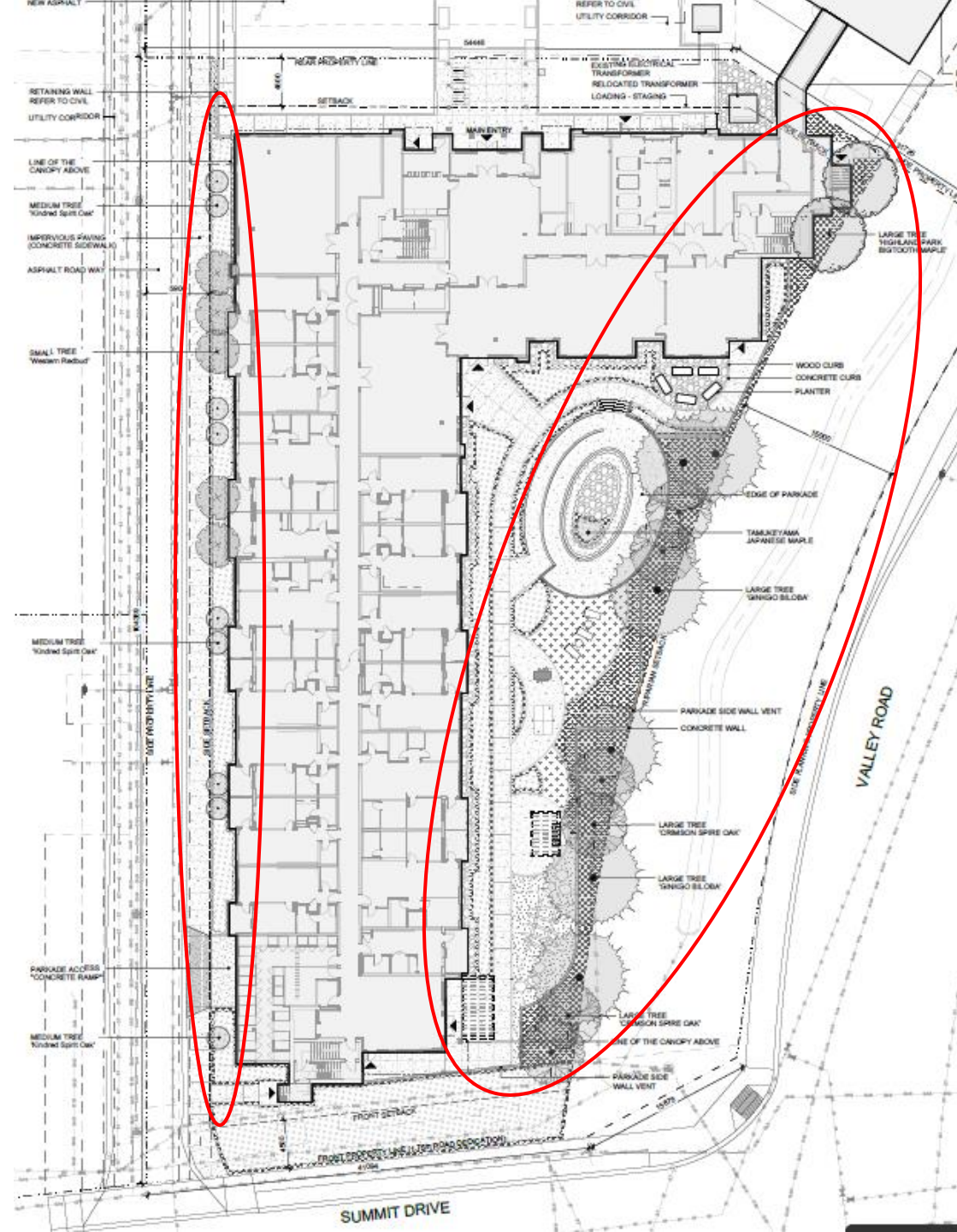
# Materials Board



MATERIAL LEGEND	
1A	CEMENTITIOUS BOARD CLADDING (DARK GRAY, TEXTURED)
1B	CEMENTITIOUS BOARD CLADDING (LIGHT GRAY, TEXTURED)
1C	CEMENTITIOUS BOARD CLADDING (LIGHT BEIGE, TEXTURED)
1D	CEMENTITIOUS BOARD CLADDING (WOOD APPEARANCE, TEXTURED)
2A	COMPOSITE PANEL CLADDING (WOOD APPEARANCE)
2B	CEMENTITIOUS PANEL CLADDING (LIGHT GRAY, TEXTURED)
2C	CEMENTITIOUS PANEL CLADDING (LIGHT BEIGE, SMOOTH)
2D	CEMENTITIOUS PANEL CLADDING (CONCRETE, LIGHT BEIGE)
3	COMPOSITE PANEL CLADDING (COMPLIMENTARY COLOUR TO ADJACENT BUILDING)
4	FULL BRICK VANEER CLADDING (DARK GRAY)
5	DOUBLE GLAZED PVC WINDOW (BLACK EXTERIOR, WHITE INTERIOR)
6	METAL PICKET GUARDRAIL (BLACK POWDER COATING)
7	ALUMINUM SOFFIT (VENTED AND NON-VENTED, LIGHT GRAY)
8	CONCRETE PAVING (DARK GRAY)



# Landscape Plan





# Rendering East





# Rendering East



# Rendering North





# Rendering Main Lobby





# OCP Design Guidelines

- OCP Design Guidelines: Low & Mid-Rise Residential Developments:
  - Orienting building, windows and balconies overlook public streets, amenities spaces and parks;
  - Parking off laneway;
  - Façade includes distinct architectural treatments on corner properties.

# Staff Recommendation

- Staff recommend support for the proposed development permit as it is consistent with:
  - OCP Design Guidelines;
  - OCP Policies & Objectives;
  - Providing Senior Housing in Area Close to Amenities.

# REPORT TO COUNCIL DEVELOPMENT PERMIT



**Date:** May 26, 2025  
**To:** Council  
**From:** City Manager  
**Address:** 459 Osprey Ave  
**File No.:** DP25-0095  
**Zone:** UC5r – Pandosy Urban Centre Rental Only

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## **1.0 Recommendation**

THAT Council authorizes the issuance of Development Permit No. DP25-0095 for Lot A District Lot 14 ODYD Plan EPP120981, located at 459 Osprey Ave, Kelowna, BC subject to the following:

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

AND THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

## **2.0 Purpose**

To issue a Development Permit for the form and character of apartment housing.

## **3.0 Development Planning**

Staff support the proposed Development Permit for the form and character of a four-storey apartment building. The proposal complies with the Official Community Plan (OCP) policies for an Urban Centre by providing high density residential development which is in conformance with the Building Heights and Street Character mapping. The proposal meets all regulations of the Zoning Bylaw, and no variances are requested.

The proposal is consistent with the OCP Form and Character Design Guidelines for Low & Mid-Rise Residential Development including providing ground-oriented units, landscaping, the usage of high-quality materials and includes varied architectural features on the building's façade.

The applicant is proposing a four-storey apartment building on the subject property containing 56 residential units. The unit mix will consist of 14 two-bedroom with dens, 36 one-bedroom units, and 6 studio units. Two of these units are ground-oriented and have direct access onto Osprey Avenue. The proposal includes structured parking accessed from the rear laneway and will include 54 resident parking stalls, 6 visitor stalls and 42 long-term bicycle stalls.



The development proposes a variety of materials that include wood grain metal panels, brick running bond, and stucco (medium grey, light grey, dark grey and pomegranate). The landscape plan includes small, medium, and large trees at the front and sides of the property.

#### 4.0 Subject Property & Background

##### 4.1 Subject Property Map



The subject property is in the Pandosy Urban Centre and is located on Osprey Avenue, near the intersection with Pandosy Street. The surrounding area is primarily zoned UC5 – Pandosy Urban Centre and the surrounding area has a mix of single-dwelling housing, apartment housing and commercial. The project site consisted of three properties that have been consolidated into a single parcel.

##### 4.2 Background

A previous Development Permit (DP22-0194) was approved by Council on March 13<sup>th</sup>, 2023, for a similar four-storey apartment building. Following the Council meetings and subsequent approvals, the owners decided to switch the tenure of the building, and applied for the UC5r zone, aiming to convert the building to rental-only. The rental subzone (Z24-0034) was approved by Council on January 13<sup>th</sup>, 2025.

The original Development Permit expired on March 13<sup>th</sup>, 2025, and a new Development Permit is required to proceed with the project. The Development Permit is similar to the original project, with the following changes:

- Increase in units 44 units to 56 units;
- Decrease in FAR from 1.51 to 1.31;
- Decrease in amenity space from 1,864 m<sup>2</sup> to 1,048 m<sup>2</sup>;
- Increase in long-term bicycle parking from 35 stalls to 42 stalls;
- Decrease in site coverage from 82.4% to 81.7%
- Removal of staircase, mechanical room and roof deck;

- Change of unit type and size;
- Minor changes to façade including updating windows, doors and balconies to match floor plan;

## 5.0 Zoning Bylaw Regulations Summary

AREA & UNIT STATISTICS		
Gross Lot Area		2,732 m <sup>2</sup>
<b>Total Number of Units</b>		<b>56</b>
Studio		6
1-bed		36
2-bed		14
DEVELOPMENT REGULATIONS		
CRITERIA	UC5r ZONE	PROPOSAL
<b>Total Maximum Floor Area Ratio</b>	<b>1.6</b>	<b>1.31</b>
Max. Site Coverage (buildings)	85%	81.7%
<b>Max. Height</b>	<b>16.0 m / 4 storeys</b>	<b>16.0 m / 4 storeys</b>
<b>Setbacks</b>		
Min. Front Yard (North)	2.0 m	2.0 m
Min. Side Yard (East)	0.0 m	1.52 m
Min. Side Yard (West)	0.0 m	1.52 m
Min. Rear Yard (South)	0.0 m	0.0 m
<b>Amenity Space</b>		
<b>Total Required Amenity Space</b>	<b>606 m<sup>2</sup></b>	<b>1,023 m<sup>2</sup></b>
Common	224 m <sup>2</sup>	377 m <sup>2</sup>
Private	382 m <sup>2</sup>	686 m <sup>2</sup>
<b>Landscaping</b>		
Min. Number of Trees	5 trees	6 trees
Min. Large Trees	3 trees	3 trees
PARKING REGULATIONS		
CRITERIA	UC5r ZONE REQUIREMENTS	PROPOSAL
<b>Total Required Vehicle Parking</b>	<b>47 stalls</b>	<b>60 stalls</b>
Residential (-20% rental reduction)	41	54
Visitor (-20% rental reduction)	6	6
Ratio of Regular to Small Stalls	Min. 50% Regular Max. 50% Small	95% Regular 5% Small
Bicycle Stalls Short-Term	6 stalls	6 stalls
Bicycle Stalls Long-Term	42 stalls	42 stalls
Bike Wash & Repair	y	y

## 6.o Application Chronology

Application Accepted: April 28, 2025  
Neighbour Notification Received: N/A

**Report prepared by:** Tyler Caswell, Planner Specialist  
**Reviewed by:** Adam Cseke, Development Planning Manager  
**Reviewed by:** Nola Kilmartin, Development Planning Department Manager  
**Approved for Inclusion:** Ryan Smith, Divisional Director, Planning, Climate Action & Development Services

### Attachments:

Attachment A: Draft Development Permit DP25-0095  
    Schedule A: Site Plan & Floor Plans  
    Schedule B: Elevations & Sections  
    Schedule C: Landscape Plan  
Attachment B: OCP Form and Character Development Permit Guidelines

For additional information, please visit our Current Developments online at [www.kelowna.ca/currentdevelopments](http://www.kelowna.ca/currentdevelopments).



# Development Permit

DP25-0095



This permit relates to land in the City of Kelowna municipally known as

**459 Osprey Ave**

and legally known as

**Lot A District Lot 14 ODYD Plan EPP120981**

and permits the land to be used for the following development:

**Apartment Housing**

The present owner and any subsequent owner of the above described land must comply with any attached terms and conditions.

**Date of Council Approval:**      **May 26<sup>th</sup>, 2025**

Development Permit Area:      Form and Character

Existing Zone:      UC5r – Pandosy Urban Centre Rental Only

Future Land Use Designation:      UC – Urban Centre

**This Development Permit is valid for two (2) years from the date of approval, with no opportunity to extend.**

## **This is NOT a Building Permit.**

In addition to your Development Permit, a Building Permit may be required prior to any work commencing. For further information, contact the City of Kelowna, Development Services Branch.

## **NOTICE**

This permit does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Owner:      1347431 BC Ltd., Inc. No. BC1347431

Applicant:      Curtis Tarapaski

\_\_\_\_\_  
Nola Kilmartin  
Development Planning Department Manager  
Planning & Development Services

\_\_\_\_\_  
Date of Issuance

<b>ATTACHMENT</b>		<b>A</b>
This forms part of application # <b>DP25-0095</b>		
Planner Initials	<b>TC</b>	 <b>City of Kelowna</b> DEVELOPMENT PLANNING

## 1. SCOPE OF APPROVAL

This Development 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 Development 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.

The issuance of a permit limits the permit holder to be in strict compliance with regulations of the Zoning Bylaw and all other Bylaws unless specific variances have been authorized by the Development Permit. No implied variances from bylaw provisions shall be granted by virtue of drawing notations that are inconsistent with bylaw provisions and that may not have been identified as required Variances by the applicant or Municipal staff.

## 2. CONDITIONS OF APPROVAL

THAT Council authorizes the issuance of Development Permit No. DP25-0095 for Lot A District Lot 14 ODYD Plan EPP120981 located at 459 Osprey Avenue, Kelowna, BC, subject to the following:

- a) The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
- b) The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
- c) Landscaping to be provided on the land be in accordance with Schedule "C";
- d) The applicant be required to post with the City a Landscape Performance Security deposit in the amount of 125% of the estimated value of the Landscape Plan, as determined by a Registered Landscape Architect;

## 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 Developer and be paid to the Developer or his or her designate if the security is returned. The condition of the posting of the security is that should the Developer 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 enter into an agreement with the property owner of the day to have the work carried out, and any surplus shall be paid over to the property owner of the day. Should the Developer carry out the development as per the conditions of this permit, the security shall be returned to the Developer or his or her designate following proof of Substantial Compliance as defined in Bylaw No. 12310. There is filed accordingly:

- a) An Irrevocable Letter of Credit **OR** certified cheque **OR** a Surety Bond in the amount of **\$109,300.00**

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.


## 4. INDEMNIFICATION

Upon commencement of the works authorized by this Permit the Developer covenants and agrees 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 said Permit.

All costs, expenses, claims that may be incurred by the Municipality where the construction, 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.

**The PERMIT HOLDER is the CURRENT LAND OWNER.  
Security shall ONLY be returned to the signatory of the  
Landscape Agreement or their designates.**

<b>ATTACHMENT</b>		<b>A</b>
This forms part of application		
# DP25-0095		
Planner Initials	TC	 City of <b>Kelowna</b> DEVELOPMENT PLANNING

ACCESSIBILITY REQUIREMENTS 3.8.			
	CONDO	PROPOSED	
ACCESS TO MAIN ENTRANCES	YES	YES	
ACCESS TO ALL FLOORS	NO	YES	
ACCESSIBLE WASHROOM	NO	NO	

WASHROOM FIXTURES REQUIREMENTS	
MIN.1 RECL./DWELLING UNIT	3.2.2.2(1)

SPATIAL SEPARATION: 3.2.3.1.D			
	EAST / WEST PARKADE WALLS	SOUTH WALLS PARKADE	SOUTH WALLS CONDO
WALL AREA	472m	418.1m	234.8m (MAX.)
OPENING AREA	42m (MAX.)	430m	27.7m (MAX.)
% PROVIDED	42.4%	42.4%	42.1%
LIMITING DISTANCE	1.5m	1.5m	1.5m
% PERMITTED	44%	42.4%	44%
CONSTRUCTION TYPE	COMB./NON-COMB.	COMB./NON-COMB.	COMB./NON-COMB.
CLADDING MATERIAL	NON-COMB.	NON-COMB.	NON-COMB.
REQUIRED RATINGS	1 HOUR	1 HOUR	45 MINUTES

ENERGY STATEMENT	
ENVELOPE DESIGN	
DESIGN STANDARD / CODE	BC BUILDING CODE 2018
ENERGY PERFORMANCE REQUIREMENTS:	
OCCUPANCY TYPE	RESIDENTIAL
STEP CODE	STEP 3
TOTAL ENERGY USE INTENSITY	120 KWH / M2 / YR
TOTAL ENERGY DEMAND INTENSITY	35 KWH / M2 / YR
PROPOSED ENERGY PERFORMANCE:	
TOTAL ENERGY USE INTENSITY	113.1 KWH / M2 / YR
TOTAL ENERGY DEMAND INTENSITY	33.9 KWH / M2 / YR
CLIMATE ZONE (ENV TABLES)	
	CLIMATE ZONE 5

ENERGY EFFICIENCY: 10.2 ENERGY	
COMPLIANCE PATH: ENERGY MODELLING BASED ON BC STEP CODE LEVEL 3 SEE ENERGY REPORT FOR U / SHGC VALUES FOR ALL WINDOWS	
ENERGY REPORT PREPARED BY: ROCKYPOINT ENGINEERING	

BUILDING CODE REVIEW BCBC 2018			
OCCUPANCY	GROUP C	GROUP F3	
CONDO	3.2.2.20	3.2.2.20(1)	
ARTICLE	4.8.10(1)	4.8.10(1)	
NO. OF STOREYS	1	1	
BUILDING AREAS	PROPOSED	CODE MAX.	PROPOSED
	2,250 sqm	2,250 sqm	2,250 sqm
CONSTRUCTION TYPE	COMBUST./NON-COMBUST.	COMBUST./NON-COMBUST.	
ASSEMBLY RATINGS	YES	YES	
FLOOR	1 HR	1.5 HR	
WALLS	1 HR	1.5 HR	
ROOFS	1 HR	1.5 HR	

FIRE PROTECTION: 3.2.4/ 3.2.5/ 3.2.6.	
LOCATION OF HYDRANT :	CONDO / TOWNHOUSE 3.2.5.15
STANDPIPE/USE	45 MAX. TO BASELINE CONNECTION 3.2.6.8
SPRINKLER	YES (NFPA 13R)
FIRE ALARM SYSTEM	YES 3.2.4 / 201
EXIT LIGHTS	YES
EMERGENCY LIGHTING	YES

REQUIRED FIRE SEPARATIONS 3.1.3.1.	
MAJOR OCCUPANCIES	CONDO / TOWNHOUSE
GROUP C TO C	1 HR 3.3.1.1
GROUP F3 TO C	1.5 HR 3.3.1.5
SERVICES ROOMS	1 HR 3.6.2.
JANITOR ROOM	Non-Taber Fire Separation

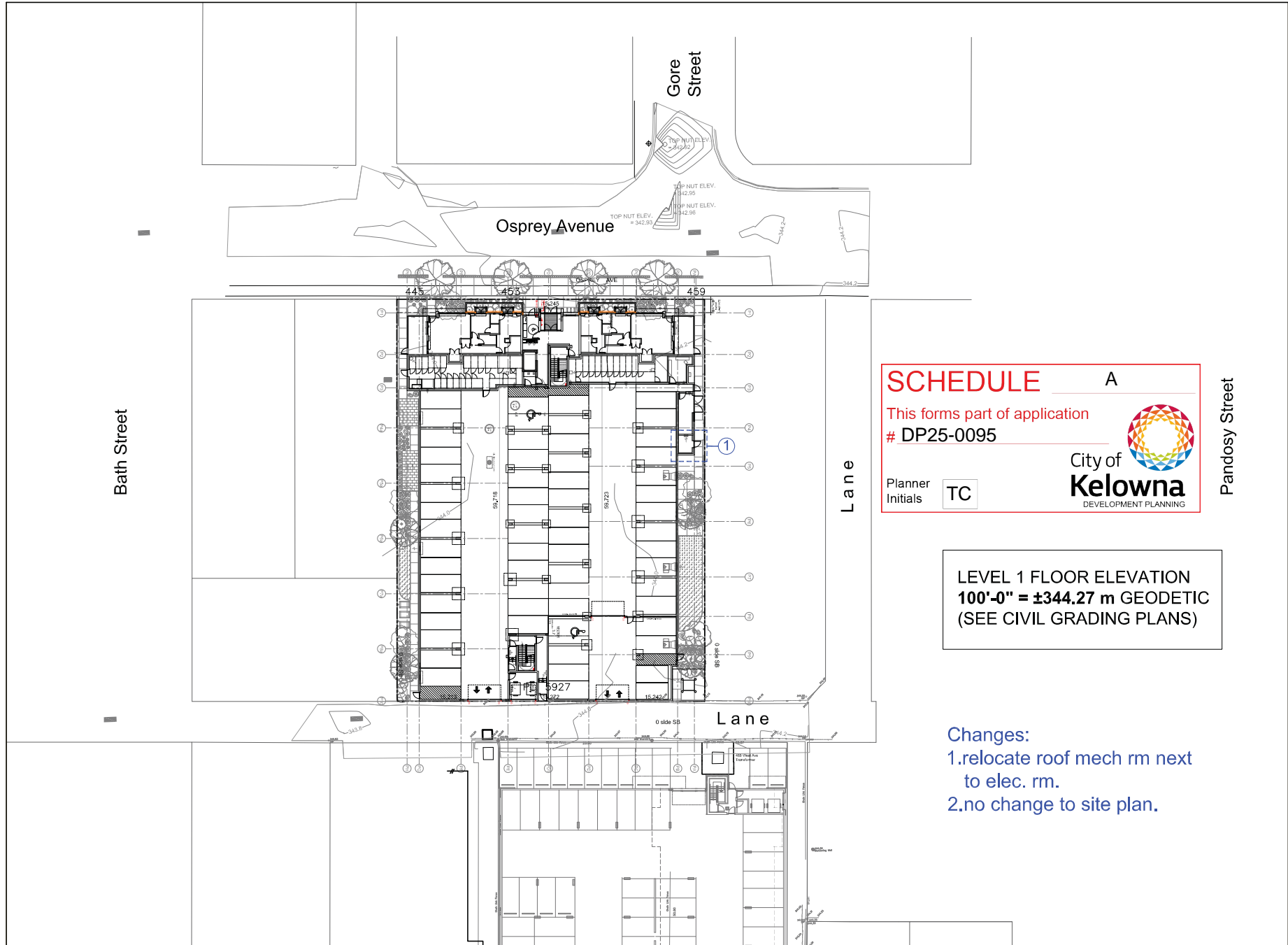
BUILDING FIRE SAFETY	
SMOKE PROTECTION	N/A 3.2.3.16
FLAME SPREAD RATINGS	COMPLY WITH 3.1.1.3.2
METAL DECK ASSEMBLIES	N/A 3.1.1.4.2.
ROOF COVERING CLASSIFICATION	CLASS 'A' 3.1.1.5.2.
ATTIC FIRESTOPS	YES 3.3.1.1.
MAX. ATTIC AREA	350 sqm 3.3.1.1.5.
MAX. CHIMNEY AREA	N/A 3.3.1.1.5.
CORREALED FLOOR AREA	N/A 3.3.1.1.5.

OCCUPANT LOAD TABLE 3.1.17.1.			
PARKADE LEVEL 1	45m <sup>2</sup> / PERSON X 1.812 sqm	26 PERSONS	
TOWNHOUSE 1			
LEVEL 1	7 PERSONS / SLEEPING RMS + 4 RMS	6 PERSONS	
APARTMENT LEVELS :			
LEVEL 1	2 PERSONS / SLEEPING RMS + 22 RMS	44 PERSONS	
LEVEL 3	2 PERSONS / SLEEPING RMS + 22 RMS	44 PERSONS	
LEVEL 4	2 PERSONS / SLEEPING RMS + 22 RMS	44 PERSONS	

EXIT FACILITIES	
CONDO REQUIRED EXITS	2 MIN. PER FLOOR 3.2.9.1(3)
	min. 800mm door width as per 3.4.3.2.(2)
	min. 1100mm stair width as per 3.4.3.2.(2)
	8.1mm person x 39 persons = 800 mm MIN.
	4 doors @ 2.47' width = 10.47' (3.155mm)
PARKADE LEVEL 1 (door)	
RESIDENTIAL LEVELS:	
LEVEL 2 + 4 (doors)	6.1mm person x 44 persons max = 800 mm MIN.
	2 doors @ 2.47' width (per floor) = 6.47' (195mm)
LEVEL 3 + 4 (doors)	8.0mm person x 44 persons max = 1100 mm MIN.
	2 doors @ 2.10' width (per floor) = 4.20' (127mm)
RESIDENTIAL UNITS (INCLUDING TOWNHOUSE)	min. 1 door @ 800mm (each unit) 30' (9.14mm) door @ each unit
CONDO	TOWNHOUSE
EXIT THROUGH LOBBY	YES NO 3.4.5.16(2)
EXIT THROUGH LOBBY (FLOOR THROUGH LOBBY)	YES NO
EXIT EXPOSURE	OK 3.2.3.13.
MAX. TRAVEL DISTANCE	45m 3.4.2.3.(1)
EXIT ROUTING REQUIRED:	
STAR SHAFTS	1 HR (1.5 HR @ Parkade) 3.4.4.1.
COMBODORS	1 HR 3.3.2.3.(4)

BICYCLE PARKING	
REQUIRED LONG TERM	6.5 (pg 97)
TYPE	TYPE
1	2
2	26
3	26
4	26
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SCHEDULE

A

This forms part of application

# DP25-0095

Planner Initials

TC


City of Kelowna

DEVELOPMENT PLANNING


LEVEL 1 FLOOR ELEVATION  
100'-0" = ±344.27 m GEODETIC  
(SEE CIVIL GRADING PLANS)

Changes:  
1.relocate roof mech rm next  
to elec. rm.  
2.no change to site plan.

233 BERNARD AVENUE  
KELOWNA, B.C.  
V1Y 6N2  
TEL: 250.767.3006  
EMAIL: ke-mat@shaw.ca




MEIKLEJOHN ARCHITECTS INC.



BOUDREAU  
CONSTRUCTION LTD.

2024-07-12  
Amend  
DP



TRUE  
NORTH

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No.	Date	Revisions
01	2022-09-27	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-01	80% progress
04	2023-09-28	80% progress
05	2023-09-28	Issued DP
06	2023-09-28	80%
07	2023-09-28	Revised DP
08	2024-07-12	Amend DP

Project Title

OSPREY AVE RENTAL  
WITH PARKADE

453 OSPREY AVENUE KELOWNA  
PLAN 64P5927 LOT 3 BL 14

Drawing Number

A2.01

DRAWINGS ARE NOT TO BE SECALED.  
ALL DIMENSIONS SHALL BE PRECISED ON JOB.

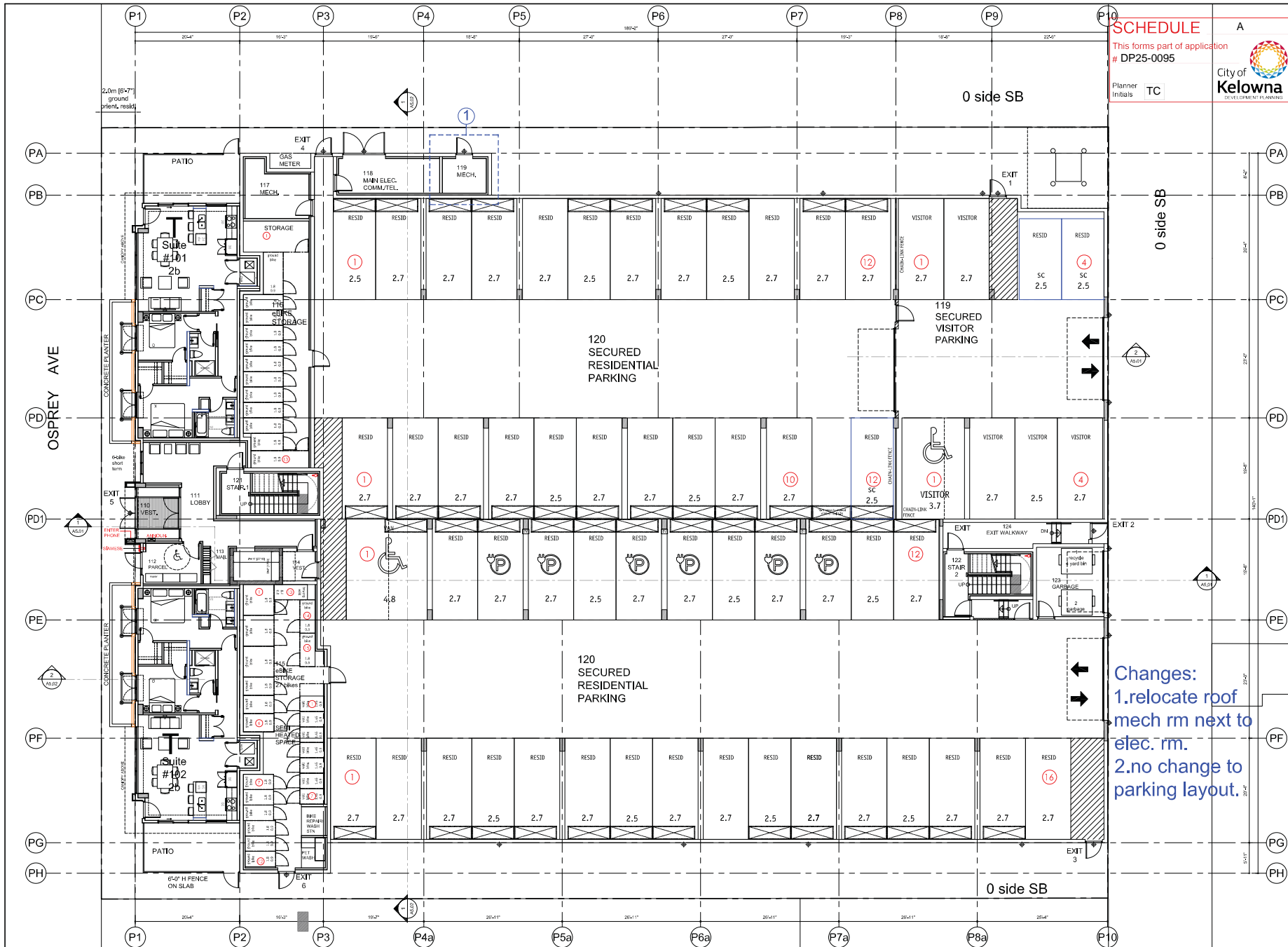
Drawing Title

SITE PLAN

scale:1"=10'-0"

Date	2024-07-12
Job No.	2024-07-12
Scale	AS SHOWN
Drawn	SA
Checked	SA

107



233 BERNARD AVENUE  
K1P 5R2  
TEL 250.767.3004  
EMAIL: kel@kelowna.ca

**SCHEDULE**  
This forms part of application  
# DP25-0095  
Planner initials TC  
City of Kelowna  
DEVELOPMENT PLANNING

**MEIKLEJOHN ARCHITECTS INC.**

**BOUDREAU**

2024-07-12  
Amend  
DP

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No.	Date	Revisions
01	2024-07-12	Issued DP
02	2024-07-12	Issued revised DP
03	2024-07-12	20% progress
04	2024-07-12	60% progress
05	2024-07-12	Issued DP
06	2024-07-12	10% progress
07	2024-07-12	Revised DP
08	2024-07-12	Issued DP

Project Title  
OSPREY AVE RENTAL  
WITH PARKADE

453 OSPREY AVENUE KELOWNA  
PLAN G4P977 LOT 18-14  
Drawing Number

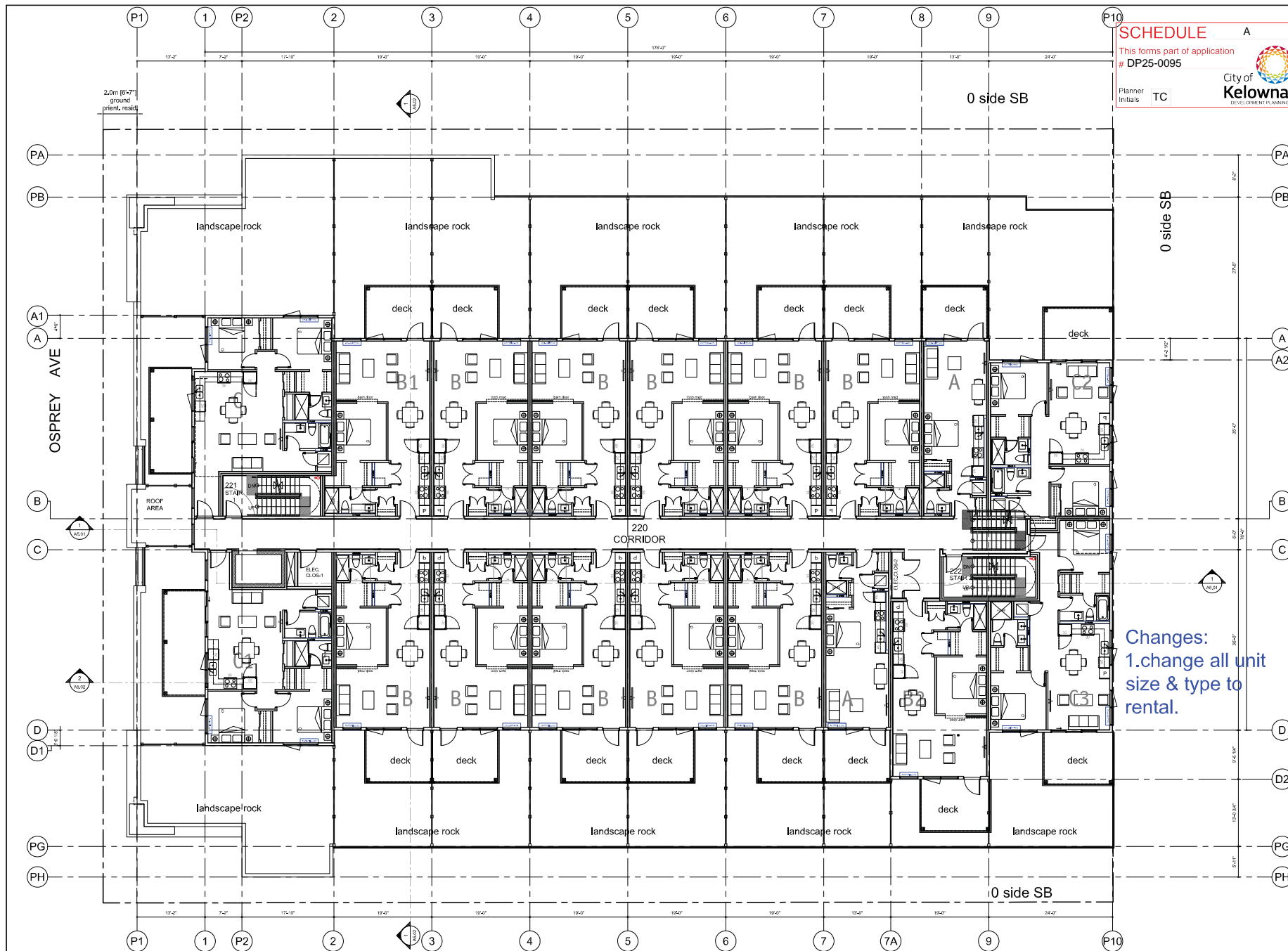
**A3.01**

DRAWINGS ARE NOT TO BE SCALED.  
ALL DIMENSIONS SHALL BE REFERRED TO ON JOB.

Drawing Title  
LEVEL 1 PARKADE  
& TOWNHOUSES

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

Date	Drawn	Checked
2024-07-12	mm 23-1910	AS SHOWN
Drawn	mm	AS SHOWN
Checked	mm	AS SHOWN



**SCHEDULE A**

This forms part of application  
# DP25-0095

Planner Initials TC

City of Kelowna  
DEVELOPMENT PLANNING

233 BERNARD AVENUE  
KELLOWNA, B.C.  
V1Y 6N2  
TEL: 250.762.3006  
EMAIL: info@mkd.com

**MEIKLEJOHN ARCHITECTS INC.**

**BOUDREAU**

2024-07-12  
Amend  
DP

TRUE NORTH

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No.	Date	Revisions
01	2022-09-27	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-21	20% progress
04	2023-02-08	60% progress
05	2023-03-03	Issued DP
06	2023-05-07	75%
07	2023-07-14	Revised DP
08	2024-07-12	Amend DP

Project Title  
**OSPREY AVE RENTAL WITH PARKADE**

453 OSPREY AVENUE KELLOWNA  
PLAN G4P597.107.10-14

Drawing Number  
**A3.02**

DRAWINGS ARE NOT TO BE SCALED.  
ALL DIMENSIONS SHALL BE PRECISED ON JOB.

Drawing Title  
**LEVEL 2**

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

Date	2024-07-12
Job No.	2024-07-12
Scale	AS SHOWN
Drawn	AM
Checked	AM





233 BERNARD AVENUE  
KELLOWNA, B.C.  
V1Y 6N2  
TEL: 250.762.3006  
EMAIL: kelowna@meikjohn.ca



2024-07-12  
Amend  
DP



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No.	Date	Revision
01	2022-09-21	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-21	20% progress
04	2023-02-08	60% progress
05	2023-03-13	Issued BP
06	2023-05-07	75%
07	2023-07-14	Revised BCL
08	2024-07-12	Amend DP

Project Title  
OSPREY AVE RENTAL  
WITH PARKADE

453 OSPREY AVENUE KELLOWNA  
PLAN 64P597 (07) 08-14

Drawing Number

**A3.03**

DRAWINGS ARE NOT TO BE SCALED.  
ALL DIMENSIONS SHALL BE VERIFIED ON JOB.

Drawing Title  
**LEVEL 3**

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

Date	2024-07-12
Job No.	new P1-0909
Scale	A3 SHOWN
Drawn	AM
Checked	JM



## SCHEDULE A

This forms part of application  
# DP25-0095

Planner  
Initials TC



233 BERNARD AVENUE  
KELOWNA, B.C.  
V1Y 6N2  
TEL: 250.762.3006  
EMAIL: kelowna@kelowna.ca



2024-07-12  
Amend  
DP



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No.	Date	Revision
01	2022-09-27	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-21	20% progress
04	2023-02-28	60% progress
05	2023-03-13	Issued BP
06	2023-05-07	10%
07	2023-07-14	Revised DP
08	2024-07-12	Amend DP

Project Title  
OSPREY AVE RENTAL  
WITH PARKADE

453 OSPREY AVENUE KELOWNA  
PLAN 64P597 (07.12.24)

Drawing Number

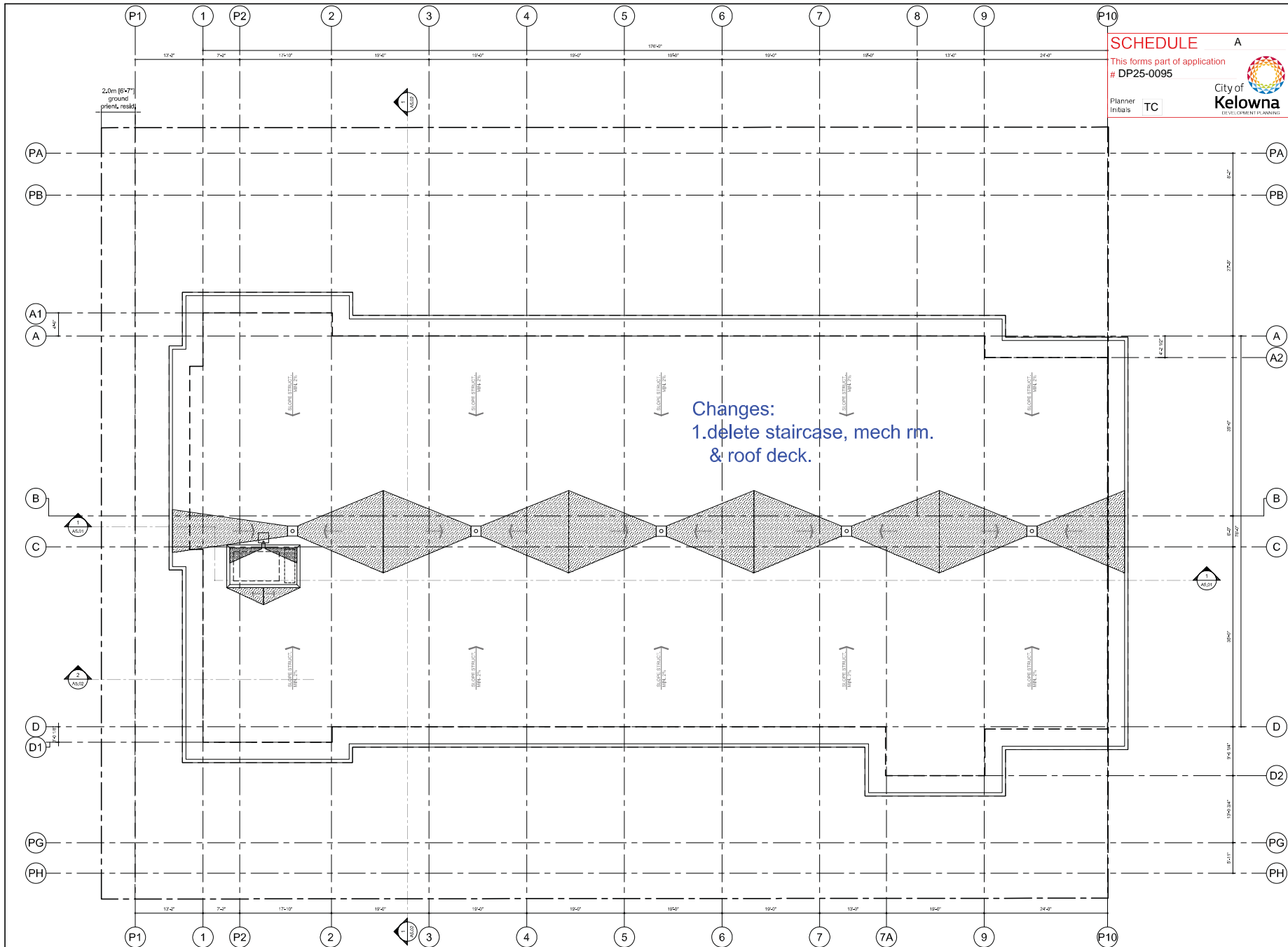
**A3.04**

DRAWINGS ARE NOT TO BE RECALCULATED.  
ALL DIMENSIONS SHALL BE VERIFIED ON JOB.

Drawing Title  
LEVEL 4

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

Date	2024-07-12
Job No.	mm 23-1910
Scale	AS SHOWN
Drawn	MM
Checked	JM



**SCHEDULE A**

This forms part of application  
# DP25-0095

Planner Initials TC

City of Kelowna  
DEVELOPMENT PLANNING

233 BERNARD AVENUE  
KELOWNA, B.C.  
V1Y 6N2  
TEL: 250.762.3004  
EMAIL: ke-muni@shaw.ca



2024-07-12  
Amend  
DP



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No.	Date	Revisions
01	2022-09-27	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-21	90% progress
04	2023-08-28	60% progress
05	2023-09-03	Issued DP
06	2023-09-07	95%
07	2023-09-14	Revised DP
08	2024-07-12	Amend DP

Project Title  
**OSPREY AVE RENTAL  
WITH PARKADE**

453 OSPREY AVENUE KELOWNA  
PLAN 64P597.1 DT 18-14

Drawing Number

**A3.05**

DRAWINGS ARE NOT TO BE SCALED.  
ALL DIMENSIONS SHALL BE PRECISED ON JOB.

Drawing Title  
**ROOF PLAN**

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

Date	2024-07-12
Job No.	mm 23-1910
Scale	AS SHOWN
Drawn	MM
Checked	MM



# SCHEDULE

B

This forms part of application  
# DP25-0095

Planner  
Initials TC

City of  
**Kelowna**  
DEVELOPMENT PLANNING



Changes:  
1.update window, door,  
balcony to match  
floor plan.  
2.delete staircase & mech rm.

233 BERNARD AVENUE  
KELOWNA, B.C.  
V1Y 6N2  
TEL: 250.767.3004  
EMAIL: info@meikjohn.ca



2024-07-12  
Amend  
DP

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No.	Date	Revisions
01	2022-09-27	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-01	80% progress
04	2023-02-28	80% progress
05	2023-03-31	Issued DP
06	2023-05-01	85%
07	2023-07-14	Revised DP
08	2024-07-12	Amend DP

Project Title  
**OSPREY AVE RENTAL  
WITH PARKADE**

453 OSPREY AVENUE KELOWNA  
PLAN 04P597 (07.08.24)

Drawing Number

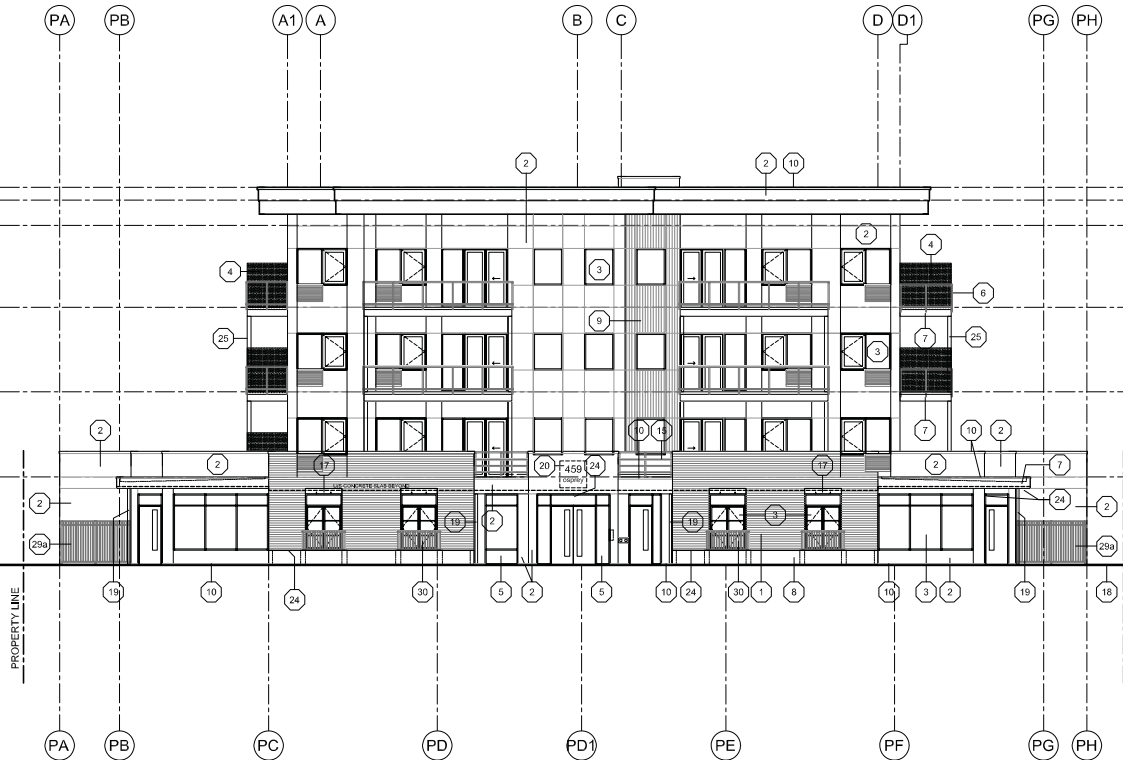
**A4.01**

DRAWINGS ARE NOT TO BE SCALE.  
ALL DIMENSIONS SHALL BE VERIFIED ON JOB.

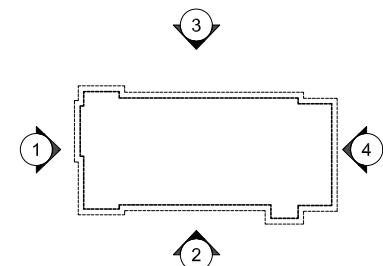
Drawing Title  
**BUILDING ELEVATION  
1**

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

Date: 2024-07-12  
Job No.: 2024-07-12  
Scale: AS SHOWN  
Drawn: JH  
Checked: JH



<b>ELEVATION KEY NOTE:</b> ALL COLOURS TO BE CHOSEN BY ARCHITECT FROM APPROVED PRODUCT MANUF.'S STANDARD LINE OF COLOURS. (SEE COLOUR ELEVATIONS)		7	HARDIE PANEL CLADDING @ ROOF / DECK FASCIA'S	14	PAINTED CEMENT FACED INSUL. (SEE SECTION DETAILS)	23	PREFINISHED METAL LOUVERED GRILLES (SEE MECH.)
		7a	HARDIE TRIM (SEE SECTION DETAIL)	15	ALUM. / GLASS WITH HORIZ. RAILING COLOUR: BLACK	24	LIGHT FIXTURE (SEE ELEC.)
		8	EXPOSED CONCRETE C/W CLEAR SEALER FINISH	16	PREFINISHED METAL SCUPPER	25	CEMENTITIOUS PANEL OVER COLUMNS
		8a	CONCRETE REVEALS	17	PRE-CAST CONCRETE LINTEL C/W WEEP HOLES (SEE DETAILS)	26	PREFINISHED METAL EMERGENCY OVERFLOW SCUPPER COLOURS TO MATCH EXIST. FINISHES - SEE COLOUR ELEVATIONS
		9	VERTICAL WOOD GRAIN METAL PANEL	18	FINISHED GRADE (SEE CIVIL)	27	PREFINISHED RAIN WATER LEADER (SEE MECH.)
		10	PREFINISHED SHEET STEEL FLASHING	19	PAINTED STEEL PIPE RAIN WATER LEADER	28	PAINTED STEEL PROTECTION ANGLE / CORNER GUARD
		11	PAINTED METAL DOOR	20	SIGNAGE	29	PAINTED STEEL GATE (SEE LANDSCAPE)
		12	PAINTED METAL OH DOOR	21	NOT USED	29a	PAINTED STEEL FENCE (SEE LANDSCAPE)
		13	NOT USED	22	PREFINISHED MECH. WALL CAP VENTS COLOUR TO MATCH CLADDING (SEE MECH. FOR SIZES)	30	ALUM. VERTICAL PICKETS SCREEN C/W CONCRETE POST (SEE DETAILS)
1	BRICK VENEER						
2	STUCCO FINISH WITH REVEALS						
3	VINYL WINDOW & DOOR COLOUR: BLACK & WHITE (SEE COLOR ELEVATIONS)						
4	ALUM. OBSCURE GLASS PRIVACY SCREEN 6'-0" HT						
5	ALUM. STOREFRONT WINDOW & DOOR COLOUR: GREY						
6	ALUM. / GLASS RAILING COLOUR: BLACK						



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No.	Date	Revisions
01	2022-09-27	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-21	80% progress
04	2023-02-28	80% progress
05	2023-03-13	Issued DP
06	2023-05-07	100%
07	2023-07-14	Revised DP
08	2024-07-12	Amend DP

Project Title  
**OSPREY AVE RENTAL  
WITH PARKADE**

453 OSPREY AVENUE KELOWNA  
PLAN 64P597 - 07.12.24  
Drawing Number

**A4.02**

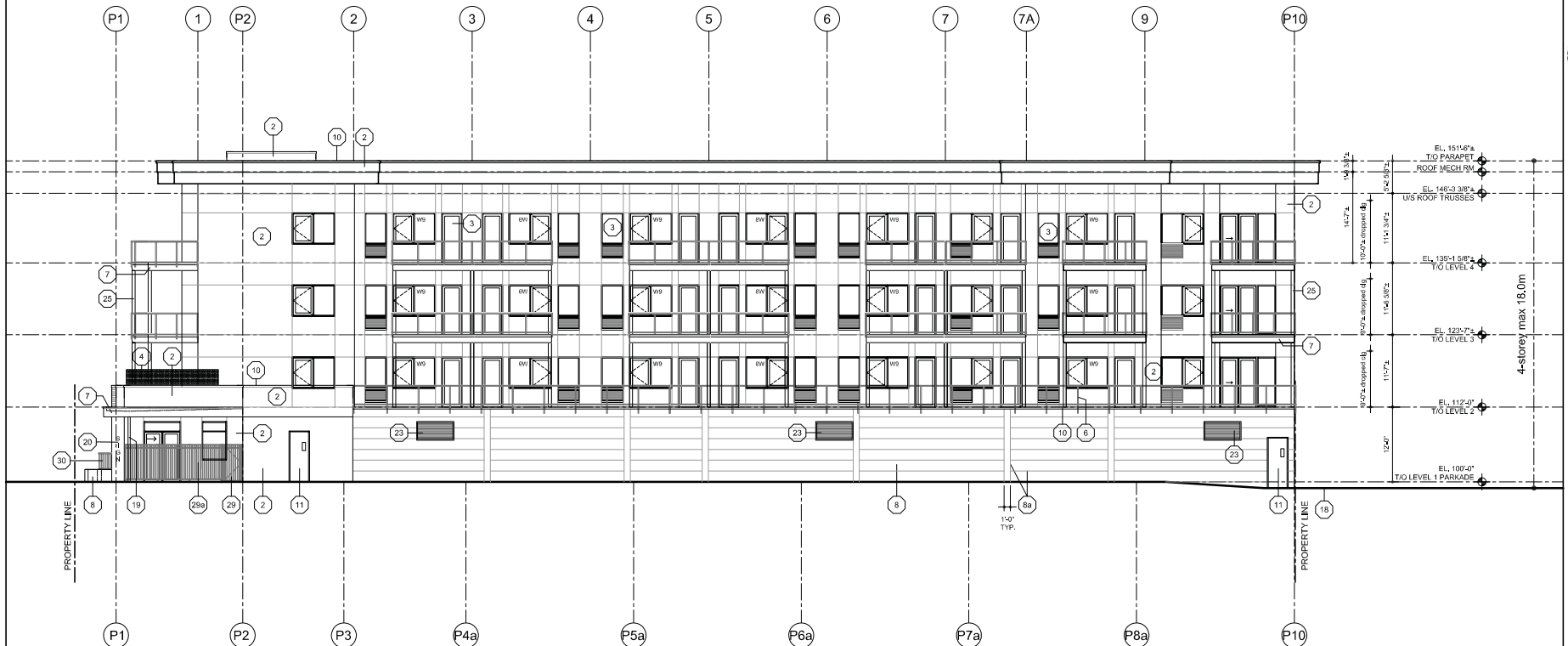
DRAWINGS ARE NOT TO BE SCALED.  
ALL DIMENSIONS SHALL BE VERIFIED ON JOB.

Drawing Title  
**BUILDING ELEVATION  
2**

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

Date	2024-07-12
Job No.	1000-23-1500
Scale	AS SHOWN
Drawn	JAN
Checked	JAN

Changes:  
1.update window, door,  
balcony to match  
floor plan.  
2.delete staircase & mech rm.



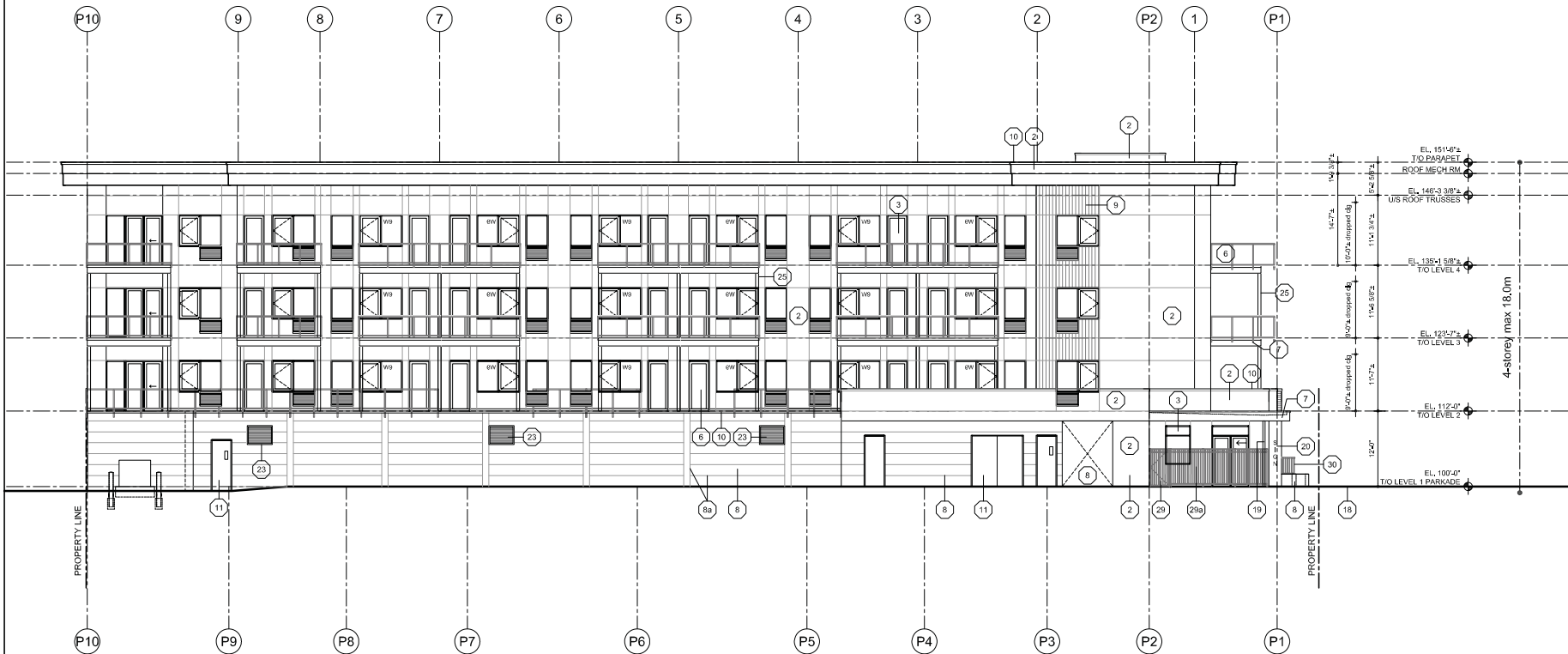
**SCHEDULE** **B**

This forms part of application  
# DP25-0095

Planner Initials **TC**

City of Kelowna  
DEVELOPMENT PLANNING

Changes:  
 1.update window, door,  
 balcony to match  
 floor plan.  
 2.delete staircase & mech rm.

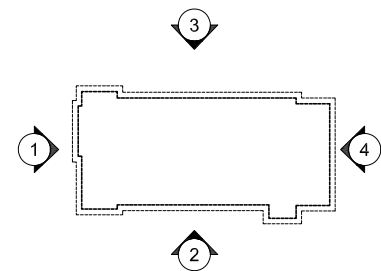


**SCHEDULE B**

This forms part of application  
 # DP25-0095

Planner Initials **TC**

City of Kelowna  
 DEVELOPMENT PLANNING



233 BARNARD AVENUE  
 KILGUSHA, B.C.  
 V1Y 6K2  
 TEL 250.762.3004  
 EMAIL: info@meiklejohn.ca



2024-07-12  
 Amend  
 DP

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No.	Date	Revision
01	2022-09-21	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-11	20% progress
04	2023-02-08	60% progress
05	2023-03-23	Issued DP
06	2023-06-01	25%
07	2023-07-14	Revised DCL
08	2024-07-12	Amend DP

Project title  
 OSPREY AVE RENTAL  
 WITH PARKADE

453 OSPREY AVENUE KILGUSHA  
 PLAN 64P567 (01) 10-14  
 Drawing Number

**A4.03**

DRAWINGS ARE NOT TO BE SCALED.  
 ALL DIMENSIONS SHALL BE VERIFIED ON JOB.

Drawing Title  
**BUILDING ELEVATION  
 3**

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

Date	2024-07-12
Job No.	main 21-090
Scale	AS SHOWN
Drawn	JA
Checked	JH



2024-07-12  
**Amend  
DP**

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No.	Date	Revisions
01	2022-09-27	Issued DP
02	2022-12-15	Issued revised DP
03	2023-01-31	80% progress
04	2023-02-28	80% progress
05	2023-03-31	Issued DP
06	2023-06-01	100%
07	2023-07-14	Revised DP
08	2024-07-12	Amend DP

Project Title  
**OSPREY AVE RENTAL  
WITH PARKADE**

453 OSPREY AVENUE KELOWNA  
PLAN 64P597 - 03 1/8" = 1'-0"

Drawing Number

**A4.04**

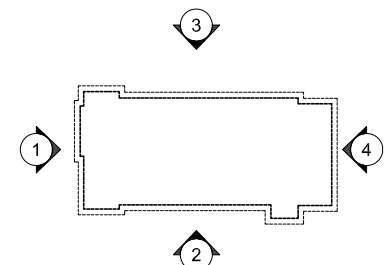
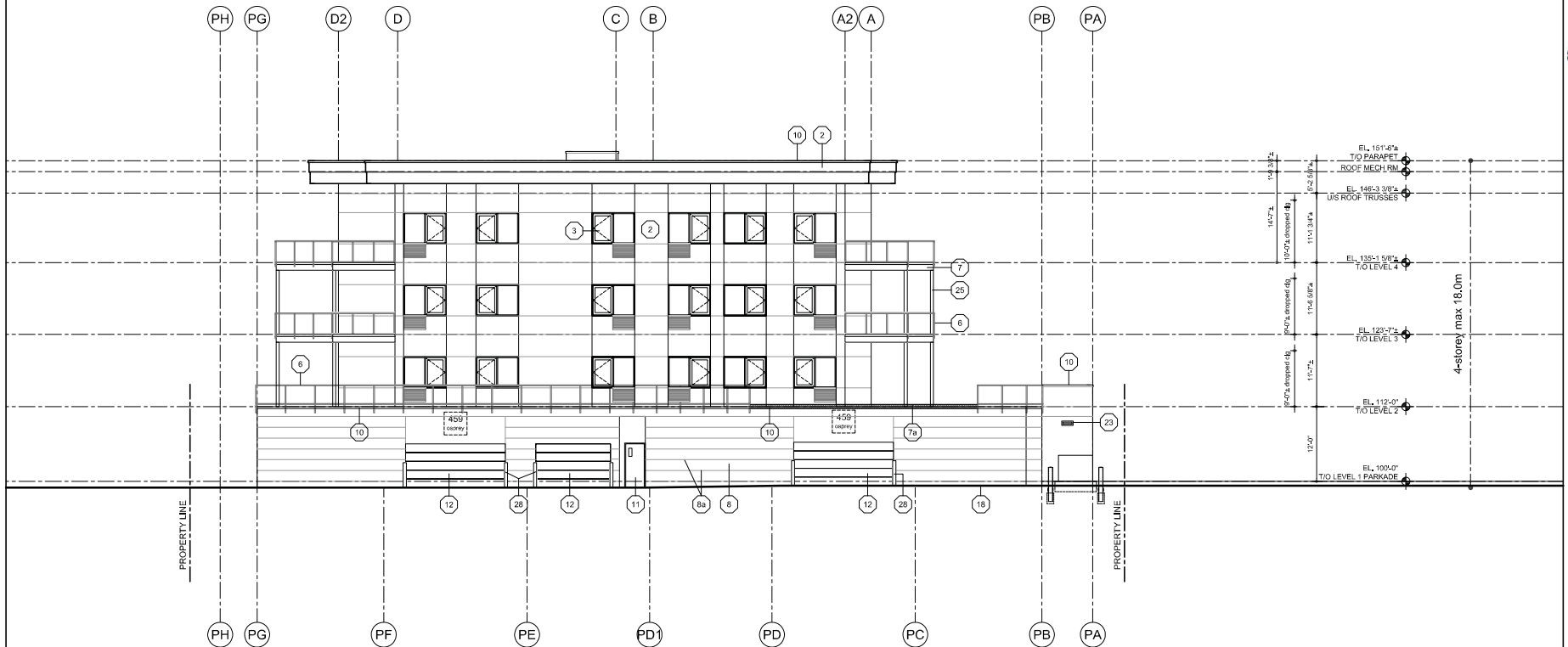
DRAWINGS ARE NOT TO BE SCALED.  
ALL DIMENSIONS SHALL BE VERIFIED ON JOB.

Drawing Title  
**BUILDING ELEVATION  
4**

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

Date	2024-07-12
Job No.	1901-01-10
Scale	AS SHOWN
Drawn	JM
Checked	JM

Changes:  
1.update window, door,  
balcony to match  
floor plan.  
2.delete staircase & mech rm.



**SCHEDULE**

B

This forms part of application  
# DP25-0095

Planner  
Initials

TC

City of  
**Kelowna**  
DEVELOPMENT PLANNING

No.	Date	Revision
01	2022-05-27	Issued DP
02	2022-12-15	Issued Revised DP
03	2023-01-21	80% progress
04	2023-02-08	60% progress
05	2023-03-23	Issued BP
06	2023-05-07	DEC
07	2023-07-14	Revised DEC
08	2024-07-12	Amend DP

Project Title  
**OSPREY AVE RENTAL  
WITH PARKADE**

453 OSPREY AVENUE KELOWNA  
PLAN G4P5927 LOT 3 BL 1A

Drawing Number

**A5.01**

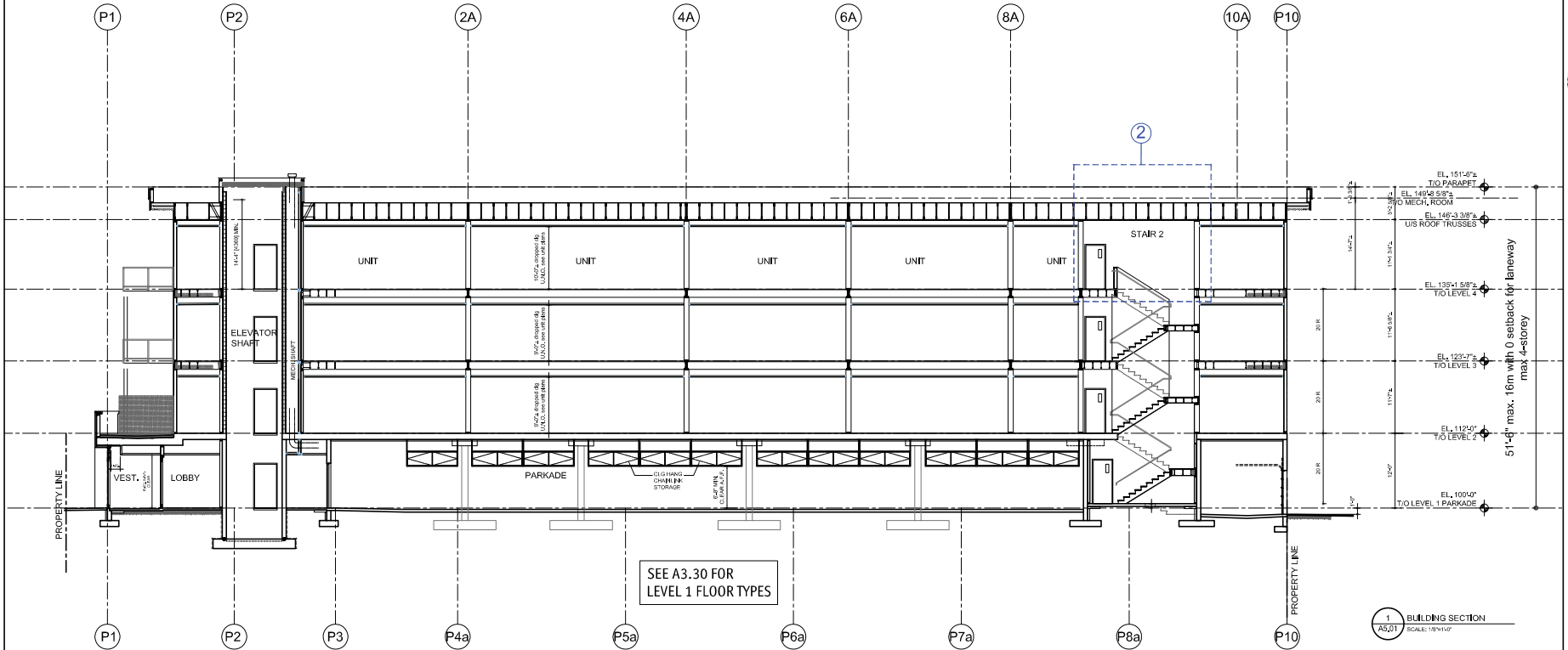
DRAWINGS ARE NOT TO BE REPRODUCED OR COPIED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF MEIKLEJOHN ARCHITECTS INC.

Drawing Title  
**BUILDING SECTION**

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

Date	2024-07-12
Job No.	mei-21-010
Scale	AS SHOWN
Drawn	BA
Checked	BA

Changes:  
1.update window, door,  
balcony to match  
floor plan.  
2.delete staircase & mech rm.

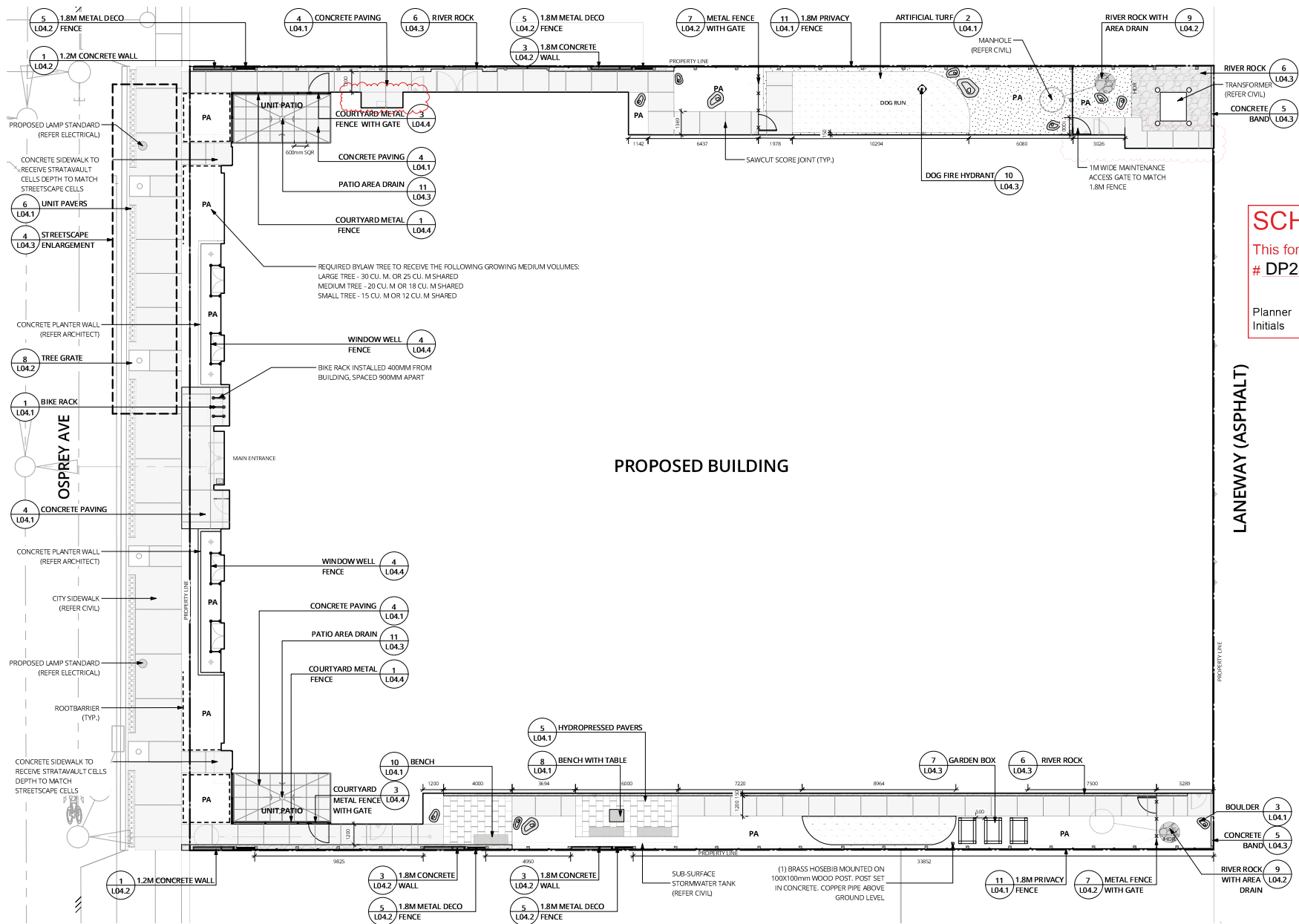


**SCHEDULE B**

This forms part of application  
# DP25-0095

Planner Initials **TC**

**City of Kelowna**  
DEVELOPMENT PLANNING



#### LEGEND:

- PROPERTY LINE
- CONCRETE PAVING
- HYDROPPRESSED PAVERS
- UNIT PAVERS
- PA
- PLANTING AREA
- RIVER ROCK
- ARTIFICIAL TURF
- BOULDER
- ROOT BARRIER
- HDR
- HEADERBOARD

## SCHEDULE C

This forms part of application  
# DP25-0095

Planner Initials TC



- NOTES:
- CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING CONSULTANT FOR ANY ADDITIONAL CLARIFICATION OR DETAILS NECESSARY TO ACCOMMODATE SITE CONDITIONS OR DETAILS. THE CONTRACTOR SHALL PROVIDE COLOUR AND FINISH SAMPLES TO THE CONTRACT ADMINISTRATOR FOR APPROVAL BEFORE INSTALLATION.
  - ALL CONCRETE WORK TO FOLLOW CIVIL SPECIFICATIONS WITH ALL CONTROL JOINTS TO BE CLEAN, STRAIGHT & PERPENDICULAR TO THE EDGE OF PAVEMENT UNLESS OTHERWISE INDICATED ON LANDSCAPE PLANS.
  - CONTRACTOR TO CO-ORDINATE WITH ELECTRICAL, MECHANICAL FOR IRRIGATION WORK. REFER TO IRRIGATION DRAWINGS FOR SLEEVING REQUIREMENTS.
  - ALL PLANT MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO THE MINIMUM STANDARDS SET OUT IN THE CANADIAN LANDSCAPE STANDARD (CURRENT EDITION).
  - ALL PLANTING BEDS TO RECEIVE 50mm OF COMPOSTED BARK MULCH, UNLESS OTHERWISE NOTED.
  - ALL PLANTING AREAS TO RECEIVE IMPORT TOPSOIL/GROWING MEDIUM AS FOLLOWS:  
LAWN AREAS: 150mm MIN. DEPTH  
SHRUB AREAS: 300mm MIN. DEPTH  
TREES: 1000mm MIN. DEPTH  
UNLESS OTHERWISE NOTED.
  - STOCKPILED TOP SOIL IS TO BE SCREENED AND AMENDED TO MEET THE REQUIREMENTS OF TYPE 2L FOR TURF AREAS AND TYPE 2P FOR PLANTING AREAS AS PER TABLE 6-3 IN THE LATEST EDITION OF THE CANADIAN LANDSCAPE STANDARD.

# 445/453/459 OSPREY AVE DEVELOPMENT

## PANDOSY LAND DEVELOPMENTS JV

**ctq** ENGINEERING  
LANDSCAPE ARCHITECTURE  
URBAN PLANNING

SEAL

NORTH



SCALE: 1:100

ISSUED FOR:

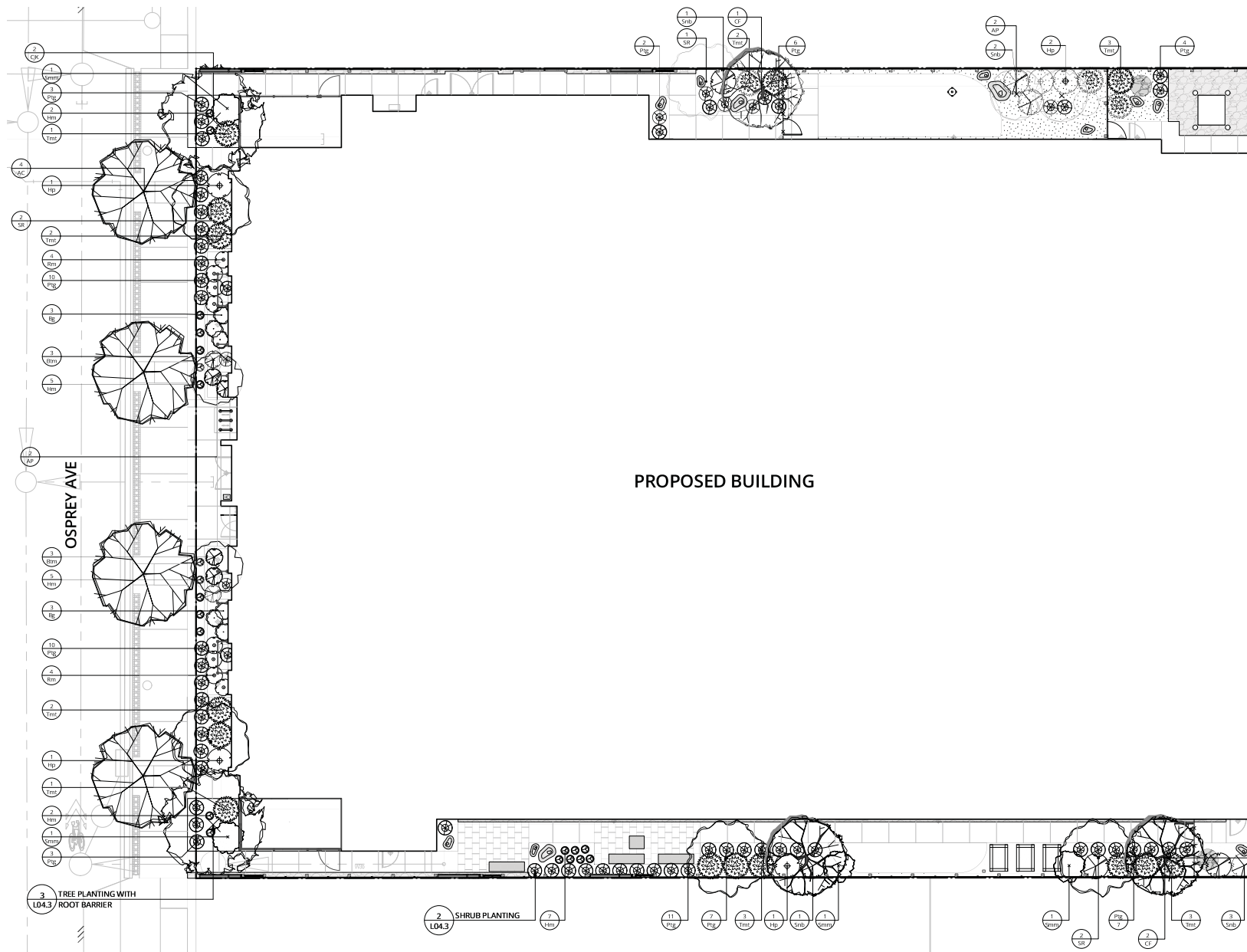
NO.	DESCRIPTION	DATE
1	ISSUED FOR BUILDING PERMIT	2024-08-30
2	ISSUED FOR CONSTRUCTION	2024-09-14
3	ISSUED FOR CONSTRUCTION	2025-06-07

LAYOUT AND MATERIALS  
PLAN  
LO2

PROJECT # : 22030

DATE : 2022-03-14





- LEGEND:
- PROPERTY LINE
  - PLANTING AREA
  - RIVER ROCK

PLANT LIST						
KEY	SYM.	QTY	LATIN NAME	COMMON NAME	SIZE	ROOT
Deciduous Trees						
AC		4	<i>Acer campestre</i>	Field Maple	6cm Cal	B&B
AP		4	<i>Acer palmatum</i>	'Bloodgood'	5cm Cal	B&B
CJK		2	<i>Cercidiphyllum japonicum</i>	Katsura Tree	6cm Cal	B&B
CF		3	<i>Cornus florida</i>	'Rubra'	5cm Cal	B&B
SR		5	<i>Syringa reticulata</i>	'Ivory Silk'	5cm Cal	B&B
Shrubs						
Btm		6	<i>Berberis thunbergii</i>	'Monbomb'	#02	Potted
Bg		6	<i>Buxus</i>	'Green Gem'	#02	Potted
Hm		21	<i>Hakonechloa</i>	'Aureola'	#02	Potted
Hp		5	<i>Hydrangea paniculata</i>	'Dharma'	#02	Potted
Ptg		63	<i>Pachysandra terminalis</i>	'Green Carpet'	#02	Potted
Rm		8	<i>Rosa</i>	'Morden Blush'	#02	Potted
Snb		7	<i>Sambucus nigra</i>	'Black Lace'	#02	Potted
Smm		4	<i>Syringa meyeri</i>	'Miss Kim'	#02	Potted
Tmt		17	<i>Taxus x media</i>	'Tauntonii'	#02	Potted

- NOTES:
- ALL PLANT MATERIAL SUPPLIED AND PLACED BY THE CONTRACTOR MUST BE CERTIFIED TO BE FREE OF SUDDEN OAK DEATH (PHYTOPHTHORA RAMORUM), ACCORDING TO THE CANADIAN FOOD INSPECTION AGENCY (CFA) OR CANADIAN LANDSCAPE STANDARDS. THE CONTRACTOR SHALL PROVIDE A 1 (ONE) YEAR REPLACEMENT GUARANTEE ON ALL PLANT MATERIAL TO THE OWNER FROM THE DATE OF SUBSTANTIAL PERFORMANCE.
  - PLANT MATERIAL TO BE LAID OUT FOR REVIEW BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. REFER GENERAL NOTES FOR MULCH REQUIREMENTS.
  - THE QUANTITIES SHOWN ON THE LABELS ARE NOT TO BE CONSIDERED AS THE COMPLETE AND ACCURATE LIMITS OF THE CONTRACT. FURNISH AND INSTALL ALL PLANTS SHOWN SCHEMATICALLY ON THE DRAWINGS.
  - GROWING MEDIUM SHALL BE PLACED AT 150mm MIN. DEPTH IN ALL TURF AREAS & 300mm MIN. DEPTH IN ALL PLANTING AREAS UNLESS OTHERWISE SHOWN ON THE DRAWINGS. THE CONTRACTOR IS TO STOCKPILE TOPSOIL MATERIAL ON SITE.

**SCHEDULE C**  
This forms part of application  
# DP25-0095  
Planner Initials TC  
City of Kelowna  
DEVELOPMENT PLANNING

SEAL



SCALE: 1:100

ISSUED FOR:		
NO.	DESCRIPTION	DATE
1	ISSUED FOR BUILDING PERMIT	2024-08-30
2	ISSUED FOR CONSTRUCTION	2025-06-07

## FORM & CHARACTER - DEVELOPMENT PERMIT GUIDELINES

Consideration has been given to the following guidelines as identified in Chapter 18 of the City of Kelowna 2040 Official Community Plan:

RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE (1 is least complying & 5 is highly complying)	N/A	1	2	3	4	5
<b>CHAPTER 4.0: LOW &amp; MID-RISE RESIDENTIAL &amp; MIXED USE</b>						
<b>4.1 Guidelines</b>						
<b>4.1.1 Relationship to the Street</b>						
Lobby area and main building entrance is clearly visible from the fronting street and sidewalk.						✓
Wherever possible, blank walls at grade are not encouraged.					✓	
Enclosed parking garages are located away from street frontages or public open space.						✓
Ground oriented units with entries or glazing have been provided to avoid the blank/dead frontage along the street.						✓
When unavoidable, blank walls have been screened with landscaping or have been incorporated with a patio/café or special materials have been provided to make them visually interesting.						✓
<b>Residential and Mixed-use Buildings</b>						
Residential buildings at the ground floor have a set back between 3-5m from the property line to create a semi-private entry or transition zone to individual units and to allow for an elevated front entryway or raised patio.			✓			
A maximum 1.2m desired height (e.g., 5-6 steps) for front entryways has been provided. Where the water table requires this to be higher, in these cases, larger patio has been provided and parking has been screened with ramps, stairs, and landscaping.						✓
Ground floor units accessible from the fronting street or public open spaces have been provided with individual entrances.						✓
Buildings are sited and oriented so that windows and balconies are overlooking public streets, parks, walkways, and shared amenity spaces while minimizing views into private residences.						✓
<b>4.1.2 Scale and Massing</b>						
Proposed residential building façade has a length of 60m (40m length is preferred).						✓
Buildings over 40m in length are incorporating significant horizontal and vertical breaks in façade.	✓					
Proposed residential building has a maximum width of 24m.						✓
<b>4.1.3 Site Planning</b>						
On sloping sites, building floor levels are following the natural grade and avoiding the blank wall situation.	✓					

<b>RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE</b> (1 is least complying & 5 is highly complying)	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Building sides that are interfacing with streets, mid-block connections, and other open spaces (building fronts) are positively framing and activating streets and open spaces and supporting pedestrian activity.						✓
Larger buildings are broken up with mid-block connections which have public accessibility wherever possible.	✓					
Ground floors adjacent to mid block connections have entrances and windows facing the mid block connection.						✓
<b>4.1.4 Site Servicing, Access, and Parking</b>						
Vehicular access is provided from the lane.						✓
Where there is no lane, and where the re-introduction of a lane is difficult or not possible, access is provided from the street, provided: <ul style="list-style-type: none"> <li>Access is from a secondary street, where possible, or from the long face of the block;</li> <li>Impacts on pedestrians and the streetscape is minimized; and,</li> <li>There is no more than one curb cut per property.</li> </ul>	✓					
When parking cannot be located underground due to the high water table and is to be provided above ground, screen the parking structure from public view as follows: <ul style="list-style-type: none"> <li>On portions of the building that front a retail or main street, line the above ground parking with active retail frontage;</li> <li>On portions of the building that front onto non-retail streets, line the above ground parking with an active residential frontage, such as ground oriented townhouse units;</li> <li>When active frontages are not able to be accommodated, screen parking structures by using architectural or landscaped screening elements;</li> <li>On corner sites, screen the parking structure from public view on both fronting streets using the appropriate strategy listed above.</li> </ul>						✓
Buildings with ground floor residential may integrate half-storey underground parking to a maximum of 1.2m above grade, with the following considerations: <ul style="list-style-type: none"> <li>Semi-private spaces should be located above to soften the edge and be at a comfortable distance from street activity; and</li> <li>Where conditions such as the high water table do not allow for this condition, up to 2m is permitted, provided that entryways, stairs, landscaped terraces, and patios are integrated and that blank walls and barriers to accessibility are minimized.</li> </ul>						✓
<b>4.1.5 Publicly Accessible and Private Open Spaces</b>						
Publicly accessible private spaces (e.g., private courtyards accessible and available to the public) have been integrated with public open areas to create seamless, contiguous spaces.	✓					



<b>RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE</b> <i>(1 is least complying &amp; 5 is highly complying)</i>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Semi-private open spaces have been located to maximize sunlight penetration, minimize noise disruptions, and minimize 'overlook' from adjacent units.					✓	
Outdoor Amenity Areas: design plazas and parks to: <ul style="list-style-type: none"> <li>Contain 'three edges' (e.g., building frontage on three sides) where possible and be sized to accommodate a variety of activities;</li> <li>Be animated with active uses at the ground level; and,</li> <li>Be located in sunny, south facing areas.</li> </ul>						✓
Mid-block connections design includes active frontages, seating, and landscaping.				✓		
<b>Rooftop Amenity Spaces</b>						
Shared rooftop amenity spaces (such as outdoor recreation space and rooftop gardens on the top of a parkade) are designed to be accessible to residents and to ensure a balance of amenity and privacy by: <ul style="list-style-type: none"> <li>Limiting sight lines from overlooking residential units to outdoor amenity space areas through the use of pergolas or covered areas where privacy is desired; and</li> <li>Controlling sight lines from the outdoor amenity space into adjacent or nearby residential units.</li> </ul>						✓
Reduce the heat island effect by including plants or designing a green roof, with the following considerations: <ul style="list-style-type: none"> <li>Secure trees and tall shrubs to the roof deck; and</li> <li>Ensure soil depths and types are appropriate for proposed plants and ensure drainage is accommodated.</li> </ul>					✓	
<b>4.1.6 Building Articulation, Features &amp; Materials</b>						
Articulate building facades into intervals that are a maximum of 15m wide for mixed-use buildings and 20m wide for residential buildings. Strategies for articulating buildings should consider the potential impacts on energy performance (see 2.2.1), and include: <ul style="list-style-type: none"> <li>Façade Modulation – stepping back or extending forward a portion of the façade to create a series of intervals in the facade;</li> <li>Repeating window patterns at intervals that correspond to extensions and step backs (articulation) in the building facade;</li> <li>Providing a porch, patio, deck, or covered entry for each interval;</li> <li>Providing a bay window or balcony for each interval, while balancing the significant potential for heat loss through thermal bridge connections which could impact energy performance;</li> <li>Changing the roof line by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval;</li> <li>Changing the materials with the change in building plane; and</li> <li>Provide a lighting fixture, trellis, tree, or other landscape feature within each interval.</li> </ul>						✓


<b>RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE</b> (1 is least complying & 5 is highly complying)	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Break up the building mass by incorporating elements that define a building's base, middle and top.					✓	
Use an integrated, consistent range of materials and colors and provide variety by, for example, using accent colors.						✓
Articulate the facade using design elements that are inherent to the building as opposed to being decorative. For example, create depth in building facades by recessing window frames or partially recessing balconies to allow shadows to add detail and variety as a byproduct of massing.					✓	
<b>Weather Protection</b>						
Provide weather protection (e.g. awnings, canopies, overhangs, etc.) along all commercial streets and plazas (See Figure 42), with particular attention to the following locations: <ul style="list-style-type: none"> <li>• Primary building entrances,</li> <li>• Adjacent to bus zones and street corners where people wait for traffic lights;</li> <li>• Over store fronts and display windows; and</li> <li>• Any other areas where significant waiting or browsing by people occurs.</li> </ul>				✓		
<b>Signage</b>						
Provides attractive signage on commercial buildings that identifies uses and shops clearly but which is scaled to the pedestrian rather than the motorist. Some exceptions can be made for buildings located on highways and/or major arterials in alignment with the City's Sign Bylaw.						✓
Avoid the following types of signage: <ul style="list-style-type: none"> <li>• Internally lit plastic box signs;</li> <li>• Pylon (stand alone) signs; and</li> <li>• Rooftop signs.</li> </ul>						✓
Uniquely branded or colored signs are encouraged to help establish a special character to different neighbourhoods.					✓	

**ATTACHMENT** **B**

This forms part of application  
# DP25-0095

Planner Initials **TC**

City of **Kelowna**  
DEVELOPMENT PLANNING



# Development Permit

459 Osprey Ave

DP25-0095



# Purpose

- To issue a Development Permit for the form and character of apartment housing.

# Development Process

**Apr 28, 2025 Development Application Submitted**



**Staff Review & Circulation**



**Public Notification Received**



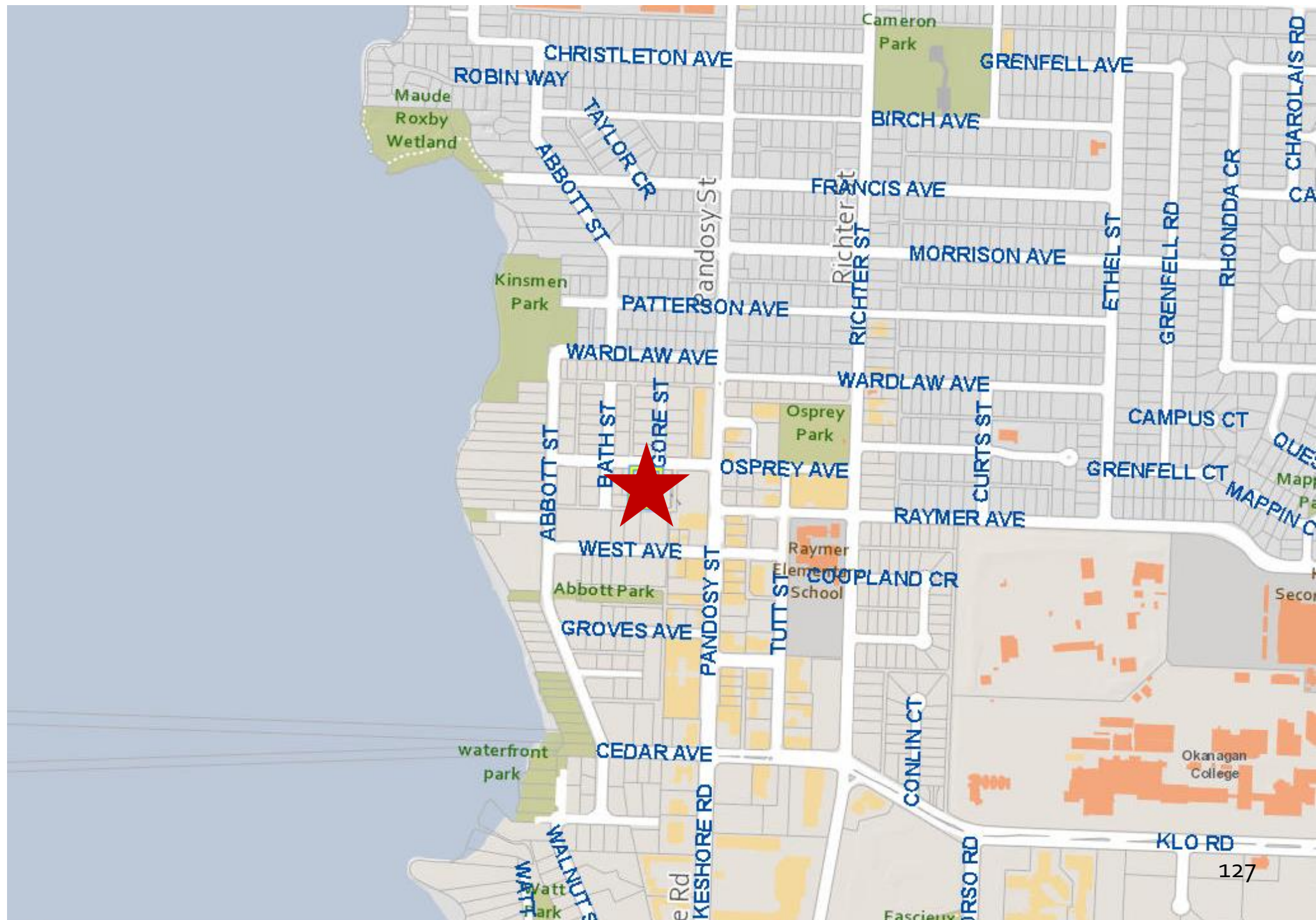
**May 26, 2025 Council Consideration**



**Building Permit**



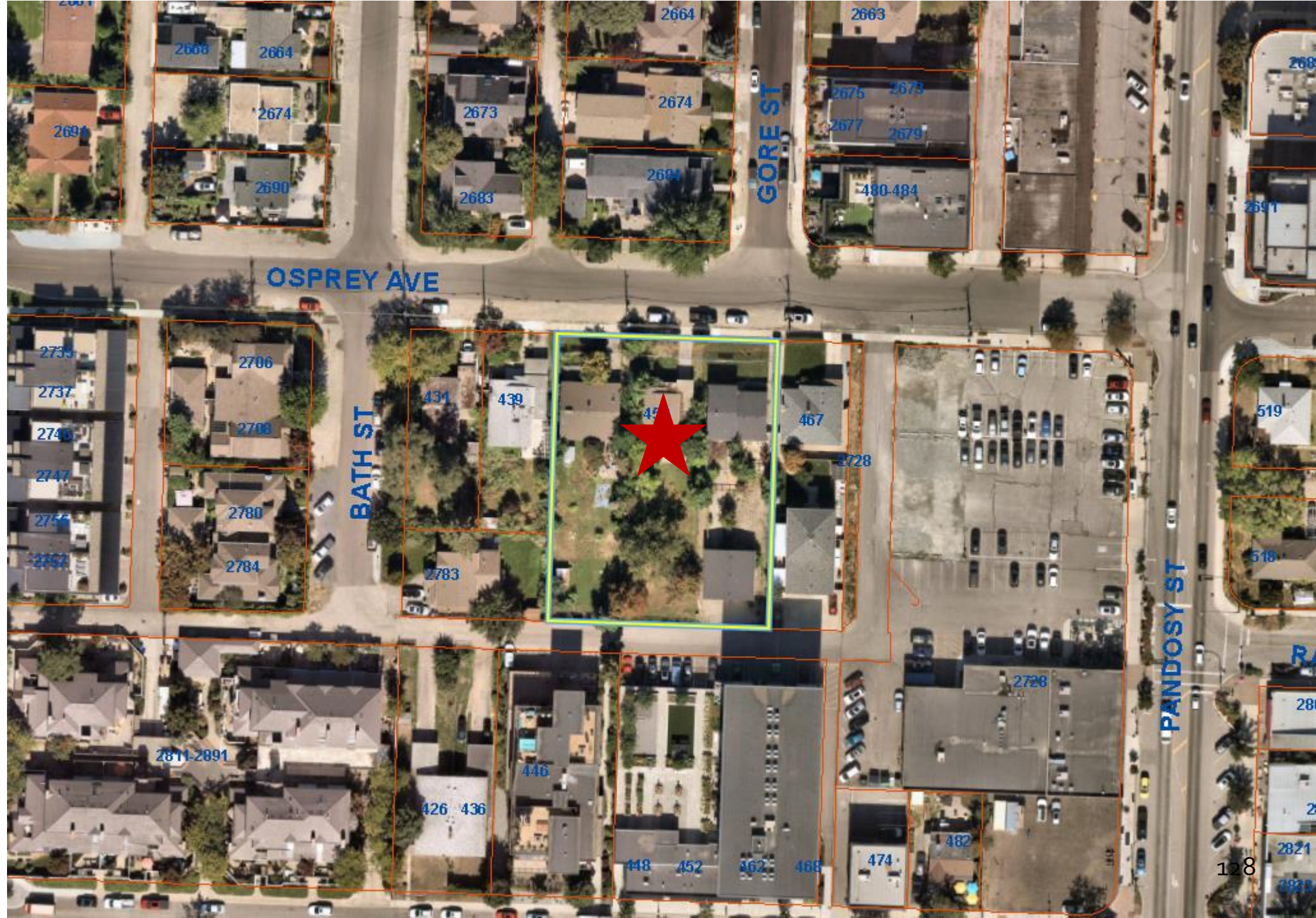
# Context Map







# Subject Property Map



# Background

- A Previous Development Permit was approved by Council on **March 2023**.
- A Rezoning application to the rental subzone was approved **January 2025**.
- Changes from original Development Permit include:
  - 44 units to 56 units;
  - Decrease in FAR from 1.51 to 1.31;
  - Decrease in amenity space from 1,864 m<sup>2</sup> to 1,048 m<sup>2</sup>;
  - Increase long-term bicycle parking from 35 stalls to 42 stalls;
  - Decrease in site coverage from 82.4% to 81.7%;
  - Removal of staircase, mechanical room and roof deck.



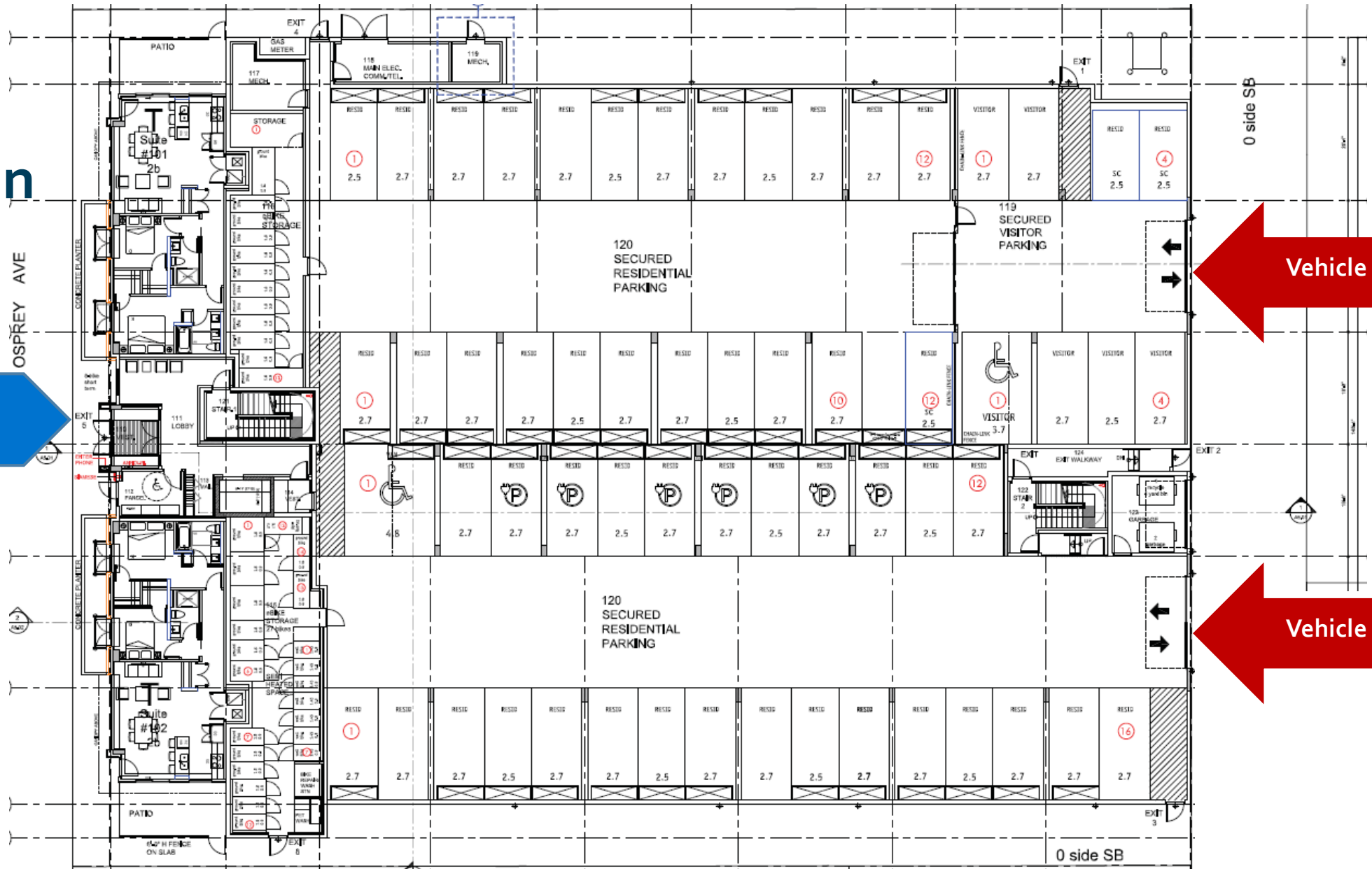
# Technical Details

Development Permit for a four-storey apartment:

- 56 – units:
  - 14 2-bed units;
  - 36 1-bed units;
  - 6 studios.
- 54 residential parking stalls
  - 6 visitor stalls.
- 42 long-term bicycle stalls
- 6 short-term bicycle stalls



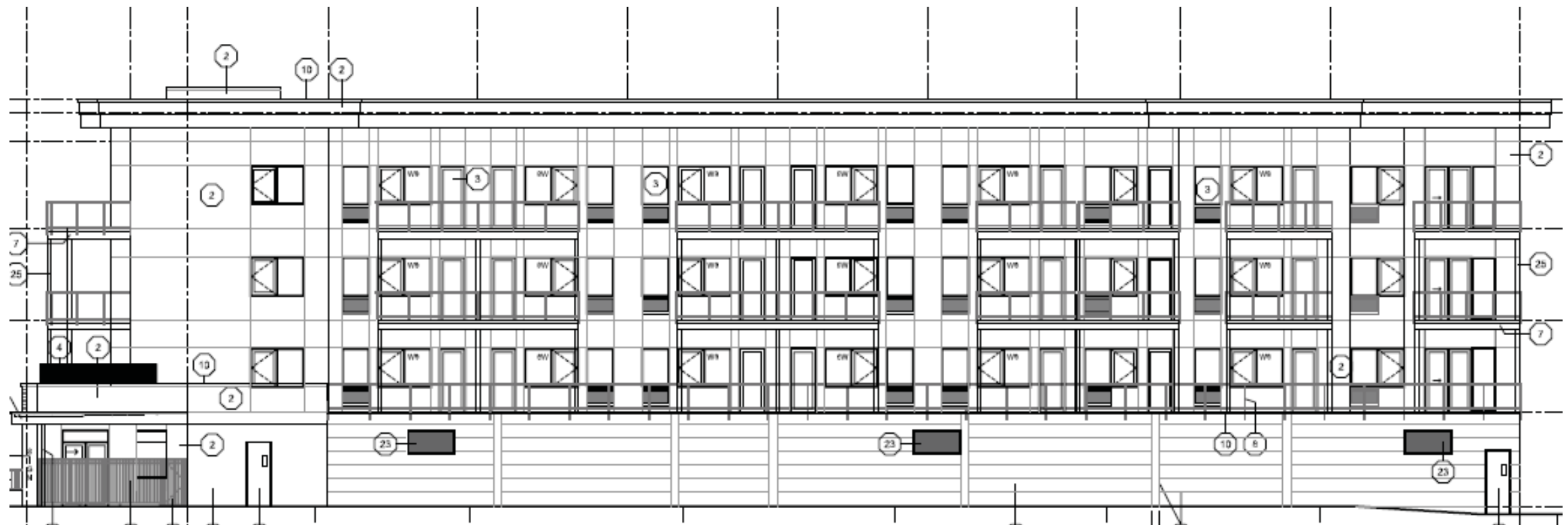
# Site Plan



# Elevation (North)



# Elevation (West)





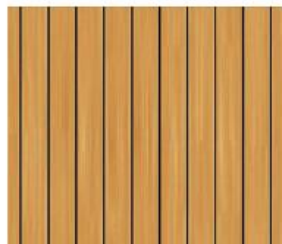
# Elevation (East)



# Elevation (South)



# Materials Board



wood grain metal panel



brick running bond



BM Pomegranate AF-295



medium grey stucco



light grey stucco

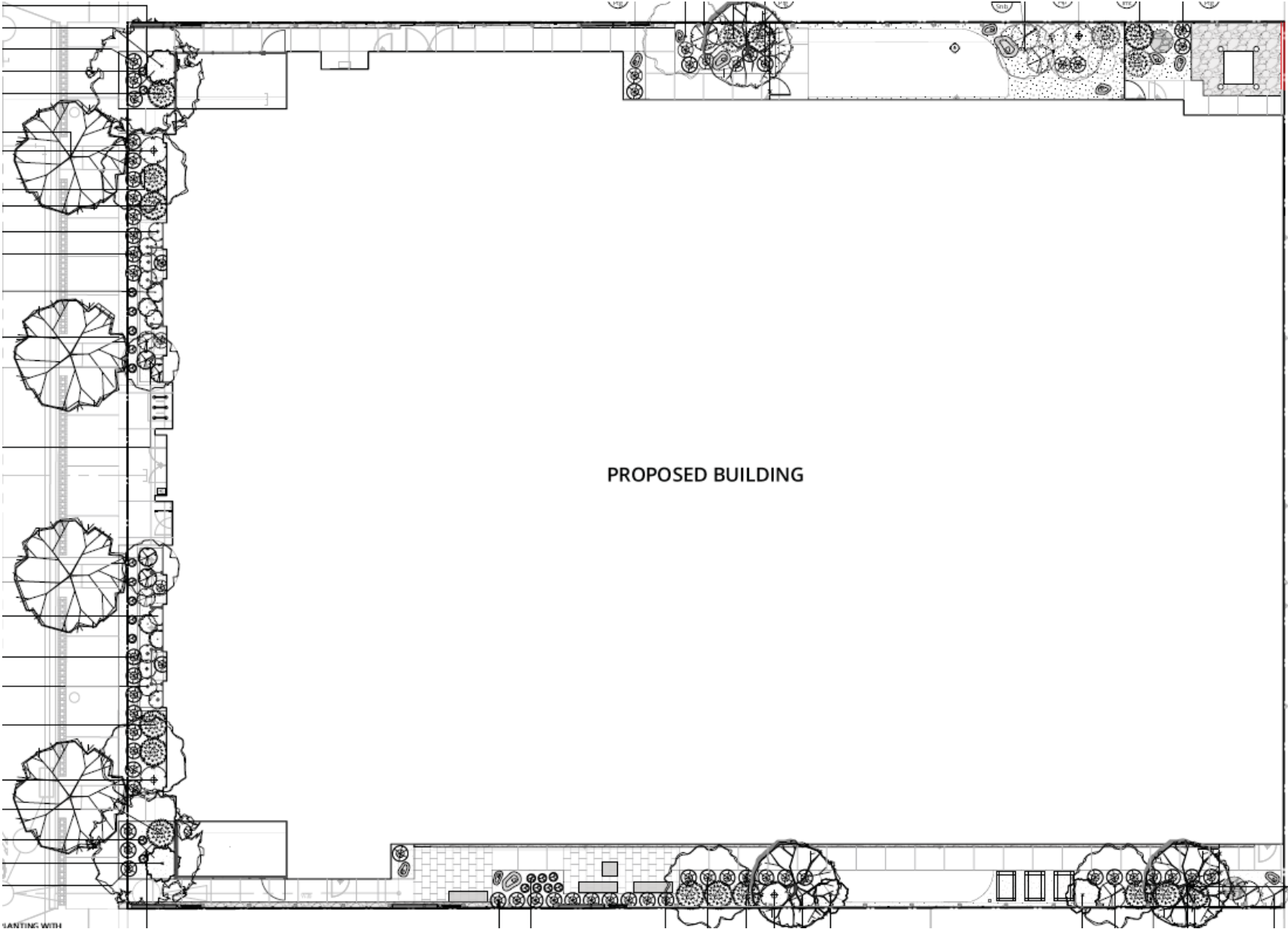


dark grey stucco





# Landscape Plan



## Rendering – Osprey Ave



## Rendering - Laneway





# OCP Design Guidelines

- OCP Design Guidelines: Low & Mid-Rise Residential Developments:
  - Ground-Oriented Housing
  - Parking off laneway
  - Façade includes varied architectural features
  - High-Quality building materials

# Staff Recommendation

- Staff recommend support for the proposed Development as it is consistent with:
  - OCP Design Guidelines
  - OCP Policies & Objectives
  - Adding Density to an Urban Centre

**CITY OF KELOWNA**  
**BYLAW NO. 12656**  
**Z23-0085**  
**1531 Bernard Avenue**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Parcel Z Section 20 Township 26 ODYD Plan 3604 located on Bernard Avenue, Kelowna, BC from the MF1b – Infill Housing with Boarding or Lodging House zone to the MF3r – Apartment Housing Rental Only 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, second and third time by the Municipal Council this 27<sup>th</sup> day of May, 2024.

Approved under the Transportation Act this 30<sup>th</sup> day of May, 2024.

Audrie Henry  
\_\_\_\_\_  
(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

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



# Report to Council



**Date:** May 26, 2025

**To:** Council

**From:** City Manager

**Subject:** Heritage Conservation Area Guidelines and Bylaw Amendments

**Department:** Long Range Planning

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## **Recommendation:**

THAT Council receive, for information, the report from Long Range Planning dated May 26, 2025, regarding proposed updates to the Heritage Conservation Area - Conservation and Development Guidelines;

AND THAT Official Community Plan Amendment Application No. OCP25-0006 to amend Kelowna 2040 – Official Community Plan Bylaw No. 12300 as outlined in Attachment A and B attached to the report from Long Range Planning dated May 26, 2025, be considered by Council;

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

AND FURTHER THAT Bylaw No.12764 being Amendment No. 7 to the Development Application and Heritage Procedures Bylaw No.12310 be advanced for reading consideration.

## **Purpose:**

To amend the Official Community Plan and Development Application and Heritage Procedures Bylaw in order to implement the updated Heritage Conservation Area – Conservation and Development Guidelines.

## **Council Priority Alignment:**

Affordable Housing

## **Background:**

As part of implementation of the 2040 OCP, the Heritage Conservation Area (HCA) - Conservation and Development Guidelines are being updated. These updates were originally envisioned to better align the Guidelines with best practices in heritage management but have since evolved following new provincial housing legislation introduced in 2023 and implemented in 2024. The updated Guidelines

must also provide guidance for small-scale multi-unit housing and low-rise apartment buildings that are permitted in some or all areas of the neighbourhood as a result of the legislation. New Development Guidelines for the HCAs, alongside other amendments to the Official Community Plan, have been developed to respond to this changing context and are included with this report.

#### *Previous Council Resolution*

<b>Resolution</b>	<b>Date</b>
That Council directs staff to bring forward a report and additional workshop to advance the actions identified in option two, as described in the report from the Policy and Planning Department dated February 8, 2021.	February 8, 2021
That Council receives, for information, the report from the Policy and Planning Department, dated May 6, 2024, outlining findings from a review of Kelowna's heritage Conservation Areas;  AND THAT Council direct Staff to proceed with Phase 3 of the Kelowna Heritage Conservation Area Review.	May 6, 2024
THAT Council receives, for information, the report from the Long Range Planning Department, dated January 13, 2025, outlining the draft Heritage Conservation Area Guidelines;  AND THAT Council direct Staff to proceed with refinements to the draft Heritage Conservation Area Guidelines.	January 13, 2025

#### **Discussion:**

The update for the HCA Conservation and Development Guidelines (the Guidelines) has been managed as a three-phase process. Phase 1 involved a quantitative analysis to assess how well the existing Guidelines aligned with their defined objectives and intended outcomes. Among the findings of this phase was that the existing Guidelines lack alignment with the Standards and Guidelines for the Conservation of Historic Places in Canada. Phase 2 focused on targeted engagement activities to gather insights from area residents, heritage preservation organizations, City staff, partners, and professionals with involvement in HCA policies and Development Guidelines. It also included an interactive walking tour of the Abbott Street Heritage Conservation Area. Phase 2 was completed in the fall of 2023.

The update process is now at the end of Phase 3, in which a new set of Guidelines for the Heritage Conservation Areas are developed and adopted. These new Guidelines aim to strike a balance between accommodating provincial housing legislation, integrating community feedback and modernizing the City's approach to heritage conservation based on current best practices.

A draft set of the Guidelines was presented to Council on January 13, 2025. New and refreshed components of these Guidelines included:

- Neighbourhood Statement of Significance and Statement of Future Character.
- Updated HCA Vision and Objectives.
- Introduction of Contributory Properties and Heritage Conservation Area Precincts.
- Directions for management of the urban tree canopy.
- Guidance for new housing types such as four-plexes and low-rise apartments.

The draft Guidelines were made available for public comment between January 13 and February 21, 2025. Approximately 80 responses were received, including a package of 46 signed documents expressing support for feedback from the Friends and Residents of the Abbott Street Heritage Conservation Area Society (FRAHCAS). Key themes identified in the feedback include:

- Support for additional emphasis on trees as a part of the heritage character
- Requests for changes to specific terms such as “Development Guidelines” and “Contributory Buildings”;
- Concerns about the application review process, including incentives for conservation, process for addressing variances and the Heritage Advisory Committee;
- Concerns about contemporary home designs;
- Requests to remove the Hospital Transit Oriented Area, mandated by the Province and implemented in 2024; and
- Suggestions for changes to specific design principles and guidelines.

Building on the themes heard from residents, the draft Guidelines were refined. Key refinements include, but are not limited to:

- Renaming the Development Guidelines to become Conservation and Development Guidelines, reflecting the balance the Guidelines strike in conserving the heritage character of the neighbourhood and accommodating new housing opportunities;
- Removal of the conservation incentive directions from the Guidelines and including them as new OCP Policies in Chapter 11: Heritage to guide Heritage Revitalization Agreements and other tools available to local governments, allowing for consideration to be used for heritage properties both in and out of the HCAs (see Schedule A);
- Revising “Contributory Buildings” to be referenced as “Contributory Houses” to reflect the residential character of the neighbourhood;
- Revisions to building material guidelines that speak to brick and metal cladding;
- Refinements to mapping to clarify Precinct and Hospital TOA boundaries; and
- Minor changes to text to address errors and provide greater clarity.

A summary of the themes identified as part of this feedback and ways that the Guidelines were amended in response are summarized in Attachment A.

#### *Development Applications Procedures Bylaw No. 12310*

Staff are proposing amendments to the bylaw to reflect updates to the draft Guidelines, to align with Chapter 11 Heritage policies, to clarify processing of development applications, and conduct bylaw maintenance. These changes will provide clear direction for application processes that involve heritage properties. Key updates include, but are not limited to:

- Updating definitions from ‘Direct’ to ‘Staff Delegated’ permits in accordance with internal file naming structure;
- Revise submission documents for heritage review and heritage register evaluation criteria within Schedule ‘1’;
- Update the bylaw to reflect current processes of delegated authority for Heritage Alteration Permits (HAP) under Schedule ‘13’, and clarify existing criteria for the Department Manager, Development Planning to consider when issuing a HAP. Delegated authority for properties within the HCA for the construction of four (4) dwelling units or less is maintained;
- Impose further restrictions on delegated authority for HAPs with variances under Schedule ‘13’, which requires the Department Manager, Development Planning to consider findings from a Heritage Review and recommendations from a Qualified Heritage Professional and to ensure

that any proposed variances do not negatively impact the heritage character of the property or community when intended to preserve or retain a building or heritage asset. The delegate must also consider the existing guidelines contained under Section 1.1.2 Schedule '4' of Development Variance Permits;

- Aligning application requirements with other Schedules for the Kelowna Heritage Register Applications and clarifying application procedures under Schedule '14', which specifies the applications to be reviewed by the Long Range Planning Department.

#### *Next Steps*

The HCA Guidelines and amended heritage policies outlined in Chapter 11 form part of the Official Community Plan, meaning an OCP Amendment process is required for them to come into effect. Should Council endorse the refined Guidelines, staff would initiate the Bylaw Reading process and schedule a Public Hearing, providing an opportunity for residents to share their thoughts with Council.

#### **Conclusion:**

What initially began as a comprehensive review of the heritage conservation area and its supporting *Guidelines* evolved significantly due to the impact of provincial housing legislation changes. While the original intent was to assess development changes, guideline efficacy, and heritage values within the area, the focus shifted towards understanding the implications of increased density and devising strategies to effectively manage conservation amidst evolving urban landscapes. This shift underscores the dynamic nature of heritage preservation efforts and the necessity of adapting strategies to manage growth.

With these new directions, Kelowna's HCAs can preserve their heritage values while addressing the needs of a growing population. This approach not only upholds the historical significance of the area but also fosters a dynamic, inclusive and equitable urban environment for both current and future residents.

#### **Internal Circulation:**

Development Planning  
Climate Action and Environment

#### **Considerations applicable to this report:**

##### ***Legal/Statutory Authority:***

*Local Government Act, Part 15 – Heritage Conservation*

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

*Heritage Procedures Bylaw*

##### ***Existing Policy:***

*Official Community Plan Chapter 11: Heritage*

*Official Community Plan Chapter 23: Abbott Street & Marshall Street, Heritage Conservation Area Development Guidelines*

##### ***Financial/Budgetary Considerations:***



The Long Range Planning departmental budget has predominantly financed the activities detailed in this report. However, the adjustments in scope, including those necessitated by changes in provincial legislation requirements, are being partially funded through the Housing Capacity Fund Grant.

***Consultation and Engagement:***

A summary of the engagement process as part of Phase 3 of this is summarized in the body of this report and in Attachment A.

**Considerations not applicable to this report:**

*Communications Comments*

Submitted by:

R.Miles, Long Range Planning Department Manager

S.Skabowski, Planner II Development Planning Department

**Approved for inclusion:** R. Smith, Division Director, Planning, Climate Action and Development Services

**Attachments:**

Schedule A: Official Community Plan Amendments

Attachment A: Phase 3 Engagement Summary

## Attachment A: Summary of Phase 3 Public Engagement Themes and Refinements

Feedback on Draft Heritage Development Guidelines	Considerations for Refinement	Refinements Undertaken
<b>General</b>		
Request to identify properties that are on the heritage register and in the Transit-Oriented Area (TOA) Designation	The removal or addition of properties from the heritage register is possible. However, identifying these properties on OCP Maps is impractical due to potential status changes. Updating the maps would require an OCP Bylaw amendment and significant staff resources each time the heritage register changes	<p>Chapter 23: Map 23.1 was updated to show the HCA boundary line and the TOA boundary line. The TOA boundary has been established by the Province and cannot be changed.</p> <p>Chapter 23: Map 23.2 was updated to include the City of Kelowna header. No changes to identified Contributory Houses have been made. No refinement taken.</p> <p>Chapter 23: Map 23.3 was updated to colour code and refine the boundaries of precinct areas within the HCA precinct areas</p>
Remove the Hospital Transit Oriented Area	The TOA has been implemented by the Province through Bill 47 legislation.	No refinements taken. The Transit-Oriented Amendment (TOA) is a legislative change mandated by the Province that designates transit stations for additional height and density to promote transit-oriented development and support higher densities
Reinstate the Heritage Advisory Committee (HAC)	The HAC review process introduced additional timelines for application review and required staff resources, resulting in inefficiencies for applicants and homeowners. Due to the inconsistencies in HAC feedback across reviews, staff could not implement HAC's guidance effectively	No refinements taken. Replacing the HAC with a standardized Heritage Review conducted by an qualified heritage professional (BCAHP) has proven to be an effective decision, ensuring professional conservation advice is integrated into the decision-making process
Update neighbourhood notification requirements and development signage for proposed applications	The purpose of Council Policy No. 367 is to notify neighbours when a development proposal is not adhering to zoning and would require either staff delegated approval or a Council decision. Council Policy No.367 was revised in April 2024 to reflect updated legislation and requirements for forms of neighbourhood notification	No refinements undertaken. Heritage Alteration Permits with variances, Heritage Designation Bylaw, and Heritage Revitalization Agreements require neighbourhood notification
Include 'Heritage Designation Bylaw' and 'Heritage	For educational and consistency purposes, the	Updated glossary to include definitions of 'Heritage

Conservation Covenant' definitions in the glossary section	definitions of the three tools for legal protection of heritage properties are included in the OCP Chapter 23 Glossary section	Designation Bylaw' and 'Heritage Covenant'
<b>Policy</b>		
Requests for the removal of development incentives, citing that such incentives and variances encourage development, rather than prioritize conservation without promoting development	<p>The incentives are intended to outline what existing and additional development opportunities could be offered to encourage preservation for heritage elements not formally protected. This includes the Heritage Revitalization Agreement, Heritage Covenant, Designation Bylaw, Heritage Register, and variances to development regulations via Heritage Alteration Permits.</p> <p>It is specifically stated that the new Conservation and Development Guidelines are intended "To preserve, celebrate and maintain the heritage values and sense-of-place of the HCAs through the incentivization of the conservation of contributory properties and streetscapes, while ensuring new development is thoughtful, compatible and subordinate."</p>	Development incentives have been removed from OCP Chapter 23: Heritage Conservation Area – Conservation and Development Guidelines and revised into OCP Chapter 11 Heritage policies. These policies apply to protected heritage properties anywhere in Kelowna and are now eligible for the same conservation and development incentives
Strengthen existing policy for heritage conservation and align policy to reflect current application procedures	Replace existing OCP Chapter 11 with revised Chapter 11 (Attachment B)	<p>New OCP Chapter 11 (Attachment B) includes revised and additional policy including but not limited to:</p> <ul style="list-style-type: none"> <li>• Heritage review</li> <li>• Identification of heritage assets</li> <li>• Kelowna Heritage Register</li> <li>• Legal protection tools</li> <li>• Incentives for heritage conservation</li> <li>• Climate change considerations</li> </ul>
<b>Grammar and Content</b>		
Clarify requirements for a heritage review by a Qualified Heritage Professional	Align definitions to be more consistent with application submission requirements	Revised bullet #4 of the Heritage Alteration Permit Compliance Section in Chapter 23, to read "Review from a Heritage Professional."
The public is concerned that the chapter title currently implies a focus on development within the Heritage Conservation Areas. The public is interested in emphasizing conservation within the HCA	Revise Chapter 23 title to better reflect the public interest for conserving heritage	Revised Chapter 23 title from: Heritage Conservation Area – Development Guidelines to Heritage Conservation Area – <u>Conservation</u> and Development Guidelines, and all other applicable references to the

		Guidelines
The definition of contributory properties refers to homes in the HCA as buildings. The public is concerned that 'building' is a generic term and not specific to the unique character of the HCA	Replace the term "building" throughout the chapter with "home or house" where applicable	Replaced the term "building" throughout the chapter with "house" where applicable. Clarified where Contributory Property is an applicable term referring to conservation and development guidelines
Remove metal as exterior finishing material and include red brick as a finishing material	Update wording specific to primary facing material and accent facing materials within the Conservation and Development Guidelines	Within Chapter 23: Section 1.5 Property Finishes update wording to " <u>For primary facing material</u> - use durable, fire-resistant, or non-combustible materials for new buildings within the HCAs, including smooth finished fiber cement siding and shingles, fiber cement panels and stucco cladding. <u>For accent facing materials</u> - brick, stone and metal cladding can be used."
Update definition of 'sustainability'	Clarify the order of sustainability objectives	Within Chapter 23: Glossary update wording to "A group of objectives ( <u>social, environmental &amp; economic</u> ) that must be coordinated and addressed to ensure the long-term viability of communities and the planet."
Update wording to clarify hedges height restriction	Update wording to clarify hedges height restriction	Updated wording to "Prioritize pedestrian-oriented design with all vehicle access taken from the lane if available. Ensure the portion of any building facing the street facilitates easy access for pedestrians to front entrances from the street. Avoid blank walls at street level to create a more engaging and welcoming streetscape. Property walls, solid gates and hedges <u>above 1.2 meters</u> are not permitted."
Update the objectives description to be more in alignment with the Conservation and Development Guidelines	Remove the word 'thoughtfully' to provide more strict clarity on adhering to Key Guidelines	Update wording to "change and density are managed <u>in general accordance with the Key Guidelines</u> for the HCAs and are guided by the areas' unique character."



## Schedule A – Proposed Text Amendments

No.	Section	Current Wording	Proposed Wording	Reason for Change
1.	Chapter 11: Heritage	See <a href="#">Attachment A</a>	See <a href="#">Attachment B</a>	Introducing new policies to guide conservation and development of heritage properties in and out of the Heritage Conservation Area.
2.	Chapter 23: Heritage Conservation Area	See <a href="#">Attachment C</a>	See <a href="#">Attachment D</a>	The Heritage Conservation Area Guidelines are updated as part of the 2040 OCP to align with new provincial housing legislation. The revised Guidelines include an updated vision and objectives, design principles for new development, and direction for heritage conservation within the HCA.



Kelowna's heritage is a history tied to the land, the cultural environment and the people who have long understood the richness of this area. It is reflected in our historically and architecturally significant buildings, structures, natural landscapes, historic districts, archaeological sites and other places of heritage value.

The City will balance Kelowna's growth and the protection of our natural, cultural and built heritage assets through integrated and innovative approaches to heritage conservation. Using the City's *Heritage Strategy* and the *Heritage Procedures Bylaw*, the City will conserve the community's natural landscapes, local archaeological sites and built heritage for generations to come. While the City has a large stake in the preservation of heritage, it is the diverse partnerships with the **syilx/Okanagan** people and the local heritage organizations that are integral to the overall success of heritage conservation in Kelowna.

#### **Objective 11.1. Lead and guide heritage resource management.**

- Policy 11.1.1. City of Kelowna Heritage Assets.** The City of Kelowna will manage City-owned heritage sites in accordance with best practices in heritage management.
- Policy 11.1.2. Heritage Strategy.** Use the directions adopted in the *Heritage Strategy*, as amended, to make informed planning decisions on heritage conservation in the City, including, but not limited to, diverse partnerships, heritage incentives, and integrated and innovative approaches to heritage conservation, community development and public awareness.
- Policy 11.1.3. Heritage Financial Supports.** Support the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through grants, incentives, supportive land uses and other means.
- Policy 11.1.4. Heritage Engagement.** Encourage resident and stakeholder input into heritage planning through the advice of the Heritage Advisory Committee and partnerships/communication with the Central Okanagan Heritage Society, the Okanagan Historical Society, the Kelowna Museums Society, Westbank First Nation, Okanagan Indian Band and relevant community or neighbourhood organizations.

#### **Objective 11.2. Identify, conserve and protect historic places.**

- Policy 11.2.1. Heritage Conservation.** Conserve historic places in a manner consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada* under the guidance of registered heritage professionals of the BC Association of Heritage Professionals (BCAHP). Work with consistent conservation documents and planning tools to make decisions about historic places and manage heritage projects including Heritage Reviews, Statements of Significance, Heritage Conservation Plans and Heritage

Alteration Permits.

- Policy 11.2.2.** **Kelowna Heritage Register.** Use the Kelowna Heritage Register as the primary tool to identify heritage buildings. Continue to maintain and update the Heritage Register in accordance with provisions of the *Local Government Act* and *Heritage Conservation Act*.
- Policy 11.2.3.** **Kelowna Heritage Register Expansion.** Expand the Kelowna Heritage Register to include additional archaeological sites, landscapes, properties, structures and cemeteries.
- Policy 11.2.4.** **Historic Place Identification, Evaluation and Intervention.** Heritage reviews will be conducted by a professional member of the BC Association of Heritage Professionals and used to identify heritage resources, determine their relative heritage value, and guide appropriate conservation, protection and **mitigation** tools.
- Policy 11.2.5.** **Protection of Historic Places.** Prioritize the legal protection of historic places using the tools identified in the *Local Government Act*:
- Heritage Designation Bylaws;
  - Heritage Revitalization Agreements; and
  - Heritage Covenants.
- Policy 11.2.6.** **Retention of Historic Places.** Where legal protection is not possible or appropriate, encourage the retention of historic places in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*, as amended, in which adaptive re-use and rehabilitation allow for contemporary, creative and innovative interventions and uses.
- Policy 11.2.7.** **Heritage Retrofits.** Explore opportunities to incentivize retrofits to heritage buildings that improve energy efficiency and reduce greenhouse gas emissions that do not negatively impact their exterior Character Defining Elements.

**Objective 11.3. Identify and protect archaeological sites.**

- Policy 11.3.1.** **syilx/Okanagan Significant Sites.** Collaborate and partner with local syilx people to identify, protect, and maintain local archaeological sites and the **syilx/Okanagan** identity.
- Policy 11.3.2.** **Standards and Guidelines for the Conservation of Historic Places in Canada.** Follow the *Standards and Guidelines for the Conservation of Historic Places*, as amended, for conservation of identified archaeological sites.
- Policy 11.3.3.** **Public Awareness.** Raise public awareness about the value of archaeological sites and their protection under the *Heritage Conservation Act*.
- Policy 11.3.4.** **Heritage Property Owner Responsibilities.** Ensure that property owners are aware of their responsibilities under the *Heritage Conservation Act* when conducting land-altering activities.
- Policy 11.3.5.** **Unauthorized Damage to Archaeological Sites.** Avoid or reduce unauthorized damage to protected archaeological sites in accordance with the *Heritage Conservation Act*.

**Objective 11.4. Conserve Kelowna’s historic neighbourhoods.**

- Policy 11.4.1. Heritage Conservation Areas.** Guide redevelopment in the Abbott Street and Marshall Street Heritage Conservation Areas outlined on Map 23.1 using the guidelines in *Chapter 23: Heritage Conservation Area*.
- Policy 11.4.2. Historic Neighbourhoods Identification.** Consider identifying additional historic Kelowna neighbourhoods, areas, districts, or clusters through the use of **Historic Context Statements** to raise public awareness, as possible additions to the Kelowna Heritage Register and to inform future area planning processes.





Kelowna's heritage is a history tied to the land, the cultural environment and the people who have long understood the richness of this area. It is reflected in our historically and architecturally significant buildings, structures, natural landscapes, historic districts, archaeological sites and other places of heritage value.

The City will balance Kelowna's growth and the protection of our natural, cultural and built heritage assets through integrated and innovative approaches to heritage conservation. Using the City's [Heritage Strategy](#) and the [Development Application and Heritage Procedures Bylaw](#), the City will conserve the community's natural landscapes, local archaeological sites and built heritage for generations to come. While the City has a large stake in the preservation of heritage, it is the diverse partnerships with the [syilx/Okanagan](#) people and the local heritage organizations that are integral to the overall success of heritage conservation in Kelowna.

### Objective 11.1. Lead and guide heritage resource management.

- Policy 11.1.1.** [City of Kelowna Heritage Assets](#). The City of Kelowna will manage City-owned heritage sites in accordance with best practices in heritage management.
- Policy 11.1.2.** [Heritage Strategy](#). Use the directions adopted in the [Heritage Strategy](#), as amended, to make informed planning decisions on heritage conservation in the City, including, but not limited to, diverse partnerships, heritage incentives, and integrated and innovative approaches to heritage conservation, community development and public awareness.
- Policy 11.1.3.** [Heritage Financial Supports](#). Incentivize, support and facilitate the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through Kelowna's Heritage Grants, tax incentives, development incentives, supportive land uses, subdivision, development regulation variances and other means (see Policy 11.2.6).
- Policy 11.1.4.** [Heritage Engagement](#). Encourage resident and stakeholder input into heritage planning through partnerships/communication with the Central Okanagan Heritage Society, the Okanagan Historical Society, the Kelowna Museums Society, Westbank First Nation, Okanagan Indian Band and other relevant community or neighbourhood organizations.

### Objective 11.2. Identify, conserve and protect historic places.

- Policy 11.2.1.** [Heritage Conservation](#). Conserve historic places in a manner consistent with the [Standards and Guidelines for the Conservation of Historic Places in Canada](#) under the guidance of registered heritage professionals of the BC Association of Heritage Professionals (BCAHP). Work with consistent conservation documents and planning tools to make decisions about historic places and manage heritage projects including Heritage Reviews, Statements of Significance, Heritage Conservation Plans and Heritage Alteration Permits.

**Policy 11.2.2. Heritage Review.** A Heritage Review, prepared by a Qualified Heritage Professional (BCAHP), providing information about the historical significance and architectural merit of a building or property is generally required when:

- The property is subject to a Heritage Revitalization Agreement; or
- The property is subject to a Heritage Conservation Covenant; or
- The property is subject to a Heritage Designation Bylaw; or
- The property is within the Heritage Conservation Area

A Heritage Review may not be required if the proposed development does not significantly affect the heritage attributes at the discretion of the Department Manager, Development Planning.

**Policy 11.2.3. Identification and Evaluation of Kelowna Heritage Assets.** Use the Kelowna Heritage Register and the Heritage Conservation Areas Contributory Properties Schedule as the primary tools to identify heritage properties. Requests to consider a property's justification for addition or removal from the above-mentioned lists, based on its heritage value, can be submitted to the City to be reviewed using a [consistent evaluation criteria](#) by a Qualified Heritage Professional (BCAHP).

The City will generally not support the removal of the heritage registered status or HCA contributory status for the purpose of facilitating demolition or major transformation. If a building is demolished or decommissioned, the listing on the Heritage Register may be maintained to recognize the heritage value of the site.

**Policy 11.2.4. Kelowna Heritage Register Expansion.** Continue to maintain and update the Heritage Register in accordance with provisions of the Local Government Act and Heritage Conservation Act. Expand the Kelowna Heritage Register to include additional archaeological sites, landscapes, properties, structures and cemeteries.

**Policy 11.2.5. Legal Protection of Historic Places.** Prioritize and incentivize the legal protection of heritage assets including:

- A property listed on Kelowna's Heritage Register
- A property that is deemed eligible for addition to the Heritage Register or HCA Contributory Schedule; or
- A Contributory Property in Kelowna's Heritage Conservation Area

Using Local Government Act tools, including:

- Heritage Designation Bylaws;
- Heritage Revitalization Agreements; and
- Heritage Conservation Covenants.

**Policy 11.2.6. Incentives for Heritage Conservation.** Provide incentives for proposals that involve conservation and legal protection of heritage assets (see Policy 11.2.5). The following incentives may be considered on a case-by-case basis:

- Additional permitted land uses;
- Small lot, non-standard and/or panhandle subdivision;
- Variances to the Zoning Bylaw;
- Increased density;
- Heritage financial supports.

The above incentives are special considerations for properties listed on the HCA Contributory Properties Schedule or on Kelowna's Heritage Register. In the case of demolition or major transformation of these properties, these incentives will generally not be supported.

- Policy 11.2.7. **Retention of Historic Places.** Where legal protection is not possible or appropriate, incentivize, support and facilitate the retention of historic places in accordance with the [Standards and Guidelines for the Conservation of Historic Places in Canada](#), in which adaptive re-use and rehabilitation allow for contemporary, creative and innovative interventions and uses.
- Policy 11.2.8. **Heritage Retrofits.** Explore opportunities to incentivize retrofits to heritage buildings that improve energy efficiency and reduce greenhouse gas emissions that do not negatively impact their exterior Character Defining Elements.
- Policy 11.2.9. **Heritage Conservation and Climate.** Model and promote the conservation of existing buildings, infrastructure and landscapes as a crucial strategy to achieving a sustainable community and combating climate change. Acknowledging the increasingly stringent code and energy requirements that are impacting our ability to conserve existing buildings and materials - consider exploring and applying embodied carbon policies for existing buildings, a building relocation and salvage program, a circular economy strategy and deconstruction and material reuse policies and permits.

### Objective 11.3. Identify and protect archaeological sites.

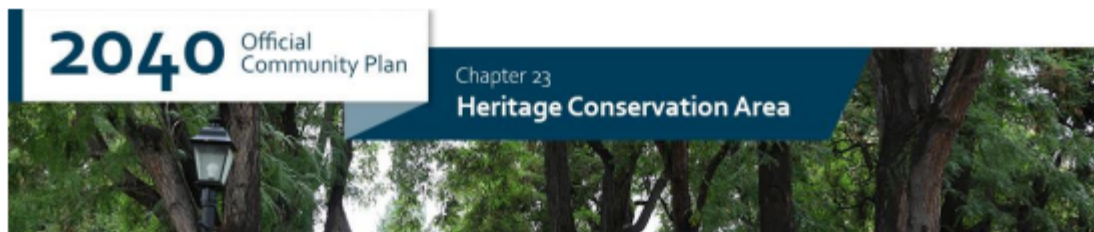
- Policy 11.3.1. **syilx/Okanagan Significant Sites.** Collaborate and partner with local syilx people to identify, protect, and maintain local archaeological sites and the [syilx/Okanagan](#) identity.
- Policy 11.3.2. **Standards and Guidelines for the Conservation of Historic Places in Canada.** Follow the [Standards and Guidelines for the Conservation of Historic Places](#), as amended, for conservation of identified archaeological sites.
- Policy 11.3.3. **Public Awareness.** Raise public awareness about the value of archaeological sites and their protection under the Heritage Conservation Act.
- Policy 11.3.4. **Heritage Property Owner Responsibilities.** Ensure that property owners are aware of their responsibilities under the Heritage Conservation Act when conducting land-altering activities.
- Policy 11.3.5. **Unauthorized Damage to Archaeological Sites.** Avoid or reduce unauthorized damage to protected archaeological sites in accordance with the Heritage Conservation Act.

### Objective 11.4. Conserve Kelowna's historic neighbourhoods.

- Policy 11.4.1. **Heritage Conservation Areas (HCAs).** Incentivize and prioritize the retention, maintenance and protection of the streetscapes, landscapes, cultural resources, properties, buildings and other contributory features, including character and sense-of-place, as per Kelowna's HCAs' Statement of Significance and Statement of Desired Future Character.
- Policy 11.4.2. **HCA Guidelines.** Guide conservation and development in the Abbott Street and Marshall Street Heritage Conservation Areas using the HCA Conservation and Development Guidelines in OCP [Chapter 23](#).

Policy 11.4.3. **Historic Neighbourhoods Identification.** Consider identifying additional historic Kelowna neighbourhoods, areas, districts, or clusters through the use of **Historic Context Statements** to raise public awareness, as possible additions to the Kelowna Heritage Register and to inform future area planning processes.





### Category

Section 614 of the Local Government Act allows local governments to, for the purposes of heritage conservation, designate Heritage Conservation Areas.

### Properties Affected

A Heritage Alteration Permit must be obtained prior to or in conjunction with issuance of a building permit for demolition or removal of a building, construction of a new building, or structural changes to the exterior of an existing building located in a Heritage Conservation Area (see Map 23.1).

### Justification

The purpose of the Heritage Conservation Area is to sustain the historical legacy of the neighbourhoods shown on Map 23.1. The special qualities of these neighbourhoods will be preserved by ensuring changes complement the established streetscape and maintain the integrity of traditional architectural forms.

### Objectives

- Maintain the residential and historical character of the Marshall Street and the Abbott Street Heritage Conservation Areas;
- Encourage new development, additions and renovations to existing development which are compatible with the form and character of the existing context;
- Ensure that change to buildings and streetscapes will be undertaken in ways which offer continuity of the 'sense-of-place' for neighbours, the broader community; and
- Provide historical interest for visitors through context sensitive development.

### Exemptions

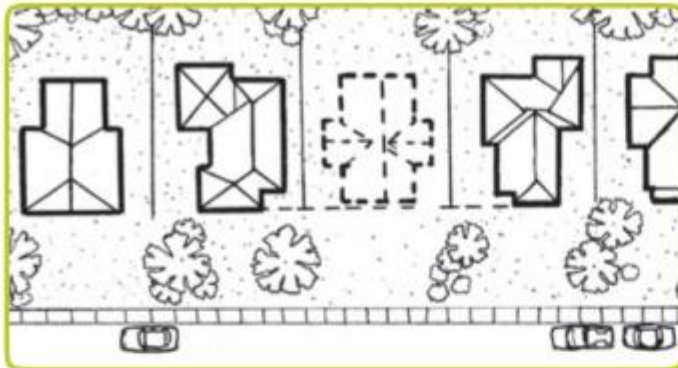
Building maintenance, interior renovations or exterior alterations not requiring a building permit do not require a Heritage Alteration Permit.

### Guidelines

Although design freedom is encouraged, it is vital to the integrity of the Heritage Conservation Areas to have the established context serve as inspiration for new development. The dominant architectural style for the streetscape should prescribe the style of new buildings while the established patterns prescribe scale, massing and streetscape relationships. Dominant patterns and key elements occurring on the streetscape of the subject site should be noted and used as the general basis for the design of a new house. The following are the landscape and architectural guidelines to be applied to all additions or new constructions within the Abbott Street and Marshall Street Heritage Conservation Areas. Applicants are encouraged to relate the guidelines to the architectural style of their property and the adjacent context. In the case of new homes, applicants are encouraged to consider the architectural style consistent with the dominant style identified for their block. However, it is not required that the architectural style of new buildings be consistent with the dominant style of the block.

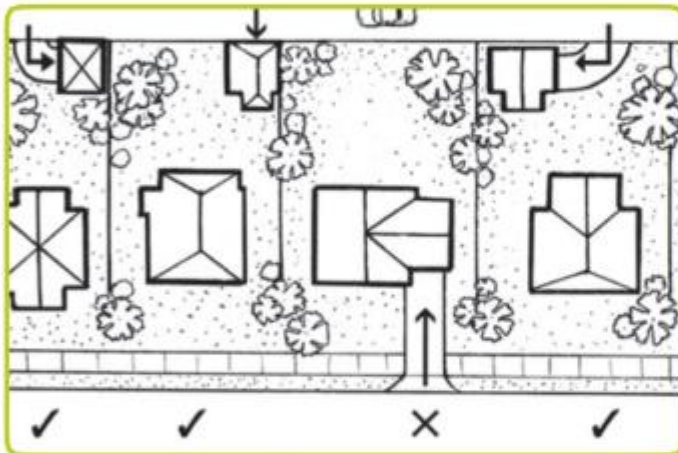
## Site Layout & Parking

*Figure 23.1: Front Yard Setbacks*



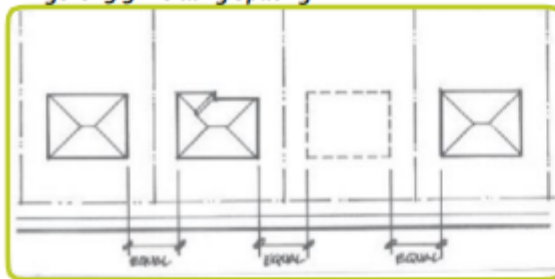
Maintain the established front yard setback by placing additions and new constructions within 10% of the adjacent or average building setback.

*Figure 23.2: Front Drives*



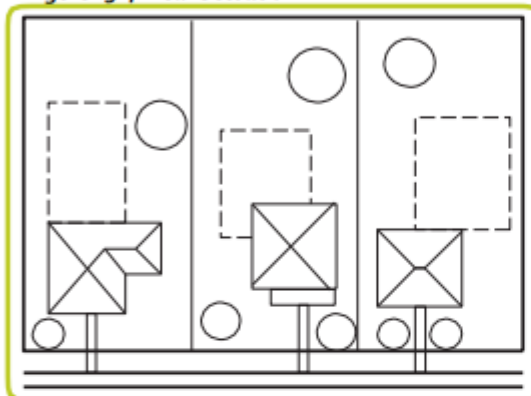
New front drives and garage doors facing the street are discouraged in areas where they are not common and particularly where rear lane access is available. Where no lane is available, front drives with rear garages are encouraged.

**Figure 23.3: Building Spacing**



Spacing between buildings should retain the established pattern.

**Figure 23.4: Rear Setback**



Rear setbacks may vary from the established pattern, within the limits of the Zoning Bylaw, to accommodate additions to the residential building footprint.

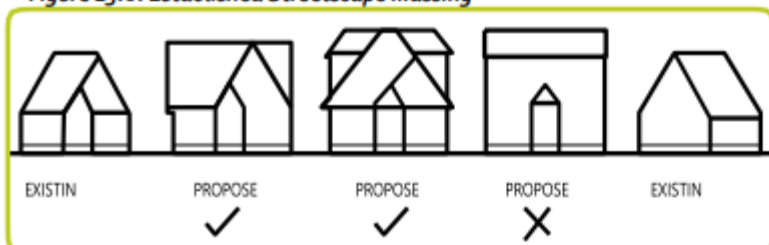
**Figure 23.5: Secondary Suites**



Secondary suites over garages, when permitted, are encouraged to draw architectural design inspiration from the principle residence. The massing of auxiliary buildings should be subordinate to the massing of the principal structure.

## Building Massing (Envelope)

Figure 23.6: Established Streetscape Massing



New construction or additions to existing structures are encouraged to maintain the established massing of the streetscape.

Figure 23.7: Large Building Massing



Larger buildings should use architectural design techniques to reduce the apparent massing and emulate the established neighbouring building massing.

## Architectural Pattern

Figure 23.8: Architectural Pattern



Established block face building spacing, foundation height, proportion, wall to window/door ratio and setbacks of adjacent development are to be considered with new development or additions to existing buildings.

## Roof Forms, Dormers & Chimneys

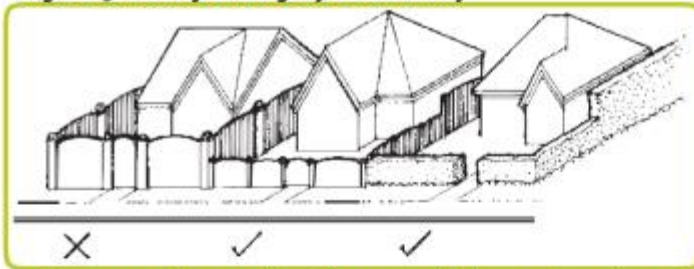
Figure 23.9: Roof Pattern



The dominant neighbourhood roof pattern is encouraged, particularly for buildings of the same architectural style, by new or renovated development.



**Figure 23.10: Roof Building Style Consistency**



Roof form complexity, roof line silhouette, and the use of secondary elements (dormers, gables, chimneys, etc.) should be consistent with the building style. Skylights which are visible from the public street or walkway are discouraged.

**Figure 23.11: Roof Materials**



High quality, low maintenance roofing materials, of similar design to traditional materials, may be used for buildings not being restored to period authenticity.



**Figure 23.12: Soffit, Rafter, Rain Water Drainage**

Soffit overhang, rafter shape, bracket detail and rain water drainage are encouraged to be similar to the original building design or be consistent with the established methods characteristic of the architectural style of the building.



**Figure 23.13: Secondary Roof Elements**

Secondary roof elements, such as dormers, copulas and gables, are encouraged to have similar a roof slope as the principle roof.



**Figure 23.14: Chimneys**

Chimneys are encouraged to be consistent with those found on buildings of similar architectural style.

## Cladding Materials

**Figure 23.15: Cladding Materials**



Low maintenance materials, of similar design to traditional materials, may be used for buildings not being restored to period authenticity. Exterior paint or prefinished exterior material colours which are similar to the traditional tones for the building's architectural style are encouraged.

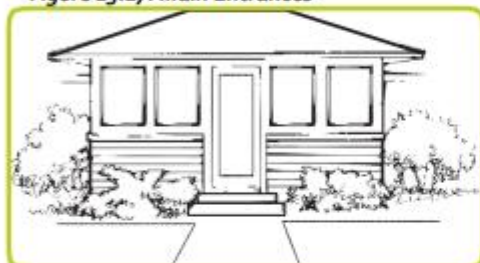
## Doors & Windows

**Figure 23.16: Window and Door Pattern**

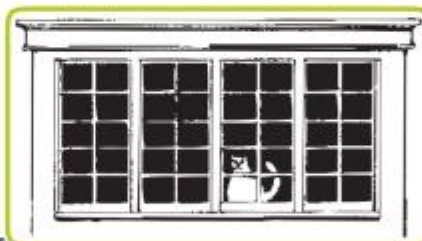


Window and door-to-wall area ratio, placement and style are encouraged to adhere to the pattern of the established architectural style.

**Figure 23.17: Main Entrances**



Main entrances should be prominent from the street and are encouraged to adhere to the pattern of the established architectural style.



**Figure 23.18: Door and Window Finishings**

Door and window shape, sash design, trim, casements and sills are encouraged to be of similar finish as the established architectural style.

**Figure 23.19: Front Step Consistency**

Front steps leading to the principle entrance are encouraged to be constructed in a style and of materials consistent with the established architectural style of the home.



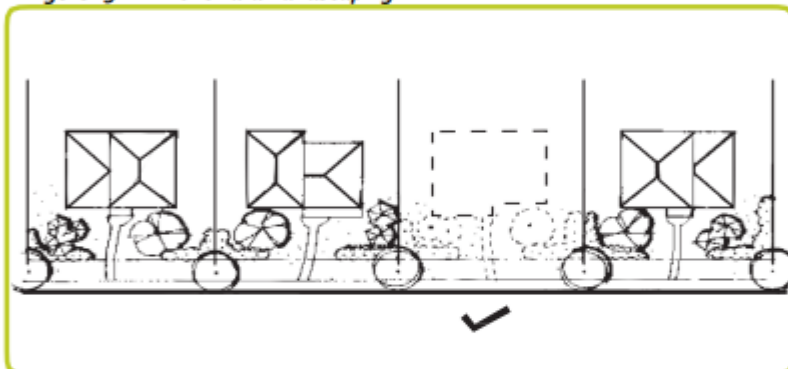
## Landscaping, Walks & Fences

*Figure 23.20: Tree Protection*



Healthy, mature trees are encouraged to be maintained and protected during and after construction.

*Figure 23.21: Front Yard Landscaping*



Front yard landscape plantings, walkways and other landscape installations are encouraged to be derived from the context of the adjacent sites.

*Figure 23.22: Front Yard Screening*



Fences or screening landscaping, greater than 1.0 metre in height, are discouraged in front yards unless inconsistent with treatment derived from the context of the adjacent sites.



## Streetscape Guidelines

**Figure 23.23: Road Right-of-Way**



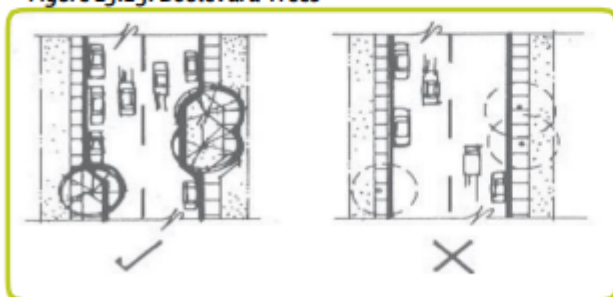
The established road right-of-way for existing streets should be retained at current dimensions. Council may consider variances of the City's servicing standards for roads within the Heritage Conservation Areas via a Development Variance Permit, Heritage Revitalization Agreement or Major Heritage Alteration Permit.

**Figure 23.24: Streetlighting**



Character street lighting, in the form of the standard King Louminaire and decorative pole, is encouraged within the Heritage Conservation Areas, potentially funded through a Specified Area Bylaw for cost recovery of the incremental costs in excess of the conventional streetlight service.

**Figure 23.25: Boulevard Trees**



All healthy, mature boulevard trees within the public right-of-way are encouraged to be retained and protected during construction.

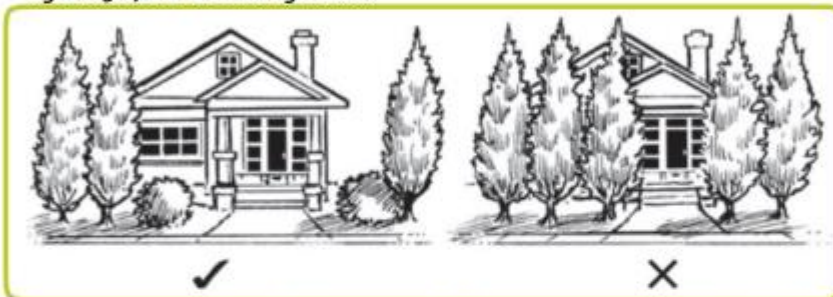
**Figure 23.26: Tree Pruning**



Any tree pruning required, for overhead wire clearances, public safety or any other reason, is encouraged to be undertaken under the direction of a Landscape Architect or arborist certified by the International Society of Arboriculture.

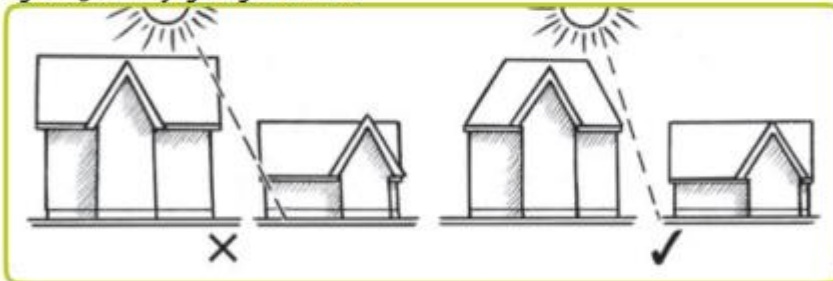
### Privacy and Shadowing Guidelines

**Figure 23.27: Front Yard Sight Lines**



The design of front yards should provide for sight lines to the front yard and residence from the front street.

**Figure 23.28: Daylighting Standards**



Casting of shadow on adjacent yards is minimized by stepping second storey elevations back to satisfy the sunlight requirements of the City's Zoning Bylaw. In cases where the architectural authenticity does not accommodate a stepped building form, overshadowing may be managed through other design solutions, such as locating the building on the site in ways which satisfy the Zoning Bylaw daylighting standards.





[Attachment D](#)

Proposed – Chapter 23: Heritage Conservation Area



## HCA - CONSERVATION AND DEVELOPMENT GUIDELINES







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## Glossary

### Certified Arborist

A person accredited as such by the International Society of Arboriculture.

### Character Defining Elements

The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained in order to preserve its heritage value.

### Contributory Properties

Properties, including contributory houses, that contribute to the character of the HCA - Conservation and Development Guidelines due to their historic development era, form and siting and/or have been determined to have heritage value (Map 23.2).

### Heritage Alteration Permit

A permit under section 617 of the Local Government Act.

### Heritage Character

The overall effect produced by traits or features which give a property or an area a distinctive heritage quality or appearance, as noted in the Statement of Significance.

### Heritage Conservation Area

An area designated by the City of Kelowna 2040 Official Community Plan (as amended or replaced from time to time) as a Heritage Conservation Area pursuant to the Local Government Act. An HCA is a recognized method to identify, acknowledge, record, and protect local heritage that has a particular value to the community. Individual properties within an HCA may exhibit heritage value, but it is the overall heritage character and value that distinguishes a Heritage Conservation Area.

### Heritage Conservation Covenant

A Heritage Conservation Covenant allows a local government to negotiate terms of a contractual agreement with a property owner to legally protect a heritage asset from demolition or alteration. The covenant is registered on Title in perpetuity.

### A Heritage Designation Bylaw

A Heritage Designation Bylaw is a form of local government land use regulation that protects properties with heritage value or character. This bylaw can safeguard various aspects of a property, including exteriors, structural elements, interior features, and landscape elements, by prohibiting unauthorized alterations, demolitions, relocations, or land changes. A Heritage Alteration Permit is required for any modifications.

### Heritage Register

A Heritage Register is an official listing of properties within the community that are identified as having heritage value. Kelowna's Heritage Register was adopted by Council resolution on March 20, 2000, and is amended periodically.

### Heritage Revitalization Agreement

A Heritage Revitalization Agreement, or HRA for short, is a formal, voluntary, written agreement that is negotiated between a property owner and a local government. It outlines the duties and obligations of, and the benefits to both parties of the agreement. The agreement allows local governments to supersede local zoning regulations and to provide non-financial incentives which would make it viable for owners to conserve property of heritage merit.

### Heritage Value

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

### Historic Place

A structure, property, group of properties, district, landscape, archaeological site, or other place in Canada that has been officially recognized for its heritage value by the relevant jurisdiction.

### Maintenance

Routine, cyclical, non-destructive actions necessary to slow the deterioration of an historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

### Minimal Intervention

The approach that allows functional goals to be met with the least physical intervention.

### Snout House

A house with a protruding garage that takes up most of the street frontage.

### Statement of Desired Future Character

A roadmap for managing change in a way that respects and enhances the unique historical and cultural significance of the heritage area.

### Statement of Significance (SOS)

A statement that identifies the description, heritage value, and character defining elements of an historic place. A Statement of Significance is required in order for an historic place to be listed on the Canadian Register of Historic Places.

### Sustainability

A group of objectives (social, environmental & economic) that must be coordinated and addressed to ensure the long-term viability of communities and the planet.



## Vision

Acknowledging the syilx/Okanagan people, whose rich history and cultural significance are deeply embedded in the lands encompassing the Abbott Street and Marshall Street Heritage Conservation Areas (HCA), is essential. Recognized for their heritage value since 1983 and officially established as Heritage Conservation Areas in 1998, these areas contain evidence of past human activity dating back to times before European settlement.

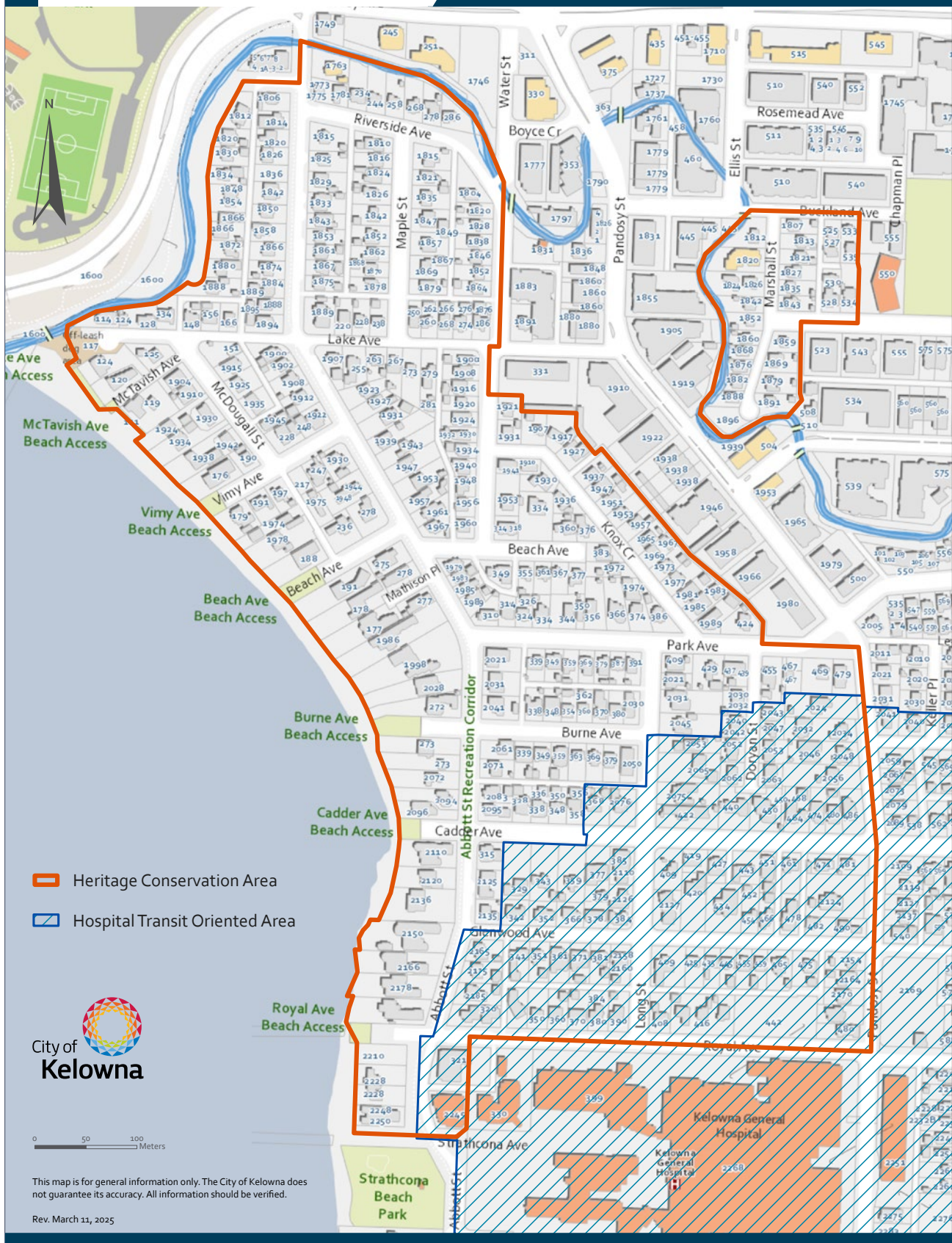
The vision for these historic areas celebrates the elements valued by the Kelowna community: historic homes, mature landscaping, scenic character, a strong sense of community, and a unique sense of time and place. As neighbourhoods that have continuously evolved and densified since their initial settlement, growth will continue through gentle and thoughtful renovations, house conversions, additions, and new properties. Retaining the authentic, historic character of these areas, combined with a careful and customized approach to development, ensures that residents and visitors alike will continue to experience a unique and valued sense of place well into the future.





# 2040 Official Community Plan

## Map 23.1 Heritage Conservation Area



MAP 23.1: ABBOTT STREET AND MARSHALL STREET HERITAGE CONSERVATION AREAS

## Exemptions

A Heritage Alteration Permit will not be required for:

- Interior alterations.
- Exterior maintenance and repairs that do not affect the heritage character of the area or heritage value of the property, including repainting in identical colours or routine upkeep.
- Exterior alterations that are not visible from a fronting street.
- Construction or alteration of decks not visible from a fronting street and not the property's heritage character.
- Regular or emergency City maintenance of municipal infrastructure.
- Construction that does not require a building permit (landscaping, fencing, small sheds, etc.).

## Heritage Alteration Permit Compliance Requirements

Any work for which a Heritage Alteration Permit is required must conform with:

- All applicable bylaws;
- The [\*"Standards and Guidelines for the Conservation of Historic Places in Canada"\*](#), published by Parks Canada in 2003 and updated in 2010;
- The Abbott Street and Marshall Street HCA - Conservation and Development Guidelines; and
- Review from a Heritage Professional Consultant.

In the event of a conflict between the Parks Canada *"Standards and Guidelines for the Conservation of Historic Places in Canada"* and the Abbott Street and Marshall Street HCA - Conservation and Development Guidelines, the Abbott Street and Marshall Street HCA - Conservation and Development Guidelines will be applied.

## Category

Section 614 of the Local Government Act allows local governments to, for the purposes of heritage conservation, designate Heritage Conservation Areas.

Section 615 of the Local Government Act establishes that if an official community plan designates a Heritage Conservation Area, individuals are prohibited from certain actions unless they possess a Heritage Alteration Permit authorizing the action.



## Properties Affected

Unless exempted, a Heritage Alteration Permit (HAP) addressing conservation and development guidelines (see Conservation and Development Guidelines section) must be approved prior to undertaking any of the following activities within the Abbott Street and Marshall Street Heritage Conservation Areas, as shown on Map 23.1:

- Construction of, addition to, or external alteration of a property or structure.
- Demolition of a property or structure.

## Justification

The Abbott Street and Marshall Street HCA - Conservation and Development Guidelines are essential for guiding development and change while preserving the heritage values of the neighbourhoods depicted on Map 23.1. These guidelines provide a framework for property owners and developers to make informed decisions that maintain the areas' aesthetic and historical continuity. By adhering to these guidelines, new constructions and renovations can integrate with the existing built environment, ensuring that the distinctive qualities of these heritage conservation areas are preserved for future generations.



## Objectives

The following objectives collectively aim to balance development and preservation, ensuring that change and density are managed in general accordance with the Key Guidelines in the HCAs and are guided by the areas' unique character and historical significance.



### 1. Preservation of Historic Places

Incentivize and prioritize the retention, maintenance and protection of streetscapes, landscapes, properties, properties and other contributory features, including character and sense-of-place, that are valued in the area, as per the HCAs' Statement of Significance and Statement of Desired Future Character.



### 2. Contextual Design and Scale

New development will consider the immediate historic context and align with the Desired Future Character of the Heritage Conservation Areas. Adhere to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (Standard 11 and Standard 12), ensuring that new constructions are compatible with, distinguishable from, and subordinate to existing historic structures.



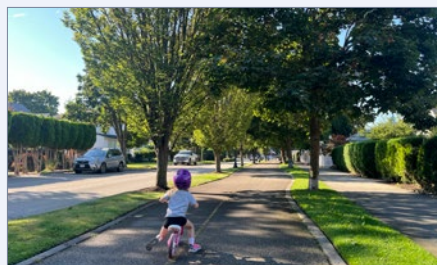
### 3. Compatible Adaptation and Use

Incentivize and prioritize the adaptive reuse of Contributory houses while conserving their character.



### 4. Preservation of Neighbourhood Heritage

Preserve the historical context, landscape, and streetscape character of the neighbourhood as an historical, scenic, recreational, and cultural resource in Kelowna.



### 5. Environmental Sustainability

Model and promote the conservation of existing properties, infrastructure and landscapes as a crucial strategy to achieving a sustainable community and combating climate change.



# HOW TO USE THE HCA - CONSERVATION AND DEVELOPMENT GUIDELINES

The HCA - Conservation and Development Guidelines are a resource for designers, architects, developers, builders, and property owners planning new properties, additions and alterations in the Abbott Street and Marshall Street Heritage Conservation Areas (Map 23.1). They also serve as an evaluation tool for City staff and municipal decision-makers reviewing proposals. The guidelines clarify how to meet the broad objectives for the Heritage Conservation Area as described in the OCP. Before starting any design work, individuals involved should refer to the guidelines and consider the following questions:

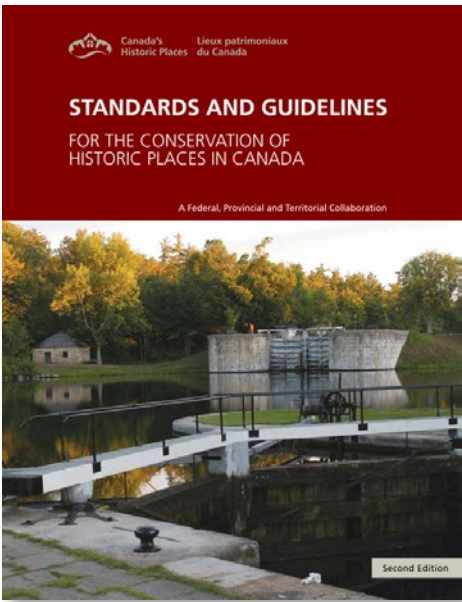
- How closely does the design adhere to the vision and objectives of the guidelines?
- Where does it depart from them and why?
- Is the design informed by an understanding of the heritage value of the property in question?
- Does the design respond to the Statement of Significance and Character Defining Elements for the area?
- Does the design respond to the Statement of Desired Future Character and Defining Elements for the area?
- Does the proposal adhere to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (Standard 11), ensuring that new properties and additions are compatible with, distinguishable from, and subordinate to existing historic structures.

For proposals that retain the heritage value in existing contributory houses, variances to conservation and development guidelines and development regulations may be considered, see section *Chapter 11: Heritage*, of Kelowna's OCP.

## Guidelines Structure

The HCA - Conservation and Development Guidelines provide a comprehensive set of criteria aimed at ensuring that proposed changes in the HCAs meet the objectives of these guidelines and adhere to them. These guidelines encompass detailed design intentions, criteria, and rationales to guide, evaluate, and support decision-making regarding the overall form and character of new constructions and additions.

Projects may also be subject to additional guidelines or regulations based on zoning, proposed uses, location, property type, project scale and off-site requirements. Applicants must clearly demonstrate compliance with all relevant guidelines and bylaws. However, it is recognized that the ability to fully meet each guideline may be influenced by factors such as land use, lot size, topography, existing mature vegetation, and the complexity of the project. City staff have the ability to use discretion when evaluating proposals to ensure a balanced approach that meets both the guidelines and the unique circumstances of each project.



## Assignment of Contributory Statuses to Properties

Heritage Conservation Areas are collections of heritage resources that together form a greater whole. An HCA itself is a heritage resource, composed of individual elements that collectively create a distinct sense of time and place. Properties that contribute to the heritage value of the area are known as “contributing” properties. Identifying these properties illustrates how the area’s heritage value is expressed and guides conservation decisions.

The HCA - Conservation and Development Guidelines are designed to prioritize the retention of contributory properties. To incentivize this preservation, the guidelines allow for adjustments to development regulations when the features of a contributory property are retained. These adjustments may include for example modifications to setback requirements, parking standards, use flexibility, and density increases. Each development proposal is evaluated on a site-by-site basis, with the Development Planning Department exercising discretion in making these decisions. This approach encourages the conservation of the character and historical value of the neighbourhood and its contributory features while accommodating new development needs.

The HCAs also include properties and properties that are not considered contributory to the heritage value of the area, however, changes to non-contributing properties can still impact the area’s heritage value and offer opportunities to enhance its character through thoughtful design. Therefore, the HCA - Conservation and Development Guidelines provides guidelines for all properties, with additional considerations for the “contributing” properties.

## Methodology

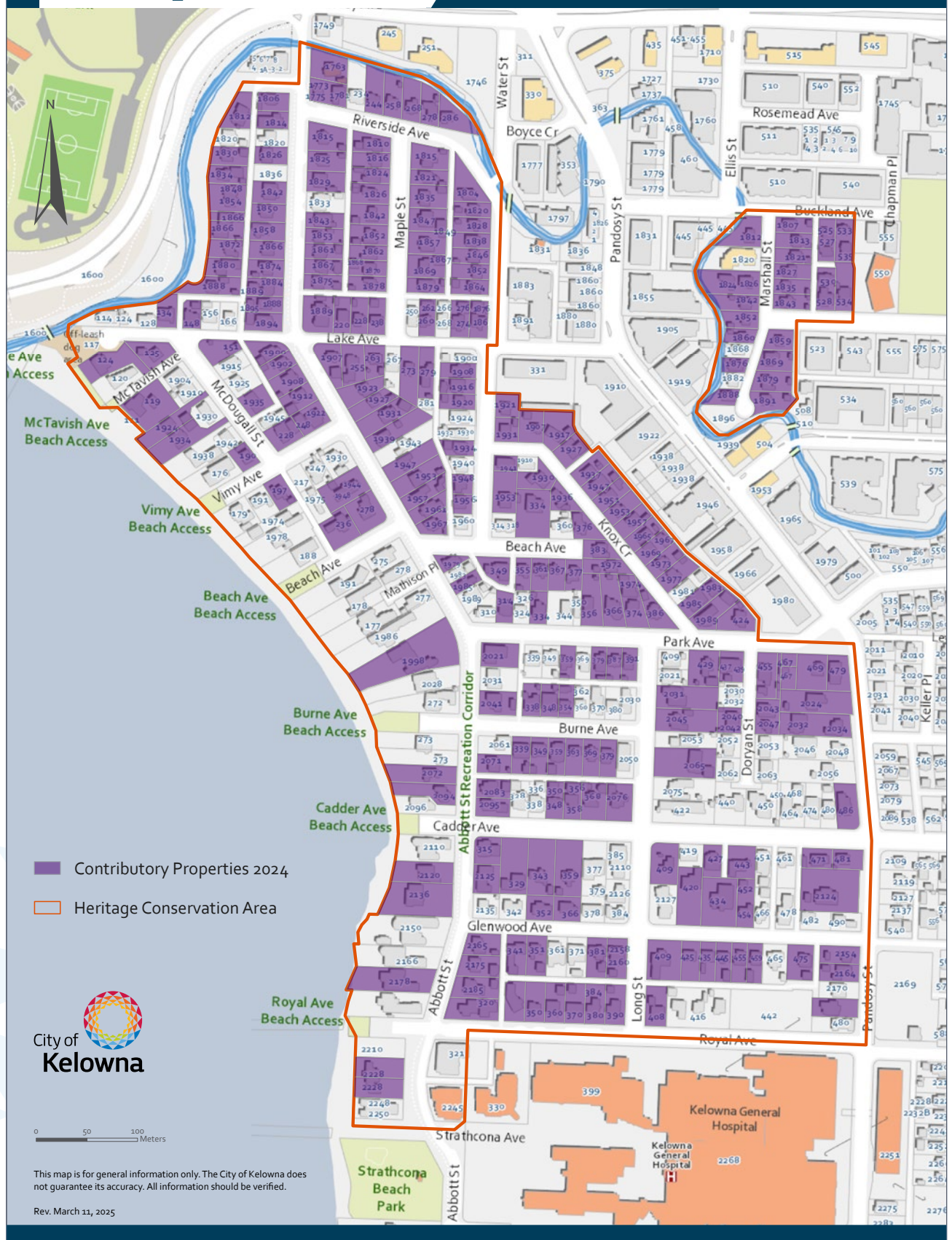
A multi-step process was used to classify properties in the Abbott Street and Marshall Street HCAs as “contributory”. Based on the statements of ‘significance’ and ‘future character’, each property and landscape element were assigned one of these statuses. This classification, along with the guidelines, directs incentives, energy, and sensitivity towards conservation. It allows for development, density, and change while discouraging demolition or significant transformation of character. If essential character defining elements of a contributory property, such as the property, the trees or even the siting, undergoes significant transformation or demolition, it shall no longer retain its classification as a contributory property, and in this, lose its access to potential incentives and development variances.

The Contributory Properties Schedule was created based on the criteria below:

1. Listed on the 1983 Heritage Resources Inventory or the Heritage Register (including properties protected by a Heritage Designation Bylaw or a Heritage Revitalization Agreement).
2. Identified as having heritage significance - aesthetic, historic, scientific, cultural, social, spiritual or contextual, sometimes with a plaque out front.
3. Constructed during the most prolific decades of development, beginning in the 1900s and ending in 1959, which gave the neighbourhood its valued character, as noted in the Statement of Significance.
4. Exhibit character-contributing built form with elements such as 1-2.5 storey height with traditional roof forms (gable, hip, gambrel, flat etc.) prominent or end-wall chimneys, bay and picture windows, wood and/or stucco cladding, traditional porches, entries and doors, and rich, contrasting paint schemes.
5. Exhibit character-contributing siting and landscaping such as lining up approximately with the neighbouring houses siting, yard featuring mature or traditional landscaping, curved pathways, openly visible from the street.

In contrast, all other properties can be redeveloped in a transformative manner, allowing for new designs that are compatible with, distinguishable from, and subordinate to their neighboring properties. See Map 23.2: Contributory Properties in the Abbott Street and Marshall Street Heritage Conservation Areas on the next page.

Requests to be added or removed from the Contributory Properties Schedule can be submitted to the City to be reviewed by a heritage registered professional.



MAP 23.2: CONTRIBUTORY PROPERTIES



## Hierarchy of Property Elements

When assessing applications for infill housing developments in the Abbott Street and Marshall Street Heritage Conservation Areas (HCAs), a clear hierarchy of priorities must guide decisions. The top priority is the retention of contributory houses, which are crucial to preserving the character and heritage value of the area. Following closely is the retention of mature trees, as they significantly enhance the environmental and aesthetic quality of the HCAs.

Although housing is critically important, the siting and design of infill developments must integrate thoughtfully with the existing context, with a strong emphasis on preserving mature trees wherever possible.

If a mature tree is located in an area intended for an infill unit, alternatives like relocation or in-kind replacement should be considered. However, if a tree is affected by lower-priority features such as parking spaces, garages, or driveways, priority should be given to tree retention. Staff level delegated variance authority could be used to accommodate tree preservation. In such cases, site planning, parking plans or requirements may need to be adjusted to ensure that development aligns with both housing needs and the preservation of the area's historical and environmental uniqueness and integrity.





# Design Principles

The following principles<sup>1</sup>—distinguishability, compatibility, and subordination—form the foundation of the HCA - Conservation and Development Guidelines for new additions or properties. They aim to ensure that new properties and additions are informed by the existing historic character, local topography, urban design, and overall sense of place within the Abbott Street and Marshall Street Heritage Conservation Areas.

An effective approach to implementing these principles involves viewing new additions or infill properties as contemporary

complements to the existing structures. While sharing certain attributes, but in some cases with greater height and scale, these new constructions are intentionally designed to be less ornate or detailed. They are thoughtfully crafted to respect the integrity and prominence of the contributory houses, preventing any overshadowing or disruption of their presence.

Applicants should read and understand Design Principles and guidelines when preparing applications for new construction, renovations, or additions within the Heritage Conservation Areas.

## Design Principle #1

### THE VALUE OF DISTINGUISHABILITY

Distinguishability is essential for honoring the historical evolution of an area or property. When designing new infill properties or extensions, it's important to clearly differentiate them from existing structures. This helps observers understand the timeline of construction and changes over time, distinguishing each phase of building. Thoughtful development avoids confusing what is old and what is new by avoiding imitation, preserving the property's story. Passers-by should easily recognize different architectural styles, materials, and periods of construction, whether through subtle or bold design choices.



<sup>1</sup> The Standards and Guidelines for the Conservation of Historic Places in Canada - Standard 11 regarding additions to historic places

## Design Principle #2

### ACHIEVING COMPATIBILITY

Compatibility does not imply uniformity or replication. New and existing structures can achieve compatibility through various aspects, such as height, roof form, material finishes, or window patterns. For example, structures may share similar heights and forms or differ in these aspects while being compatible in their material finishes. The objective is to create a logical, harmonious, or fitting coexistence. Compatibility can be subtle or bold but should not be so subtle as to create confusion about what is old and what is new.



## Design Principle #3

### ACHIEVING SUBORDINATION

Subordination should not be solely interpreted as being smaller; instead, it involves ensuring that an addition or property does not overshadow the historic place. This can be achieved by employing simpler finishes, restrained detailing, or a discreet location and color palette. The addition may even exceed the scale of the historic structure but should function as a canvas or backdrop, enhancing its prominence rather than competing with it.





# ABBOTT STREET AND MARSHALL STREET CONTEXT

## Purpose of A Statement of Significance

A Statement of Significance (SOS) is a summary of the historical, cultural, aesthetic, scientific, social, spiritual and environmental values of an historic place, whether it is an individual property or an area. It contains a description of the historic place and its key features, a summary of the area's heritage values, and a list of character defining elements. Character defining elements are the aspects of an historic area that contribute to its heritage value and that should be retained to preserve this value. The guidelines in the Conservation and Development Guidelines section of this document should be interpreted with reference to the character defining elements in the SOS. It is important to note that the SOS is written through a colonial lens, reflecting the heritage values and priorities of colonial development. Recognizing and integrating Indigenous values and perspectives is a crucial step for a more comprehensive and inclusive understanding of these areas.

## Statement of Significance

### Description of the Historic Place

The Abbott & Marshall Streets Heritage Conservation Areas (HCAs) are located in the Core Area of the City of Kelowna, British Columbia. It is a residential area dominated by single detached houses comprised of over 360 properties in approximately 36 hectares. Their boundaries are between Mill Creek in the north, Strathcona Avenue in the south, and Okanagan Lake in the west. The Abbott Street HCA eastern boundary starts along Water Street, continues along the lane between Knox Crescent and Pandosy Street and ends along Pandosy Street. The Marshall Street HCA spans the entire Marshall Street and includes the first two properties on the north side of Rowcliffe Avenue and the first two on the south side of Buckland Avenue to the east (see Map 23.1: Abbott Street and Marshall Street Heritage Conservation Areas).



Aerial view of Kelowna and the Okanagan Lake Floating Bridge in the 1960s - Kelowna Public Archives #9761



## Heritage Values

The Abbott & Marshall Streets Heritage Conservation Areas are located on the traditional territory of the syilx/Okanagan people on the eastern shore of kłúsxnitkʷ (Okanagan Lake), an important and sacred syilx place, invaluable resource and traditional transportation route since time immemorial.

The historic settler residential neighbourhood that was established here between Pandosy Street and Okanagan Lake, south of Mill Creek and north of the hospital in the early 1900s, has been recognized as a historic place for its evident built and scenic character since the Kelowna Heritage Inventory of 1983. Two Heritage Conservation Areas were established within this neighbourhood in 1998, each named after the dominant roadways - Abbott Street and Marshall Street - that traverse them.

The neighbourhood is historically associated with the introduction of modern transportation services in the area (a rail branch line completed between the CPR mainline at Sicamous and Okanagan Landing in 1892 as well as paddlewheeler service connecting various points on the lake) which gave Kelowna 'townsite' its important boost to expand towards incorporation as a city and for the local agricultural industry to be established in earnest. First subdivided for farming homesteads in 1904, but adjusted to urban residential lots by 1906, this residential area is valued as a representation of the early and evolving character of Kelowna's settler inhabitancy pattern along the shores of Okanagan Lake. Its house styles offer a diverse variety of residential architecture dating from the early 1900s right up until today, with various recognizable development booms and architectural trends, often constructed in pleasantly consistent groupings.

The curved or diagonal alignments of certain streets and lanes in the neighbourhood, such as Abbott, Knox, Pandosy and Riverside, were laid out this way due to the proximity and natural shapes of Mill Creek and Lake Okanagan, a unique characteristic of this neighbourhood. The natural, scenic aspects of the area, along with views of the lake along the east-west streets and between some of the houses, have given the neighbourhood an identity as a recreational and tourist destination for visitors and residents alike. It has been called a 'sanctuary' by many and is cherished as a green, shady, authentically historic place that is walkable, bikeable, centrally situated, and that offers interesting, educational and pleasant experiences to all - comparable to a public park.

The neighbourhood is valued for the way it conveys a unique sense of time and place and for its strong sense of community. Containing the highest concentration of heritage properties in Kelowna, some listed on the Kelowna Heritage Register, others on the earlier 1983 Heritage Resources Inventory, as well as home to dozens of heritage trees and groupings identified on the 1992 Heritage Trees of Kelowna report, the area's legacy attributes establish a strong heritage character in the neighbourhood. This sense of an established, older neighbourhood comes from the collective presence of extensive, mature landscaping on many properties and along the streets, as well as from the abundance of traditional house styles and property configurations prioritizing pedestrian entrances facing the street, front porches, and inviting, open front yards.





With few exceptions, the residences in this neighbourhood are modest in size and detailing. This is a characteristic that remained even when house styles changed from early 1900 cottages to interwar revival homes to post-war bungalows and onto suburban ranchers. Only in the last two decades, since the establishment of the Heritage Conservation Area bylaw in 1998, have very large homes with multiple car garages become an apparent phenomenon, with the majority of this typology located along the lakeside of Abbott Street, although recently they are appearing in more areas of the HCA. This is a reflection of the changes in housing styles and forms as vehicles became more popular and predominant over time and homes had to be designed to accommodate them.

Recognizing and establishing the heritage value and unique character of this neighbourhood was an effort spearheaded by some Kelowna residents, and this ongoing, preservation-focused advocacy is part of its social and historical narrative. Although initiated decades earlier, heritage recognition of this area was first formalized as part of the Kelowna Heritage Resource Inventory project in 1983 which was supported by staff at the Kelowna Centennial Museum, volunteer members of the City of Kelowna Heritage Advisory Committee, the Central Okanagan Heritage Society, the Okanagan Historical Society, and residents of the neighbourhood (many of whom were/are members of the above-mentioned organizations). It was residents of this neighbourhood who helped to form the Kelowna South-Central Association of Neighbourhoods (KSAN) in 1993, the Friends and Residents of the Abbott Street Heritage Conservation Area Society (FRAHCAS) in 1998, and the Kelowna Tree Protectors in 2016 - community groups that continue to advocate for heritage conservation in this area and beyond.

## Character Defining Elements

- Residential form and character as expressed by the one to two-and-a-half storey wood-frame homes, with the majority modestly scaled, and featuring one-and-a-half storey height.
- Typical property siting and scale of residences that allows for clear views between and through properties
- A prominence of traditional house styles, with unique designs, but still featuring common elements such as front porches or stoops, central front doors visible from the fronting street, traditional roof forms (gable, hip, gambrel, flat etc.) prominent or end-wall chimneys, bay and picture windows, wood or stucco cladding and rich, contrasting paint schemes.



- Several precincts that express unique characteristics including Maple Street, Marshall Street and two precincts of early pre-World War I homes.
- Residential front yards often featuring mature landscaping and curved pathways, openly visible from the street.
- Openly visible properties with minimal to no hedges or fencing, allowing a view of the property and the house.
- Car garages are predominated by traditional set back garages.
- An abundance of large, mature trees, both on private and public property, that create a substantial tree canopy in the neighbourhood.
- The natural contours, views and habitat of Mill Creek which delineates the northern border of the neighbourhood.
- Two Mill Creek bridges just south of Harvey Avenue at Abbott and at Water Streets, and the pedestrian/bike access from the neighbourhood to City Park via a tunnel located at the western edge of Lake Avenue - which act as the northern gateways to the neighbourhood and contribute to its accessibility and walkability.
- Public access to Okanagan Lake via seven beach access points in the neighbourhood. Views of the Okanagan Lake from and between properties, especially along Abbott Street.
- Abbott Street Recreation Corridor with its treed boulevard, boulevard gardens, its two-way bike path, separate sidewalk and heritage-style streetlamps.
- The view of lakeside home frontages from the Okanagan Lake beach.
- The view of the home frontages from Mill Creek.
- The country-lane character of some of the neighbourhood due to lack of sidewalks, such as Maple Street, the north side of Lake Avenue, Knox Crescent, the south side of Park Avenue, Vimy Avenue, McDougall Avenue, Long Street.
- The walkability of the neighbourhood with its wayfinding signage, the pedestrian-friendly paths, traffic-controlled streets and access points to the beach, hospital, downtown and City Park.
- The citizen-initiated and funded, weather-proof interpretive plaques outside many of the character homes and significant trees, angled towards the street for the benefit of passers-by.



## Purpose of A Statement of Desired Future Character

A Statement of Desired Future Character serves as a roadmap for managing change in a way that respects and enhances the unique historical and cultural significance of the heritage area. The guidelines in the Conservation and Development Guidelines section should be interpreted with reference to the Statement of Desired Future Character. It is important to note that the Statement of Desired Future Character is written through a colonial lens, reflecting the heritage values and priorities of colonial development. Recognizing and integrating Indigenous values and perspectives is crucial next step for a more comprehensive and inclusive understanding of these areas.

## Statement of Desired Future Character

The character of the Abbott & Marshall Streets Heritage Conservation Areas is made up of the relatively consistent built form and siting of single detached housing and duplex residences of modest size and detailing, constructed in a diversity of styles from the early 1900s until today. The character is augmented by the abundance of mature trees on both public and private properties, and the many traditional front and side gardens maintained by the residents themselves. The neighbourhood has a non-generic, authentic vibe to it which stems both from the physical aspects of the built and natural elements in it, but also from the unique sense-of-place it offers and for its strong sense of community.

As a neighbourhood which has evolved from the moment it was settled, including several significant development booms that saw the construction of new houses boasting the architectural trends of their time, the subdivision of larger properties into smaller urban lots, the conversion of large dwellings into multi-unit dwellings, and the infilling of developed properties with carriage houses, second dwellings, and additions for secondary suites - this area will continue to gently and thoughtfully densify. This could occur through renovations, house conversions, additions, infill properties, multi-unit properties, Heritage Revitalization Agreements, and further subdivisions where appropriate. New contemporary designs and additions will reflect their era of construction as guided by the Standards and Guidelines for the Conservation of Historic Places in Canada, in keeping with the range of existing properties in the neighbourhood that are easily identifiable



*The Abbott Street footbridge over Mill Creek with a view towards what would become Kelowna's City Park in two years. Photo circa 1907. Credit: Old Kelowna Facebook Group*

and associated with their own decade-specific architectural expression. The retained authentic, historic character of the HCAs, along with a careful, customized approach to development, will continue to provide residents and visitors alike with a unique and valued sense of place into the future while recognizing the OCP's directions that focus on increased densification and complete communities.

The preservation of the following elements is a priority:

- Contributory houses of all eras and styles (Map 23.2)
- Mature trees on private properties and in the public domain.
- The small-scale, single detached housing form and footprint of the street-fronting properties, whether contributory or not.
- The open visibility of the properties through low, or the absence of property fences.
- The traditional design prioritization of pedestrian use and entrances on the front and side elevations of homes, with car garages or carports at the back or accessed from the lane.
- The inviting, accessible, recreational uses in the neighbourhood such as the bike and walking paths, the interpretive plaques, the beach access points, the views of the lake and the shaded sanctuary of the mature trees.





## Heritage Conservation Areas Precincts

Kelowna's Heritage Conservation Areas are composed of four distinct precincts, each with its own unique characteristics and historical significance. These precincts collectively contribute to Kelowna's heritage, reflecting the diverse architectural styles, histories, and

community values that have shaped the city over time. By recognizing these precincts, Kelowna aims to maintain its historical integrity while promoting a sense of place and continuity for future generations. The precincts identified in the Heritage Conservation Areas include:

### Marshall Street Precinct\*

The Marshall Street precinct's heritage character is created by the presence of the W.J. Marshall House at 1869 Marshall Street, along with smaller, traditional houses along both sides of Marshall Street, from Buckland Avenue to its termination at Mill Creek, and the partial blocks of Rowcliffe and Buckland Avenues to the east. The precinct comprises 25 properties which all, individually and collectively, contribute to its character. 1869 Marshall Street was built in 1908 and is protected through a heritage designation bylaw. The remainder are smaller historic houses, built between 1929 and 1950, except the Care Centre at 1820 Marshall - built in 1999, 1868 Marshall built in 1990, and 1882 Marshall built in 1965. Collectively, the overall property character, relatively consistent scale, siting, shallow front-yard setbacks, street trees and mature property landscaping, and the narrow street culminating at a cul-de-sac at the creek, make the precinct a distinctive island of houses within the multi-unit, institutional and commercial land uses surrounding it. Mill Creek, which flows along the western and southern edge of the precinct is an important contributory feature.

*\* From a heritage values and character perspective, this area is a distinct precinct. From a legislative perspective, the Marshall Street Heritage area has been and continues to be a Heritage Conservation Area.*

### Early Homes Precinct # 1 Park Avenue and Pandosy Street

This is one of two areas with a concentration of the earliest grouping of homes built in the neighbourhood before World War I, including those on the 400 block of Park Avenue - the 1905 Buck House, the 1905-1909 Joyce Hostel property, the early cottage at 467 Park Avenue, the 1908 Reekie House, as well as on the north side of the 300 block of Park Avenue with 386 Park Avenue (c. 1908), 374 Park Avenue (1910), 366 Park Avenue (c.1913) and the c. 1903 Temple House. This precinct also includes 377 Beach Avenue (c. 1911), 2024 Pandosy Street (1908) and 2034 Pandosy Street (1907) which are protected through a heritage designation bylaw. These homes are diverse in size, style and siting, reflecting the first isolated, settlement efforts carried out in what was at the time a completely undeveloped area with minimal infrastructure.

### Early Homes Precinct # 2 Abbott Street from Lake to Beach Avenues

This area contains one of the two earliest clusters of homes constructed in the neighbourhood prior to World War I, including those on the east side of the 1900 block of Abbott Street - 1923 Abbott Street (1910), the McWilliams House at 1931 Abbott Street (1909), the Murdoch House at 1957 Abbott Street (1913), 1961 Abbott Street (c.1909) and 1967 Abbott Street (c.1909). Also included across the street are the Jackson House at 236 Beach Avenue (1910) and 278 Beach Avenue (1908), and at the north edge of the precinct, the 1910 Haldane House at 263 Lake Avenue. These homes are diverse in size, style and siting, reflecting the first isolated, settlement efforts carried out in what was at the time an undeveloped area with settler homes and with minimal infrastructure.

### Maple Street Precinct

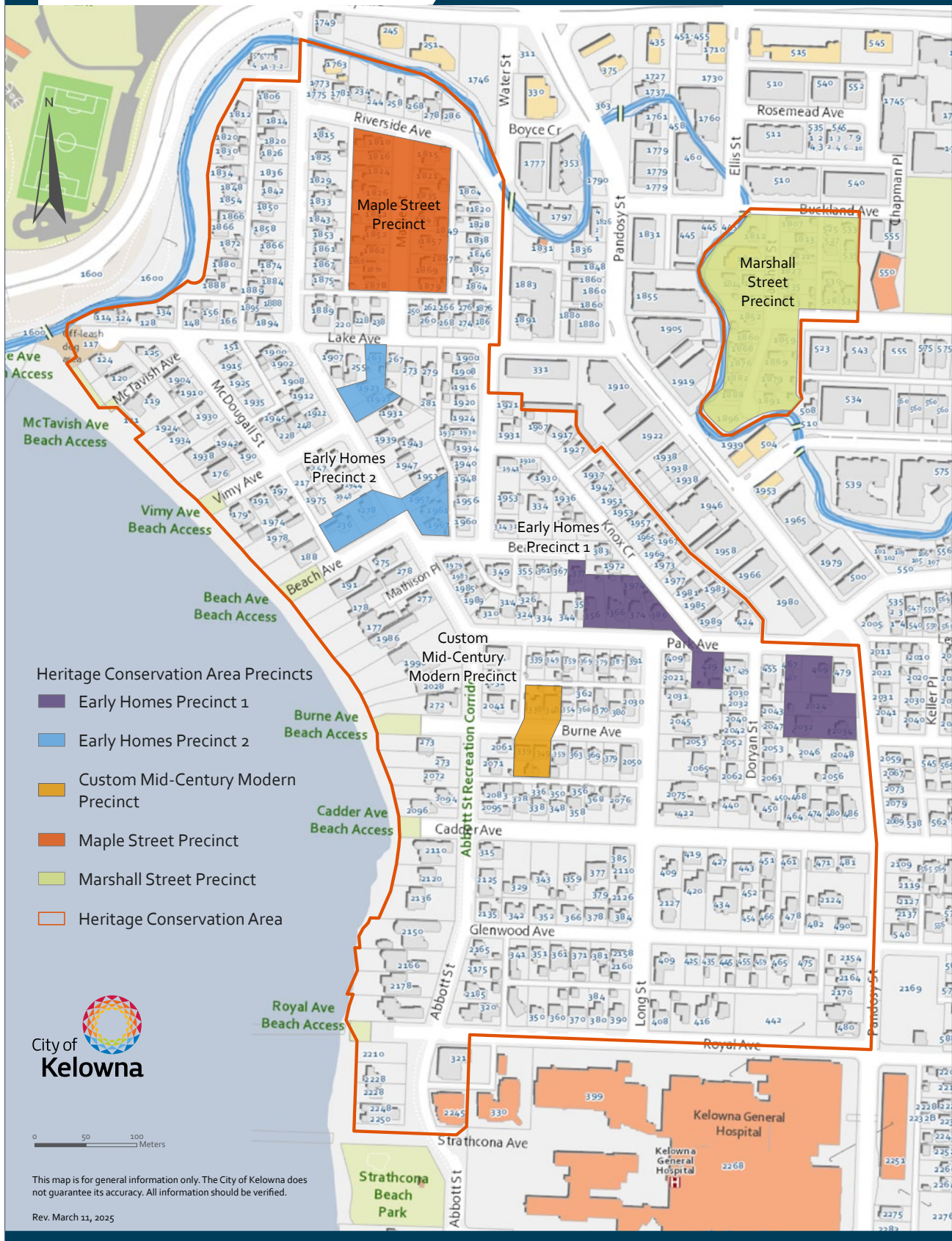
The single block of Maple Street is unique in that all 16 properties were developed within a short time-period, the vast majority in the 1940s with only a few shortly before or after. The houses are inspired by house pattern books of this decade and are very consistent in scale, siting and finishes - almost all are 1.5 storey homes, aligned in siting, with central entrances and side-gabled roofs. None of the homes has been demolished or unrecognizably transformed since construction, making this an integral block of the HCA. The streetscape itself has a country-lane feel to it because it features extremely large street trees, mostly maple trees, from the beginning to the end of the block on both sides and has no pedestrian sidewalks. This allows pedestrians and vehicles to share space and creates a low-speed vehicular environment. These consistent and unique features give this precinct its one-of-a-kind character.

### Custom Mid-Century Modern Precinct

A rare grouping of four flat-roofed 1950s Modernist home designs on the 300 block of Burne Avenue associated with a local architect and builder. Some redevelopment of adjacent properties has occurred in recent years, reducing the number of consistently designed Modernist homes that remain.

# 2040 Official Community Plan

## Map 23.3 Heritage Conservation Areas Precincts



MAP 23.3: HERITAGE CONSERVATION AREAS PRECINCTS



# CONSERVATION & DEVELOPMENT GUIDELINES

The established guidelines apply to all properties in the HCA, ensuring a cohesive and standardized approach to property development and preservation. These guidelines provide a foundational framework that upholds the historic integrity and continuity of sense-of-place in the HCAs. The Standards and Guidelines for the Conservation of Historic Places in Canada (Parks, 2010) serve as the basis for Kelowna’s HCA - Conservation and Development Guidelines. Specific reference should be made to Standards 11 and 12 (below).

- (Standard 11) Conserve the heritage value and character defining elements when creating any new additions to a historic place and any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
- (Standard 12) Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Specific guidelines tailored for contributory properties can be found under supplemental sections titled “contributory”, which address the unique considerations necessary for conserving their heritage value and maintaining a property’s contributory status.

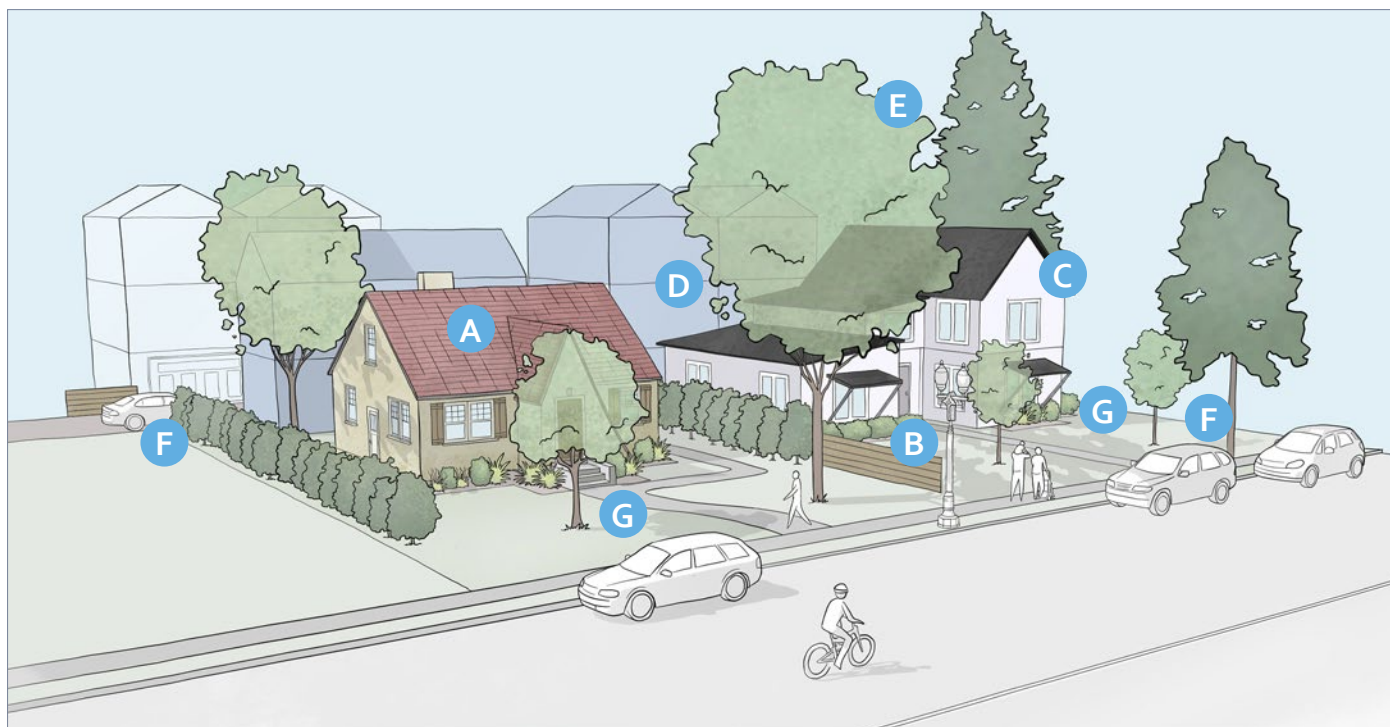
Guidelines for properties located within the Hospital Transit-Oriented Area (TOA) are outlined in Chapter 18 – Form and Character, Section 4.0 Low & Mid-Rise Residential & Mixed-Use Units of the Official Community Plan (OCP). Additional guidance is provided in the supplemental sections titled “TOA,” as mandated by the Bill 47 Housing Statutes (Transit-Oriented) Amendment Act. The TOA within the Heritage Conservation Area (HCA) is a technical boundary defined by proximity to transit routes. All blocks within the TOA of the HCA are of heritage importance, just like areas outside of the TOA, and are described in the neighbourhood Statement of Significance (SOS). Heritage conservation is a priority within the TOA, and are eligible for incentives offered for the retention of contributory properties, similar to properties outside the TOA.

Applicants are encouraged to gather as much historical information as possible before undertaking any alterations. Historic photos, archival records, and a careful examination of the property itself often yield valuable clues regarding the original appearance, materials, chronology of alterations, lost details, and placement of colors. This is especially true for signature elements like windows and doors.



## 1.0

## KEY GUIDELINES



## Intent

To preserve, celebrate and maintain the heritage values and sense-of-place of the HCAs through the incentivization of the conservation of contributory properties and streetscapes, while ensuring new development is thoughtful, compatible and subordinate.

To achieve the objectives of HCA - Conservation and Development Guidelines, all development must be informed by the unique historic context and/or distinct precinct it is in, and:

- A** Maintain the character defining streetscapes by preserving the original form, scale, massing, and finishes of contributory houses.
- B** Maintain the historic, consistent and/or average siting of street-fronting properties on a given block.
- C** Retain the single-dwelling form, footprint and (up to 2 storey) height for street-fronting properties, both for existing and new construction, even if they contain multiple units.
- D** Ensure all alterations, additions, and new properties are visually compatible with, subordinate to and distinguishable from the existing context and the historical design of adjacent properties. Additions and infill properties (up to 3 storeys) should ideally be sited behind contributory houses. Avoid directly mimicking contributory houses to maintain clarity between historical and contemporary elements.
- E** Preserve the established tree canopy to maintain the neighbourhood's heritage values, natural beauty and environmental benefits.
- F** Prioritize pedestrian-oriented design with all vehicle access taken from the lane if available. Ensure the portion of any building facing the street facilitates easy access for pedestrians to front entrances from the street. Avoid blank walls at street level to create a more engaging and welcoming streetscape. Property walls, solid gates and hedges above 1.2 meters are not permitted.
- G** Ensure onsite landscaping and the off-site frontages contribute to the urban livability and historical design of the neighbourhoods by promoting the conservation or introduction of mature yard plantings, curved pathways and traditional landscaping approaches that enhance the public visibility of properties.



## 1.1 Streetscapes

### Intent

To maintain the character defining streetscapes by respecting the historic, consistent and/or average siting of street-fronting properties, hardscaping and landscaping elements on a given block. Preserve the original form, scale, massing, and finishes and layouts of contributory properties. Maintain the substantial tree canopy in the neighbourhood, including mature and large trees and other plantings, both on private and public property.

### Guidelines

1. Assess and understand the unique streetscape of the block where the property is located, especially the specific side of the block. Consider the average or typical character of the block and property when planning development, changes, or maintenance.
2. Consider aspects such as typical property siting, distance between properties, typical property form and size, consistent or unique street trees, sidewalks (or lack thereof), public infrastructure, and other unique tangible and intangible aspects of the block to inform the proposal.
3. Check if the property is located in an HCA Precinct (see Map 23.3), and if it is, follow the streetscape and other guidelines specific to it.



Figure 1: Assess and understand the unique streetscape of the block where the property is located, especially the specific side of the block.

## 1.2 Site Planning & Layout

### Intent

To permit thoughtful change and development on the interior, side and rear elevations of contributory houses on contributory properties, changes must retain or enhance the unique heritage character of the property. New street-fronting properties should reflect the neighbourhood's traditional single-dwelling form, footprint and (up to 2 storey) height. Three storey structures should be sited at the rear of properties or set back from the street-fronting properties.

### Guidelines

1. Support house conversions within contributory houses to achieve additional units and uses, fostering change and growth while conserving the historic properties and character of the HCAs.
2. Set back additions to contributory houses sufficiently to preserve the prominence of the historic property, ensuring that the original form remains prominent from the public realm.
3. Consider the relocation of a contributory house or feature, if necessary, to allow room for additions or infill properties while maintaining or enhancing the visibility of the contributory house or feature.

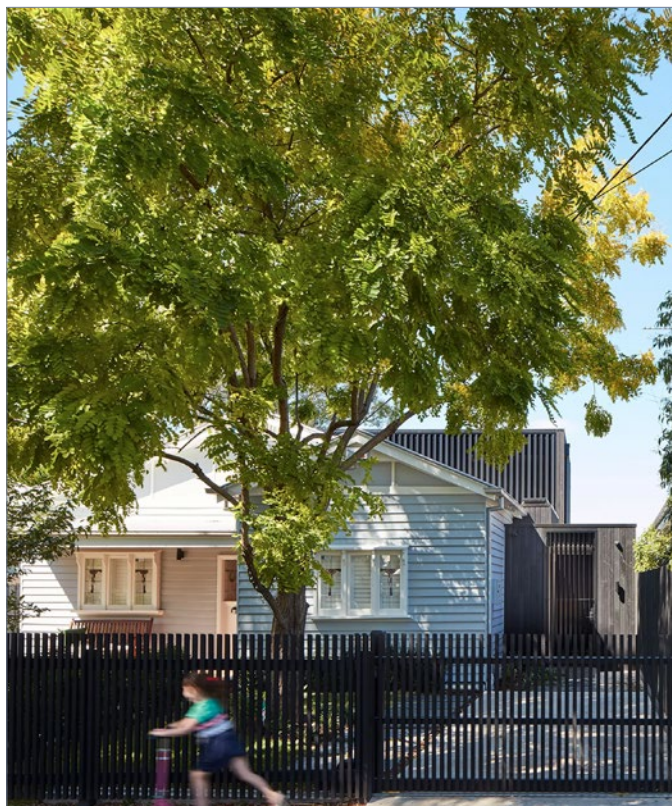


Figure 2: Support house conversions within contributory houses to achieve additional units and uses, fostering change and growth while conserving the historic properties and character of the HCAs



4. Vary rear setbacks from the established pattern within the limits of the Zoning Bylaw to accommodate additions to the existing property footprint and enable infill properties at the rear of the properties. Variances to development regulations may be considered.
5. Ensure that spacing between properties allows for ample light penetration and small view corridors from the public street.
6. Mimic the siting of contributory houses for new residences to follow the established development patterns in the neighbourhood.
7. Maintain front yard setbacks within 10% of the adjacent or average property setback on the same side of the block.
8. Position new structures including additions, infill properties, carriage houses, garages and carports, to be set back from or located behind the street-fronting property line. In the case of a wide lot, it may be appropriate to position additions, infill properties and carriage houses next to or in line with the existing house.
9. Reduce neighbour overlook by locating second storey or third storey outdoor spaces in context sensitive siting to preserve privacy for neighbours.
10. Site coverage should be responsive to the neighbouring property massing and open space. In the case of a large lot, the maximum site coverage should be achieved through more than one structure, to retain the typical scale of houses and structures in the neighbourhood and allow for open space between them.
11. Oversized street-fronting homes are not supported, as they disrupt the consistent character of modestly-scaled homes long-established and implemented up until 1998. Oversized homes create long elevations that obscure the view between and through properties which is a character defining element of the neighbourhood, and negatively impact the sense-of-place desired for conservation.
12. New front driveways and garage doors facing the street are not supported where rear lane access is available. Where no lane is available, front drives with rear garages are permitted.
13. Snout houses and the introduction of garages into existing street-fronting properties are not supported, whether contributory or not.
14. Plan site development to retain large trees and identified mature trees in situ. Variances to select development regulations may be considered to retain existing mature trees. Tree protection measures during construction may be required.
15. Limit impermeable surfaces in landscaped areas and open spaces to maximize stormwater infiltration. Respect the Okanagan Lake floodplain and Mill Creek floodplain which set minimum property elevations for construction.

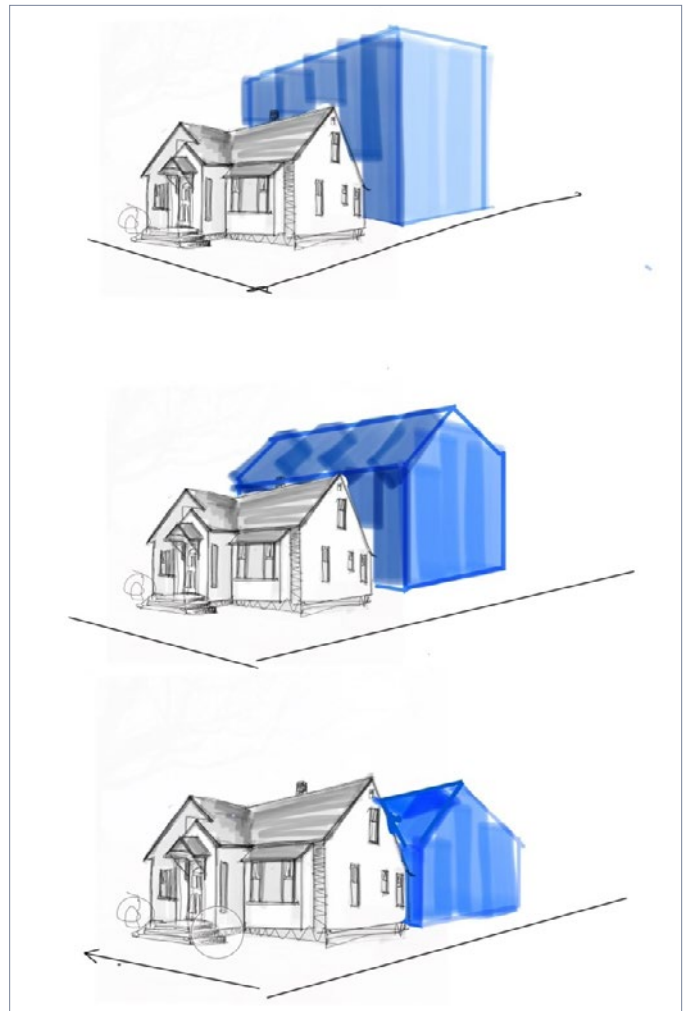


Figure 3: Vary rear setbacks from the established pattern within the limits of the Zoning Bylaw to accommodate additions to the existing property footprint and enable infill properties at the rear of the properties. Variances to development regulations may be considered.



Figure 4: Plan site development to retain large trees and identified mature trees in situ.

### 1.3 Relationship to Street & Parking

#### Intent

To ensure the provision of adequate servicing, vehicle access, and parking in a manner that maintains and enhances the traditional pedestrian-focused property and property designs of the area.

The historic neighbourhood was not designed around cars, and when a historic garage was built, it was always at the rear and discreet in size and siting.

#### Guidelines

1. Prioritize traditional pedestrian design by retaining or applying street-facing pedestrian entrances, stoops, and porches on the front and side elevations of homes.
2. Retain on site car garages or carports at the back or to be accessed from the lane. Where there is no lane, access to a garage or carport from the front street is permitted, if the entrance is well behind the street-fronting property line to diminish the impact of garages facing the street. Properties should be designed such that habitable space faces the street to encourage a lively pedestrian experience. New snout houses and garage additions on the front of existing properties will not be permitted.
3. Ensure that site layouts include provision for solid waste pick-up and bin storage that is enclosed or otherwise screened from view.
4. Use permeable paving materials and soft and soil-based landscaping to enhance the appearance of driveways, parking areas and to reduce their visual and environmental impact
5. Ensure that pedestrian pathways are clearly defined, safe, shaded through tree plantings or awnings, and accessible, with priority given to pedestrian movement over vehicular access. Artificial lighting may be used to enhance pedestrian pathways.
6. Enhance the "lanescape" by orienting additional units located towards the rear of the property to face laneways, and use property entrances, lighting, landscaping, and materials to reinforce a safe and attractive public realm.



Figure 5: Retain on site car garages or carports at the back or to be accessed from the lane.



Figure 6: Ensure that pedestrian pathways are clearly defined, safe, shaded through tree plantings or awnings, and accessible, with priority given to pedestrian movement over vehicular access. Artificial lighting may be used to enhance pedestrian pathways.

#### TOA Guidelines

For properties in the Hospital Transit-Oriented Area (TOA), guidelines can be found in Chapter 18 of the OCP, Section 4.0 – Low & Mid-Rise Residential & Mixed-Use Units. The permitted build form may conflict with the established character of the neighbourhood, making a subordinate design essential for a successful proposal. Please refer to the design principles in Section 4.0 for guidance.

7. Design properties that align with the neighbourhood's traditions of pedestrian entrances facing the street and that are modest in size and detailing. On an apartment building this could be achieved by including townhouses with individual street-facing entrances, gardens and patios at street level and/or a distinguishable articulation of the first or second storey in a unique design, setback and colour, to maintain the historic animation of a streetscape of homes.



Figure 7: Design properties that align with the neighbourhood's traditions of pedestrian entrances facing the street and that are modest in size and detailing.



## 1.4 Scale, Massing and Property Articulation

### Intent

To preserve the original form, scale, massing, and finishes of contributory houses while guiding new street-fronting properties to be visually compatible with, subordinate to and distinguishable from contributory houses and properties.

### Guidelines

1. Maintain a small-scale, single-dwelling form appearance, even with multiple units, for both new and existing street-fronting properties, including additions, with a maximum height of 2 storeys. Do not add parapets or solid railing walls around rooftop patios right at the property face, as this creates a false sense of height or massing which disrupts the intended streetscape character. Rooftop structures (such as elevator accesses) should be set back from the property face for the same reason, so as not to create a false front or height above the maximum allowed 2 storey height.
2. New street-fronting property proportions and heights should reflect the consistent existing context, as the majority of contributory houses in the HCAs are horizontal in proportion and one to two storeys in height.
3. Allow additions, infill, and accessory properties to reach up to 3 storeys, provided they are set back from or positioned behind the street-fronting residences.
4. New houses, infill properties, carriage houses and garages as well as new additions to contributory houses, should meet the requirements of Standard 11 for 'additions to historic places' in that they should be "visually compatible with, subordinate to and distinguishable from" the contributory house they are added to, behind or adjacent to. This means they do not precisely mimic the form and finishes of the contributory house, even if they are attached to it.
5. Design new construction on vacant lots or demolished properties to reflect contemporary architectural styles rather than directly mimicking historic designs. This approach helps avoid confusion about what is historic and what is new, while integrating with the established neighbourhood following the HCA - Conservation and Development Guidelines.
6. New property designs should embrace the diversity of house styles and finishes in the HCAs, avoiding repetition and encouraging variation between properties.



Figure 8: Maintain a small-scale, single-dwelling form appearance, even with multiple units, for both new and existing street-fronting properties, including additions, with a maximum height of 2 storeys.



Figure 9: Design new construction on vacant lots or demolished properties to reflect contemporary architectural styles rather than directly mimicking historic designs.



Figure 10: Use links, breezeways, insets, or offsets for side and rear additions to connect to the historic property, distinguishing their massing from the original house.



### Contributory Property Guidelines

7. Research and understand the original property form and design tradition of its historic era to best conserve its form, massing and architectural details.
8. Avoid damaging or obstructing historic character defining features when constructing additions.
9. Use links, breezeways, insets, or offsets for side and rear additions to connect to the historic property, distinguishing their massing from the original house.
10. Design basement additions without raising the historic floor level, except where necessary to respect the floodplain and meet minimum property elevations, ensuring the new level does not significantly exceed neighboring conditions.
11. Focus on rear additions or setback side additions, particularly on wider lots, rather than adding full-floor second-storey additions that obscure the original structure's form.

### TOA Guidelines

For properties in the Hospital Transit-Oriented Area (TOA), guidelines can be found in Chapter 18 of the OCP, Section 4.0 – Low & Mid-Rise Residential & Mixed-Use Units. The permitted build form may conflict with the established character of the neighbourhood, making a subordinate design essential for a successful proposal. Please refer to the design principles part of this document for guidance.

12. Ensure that any new small-scale apartment properties (up to 6 storeys) within the TOA boundary meet the requirements of compatibility with, distinguishability from, and subordination to the surrounding heritage context. Given that these properties will exceed the height of existing historic structures, special attention must be paid to the requirement for subordination. Refer to the Design Principles section for guidance on achieving these objectives.
13. Design properties that reflect contemporary styles while respecting the existing context of the HCA. Avoid mimicry of heritage details from previous decades.
14. Design properties that align with the neighbourhood's traditions of pedestrian entrances facing the street and that are modest in size and detailing. On an apartment building this could be achieved by including townhouses with individual entrances, gardens and patios at street level and/or a distinguishable articulation of the first or second storey in a unique design, setback and colour, to maintain the historic animation of a streetscape of homes (see examples).



Figure 11: Ensure that any new small-scale apartment properties (up to 6 storeys) within the TOA boundary meet the requirements of compatibility with, distinguishability from, and subordination to the surrounding heritage context.



Figure 12: Use durable, fire-resistant, or non-combustible materials for new properties within the HCAs, including smooth finished fiber cement siding and shingles, fiber cement panels, stucco cladding, and metal cladding.

## 1.5 Property Finishes

### Intent

To celebrate and prioritize good craftsmanship, material longevity, and a culture of repair and maintenance. To emphasize neighbourhood character, visual interest, and a sense of place. To recognize the heritage value of traditional materials, as well as the importance of newer, sustainable, and fire-safe materials that respect and complement the heritage context.

### Guidelines

1. For primary facing material - use durable, fire-resistant, or non-combustible materials for new buildings within the HCAs, including smooth finished fiber cement siding and shingles, fiber cement panels and stucco cladding. For accent facing materials - brick, stone and metal cladding can be used.
2. Prohibit the use of combed, brushed or textured lumber, textured wood or "wood grain" fiber cement sidings, unpainted clear stained wood siding, vinyl or plastic sidings, and brick or stone as a primary facing material for new properties and additions in the HCAs due to their lack of compatibility.
3. Reflect the diversity of house styles and finishes in the HCAs by avoiding repetitive new property designs and encouraging variation between properties.

### Contributory Property Guidelines

4. Preserve the original property finishes, wherever possible, through regular repair, maintenance, restoration, and reuse.
5. Adhere to Conservation Guideline 15 under Materials and to Guidelines 1 and 2 of this section (above) when altering a property finish, regarding permitted and non-permitted finishing materials.
6. Use replica materials from the permitted list above when original finishes are irreparable or unsuitable (e.g., for environmental or economic reasons). Ensure that these materials match the dimensions and appearance of the originals and install them according to the original pattern and exposures documented on the contributory house.
7. Preserve windows of contributory houses through regular maintenance. Repair painted shut or non-operable windows. Enhance energy efficiency with weather stripping and consider external wood storms or interior storm windows. If original windows cannot be repaired or operate efficiently and the property is not protected by heritage designation, replace with double-glazed replica units matching historic dimensions and design. Use "true divided lights" for divided-light windows.
8. Retain, repair, and restore original doors, transoms, sidelights, and hardware whenever feasible. Replace doors with replicas or salvaged units of identical dimensions and design when necessary.
9. Maintain the original front entrance of contributory houses, even when converted or extended. Ensure new entrances do not diminish the visual prominence of the original entry.



Figure 13: Preserve the original property finishes, wherever possible, through regular repair, maintenance, restoration, and reuse.

### Standards and Guidelines for the Conservation of Historic Places in Canada - Section 4.5.1

	Recommended	Not Recommended
15	Replacing character defining materials with compatible substitute materials, when the original is found to accelerate deterioration and only after thorough analysis and monitoring confirms that the material or construction detail is problematic. Substitute materials should be as durable as the overall assembly to maintain its expected service life.	Using new materials and new technologies that do not have a proven track record.  Replacing deteriorated character defining elements using new materials or technologies to improve durability, when the original material performs adequately.

Figure 14: Adhere to Conservation Guideline 15 under Materials and to Guidelines 1 and 2 of Section 1.5 when altering a property finish, regarding permitted and non-permitted finishing materials.



Figure 15: Retain, repair, and restore original doors, transoms, sidelights, and hardware whenever feasible.



## 1.6 Trees, Landscaping, Walks & Fences

### Intent

To preserve the abundance of large, mature trees, both on private and public property which create a substantial tree canopy in the neighbourhood, as well as the mature yard plantings, curved pathways and traditional landscaping approaches that enhance the public enjoyment of properties.

### Guidelines for All Trees

1. Plan site development to enhance the tree canopy cover across both private and public spaces within HCAs. Variances to select development regulations may be considered to incentivize the retention of trees.
2. Engage a Certified Arborist to conduct a Pre-Development Tree Inventory as per Bylaw No. 12310 – Development Application and Heritage Procedures Bylaw, Schedule 1.
3. Tree protection measures during construction will be required. Protect and water retained trees on site and on neighbouring properties as per requirements of Bylaw No. 12310.
4. Tree condition assessments must be conducted by a Certified Arborist. If a tree cannot be retained due to health issues or location, replace it with a tree that will grow to a similar size or explore on-site relocation. Under the Arborist's guidance, replacement with several smaller trees that collectively replicate the total canopy coverage of the removed tree at maturity can be considered.

### Guidelines for Hardscaping

5. Many properties in the HCA feature historic hardscaping elements such as curved pathways, stone or concrete retaining walls that contribute to the heritage value of the property and the streetscape of their block. Research and understand the role these elements play in the character of the property and conserve them through regular repair and maintenance and/or when planning changes or development.
6. Walkways from the street to the house, towards the side and backyard, should be distinct from driveways through different paving materials or treatment, or through separation. This enhances safety and the perception of a pedestrian-friendly, walkable neighbourhood. Extend the main entry walkway to the City sidewalk or curb with the same paving material, where possible.
7. Design new landscapes and developments to harmonize with and respect the overall landscape character of the HCAs. Integrate new elements in ways that enhance rather than detract from the area's heritage value.
8. Create residential-focused landscapes that prioritize pedestrian safety and enhance the streetscape interface to foster a pleasant walking environment.
9. As per FireSmart best practices use decorative rocks, stone pathways, and rock retaining walls instead of wood for your hardscaping materials.



Figure 16: Plan site development to retain identified mature trees in situ.



Figure 17: Retain existing mature and large trees on-site and on neighbouring properties, where feasible.



Figure 18: Walkways from the street to the house, towards the side and backyard, should be distinct from driveways through different paving materials or treatment, or through separation.



### Guidelines for Landscaping

10. Conserve existing landscaping plantings and forms with exceptions for landscaping that has fire risks or does not adhere to height guidelines (e.g. high hedges).
11. Design new landscapes and developments to harmonize with and respect the overall landscape character of the HCAs. Integrate new elements in ways that enhance rather than detract from the area's heritage value.
12. Create pedestrian-focused landscapes that prioritize pedestrian safety and enhance the streetscape interface to foster a pleasant walking environment.
13. Enhance property entrances, soften property edges, screen parking areas, and mitigate long facades with strategically placed landscaping features.
14. Foster FireSmart and sustainable practices by selecting FireSmart, drought tolerant and native species trees and plants and those that promote biodiversity. Avoid planting conifers, especially cedars and junipers for their flammability and water consumption.
15. Rooftop patios on apartment properties should include shade elements like trees, pergolas and other features that reduce the urban heat island effect.

### Guidelines for Fences and Property Walls

16. Historically, fences in the HCAs were only used symbolically rather than for security or privacy, thus treating front yards as a semi-public visual open space for neighbours and passersby to enjoy. Therefore, elements along the front property line must either be low (under 1.2 meters) and/or permeable (with gaps allowing filtered views inward). These elements could include plantings, fences, trellises, stone walls, and more.
17. New solid property walls, whether masonry, concrete, or metal, are not allowed in the HCAs.
18. Limit new fences, hedges, or screening landscaping to a maximum height of 1.2 m. When replacing taller fencing, walls, gates, or hedges, ensure new permitted installations adhere to this maximum height requirement in the Zoning Bylaw.



Figure 19: Create residential-focused landscapes that prioritize pedestrian safety and enhance the streetscape interface to foster a pleasant walking environment.



Figure 20: Elements along the front property line must either be low (under 1.2 meters) and/or permeable (with gaps allowing filtered views inward). These elements could include plantings, fences, trellises, stone walls, and more.

## 1.7 Heritage Conservation Areas Precincts

### Intent

To ensure that development within each precinct respects and enhances the unique characteristics that define the area, contributing to a cohesive and historically sensitive environment.

### General Precinct Guidelines

1. Alterations, additions, and new properties should be informed by the unique characteristics of distinct precincts, where relevant.
2. The Maple, Marshall and Custom Mid-Century Precincts are especially characterized by consistent massing, siting and scale. The interruption of these with a proposal that involves a street-fronting property that is out of massing, siting or scale with the precinct pattern would negatively impact the entire precinct and would thus not be supported.
3. The two Early Home Precincts are valued for their concentrations of early homes in certain pockets, indicative of the development patterns in the neighbourhood. Although these precincts aren't characterized by consistent siting, house styles or even scale, the grouping of these contributory houses is especially valuable, and for this reason their conservation in situ will be prioritized and expected in Heritage Alteration Permits in these precincts.

### Marshall Street Precinct Guidelines

4. Proposals should maintain the average/consistent scale and massing of the precinct homes (although rear additions or infill properties could differ where appropriate), setback relationship to the street, mature trees and lack of property walls and hedges.

### Early Homes Precinct # 1 Park Avenue and Pandosy Street Guidelines

5. Proposals in the Early Homes Precinct # 1 should prioritize the conservation in situ of the precinct properties and should not involve the reduction of their visibility via relocation or new construction that obscures their view from the street.

### Early Homes Precinct # 2 Abbott Street from Lake to Beach Avenues

6. Proposals in the Early Homes Precinct #2 should prioritize the conservation in situ of the precinct properties and should not involve the reduction of their visibility via relocation or new construction that obscures their view from the street.

### Custom Mid-Century Modern Precinct

7. Proposals in the Custom Mid-Century Modern Precinct should involve the conservation of the four precinct properties with their unique flat-roofed, Modernist design.
8. Rear additions or infill properties should be distinctly readable as separate and contemporary, so that the unique 1950s design is preserved. Proposals should preserve the high visibility of the properties, the mature trees and the lack of property walls and hedges.





## 2.0

CLIMATE CHANGE CONSIDERATIONS  
FOR CONTRIBUTORY HOUSES

There is an increasing recognition of the need for sustainable building practices and energy conservation. Heritage conservation inherently contributes to sustainability objectives, as conservation minimizes demolition, preserves existing land use patterns and infrastructure, conserves embodied energy and greenhouse gas emissions, reduces landfill pressure, and mitigates the impacts of new construction.

While new properties must meet mandated energy performance standards (e.g., Energy Step Code), existing properties can achieve sustainability objectives through performance upgrades. Enhancing the energy efficiency of contributory houses in the HCA without compromising their character defining elements is feasible. Balancing heritage conservation with performance upgrades is essential, ensuring that energy improvement measures for heritage properties are assessed against the *Standards and Guidelines for the Conservation of Historic Places in Canada (Parks, 2010)*:

- Add new features to meet sustainability requirements in a way that respects the exterior form and minimizes impact on character defining elements. Collaborate with sustainability and conservation specialists to find solutions that have the least impact on the property's heritage value.
- Comply with energy efficiency objectives while minimizing impact on the character defining elements and overall heritage value of the historic property.
- Weigh the environmental impact of energy-saving measures against the environmental impact of retaining the existing features or fabric when deciding whether to proceed with energy-saving measures.

In addition to the considerations outlined in the *Standards and Guidelines*, the following sustainability guidelines should be considered as part of the development process.

### Guidelines

1. Integrate sustainable practices in the preservation and maintenance of contributory houses.

### Existing Materials

2. Retain existing materials whenever feasible.
3. Preserve as much of the existing property envelope materials as possible, including siding.
4. Retain original window sashes and doors whenever possible. If replacement is necessary, use replicas of the originals.
5. Deconstruct properties instead of demolishing them to salvage materials for reuse and re-manufacturing.
6. Achieve thermal efficiency by repairing and maintaining existing wooden windows. Installing wood-framed storm windows can further improve thermal efficiency and provide sound abatement.



Figure 21: Deconstruct properties instead of demolishing them to salvage materials for reuse and re-manufacturing.



Figure 22: Achieve thermal efficiency by repairing and maintaining existing wooden windows. Installing wood-framed storm windows can further improve thermal efficiency and provide sound abatement.



## Thermal and Energy Performance

Upgrades should balance heritage and energy efficiency.

7. Upgrade mechanical systems to improve thermal performance. Install new, properly-sized electric heat pumps, boilers, hot water tanks, and energy-efficient appliances that meet Energy Star ratings or higher. In heritage homes without existing ductwork, mini-split heat pumps can be an energy efficient heating option, with the added benefit of air conditioning.
- h. Enhance insulation, particularly in attic and basement spaces. Insulation can also be blown into the cavity of a wood frame wall. When upgrading insulation in older homes, it's also important to have a sufficient vapor and air barrier.
- i. To preserve heritage aesthetic, considering fixing existing windows and/or installing storm windows.
- j. Implement weather-stripping and other draft-proofing measures to reduce energy loss.

### Solar Panels

The installation of solar panels should not detract from the heritage value of the property.

11. Installation of less bulky system, flush with the roofline, are preferred.
12. Solar panels, tanks and other infrastructure free of the display of any form of private advertising or branding.
13. Ensure that installation of solar panels maintains or enhances the structural integrity of the property.
14. Place solar panel installations on property elevations, roof planes, or ground locations that respect the landscape and minimize visibility from the street. Appropriate locations include:
  - Rear of the property
  - On new properties or additions
  - On a single roof plane (avoid multi-plane solutions)
  - Behind architectural features
  - Away from the edge for flat roofs
  - Low to the ground
  - In interior side yards
15. Ensure that the installation of panels does not require visible structural modification of the roof.
16. Install any necessary frame or structural elements in a reversible (non-permanent) manner. Coordinate the color of these structures to blend with the existing roof color and minimize reflection to neighbours. Roof shingles should be two-toned in a mid-range color to improve energy efficiency in the Okanagan climate. Black roofs are not recommended.



Figure 23: Upgrade mechanical systems to improve thermal performance. Install new, properly-sized electric heat pumps, boilers, hot water tanks, and energy-efficient appliances that meet Energy Star ratings or higher.



Figure 24: Enhance insulation, particularly in attic and basement spaces.



Figure 25: Place solar panel installations on property elevations, roof planes, or ground locations that respect the landscape and minimize visibility from the street.

17. Consider future technical innovations that may be suitable for a heritage property, such as integrating solar-cell shingles as technology evolves.

### Stormwater Management

Stormwater management practices (techniques or technologies) should be used onsite.

18. Improve runoff quality onsite using best practices, such as draining to vegetation, using permeable paving and/or collect and drain runoff.
19. Redirect downspouts, where feasible, to gardens, grassy areas, and rain barrels.



*Figure 26: Improve runoff quality onsite using best practices, such as draining to vegetation, using permeable paving and/or collect and drain runoff.*



# Kelowna Heritage Conservation Areas: Conservation and Development Guidelines

Council Consideration

May 26, 2025





# Purpose

To endorse the HCA Conservation and Development Guidelines, to amend the Official Community Plan to include the Guidelines and additional heritage policies, and to amend the Development Application and Heritage Procedures Bylaw

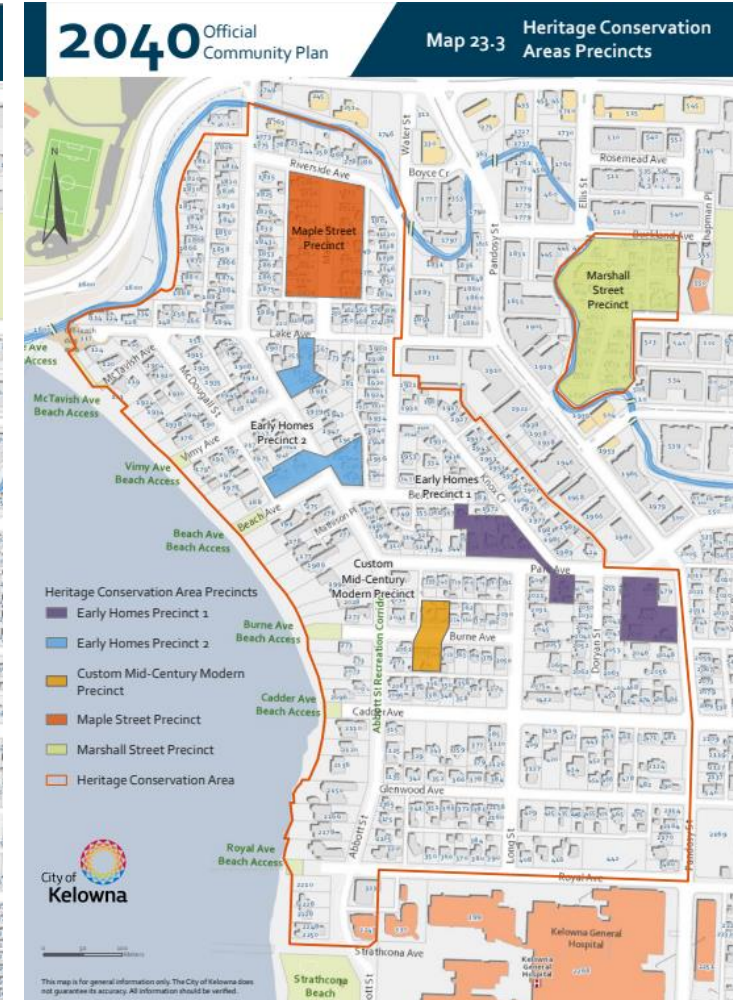
# Heritage Conservation Area Review Process

- Phase 1 – Quantitative Review (2021)
- Phase 2 – Qualitative Review and Engagement (2023)
- Phase 3 – Recommendations and Development Guidelines (2024-2025)



# HCA – Conservation and Development Guidelines

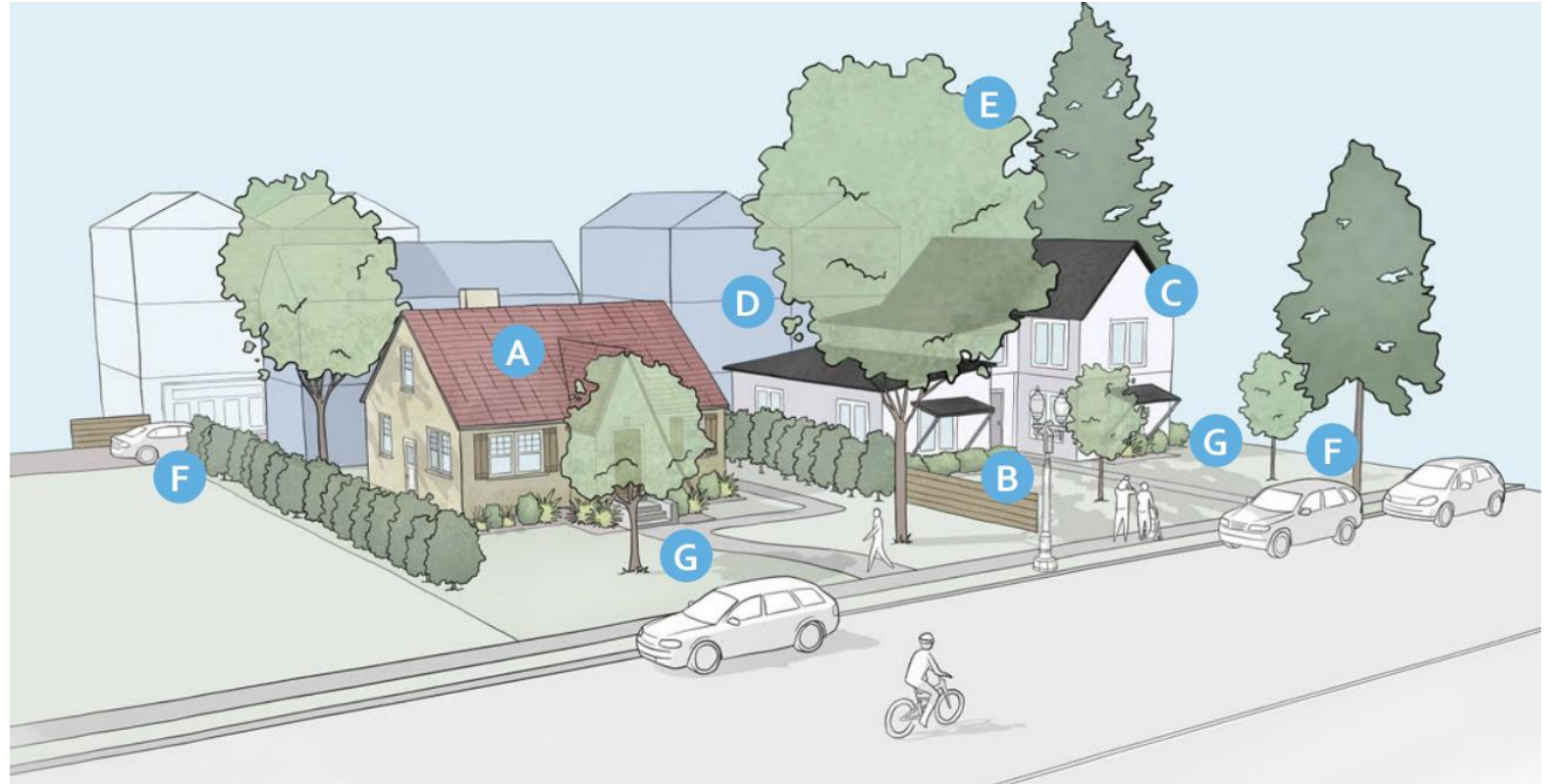
- Neighbourhood Statement of Significance and Statement of Future Character
- Updated Vision and Objectives
- Contributory Properties
- HCA Precincts





# HCA – Conservation and Development Guidelines

- New housing forms
- Urban tree canopy management
- Design guidelines



# HCA Guidelines Phase 3 Engagement

- Request for changes to specific terms such as “Development Guidelines” and “Contributory Buildings”
- Concerns about contemporary home designs
- Request to remove Hospital Transit Oriented Area, mandated by the Province

# HCA Guidelines Phase 3 Engagement

- Concerns about the application review process
- Concerns about incentives for conservation





# OCP Chapter 11 – Heritage

- New policy applies to all protected heritage properties within the City
- Specify legal protection tools for heritage assets and properties
- Clarify existing development incentives meant to encourage heritage conservation
- Outline existing heritage review and evaluation criteria within policy

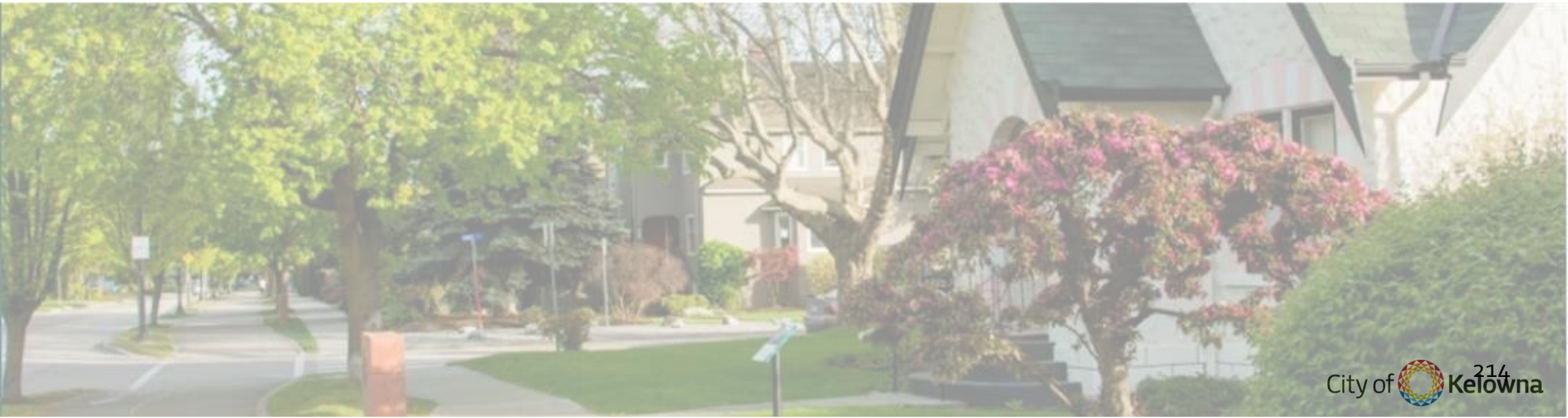


# Development Application and Heritage Procedures Bylaw

- Update definitions
- Update submission documents for heritage review
- Update bylaw to reflect current application procedures
- Clarify existing criteria for delegated authority of Heritage Alteration Permits
- Impose further restrictions on delegated authority

# Staff Recommendation

To endorse the HCA Conservation and Development Guidelines, to amend the Official Community Plan to include the Guidelines and additional heritage policies, and to amend the Development Application and Heritage Procedures Bylaw





# Kelowna Heritage Conservation Areas: Conservation and Development Guidelines

Council Consideration

May 26, 2025



# CITY OF KELOWNA

## BYLAW NO. 12789

### Official Community Plan Amendment No. OCP25-0006 Heritage Conservation Area Development Guidelines

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that “*Kelowna 2040* – Official Community Plan Bylaw No. 12300” be amended as follows:

1. THAT **Chapter 11 – Heritage** be **deleted** in its entirety and **replaced** with Chapter 11 – Heritage as shown on **Schedule “A”** attached to and forming part of this bylaw.
2. AND THAT **Chapter 23 – Heritage Conservation Area** be **deleted** in its entirety and **replaced** with Chapter 23 – Heritage Conservation Area as shown on **Schedule “B”** attached to and forming part of this bylaw.
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 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



## Schedule “A”



Kelowna's heritage is a history tied to the land, the cultural environment and the people who have long understood the richness of this area. It is reflected in our historically and architecturally significant buildings, structures, natural landscapes, historic districts, archaeological sites and other places of heritage value.

The City will balance Kelowna's growth and the protection of our natural, cultural and built heritage assets through integrated and innovative approaches to heritage conservation. Using the City's [Heritage Strategy](#) and the [Development Application and Heritage Procedures Bylaw](#), the City will conserve the community's natural landscapes, local archaeological sites and built heritage for generations to come. While the City has a large stake in the preservation of heritage, it is the diverse partnerships with the [syilx/Okanagan](#) people and the local heritage organizations that are integral to the overall success of heritage conservation in Kelowna.

### Objective 11.1. Lead and guide heritage resource management.

- Policy 11.1.1.** [City of Kelowna Heritage Assets](#). The City of Kelowna will manage City-owned heritage sites in accordance with best practices in heritage management.
- Policy 11.1.2.** [Heritage Strategy](#). Use the directions adopted in the [Heritage Strategy](#), as amended, to make informed planning decisions on heritage conservation in the City, including, but not limited to, diverse partnerships, heritage incentives, and integrated and innovative approaches to heritage conservation, community development and public awareness.
- Policy 11.1.3.** [Heritage Financial Supports](#). Incentivize, support and facilitate the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through Kelowna's Heritage Grants, tax incentives, development incentives, supportive land uses, subdivision, development regulation variances and other means (see Policy 11.2.6).
- Policy 11.1.4.** [Heritage Engagement](#). Encourage resident and stakeholder input into heritage planning through partnerships/communication with the Central Okanagan Heritage Society, the Okanagan Historical Society, the Kelowna Museums Society, Westbank First Nation, Okanagan Indian Band and other relevant community or neighbourhood organizations.

### Objective 11.2. Identify, conserve and protect historic places.

- Policy 11.2.1.** [Heritage Conservation](#). Conserve historic places in a manner consistent with the [Standards and Guidelines for the Conservation of Historic Places in Canada](#) under the guidance of registered heritage professionals of the BC Association of Heritage Professionals (BCAHP). Work with consistent conservation documents and planning tools to make decisions about historic places and manage heritage projects including Heritage Reviews, Statements of Significance, Heritage Conservation Plans and Heritage Alteration Permits.



**Policy 11.2.2. Heritage Review.** A Heritage Review, prepared by a Qualified Heritage Professional (BCAHP), providing information about the historical significance and architectural merit of a building or property is generally required when:

- The property is subject to a Heritage Revitalization Agreement; or
- The property is subject to a Heritage Conservation Covenant; or
- The property is subject to a Heritage Designation Bylaw; or
- The property is within the Heritage Conservation Area

A Heritage Review may not be required if the proposed development does not significantly affect the heritage attributes at the discretion of the Department Manager, Development Planning.

**Policy 11.2.3. Identification and Evaluation of Kelowna Heritage Assets.** Use the Kelowna Heritage Register and the Heritage Conservation Areas Contributory Properties Schedule as the primary tools to identify heritage properties. Requests to consider a property's justification for addition or removal from the above-mentioned lists, based on its heritage value, can be submitted to the City to be reviewed using a [consistent evaluation criteria](#) by a Qualified Heritage Professional (BCAHP).

The City will generally not support the removal of the heritage registered status or HCA contributory status for the purpose of facilitating demolition or major transformation. If a building is demolished or decommissioned, the listing on the Heritage Register may be maintained to recognize the heritage value of the site.

**Policy 11.2.4. Kelowna Heritage Register Expansion.** Continue to maintain and update the Heritage Register in accordance with provisions of the Local Government Act and Heritage Conservation Act. Expand the Kelowna Heritage Register to include additional archaeological sites, landscapes, properties, structures and cemeteries.

**Policy 11.2.5. Legal Protection of Historic Places.** Prioritize and incentivize the legal protection of heritage assets including:

- A property listed on Kelowna's Heritage Register
- A property that is deemed eligible for addition to the Heritage Register or HCA Contributory Schedule; or
- A Contributory Property in Kelowna's Heritage Conservation Area

Using Local Government Act tools, including:

- Heritage Designation Bylaws;
- Heritage Revitalization Agreements; and
- Heritage Conservation Covenants.

**Policy 11.2.6. Incentives for Heritage Conservation.** Provide incentives for proposals that involve conservation and legal protection of heritage assets (see Policy 11.2.5). The following incentives may be considered on a case-by-case basis:

- Additional permitted land uses;
- Small lot, non-standard and/or panhandle subdivision;
- Variances to the Zoning Bylaw;
- Increased density;
- Heritage financial supports.

The above incentives are special considerations for properties listed on the HCA Contributory Properties Schedule or on Kelowna's Heritage Register. In the case of demolition or major transformation of these properties, these incentives will generally not be supported.

- Policy 11.2.7. Retention of Historic Places.** Where legal protection is not possible or appropriate, incentivize, support and facilitate the retention of historic places in accordance with the [Standards and Guidelines for the Conservation of Historic Places in Canada](#), in which adaptive re-use and rehabilitation allow for contemporary, creative and innovative interventions and uses.
- Policy 11.2.8. Heritage Retrofits.** Explore opportunities to incentivize retrofits to heritage buildings that improve energy efficiency and reduce greenhouse gas emissions that do not negatively impact their exterior Character Defining Elements.
- Policy 11.2.9. Heritage Conservation and Climate.** Model and promote the conservation of existing buildings, infrastructure and landscapes as a crucial strategy to achieving a sustainable community and combating climate change. Acknowledging the increasingly stringent code and energy requirements that are impacting our ability to conserve existing buildings and materials - consider exploring and applying embodied carbon policies for existing buildings, a building relocation and salvage program, a circular economy strategy and deconstruction and material reuse policies and permits.

### **Objective 11.3. Identify and protect archaeological sites.**

- Policy 11.3.1. syilx/Okanagan Significant Sites.** Collaborate and partner with local syilx people to identify, protect, and maintain local archaeological sites and the [syilx/Okanagan](#) identity.
- Policy 11.3.2. Standards and Guidelines for the Conservation of Historic Places in Canada.** Follow the [Standards and Guidelines for the Conservation of Historic Places](#), as amended, for conservation of identified archaeological sites.
- Policy 11.3.3. Public Awareness.** Raise public awareness about the value of archaeological sites and their protection under the Heritage Conservation Act.
- Policy 11.3.4. Heritage Property Owner Responsibilities.** Ensure that property owners are aware of their responsibilities under the Heritage Conservation Act when conducting land-altering activities.
- Policy 11.3.5. Unauthorized Damage to Archaeological Sites.** Avoid or reduce unauthorized damage to protected archaeological sites in accordance with the Heritage Conservation Act.

### **Objective 11.4. Conserve Kelowna's historic neighbourhoods.**

- Policy 11.4.1. Heritage Conservation Areas (HCAs).** Incentivize and prioritize the retention, maintenance and protection of the streetscapes, landscapes, cultural resources, properties, buildings and other contributory features, including character and sense-of-place, as per Kelowna's HCAs' Statement of Significance and Statement of Desired Future Character.
- Policy 11.4.2. HCA Guidelines.** Guide conservation and development in the Abbott Street and Marshall Street Heritage Conservation Areas using the HCA Conservation and Development Guidelines in OCP [Chapter 23](#).
- Policy 11.4.3. Historic Neighbourhoods Identification.** Consider identifying additional historic Kelowna neighbourhoods, areas, districts, or clusters through the use of [Historic Context Statements](#) to raise public awareness, as possible additions to the Kelowna Heritage Register and to inform future area planning processes.





## HCA - CONSERVATION AND DEVELOPMENT GUIDELINES

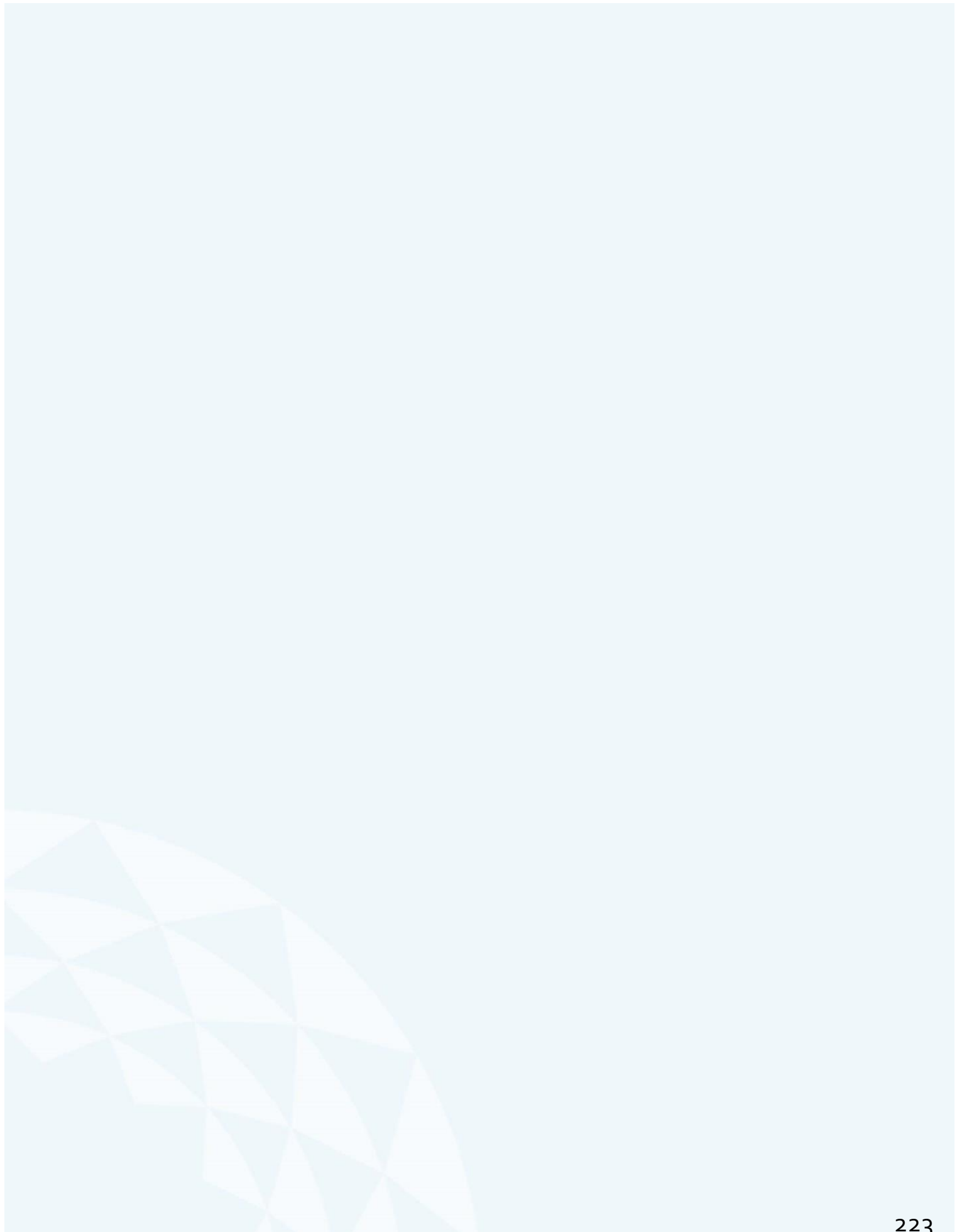




Cover photo by Jane Hoffman ([www.janehoffman.com](http://www.janehoffman.com))

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## Glossary

### Certified Arborist

A person accredited as such by the International Society of Arboriculture.

### Character Defining Elements

The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained in order to preserve its heritage value.

### Contributory Properties

Properties, including contributory houses, that contribute to the character of the HCA - Conservation and Development Guidelines due to their historic development era, form and siting and/or have been determined to have heritage value (Map 23.2).

### Heritage Alteration Permit

A permit under section 617 of the Local Government Act.

### Heritage Character

The overall effect produced by traits or features which give a property or an area a distinctive heritage quality or appearance, as noted in the Statement of Significance.

### Heritage Conservation Area

An area designated by the City of Kelowna 2040 Official Community Plan (as amended or replaced from time to time) as a Heritage Conservation Area pursuant to the Local Government Act. An HCA is a recognized method to identify, acknowledge, record, and protect local heritage that has a particular value to the community. Individual properties within an HCA may exhibit heritage value, but it is the overall heritage character and value that distinguishes a Heritage Conservation Area.

### Heritage Conservation Covenant

A Heritage Conservation Covenant allows a local government to negotiate terms of a contractual agreement with a property owner to legally protect a heritage asset from demolition or alteration. The covenant is registered on Title in perpetuity.

### A Heritage Designation Bylaw

A Heritage Designation Bylaw is a form of local government land use regulation that protects properties with heritage value or character. This bylaw can safeguard various aspects of a property, including exteriors, structural elements, interior features, and landscape elements, by prohibiting unauthorized alterations, demolitions, relocations, or land changes. A Heritage Alteration Permit is required for any modifications.

### Heritage Register

A Heritage Register is an official listing of properties within the community that are identified as having heritage value. Kelowna's Heritage Register was adopted by Council resolution on March 20, 2000, and is amended periodically.

### Heritage Revitalization Agreement

A Heritage Revitalization Agreement, or HRA for short, is a formal, voluntary, written agreement that is negotiated between a property owner and a local government. It outlines the duties and obligations of, and the benefits to both parties of the agreement. The agreement allows local governments to supersede local zoning regulations and to provide non-financial incentives which would make it viable for owners to conserve property of heritage merit.

### Heritage Value

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

### Historic Place

A structure, property, group of properties, district, landscape, archaeological site, or other place in Canada that has been officially recognized for its heritage value by the relevant jurisdiction.

### Maintenance

Routine, cyclical, non-destructive actions necessary to slow the deterioration of an historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

### Minimal Intervention

The approach that allows functional goals to be met with the least physical intervention.

### Snout House

A house with a protruding garage that takes up most of the street frontage.

### Statement of Desired Future Character

A roadmap for managing change in a way that respects and enhances the unique historical and cultural significance of the heritage area.

### Statement of Significance (SOS)

A statement that identifies the description, heritage value, and character defining elements of an historic place. A Statement of Significance is required in order for an historic place to be listed on the Canadian Register of Historic Places.

### Sustainability

A group of objectives (social, environmental & economic) that must be coordinated and addressed to ensure the long-term viability of communities and the planet.



# 2040 Official Community Plan

## Chapter 23 Heritage Conservation Area

### Vision

Acknowledging the syilx/Okanagan people, whose rich history and cultural significance are deeply embedded in the lands encompassing the Abbott Street and Marshall Street Heritage Conservation Areas (HCA), is essential. Recognized for their heritage value since 1983 and officially established as Heritage Conservation Areas in 1998, these areas contain evidence of past human activity dating back to times before European settlement.

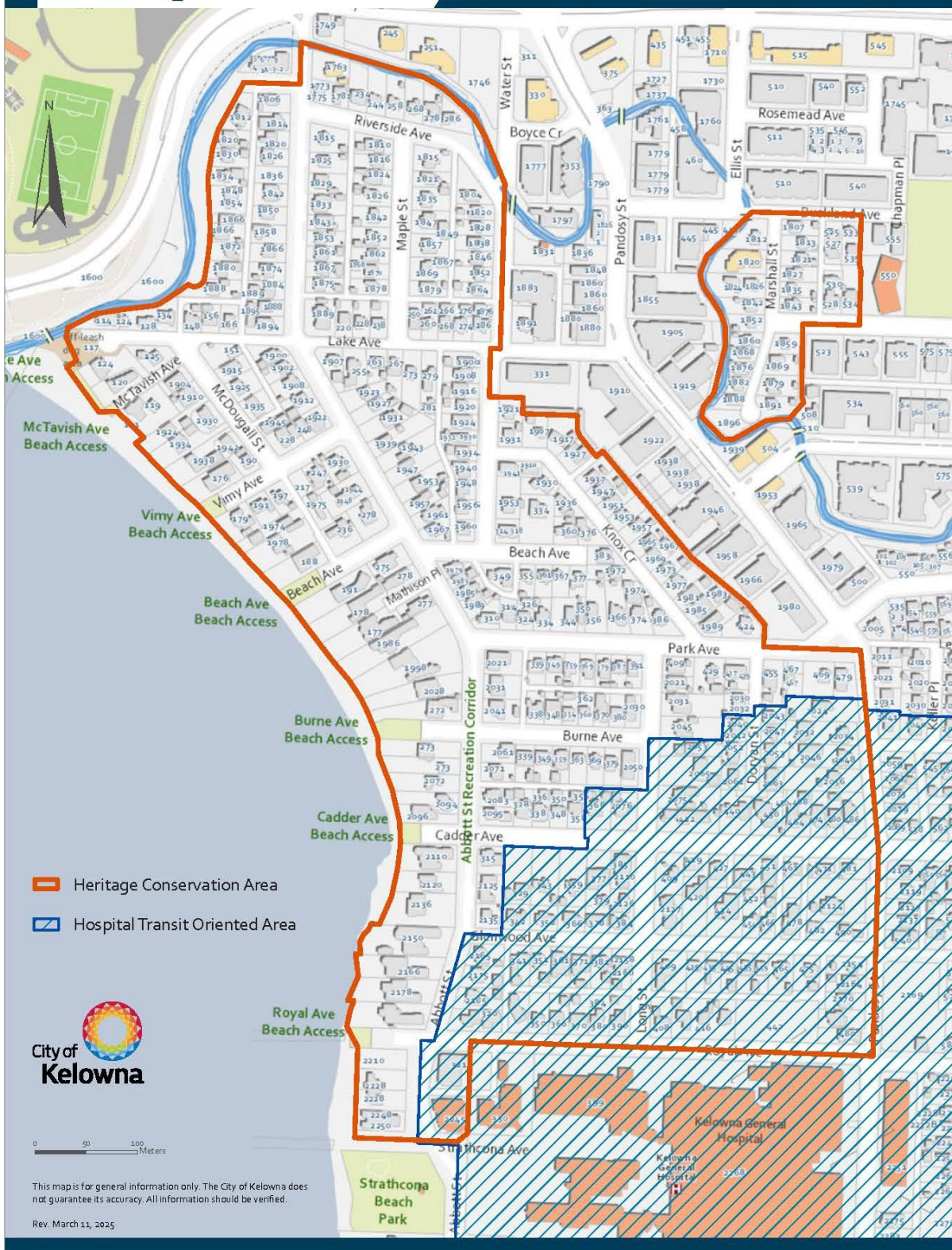
The vision for these historic areas celebrates the elements valued by the Kelowna community: historic homes, mature landscaping, scenic character, a strong sense of community, and a unique sense of time and place. As neighbourhoods that have continuously evolved and densified since their initial settlement, growth will continue through gentle and thoughtful renovations, house conversions, additions, and new properties. Retaining the authentic, historic character of these areas, combined with a careful and customized approach to development, ensures that residents and visitors alike will continue to experience a unique and valued sense of place well into the future.





# 2040 Official Community Plan

## Map 23.1 Heritage Conservation Area



MAP 23.1: ABBOTT STREET AND MARSHALL STREET HERITAGE CONSERVATION AREAS



## Exemptions

A Heritage Alteration Permit will not be required for:

- Interior alterations.
- Exterior maintenance and repairs that do not affect the heritage character of the area or heritage value of the property, including repainting in identical colours or routine upkeep.
- Exterior alterations that are not visible from a fronting street.
- Construction or alteration of decks not visible from a fronting street and not the property's heritage character.
- Regular or emergency City maintenance of municipal infrastructure.
- Construction that does not require a building permit (landscaping, fencing, small sheds, etc.).

## Heritage Alteration Permit Compliance Requirements

Any work for which a Heritage Alteration Permit is required must conform with:

- All applicable bylaws;
- The *"Standards and Guidelines for the Conservation of Historic Places in Canada"*, published by Parks Canada in 2003 and updated in 2010;
- The Abbott Street and Marshall Street HCA - Conservation and Development Guidelines; and
- Review from a Heritage Professional Consultant.

In the event of a conflict between the Parks Canada *"Standards and Guidelines for the Conservation of Historic Places in Canada"* and the Abbott Street and Marshall Street HCA - Conservation and Development Guidelines, the Abbott Street and Marshall Street HCA - Conservation and Development Guidelines will be applied.

## Category

Section 614 of the Local Government Act allows local governments to, for the purposes of heritage conservation, designate Heritage Conservation Areas.

Section 615 of the Local Government Act establishes that if an official community plan designates a Heritage Conservation Area, individuals are prohibited from certain actions unless they possess a Heritage Alteration Permit authorizing the action.



## Properties Affected

Unless exempted, a Heritage Alteration Permit (HAP) addressing conservation and development guidelines (see Conservation and Development Guidelines section) must be approved prior to undertaking any of the following activities within the Abbott Street and Marshall Street Heritage Conservation Areas, as shown on Map 23.1:

- Construction of, addition to, or external alteration of a property or structure.
- Demolition of a property or structure.

## Justification

The Abbott Street and Marshall Street HCA - Conservation and Development Guidelines are essential for guiding development and change while preserving the heritage values of the neighbourhoods depicted on Map 23.1. These guidelines provide a framework for property owners and developers to make informed decisions that maintain the areas' aesthetic and historical continuity. By adhering to these guidelines, new constructions and renovations can integrate with the existing built environment, ensuring that the distinctive qualities of these heritage conservation areas are preserved for future generations.

## Objectives

The following objectives collectively aim to balance development and preservation, ensuring that change and density are managed in general accordance with the Key Guidelines in the HCAs and are guided by the areas' unique character and historical significance.



### 1. Preservation of Historic Places

Incentivize and prioritize the retention, maintenance and protection of streetscapes, landscapes, properties, properties and other contributory features, including character and sense-of-place, that are valued in the area, as per the HCAs' Statement of Significance and Statement of Desired Future Character.



### 2. Contextual Design and Scale

New development will consider the immediate historic context and align with the Desired Future Character of the Heritage Conservation Areas. Adhere to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (Standard 11 and Standard 12), ensuring that new constructions are compatible with, distinguishable from, and subordinate to existing historic structures.



### 3. Compatible Adaptation and Use

Incentivize and prioritize the adaptive reuse of Contributory houses while conserving their character.



### 4. Preservation of Neighbourhood Heritage

Preserve the historical context, landscape, and streetscape character of the neighbourhood as an historical, scenic, recreational, and cultural resource in Kelowna.



### 5. Environmental Sustainability

Model and promote the conservation of existing properties, infrastructure and landscapes as a crucial strategy to achieving a sustainable community and combating climate change.



# HOW TO USE THE HCA - CONSERVATION AND DEVELOPMENT GUIDELINES

The HCA - Conservation and Development Guidelines are a resource for designers, architects, developers, builders, and property owners planning new properties, additions and alterations in the Abbott Street and Marshall Street Heritage Conservation Areas (Map 23.1). They also serve as an evaluation tool for City staff and municipal decision-makers reviewing proposals. The guidelines clarify how to meet the broad objectives for the Heritage Conservation Area as described in the OCP. Before starting any design work, individuals involved should refer to the guidelines and consider the following questions:

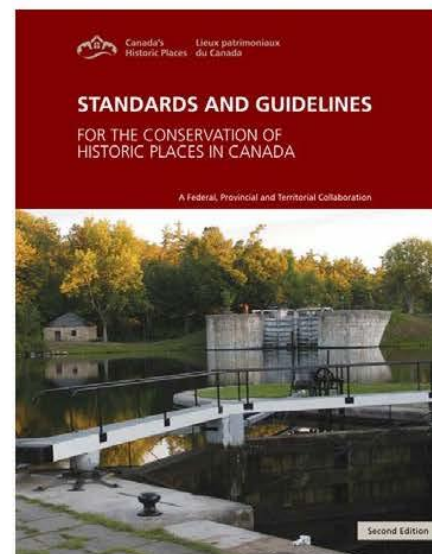
- How closely does the design adhere to the vision and objectives of the guidelines?
- Where does it depart from them and why?
- Is the design informed by an understanding of the heritage value of the property in question?
- Does the design respond to the Statement of Significance and Character Defining Elements for the area?
- Does the design respond to the Statement of Desired Future Character and Defining Elements for the area?
- Does the proposal adhere to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (Standard 11), ensuring that new properties and additions are compatible with, distinguishable from, and subordinate to existing historic structures.

For proposals that retain the heritage value in existing contributory houses, variances to conservation and development guidelines and development regulations may be considered, see section *Chapter 11: Heritage*, of Kelowna's OCP.

## Guidelines Structure

The HCA - Conservation and Development Guidelines provide a comprehensive set of criteria aimed at ensuring that proposed changes in the HCAs meet the objectives of these guidelines and adhere to them. These guidelines encompass detailed design intentions, criteria, and rationales to guide, evaluate, and support decision-making regarding the overall form and character of new constructions and additions.

Projects may also be subject to additional guidelines or regulations based on zoning, proposed uses, location, property type, project scale and off-site requirements. Applicants must clearly demonstrate compliance with all relevant guidelines and bylaws. However, it is recognized that the ability to fully meet each guideline may be influenced by factors such as land use, lot size, topography, existing mature vegetation, and the complexity of the project. City staff have the ability to use discretion when evaluating proposals to ensure a balanced approach that meets both the guidelines and the unique circumstances of each project.





## Assignment of Contributory Statuses to Properties

Heritage Conservation Areas are collections of heritage resources that together form a greater whole. An HCA itself is a heritage resource, composed of individual elements that collectively create a distinct sense of time and place. Properties that contribute to the heritage value of the area are known as “contributing” properties. Identifying these properties illustrates how the area’s heritage value is expressed and guides conservation decisions.

The HCA - Conservation and Development Guidelines are designed to prioritize the retention of contributory properties. To incentivize this preservation, the guidelines allow for adjustments to development regulations when the features of a contributory property are retained. These adjustments may include for example modifications to setback requirements, parking standards, use flexibility, and density increases. Each development proposal is evaluated on a site-by-site basis, with the Development Planning Department exercising discretion in making these decisions. This approach encourages the conservation of the character and historical value of the neighbourhood and its contributory features while accommodating new development needs.

The HCAs also include properties and properties that are not considered contributory to the heritage value of the area, however, changes to non-contributing properties can still impact the area’s heritage value and offer opportunities to enhance its character through thoughtful design. Therefore, the HCA - Conservation and Development Guidelines provides guidelines for all properties, with additional considerations for the “contributing” properties.

## Methodology

A multi-step process was used to classify properties in the Abbott Street and Marshall Street HCAs as “contributory”. Based on the statements of ‘significance’ and ‘future character’, each property and landscape element were assigned one of these statuses. This classification, along with the guidelines, directs incentives, energy, and sensitivity towards conservation. It allows for development, density, and change while discouraging demolition or significant transformation of character. If essential character defining elements of a contributory property, such as the property, the trees or even the siting, undergoes significant transformation or demolition, it shall no longer retain its classification as a contributory property, and in this, lose its access to potential incentives and development variances.

The Contributory Properties Schedule was created based on the criteria below:

1. Listed on the 1983 Heritage Resources Inventory or the Heritage Register (including properties protected by a Heritage Designation Bylaw or a Heritage Revitalization Agreement).
2. Identified as having heritage significance - aesthetic, historic, scientific, cultural, social, spiritual or contextual, sometimes with a plaque out front.
3. Constructed during the most prolific decades of development, beginning in the 1900s and ending in 1959, which gave the neighbourhood its valued character, as noted in the Statement of Significance.
4. Exhibit character-contributing built form with elements such as 1-2.5 storey height with traditional roof forms (gable, hip, gambrel, flat etc.) prominent or end-wall chimneys, bay and picture windows, wood and/or stucco cladding, traditional porches, entries and doors, and rich, contrasting paint schemes.
5. Exhibit character-contributing siting and landscaping such as lining up approximately with the neighbouring houses siting, yard featuring mature or traditional landscaping, curved pathways, openly visible from the street.

In contrast, all other properties can be redeveloped in a transformative manner, allowing for new designs that are compatible with, distinguishable from, and subordinate to their neighboring properties. See Map 23.2: Contributory Properties in the Abbott Street and Marshall Street Heritage Conservation Areas on the next page.

Requests to be added or removed from the Contributory Properties Schedule can be submitted to the City to be reviewed by a heritage registered professional.

# 2040 Official Community Plan

## Map 23.2 Contributory Properties



MAP 23.2: CONTRIBUTORY PROPERTIES



## Hierarchy of Property Elements

When assessing applications for infill housing developments in the Abbott Street and Marshall Street Heritage Conservation Areas (HCAs), a clear hierarchy of priorities must guide decisions. The top priority is the retention of contributory houses, which are crucial to preserving the character and heritage value of the area. Following closely is the retention of mature trees, as they significantly enhance the environmental and aesthetic quality of the HCAs.

Although housing is critically important, the siting and design of infill developments must integrate thoughtfully with the existing context, with a strong emphasis on preserving mature trees wherever possible.

If a mature tree is located in an area intended for an infill unit, alternatives like relocation or in-kind replacement should be considered. However, if a tree is affected by lower-priority features such as parking spaces, garages, or driveways, priority should be given to tree retention. Staff level delegated variance authority could be used to accommodate tree preservation. In such cases, site planning, parking plans or requirements may need to be adjusted to ensure that development aligns with both housing needs and the preservation of the area's historical and environmental uniqueness and integrity.





## Design Principles

The following principles<sup>1</sup>—distinguishability, compatibility, and subordination—form the foundation of the HCA - Conservation and Development Guidelines for new additions or properties. They aim to ensure that new properties and additions are informed by the existing historic character, local topography, urban design, and overall sense of place within the Abbott Street and Marshall Street Heritage Conservation Areas.

An effective approach to implementing these principles involves viewing new additions or infill properties as contemporary

complements to the existing structures. While sharing certain attributes, but in some cases with greater height and scale, these new constructions are intentionally designed to be less ornate or detailed. They are thoughtfully crafted to respect the integrity and prominence of the contributory houses, preventing any overshadowing or disruption of their presence.

Applicants should read and understand Design Principles and guidelines when preparing applications for new construction, renovations, or additions within the Heritage Conservation Areas.

### Design Principle #1

#### THE VALUE OF DISTINGUISHABILITY

Distinguishability is essential for honoring the historical evolution of an area or property. When designing new infill properties or extensions, it's important to clearly differentiate them from existing structures. This helps observers understand the timeline of construction and changes over time, distinguishing each phase of building. Thoughtful development avoids confusing what is old and what is new by avoiding imitation, preserving the property's story. Passers-by should easily recognize different architectural styles, materials, and periods of construction, whether through subtle or bold design choices.



<sup>1</sup> The Standards and Guidelines for the Conservation of Historic Places in Canada - Standard 11 regarding additions to historic places

## Design Principle #2

### ACHIEVING COMPATIBILITY

Compatibility does not imply uniformity or replication. New and existing structures can achieve compatibility through various aspects, such as height, roof form, material finishes, or window patterns. For example, structures may share similar heights and forms or differ in these aspects while being compatible in their material finishes. The objective is to create a logical, harmonious, or fitting coexistence. Compatibility can be subtle or bold but should not be so subtle as to create confusion about what is old and what is new.



## Design Principle #3

### ACHIEVING SUBORDINATION

Subordination should not be solely interpreted as being smaller; instead, it involves ensuring that an addition or property does not overshadow the historic place. This can be achieved by employing simpler finishes, restrained detailing, or a discreet location and color palette. The addition may even exceed the scale of the historic structure but should function as a canvas or backdrop, enhancing its prominence rather than competing with it.





# ABBOTT STREET AND MARSHALL STREET CONTEXT

## Purpose of A Statement of Significance

A Statement of Significance (SOS) is a summary of the historical, cultural, aesthetic, scientific, social, spiritual and environmental values of an historic place, whether it is an individual property or an area. It contains a description of the historic place and its key features, a summary of the area's heritage values, and a list of character defining elements. Character defining elements are the aspects of an historic area that contribute to its heritage value and that should be retained to preserve this value. The guidelines in the Conservation and Development Guidelines section of this document should be interpreted with reference to the character defining elements in the SOS. It is important to note that the SOS is written through a colonial lens, reflecting the heritage values and priorities of colonial development. Recognizing and integrating Indigenous values and perspectives is a crucial step for a more comprehensive and inclusive understanding of these areas.

## Statement of Significance

### Description of the Historic Place

The Abbott & Marshall Streets Heritage Conservation Areas (HCAs) are located in the Core Area of the City of Kelowna, British Columbia. It is a residential area dominated by single detached houses comprised of over 360 properties in approximately 36 hectares. Their boundaries are between Mill Creek in the north, Strathcona Avenue in the south, and Okanagan Lake in the west. The Abbott Street HCA eastern boundary starts along Water Street, continues along the lane between Knox Crescent and Pandosy Street and ends along Pandosy Street. The Marshall Street HCA spans the entire Marshall Street and includes the first two properties on the north side of Rowdliffe Avenue and the first two on the south side of Buckland Avenue to the east (see Map 23.1: Abbott Street and Marshall Street Heritage Conservation Areas).



*Aerial view of Kelowna and the Okanagan Lake Floating Bridge in the 1960s - Kelowna Public Archives #9761*



## Heritage Values

The Abbott & Marshall Streets Heritage Conservation Areas are located on the traditional territory of the syilx/Okanagan people on the eastern shore of kłúšxnítkw̓ (Okanagan Lake), an important and sacred syilx place, invaluable resource and traditional transportation route since time immemorial.

The historic settler residential neighbourhood that was established here between Pandosy Street and Okanagan Lake, south of Mill Creek and north of the hospital in the early 1900s, has been recognized as a historic place for its evident built and scenic character since the Kelowna Heritage Inventory of 1983. Two Heritage Conservation Areas were established within this neighbourhood in 1998, each named after the dominant roadways - Abbott Street and Marshall Street - that traverse them.

The neighbourhood is historically associated with the introduction of modern transportation services in the area (a rail branch line completed between the CPR mainline at Sicamous and Okanagan Landing in 1892 as well as paddlewheeler service connecting various points on the lake) which gave Kelowna 'townsite' its important boost to expand towards incorporation as a city and for the local agricultural industry to be established in earnest. First subdivided for farming homesteads in 1904, but adjusted to urban residential lots by 1906, this residential area is valued as a representation of the early and evolving character of Kelowna's settler inhabitancy pattern along the shores of Okanagan Lake. Its house styles offer a diverse variety of residential architecture dating from the early 1900s right up until today, with various recognizable development booms and architectural trends, often constructed in pleasantly consistent groupings.

The curved or diagonal alignments of certain streets and lanes in the neighbourhood, such as Abbott, Knox, Pandosy and Riverside, were laid out this way due to the proximity and natural shapes of Mill Creek and Lake Okanagan, a unique characteristic of this neighbourhood. The natural, scenic aspects of the area, along with views of the lake along the east-west streets and between some of the houses, have given the neighbourhood an identity as a recreational and tourist destination for visitors and residents alike. It has been called a 'sanctuary' by many and is cherished as a green, shady, authentically historic place that is walkable, bikeable, centrally situated, and that offers interesting, educational and pleasant experiences to all - comparable to a public park.

The neighbourhood is valued for the way it conveys a unique sense of time and place and for its strong sense of community. Containing the highest concentration of heritage properties in Kelowna, some listed on the Kelowna Heritage Register, others on the earlier 1983 Heritage Resources Inventory, as well as home to dozens of heritage trees and groupings identified on the 1992 Heritage Trees of Kelowna report, the area's legacy attributes establish a strong heritage character in the neighbourhood. This sense of an established, older neighbourhood comes from the collective presence of extensive, mature landscaping on many properties and along the streets, as well as from the abundance of traditional house styles and property configurations prioritizing pedestrian entrances facing the street, front porches, and inviting, open front yards.





With few exceptions, the residences in this neighbourhood are modest in size and detailing. This is a characteristic that remained even when house styles changed from early 1900 cottages to interwar revival homes to post-war bungalows and onto suburban ranchers. Only in the last two decades, since the establishment of the Heritage Conservation Area bylaw in 1998, have very large homes with multiple car garages become an apparent phenomenon, with the majority of this typology located along the lakeside of Abbott Street, although recently they are appearing in more areas of the HCA. This is a reflection of the changes in housing styles and forms as vehicles became more popular and predominant over time and homes had to be designed to accommodate them.

Recognizing and establishing the heritage value and unique character of this neighbourhood was an effort spearheaded by some Kelowna residents, and this ongoing, preservation-focused advocacy is part of its social and historical narrative. Although initiated decades earlier, heritage recognition of this area was first formalized as part of the Kelowna Heritage Resource Inventory project in 1983 which was supported by staff at the Kelowna Centennial Museum, volunteer members of the City of Kelowna Heritage Advisory Committee, the Central Okanagan Heritage Society, the Okanagan Historical Society, and residents of the neighbourhood (many of whom were/are members of the above-mentioned organizations). It was residents of this neighbourhood who helped to form the Kelowna South-Central Association of Neighbourhoods (KSAN) in 1993, the Friends and Residents of the Abbott Street Heritage Conservation Area Society (FRAHCAS) in 1998, and the Kelowna Tree Protectors in 2016 - community groups that continue to advocate for heritage conservation in this area and beyond.

## Character Defining Elements

- Residential form and character as expressed by the one to two-and-a-half storey wood-frame homes, with the majority modestly scaled, and featuring one-and-a-half storey height.
- Typical property siting and scale of residences that allows for clear views between and through properties
- A prominence of traditional house styles, with unique designs, but still featuring common elements such as front porches or stoops, central front doors visible from the fronting street, traditional roof forms (gable, hip, gambrel, flat etc.) prominent or end-wall chimneys, bay and picture windows, wood or stucco cladding and rich, contrasting paint schemes.



- Several precincts that express unique characteristics including Maple Street, Marshall Street and two precincts of early pre-World War I homes.
- Residential front yards often featuring mature landscaping and curved pathways, openly visible from the street.
- Openly visible properties with minimal to no hedges or fencing, allowing a view of the property and the house.
- Car garages are predominated by traditional set back garages.
- An abundance of large, mature trees, both on private and public property, that create a substantial tree canopy in the neighbourhood.
- The natural contours, views and habitat of Mill Creek which delineates the northern border of the neighbourhood.
- Two Mill Creek bridges just south of Harvey Avenue at Abbott and at Water Streets, and the pedestrian/bike access from the neighbourhood to City Park via a tunnel located at the western edge of Lake Avenue - which act as the northern gateways to the neighbourhood and contribute to its accessibility and walkability.
- Public access to Okanagan Lake via seven beach access points in the neighbourhood. Views of the Okanagan Lake from and between properties, especially along Abbott Street.
- Abbott Street Recreation Corridor with its treed boulevard, boulevard gardens, its two-way bike path, separate sidewalk and heritage-style streetlamps.
- The view of lakeside home frontages from the Okanagan Lake beach.
- The view of the home frontages from Mill Creek.
- The country-lane character of some of the neighbourhood due to lack of sidewalks, such as Maple Street, the north side of Lake Avenue, Knox Crescent, the south side of Park Avenue, Vimy Avenue, McDougall Avenue, Long Street.
- The walkability of the neighbourhood with its wayfinding signage, the pedestrian-friendly paths, traffic-controlled streets and access points to the beach, hospital, downtown and City Park.
- The citizen-initiated and funded, weather-proof interpretive plaques outside many of the character homes and significant trees, angled towards the street for the benefit of passers-by.





## Purpose of A Statement of Desired Future Character

A Statement of Desired Future Character serves as a roadmap for managing change in a way that respects and enhances the unique historical and cultural significance of the heritage area. The guidelines in the Conservation and Development Guidelines section should be interpreted with reference to the Statement of Desired Future Character. It is important to note that the Statement of Desired Future Character is written through a colonial lens, reflecting the heritage values and priorities of colonial development. Recognizing and integrating Indigenous values and perspectives is crucial next step for a more comprehensive and inclusive understanding of these areas.

## Statement of Desired Future Character

The character of the Abbott & Marshall Streets Heritage Conservation Areas is made up of the relatively consistent built form and siting of single detached housing and duplex residences of modest size and detailing, constructed in a diversity of styles from the early 1900s until today. The character is augmented by the abundance of mature trees on both public and private properties, and the many traditional front and side gardens maintained by the residents themselves. The neighbourhood has a non-generic, authentic vibe to it which stems both from the physical aspects of the built and natural elements in it, but also from the unique sense-of-place it offers and for its strong sense of community.

As a neighbourhood which has evolved from the moment it was settled, including several significant development booms that saw the construction of new houses boasting the architectural trends of their time, the subdivision of larger properties into smaller urban lots, the conversion of large dwellings into multi-unit dwellings, and the infilling of developed properties with carriage houses, second dwellings, and additions for secondary suites - this area will continue to gently and thoughtfully densify. This could occur through renovations, house conversions, additions, infill properties, multi-unit properties, Heritage Revitalization Agreements, and further subdivisions where appropriate. New contemporary designs and additions will reflect their era of construction as guided by the Standards and Guidelines for the Conservation of Historic Places in Canada, in keeping with the range of existing properties in the neighbourhood that are easily identifiable



*The Abbott Street footbridge over Mill Creek with a view towards what would become Kelowna's City Park in two years. Photo circa 1907. Credit: Old Kelowna Facebook Group*

and associated with their own decade-specific architectural expression. The retained authentic, historic character of the HCAs, along with a careful, customized approach to development, will continue to provide residents and visitors alike with a unique and valued sense of place into the future while recognizing the OCP's directions that focus on increased densification and complete communities.

The preservation of the following elements is a priority:

- Contributory houses of all eras and styles (Map 23.2)
- Mature trees on private properties and in the public domain.
- The small-scale, single detached housing form and footprint of the street-fronting properties, whether contributory or not.
- The open visibility of the properties through low, or the absence of property fences.
- The traditional design prioritization of pedestrian use and entrances on the front and side elevations of homes, with car garages or carports at the back or accessed from the lane.
- The inviting, accessible, recreational uses in the neighbourhood such as the bike and walking paths, the interpretive plaques, the beach access points, the views of the lake and the shaded sanctuary of the mature trees.





## Heritage Conservation Areas Precincts

Kelowna's Heritage Conservation Areas are composed of four distinct precincts, each with its own unique characteristics and historical significance. These precincts collectively contribute to Kelowna's heritage, reflecting the diverse architectural styles, histories, and

community values that have shaped the city over time. By recognizing these precincts, Kelowna aims to maintain its historical integrity while promoting a sense of place and continuity for future generations. The precincts identified in the Heritage Conservation Areas include:

### Marshall Street Precinct\*

The Marshall Street precinct's heritage character is created by the presence of the W.J. Marshall House at 1869 Marshall Street, along with smaller, traditional houses along both sides of Marshall Street, from Buckland Avenue to its termination at Mill Creek, and the partial blocks of Rowcliffe and Buckland Avenues to the east. The precinct comprises 25 properties which all, individually and collectively, contribute to its character. 1869 Marshall Street was built in 1908 and is protected through a heritage designation bylaw. The remainder are smaller historic houses, built between 1929 and 1950, except the Care Centre at 1820 Marshall - built in 1999, 1868 Marshall built in 1990, and 1882 Marshall built in 1965. Collectively, the overall property character, relatively consistent scale, siting, shallow front-yard setbacks, street trees and mature property landscaping, and the narrow street culminating at a cul-de-sac at the creek, make the precinct a distinctive island of houses within the multi-unit, institutional and commercial land uses surrounding it. Mill Creek, which flows along the western and southern edge of the precinct is an important contributory feature.

*\* From a heritage values and character perspective, this area is a distinct precinct. From a legislative perspective, the Marshall Street Heritage area has been and continues to be a Heritage Conservation Area.*

### Early Homes Precinct # 1 Park Avenue and Pandosy Street

This is one of two areas with a concentration of the earliest grouping of homes built in the neighbourhood before World War I, including those on the 400 block of Park Avenue - the 1905 Buck House, the 1905-1909 Joyce Hostel property, the early cottage at 467 Park Avenue, the 1908 Reekie House, as well as on the north side of the 300 block of Park Avenue with 386 Park Avenue (c. 1908), 374 Park Avenue (1910), 366 Park Avenue (c. 1913) and the c. 1903 Temple House. This precinct also includes 377 Beach Avenue (c. 1911), 2024 Pandosy Street (1908) and 2034 Pandosy Street (1907) which are protected through a heritage designation bylaw. These homes are diverse in size, style and siting, reflecting the first isolated, settlement efforts carried out in what was at the time a completely undeveloped area with minimal infrastructure.

### Early Homes Precinct # 2 Abbott Street from Lake to Beach Avenues

This area contains one of the two earliest clusters of homes constructed in the neighbourhood prior to World War I, including those on the east side of the 1900 block of Abbott Street - 1923 Abbott Street (1910), the McWilliams House at 1931 Abbott Street (1909), the Murdoch House at 1957 Abbott Street (1913), 1961 Abbott Street (c. 1909) and 1967 Abbott Street (c. 1909). Also included across the street are the Jackson House at 236 Beach Avenue (1910) and 278 Beach Avenue (1908), and at the north edge of the precinct, the 1910 Haldane House at 263 Lake Avenue. These homes are diverse in size, style and siting, reflecting the first isolated, settlement efforts carried out in what was at the time an undeveloped area with settler homes and with minimal infrastructure.

### Maple Street Precinct

The single block of Maple Street is unique in that all 16 properties were developed within a short time-period, the vast majority in the 1940s with only a few shortly before or after. The houses are inspired by house pattern books of this decade and are very consistent in scale, siting and finishes - almost all are 1.5 storey homes, aligned in siting, with central entrances and side-gabled roofs. None of the homes has been demolished or unrecognizably transformed since construction, making this an integral block of the HCA. The streetscape itself has a country-lane feel to it because it features extremely large street trees, mostly maple trees, from the beginning to the end of the block on both sides and has no pedestrian sidewalks. This allows pedestrians and vehicles to share space and creates a low-speed vehicular environment. These consistent and unique features give this precinct its one-of-a-kind character.

### Custom Mid-Century Modern Precinct

A rare grouping of four flat-roofed 1950s Modernist home designs on the 300 block of Burne Avenue associated with a local architect and builder. Some redevelopment of adjacent properties has occurred in recent years, reducing the number of consistently designed Modernist homes that remain.





MAP 23.3: HERITAGE CONSERVATION AREAS PRECINCTS



# CONSERVATION & DEVELOPMENT GUIDELINES

The established guidelines apply to all properties in the HCA, ensuring a cohesive and standardized approach to property development and preservation. These guidelines provide a foundational framework that upholds the historic integrity and continuity of sense-of-place in the HCAs. The Standards and Guidelines for the Conservation of Historic Places in Canada (Parks, 2010) serve as the basis for Kelowna's HCA - Conservation and Development Guidelines. Specific reference should be made to Standards 11 and 12 (below).

- (Standard 11) Conserve the heritage value and character defining elements when creating any new additions to a historic place and any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
- (Standard 12) Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Specific guidelines tailored for contributory properties can be found under supplemental sections titled "contributory", which address the unique considerations necessary for conserving their heritage value and maintaining a property's contributory status.

Guidelines for properties located within the Hospital Transit-Oriented Area (TOA) are outlined in Chapter 18 – Form and Character, Section 4.0 Low & Mid-Rise Residential & Mixed-Use Units of the Official Community Plan (OCP). Additional guidance is provided in the supplemental sections titled "TOA," as mandated by the Bill 47 Housing Statutes (Transit-Oriented) Amendment Act. The TOA within the Heritage Conservation Area (HCA) is a technical boundary defined by proximity to transit routes. All blocks within the TOA of the HCA are of heritage importance, just like areas outside of the TOA, and are described in the neighbourhood Statement of Significance (SOS). Heritage conservation is a priority within the TOA, and are eligible for incentives offered for the retention of contributory properties, similar to properties outside the TOA.

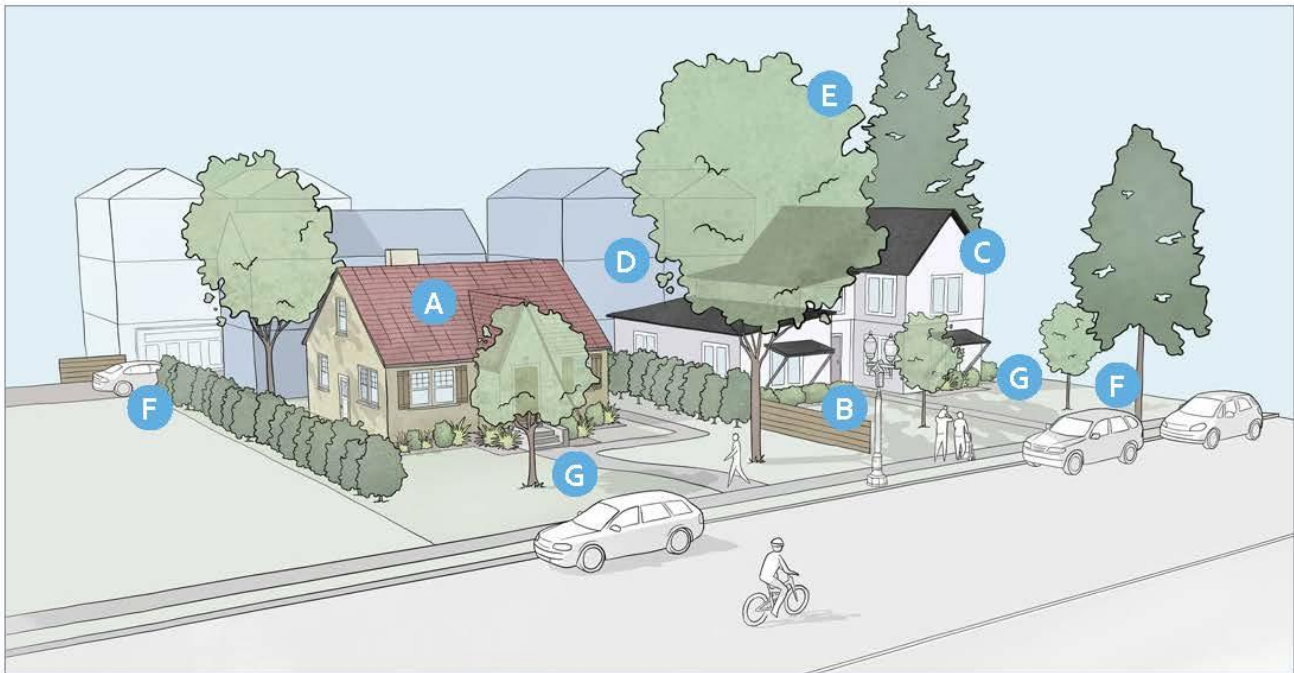
Applicants are encouraged to gather as much historical information as possible before undertaking any alterations. Historic photos, archival records, and a careful examination of the property itself often yield valuable clues regarding the original appearance, materials, chronology of alterations, lost details, and placement of colors. This is especially true for signature elements like windows and doors.





## 1.0

## KEY GUIDELINES



## Intent

To preserve, celebrate and maintain the heritage values and sense-of-place of the HCAs through the incentivization of the conservation of contributory properties and streetscapes, while ensuring new development is thoughtful, compatible and subordinate.

To achieve the objectives of HCA - Conservation and Development Guidelines, all development must be informed by the unique historic context and/or distinct precinct it is in, and:

- A** Maintain the character defining streetscapes by preserving the original form, scale, massing, and finishes of contributory houses.
- B** Maintain the historic, consistent and/or average siting of street-fronting properties on a given block.
- C** Retain the single-dwelling form, footprint and (up to 2 storey) height for street-fronting properties, both for existing and new construction, even if they contain multiple units.
- D** Ensure all alterations, additions, and new properties are visually compatible with, subordinate to and distinguishable from the existing context and the historical design of adjacent properties. Additions and infill properties (up to 3 storeys) should ideally be sited behind contributory houses. Avoid directly mimicking contributory houses to maintain clarity between historical and contemporary elements.
- E** Preserve the established tree canopy to maintain the neighbourhood's heritage values, natural beauty and environmental benefits.
- F** Prioritize pedestrian-oriented design with all vehicle access taken from the lane if available. Ensure the portion of any building facing the street facilitates easy access for pedestrians to front entrances from the street. Avoid blank walls at street level to create a more engaging and welcoming streetscape. Property walls, solid gates and hedges above 1.2 meters are not permitted.
- G** Ensure onsite landscaping and the off-site frontages contribute to the urban livability and historical design of the neighbourhoods by promoting the conservation or introduction of mature yard plantings, curved pathways and traditional landscaping approaches that enhance the public visibility of properties.

## 1.1 Streetscapes

### Intent

To maintain the character defining streetscapes by respecting the historic, consistent and/or average siting of street-fronting properties, hardscaping and landscaping elements on a given block. Preserve the original form, scale, massing, and finishes and layouts of contributory properties. Maintain the substantial tree canopy in the neighbourhood, including mature and large trees and other plantings, both on private and public property.

### Guidelines

1. Assess and understand the unique streetscape of the block where the property is located, especially the specific side of the block. Consider the average or typical character of the block and property when planning development, changes, or maintenance.
2. Consider aspects such as typical property siting, distance between properties, typical property form and size, consistent or unique street trees, sidewalks (or lack thereof), public infrastructure, and other unique tangible and intangible aspects of the block to inform the proposal.
3. Check if the property is located in an HCA Precinct (see Map 23.3), and if it is, follow the streetscape and other guidelines specific to it.



Figure 1: Assess and understand the unique streetscape of the block where the property is located, especially the specific side of the block.

## 1.2 Site Planning & Layout

### Intent

To permit thoughtful change and development on the interior, side and rear elevations of contributory houses on contributory properties, changes must retain or enhance the unique heritage character of the property. New street-fronting properties should reflect the neighbourhood's traditional single-dwelling form, footprint and (up to 2 storey) height. Three storey structures should be sited at the rear of properties or set back from the street-fronting properties.

### Guidelines

1. Support house conversions within contributory houses to achieve additional units and uses, fostering change and growth while conserving the historic properties and character of the HCAs.
2. Set back additions to contributory houses sufficiently to preserve the prominence of the historic property, ensuring that the original form remains prominent from the public realm.
3. Consider the relocation of a contributory house or feature, if necessary, to allow room for additions or infill properties while maintaining or enhancing the visibility of the contributory house or feature.

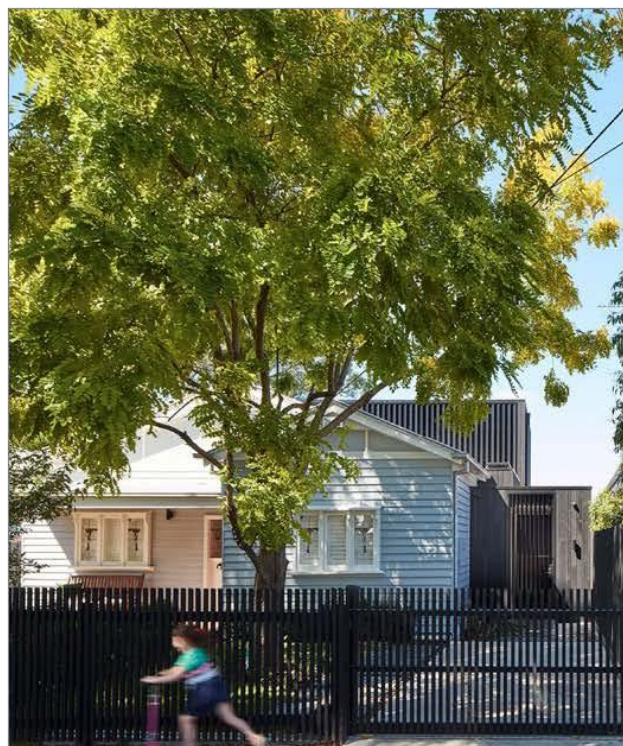


Figure 2: Support house conversions within contributory houses to achieve additional units and uses, fostering change and growth while conserving the historic properties and character of the HCAs



4. Vary rear setbacks from the established pattern within the limits of the Zoning Bylaw to accommodate additions to the existing property footprint and enable infill properties at the rear of the properties. Variances to development regulations may be considered.
5. Ensure that spacing between properties allows for ample light penetration and small view corridors from the public street.
6. Mimic the siting of contributory houses for new residences to follow the established development patterns in the neighbourhood.
7. Maintain front yard setbacks within 10% of the adjacent or average property setback on the same side of the block.
8. Position new structures including additions, infill properties, carriage houses, garages and carports, to be set back from or located behind the street-fronting property line. In the case of a wide lot, it may be appropriate to position additions, infill properties and carriage houses next to or in line with the existing house.
9. Reduce neighbour overlook by locating second storey or third storey outdoor spaces in context sensitive siting to preserve privacy for neighbours.
10. Site coverage should be responsive to the neighbouring property massing and open space. In the case of a large lot, the maximum site coverage should be achieved through more than one structure, to retain the typical scale of houses and structures in the neighbourhood and allow for open space between them.
11. Oversized street-fronting homes are not supported, as they disrupt the consistent character of modestly-scaled homes long-established and implemented up until 1998. Oversized homes create long elevations that obscure the view between and through properties which is a character defining element of the neighbourhood, and negatively impact the sense-of-place desired for conservation.
12. New front driveways and garage doors facing the street are not supported where rear lane access is available. Where no lane is available, front drives with rear garages are permitted.
13. Snout houses and the introduction of garages into existing street-fronting properties are not supported, whether contributory or not.
14. Plan site development to retain large trees and identified mature trees in situ. Variances to select development regulations may be considered to retain existing mature trees. Tree protection measures during construction may be required.
15. Limit impermeable surfaces in landscaped areas and open spaces to maximize stormwater infiltration. Respect the Okanagan Lake floodplain and Mill Creek floodplain which set minimum property elevations for construction.

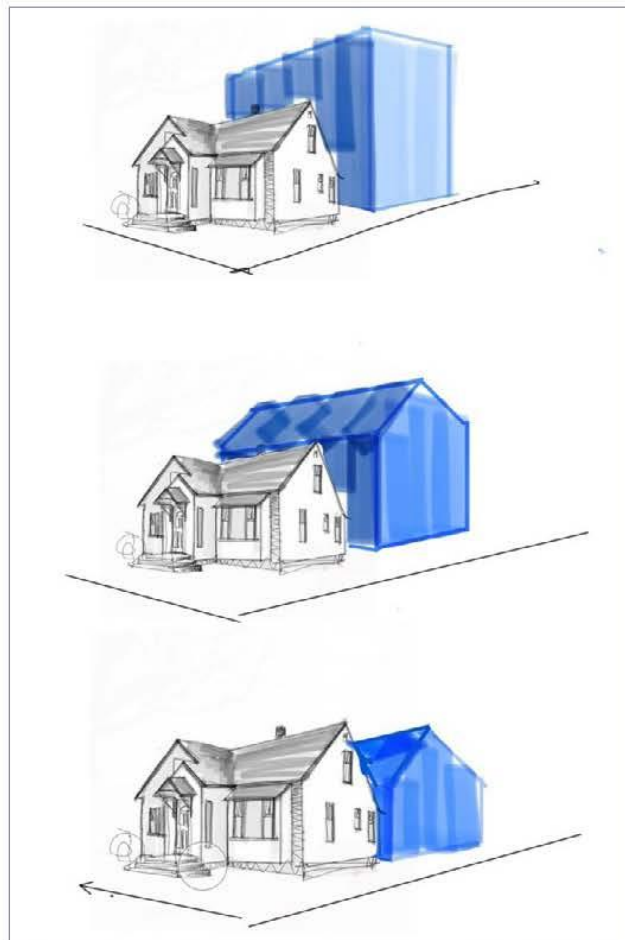


Figure 3: Vary rear setbacks from the established pattern within the limits of the Zoning Bylaw to accommodate additions to the existing property footprint and enable infill properties at the rear of the properties. Variances to development regulations may be considered.

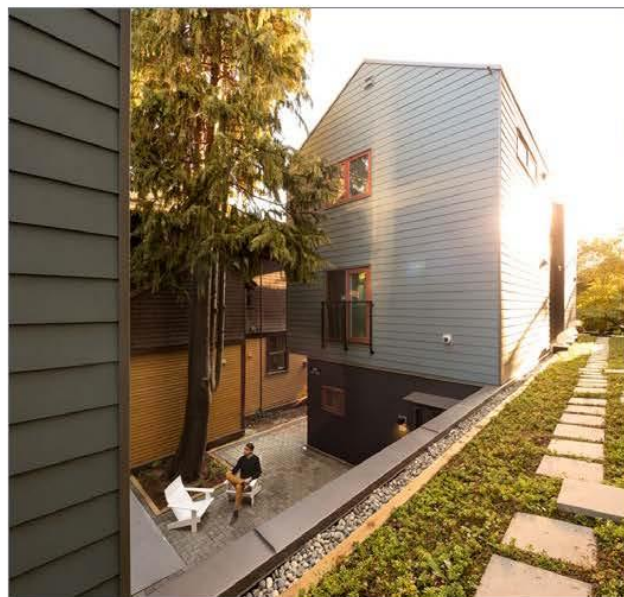


Figure 4: Plan site development to retain large trees and identified mature trees in situ.



### 1.3 Relationship to Street & Parking

#### Intent

To ensure the provision of adequate servicing, vehicle access, and parking in a manner that maintains and enhances the traditional pedestrian-focused property and property designs of the area.

The historic neighbourhood was not designed around cars, and when a historic garage was built, it was always at the rear and discreet in size and siting.

#### Guidelines

1. Prioritize traditional pedestrian design by retaining or applying street-facing pedestrian entrances, stoops, and porches on the front and side elevations of homes.
2. Retain on site car garages or carports at the back or to be accessed from the lane. Where there is no lane, access to a garage or carport from the front street is permitted, if the entrance is well behind the street-fronting property line to diminish the impact of garages facing the street. Properties should be designed such that habitable space faces the street to encourage a lively pedestrian experience. New snout houses and garage additions on the front of existing properties will not be permitted.
3. Ensure that site layouts include provision for solid waste pick-up and bin storage that is enclosed or otherwise screened from view.
4. Use permeable paving materials and soft and soil-based landscaping to enhance the appearance of driveways, parking areas and to reduce their visual and environmental impact
5. Ensure that pedestrian pathways are clearly defined, safe, shaded through tree plantings or awnings, and accessible, with priority given to pedestrian movement over vehicular access. Artificial lighting may be used to enhance pedestrian pathways.
6. Enhance the "lanescape" by orienting additional units located towards the rear of the property to face laneways, and use property entrances, lighting, landscaping, and materials to reinforce a safe and attractive public realm.



Figure 5: Retain on site car garages or carports at the back or to be accessed from the lane.



Figure 6: Ensure that pedestrian pathways are clearly defined, safe, shaded through tree plantings or awnings, and accessible, with priority given to pedestrian movement over vehicular access. Artificial lighting may be used to enhance pedestrian pathways.

#### TOA Guidelines

For properties in the Hospital Transit-Oriented Area (TOA), guidelines can be found in Chapter 18 of the OCP, Section 4.0 – Low & Mid-Rise Residential & Mixed-Use Units. The permitted build form may conflict with the established character of the neighbourhood, making a subordinate design essential for a successful proposal. Please refer to the design principles in Section 4.0 for guidance.

7. Design properties that align with the neighbourhood's traditions of pedestrian entrances facing the street and that are modest in size and detailing. On an apartment building this could be achieved by including townhouses with individual street-facing entrances, gardens and patios at street level and/or a distinguishable articulation of the first or second storey in a unique design, setback and colour, to maintain the historic animation of a streetscape of homes.



Figure 7: Design properties that align with the neighbourhood's traditions of pedestrian entrances facing the street and that are modest in size and detailing.



## 1.4 Scale, Massing and Property Articulation

### Intent

To preserve the original form, scale, massing, and finishes of contributory houses while guiding new street-fronting properties to be visually compatible with, subordinate to and distinguishable from contributory houses and properties.

### Guidelines

1. Maintain a small-scale, single-dwelling form appearance, even with multiple units, for both new and existing street-fronting properties, including additions, with a maximum height of 2 storeys. Do not add parapets or solid railing walls around rooftop patios right at the property face, as this creates a false sense of height or massing which disrupts the intended streetscape character. Rooftop structures (such as elevator accesses) should be set back from the property face for the same reason, so as not to create a false front or height above the maximum allowed 2 storey height.
2. New street-fronting property proportions and heights should reflect the consistent existing context, as the majority of contributory houses in the HCAs are horizontal in proportion and one to two storeys in height.
3. Allow additions, infill, and accessory properties to reach up to 3 storeys, provided they are set back from or positioned behind the street-fronting residences.
4. New houses, infill properties, carriage houses and garages as well as new additions to contributory houses, should meet the requirements of Standard 11 for 'additions to historic places' in that they should be "visually compatible with, subordinate to and distinguishable from" the contributory house they are added to, behind or adjacent to. This means they do not precisely mimic the form and finishes of the contributory house, even if they are attached to it.
5. Design new construction on vacant lots or demolished properties to reflect contemporary architectural styles rather than directly mimicking historic designs. This approach helps avoid confusion about what is historic and what is new, while integrating with the established neighbourhood following the HCA - Conservation and Development Guidelines.
6. New property designs should embrace the diversity of house styles and finishes in the HCAs, avoiding repetition and encouraging variation between properties.



Figure 8: Maintain a small-scale, single-dwelling form appearance, even with multiple units, for both new and existing street-fronting properties, including additions, with a maximum height of 2 storeys.



Figure 9: Design new construction on vacant lots or demolished properties to reflect contemporary architectural styles rather than directly mimicking historic designs.



Figure 10: Use links, breezeways, insets, or offsets for side and rear additions to connect to the historic property, distinguishing their massing from the original house.



### Contributory Property Guidelines

7. Research and understand the original property form and design tradition of its historic era to best conserve its form, massing and architectural details.
8. Avoid damaging or obstructing historic character defining features when constructing additions.
9. Use links, breezeways, insets, or offsets for side and rear additions to connect to the historic property, distinguishing their massing from the original house.
10. Design basement additions without raising the historic floor level, except where necessary to respect the floodplain and meet minimum property elevations, ensuring the new level does not significantly exceed neighboring conditions.
11. Focus on rear additions or setback side additions, particularly on wider lots, rather than adding full-floor second-storey additions that obscure the original structure's form.

### TOA Guidelines

For properties in the Hospital Transit-Oriented Area (TOA), guidelines can be found in Chapter 18 of the OCP, Section 4.0 – Low & Mid-Rise Residential & Mixed-Use Units. The permitted build form may conflict with the established character of the neighbourhood, making a subordinate design essential for a successful proposal. Please refer to the design principles part of this document for guidance.

12. Ensure that any new small-scale apartment properties (up to 6 storeys) within the TOA boundary meet the requirements of compatibility with, distinguishability from, and subordination to the surrounding heritage context. Given that these properties will exceed the height of existing historic structures, special attention must be paid to the requirement for subordination. Refer to the Design Principles section for guidance on achieving these objectives.
13. Design properties that reflect contemporary styles while respecting the existing context of the HCA. Avoid mimicry of heritage details from previous decades.
14. Design properties that align with the neighbourhood's traditions of pedestrian entrances facing the street and that are modest in size and detailing. On an apartment building this could be achieved by including townhouses with individual entrances, gardens and patios at street level and/or a distinguishable articulation of the first or second storey in a unique design, setback and colour, to maintain the historic animation of a streetscape of homes (see examples).



Figure 11: Ensure that any new small-scale apartment properties (up to 6 storeys) within the TOA boundary meet the requirements of compatibility with, distinguishability from, and subordination to the surrounding heritage context.



Figure 12: Use durable, fire-resistant, or non-combustible materials for new properties within the HCAs, including smooth finished fiber cement siding and shingles, fiber cement panels, stucco cladding, and metal cladding.



## 1.5 Property Finishes

### Intent

To celebrate and prioritize good craftsmanship, material longevity, and a culture of repair and maintenance. To emphasize neighbourhood character, visual interest, and a sense of place. To recognize the heritage value of traditional materials, as well as the importance of newer, sustainable, and fire-safe materials that respect and complement the heritage context.

### Guidelines

1. For primary facing material - use durable, fire-resistant, or non-combustible materials for new buildings within the HCAs, including smooth finished fiber cement siding and shingles, fiber cement panels and stucco cladding. For accent facing materials - brick, stone and metal cladding can be used.
2. Prohibit the use of combed, brushed or textured lumber, textured wood or "wood grain" fiber cement sidings, unpainted clear stained wood siding, vinyl or plastic sidings, and brick or stone as a primary facing material for new properties and additions in the HCAs due to their lack of compatibility.
3. Reflect the diversity of house styles and finishes in the HCAs by avoiding repetitive new property designs and encouraging variation between properties.

### Contributory Property Guidelines

4. Preserve the original property finishes, wherever possible, through regular repair, maintenance, restoration, and reuse.
5. Adhere to Conservation Guideline 15 under Materials and to Guidelines 1 and 2 of this section (above) when altering a property finish, regarding permitted and non-permitted finishing materials.
6. Use replica materials from the permitted list above when original finishes are irreparable or unsuitable (e.g., for environmental or economic reasons). Ensure that these materials match the dimensions and appearance of the originals and install them according to the original pattern and exposures documented on the contributory house.
7. Preserve windows of contributory houses through regular maintenance. Repair painted shut or non-operable windows. Enhance energy efficiency with weather stripping and consider external wood storms or interior storm windows. If original windows cannot be repaired or operate efficiently and the property is not protected by heritage designation, replace with double-glazed replica units matching historic dimensions and design. Use "true divided lights" for divided-light windows.
8. Retain, repair, and restore original doors, transoms, sidelights, and hardware whenever feasible. Replace doors with replicas or salvaged units of identical dimensions and design when necessary.
9. Maintain the original front entrance of contributory houses, even when converted or extended. Ensure new entrances do not diminish the visual prominence of the original entry.



Figure 13: Preserve the original property finishes, wherever possible, through regular repair, maintenance, restoration, and reuse.

### Standards and Guidelines for the Conservation of Historic Places in Canada - Section 4.5.1

	Recommended	Not Recommended
15	Replacing character-defining materials with compatible substitute materials, when the original is found to accelerate deterioration and only after thorough analysis and monitoring confirms that the material or construction detail is problematic. Substitute materials should be as durable as the overall assembly to maintain its expected service life.	Using new materials and new technologies that do not have a proven track record.  Replacing deteriorated character-defining elements using new materials or technologies to improve durability, when the original material performs adequately.

Figure 14: Adhere to Conservation Guideline 15 under Materials and to Guidelines 1 and 2 of Section 1.5 when altering a property finish, regarding permitted and non-permitted finishing materials.



Figure 15: Retain, repair, and restore original doors, transoms, sidelights, and hardware whenever feasible.



## 1.6 Trees, Landscaping, Walks & Fences

### Intent

To preserve the abundance of large, mature trees, both on private and public property which create a substantial tree canopy in the neighbourhood, as well as the mature yard plantings, curved pathways and traditional landscaping approaches that enhance the public enjoyment of properties.

### Guidelines for All Trees

1. Plan site development to enhance the tree canopy cover across both private and public spaces within HCAs. Variances to select development regulations may be considered to incentivize the retention of trees.
2. Engage a Certified Arborist to conduct a Pre-Development Tree Inventory as per Bylaw No. 12310 – Development Application and Heritage Procedures Bylaw, Schedule 1.
3. Tree protection measures during construction will be required. Protect and water retained trees on site and on neighbouring properties as per requirements of Bylaw No. 12310.
4. Tree condition assessments must be conducted by a Certified Arborist. If a tree cannot be retained due to health issues or location, replace it with a tree that will grow to a similar size or explore on-site relocation. Under the Arborist's guidance, replacement with several smaller trees that collectively replicate the total canopy coverage of the removed tree at maturity can be considered.

### Guidelines for Hardscaping

5. Many properties in the HCA feature historic hardscaping elements such as curved pathways, stone or concrete retaining walls that contribute to the heritage value of the property and the streetscape of their block. Research and understand the role these elements play in the character of the property and conserve them through regular repair and maintenance and/or when planning changes or development.
6. Walkways from the street to the house, towards the side and backyard, should be distinct from driveways through different paving materials or treatment, or through separation. This enhances safety and the perception of a pedestrian-friendly, walkable neighbourhood. Extend the main entry walkway to the City sidewalk or curb with the same paving material, where possible.
7. Design new landscapes and developments to harmonize with and respect the overall landscape character of the HCAs. Integrate new elements in ways that enhance rather than detract from the area's heritage value.
8. Create residential-focused landscapes that prioritize pedestrian safety and enhance the streetscape interface to foster a pleasant walking environment.
9. As per FireSmart best practices use decorative rocks, stone pathways, and rock retaining walls instead of wood for your hardscaping materials.



Figure 16: Plan site development to retain identified mature trees in situ.



Figure 17: Retain existing mature and large trees on-site and on neighbouring properties, where feasible.



Figure 18: Walkways from the street to the house, towards the side and backyard, should be distinct from driveways through different paving materials or treatment, or through separation.



### Guidelines for Landscaping

10. Conserve existing landscaping plantings and forms with exceptions for landscaping that has fire risks or does not adhere to height guidelines (e.g. high hedges).
11. Design new landscapes and developments to harmonize with and respect the overall landscape character of the HCAs. Integrate new elements in ways that enhance rather than detract from the area's heritage value.
12. Create pedestrian-focused landscapes that prioritize pedestrian safety and enhance the streetscape interface to foster a pleasant walking environment.
13. Enhance property entrances, soften property edges, screen parking areas, and mitigate long facades with strategically placed landscaping features.
14. Foster FireSmart and sustainable practices by selecting FireSmart, drought tolerant and native species trees and plants and those that promote biodiversity. Avoid planting conifers, especially cedars and junipers for their flammability and water consumption.
15. Rooftop patios on apartment properties should include shade elements like trees, pergolas and other features that reduce the urban heat island effect.

### Guidelines for Fences and Property Walls

16. Historically, fences in the HCAs were only used symbolically rather than for security or privacy, thus treating front yards as a semi-public visual open space for neighbours and passersby to enjoy. Therefore, elements along the front property line must either be low (under 1.2 meters) and/or permeable (with gaps allowing filtered views inward). These elements could include plantings, fences, trellises, stone walls, and more.
17. New solid property walls, whether masonry, concrete, or metal, are not allowed in the HCAs.
18. Limit new fences, hedges, or screening landscaping to a maximum height of 1.2 m. When replacing taller fencing, walls, gates, or hedges, ensure new permitted installations adhere to this maximum height requirement in the Zoning Bylaw.



Figure 19: Create residential-focused landscapes that prioritize pedestrian safety and enhance the streetscape interface to foster a pleasant walking environment.



Figure 20: Elements along the front property line must either be low (under 1.2 meters) and/or permeable (with gaps allowing filtered views inward). These elements could include plantings, fences, trellises, stone walls, and more.



## 1.7 Heritage Conservation Areas Precincts

### Intent

To ensure that development within each precinct respects and enhances the unique characteristics that define the area, contributing to a cohesive and historically sensitive environment.

### General Precinct Guidelines

1. Alterations, additions, and new properties should be informed by the unique characteristics of distinct precincts, where relevant.
2. The Maple, Marshall and Custom Mid-Century Precincts are especially characterized by consistent massing, siting and scale. The interruption of these with a proposal that involves a street-fronting property that is out of massing, siting or scale with the precinct pattern would negatively impact the entire precinct and would thus not be supported.
3. The two Early Home Precincts are valued for their concentrations of early homes in certain pockets, indicative of the development patterns in the neighbourhood. Although these precincts aren't characterized by consistent siting, house styles or even scale, the grouping of these contributory houses is especially valuable, and for this reason their conservation in situ will be prioritized and expected in Heritage Alteration Permits in these precincts.

### Marshall Street Precinct Guidelines

4. Proposals should maintain the average/consistent scale and massing of the precinct homes (although rear additions or infill properties could differ where appropriate), setback relationship to the street, mature trees and lack of property walls and hedges.

### Early Homes Precinct # 1 Park Avenue and Pandosy Street Guidelines

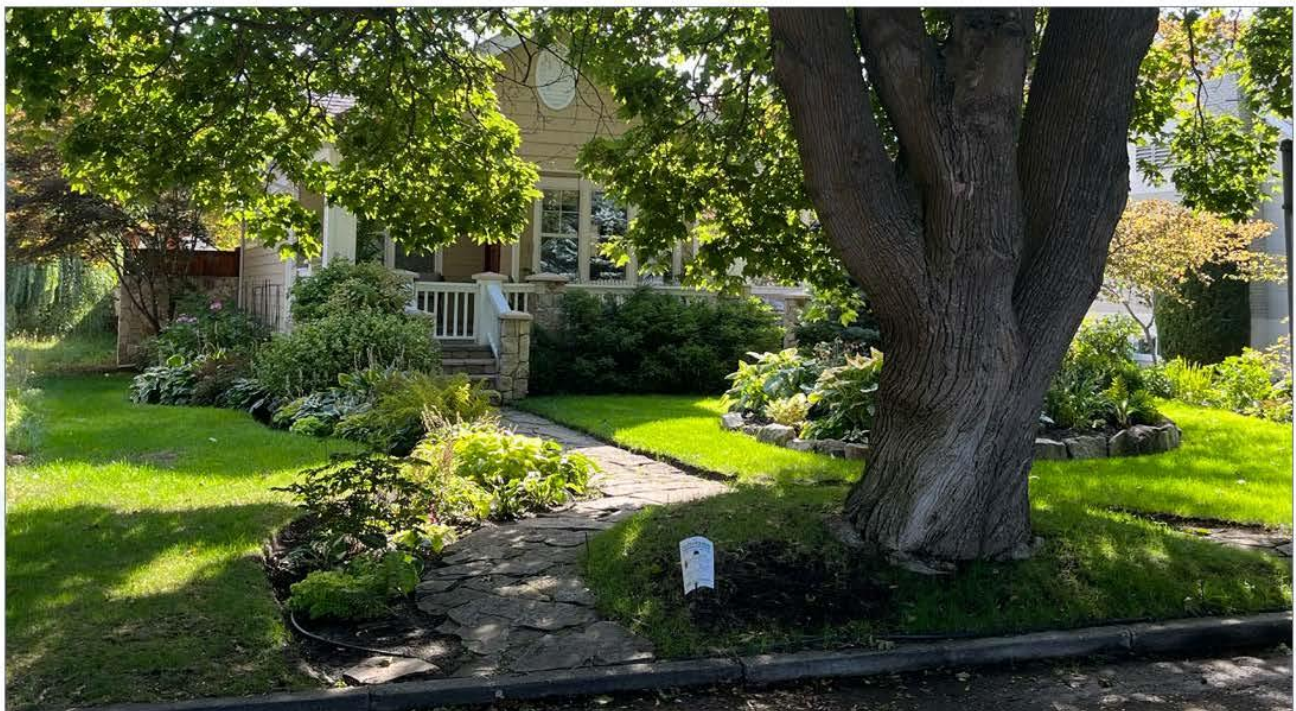
5. Proposals in the Early Homes Precinct # 1 should prioritize the conservation in situ of the precinct properties and should not involve the reduction of their visibility via relocation or new construction that obscures their view from the street.

### Early Homes Precinct # 2 Abbott Street from Lake to Beach Avenues

6. Proposals in the Early Homes Precinct #2 should prioritize the conservation in situ of the precinct properties and should not involve the reduction of their visibility via relocation or new construction that obscures their view from the street.

### Custom Mid-Century Modern Precinct

7. Proposals in the Custom Mid-Century Modern Precinct should involve the conservation of the four precinct properties with their unique flat-roofed, Modernist design.
8. Rear additions or infill properties should be distinctly readable as separate and contemporary, so that the unique 1950s design is preserved. Proposals should preserve the high visibility of the properties, the mature trees and the lack of property walls and hedges.





## 2.0

CLIMATE CHANGE CONSIDERATIONS  
FOR CONTRIBUTORY HOUSES

There is an increasing recognition of the need for sustainable building practices and energy conservation. Heritage conservation inherently contributes to sustainability objectives, as conservation minimizes demolition, preserves existing land use patterns and infrastructure, conserves embodied energy and greenhouse gas emissions, reduces landfill pressure, and mitigates the impacts of new construction.

While new properties must meet mandated energy performance standards (e.g., Energy Step Code), existing properties can achieve sustainability objectives through performance upgrades. Enhancing the energy efficiency of contributory houses in the HCA without compromising their character defining elements is feasible. Balancing heritage conservation with performance upgrades is essential, ensuring that energy improvement measures for heritage properties are assessed against the *Standards and Guidelines for the Conservation of Historic Places in Canada* (Parks, 2010):

- Add new features to meet sustainability requirements in a way that respects the exterior form and minimizes impact on character defining elements. Collaborate with sustainability and conservation specialists to find solutions that have the least impact on the property's heritage value.
- Comply with energy efficiency objectives while minimizing impact on the character defining elements and overall heritage value of the historic property.
- Weigh the environmental impact of energy-saving measures against the environmental impact of retaining the existing features or fabric when deciding whether to proceed with energy-saving measures.

In addition to the considerations outlined in the *Standards and Guidelines*, the following sustainability guidelines should be considered as part of the development process.

#### Guidelines

1. Integrate sustainable practices in the preservation and maintenance of contributory houses.

#### Existing Materials

2. Retain existing materials whenever feasible.
3. Preserve as much of the existing property envelope materials as possible, including siding.
4. Retain original window sashes and doors whenever possible. If replacement is necessary, use replicas of the originals.
5. Deconstruct properties instead of demolishing them to salvage materials for reuse and re-manufacturing.
6. Achieve thermal efficiency by repairing and maintaining existing wooden windows. Installing wood-framed storm windows can further improve thermal efficiency and provide sound abatement.



Figure 21: Deconstruct properties instead of demolishing them to salvage materials for reuse and re-manufacturing.



Figure 22: Achieve thermal efficiency by repairing and maintaining existing wooden windows. Installing wood-framed storm windows can further improve thermal efficiency and provide sound abatement.



## Thermal and Energy Performance

Upgrades should balance heritage and energy efficiency.

7. Upgrade mechanical systems to improve thermal performance. Install new, properly-sized electric heat pumps, boilers, hot water tanks, and energy-efficient appliances that meet Energy Star ratings or higher. In heritage homes without existing ductwork, mini-split heat pumps can be an energy efficient heating option, with the added benefit of air conditioning.
- h. Enhance insulation, particularly in attic and basement spaces. Insulation can also be blown into the cavity of a wood frame wall. When upgrading insulation in older homes, it's also important to have a sufficient vapor and air barrier.
- i. To preserve heritage aesthetic, considering fixing existing windows and/or installing storm windows.
- j. Implement weather-stripping and other draft-proofing measures to reduce energy loss.

### Solar Panels

The installation of solar panels should not detract from the heritage value of the property.

11. Installation of less bulky system, flush with the roofline, are preferred.
12. Solar panels, tanks and other infrastructure free of the display of any form of private advertising or branding.
13. Ensure that installation of solar panels maintains or enhances the structural integrity of the property.
14. Place solar panel installations on property elevations, roof planes, or ground locations that respect the landscape and minimize visibility from the street. Appropriate locations include:
  - Rear of the property
  - On new properties or additions
  - On a single roof plane (avoid multi-plane solutions)
  - Behind architectural features
  - Away from the edge for flat roofs
  - Low to the ground
  - In interior side yards
15. Ensure that the installation of panels does not require visible structural modification of the roof.
16. Install any necessary frame or structural elements in a reversible (non-permanent) manner. Coordinate the color of these structures to blend with the existing roof color and minimize reflection to neighbours. Roof shingles should be two-toned in a mid-range color to improve energy efficiency in the Okanagan climate. Black roofs are not recommended.



Figure 23: Upgrade mechanical systems to improve thermal performance. Install new, properly-sized electric heat pumps, boilers, hot water tanks, and energy-efficient appliances that meet Energy Star ratings or higher.



Figure 24: Enhance insulation, particularly in attic and basement spaces.



Figure 25: Place solar panel installations on property elevations, roof planes, or ground locations that respect the landscape and minimize visibility from the street.



17. Consider future technical innovations that may be suitable for a heritage property, such as integrating solar-cell shingles as technology evolves.

### Stormwater Management

Stormwater management practices (techniques or technologies) should be used onsite.

18. Improve runoff quality onsite using best practices, such as draining to vegetation, using permeable paving and/or collect and drain runoff.
19. Redirect downspouts, where feasible, to gardens, grassy areas, and rain barrels.



Figure 26: Improve runoff quality onsite using best practices, such as draining to vegetation, using permeable paving and/or collect and drain runoff.

# CITY OF KELOWNA

## Bylaw No. 12764

### Amendment No. 7 to Development Application and Heritage Procedures Bylaw No. 12310

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the Development Application and Heritage Procedures Bylaw No. 12310 be amended as follows:

1. THAT **Section 1.4 Definitions** is amended by **deleting** "Heritage Advisory Committee' means a committee established by Council to advise Council on heritage matters in accordance with the Committee's Terms of Reference;" in its entirety.
2. THAT **Section 2.2 Council Decisions, Section 2.2.6.c** is amended by **deleting** "2.2.5(b)" and **replacing** with "2.2.6(b)".
3. **Section 2.3 Delegation of Authority**
  - 3.1. THAT **Section 2.3.6.a** is amended by **deleting** in its entirety and **replacing** with the following:

"Pursuant to Sections 590 and 617 of the *Local Government Act*, Council delegates to the **Department Manager, Development Planning** the powers of Council in respect of the issuance of **Heritage Alteration Permits** subject to restrictions identified in Schedule '13' of this bylaw. These powers and duties include, without limitation, authorizing and approving the permit, rejecting the permit, establishing the requirements and conditions of the permit, and determining whether such requirements and conditions have been met."
  - 3.2. THAT **Section 2.3.6.b** is amended by **deleting** in its entirety and **replacing** with the following:

"Pursuant to Sections 590 and 617 of the *Local Government Act*, Council delegates to the **Department Manager, Development Planning** the powers of **Council** with respect to amendments to **Heritage Alteration Permits** that are limited to minor design modifications that:

    - are generally consistent with the applicable Heritage Design Guidelines in the **OCP**; and
    - pertain to a property that contains only residential uses and contains four (4) dwelling units or less."
4. THAT **Section 2.9 Performance Security, Section 2.9.1** is amended by **adding** "letter of indemnity issued by BC Housing Management Corporation," **after** "surety bond," and **before** "or an irrevocable letter of credit".
5. THAT **Schedule '1' – Application Requirements** is amended by
  - 5.1. **Deleting** "Information about the historical significance and architectural merit of a property. A statement of significance and / or heritage review, prepared by a Qualified Heritage Professional, may be required in accordance with terms of reference outlined by the Development Planning Department, at the discretion of Department Manager, Development Planning."

And **replacing** with the following two new bullets:

"Heritage Review – prepared by a **Qualified Heritage Professional**, providing information about the historical significance and architectural merit of a property. A heritage review may be required in accordance with terms of reference outlined by the **Development Planning** Department, at the discretion of the **Department Manager, Development Planning**."

and

"Heritage Register Evaluation Criteria – prepared as per the **City** of Kelowna evaluation criteria document to be submitted by a **Qualified Heritage Professional**, for requested additions and removals from the Kelowna Heritage Register."
6. THAT **Schedule '4' – Development Variance Permit Applications** is amended by **deleting** Section 1.1.1.a.iii in its entirety.

7. **Schedule '10' – Heritage Revitalization Agreements Applications**

- 7.1. THAT **Section 1.1.m** is amended by **deleting** "Information about historical significance of the property" and **replacing** with "Heritage Review (if applicable)".
- 7.2. THAT **Section 2.o.b** is amended by **deleting** "staff will request the required information from the applicant." and **replacing** with "it will be processed in accordance with Section 2.11 Incomplete Applications.".

8. **Schedule '11' – Heritage Designation Bylaw Applications**

- 8.1. THAT **Section 1.1.m** is amended by **deleting** "Information about historical significance of the property" and **replacing** with "Heritage Review (if applicable)".
- 8.2. THAT **Section 2.o.b** is amended by **deleting** "staff will request the required information from the applicant." and **replacing** with "it will be processed in accordance with Section 2.11 Incomplete Applications.".

9. **Schedule '12' – Heritage Conservation Covenant Applications**

- 9.1. THAT **Section 1.1.m** is amended by **deleting** "Information about historical significance of the property" and **replacing** with "Heritage Review (if applicable)".
- 9.2. THAT **Section 2.o.b** is amended by **deleting** "staff will request the required information from the applicant." and **replacing** with "it will be processed in accordance with Section 2.11 Incomplete Applications.".

10. **Schedule '13' Heritage Alteration Permit Applications**

- 10.1. THAT **Section 1.1 Restriction on Delegation** is **deleted** in its entirety and **replaced** with the following:

"a) As a restriction on Section 2.3.6(a), the **Department Manager, Development Planning** may only issue a Heritage Alteration Permit if the following criteria are met:

- i. The application is for non-structural alterations including the replacement of windows, doors, roofing materials or minor/repair alterations of this nature; or
- ii. The application is for changes to the exterior finish such as repainting, the addition of period lighting on the structure and replacement of decorative details; or
- iii. The application is for site alteration requests such as the addition or removal of site vegetation, or the relocation of required parking; or
- iv. The application is for construction, alteration, or demolition of a building or structure on a property within the Heritage Conservation Area provided that the property contains only residential uses and contains four (4) dwelling units or less.

b) At time of considering a Heritage Alteration Permit with a variance or more, the delegate must consider the following:

- i. Findings from a Heritage Review that identify distinctive heritage quality or appearance and associated recommendations from a Qualified Heritage Professional;
- ii. If the proposed variances are necessary to preserve or retain a building or heritage asset, or do not negatively impact the heritage character of the subject property or surrounding community; and
- iii. Schedule '4' – Development Variance Permit Applications, Section 1.1.2.".

- 10.2. THAT **Section 1.2.m** is amended by **deleting** "Information about historical significance of the property" and **replacing** with "Heritage Review (if applicable)".

- 10.3. THAT **Section 1.3.b** is amended by **deleting** "staff will request the required information from the applicant." and **replacing** with "it will be processed in accordance with Section 2.11 Incomplete Applications.".

- 10.4. THAT **Section 2.1.m** is amended by **deleting** "Information about historical significance of the property" and **replacing** with "Heritage Review (if applicable)".

- 10.5. THAT **Section 2.2.b** is amended by **deleting** "staff will request the required information from the applicant." and **replacing** with "it will be processed in accordance with Section 2.11 Incomplete Applications.".

- 11. THAT **Schedule '14' – Kelowna Heritage Register Applications** is **deleted** in its entirety and **replaced** with Schedule 'A' of this bylaw.



12. THAT the term "Policy & Planning Department Manager" is **deleted** and **replaced** with "Long Range Planning Department Manager" throughout the bylaw.
13. THAT the term "Direct" is **deleted** and **replaced** with "Delegated" throughout the bylaw, with the one exception that the term 'direct' remains unchanged in Schedule '5' – Temporary Use Permit Applications.
14. THAT SCHEDULE 'A' Kelowna Heritage Register Applications is attached to and forms part of this bylaw.
15. This bylaw may be cited as "Bylaw No. 12764, being Amendment No. 7 to Development Application and Heritage Procedures Bylaw No. 12310".
16. 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

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Mayor

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City Clerk

## SCHEDULE 'A'

### Schedule '14' – Kelowna Heritage Register Applications

#### 1.0 APPLICATION REQUIREMENTS

- 1.1. The following information is required for **Heritage Register** applications. See Schedule '1' of this bylaw for descriptions of application requirements.

a) Application Form	h) Site Plan
b) State of Title	i) Floor Plan
c) Owners Authorization Form (if applicable)	j) Elevation Drawings
d) Site Profile (if applicable)	k) Materials Board
e) Zoning Analysis Table	l) Landscape Plan
f) Project Rationale including proposed uses, density, and a description of proposed alterations, rehabilitation, and /or restoration of the heritage asset	m) Heritage Review (if applicable)
g) Photographs including photographs of each elevation of the property	n) Heritage Register Evaluation Criteria

- 1.2. Other information that will assist in the evaluation of the application may be requested by the **Department Manager, Development Planning** to adequately make a recommendation to Council regarding a **Heritage Revitalization Agreement** application.

#### 2.0 Processing Procedure

- 2.1. The registered owner of real property with the City of Kelowna, or an agent authorized in writing, may submit a written request to add a building or remove a building from the Kelowna Heritage Register pursuant to the Local Government Act.
- 2.2. A Heritage Register Evaluation Criteria prepared by a **Qualified Heritage Professional** will be reviewed by the Long Range Planning Department on an annual basis, unless special circumstances require otherwise at the discretion of the **Long Range Planning Department Manager**.
- 2.3. The recommendation of the **Qualified Heritage Professional as summarized in the Heritage Register Evaluation Criteria report** will be forwarded to Council for consideration.
- 2.4. Upon receipt of the recommendation, the Long Range Planning Department will prepare a staff report for consideration by Council. The applicant is encouraged to attend the Council meeting at which the application is being considered.
- 2.5. Within 30 days of Council's decision, the Office of the **City Clerk** will notify the applicant in writing of Council's decision and will give written notice to the Heritage Minister in accordance with Local Government Act.

# Report to Council



**Date:** May 26, 2025  
**To:** Council  
**From:** City Manager  
**Subject:** North Glenmore Sector Study: Process Options  
**Department:** Long Range Planning

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## **Recommendation:**

THAT Council direct staff to initiate the North Glenmore Sector Study, as outlined in Option 1 in the report dated May 26, 2025.

## **Purpose:**

To consider options to initiate a North Glenmore Sector Development Study that can be used to inform future OCP update processes.

## **Council Priority Alignment:**

Affordable Housing  
Transportation  
Economy

## **Background:**

The 2040 Official Community Plan is built on 10 foundational Pillars, which together focus future growth within a Permanent Growth Boundary (PGB). This approach means that as Kelowna grows, it can do so in a way that is more environmentally and financially sustainable. The OCP also recognizes that future urban development may need to extend beyond the City's Permanent Growth Boundary at some point in the future by identifying a North Glenmore Sector Study as a long term OCP implementation action. This North Glenmore Sector Study would examine the need and opportunities for future development in the Sector to inform future OCP update processes. This study would be undertaken five to ten years after OCP adoption.

A group of landowners in the North Glenmore area, represented by their consultant Placemark, approached Council earlier in 2025 with a proposal to accelerate the initiation of the North Glenmore Sector Study, beginning later this year (see Attachment 1). As a response to this request, Council directed staff to explore initiating the Sector Study ahead of this timeline.



### *Previous Council Resolution*

Resolution	Date
THAT Council directs staff to report to Council on initiating the North Glenmore Sector Development Study ahead of the long-term timeline identified in the Official Community Plan.	March 10, 2025

### **Discussion:**

Bounded by McKinley Landing to the west, Highway 97 to the east, Lake Country to the north, and Quail Ridge and Glenmore Landfill to the south, the sector study area represents approximately 1,600 hectares of land (see Attachment 2). The area is made up largely of rural agricultural and rural residential lands but also includes parks and utilities (e.g McKinley Reservoir). Approximately 60% of the study area is within the Agricultural Land Reserve, or impacted by steep slopes, or used for parks or utilities or have significant environmental features requiring protection. Some lands within the proposed study area fall within the landfill impact buffer zone or fall under the Natural Environment Development Permit Area. Identifying where future development could take place would begin with a North Glenmore Sector Study.

### **What is a Sector Study?**

A Sector Study is a scoping tool to look at opportunities for growth (including residential, employment and uses such parks and facilities, etc.) while understanding potential citywide implications of expansion prior to undertaking more detailed plans. The scope of such a study would involve evaluating the options, opportunities, challenges and risks at a high level to inform decisions on future direction before more detailed, resource intensive work like a Sector Plan or Area Structure Plan is completed.

The North Glenmore Sector Study would need to deliver the following:

- The identification of future growth nodes, with high level estimates of possible housing units, housing mix, employment lands opportunities and other supporting land uses;
- A summary of how growth in the Sector aligns or does not align with OCP's Ten Pillars and growth strategy, consistent with OCP Policy 16.1.2, which guides how amendments to the OCP are evaluated;
- An analysis of anticipated changes to travel behavior and identification of transportation improvements recommendations likely needed to service the sector;
- Anticipated utility infrastructure impacts and opportunities, including a ModelCity Infrastructure analysis of lifecycle costs;
- Identification of opportunities for new park land;
- A base understanding of potential environmental impacts in the sector;
- Engagement with community partners, including other property owners in the sector not represented by Placemark;
- Depending on the outcomes above, recommended updates to the Official Community Plan to signal more detailed future planning initiatives in the North Glenmore Sector. These may include but not be limited to amendments to OCP mapping, policies and implementation actions.

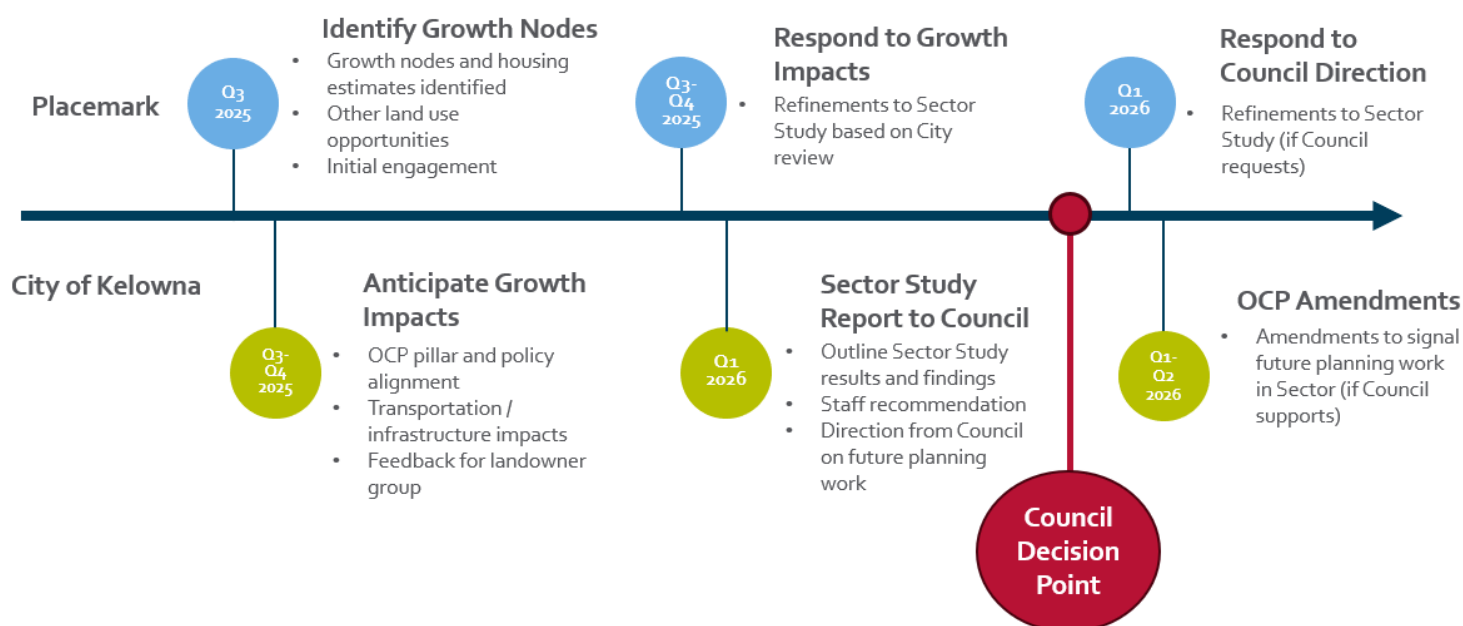
### **Process Options**

Following Council's March 10, 2025 resolution, staff worked with Placemark to develop a recommended option that addresses both their aspirations for the timing of the Sector Study and staff resourcing and review considerations. Two options were developed and outlined below.

**Option #1: Accelerated Sector Study.** This option would see Council recognize that the North Glenmore Sector Study is needed to understand long term growth directions of the city and that emerging trends warrant this examination earlier in the OCP’s lifespan. Council would direct staff to work with Placemark to deliver the Sector Study within one year. This study would inform future planning work in the sector and would provide Council with an opportunity to decide if more detailed planning efforts are needed at this time or if efforts should be focused in other areas.

A process for the Accelerated Sector Study is outlined in Figure 1, below. Placemark would identify proposed future growth areas in the Sector, estimate housing units by typology and identify other possible land uses including commercial areas or other employment lands. Staff would review these proposals and outline order-of-magnitude impacts on transportation, servicing and other infrastructure needs. From there, staff and the consultant would work together to refine the Sector Study, with staff bringing a Report to Council outlining the Sector Study and a recommendation as to how to proceed moving forward.

**Figure 1: Proposed Accelerated Sector Study Process**



**Option #2: Existing OCP Implementation Timing.** This option would see Council recognize that the North Glenmore Sector Study is needed to understand long term growth directions of the city, but that the study is best undertaken alongside a future OCP review process. Council would direct staff to include initiating the Sector Study at the early stages of a future OCP review. Following the legislative requirements of Bill 44, such reviews would need to be completed by December of 2030, 2035, 2040 and every five years after that. This means that the soonest that the Sector Study would be initiated would be 2028 if it were to be considered for the OCP update to be completed in 2030. Details on what that process would look like would be determined at that time.

### Policy Considerations

Exploring future growth in the North Glenmore Sector represents a departure from OCP direction to focus the city’s future growth within the Permanent Growth Boundary. The North Glenmore Sector

Study is identified as an OCP Implementation action however. By accelerating the timeline for its delivery several policy considerations must be taken into account:

- *Housing Capacity.* Based on a high BC Stats population projection of 232,000 by 2041, the OCP's revised growth scenario demonstrates that the City has the future land use and/or zoning to accommodate the 45,000 required housing units identified in the Housing Needs Assessment. The report also shared that based on Model City there is high development potential for an additional 30,000 residential units beyond this, alongside significant additional zoned capacity. As such, the Sector Study will consider how residential growth in North Glenmore could address OCP directions beyond simply providing more housing supply, such as anticipated travel demand shifts, construction timing, regional growth considerations and proximity to employment lands.
- *Employment Lands Opportunities.* The Regional District of Central Okanagan recently completed a Regional Employment Lands Inventory and Gap Analysis which outlined short- and long-term constraints on commercial, industrial and institutional lands in the region. While more refined analysis is required to have a fulsome understanding of the specific areas where deficits could be realized, the North Glenmore Sector study could evaluate the potential options for employment in this area as well as how growth could serve existing employment lands.
- *City-Wide Transportation and Infrastructure Servicing Impacts.* Previous ModelCity Infrastructure analyses of greenfield hillside neighbourhoods (including within the North Glenmore Sector) have concluded that growth in those areas is significantly more expensive to service than neighbourhoods in Urban Centres and the Core Area where the OCP focuses most growth. As the North Glenmore Sector is located outside of the PGB, understanding the impacts of providing additional transportation and infrastructure servicing is critical at this early stage. To understand how servicing this sector impacts the City's ability to address infrastructure needs in other existing neighbourhoods. The scale and density of potential land use proposals may result in impacts that are local, sector-specific, or city-wide. City staff would review land use proposals early to help define the appropriate scope and scale of transportation and infrastructure analysis to assess and guide the consultant's work in future stages of the Sector Study.

### Resource Considerations

Accelerating the Sector Study has implications on staff resourcing and budgets, even when the process is led by an applicant. Staff time for the Sector Study would focus on scoping and initiating analysis to understand potential impacts (and benefits) of future growth in the sector compared to other growth areas, identifying high level implications for the transportation and infrastructure network, reviewing materials provided by Placemark, writing and delivering Reports to Council, and crafting amendments to the OCP should Council ultimately support moving forward with future planning work, as outlined in Figure 1.

Staff time would be required across multiple departments (approximately 1 – 1.5 FTE) as well as consultant support to assist with infrastructure analysis over the next year. This will impact initiatives such as Urban Centre planning, employment lands planning and the accelerated delivery of transportation and infrastructure projects. However, impacts to existing projects will be mitigated, but not eliminated, with a combination of the following approaches:

- *Sector Study Scoping:* To reduce the impact of the Sector Study on existing projects, the focus of the study would be on high level, order-of-magnitude impacts of growth to inform future decision making, as outlined in this report. This is a different approach that a more detailed



technical analysis usually taken with more focused plans, such as Area Structure Plans, for example. This would reduce the time required for staff to advance the study.

- **Additional Resources:** Additional resources to assist staff in this study would mitigate the impacts on existing priority projects. The consultant has indicated a willingness to provide funding for the additional resourcing to accelerate the Sector Study while mitigating the impact on established work plans and projects. The details of this funding would be resolved early in the process.

### **Recommended Option**

The recommendation to accelerate the North Glenmore Sector Study as outlined in Option #1 considers that there are impacts and opportunities to be balanced. Initiating the Study sooner will require the reprioritization of existing work. It also means that growth in the Sector would be explored outside of a comprehensive OCP Update process. However, on balance, Option #1 is recommended for the following reasons:

- It provides greater clarity on the location, scale and impact on OCP directions of development opportunities in the North Glenmore Sector sooner;
- It provides an opportunity to explore the viability of other land uses in the Sector, informing upcoming employment lands initiatives;
- It provides an order-of-magnitude understanding of the scale of transportation and infrastructure servicing considerations sooner, informing future planning work;
- It allows Council to support or not support more detailed planning work in the North Glenmore Sector prior to more significant efforts on the part of staff and the consultant.

### **Conclusion:**

Exploring future growth in the North Glenmore Sector represents a change from current OCP direction, which focuses the city's future growth within the Permanent Growth Boundary, meaning that it must be considered carefully with a clear understanding of impacts on the city's growth as a whole. The proposed North Glenmore Sector Study process aims to build an understanding of the possible capacity for growth in the sector, where such growth could be located, and order-of-magnitude impacts (and benefits) to Kelowna's growth strategy and infrastructure. When the Sector Study is complete, Council will be positioned to make informed decisions about the scope and timing of future planning efforts in the area.

### **Internal Circulation:**

Climate Action & Environmental Stewardship

Communications

Data Services & Analytics

Development Engineering

Development Planning

Housing Policy & Programs

Infrastructure Delivery

Integrated Transportation

Parks Planning & Design

Real Estate

Strategic Transportation Planning

Utility Planning

## Considerations applicable to this report:

### **Existing Policy:**

#### 2040 Official Community Plan

- **OCP Pillar: Stop planning new suburban neighbourhoods.** Imagine Kelowna focuses on limiting urban sprawl and growing in a way that is more environmentally and financially sustainable. In recognition of this goal, the Official Community Plan signals that suburban neighbourhoods already approved will continue to grow into more complete communities but no new suburban neighbourhoods would be considered.
- **Policy 8.4.1 Intensification of Rural Lands.** Do not support urban uses on lands outside the Permanent Growth Boundary except for as permitted by the 2040 OCP Future Land Use Designations in place as of initial adoption of the 2040 OCP Bylaw.
- **Policy 16.3.1. OCP Implementation Actions.** Use Figure 16.1: Implementation Actions and Map 16.1 to guide the timing and resourcing of OCP implementation actions, with due recognition of available budget and other work planning considerations.
  - **Table 16.1 Implementation Actions Action #26:** Undertake a North Glenmore Sector Development Study to inform future OCP update processes. (action identified as a Long Term implementation, 5 – 10 years after the OCP's adoption)

### **Financial/Budgetary Considerations:**

The North Glenmore Sector Study would be undertaken in part with a financial contribution for additional resources as outlined in this report.

### **Consultation and Engagement:**

The North Glenmore Sector Study is a technical exercise to evaluate opportunities, challenges and risks at a high level to inform decisions on future direction before more detailed, resource intensive, work is completed. Following the Sector Study, should direction be given to proceed, a robust public engagement strategy would be included as part of that work.

## Considerations not applicable to this report:

### **Legal/Statutory Authority:**

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

### **Communications Comments:**

Submitted by:

R. Miles, Long Range Planning Department Manager

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

### **Attachments:**

Attachment 1: Letter to Council from Placemark dated February 20, 2025

Attachment 2: North Glenmore Sector Boundary

**To:** Mayor and Council, City of Kelowna  
**From:** North Glenmore Planning Team  
**Subject:** Council Request | North Glenmore Plan  
**Date:** February 20, 2025

Dear Mayor and Council,

We are writing on behalf of the North Glenmore Landowners to request that the **North Glenmore Plan**, as identified in the City's Official Community Plan (OCP), be moved forward from its current **long-term** priority to an **active planning study**. The existing and continued commercial and industrial growth in the City's Gateway Lands is confirmed by Collier's research, highlighting that over the last 5 years this area has received 68% of Kelowna's industrial growth, 28% of all commercial growth, yet only 7% of residential growth. Given the emerging data, the urgency of advancing this long-term community planning project has become increasingly clear.

The following key elements provide the rationale for initiating the North Glenmore Plan in 2025:

1. **Strategic Central Location** | North Glenmore is centrally located within the region, surrounded by several existing and growing economic drivers. The lands are no longer on the periphery and should be considered an integral part of Kelowna's broader growth strategy.
2. **OCP-Identified Plan** | The North Glenmore Plan is an action item identified within the 2040 OCP (Implementation Action Item #26, section 16.4.2). Advancing this priority to an active planning study will allow the City to ensure community planning is in place to accommodate the forecasted regional growth.
3. **Emerging Challenge** | While Kelowna's OCP continues to prioritize the development of its five Urban Centres, significant economic and employment growth continues in the City's North, particularly near the Airport, UBCO, Industrial Gateway, and Lake Country Business Park. The thousands of employees who presently work in this area are currently forced to commute from throughout the Okanagan due to the area's lack of housing. By initiating the long-term planning for a complete community in North Glenmore, the City can reduce commute times, improve quality of life, and better align employment in proximity to future residential and supporting services.
4. **Complete Communities** | Aligning with the City's goals of building more complete livable communities, the North Glenmore Plan will exemplify sustainable planning principles, creating compact, walkable neighbourhoods with a diversity of housing, services, retail, and employment opportunities.
5. **Securing Community Benefits** | The North Glenmore Plan will ensure the provision for essential community services and amenities, such as schools, parks, recreation centres, and emergency services. Additionally, it will include policies to secure the land use for these facilities as part of a future development process.
6. **Infrastructure and Transportation Improvements** | With its available infrastructure servicing capacity, the North Glenmore Plan presents opportunities for key transportation improvements, such as new multi-modal connections, transit supportive densities along with required upgrades to alleviate traffic congestion. These improvements will help connect the North Glenmore economic hub with its surrounding communities, adding to the network of connected infrastructure.



7. **Provincial Housing Crisis** | Kelowna is identified by the Province as one of the municipalities facing the greatest housing need and highest projected growth. The long-term planning for neighbourhoods and services in North Glenmore will address future needs. Kelowna requires a significant supply of all housing types, specifically ground oriented missing middle housing which is both more affordable to construct and more family friendly.
8. **Limits on Core Redevelopment** | Redeveloping zoned infill lands within the Urban Core presents challenges such as land fragmentation, ownership complexities, and limited infrastructure capacity. Planning North Glenmore offers an additional solution to meet the City's growing housing needs without coming at the expense of infill housing initiatives.
9. **Leveraging Private Resources** | The North Glenmore Plan is proposed as a proponent-led and funded initiative, with City Staff oversight and direction. This means the project can proceed without placing an additional financial burden on taxpayers, making it a feasible near-term City priority.
10. **City Oversight** | The North Glenmore Plan will be undertaken as a proponent-led Plan, according to an agreed upon Terms of Reference to ensure all studies and analysis are undertaken to fulfill all City requirements, with oversight and direction from City Staff.
11. **Majority Landowner Support** | The North Glenmore Landowner Group, representing approximately 60% of the privately owned lands within the planning area, is committed to supporting this planning initiative and engaging with all stakeholders throughout the process. This broad support will help ensure the timely and effective realization of the plan.
12. **Lake Country Growth** | Located to the north of the North Glenmore Plan Area, the Lake Country Business Park will result in significant new employment lands and improvements to transportation infrastructure. Advancing the North Glenmore Plan will ensure residential and commercial growth are aligned and mutually supportive.

Given these key elements, we request that Council direct staff to work with the North Glenmore Planning Team to initiate the North Glenmore Plan process. The Plan will better position Kelowna to address its current and future housing and infrastructure challenges, while continuing to support the region's economic growth through the creation of sustainable and well-connected communities for the future.

We look forward to an opportunity to discuss and launch this essential planning initiative.

Sincerely,



**Paul Fenske**  
Principal

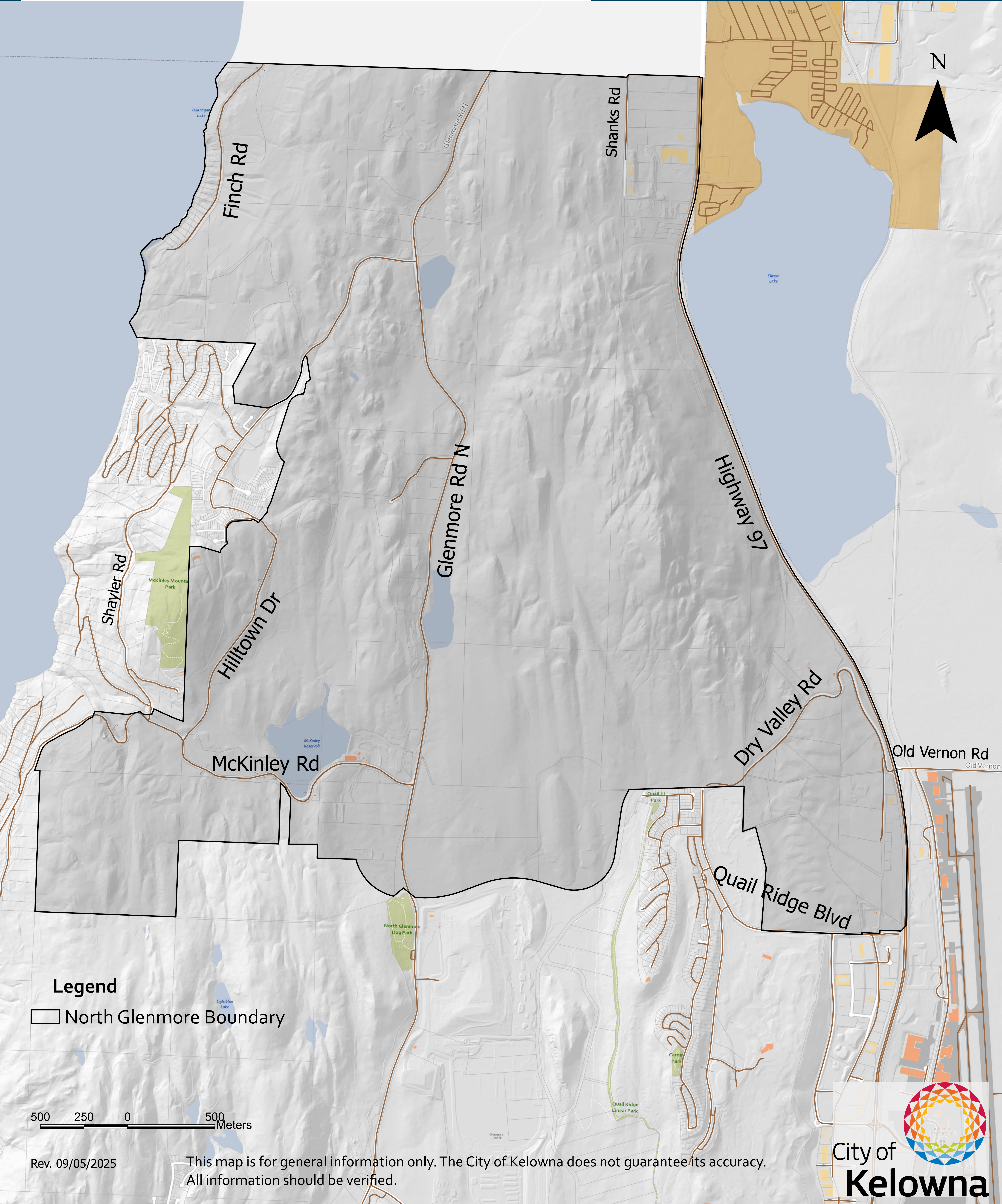


**Theo Finseth**  
Partner



# North Glenmore Sector Study

## Boundary





# North Glenmore Sector Study

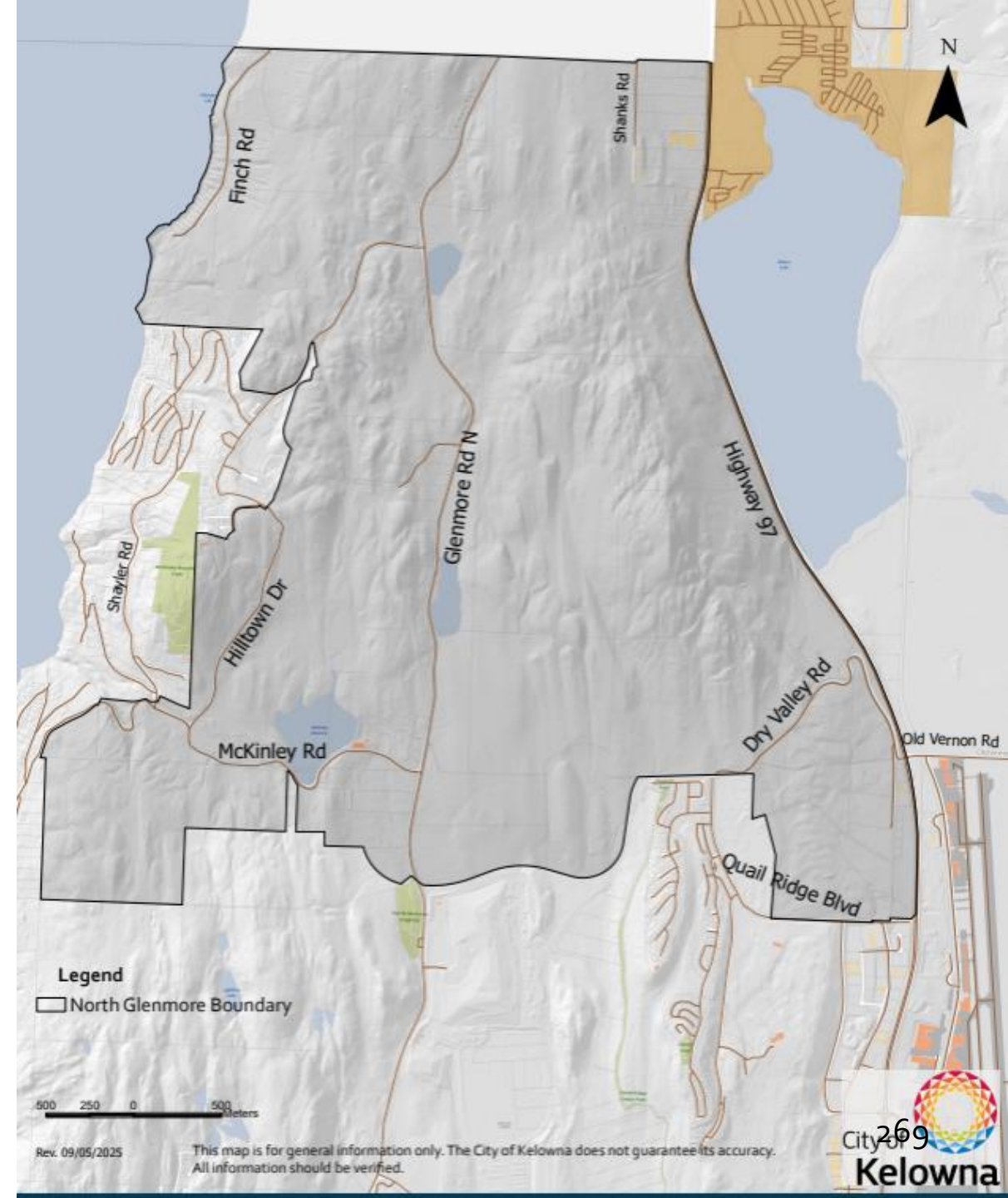
Long Range Planning

May 26, 2025



# The North Glenmore Sector

- Outside Permanent Growth Boundary
- Impacted by ALR, steep slopes, other constraints
- Sector Study a long term OCP implementation action





# Council Direction

- *THAT Council directs staff to report to Council on initiating the North Glenmore Sector Development Study ahead of the long-term timeline identified in the Official Community Plan.*



# Answering Three Questions

01

How much growth could take place?

02

What are the impacts of that growth?

03

What are the next steps?

## Order of Magnitude Scale



# Sector Study Scope



Prioritize sustainable transportation and shared mobility



Take action on climate



Focus investment in Urban Centres



Target growth along transit corridors



Stop planning new suburban neighbourhoods



Strengthen Kelowna as the region's economic hub



Protect and restore our environment



Incorporate equity into city building

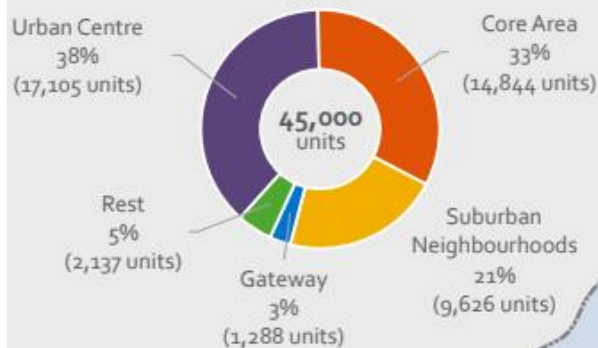


Promote more housing diversity

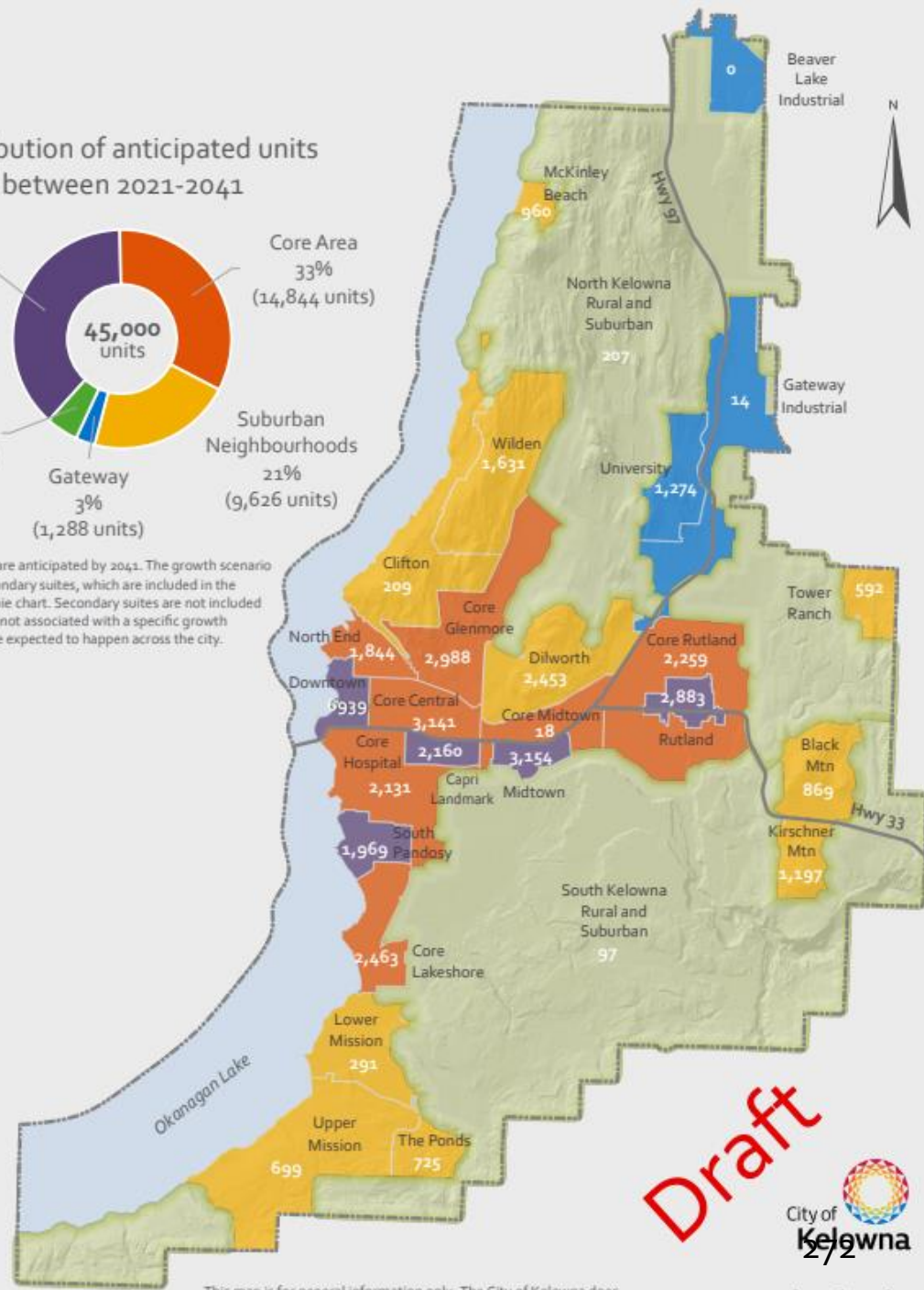


Protect agriculture

Distribution of anticipated units between 2021-2041



A total of 45,000 units are anticipated by 2041. The growth scenario also includes 1,833 secondary suites, which are included in the "Rest" category in the pie chart. Secondary suites are not included on the map as they are not associated with a specific growth strategy district and are expected to happen across the city.



Draft

# Sector Study Scope



GROWTH NODES,  
HOUSING AND LAND  
USES



OCP ALIGNMENT



TRAVEL BEHAVIOR AND  
TRANSPORTATION



INFRASTRUCTURE  
IMPACTS



PARKLAND  
OPPOPRTUNITIES



ENVIRONMENTAL  
IMPACTS



ENGAGEMENT



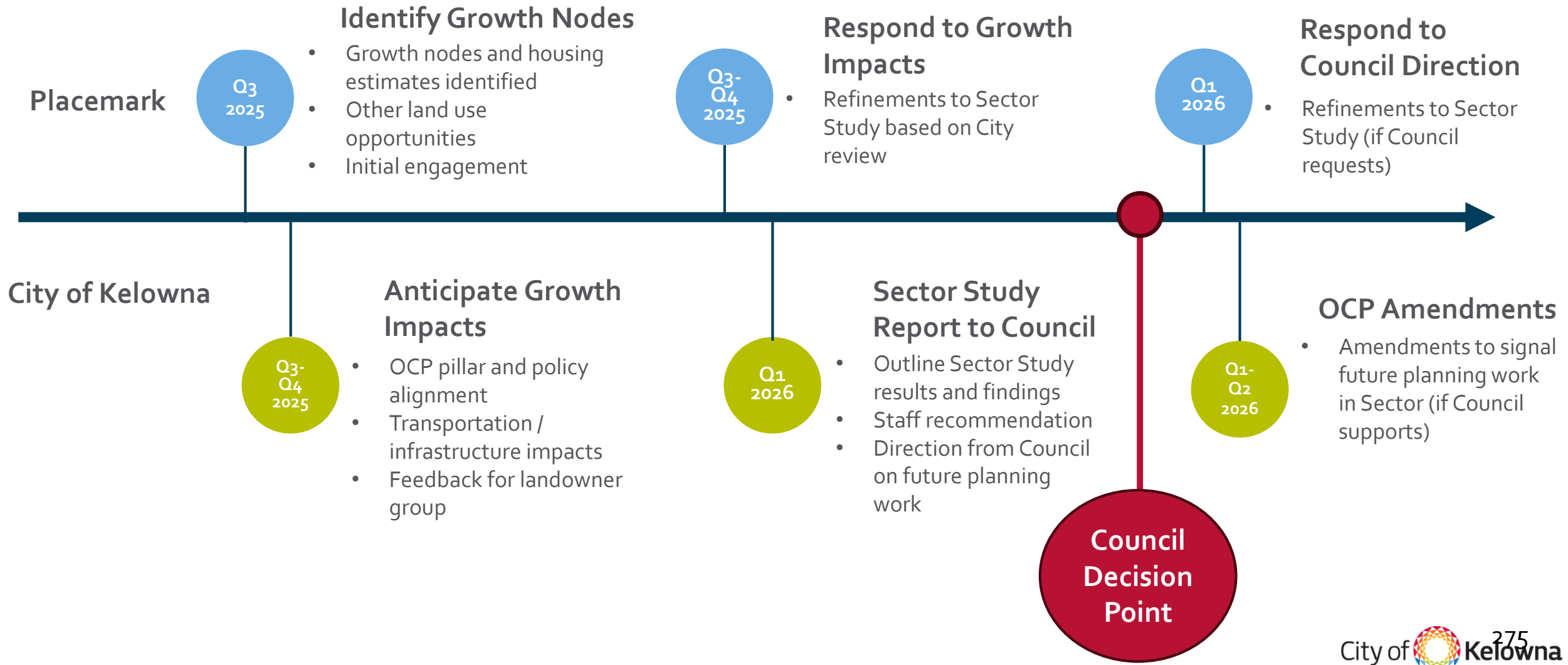
# Option #1: Accelerated Study

- Emerging trends warrant examination of Sector sooner than anticipated
- Placemark to resource to assist with staffing implications
- Council to provide direction on future planning work at end of Study





# Option #1: Accelerated Study



# Option #2: Existing OCP Timing

- Examine Sector alongside future OCP Review (2027 at the earliest)
- Resourcing to come through future budget process
- Process would be developed at outset of OCP review





# Staff Resourcing

- Accelerated Study will impact existing projects
- Impacts can be mitigated with high level scope and with resourcing to assist from consulting team





# Staff Recommendation

- *THAT Council direct staff to initiate the North Glenmore Sector Study, as outlined in Option 1 in the report dated May 26, 2025.*





# North Glenmore Sector Study

Long Range Planning

May 26, 2025

# Report to Council



**Date:** May 26, 2025  
**To:** Council  
**From:** City Manager  
**Subject:** Revitalization Tax Exemption – Program Updates  
**Department:** Housing Policy & Programs

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## **Recommendation:**

THAT Council receives, for information, the report from the Housing Policy and Programs Department dated May 26, 2024, with respect to amendments to the Revitalization Tax Exemption Program Bylaw No. 12561;

AND THAT Bylaw No. 12758 being Amendment No. 3 to the Revitalization Tax Exemption Program Bylaw No. 12561 be advanced for reading consideration;

AND THAT Bylaw No. 12777 being Amendment No. 4 to the Revitalization Tax Exemption Program Bylaw No. 12561 be advanced for reading consideration;

## **Purpose:**

To consider amendments to the Revitalization Tax Exemption Program Bylaw No. 12561.

## **Council Priority Alignment:**

Affordable Housing

## **Background:**

The Housing Action Plan (HAP) aims to address the community's pressing housing challenges across the interconnected segments of the housing system, referred to as the Housing Wheelhouse. Improvements in any segment of the Wheelhouse benefit the housing system as a whole. 26 individual actions have been identified as part of the HAP, including revising rental housing tax exemptions (Action 2.4).

The Revitalization Tax Exemption (RTE) program provides tax exemptions for purpose-built rental housing. Eligible projects can receive a tax exemption on the municipal portion of property tax attributable to the increase in property value resulting from development of a property for 10 years. When the City grants an RTE for purpose-built rental housing, the Province also exempts the School Tax portion of property tax.



The aim of the RTE program is to meet the demand for rental housing by encouraging development of purpose-built rental housing projects. It supports the financial viability of rental projects by reducing operating costs for the first 10 years of the lifecycle of a rental project.

#### *Previous Council Resolution*

On April 7, 2025, [Council considered a report](#) providing an update on the Revitalization Tax Exemption (RTE) Program, including data regarding RTE applications received since the current RTE Bylaw was adopted in August 2023. Additionally, the report provided recommendations to update the proposed program. After consideration, Council deferred consideration of the associated bylaws.

Resolution	Date
THAT consideration of agenda items 6.4, 6.5, and 6.6 be deferred to a later date.	April 7, 2025

#### **Discussion:**

Staff recommend several changes to the proposed RTE program as outlined below. The proposed changes align with the City's Official Community Plan and are an identified action in the Housing Action Plan.

As a result of previous Council consideration of the proposed RTE program updates, staff have removed the recommendation to suspend RTEs when the vacancy rate exceeds a certain threshold. Staff will continue to monitor the rental housing market to determine the effectiveness of the City's development incentives and provide annual updates to Council.

#### Proposed Program Updates:

##### *1. Eligibility for co-operative housing*

It is proposed to add co-operative housing as an additional form of tenure that would be eligible for a tax exemption to help encourage new construction of this housing type. Co-op housing provides an alternative housing tenure which can provide long-term affordability, as without a profit motive, housing costs tend to be cheaper than comparable private market rentals. Staff are aware of three existing housing co-operatives in Kelowna consisting of 146 units. The most recent was constructed in 2001.

This change aligns with OCP Policy which encourages promoting underrepresented forms of tenure like co-ops.

##### *2. Additional Support for Non-Profit Rental Housing*

It is proposed to add a tax exemption for the land value of non-profit rental housing, in addition to the existing tax exemption for the value of improvements. This is expected to provide a benefit to non-profit rental housing between 10% to 50% additional tax impact per year.

When there is a legal restriction (e.g.: Housing Agreement) registered on the title of a non-profit rental housing property, BC Assessment applies a discounted assessment value to the improvements on that property, limiting the beneficial impact of an RTE.

##### *3. Expansion of Eligibility Boundaries*

It is proposed to increase the eligibility boundaries to the entire Permanent Growth Boundary. Currently, RTEs are limited to the City's Core Area and the University Village Centre.

Expanding the boundaries of the RTE program would incentivize rental housing projects in portions of the City that are not currently eligible, but are designated for multi-unit residential development, such as the Ponds Village Centre, Black Mountain Village Centre, Wilden, and McKinley Beach. These areas typically do not have many rental housing options. Despite the boundary expansion, as portions of the City outside the Core Area are generally not 'pre-zoned' for multi-unit residential development, Council approval would still be required through a rezoning process to the appropriate zone and associated Rental Only subzone.

#### Additional Amendment

In addition to the general changes to the RTE program, it is proposed to add a transitional provision to allow a project that already has an Occupancy Permit to apply for an RTE. The developer of that project has raised concerns about communication issues with the City that did not allow them to submit an application at the appropriate time. If the bylaw changes are approved, the specific application would be considered on its own merits once an application has been received.

#### **Considerations applicable to this report:**

##### ***Legal/Statutory Authority:***

*Community Charter*, Division 7 – Permissive Exemptions

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

Pursuant to section 226(1)(6) of the *Community Charter*, a Revitalization Tax Exemption Program Bylaw may only be adopted after:

- public notice has been given in accordance with section 227 of the *Community Charter*; and
- Council has considered the bylaw in conjunction with the objectives and policies set out in Schedule B - Property Tax Exemptions of the Five-Year Financial Plan Bylaw.

Staff have reviewed the Five-Year Financial Plan Bylaw and advise that the proposed amendments are consistent with the objectives and policies set out therein. Should the proposed amendments receive reading consideration, staff will ensure that the required public notification process is completed before the bylaws are brought forward for final adoption.

##### ***Existing Policy:***

#### 1.1 Official Community Plan (OCP)

<b>Objective 4.12 Increase the diversity of housing types and tenures to create inclusive, affordable and complete Urban Centres.</b>	
Policy 4.12.3 Diverse Housing Tenures	Encourage a range of rental and ownership tenures that support a variety of households, income levels and life stages. Promote underrepresented forms of tenure, including but not limited to co-housing, fee-simple row housing, co-ops, and rent-to-own.
<b>Objective 5.11 Increase the diversity of housing forms and tenure to create an inclusive, affordable and complete Core Area.</b>	
Policy 5.11.2 Diverse Housing Tenures	Encourage a range of rental and ownership tenures that support a variety of households, income levels and life stages. Promote underrepresented forms of tenure, including but not limited to co-housing, fee-simple row housing, co-ops, and rent-to-own.

<b>Objective 6.9 Encourage housing forms that support students, faculty and staff of nearby employment centres.</b>	
Policy 6.9.2 Range of Housing Tenures	Support a range of rental and ownership tenures that support a variety of households and income levels. In addition, support underrepresented forms of tenure, including but not limited to co-housing, fee-simple row housing, co-ops, and rent-to own.
<b>Objective 6.10 Prioritize the construction of purpose-built rental housing.</b>	
Policy 6.10.1 Housing Tenure Diversity	Support the development of rental housing in the Gateway District, within UBCO and the University South Village Centre.

## 1.2 Housing Action Plan

2.4		<b>Revise rental housing tax exemptions:</b> the City of Kelowna provides a 100 percent municipal tax exemption on the “revitalization amount” for ten years for new purpose-built rental housing. This exemption is part of a larger revitalization tax exemption program. The City is looking to expand this exemption to: <ul style="list-style-type: none"> <li>• Include other forms of tenures that support long-term affordability, including co-operative rental housing;</li> <li>• Include areas of the City outside of the Core Area and Village Centres; and</li> <li>• Include an exemption for land value for affordable housing projects.</li> </ul>	Housing with Supports: <ul style="list-style-type: none"> <li>• Long-Term Supportive Housing</li> <li>• Subsidized Rental Housing</li> </ul> Market Housing: <ul style="list-style-type: none"> <li>• Rental Housing</li> </ul>
Direct Action			

### ***Financial/Budgetary Considerations:***

The total estimated tax impact of the RTE program for the 2025 fiscal year is \$3.768 million, and \$4.043 million for 2026. This estimate does not include any of the expansions to the program described in this report.

The proposed expansion of the program is expected to increase uptake and add additional impact to taxation:

- *Eligibility of co-operative housing:* While an RTE may help incentivize new co-operative housing, significant uptake of RTEs for co-operative housing is not expected given that the most recent co-operative housing project in Kelowna was constructed greater than 20 years ago. This would limit the financial impact of the expanded program. While there are groups interested in the development of co-operative housing in the Okanagan, staff are not aware of new co-operative housing projects that are close to an application at this time.
- *Additional support for non-profit rental housing:* The additional tax impact of exempting the value of land for non-profit rental housing varies on a case-by-case basis, but would likely vary between an additional 10% and 50% depending on the specific development.
- *Expansion of eligibility boundaries:* Development of multi-unit residential rental projects outside of the Core Area is limited given that very little land is designated in the OCP for this purpose. Only one rental housing project containing 164 units has been approved outside of the current eligibility boundaries since the current OCP was adopted on January 10, 2022. Two projects containing 190 units outside of the eligibility boundaries are currently in-stream. Staff are aware of forthcoming



projects in the Black Mountain and Dilworth areas that may be eligible (pending Council approval) and consist of 1,000+ additional units, but uptake would be expected over an extended period of time.

The following four years will see some RTEs expiring, at an estimated total of \$950,486 in tax relief on an ongoing basis:

- 2025 - \$42,715
- 2026 - \$23,459
- 2027 - \$174,835
- 2028 - \$709,477

**Considerations not applicable to this report:**

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

***Consultation and Engagement:***

***Communications Comments:***

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

**Approved for inclusion:** J. Moore, Housing Policy & Programs Manager  
R. Smith, Divisional Director, Planning, Climate Action & Development Services

**Attachments:**

Schedule A: Proposed Text Amendments – Program Updates

Schedule B: Proposed Text Amendments – Additional Amendment

## Schedule A – Proposed Text Amendment – Program Updates

No.	Section	Current Wording	Proposed Wording	Reason for Change
1.	Preamble	<p>AND WHEREAS Council wishes that the following objectives of the program must be known:</p> <ul style="list-style-type: none"> <li>To incentivize new commercial developments within urban centres to sustain and enhance the existing commercial centres, reduce greenhouse gas emissions associated with transportation, promote healthy and pedestrian-oriented lifestyles, increase the attractiveness of these locations to existing and potential residents, and to promote a high standard of urban design within urban centres;</li> <li><del>To incentivize construction of new Purpose-Built Rental Housing within Kelowna’s Core Area and identified Village Centres;</del></li> </ul>	<p>AND WHEREAS Council wishes that the following objectives of the program must be known:</p> <ul style="list-style-type: none"> <li>To incentivize new commercial developments within urban centres to sustain and enhance the existing commercial centres, reduce greenhouse gas emissions associated with transportation, promote healthy and pedestrian-oriented lifestyles, increase the attractiveness of these locations to existing and potential residents, and to promote a high standard of urban design within urban centres;</li> <li><u>To incentivize construction of new Purpose-Built Rental Housing, Non-Profit Rental Housing and Co-Operative Housing within Kelowna’s Permanent Growth Boundary;</u></li> </ul>	To expand the objectives of the program to recognize the objective of incentivizing housing within the entire Permanent Growth Boundary.
2.	Section 4 – Definitions, 4.1	“Agreement” means a Revitalization Tax Exemption Agreement between the owner of a Parcel and the City, <del>substantially in the format of and with the content of Schedule “B”.</del>	“Agreement” means a Revitalization Tax Exemption Agreement between the owner of a Parcel and the City.	To delete the reference to Schedule B.
3.	Section 4 – Definitions, 4.1	N/A	“Co-operative Housing” means a project with five or more Dwelling Units that is owned by a legal association incorporated under the <i>Cooperative Association Act</i> .	To add a definition for Co-Operative Housing.
4.	Section 4 – Definitions, 4.1	N/A	“Non-Profit Rental Housing” means a project with five or more Dwelling Units that is owned and operated by a non-profit housing provider, local government, or the Provincial Rental Housing Corporation (BC Housing).	To add a definition for Non-Profit Rental Housing.
5.	Section 4 – Definitions, 4.1	“Purpose-Built Rental Housing” means a project with five or more Dwelling Units that are intended to be used for rental housing. Purpose-built rental housing <del>meets an identified need for housing in the City and does not include buildings that are stratified, except those stratified buildings that are subject to operating agreements with the Provincial Rental Housing Corporation.</del>	“Purpose-Built Rental Housing” means a project with five or more Dwelling Units that are intended to be used for rental housing. Purpose-built rental housing does not include buildings that are stratified.	To amend the definition of Purpose-Built Rental Housing to recognize that the requirement for the Rental Only subzone does not allow stratified dwelling units to receive tax exemptions.
6.	Section 4 – Definitions, 4.1	N/A	“Land” will have the same meaning as set out in the <i>Assessment Act</i> .	To add a definition for land.
7.	Section 4 – Definitions, 4.1	N/A	“Land Amount” means the municipal portion of property tax calculated in relation to the assessed value of the land on the property.	To add a definition for property tax based on land value.

No.	Section	Current Wording	Proposed Wording	Reason for Change
8.	Section 5 – Eligibility, 5.1, 5.1.5	5.1.5 the property must be located in a Revitalization Area shown on Schedule “A”.	5.1.5 the property must be located <u>within the Permanent Growth Boundary as shown on Map 3.1 of Kelowna 2040 - Official Community Plan Bylaw No. 12300, as amended from time to time;</u>	To expand the eligibility boundary to the entire Permanent Growth Boundary.
9.	Section 6 – Extent, Amounts, and Maximum Term of Tax Exemptions Available, 6.1, 6.1.4	6.1.4 For Purpose-Built Rental Housing Projects <del>within the Core Area, Glenmore Valley Village Centre and University South Village Centre as shown in Schedule “A”</del> , 100% of the Revitalization Amount on the parcel which can be attributed to residential land uses.	6.1.4 For Purpose-Built Rental Housing Projects <u>and Co-Operative Housing Projects</u> , 100% of the Revitalization Amount on the parcel which can be attributed to residential land uses.	To add Co-Operative Housing and to remove the boundary restriction for Purpose-Built Rental Housing.
10.	Section 6 – Extent, Amounts, and Maximum Term of Tax Exemptions Available, 6.1	N/A	6.1.5 For Non-Profit Rental Housing projects, 100% of the Revitalization Amount on the parcel which can be attributed to residential land uses and 100% of the Land Amount.	To add a tax exemption amount for non-profit rental housing projects that includes the Revitalization Amount and Land Amount.
11.	Section 7 – Making Application, 7.3	7.3.5 Signed Agreement ( <del>Schedule B</del> ) completed with project specific details in executable form;	7.3.5 Signed Agreement completed with project specific details in executable form;	To remove a reference to Schedule B.
12.	Section 8 – Other Provisions	<del>8.1 A Project which falls under Section 6.1.4 is required to have zoning for rental only tenure for the Property.</del>	8.1 A Purpose-Built Rental Housing project which falls under Section 6.1.4 or Non-Profit Rental Housing which falls under Section 6.1.5, is required to have zoning for rental-only tenure for the property.	To clarify that Purpose-Built Rental Housing and Non-Profit Rental Housing projects require rental-only tenure zoning, but Co-Operative Housing projects do not.
13.	Section 8 – Other Provisions	<del>8.3 Notwithstanding section 8.1 of this bylaw, an Agreement that was approved prior to May 27, 2024 may be amended and executed provided that the Agreement complies with all other provisions of this bylaw. This transitional provision remains in effect until December 31, 2024.</del>	N/A	To remove grandfathering provisions that are no longer in effect.
14.	Schedule B	See <a href="#">Schedule B</a> .	N/A	To delete Schedule B and renumber subsequent sections so that the that the agreement template can be edited without a bylaw amendment.



**SCHEDULE "B"**  
**Revitalization Tax Exemption Agreement**

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ is

**BETWEEN:-**

~~[Company Name]~~  
~~[Company Address 1]~~  
~~[Company Address 2]~~  
~~[Company Address 3]~~

(the "Owner")

**AND:-**

**CITY OF KELOWNA**  
~~1435 Water Street,~~  
~~Kelowna, B.C.~~  
~~V1Y 1J4~~

(the "City")

**GIVEN THAT:-**

A. ~~The Owner is the registered owner in fee simple of lands in the City of Kelowna at [insert civic address] legally described as [insert legal description] (the "Parcel");~~

B. ~~Council has established a revitalization tax exemption program and has included within the Revitalization Tax Exemption Program Bylaw No. 12561 the designation of areas which include the Parcel as a revitalization area; and~~

C. ~~The Owner proposes to construct new improvements [for alter existing improvements] on the Parcel as described in Appendix "A" attached to and forming part of this agreement (the "Project") and has applied to the City to take part in the revitalization tax exemption program in respect of the Project and the City has agreed to accept the Project under the program;~~

THIS AGREEMENT is evidence that in consideration of the promises exchanged below, the Owner and the City covenant and agree each with the other as follows:-

1. ~~**The Project** the Owner will use its best efforts to ensure that the Project is constructed, maintained, operated and used in a fashion that will be consistent with and will foster the objectives of the revitalization tax exemption program, as outlined in the "City of Kelowna Revitalization Tax Exemption Program Bylaw No. 12561" (the "Bylaw"). Without limiting the generality of the foregoing, the Owner covenants to use its best efforts to ensure that the Project will include the following:-~~

a. ~~[insert project details (type, size, number of units, etc)]:-~~

2. ~~**Operation and Maintenance of the Project** throughout the term of this agreement, the Owner shall operate, repair and maintain the Project and will keep the Project in a state of good repair as a prudent owner would do.~~

3. ~~**Revitalization Amount** In this agreement, "Revitalization Amount" means the municipal portion of property tax calculated in relation to the increase in the assessed value of improvements on the Parcel resulting from the construction of the Project as described in section 1;~~

4. ~~**Revitalization Tax Exemption** subject to fulfilment of the conditions set out in this agreement and in the Bylaw, the City shall issue a revitalization tax exemption certificate (the "Tax Exemption Certificate") to the British Columbia Assessment Authority entitling the Owner to a property tax exemption in respect of the property taxes due (not~~

including local service taxes) in relation to the Revitalization Amount on the Parcel (the "Tax Exemption") for the calendar year(s) set out in the Tax Exemption Certificate.

5. **Conditions** the following conditions shall be fulfilled before the City will issue a Tax Exemption Certificate to the Owner in respect of the Project:

a. The Owner must complete or cause to be completed construction of the Project in a good and workmanlike fashion and in strict compliance with the building permit and the plans and specifications attached hereto as Appendix "A";

b. The Owner must submit a copy of the Occupancy Permit and Title Certificate dated within 30 days to the City of Kelowna within 48 months from the date the Agreement is executed.

6. **Calculation of Revitalization Tax Exemption** the amount of the Tax Exemption shall be equal to *[choose appropriate option from below based on parcel location, insert applicable wording, and delete remaining]*:

a. For "Tax Incentive Area 1," 100% of the Revitalization Amount on the parcel which can be attributed to a commercial land use.

b. For "Tax Incentive Area 2,"

a. 100% of the Revitalization Amount on the parcel, for a project with a minimum floor area of 3,716 m<sup>2</sup> (40,000 sq. ft.) or greater which can be attributed to a commercial land use; or

b. 50% of Revitalization Amount on the parcel which can be attributed to a commercial land use, for a project with a floor area of less than 3,716 m<sup>2</sup> (40,000 sq. ft.).

c. For "Tax Incentive Area 3," 100% of the Revitalization Amount on the Parcel which can be attributed to a commercial land use.

d. For Purpose Built Rental Housing Projects within the Core Area, Glenmore Valley Village Centre and University South Village Centre as identified in Schedule A, 100% of the Revitalization Amount on the parcel which can be attributed to residential land uses.

7. **Term of Tax Exemption** provided the requirements of this agreement, and of the Bylaw, are met the Tax Exemption shall be for 10 years after the BC Assessment Authority validates the Tax Exemption Certificate issued by the City of Kelowna's Revenue Branch.

8. **Compliance with Laws** the Owner shall construct the Project and, at all times during the term of the Tax Exemption, use and occupy the Parcel and the Project in compliance with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or municipal laws or statutes or bylaws, including all the rules regulations policies guidelines criteria or the like made under or pursuant to any such laws.

9. **Effect of Stratification** if the Owner stratifies the Parcel under the Strata Property Act, then the Tax Exemption shall be prorated among the strata lots in accordance with the unit entitlement of each strata lot for:

a. the current and each subsequent tax year during the currency of this agreement if the strata plan is accepted for registration at the Land Title Office before May 1; or

b. for the next calendar year and each subsequent tax year during the currency of this agreement if the strata plan is accepted for registration at the Land Title Office after May 1;

so long as, if the Project is the subject of an operating agreement between the Owner and the Provincial Rental Housing Corporation, the Owner is in compliance with the operating agreement. The Owner agrees to provide written confirmation to the City regarding the Owner's compliance with the said operating agreement, satisfactory to the City, upon the City's reasonable inquiry.

~~10. **Termination of the agreement**—the revitalization tax exemption agreement will be valid for 48 months from the date the agreement is executed. If the conditions for issuance of a Tax Exemption Certificate have not been met during this term, the owner may request a renewal term to this agreement or the agreement will be terminated.~~

~~11. **Cancellation**—the City may in its sole discretion cancel the Tax Exemption Certificate:~~

~~a. on the written request of the Owner;~~

~~b. effective immediately upon delivery of a notice of cancellation to the Owner if at any time any of the conditions in the Tax Exemption Certificate are not met; or~~

~~c. If the Owner is subject to an operating agreement with the Provincial Rental Housing Corporation and is not in compliance with the operating agreement.~~

~~If such cancellation occurs, the Owner of the Parcel for which the Tax Exemption Certificate was issued will remit to the City an amount equal to the value of any Tax Exemption received in respect of a period falling after the date of the cancellation of the Tax Exemption Certificate.~~

~~12. **No Refund**—for greater certainty, under no circumstances will the Owner be entitled under the City's revitalization tax exemption program to any cash credit, any carry forward tax exemption credit or any refund for any property taxes paid.~~

~~13. **Notices**—any notice or other writing required or permitted to be given hereunder or for the purposes hereof to any party shall be sufficiently given if delivered by hand or posted on the Parcel, or if sent by prepaid registered mail (Express Post) to such party:~~

~~a. in the case of a notice to the City, at:~~

~~THE CITY OF KELOWNA~~

~~1435 Water Street,~~

~~Kelowna, B.C.~~

~~V1Y 1J4~~

~~Attention: Divisional Direction, Planning & Development Services~~

~~b. in the case of a notice to the Owner, at:~~

~~[Insert name and address of owner]~~

~~Attention:~~

~~Phone:~~

~~Email:~~

~~Or at such other address as the party to whom such notice or other writing is to be given shall have last notified the party giving the same.~~

~~14. **No Assignment**—the Owner shall not assign its interest in this agreement except to a subsequent owner in fee simple of the Parcel.~~

~~15. **Severance**—if any portion of this agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this agreement.~~

~~16. **Interpretation**—wherever the singular or masculine is used in this agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.~~

~~17. **Further Assurances**—the parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this agreement.~~



~~18. **Waiver**—waiver by the City of a default by the Owner shall be in writing and shall not be deemed to be a waiver of any subsequent or other default.~~

~~19. **Powers Preserved**—this agreement does not:~~

- ~~a. Affect or limit the discretion, rights or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Parcel;~~
- ~~b. Affect or limit any enactment relating to the use or subdivision of the Parcel; or~~
- ~~c. Relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Parcel and without limitation shall not confer directly or indirectly any exemption or right of set off from development cost charges, connection charges, application fees, user fees or other rates, levies or charges payable under any bylaw of the City.~~

~~20. **Reference**—every reference to each party is deemed to include the heirs, executors, administrators, personal representatives, successors, assigns, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or allows.~~

~~21. **Enurement**—this agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.~~

~~22. The maximum Revitalization Tax Exemption authorized by this agreement must not exceed the Revitalization Amount on the Property between:~~

- ~~a. the calendar year before the construction or alteration began, as outlined under Section 1 of this agreement; and~~
- ~~a. the calendar year in which the construction or alteration, as outlined under Section 1 of this agreement, is completed.~~

~~23. The Property's assessed value of improvements must not be reduced below the amount assessed in the calendar year prior to construction or alteration, as a result of the Revitalization Tax Exemption.~~

IN WITNESS WHEREOF the parties hereto have executed this agreement as of the day and year first above written.

Executed by the CITY OF KELOWNA by  
Its authorized signatories:

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_  
Position \_\_\_\_\_ Position \_\_\_\_\_

Executed by \_\_\_\_\_ by its Authorized signatories:

\_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Position \_\_\_\_\_

Appendix "A": Plans and Specifications

Schedule B – Proposed Text Amendment – Additional Amendment

No.	Section	Current Wording	Proposed Wording	Reason for Change
1.	Section 5 – Eligibility	N/A	5.3 Notwithstanding Section 5.2.4 above, a Project for which an Occupancy Permit has been issued in accordance with City of Kelowna Building Bylaw Noo. 7245 is eligible for a Tax Exemption provide that the Occupancy Permit was issued between February 1 and August 31, 2023. This transitional provision applies only to Projects for which a complete Tax Exemption application is received by the City prior to October 1, 2025.	To add a transitional provision to allow a project that has previously received an Occupancy Permit to apply for a tax exemption.
2.	Section 8 – Other Provisions	N/A	8.4 Notwithstanding Section 8.1 of this bylaw, a Project to which Sections 5.3 and 6.1.4 apply and for which an Occupancy Permit has been issued in accordance with City of Kelowna Building Bylaw No. 7245 between February 1 and August 31, 2023 is not required to have zoning for rental-only tenure, but is instead required to enter into a housing agreement with the City.	To add a transitional provision to allow a project that has previously received an Occupancy Permit to apply for a tax exemption.

# Revitalization Tax Exemption Program Updates

Housing Policy & Programs

May 26, 2025





# Purpose

To consider amendments to the Revitalization Tax Exemption Program Bylaw No. 12561.

# Background

- April 7, 2025 – Staff brought forward program updates to Revitalization Tax Exemption Program Bylaw
  - Data on RTE applications received
  - Bylaw changes
- Council deferred consideration until later date
- Rental vacancy restriction removed:



Suspend RTE program at 4% vacancy rate

# Revitalization Tax Exemption (RTE) Program



Provides tax exemptions for purpose-built rental housing



10-year exemption on municipal portion of property tax attributable to increase in property value resulting from development



Intended to encourage Purpose-Built Rental Housing by reducing operating costs for first 10 years of the lifecycle of the project



# Proposed Changes



Eligibility for  
co-operative  
housing



Additional  
support for  
non-profit  
rental housing



Expansion of  
eligibility  
boundaries

# Proposed Changes



## Eligibility for co-operative housing

- Alternative form of tenure that can provide long-term affordability
- Promote a tenure that has not been constructed in Kelowna since 2001
- Financial impact not expected to be significant

# Proposed Changes



## Additional support for non-profit rental housing

- Add tax exemption for the land value of non-profit rental housing
- Would provide a 10% to 50% increase in tax exemption



# Proposed Changes



## Expansion of Eligibility Boundaries

- Increase eligibility to the entire Permanent Growth Boundary
- Support rental housing projects in areas that do not have many rental housing options

# Proposed Changes

- Estimated annual tax impact of the current program is \$1.68M
- Since 2023, 10-year total value of RTE program is \$17.2M
- Financial impact will depend on future development interest outside of Core Area

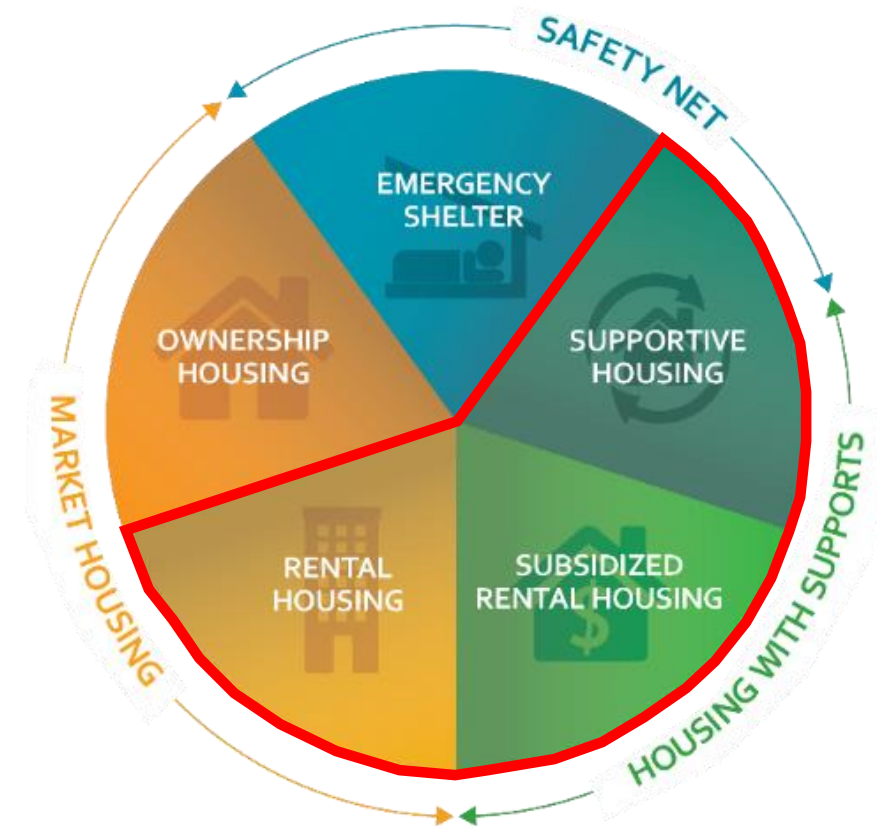
# Additional Amendment

- Addition of a transitional provision
- Allow an RTE application for a project that has already received Occupancy Permit
- Application would be considered on its own merits



# Housing Action Plan

- **Action 2.4 – Revise Rental Housing Tax Exemptions**
  - Include other tenures that support long-term affordability, including co-operative housing
  - Include areas of the City outside of the Core Area and Village Centres
  - Include an exemption for land value for affordable housing projects



# OCP Objectives & Policies

**Urban Centre** – Encourage a range of rental and ownership tenures and underrepresented forms of tenure.

**Core Area** – Encourage a range of rental and ownership tenures and underrepresented forms of tenure.

**Gateway** – Support a range of rental and ownership tenures and underrepresented forms of tenure

**Gateway**– Support the development of rental housing in the Gateway District.

# Conclusion

Staff recommend **support** for proposed changes to RTE program as it is consistent with:

- Housing Action Plan
- OCP Objectives & Policies
- Enhance long-term affordability



# CITY OF KELOWNA

## Bylaw No. 12758

### Amendment No. 3 to Revitalization Tax Exemption Program Bylaw No. 12561

---

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Revitalization Tax Exemption Program Bylaw No. 12561 be amended as follows:

1. In the **Preamble**, by **deleting** "within Kelowna's Core Area and identified Village Centres;" after "To incentivize construction of new Purpose-Built Rental Housing" and **replacing** with ", Non-Profit Rental Housing and Co-Operative Housing within Kelowna's Permanent Growth Boundary;".
2. In **Section 4.1, Agreement**, by **deleting** ", substantially in the format of and with the content of Schedule "B"".
3. In **Section 4.1, Purpose-Built Rental Housing**, by **deleting** "meets an identified need for housing in the City and does not include buildings that are stratified, except those stratified buildings that are subject to operating agreements with the Provincial Rental Housing Corporation." and **replacing** with "does not include buildings that are stratified."
4. In **Section 4.1**, by **adding** the following new definitions in the appropriate locations:
  - a) "'Co-operative Housing" means a project with five or more Dwelling Units that is owned by a legal association incorporated under the Cooperative Association Act."
  - b) "'Non-Profit Rental Housing" means a project with five or more Dwelling Units that is owned and operated by a non-profit housing provider, local government, or the Provincial Rental Housing Corporation (BC Housing)."
  - c) "'Land" has the same meaning as set out in the *Assessment Act*."
  - d) "'Land Amount" means the municipal portion of property tax calculated in relation to the assessed value of the land on the property."
5. In **Section 5.1.5**, by **deleting** "in a Revitalization Area shown on Schedule "A"." and **replacing** with "within the Permanent Growth Boundary as shown on Map 3.1 of Kelowna 2040 - Official Community Plan Bylaw No. 12300, as amended from time to time."
6. In **Section 6.1.4**, by **deleting** "within the Core Area, Glenmore Valley Village Centre and University South Village Centre as shown in Schedule "A"" and **replacing** with "and Co-Operative Housing Projects".
7. In **Section 6.1**, by **adding** the following new section in its appropriate location:

"6.1.5 For Non-Profit Rental Housing projects, 100% of the Revitalization Amount on the parcel which can be attributed to residential land uses and 100% of the Land Amount."
8. In **Section 7.3.5**, by **deleting** "(Schedule B)" after "Signed Agreement".
9. In **Section 8.1**, by **deleting** the section in its entirety and **replacing** with the following new section:

"8.1 A Purpose-Built Rental Housing project which falls under Section 6.1.4 or Non-Profit Rental Housing which falls under Section 6.1.5, is required to have zoning for rental-only tenure for the property."
10. In **Section 8.3**, by **deleting** the section in its entirety.

11. In **Schedule B** attached to and forming part of Revitalization Tax Exemption Program Bylaw No. 12561, by **deleting** the Schedule in its entirety.
12. This bylaw may be cited as "Bylaw No. 12758, being Amendment No. 3 to Revitalization Tax Exemption Program Bylaw No. 12561."
13. 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

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Mayor

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City Clerk

# CITY OF KELOWNA

## Bylaw No. 12778

### Amendment No. 4 to Revitalization Tax Exemption Program Bylaw No. 12561

---

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Revitalization Tax Exemption Program Bylaw No. 12561 be amended as follows:

1. In **Section 5 – Eligibility**, by **adding** the following new section 5.3:

“5.3 Notwithstanding Section 5.2.4 above, a Project for which an Occupancy Permit has been issued in accordance with City of Kelowna Building Bylaw No. 7245 is eligible for a Tax Exemption provided that the Occupancy Permit was issued between February 1 and August 31, 2023. This transitional provision applies only to Projects for which a complete Tax Exemption application is received by the City prior to October 1, 2025.”

2. In **Section 8 – Other Provisions**, by **adding** the following new section 8.5:

“8.5 Notwithstanding Section 8.1 of this bylaw, a Project to which Sections 5.3 and 6.1.4 apply and for which an Occupancy Permit has been issued in accordance with City of Kelowna Building Bylaw No. 7245 between February 1 and August 31, 2023 is not required to have zoning for rental-only tenure, but is instead required to enter into a housing agreement with the City.”

3. This bylaw may be cited as “Bylaw No. 12778, being Amendment No. 4 to Revitalization Tax Exemption Program Bylaw No. 12561.”
4. 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

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Mayor

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City Clerk



# Report to Council



**Date:** May 26, 2025  
**To:** Council  
**From:** City Manager  
**Subject:** First Quarter 2025 Financial Performance  
**Department:** Financial Services

---

## **Recommendation:**

THAT Council receives, for information, the First Quarter 2025 Financial Performance Report from the Financial Services Controller as a continued approach of presenting timely and relevant financial information.

## **Purpose:**

To provide Council with information summarizing the City of Kelowna's first quarter financial activity in alignment with the presentation of the 2025 Financial Plan reflecting activities through a service-based model.

## **Background:**

The Financial Services Department is committed to continuous improvement. As we navigate economic changes and a shifting macro environment, staff provide regular performance reporting throughout the year to improve governance and financial oversight. This report presents the first quarter financial performance against the budget and prior year activity.

## **Discussion:**

### Performance to date

The performance against budget, as seen in the table below, indicates that consolidated revenues and spending are trending near target, with expected variances from linear budget, largely due to business cycle and seasonal fluctuations. For example, taxation revenue collection in the first quarter is near 0%. This is an anticipated variance as taxation collection predominantly occurs in the second quarter. Capital spending is only 10% of budget as delivery of capital trends lower in the first quarter but increases in quarter 2.

Activity Ratio	Description	First Quarter Performance
Revenue to Budget	Measures revenue performance against original and amended net budget. This metric allows management/Council to identify revenue gaps or surpluses, and to adjust where required to reach financial goals.	<b>Group: Revenue</b> <ul style="list-style-type: none"> <li>➤ <b>\$62M (13%)</b> <ul style="list-style-type: none"> <li>○ <b>Top Source: Fees &amp; Charges (\$46M)</b></li> <li>○ <b>Top Service: Airport (\$15M)</b></li> </ul> </li> </ul>
Spending to Budget	Measures performance against original and amended net budget. This measure provides an indication of progress toward planned outcomes.	<b>Group: Spending</b> <ul style="list-style-type: none"> <li>➤ <b>\$92M (23%)</b> <ul style="list-style-type: none"> <li>○ <b>Top Source: Material &amp; Other (\$31M)</b></li> <li>○ <b>Top Service: Enabling Services (\$21M)</b></li> </ul> </li> </ul>
Capital Spending Burn Rate	Measures the percentage of annual capital budget being used and indicates the City's ability to deliver on its capital program.	<b>Group: Capital Projects</b> <ul style="list-style-type: none"> <li>➤ <b>\$44M (10%)</b></li> </ul>

### Risks Identified

The financial activities and progress to date have been stable and reveal no indication of potential future risks.

### Budget adjustments

First quarter budget adjustments will be presented through a separate Report to Council. This will include adjustments totaling \$3.56M with no impact to taxation demand.

### **Conclusion:**

The first quarter's financial performance reflects a positive outlook for the organization. The performance across multiple service areas demonstrates the effectiveness of our financial planning and resource allocation strategies.

### **Internal Circulation:**

Financial Planning Manager

### **Considerations not applicable to this report:**

Legal/Statutory Authority  
 Legal/Statutory Procedural Requirements  
 Existing Policy  
 Financial/Budgetary Considerations  
 Consultation and Engagement  
 Communications Comments

**Submitted by:** M. Friesen, Controller, Financial Services

**Approved for inclusion:** M. Warrender, Deputy Chief Financial Officer, Financial Services

cc: J. Sass, General Manager, Corporate Services Division



# 2025 First Quarter Financial Performance

May 26, 2025



# Purpose

Present first quarter 2025  
financial performance:

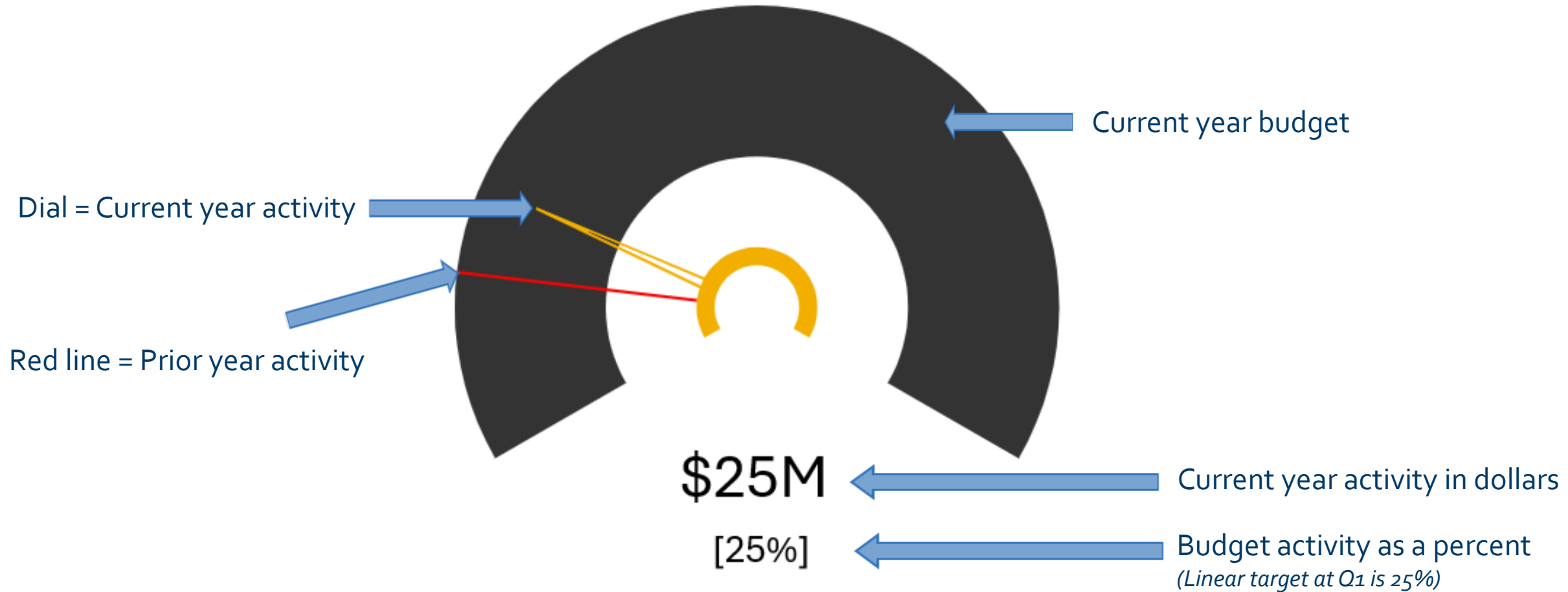
- Source
- Service Area
- Capital Projects

Performance summary

Budget adjustments



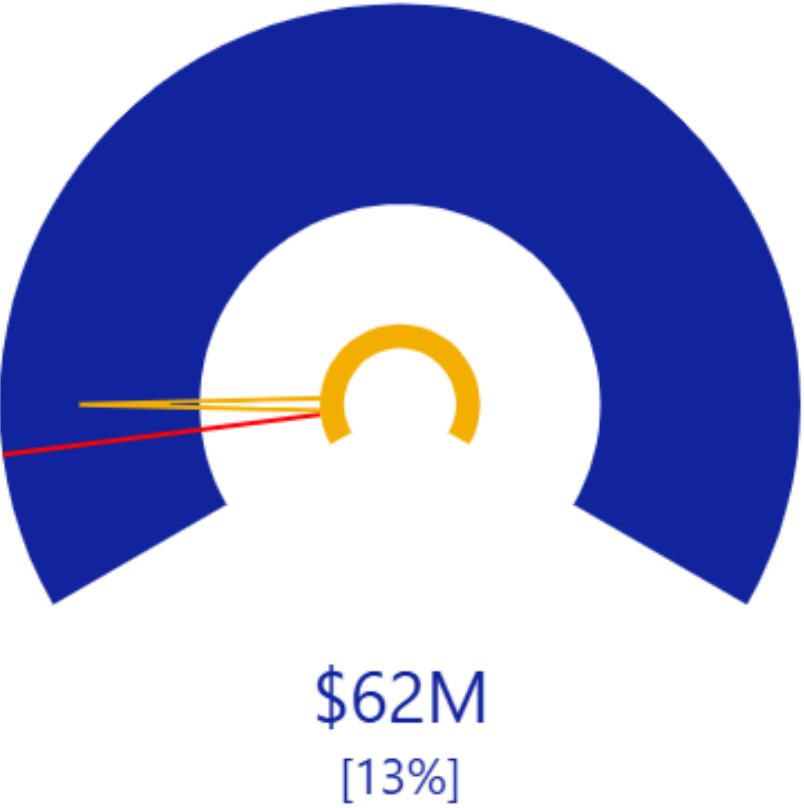
# Graphic explanation



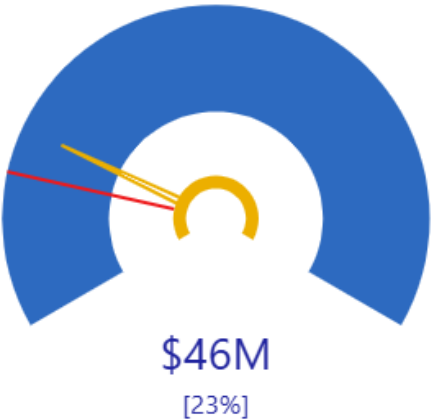


# Revenue by Source *On Target*

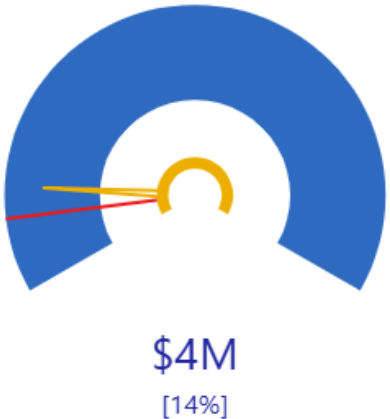
## Revenue to Budget



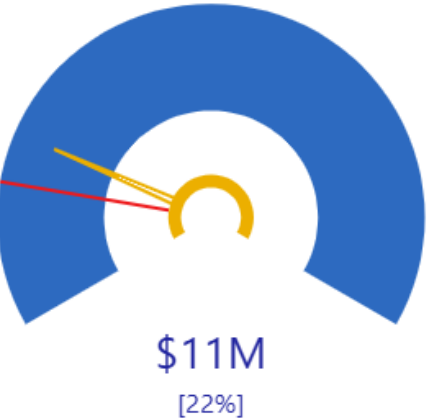
### Fees and Charges



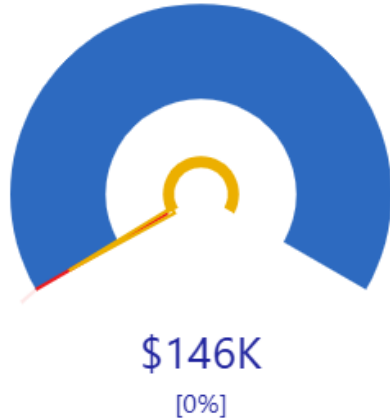
### Grants



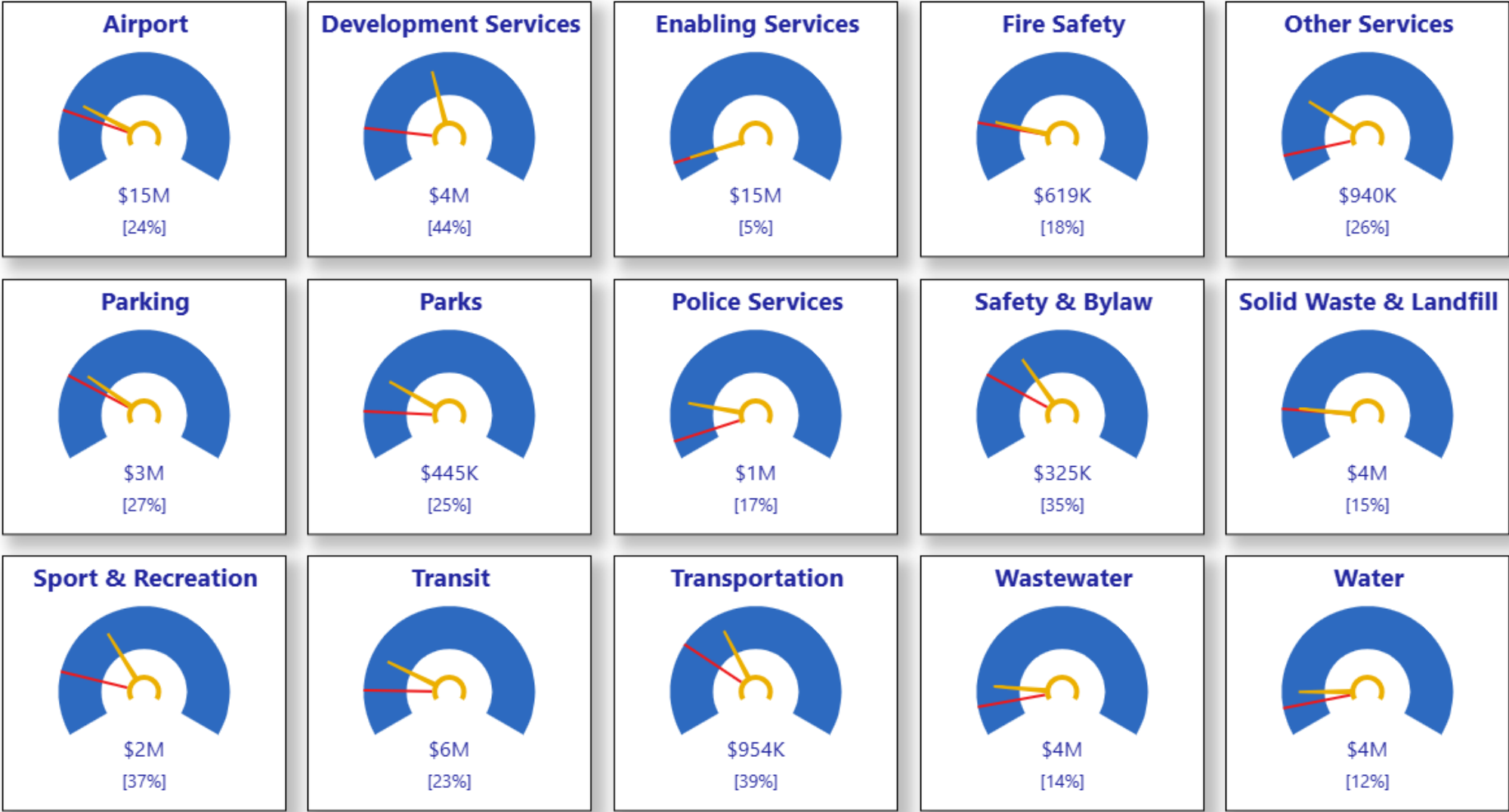
### Investment & Other



### Property & Parcel Tax



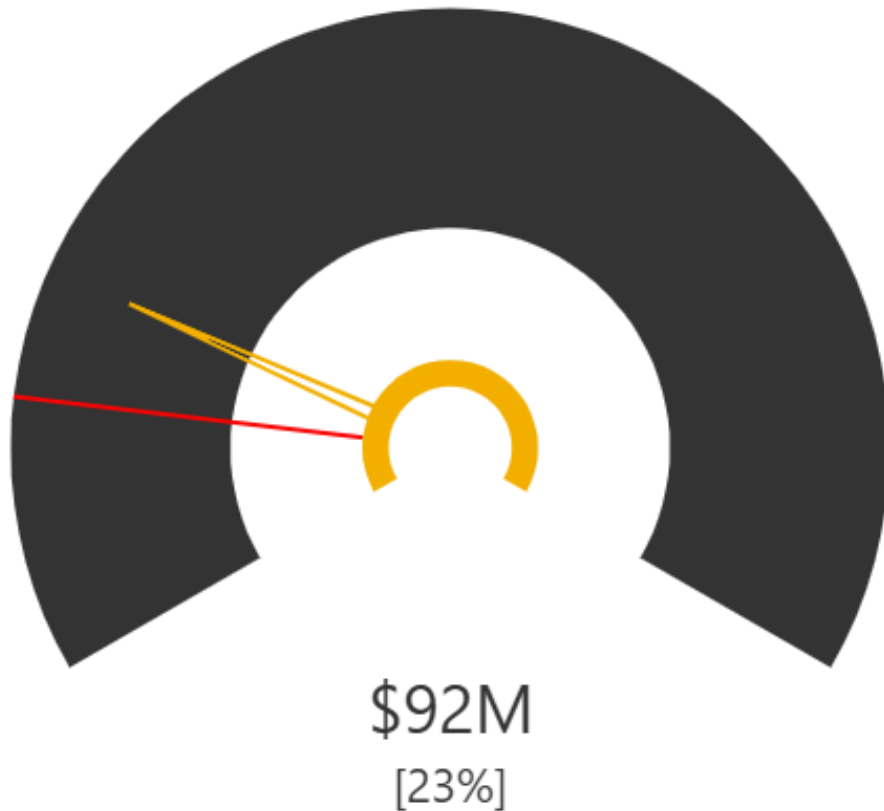
# Revenue by Service



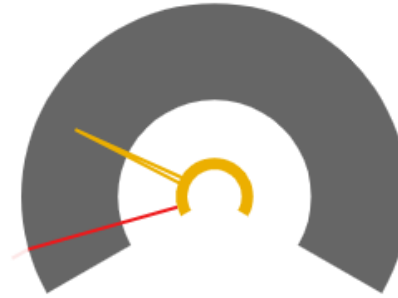
Other Services: Arts & Culture, Community Development, Development Planning, Governance & Leadership, Partnerships & Relationships and Stormwater.  
Exclusions: Capital and Transfers.

# Spending by Source *On Target*

## Spending to Budget



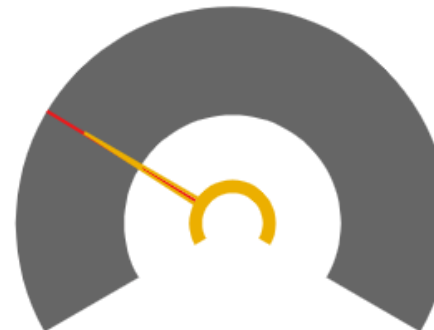
### Contract Services



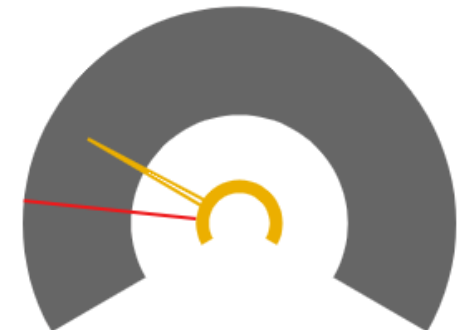
### Salaries & Wages



### Debt Services

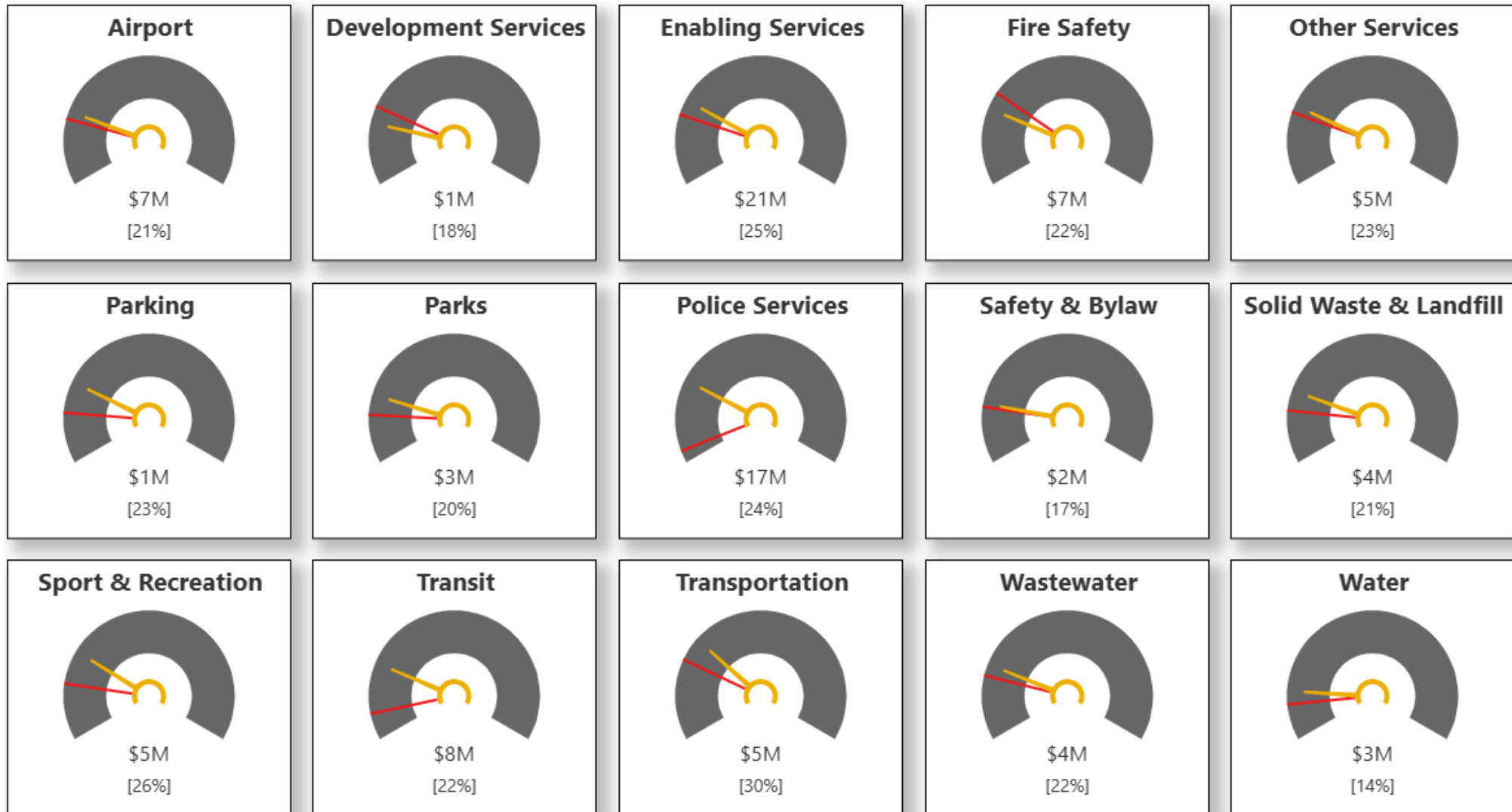


### Material & Other





# Spending by Service



*Other Services: Arts & Culture, Community Development, Development Planning, Governance & Leadership, Partnerships & Relationships and Stormwater.  
Exclusions: Capital and Transfers.*

# Capital Budget Analysis



# Performance Summary

## Actual activity

- Income streams are diversified in support of our City's economic resilience
- Revenues and expenses are up over the prior year, as budgeted

## Budget utilization

- Trending similar to the prior year
- Operational budget utilization is on target with expected timing variances
- Capital projects are underway



# Budget Adjustments

First quarter budget adjustments for \$3.56M do not impact the approved taxation demand.

A separate Report to Council will detail the quarter one budget adjustments.



# Report to Council



**Date:** May 26, 2025  
**To:** Council  
**From:** City Manager  
**Subject:** Q1 Amendment to the 2025 Financial Plan  
**Department:** Financial Services

---

## **Recommendation:**

THAT Council receives, for information, the Report from Financial Services dated May 26, 2025 with respect to quarter one amendments to the 2025 Financial Plan;

AND THAT the 2025 Financial Plan be amended to include budget amendments detailed in this report.

## **Purpose:**

To amend the 2025 Financial Plan to include quarter one budget changes outlined in this report.

## **Background:**

Budget amendments and transfers are changes to the annual budget that reflect new or updated information, circumstances, or priorities and are frequently required after the City's Financial Plan has been approved by Council. Reasons for amendments vary and may include confirmed grant funding, emergent events, new Council-directed initiatives, new legislation or regulations, and when unforeseen expenditures are deemed necessary but were not included in the approved Financial Plan.

Budget amendments and transfers are permitted under section 165(1) of the Community Charter (Financial Management). The amendments in all cases do not impact the approved taxation demand but rather result in a shift of funding from one source to another and/or shifts in expenditures within, or from one municipal purpose area to another. Budget transfers and amendments included in the amended financial plan are permitted under Council Policies #262 Financial Plan Amendment Policy, and #261 Financial Plan Transfer Policy.

## **Discussion:**

The following are transfers and amendments recommended for quarter one of 2025.



*Community Development:*

Local Government Climate Action Plan (LGCAP) Initiatives: In 2022, the provincial government introduced the LGCAP to provide predictable, stable, and flexible funding for local governments to use on projects that support climate actions that prepare communities for a changing climate and reduce greenhouse gas (GHG) emissions. Funds were disbursed from the provincial government on an annual basis beginning in 2022, and a lump sum amount was received in 2024 for the 2024 - 2026 years. Total planned initiatives for 2025 total \$1.27M. Initiatives include the top-up of rebates provided in conjunction with the CleanBC and FortisBC rebate programs (\$805k), and upgrading to two electric ice resurfacing machines at Prospera Place (\$100k). The remaining \$362.5k will fund several smaller initiatives that have been identified as meeting the LGCAP program guidelines.

*Enabling Services:*

Housing Capacity Fund (HCF): In 2024 the City was awarded \$846k from the Province of BC to support activities or projects to meet the new housing legislative requirements of Bills 44 and 47 (Housing Statutes (Residential Development) Amendment Act and Housing Statutes (Transit-Oriented Areas) Amendment Act, respectively). To date, \$130k has been allocated to various projects. Budget of \$716k is requested to fund additional work that has been identified to be completed in 2025. These initiatives include updating the Official Community Plan, as well as associated plans and bylaws, and community engagement to educate residents about what they can expect as a result of the new requirements from the provincial government.

*Parks:*

Access for All Improvement (Strathcona Park): The City of Kelowna received funding from the Kiwanis Legacy Fund Grant to support the Access for All Improvements to Strathcona Park, and advance project completion in 2025. Additional budget of \$348k is requested, funded from a redeployment of \$125k from Partnerships & Investments, and the Kiwanis Legacy Fund Grant of \$223k to supplement the existing \$250k budget. Total project costs will be \$598k.

Christmas Tree Replacement: Budget of \$300k is requested, funded from reserves, for the acquisition and delivery of two new 40 ft artificial trees to replace the current ageing 24ft trees displayed at Stuart Park and Rutland Centennial Park. These additions will enhance the activation of park spaces in these core areas and will be featured in the annual winter light-up events.

*Sport & Recreation:*

2025 Montana's Brier: The Brier is the annual Canadian men's curling championship sanctioned by Curling Canada. The tournament has been held since 1927, traditionally during the month of March, where the winner goes on to represent Canada at the World Curling Championships of the same year. The Brier is considered Canada's premier curling event and by far the best supported curling competition in the world in terms of paid attendance, attracting large crowds in-venue and a television audience. The 2021 Brier that was originally awarded to Kelowna was cancelled, and Kelowna was awarded the 2025 Montana Brier bid in its place. The total event cost was \$763k with funding of \$276k from municipal funds (Major Event Program), \$200k from Tourism Kelowna, and \$287k from Provincial grant funding.

*Transportation:*

Okanagan Gateway Transportation Study: Between 2018-2020 the City of Kelowna, Ministry of Transportation and Transit, and UBC undertook the first step in developing a long-term transportation plan for the Okanagan Gateway Area. Now with current strong growth at the airport, City, and region, updating and confirming the 2020 transportation network concept and advancing the conceptual design

of identified projects is proposed. This project will be led by the Ministry of Transportation and Transit in partnership with the City and other stakeholders. The City and Province will share the cost and provide staff, data, and background support to the projects consulting team. The total project value is \$300k with anticipated completion in 2026. Budget is requested for the City's portion of \$160k funded from a redeployment of existing budget and reserves.

**Internal Circulation:**

Active Living & Culture  
Infrastructure  
Partnerships & Investments  
Planning, Climate Action & Development Services

**Considerations applicable to this report:**

***Legal/Statutory Authority:*** Community Charter section 165.

**Considerations not applicable to this report:**

Legal/Statutory Procedural Requirements  
Existing Policy  
Financial/Budgetary Considerations  
External Agency/Public Comments  
Communications Comments

**Submitted by:** J. Jean, Budget Supervisor

**Approved for inclusion:** J. Sass, General Manager, Corporate Services

cc: M. Antunes, Financial Planning Manager



# Q1 Amendment to the Financial Plan

Council Chambers

#kelownabudget | May 26, 2025



# ▶▶ Quarterly amendment report background

- ▶ Detail requested changes to Financial Plan
- ▶ Changes during the year
  - ▶ Confirmed grant funding
  - ▶ Emergent events
  - ▶ New Council directed initiatives
  - ▶ New legislation or regulations



# **Financial Plan changes**

Adjustment Request	\$ <i>thousands</i>	Ongoing / One-Time	Funding Source(s)
Local Government Climate Action Plan (LGCAP)	1,268	One-Time	Grant
Housing Capacity Fund (HCF)	716	One-Time	Deferred Grant
Access for All Improvement	348	One-Time	Existing Budget, Grant
Christmas Tree Replacement	300	One-Time	Reserves
Montana's Brier	763	One-Time	Existing Budget, Grant, Reserves
Okanagan Gateway Transportation Study	160	One-Time	Existing Budget, Reserves





# Questions?

For more information, visit  
[kelowna.ca/budget](https://kelowna.ca/budget)



# Report to Council



**Date:** May 26, 2024  
**To:** Council  
**From:** City Manager  
**Subject:** New Civic Asset Naming Policy Adoption  
**Department:** Communications

---

## **Recommendation:**

THAT Council receives, for information, the report from the Communications Department dated May 26, 2025 with respect to the proposed New Civic Asset Council Policy;

AND THAT Council adopts Council Policy No. 394, being New Civic Asset Naming;

AND FURTHER THAT Council rescinds Council Policy No. 251, being Park Naming, and Council Policy No. 343, being Civic Community Facility Naming.

## **Purpose:**

To adopt Council Policy No. 394 New Civic Asset Naming and rescind related policies.

## **Background:**

Prior to this report, Council has adopted the following resolutions with respect to the naming of new civic assets owned and operated by the City.

### *Previous Council Resolutions*

Resolution	Date
THAT Council receives, for information, the report from the Community Communications Manager dated March 11, 2024, with respect to the naming of new civic assets; AND THAT Council directs staff to prepare an updated naming of new civic assets policy based on best practices and consultations.	March 11, 2024
THAT Council receives, for information, the report from the Community Communications Manager dated March 3, 2025 with respect to potential policy directions for the New Civic Asset Naming Council Policy. AND THAT Council directs staff to bring forward a draft New Civic Asset Naming Council Policy for consideration following on this report.	March 3, 2025

Feedback received from Council through these prior reports has been consolidated and incorporated into a proposed policy that reflects both leading practices from other jurisdictions and a made for Kelowna approach.

**Discussion:**

Through prior reports, Council has reviewed the [policy directions from municipalities across the country](#) that have recently updated their naming policies, as well as [possible policy directions for Kelowna](#) that reflect the City's community vision (Imagine Kelowna), the Official Community Plan (Kelowna as We Grow) and our Cultural Plan. The proposed Council Policy reflects these inputs as well as consultations held with community-based organizations including Syilx/Okanagan language and cultural guides, local Indigenous community serving organizations, as well as culture and heritage organizations and Tourism Kelowna.

The policies proposed for rescindment will now be sufficiently covered by one single Council policy, making future updates more efficient and ensuring a consistent approach as the City rapidly grows and adds new amenities and assets to the community. At the same time, the statements within the new policy are flexible to the unique circumstances of an asset, such as neighbourhood naming conventions or unique natural features and history of the land on which the asset is being developed. While asset naming is routine and frequent, it may still involve unique circumstances, history and intended use of the asset for the community, which can result in a variety of different name options depending on the project.

Key features of the new policy (attached as Schedule A) include:

- Affirmation that the land and our natural assets contribute to asset names
- Definitions for major and minor assets, which ensure clarity that major asset decisions rest with Council while minor asset decisions can be made routinely at the staff level using the new policy as guidance
- An option for dual naming under specific circumstances
- References to other Council policies which may direct name selection on a new asset (Council Policy No. 376 Corporate Sponsorship and Advertising, Council Policy No. 242 Commemorative Recognitions in City Parks)
- A commitment to incorporating language learning features into public spaces that will have multi-lingual naming or cultural installations present
- A commitment to educational, enriching and culturally diverse public spaces

**Conclusion:**

New assets are a form of history-making for our community which should foster pride and unification around the impact and benefits of the new asset. The New Civic Asset Naming Policy provides clear direction for our community as a whole as we proceed with a historic level of community amenities and assets over the next five years. The new policy ensures staff can propose names for new assets that are reflective of our community's diversity and natural beauty. It affirms our commitment to vibrant, inclusive public spaces and gives a range of options for naming that serve to support that commitment.

**Internal Circulation:**

Parks Planning and Design, Facilities Planning and Design, Partnerships, Real Estate, Cultural Services

**Considerations applicable to this report:**

**Existing Policy:**

[Council Policy No. 251](#) Park Naming

[Council Policy No. 343](#) Civic Community Facility Naming

[Council Policy No. 363](#) Naming Street Name and Address Changes and Compensation

[Council Policy No. 376](#) Corporate Sponsorship and Advertising

[Council Policy No. 242](#) Commemorative Recognition (Plaques) in City Parks

[Council Policy No. 372](#) Engage

**Consultation and Engagement:**

Following Council's resolution on March 3, 2025, staff conducted additional community consultation with Tourism Kelowna, which has been considered alongside the feedback received from community-based organizations in prior phases of the policy development process that were outlined in the report to Council on March 11, 2025.

**Communications Comments:**

References to the new policy will be made throughout the public facing project materials for new assets as they are promoted for public engagement and awareness. Staff may also incorporate site specific relevant information for the public to understand potential name options, where appropriate, on a project by project basis.

**Considerations not applicable to this report:**

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

Financial/Budgetary Considerations

**Submitted by:** C. Matte, Community Communications Manager

**Approved for inclusion:** L. Corcoran, Communications Director

**Attachments:**

Attachment A – Council Policy No. 394 – New Civic Asset Naming

cc:

D. Edstrom, J. Gabriel, M. Logan, R. Smith M. Steppuhn, A. Johnston, J. Saufferer, M. Kam, C. McWillis, R. Miles, N. Kilmartin





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

## City of Kelowna Council Policy No. 394

# New Civic Asset Naming

<b>Responsible Department:</b> Partnership & Investments	<b>Adopted:</b> 26/05/2025
<b>Amendments:</b> N/A	<b>Last Reviewed:</b> N/A

### Guiding Principle

The City of Kelowna embraces its growing diversity and works with community partners to create great public spaces. The names applied to new civic assets reflect the natural beauty of the region and our collaborations with syilx/Okanagan people, and add to the story of our heritage.

### Purpose

To outline how the City decides the name of a new civic asset.

### Application

This policy applies to the naming of all new City owned and operated assets, including features and amenities within City owned and operated assets, street names and new assets that are replacing end-of-life existing assets. This policy does not apply to:

- Requests to re-name existing City assets.
- Assets that will be ultimately owned by third-parties.
- Assets developed by third-parties that do not require approval from the City or have a requirement to seek the City's input or direction on its asset names.

### Definitions

"asset" means any tangible land-based project to add value or enhance public use.

"major asset" means an asset with a regional, City-wide or substantially multi-purpose use and/or an asset that consumes a significant land mass within the City of Kelowna boundaries.

"minor asset" means an asset with a singular, specific purpose; an asset contained within a major asset; or an asset with an intended use that is limited to a core area, a neighbourhood or an otherwise defined limited area of the City.

"features and amenities" means any built additions or value-add improvements made to an asset which support its enjoyment or use by the public, such as gathering spaces, water fountains, docks, pathways or gardens.

"dual naming" means the formal application of two names for a single asset, whether major or minor.

"settler" means the Europeans who arrived to the Okanagan Valley in the 1800s and their descendants who established the colonial economy and played a central role in the development of the City of Kelowna.

“syilx/Okanagan” means the distinct and sovereign Indigenous inhabitants of Kelowna and its surrounding region, today comprised of seven member communities: Westbank First Nation, the Okanagan Indian Band, the Osoyoos Indian Band, the Penticton Indian Band, the Upper Nicola Band, and the Upper and Lower Similkameen Indian Bands. The Colville Tribe in the United States is also part of the syilx/Okanagan nation.

“cultural community” means any group that demonstrates shared ethnic, geographic and socio-cultural experiences, attributes history and/or way of life.

“heritage” means artifacts, structures and sites which convey the history and evolution of an area over time.

“third-party” means any organization outside of the City of Kelowna including formal City partners, private enterprise, non-profits and other levels of government.

“wayfinding” means the practice of ensuring emergency first responders can reasonably locate the asset to promptly attend.

### **Policy Statements**

#### **Acknowledging the land and what it provides**

1. New asset names will be primarily grounded in the land on which the asset is contained, using concepts such as:
  - a) Flora and fauna of the natural environment,
  - b) The natural assets and the culturally sustaining resources on the land where the asset is being developed,
  - c) References to the land’s historical or present day value to the people and cultures of our region.

#### **Celebrating heritage and enhancing cultural learning**

2. Interpretive information and cultural installations within public spaces will be used to enhance community awareness of syilx/Okanagan culture and settler contributions to the history and culture of the City, which may include explanations of the significance of an asset’s name as well as language learning features.
3. The City will seek to incorporate current local Indigenous knowledge into asset naming decisions and related interpretive information or cultural installations in public spaces.
4. The City will avoid routinely replicating historical names which have been applied to other assets already over time.
5. The City will avoid names which may be culturally divisive or historically contested, such as names known to the City which have been rejected or problematized by a local cultural community and language, figures or artifacts which are likely to generate polarized or oppositional reactions from the community.

#### **Wayfinding and orienting the public**

6. Asset names will help residents and visitors understand what the asset is used for and where to find it.
7. Asset names may be aligned to any adjacent neighbourhood naming convention, unless doing so would substantially contravene other statements within this policy.

8. Assets may also be named to help better define an area within the City.

### **Dual naming**

9. Dual naming may be considered for an asset under the following circumstances:
  - a) Where the proposed name for a new asset presents challenges for emergency personnel or other wayfinding needs,
  - b) Where dual naming will contribute to cross-cultural learning through aligned or complimentary names in English and other languages,
  - c) Legal or regulatory requirements binding the City to certain name choices, or
  - d) Technical, operational or other forms of practical limitations requiring that dual naming be applied

### **Sponsorship and alternative revenue**

10. Whether or not the naming of a new civic asset presents alternative revenue benefits to City of Kelowna taxpayers will be considered alongside other applicable name options for a new civic asset.
11. In cases where sponsorship may substantially contribute to the financial viability of a project, the asset will be named in accordance with Council Policy No. 376 Sponsorship and Advertising.

### **Major and minor asset naming approaches**

12. Major asset names will communicate the scope and impact the amenity has within the City and region, with the following conditions:
  - a) Major asset names are context-specific, and the decision applied to one major asset name does not create a standardized naming convention for other similar assets in the future.
  - b) Major asset names will include appropriate amenity or use descriptors (e.g. Recreation Park, Aquatic Centre).
  - c) Options for major asset names will be presented to Council when research or engagement to determine appropriate options has been completed. Council is the ultimate decision-maker on major asset names.
  - d) The City will share contextual and historical information about the land as part of presenting new asset projects to the public such as in open house materials, web page content and reports to Council.
  - e) Major asset naming decisions may include public engagement, in accordance with Council Policy No. 372 Engage.
13. Minor asset naming decisions will be made by staff with a view to:
  - a) Building on existing neighbourhood naming conventions,
  - b) Avoiding repetitious or similar sounding names across minor assets,
  - c) Scaling the process of arriving at a name to reflect the scope and significance of the asset.

### **Third party naming requests**

14. Third parties may submit written naming proposals to the City for consideration.
15. Submissions will only be considered if they do not contravene this policy and include evidence of community support and relevant contextual research supporting the proposed name.

### **Commemorative or philanthropic circumstances**



16. Commemorative and philanthropic recognitions related to new civic assets will be determined in accordance with Council Policy No. 242 Commemorative Recognition (Plaques) in Parks.
17. Lands donated for a new civic asset will be recognized in accordance with Council Policy No. 242 and will not be treated as a separate asset but may be recognized through plaques, structures, monuments or other structures as defined in Council Policy No. 242 Commemorative Recognition (Plaques) in Parks.

DRAFT

# New Civic Assets Naming Policy

May 26, 2025

# New policy approach

- Harmonize different asset types into one policy
- Create a menu of options for naming that celebrate and reflect the landscape and diversity of our community
- Provide transparency to the public and align naming policy with current OCP , community vision and cultural plan



# Policies for rescindment

- Park Naming – [Policy No. 251](#)
- Civic Community Facility Naming – [Policy No. 343](#)

# Other policies related to naming

- Council Policy No. 376 Sponsorship & Advertising
- Council Policy No. 242 Commemorative Recognition in Parks
- Council Policy No. 372 – Engage

# Key features of the new policy

- 01 The land and what it provides
- 02 Educational, enriching & inclusive public spaces
- 03 Wayfinding and orienting the public
- 04 Clarity of approach to minor and major asset naming
- 05 Dual naming option





Questions?

## DRAFT RESOLUTION

Re: Board and Committee Appointments

THAT the Regional District appointments for the City of Kelowna be as follows, effective September 1, 2025:

### Appointees

Mayor Tom Dyas – 5 votes  
Councillor Ron Cannan – 4 votes  
Councillor Maxine DeHart – 5 votes  
Councillor Luke Stack – 5 votes  
Councillor Rick Webber – 4 votes  
Councillor Loyal Wooldridge – 4 votes

### Alternates

Councillor Charlie Hodge  
Councillor Gord Lovegrove  
Councillor Mohini Singh

### BACKGROUND:

Under the Local Government Act, Council, by resolution, appoints directors and may appoint alternate directors to the Board of the Regional District of Central Okanagan. This is done by resolution of Council and includes the assignment of votes for each director. Kelowna has six directors on the Board with a total of 27 votes that are distributed as evenly as possible.

### COMMITTEE APPOINTMENTS:

The Mayor appoints members of Council to certain City committees and external agencies. A complete list of these appointments is provided below, effective May 26, 2025.

#### ***Airport Advisory Committee***

- Mayor Dyas
- Councillor Wooldridge

#### ***Audit Committee***

- Mayor Dyas
- Councillor Stack
- Councillor Webber

#### ***Joint Bio-Solids Advisory Committee***

- Councillor Cannan
- Councillor Lovegrove
- Councillor Singh

#### ***Central Okanagan Safe Schools Committee***

- Councillor Cannan
- Councillor Singh

***Civic and Community Awards Steering Committee***

- Councillor DeHart

***Downtown Kelowna Association***

- Councillor Webber

***Economic Development Commission***

- Councillor Cannan

***Kasugai Sister City Society***

- Councillor Singh

***Kelowna Chamber of Commerce***

- Councillor DeHart

***Okanagan Regional Library***

- Councillor Lovegrove

***Parcel Tax Review Panel***

- Mayor Dyas
- Councillor DeHart
- Councillor Singh

***Southern Interior Municipal Employers' Association***

- Councillor Singh

***Tourism Kelowna***

- Councillor Wooldridge

***Uptown Rutland Business Association***

- Mayor Dyas

**TASK FORCES:**

Council currently has two Task Forces, with the following members of Council appointed to them:

***Community Task Force on the Performing Arts***

- Mayor Dyas
- Councillor Webber

***Mayor's Task Force on Crime Reduction***

- Mayor Dyas
- Councillor Cannan

Date: May 26, 2025