

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, September 11, 2017

1:30 pm

Council Chamber

City Hall, 1435 Water Street

Pages

#### 1. Call to Order

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

#### 2. Confirmation of Minutes

4 - 16

PM Meeting - August 28, 2017

#### 3. Committee Reports

##### 3.1 Journey Home Task Force Terms of Reference Amendment and Recommendations for Membership Appointments

17 - 32

To obtain Council's approval of the amendment to the Journey Home Task Force Terms of Reference and the Journey Home Task Force membership appointments.

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

##### 4.1 2350 Norris Road South, Z17-0061 - 0837937 BC Ltd

33 - 34

To amend Rezoning Bylaw No.11446 to reflect updated legal triggered by subdivision of lands.

##### 4.2 2350 Norris Road South, BL11446 (Z17-0061) - 0837937 BC Ltd

35 - 36

To amend Bylaw No. 11446 at third reading to update the legal triggered by subdivision of lands.

##### 4.3 462 Clifton Rd, Z17-0067 - Lawrence & Mary Berg

37 - 44

To rezone the subject property to the RU6 – Two Dwelling Housing zone to facilitate construction of a second dwelling.

<b>4.4</b>	<b>462 Clifton Rd, BL11475 (Z17-0067) - Lawrence &amp; Mary Berg</b>	<b>45 - 45</b>
	To give Bylaw No. 11475 first reading in order to rezone the subject property from the A1 - Agriculture 1 zone to the RU6 - Two Dwelling Housing zone.	
<b>4.5</b>	<b>1561 Mountain Ave, Z17-0042 - Robin and Heather Mercer</b>	<b>46 - 55</b>
	To rezone the subject property from RU1 – Large Lot Housing to RU1c – Large Lot Housing with Carriage House to facilitate the construction of a carriage house.	
<b>4.6</b>	<b>1561 Mountain Ave, BL11476 (Z17-0042) - Robin and Heather Mercer</b>	<b>56 - 56</b>
	To give Bylaw No. 11476 first reading in order to rezone the subject property from RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone.	
<b>4.7</b>	<b>2825 Richter St, Z17-0057 - 1018545 BC Ltd</b>	<b>57 - 69</b>
	To rezone the subject parcel to facilitate the development of a four-unit rowhouse.	
<b>4.8</b>	<b>2825 Richter St, BL11479 (Z17-0057) - 1018545 BC Ltd</b>	<b>70 - 70</b>
	To give Bylaw No. 11479 first reading in order to rezone the subject property from the RU6 - Two Dwelling Housing zone to the RM2 - Low Density Row Housing zone.	
<b>4.9</b>	<b>1373 Tanemura Cr, Z17-0046 - Philip Zurrin</b>	<b>71 - 79</b>
	To rezone the subject property from RU1 – Large Lot Housing to RU1c – Large Lot Housing with Carriage House to facilitate the future construction of a carriage house.	
<b>4.10</b>	<b>1373 Tanemura Cr, BL11480 (Z17-0046) - Philip Zurrin</b>	<b>80 - 80</b>
	To give Bylaw No. 11480 first reading in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage Suite zone.	
<b>4.11</b>	<b>5080 Twinflower Cres, OCP17-0004 and Z17-0015 - Interval Investments Inc</b>	<b>81 - 88</b>
	To amend the Official Community Plan to change the future land use designation and to rezone portions of the subject property to facilitate a three lot subdivision and park dedication.	
<b>4.12</b>	<b>5080 Twinflower Cres, BL11481 (OCP17-0004) - Interval Investments Inc</b>	<b>89 - 90</b>
	<b>Requires a majority of all members of Council (5).</b>	
	To give Bylaw No. 11481 first reading in order to change the future land use designation as per Map A.	

<b>4.13</b>	<b>5080 Twinflower Cres, BL11482 (Z17-0015) - Interval Investments Inc</b>	<b>91 - 93</b>
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To give Bylaw No. BL11482 first reading in order to rezone the subject property as per Map B

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

<b>5.1</b>	<b>769 Barnaby Rd, BL11341 (Z16-0063) - Cathy Wolf</b>	<b>94 - 95</b>
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To adopt Bylaw No. 11341 in order to rezone the subject property from the RR2 - Rural Residential 1 Zone to the RU1 - Large Lot Housing Zone and the RU6 - Two Dwelling Housing Zone.

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

<b>6.1</b>	<b>City Hall Parking Lot, Event Parking and Traffic Bylaw Updates</b>	<b>96 - 108</b>
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To obtain endorsement from Council for the addition of public pay parking in the City Hall Parking Lot outside of City Hall business hours, approval for adjustments to event parking rates and category changes for three off-street lots to reflect current demand and bylaw text updates to reflect use of modern parking meter technologies.

<b>6.2</b>	<b>BL11483 - Amendment No. 29 to Traffic Bylaw No. 8120</b>	<b>109 - 113</b>
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To give Bylaw No. 11483 first, second and third readings in order to amend the Traffic Bylaw No. 8120.

<b>6.3</b>	<b>Amendment to Solid Waste Management Bylaw No. 10106</b>	<b>114 - 116</b>
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To amend the Solid Waste Management Regulation Bylaw to increase the sales of compost and reduce excess inventory

<b>6.4</b>	<b>BL11485 - Amendment No. 8 to Solid Waste Management Bylaw No. 10106</b>	<b>117 - 118</b>
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To give Bylaw No. 11485 first, second and third readings in order to amend the Solid Waste Management Bylaw No. 10106

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

<b>7.1</b>	<b>BL11454 - Amendment No. 31 to Airport Fees Bylaw No 7982</b>	<b>119 - 119</b>
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To adopt Bylaw No. 11454 in order to amend the Airport Fees Bylaw No. 7982.

## **8. Mayor and Councillor Items**

## **9. Termination**



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, August 28, 2017  
 Location: Council Chamber  
 City Hall, 1435 Water Street

Members Present Mayor Colin Basran, Councillors Maxine DeHart, Gail Given, Tracy Gray, Charlie Hodge, Brad Sieben, Mohini Singh and Luke Stack

Members Absent Councillor Ryan Donn

Staff Present Deputy City Manager, Joe Creron; City Clerk, Stephen Fleming; Community Planning Department Manager, Ryan Smith\*; Suburban & Rural Planning Manager, Todd Cashin\*; Urban Planning Manager, Terry Barton\*; Planner, Adam Cseke\*; Senior Airport Finance & Corporate Services Manager, Shayne Dyrda\*; Property Management Manager, Mike Olson\*; Parks & Buildings Planning Manager, Robert Parlane\*; Integrated Transportation Department Manager, Rafael Villarreal\*; Summer Student, Parks & Building Planning, Brunoda Arnujo Cameiro\* & Tanvi Patel\*, Legislative Coordinator (Confidential), Arlene McClelland

(\* denotes partial attendance)

### 1. Call to Order

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

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

### 2. Confirmation of Minutes

Moved By Councillor Given/Seconded By Councillor Singh

R655/17/08/28 THAT the Minutes of the Regular Meetings of August 14, 2017 be confirmed as circulated.

Carried

Councillor Sieben joined the meeting at 1:31 p.m.

### 3. Development Application Reports & Related Bylaws

3.1 4829 Parkridge Dr, Z17-0044 - Jennifer Hanenburg

Staff:

- Displayed a PowerPoint presentation summarizing the rationale for non-support of the application and responded to questions from Council.

The Mayor invited the Applicant or Applicant's Representative to come forward.

Peter Hanenburg, Parkridge Drive, Owner

- Advised that in a pre-meeting with staff there was no issue with this application and formerly applied on April 10<sup>th</sup>, 2017; a week later staff advised they would not support due to the Water Board Policy which had only come into effect after he applied and therefore believes he should qualify and be grandfathered.
- Advised that his profession is that of a Geotech Engineer and provided geotechnical comments regarding the area and believes there are no issue with existing septic fields or their design.
- There are number of carriage houses in Crawford Estates so this application fits in with the form and character of the neighbourhood.
- Responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Given

**R656/17/08/28** THAT Rezoning Application No. Z17-0044 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 24 Section 29 Township 29 SDYD Plan 40472, located at 4829 Parkridge Dr, Kelowna, BC from the RR3 – Rural Residential 3 zone to the RR3c – Rural Residential 3 with Carriage House zone NOT be considered by Council.

**Carried**

Councillors Hodge and Sieben – Opposed

### **3.2 840 Mayfair Rd, Z17-0033 - Benjamin Page-et**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Singh/Seconded By Councillor Stack

**R657/17/08/28** THAT Rezoning Application No. Z17-0033 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 5 District Lot 143 ODYD Plan 24833, located at 840 Mayfair Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Community Planning Department dated May 10, 2017.

**Carried**

### **3.3 840 Mayfair Rd, BL11452 (Z17-0033) - Benjamin Page-et**

Moved By Councillor Gray/Seconded By Councillor Given

**R658/17/08/28** THAT Bylaw No. 11452 be read a first time.

**Carried**

### **3.4 4653 Raymer Rd, Z15-0013 - Ronald Egert**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Given/Seconded By Councillor Gray

**R659/17/08/28** THAT Rezoning Application No. Z15-0013 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 2 District Lot 580A SDYD Plan 15364, located at 4653 Raymer Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU4 – Low Density Cluster Housing zone, be considered by Council;

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

AND THAT the Annexed Easement 127688E Over Part Lot 1 Plan 15364 Described in 127688E located at 4643 Raymer Road, Kelowna, BC, be discharged prior to Building Permit Occupancy approval.

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the applicant registering on title a 4.5 m SRW in favor of the City of Kelowna as described in Schedule "A";

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Community Planning Department dated September 28, 2016;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the completion of a Natural Environment Development Permit for the subject property.

Carried

### **3.5 4653 Raymer Rd, BL11458 (Z15-0013) - Ronald Egert**

Moved By Councillor Gray/Seconded By Councillor Given

**R660/17/08/28** THAT Bylaw No. 11458 be read a first time.

Carried

### **3.6 3511 Landie Rd, Z17-0043 - David Dombowsky**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor Singh

**R661/17/08/28** THAT Rezoning Application No. Z17-0043 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A District Lot 134 ODYD Plan EPP16841, located at 3511 Landie Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone, be considered by Council;  
AND FURTHER THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration.

Carried

### **3.7 3511 Landie Rd, BL11459 (Z17-0043) - David Dombowsky**

Moved By Councillor Given/Seconded By Councillor Gray

**R662/17/08/28** THAT Bylaw No. 11459 be read a first time.

Carried

**3.8 130 McCurdy Rd, OCP17-0007 and Z17-0021 - Father Delestre Columbus (2009) Society Inc.**

Staff:

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

Moved By Councillor Stack/Seconded By Councillor Singh

**R663/17/08/28** THAT Official Community Plan Map Amendment Application No. OCP17-0007 to amend Map 4.1 in the Kelowna 2030 – Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of Lot 2, Section 26, Township 26, ODYD, Plan 39917, located at 130 McCurdy Rd, Kelowna, BC from the EDINST – Educational / Major Institutional designation to the MXR – Mixed Use (Residential/Commercial) designation, be considered by Council;

THAT Rezoning Application No. Z17-0021 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 2, Section 26, Township 26, ODYD, Plan 39917, located at 130 McCurdy Rd, Kelowna, BC from the A1 - Agriculture 1 zone to the C3 – Community Commercial zone, be considered by Council;

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

AND FURTHER THAT final adoption of the OCP Map Amending Bylaw and the Rezoning Bylaw be considered subsequent to the outstanding conditions identified in Attachment "A" associated with the report from the Community Planning Department dated August 14<sup>th</sup> 2017.

**Carried**

**3.9 130 McCurdy Rd, BL11460 (OCP17-0007) - Father Delestre Columbus (2009) Society Inc.**

Moved By Councillor Gray/Seconded By Councillor Hodge

**R664/17/08/28** THAT Bylaw No. 11460 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**

**3.10 130 McCurdy Rd, BL11461 (Z17-0021) - Father Delestre Columbus (2009) Society Inc**

Moved By Councillor Hodge/Seconded By Councillor Gray

**R665/17/08/28** THAT Bylaw No. 11461 be read a first time.

**Carried**

**3.11 Land Use Contract Termination LUCT17-0001**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Given/Seconded By Councillor Hodge

**R666/17/08/28** WHEREAS the BC Provincial Government has mandated that all Land Use Contracts under the jurisdiction of a local government and in the Province of British Columbia be terminated by 2024;

AND WHEREAS the BC Provincial Government has provided a legislated process for the early termination of land use contracts when the local government has adopted a zoning bylaw that will apply to the land at the time the termination bylaw comes into force;

THAT Application No. LUCT17-0001 to terminate LUC77-1002 from properties identified in 'Schedule A', located on Curlew Drive, Curlew Court, Lark Street, Wren Place, Okaview Road and Stellar Drive, Kelowna, B.C. be considered by Council;

AND WHEREAS the underlying P3 – Parks & Open Space zone in the City of Kelowna Zoning Bylaw No. 8000 applies to Lot 166 Section 23 Township 28 SDYD Plan KAP32591 located at 5210 Lark Street, Kelowna, BC under Land Use Contract LUC77-1002;

THEREFORE, BE IT RESOLVED THAT as the underlying RR1 – Rural Residential 1 and RR2 – Rural Residential 2 zones for the subject properties under Land Use Contract LUC77-1002 outlined in 'Schedule B: Table 1, 2, 3, 4, 5 and 6' does not meet the land use requirements under City of Kelowna Zoning Bylaw No. 8000;

AND THAT Rezoning Application No. Z17-0062 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for properties identified in 'Schedule B: Table 1', located on Curlew Drive, Curlew Court, Lark Street, Wren Place, Okaview Road, and Stellar Drive Kelowna, BC from the RR1 – Rural Residential 1 zone to RU1 – Large Lot Housing be considered by Council;

AND THAT Rezoning Application No. Z17-0062 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for properties identified in 'Schedule B: Table 2', located on Curlew Drive, Curlew Court, and Stellar Drive Kelowna, BC from the RR1 – Rural Residential 1 zone to RR3 – Rural Residential be considered by Council;

AND THAT Rezoning Application No. Z17-0062 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for properties identified in 'Schedule B: Table 3', located on Bartholomew Court, Kelowna, BC from the RR1 – Rural Residential 1 and RR2 – Rural Residential 2 zone to RU1 – Large Lot Housing be considered by Council;

AND THAT Rezoning Application No. Z17-0062 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for properties identified in 'Schedule B: Table 4', located on Bartholomew Court, Kelowna, BC from the RR1 – Rural Residential 1 and RR2 – Rural Residential 2 zone to RR3 – Rural Residential 3 be considered by Council;

AND THAT Rezoning Application No. Z17-0062 to amend the City of Kelowna Zoning Bylaw Now. 8000 by changing the zoning classification for properties identified in 'Schedule B: Table 5', located Okaview Road, Kelowna, BC from the RR2 – Rural Residential 2 zone to RU1 – Large Lot Housing be considered by Council;

AND THAT Rezoning Application No. Z17-0062 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for properties identified in 'Schedule B: Table 6', located on Lark Street, Kelowna, BC from the RR1 – Rural Residential 1 zone to P2 – Educational and Minor Institutional be considered by Council;

AND FURTHER THAT the Land Use Contract Termination Bylaw and Rezone Bylaw be forwarded to a Public Hearing for further consideration.

Carried

**3.12 LUCT17-0001 (BL11455) - Early Termination of Land Use Contract LUC77-1002**

Moved By Councillor Given/Seconded By Councillor Gray

R667/17/08/28 THAT Bylaw No. 11455 be read a first time.

Carried

**3.13 Curlew Area, Z17-0062 (BL11456) - Various Owners**

Moved By Councillor Gray/Seconded By Councillor Hodge

R668/17/08/28 THAT Bylaw No. 11456 be read a first time.

Carried

**3.14 4610 Darin Place, Z17-0054 (BL11463) - Randall Schmidt and Josephine Pirolli**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor DeHart/Seconded By Councillor Sieben

R669/17/08/28 THAT Rezoning Application No. Z17-0054 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 5 District Lot 357 ODYD Plan KAP57058, located at 4610 Darin Place, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone, be considered by Council;

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

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered in conjunction with Council's consideration of a Development Variance Permit for the subject property.

Carried

**3.15 4610 Darin Place, BL11463 (Z17-0054) - Randall Schmidt and Josephine Pirolli**

Moved By Councillor Given/Seconded By Councillor Gray

R670/17/08/28 THAT Bylaw No. 11463 be read a first time.

Carried

**3.16 4609 Lakeshore Road - OCP16-0023 & Z16-0068 - Novation Design Studio**

Staff:

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

Moved By Councillor Stack/Seconded By Councillor Sieben

R671/17/08/28 THAT Official Community Plan Map Amendment Application No. OCP16-0023 to amend Map 4.1 in the Kelowna 2030 – Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of portions of Lot A, DL 167, ODYD, Plan KAP85172, except Plan EPP52184, located at 4609 Lakeshore Road, Kelowna, BC from the S2RES - Single / Two Unit Residential designation to the MRL – Multiple Unit Residential (Low Density) designation, as shown on Map "A" attached to the Report from the Community Planning Department dated August 28, 2017, be considered by Council;

AND THAT Rezoning Application No. Z16-0068 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of portions of Lot A, DL 167, ODYD, Plan KAP85172, except Plan EPP52184, located at 4609 Lakeshore Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RM2 – Low Density Row Housing zone and P3 – Parks & Open Space as shown on Map “B” attached to the Report from the Community Planning Department dated August 28, 2017 be considered by Council;

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

AND THAT Council considers the Public Hearing public process to be appropriate consultation for the *Purpose* of Section 879 of the *Local Government Act*, as outlined in the Report from the Community Planning Department dated August 28, 2017;

AND THAT final adoption of the Official Community Plan Map Amending Bylaw and the Rezoning Bylaw be considered subsequent to the applicant being required to register on the subject property a Section 219 no disturb/no build restrictive covenant to ensure the ongoing protection of Environmentally Sensitive Areas;

AND THAT final adoption of the Official Community Plan Map Amending Bylaw and the Rezoning Bylaw be considered subsequent to the dedication of an approximate 15.0 m riparian area along Bellevue Creek as measured from top of bank and attuned to maintain a minimum 1.5 m setback from all proposed buildings;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule “A” attached to the Report from the Community Planning Department dated August 28, 2017;

AND FURTHER THAT final adoption of the Official Community Plan Map Amending Bylaw and the Rezoning Bylaw be considered subsequent to a Staff-issued Natural Environment Development Permit;

AND FURTHER THAT final adoption of the Official Community Plan Map Amending Bylaw and the Rezoning Bylaw be considered in conjunction with Council’s consideration of Development Permit for Form and Character for the subject property.

**Carried**

### **3.17 4609 Lakeshore Road - BL11468 (OCP16-0023) - Novation Design Studio**

Moved By Councillor Given/Seconded By Councillor Hodge

**R672/17/08/28** THAT Bylaw No. 11468 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**

### **3.18 4609 Lakeshore Road - BL11469 (Z16-0068) - Novation Design Studio**

Moved By Councillor Given/Seconded By Councillor Hodge

**R673/17/08/28** THAT Bylaw No. 11469 be read a first time.

**Carried**

**3.19 3050 Sexsmith Road - Z17-0060 - CK16 Property Group Ltd. BC1098771**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Given/Seconded By Councillor Singh

**R674/17/08/28** THAT Rezoning Application No. Z17-0060 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 30, Section 3, Township 23, ODYD, Plan 18861, located at 3050 Sexsmith Rd, Kelowna, BC from the A1 – Agriculture Zone to the I6 – Low Impact Transitional Industrial Zone, be considered by Council;

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

AND THAT final adoption of the Zone Amending Bylaw be subsequent to the following:  
To the outstanding conditions identified in Attachment "A" associated with the report from the Community Planning Department dated July 11<sup>th</sup> 2017.

Carried

**3.20 3050 Sexsmith Road, BL11465 (Z17-0060) - CK16 Property Group Ltd. BC1098771**

Moved By Councillor Given/Seconded By Councillor Gray

**R675/17/08/28** THAT Bylaw No. 11465 be read a first time.

Carried

**3.21 521 Curlew Drive, Land Use Contract Discharge (LUC 77-1002) and Rezoning Application (Z17-0049) - Derek L & Tammy L Cartier**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor DeHart

**R676/17/08/28** THAT Application No. LUC 17-0002 to discharge LUC77-1002 from Lot 15 Section 24 Township 28 SDYD Plan 32591 located at 521 Curlew Drive, Kelowna, BC, be considered by Council;

AND THAT Rezoning Application No. Z17-0049 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for 521 Curlew Drive, Kelowna, BC from the RR1 – Rural Residential 1 zone to RU1c – Large Lot Housing with Carriage House be considered by Council;

AND FURTHER THAT the Land Use Contract Discharge and Zone Amending Bylaws be forwarded to a Public Hearing for further consideration.

Carried

**3.22 521 Curlew Drive, BL11466 (LUC 77-1002) - Derek L & Tammy L Cartier**

Moved By Councillor Given/Seconded By Councillor Hodge

**R677/17/08/28** THAT Bylaw No. 11466 be read a first time.

Carried

**3.23 521 Curlew Drive, BL11467 (Z17-0049) - Derek L & Tammy L Cartier**

Moved By Councillor Given/Seconded By Councillor Hodge

R678/17/08/28 THAT Bylaw No. 11467 be read a first time.

Carried

**3.24 2755 McCurdy Road, OCP16-0004 & Z16-0030 - Prodev GP Ltd. and 1378310 Alberta Ltd.**

Staff:

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

Moved By Councillor Sieben/Seconded By Councillor Given

R679/17/08/28 THAT Council receives, for information, the Report from the Community Planning Department dated August 28, 2017 with respect to Official Community Plan Amendment Application OCP11-0011, Zoning Bylaw Text Amendment Application No. TA11-0010 and Rezoning Application Z11-0069 for the property located at 2755 McCurdy Road;

AND THAT Bylaws No. 10875 (OCP11-0011), 10877 (Z11-0069) and 10886 (Housing Agreement) be forwarded for rescindment consideration and the files be closed;

AND THAT Official Community Plan Map Amendment Application No. OCP16-0004 to amend Map 4.1 in the Kelowna 2030 – Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of portions of Lot 1 District Lots 124 and 415 ODYD Plan KAP84653 Except Plan EPP45174, located at 2755 McCurdy Road, Kelowna, BC, from the REP – Resource Protection Area designation to the MRL – Multiple Unit Residential (Low Density) designation, as shown on Map “A” attached to the Report from the Community Planning Department dated August 28, 2017, be considered by Council;

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 Community Planning Department dated August 28, 2017;

AND THAT Bylaw No. 10876 (TA11-0010) be forwarded for rescindment consideration of second and third readings;

AND THAT Rezoning Application No. Z16-0030 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of portions of Lot 1 District Lots 124 and 415 ODYD Plan KAP84653 Except Plan EPP45174, located at 2755 McCurdy Road, Kelowna, BC, from the A1 – Agriculture 1 zone to the RHM4 – Hillside Cluster Multiple Housing zone, as shown on Map “B” attached to the Report from the Community Planning Department dated August 28, 2017, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the conditions of approval as set out in Schedule “A” attached to the Report from the Community Planning Department dated August 28, 2017;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the conditions of approval as set out in Schedule “B” attached to the Report from the Community Planning Department dated August 28, 2017;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to registration of a Section 219 restrictive covenant limiting the number of units to be constructed on the property prior to a traffic impact assessment being conducted;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to approval from the Ministry of Transportation and Infrastructure;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Hazardous Condition and Natural Environment Development Permit by the Community Planning Department Manager;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Preliminary Layout Review Letter and final subdivision approval by the Approving Officer.

**Carried**

Councillor Hodge - Opposed

**3.25 2755 McCurdy Road, BL10875 (OCP11-0011) - Prodev GP Ltd and 1378310 Alberta Ltd.**

Moved By Councillor Singh/Seconded By Councillor Stack

**R680/17/08/28** THAT first, second and third readings given to Bylaw No. 10875 be rescinded;

AND THAT the file for Official Community Plan Bylaw Amendment Application No. OCP11-0011, for the property located at 2755 McCurdy Road be closed.

**Carried**

**3.26 BL10876 (TA11-0010) - Amendment to City of Kelowna Zoning Bylaw No. 8000, RHM4 - Hillside Cluster Multiple Housing**

Moved By Councillor Singh/Seconded By Councillor DeHart

**R681/17/08/28** THAT second and third readings given to Bylaw No. 10876 be rescinded.

**Carried**

**3.27 2755 McCurdy Road, BL10877 (Z11-0069) - Prodev GP Ltd and 1378310 Alberta Ltd.**

Moved By Councillor Stack/Seconded By Councillor Singh

**R682/17/08/28** THAT first, second and third readings given to Bylaw No. 10877 be rescinded;

AND THAT the file for Rezoning Application No. Z11-0069, for the property located at 2755 McCurdy Road be closed.

**Carried**

**3.28 2755 McCurdy Road, BL10886, Housing Agreement - Prodev GP Ltd and 1378310 Alberta Ltd.**

Moved By Councillor Singh/Seconded By Councillor Stack

**R683/17/08/28** THAT first, second and third readings given to Bylaw No. 10886 be rescinded;

AND THAT the file for the Purpose-Built Rental Housing Agreement, for the property located at 2755 McCurdy Road be closed.

Carried

- 3.29 2755 McCurdy Road, BL11472 (OCP16-0004) - Prodev GP Ltd. and 1378310 Alberta Ltd.

Moved By Councillor DeHart/Seconded By Councillor Singh

R684/17/08/28 THAT Bylaw No. 11472 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

Councillor Hodge – Opposed

- 3.30 2755 McCurdy Road, BL11473 (Z16-0030) - Prodev GP Ltd and 1378310 Alberta Ltd.

Moved By Councillor Singh/Seconded By Councillor Stack

R685/17/08/28 THAT Bylaw No. 11473 be read a first time.

Carried

Councillor Hodge – Opposed

#### 4. Bylaws for Adoption (Development Related)

- 4.1 1420 Inkar Rd, Z17-0008 (BL11420) - Bruno and Christine Cloutier

Moved By Councillor Singh/Seconded By Councillor DeHart

R686/17/08/28 THAT Bylaw No. 11420 be adopted.

Carried

- 4.2 TA16-0002 (BL11440) - General Housekeeping Amendments to Zoning Bylaw No. 8000

Moved By Councillor Singh/Seconded By Councillor Stack

R687/17/08/28 THAT Bylaw No. 11440 be adopted.

Carried

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

- 5.1 New Vehicle Rental Concession Licences at Kelowna International Airport and Resulting Amendments to the Airport Fees Bylaw No. 7982

Staff:

- Provided an overview of the Airport Fees for the vehicle rental concession licenses and responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Hodge

R688/17/08/28 THAT Council receives, for information, the report from the Senior Airport Finance & Corporate Services Manager dated August 28, 2017 with respect to the new Vehicle Rental Concession Licences and amendments to Airport Fees Bylaw;

AND THAT Bylaw No. 11454 being Amendment No. 31 to the City of Kelowna Airport Fees Bylaw No. 7982 be forwarded for reading consideration;

AND THAT Council authorizes the City to enter into the following Vehicle Rental Concession Licences with the following companies in the forms attached to the report of the Senior Airport Finance & Corporate Services Manager dated August 28, 2017, effective October 1, 2017:

Devon Transport Ltd. doing business as Budget Rent A Car  
 Aviscar, Inc.  
 Enterprise Rent-A-Car Canada Company doing business as Enterprise Rent-A-Car;  
 Hertz Canada Limited

AND FURTHER THAT the Mayor and City Clerk be authorized to execute the Licences on behalf of the City of Kelowna.

Carried

## **5.2 BL11454 - Amendment No. 31 to Airport Fees Bylaw No 7982**

Moved By Councillor Stack/Seconded By Councillor Hodge

R689/17/08/28 THAT Bylaw No. 11454 be read a first, second and third time.

Carried

Mayor Basran moved Item 5.4 before Item 5.3.

## **5.4 Library Parkade Commercial Lease – Pizza Studio**

Staff:

- Displayed a PowerPoint Presentation summarizing the lease agreement.

Moved By Councillor DeHart/Seconded By Councillor Singh

R691/17/08/28 THAT Council approves the City entering into a ten-year Lease Agreement, with Gem Hospitality Group Inc. and PS Restaurants Inc., for the purpose of operating a pizza studio restaurant, with the option to renew for two (2) additional five (5) year terms, in the form attached to the Report of the Manager Property Management, dated August 28, 2017;

AND THAT the Manager, Property Management be authorized to execute all documents necessary to complete the transaction.

Carried

## **5.3 Community for All, City Parks and Buildings Assessments**

Staff:

- Displayed a PowerPoint Presentation summarizing the City Parks and Buildings Assessments program and responded to questions from Council.

Moved By Councillor Hodge/Seconded By Councillor Gray

R690/17/08/28 THAT Council receives, for information, the report from Parks and Buildings Planning Manager dated August 28, 2017, with respect to the Community for All, City Parks and Buildings Assessments.

Carried

## 5.5 BikeBC Grant Matching Funds

Staff:

- Provided an overview of the BikeBC Grant.

Moved By Councillor Given/Seconded By Councillor Sieben

**R692/17/08/28** THAT Council receives for information the report from the Integrated Transportation Manager dated August 28, 2017 regarding funding changes for the Okanagan Rail Trail project;

AND THAT Council approves the use of Community Work Funds reserve and Arterial Roads reserve in the total amount of \$777,435 to match BikeBC grant funds for the Okanagan Rail Trail project.

AND THAT the 2017 Financial Plan be amended to reflect these changes.

Carried

## 6. Mayor and Councillor Items

Councillor DeHart

- Spoke to the United Way Kick Off Breakfast on September 7<sup>th</sup>.
- Spoke to the Cops for Kids Event on September 8<sup>th</sup>.
- Spoke to the Kelowna Firefighters Open House from 9:00 a.m. to 12:00 p.m. on September 10<sup>th</sup>.

Councillor Sieben

- Shout out to the Vancouver White Caps Game organizers for incorporating Pride colours in their celebration game.

Councillor Gray

- The City hosted the Kasugai Delegation this week and spoke to the various related events.
- Invited the public to attend the Okanagan Basin Water Board Annual General Meeting next week where they will be discussing managing climate change.

Councillor Given

- Thanked Deputy City Manager for his leadership and communication skills displayed during the Philpott Road Emergency Operation Centre fire event.

Mayor Basran

- Made comment on the coordinated regional efforts at the Emergency Operation Centre and gave kudos to the community for rallying together to assist those affected.
- Thanked the Kasugai Delegation and Sister City Society on their visit.

Deputy City Manager

- Thanked Council for their comments and spoke to the team efforts displayed during the Philpott Road fire response.

## 7. Termination

This meeting was declared terminated at 4:14 p.m.

\_\_\_\_\_  
Mayor

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

/acm

# Report to Council



**Date:** September 11, 2017

**File:** 0615-20-02

**To:** City Manager

**From:** S. Wheeler, Social Development Manager

**Subject:** Journey Home Task Force Terms of Reference Amendment and Recommendations for Membership Appointments

Report Prepared by: G. Cooper

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## **Recommendation:**

THAT Council receives, for information, the report from the Social Development Manager dated September 11, 2017, with respect to the Journey Home Task Force;

AND THAT Council approves the amended Journey Home Task Force Terms of Reference to increase the membership from 15 to 21 members in the form attached as Appendix A to the Report from the Social Development Manager dated September 11, 2017;

AND THAT Council appoint as members BC Housing, Central Okanagan Foundation, Interior Health Authority, Ministry of Social Development & Poverty Reduction, Okanagan Nation Alliance, and the RCMP, through their representatives, to the Journey Home Task Force;

AND FURTHER THAT Council appoint Theresa Arsenault, Gaelene Askeland, Tom Dyas, Diane Entwistle, Mike Gawliuk, David Krysko, Scott Lanigan, Carrie McDonald, Lisa McHaffie, Pam Moore, Brenda Plitt, Kelly Taverner and Shane Worman as members of the Journey Home Task Force.

## **Purpose:**

To obtain Council's approval of the Journey Home Task Force membership appointments and the amendment to the Journey Home Task Force Terms of Reference.

## **Background:**

At the regular meeting on June 26, 2017, Council endorsed the Terms of Reference for the Journey Home Task Force. The objective of the Task Force is to develop a Journey Home Strategy for Council's consideration for adoption. The strategy will:

- be based on a Homeless-Serving Systems Planning approach;

- be driven by local and lived experience in the application of best practice principles to ensure a community-wide collaborative process; and
- become a guide for local decision-making on addressing affordable housing and homelessness issues.

Following approval of the Terms of Reference and Co-Chair selection, the selection committee proceeded with next steps to select remaining task force members for Council's consideration. The opportunity was promoted through news releases, social media, and contact was made with housing providers and members of the housing homeless serving community and their networks.

The Selection Committee was comprised of the Mayor of Kelowna, the City Manager, Divisional Director Active Living & Culture and the Journey Home Task Force Co-Chairs.

#### Selection Process:

Through discussion with the Selection Committee, six organization representatives were invited to the committee given the importance of their role in the development and implementation of the strategy. These organizations include: Central Okanagan Foundation, BC Housing, Ministry of Social Development & Poverty Reduction, Interior Health, Okanagan Nation Alliance, and RCMP. In addition, a total of twenty-nine applications were received. Applicants represented a wide variety of sectors and knowledge areas, such as first hand knowledge of service navigation, service and housing providers, housing developers, and funders.

As per the approved Terms of Reference, the Selection Committee evaluated applicants based on their skills, knowledge, experience, and strong interest in homelessness prevention and the provision of affordable housing. The Selection Committee considered how the applicants' professional, volunteer and personal experience in these areas will best serve the Task Force's objectives and applied a skills representation matrix to ensure that each identified priority sector was represented: Private/Funding; Social Services; Health; Housing; Public Systems; and, Cultural/Community.

In the process of evaluating applications, the Selection Committee determined that, in order to ensure the broad spectrum of knowledge, experience, sector and community representation is achieved, the total numbers need to be expanded. As such, staff recommend that the Journey Home Task Force Terms of Reference to be amended to expand the number of members from 15 to 21 members (see Appendix A).

#### Recommended Task Force Members

After thorough consideration by the Selection Committee, in addition to the Co-Chairpersons appointed in June, the recommended appointment of 19 members to the Journey Home Task Force (\* represent the six appointed organizations) are:

1. Ann Howard on behalf of BC Housing \*
2. Cheryl Miller on behalf of Central Okanagan Foundation \*
3. John Yarshenko on behalf of Interior Health Authority \*
4. Harleen Price on behalf of Ministry of Social Development & Poverty Reduction \*
5. Sheila Lewis on behalf of Okanagan Nation Alliance \*
6. Brent Mundle on behalf of RCMP \*
7. Theresa Arsenault
8. Gaelene Askeland
9. Tom Dyas
10. Diane Entwistle

11. Mike Gawliuk
12. David Krysko
13. Scott Lanigan
14. Carrie McDonald
15. Lisa McHaffie
16. Pam Moore
17. Brenda Plitt
18. Kelly Taverner
19. Shane Worman

#### Conclusion

The proposed Journey Home Task Force membership was selected using a skills and knowledge inventory matrix to ensure a diversity of perspectives that will strengthen the development of a collective Strategy. This innovative and collaborative approach will assist in transforming Kelowna's housing and homelessness services into an integrated, people-centered, performance-focused service system. The goal of the Strategy will be to assist residents to achieve housing stability and improve their well-being, and the overall safety, health, and sustainability of the community.

#### Next Steps

The Journey Home Task Force will convene and commence their work in late September.

#### **Internal Circulation:**

J. Gabriel, Divisional Director, Active Living & Culture  
K. Needham, Deputy City Clerk  
J. Foster, Communications Manager  
A. Lamberti, Communications Advisor

#### **Considerations not applicable to this report:**

Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Existing Policy  
External Agency/Public Comments  
Communications Comments  
Alternate Recommendation  
Financial/Budgetary Considerations  
Personnel Implications

Submitted by:

S. Wheeler, Social Development Manager

**Approved for inclusion:** J. Gabriel, Divisional Director, Active Living & Culture

cc: Divisional Director, Active Living & Culture  
Divisional Director, Community Planning & Real Estate

Divisional Director, Corporate & Protective Services



## **City of Kelowna Terms of Reference Journey Home Task Force**

### **INTRODUCTION**

The City of Kelowna is currently facing the same challenges that cities across the nation are experiencing related to homelessness and a lack of non-market and affordable housing to meet community needs. Cities are often the first line of response to ensure locally appropriate and effective action-focused strategies are in place to address the complex social issues that impact the safety, health, and wellbeing of our community.

Drawing from best practices that are demonstrating positive results in addressing homelessness, the City of Kelowna recognizes the importance of local leadership in building and strengthening the capacity of the services and systems that serve the homeless in the community. The intent of this Task Force is to focus on applying best practice principles to the local context to achieve a redesign of the functioning of the system of homeless-serving services. Current best practices demonstrate that collaboration and coordination of services designed to address the root causes of vulnerability is at the foundation of building a safe, healthy, and sustainable community.

On May 15, 2017 Council resolved:

- THAT Council receive, for information, the report from the Social Development Manager, dated May 15, 2017, outlining a proposed governance structure to support the development of a long-term strategy to address homelessness;
- AND THAT Council approve in principle the Journey Home Governance Structure as outlined in the report from the Social Development Manager, dated May 15, 2017;
- AND THAT Council direct staff to prepare a Journey Home Task Force Terms of Reference for consideration.

### **OBJECTIVE**

The objective of the Task Force is to develop a “Journey Home Strategy” (Strategy) for Council’s consideration and endorsement;

The Strategy must:

- be based on a Homeless-Serving Systems Planning approach;
- be driven by local and lived experience knowledge in the application of best practices principles through a community-wide collaborative process; and
- present a locally-informed solution-focused approach that is: person-centred, coordinated, and outcome-focused to guide decision-making on addressing affordable housing and homelessness issues.

## **SCOPE OF WORK**

To achieve this objective, the Task Force will be provided with background orientation, readiness preparation and training to undertake the following:

- establish vision and goals to guide strategy development;
- review community research including housing needs assessment and consultation processes;
- establish priority focus areas to inform Strategy development;
- prepare draft strategy that includes implementation plan; and
- finalize strategy for Council consideration by June, 2018.

## **MEMBERSHIP**

In order to provide diverse representation, the Task Force will be comprised of stakeholders representing defined sectors selected based on their skills, knowledge, experience, and strong interest in homelessness prevention and the provision of affordable housing.

- 21 members will be appointed by Council for one-year term
- Members will be selected from the following six (6) sectors:
  - Private/Funding
  - Social Services
  - Health
  - Housing
  - Public Systems
  - Cultural/Community

## **APPOINTMENT AND TERM**

Members shall be appointed by Council and shall serve for a one-year term, beginning June 2017 until the final report is presented to Council in June of 2018.

The Task Force may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Task Force. Any sub-committee so created will report to the Task Force.

Council may, at any time, remove any member of the Task Force. A member of the Task Force may resign at any time upon sending written notice to the Co-Chairpersons of the Task Force.

Task Force members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Task Force.

Members of the Task Force shall serve without remuneration.

In the event of a vacancy occurring during the one-year term, the vacancy may be filled upon resolution of Council.

## **CHAIR**

Co-Chairpersons of the Task Force will be appointed by Council.

In the event that a Co-Chairperson is unable to complete the one-year term, a replacement may be appointed by Council.

## **MEETING PROCEDURES**

The Co-Chairs shall call meetings of the Committee monthly, or on an as needed basis.

A special meeting may be called by the Chairperson or at the request of any three members of the Task Force. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by providing a copy of the notice to each member of the Task Force and by ensuring a copy of the notice is posted by the Office of the City Clerk.

A majority of the Task Force shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

Unless otherwise authorized by the Community Charter or City of Kelowna Council Procedure Bylaw No. 9200, all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Task Force, the public shall only address the Task Force when they are a scheduled delegation on the Task Force meeting agenda.

The order of business is to be set out in an agenda package to be provided to the members Electronically, and posted for the public on Kelowna.ca at least three complete working days prior to the meeting date. Minutes of the meeting will be prepared by the Office of the City Clerk for adoption at the following meeting.

Task Force members have a responsibility to make decisions based on the best interests of the City-at-large.

### **Voting:**

- all members of the Task Force, including the Co-Chairpersons, vote on every question.
- any member who does not indicate how they vote, or has left the meeting temporarily, is counted as having voted in favour.

Co-chairpersons are the recognized spokespersons for the Task Force. Members of the Task Force will direct public or media enquiries to the Co-Chairpersons.

## **CONFLICT OF INTEREST**

Task Force members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Task Force member must not attempt

in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

#### **REPORTING TO COUNCIL**

Recommendations of the Task Force must be adopted by Task Force resolution prior to presentation to Council.

Task Force Co-Chairpersons will report to Council on behalf of the Task Force.

#### **BUDGET**

The routine operations of the Task Force and the cost of the Facilitator shall be funded by the Active Living & Culture Division budget.

#### **STAFF SUPPORT**

The Social Development Manager shall serve as staff liaison to the Task Force.

The Office of the City Clerk will provide meeting management support for the Task Force. Typical support functions include the following:

- help to organize and prepare the agenda, in conjunction with staff liaison;
- post agenda as a public notice;
- distribute the agenda package to the Task Force members;
- prepare draft minutes in conjunction with staff liaison; and
- provide support and training related to areas including governance, chairing, and meeting management.



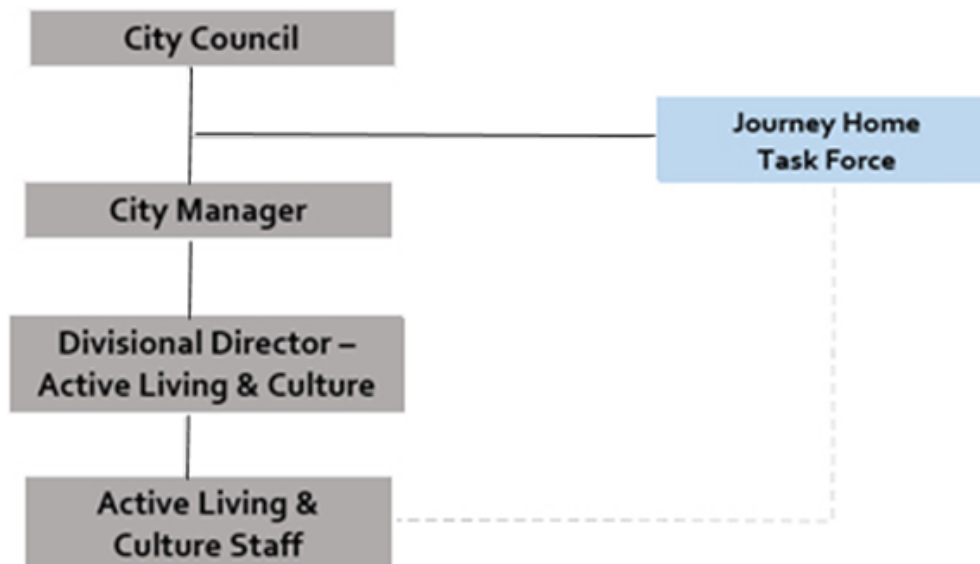
# Journey Home Task Force

## *Terms of Reference Amendment & Recommendations for Appointments*

Active Living & Culture

September 11, 2017

## Journey Home Strategy Governance Structure



**Best Practices/  
Community-  
Informed:**

Interim Structure

Leadership

Accountability

Collective Impact

Broad/Inclusive  
Participation

- Interim – Approximately One Year
- Multi-sector Representation
- Vision, Goals, Direction
- Steers Planning Process
- Recommends Final Strategy

### Council Approval:

Task Force Terms of  
Reference

Co-Chairpersons  
Appointment

Task Force  
Membership

Homelessness  
Strategy

## Journey Home Task Force Terms of Reference and Co-Chairperson Appointment



Dr. Kyleen Myrah, CPA CMA  
Professor, Okanagan College



Martin Bell, CEO, Urban Systems

## Task Force Membership Selection Process

*11 - 15 Members - Appointed by Council*

**Selection Committee**  
*Recommendation to Council*

Mayor  
Co-Chairpersons  
City Manager  
Active Living & Culture Staff  
Journey Home Co-Chairpersons

Appointment of  
Co-Chairpersons

Selection Committee  
Finalizes Sector/Skills  
Representation Matrix

Sectors Identified for:

- Application
- Appointment of Sector Representation

Recommendation  
to Council for  
Appointment

Recommend appointment:

Six organizations  
13 individual members

## Journey Home Task Force Make-up & Selection Recommendation

### **Skills-Knowledge Representation Matrix:**

#### ***Goal:***

- Ensure all perspectives at the table
- All areas of skills/knowledge represented
- All sectors represented
- Ensure transparency and inclusion

#### ***Matrix Design:***

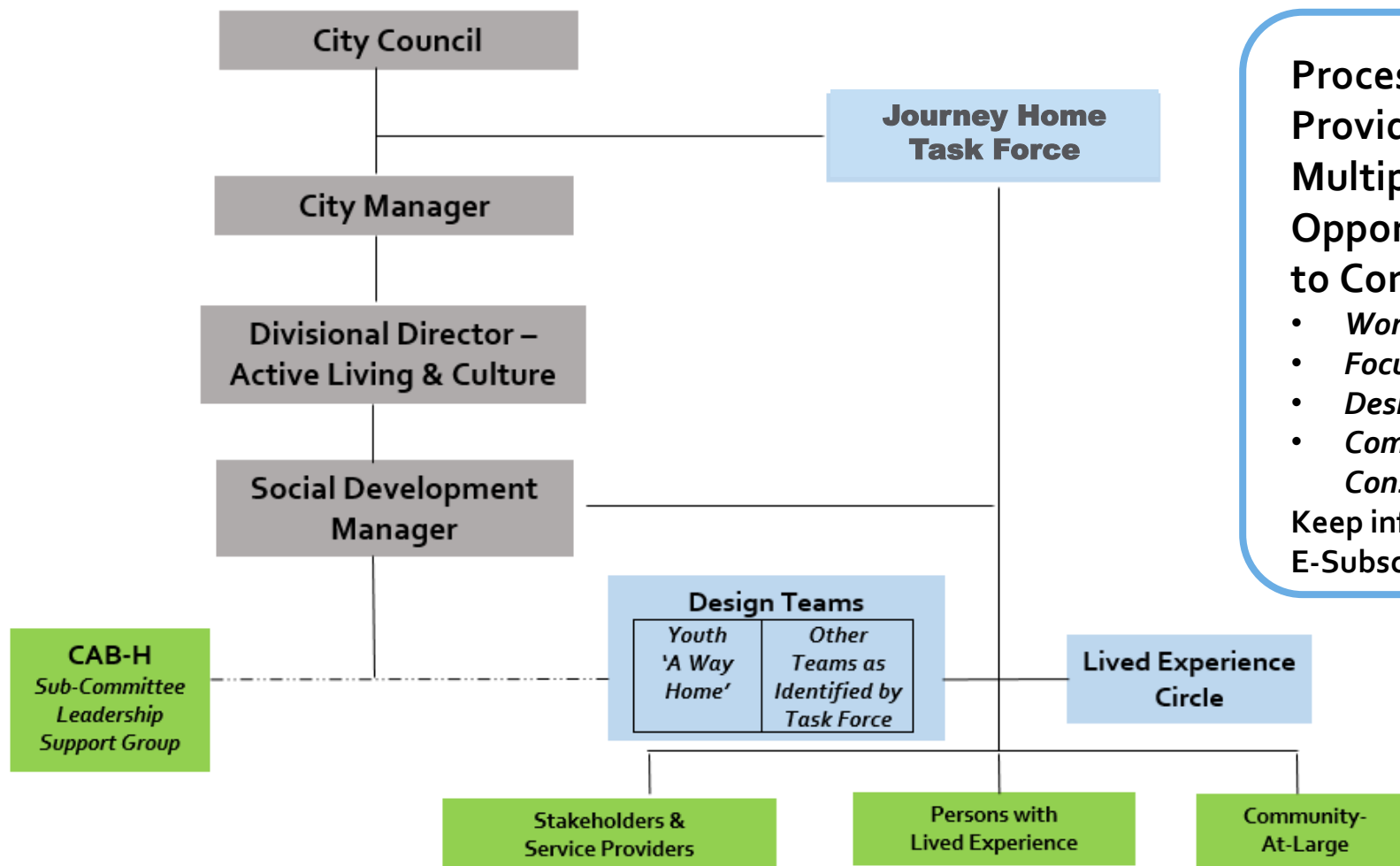
- Primary Knowledge Areas
- Core Qualities
- Sector Representation

## Journey Home Task Force Terms of Reference Amendment

Recommendation – Expand Membership from 15 to 21 Task Force Members to ensure:

- broad spectrum of knowledge and experience reflected
- six sectors represented
- lived experience and community voices included

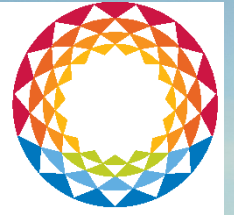
## Journey Home Strategy Governance Functioning



Process Provides Multiple Opportunities to Contribute:

- Workshops
- Focus Groups
- Design Teams
- Community Consultations

Keep informed via E-Subscribe



Questions?



# Report to Council



**Date:** September 11, 2017  
**File:** 1250-30  
**To:** City Manager  
**From:** Ryan Smith, Community Planning Manager  
**Subject:** Amend Legal Description - Bylaw 11446 at 3rd reading

---

## **Recommendation:**

THAT Rezoning Bylaw No. 11446 be amended at third reading by:

- a) Deleting the title from “2355 Acland Road and 333 Penno Road” and replacing it with “2350 Norris Road”; and
- b) Deleting the following:

Lot B, Section 2, Township 23, ODYD Plan KAP80969, located at Acland Road, Kelowna, BC  
Lot E, Section 2, Township 23, ODYD Plan EPP27682, located at Penno Road, Kelowna, BC

And replacing it with:

Lot 3, Section 2, Township 23, ODYD, Plan EPP67824, located on Norris Road South,  
Kelowna, BC

## **Purpose:**

Amend Bylaw No.11446 to reflect update legal triggered by subdivision of lands.

## **Background:**

The applicant subdivided the lands prior to final rezoning resulting in a change to the legal description. The bylaw now requires an amendment before adoption to ensure the correct legal is used. The area of the lands subject to rezoning remains unchanged.

**Considerations not applicable to this report:**

**Internal Circulation:**

**Legal/Statutory Authority:**

**Legal/Statutory Procedural Requirements:**

**Existing Policy:**

**Financial/Budgetary Considerations:**

**Personnel Implications:**

**External Agency/Public Comments:**

**Communications Comments:**

**Alternate Recommendation:**

Submitted by:

R.Smith, Community Planning Manager

**Approved for inclusion:**



R.Smith, Community Planning Manager

cc: Trisa Brandt, Planner 2

**CITY OF KELOWNA**  
**BYLAW NO. 11446**  
**Z17-0061 – 2350 Norris Road South**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 3, Section 2, Township 23, ODYD, Plan EPP67824 located on Norris Road South from the I1 – Business Industrial zone to the I2 – General Industrial zone 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 24<sup>th</sup> day of July 2017.

Considered at a Public Hearing on the 15<sup>th</sup> day of August, 2017.

Read a second and third time by the Municipal Council this 15<sup>th</sup> day of August, 2017.

Amended at third reading this

Approved under the Transportation Act this

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(Approving Officer – Ministry of Transportation)

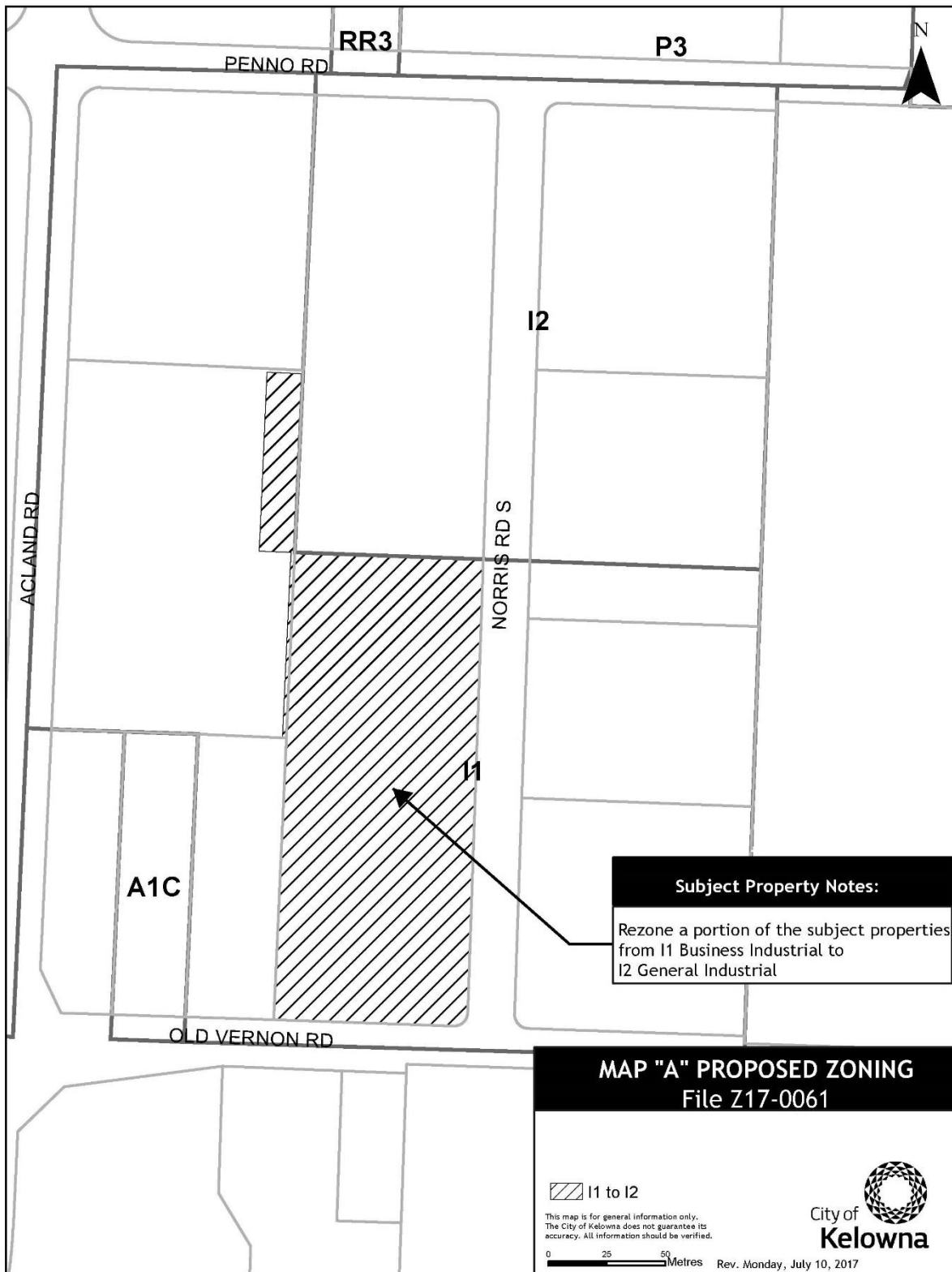
Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk



# REPORT TO COUNCIL



**Date:** September 11, 2017

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (LB)

**Application:** Z17-0067 **Owner:** Lawrence & Mary Berg

**Address:** 462 Clifton Road **Applicant:** Urban Options Planning & Permits

**Subject:** Rezoning Application

Existing OCP Designation: S2RES – Single / Two Unit Residential

Existing Zone: A1 – Agriculture 1

Proposed Zone: RU6 – Two Dwelling Housing

---

## 1.0 Recommendation

THAT Rezoning Application No. Z17-0067 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 10 Section 31 Township 26 ODYD Plan 17113, located at 462 Clifton Road, Kelowna, BC, from the A1 – Agriculture 1 zone to the RU6 – Two Dwelling Housing zone be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report of the Community Planning Department dated September 11, 2017.

## 2.0 Purpose

To rezone the subject property to the RU6 – Two Dwelling Housing zone to facilitate construction of a second dwelling.

## 3.0 Community Planning

Staff support the application to rezone from the A1 – Agriculture zone to the RU6 – Two Dwelling Housing zone to allow a second house to be built on the subject property. The RU6 zone complies with the existing future land use designation of S2RES – Single / Two Unit Residential. The property is well in excess of the minimum lot dimensions required for two dwelling housing and the development can be achieved without variances.

The application meets the intent of several Official Community Plan (OCP) goals and policies related to containing growth within developed areas and providing for additional housing options. Full infrastructure servicing is available along Clifton Road in this area. Should Council support the rezoning, the applicant will be required to connect to the sanitary service along Clifton Road, in addition to payment of service fees and frontage improvements.

As staff understand it, the applicant completed neighbourhood consultation in accordance with Council Policy No. 367. At the time of writing staff have not been contacted by area residents about the application.

#### 4.0 Proposal

##### 4.1 Project Description

The proposal is to rezone the subject property to construct a second dwelling. The intent is to retain the existing house and build a second house toward the front of the property. The conceptual plan shows a 1,250 sq ft single storey house with a carport that is accessed off the existing driveway. It is designed to be fully accessible to accommodate a family member with mobility needs. No variances are being requested.

##### 4.2 Site Context

The subject property is located on the west side of Clifton Road between Cara Glen Way and Rio Drive, within the City's Glenmore – Clifton – Dilworth Sector. It is approximately 0.21 ha (0.52 ac) in area and currently has one single detached house. The subject property and surrounding properties have a future land use designation of S2RES – Single / Two Unit Residential and are within the Permanent Growth Boundary.

Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	A1 – Agriculture 1	Single dwelling housing
East	RR3 – Rural Residential 3	Single dwelling housing
South	A1 – Agriculture 1	Single dwelling housing
West	A1 – Agriculture 1	Single dwelling housing

#### Subject Property Map



## 4.3 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	RU6 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Minimum Lot Area	700 m <sup>2</sup>	2,104 m <sup>2</sup>
Minimum Lot Width	18.0 m	22.9 m
Minimum Lot Depth	30.0 m	94.4 m
Development Regulations		
Maximum Site Coverage	40%	12%
Maximum Site Coverage (buildings, driveways & parking)	50%	23%
Maximum Height	9.5 m or 2 ½ storeys	1 storey
Minimum Front Yard	4.5 m	8.0 m
Minimum Side Yard (north)	2.0 m (single storey)	6.3 m
Minimum Side Yard (south)	2.0 m (single storey)	2.9 m
Minimum Rear Yard	7.5 m	> 5.0 m
Other Regulations		
Minimum Parking Requirements	4 stalls	4 stalls
Private Open Space	60 m <sup>2</sup>	Exceeds requirements

## 5.0 Current Development Policies

## 5.1 Kelowna Official Community Plan (OCP)

## Chapter 1: Introduction

**Goal 1. Contain Urban Growth.** Reduce greenfield urban sprawl and focus growth in compact, connected and mixed-use (residential and commercial) urban and village centres.

**Goal 2. Address Housing Needs of All Residents.** Address housing needs of all residents by working towards an adequate supply of a variety of housing.

## Chapter 5: Development Process

**Objective 5.3** Focus development to designated growth areas.

**Policy 5.3.2 Compact Urban Form.** Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

**Policy 5.22.6 Sensitive Infill.** Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting.

**Policy 5.22.7 Healthy Communities.** Through current zoning regulations and development processes, foster healthy, inclusive communities and a diverse mix of housing forms, consistent with the appearance of the surrounding neighbourhood.

**Policy 5.22.10 Adaptable Housing.** Encourage the use of adaptable design to increase flexibility of housing by referring developers to adaptable design guidelines.

## **6.0 Technical Comments**

### **6.1 Development Engineering Department**

- See attached memorandum (Schedule "A").

## **7.0 Application Chronology**

Date of Application Received: July 13, 2017

Date Public Consultation Completed: August 12-13, 2017

**Report Prepared by:** Laura Bentley, Planner II

**Reviewed by:** Todd Cashin, Subdivision, Suburban and Rural Planning Manager

**Approved for Inclusion:** Ryan Smith, Community Planning Department Manager

### **Attachments:**

Attachment 1: Schedule "A"

Attachment 2: Conceptual Site Plan & Elevations

# CITY OF KELOWNA MEMORANDUM

**Date:** July 17, 2017  
**File No.:** Z17-0067  
**To:** Community Planning (LB)  
**From:** Development Engineering Manager(JK)  
**Subject:** 462 Clifton Road Lot 10 Plan 17113 A1 to RU6 Second Dwelling

**ATTACHMENT 1**

This forms part of application  
# **Z17-0067**

Planner Initials **LB**

City of Kelowna  
COMMUNITY PLANNING



**SCHEDULE A**

This forms part of application  
# **Z17-0067**

Planner Initials **LB**

City of Kelowna  
COMMUNITY PLANNING



Development Engineering has the following comments and requirements associated with this application. The utility upgrading requirements outlined in this report will be a requirement of this development.

1. Domestic Water and Fire Protection

Our records indicate that this property is currently serviced with a 19mm-diameter water service which is adequate for this application.

The property is within the Grainger Reservoir Exp. ESA 12 and is subject to associated fees. The current rate is \$895.00 per unit and carriage home are 0.5 of a unit at **\$722.50**

2. Sanitary Sewer

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

The Connection Area #1 charge is currently set by Bylaw at per Single Family Equivalent (SFE). Fees to join Connection spec area1 is **\$700.00**

3. Development Permit and Site Related Issues

Direct the roof drains onto splash pads.  
Driveway access permissible is one (1) per property as per bylaw.

4. Electric Power and Telecommunication Services

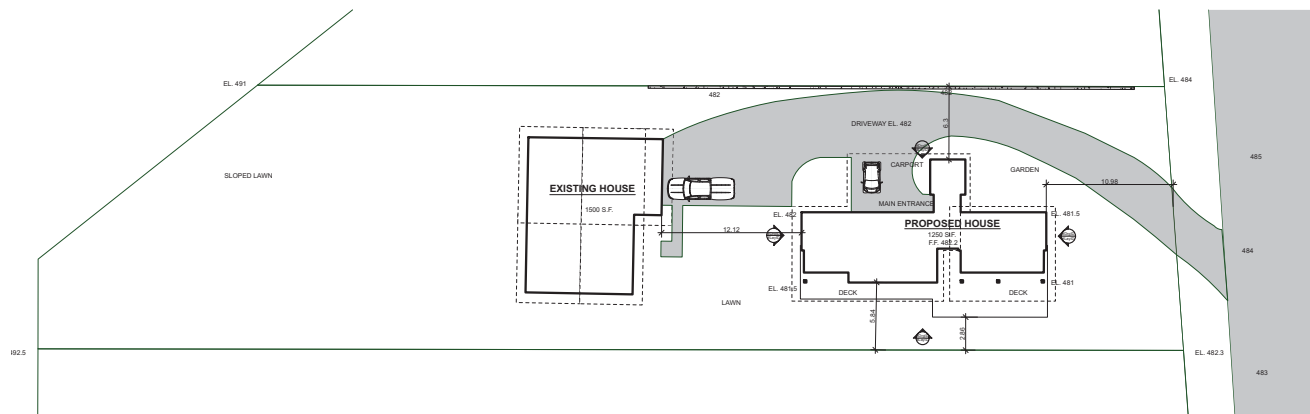
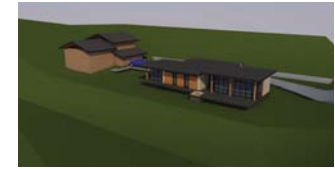
It is the applicant's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for service upgrades to these services which would be at the applicant's cost.

5. Road

- (a) Clifton Road fronting this development will be in future construction and upgraded to an urban standard SS-R16 (22m) right of way including curb and gutter, sidewalk, storm drainage system, pavement widening.  
Clifton road frontage requirements for cash in lieu of **\$23,907.50**

  
James Kay, P. Eng.  
Development Engineering Manager

RO



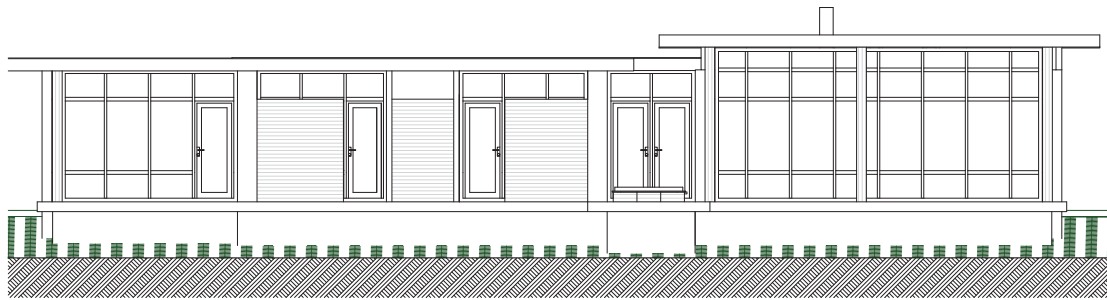
URBAN OPTION

Address: 462 Clifton Avenue, Kelowna  
Zone: RU6 – Two Dwelling Housing – second dwelling

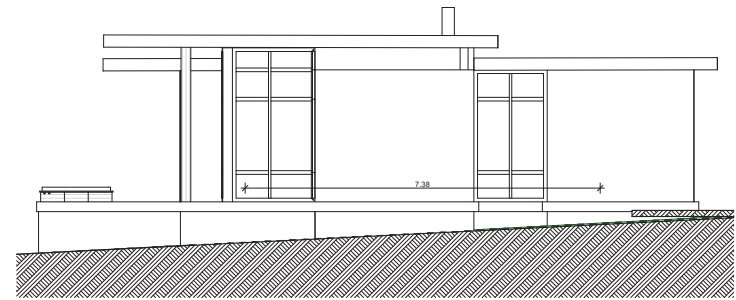
Subdivision Regulations Site Details:	Bylaw requirements	Proposal
Site Area (m <sup>2</sup> ) for single detached housing	700 m <sup>2</sup>	2,104m <sup>2</sup>
Site Width	18.0 m	22.905m
Site Depth	30.0 m	75.53 – 96.18m
Site Coverage of Building(s) (area/%)	40%	12%
Site Coverage (Building(s), Driveway(s) and parking (%)	50%	23%
Development Regulations (existing dwelling)		
Building(s) Setbacks:		
Front yard	4.5m	10.98m (from road dedication)
Rear yard	6.0 m for 1 to 1.5 storey or 7.5 m for 2 to 21/2 storey	42m to existing home
Side yards	2.0 m for 1 to 1.5 storey portion or 2.3m for 2 storey portion	Existing N: 8.83m / S: 4.79m Proposed N: 6.3m / S: 2.86m
Building Height (m)	9.5 m or 2 1/2 storeys	Existing: 1 storeys Proposed: 1 storey
Number of parking stalls	2	Existing: 1 in attached garage Proposed: 2 in attached carport 30m <sup>2</sup> for each
Required Private open space	30m <sup>2</sup>	
Development Regulations (proposed garage)		
Distance between dwellings	4.5m	12.12m

## 6 Zoning Analysis Table

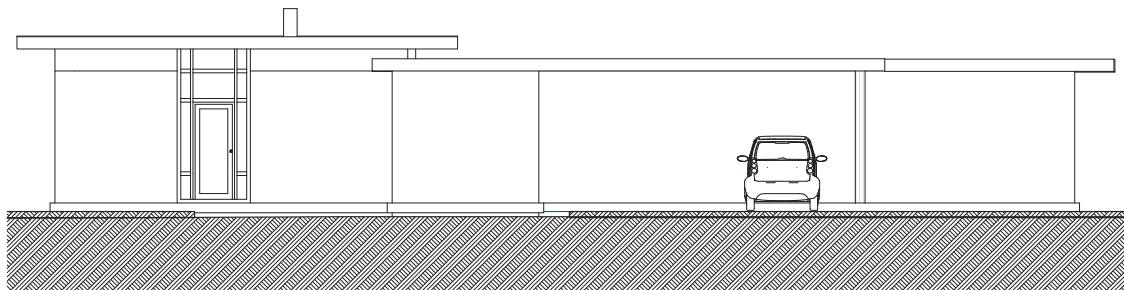
<b>ATTACHMENT</b>		<b>2</b>
This forms part of application		
#	<b>Z17-0067</b>	
Planner Initials	<div style="border: 1px solid black; padding: 5px; display: inline-block;">LB</div>	<div> <b>City of Kelowna</b> COMMUNITY PLANNING</div>



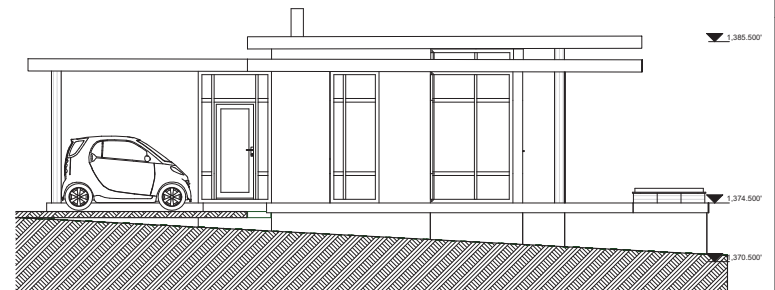
1 South Elevation  
SCALE: 1/4" = 1'-0"



3 East Elevation  
SCALE: 1/4" = 1'-0"



2 North Elevation  
SCALE: 1/4" = 1'-0"



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



1 View From SW



2 View From South



3 View From SE



4 Aerial View



5 View From NE



6 View From NW

**CITY OF KELOWNA**  
**BYLAW NO. 11475**  
**Z17-0067 - Lawrence & Mary Berg**  
**462 Clifton Road**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 10, Section 31 Township 26, ODYD, Plan 17113 located on Clifton Rd, Kelowna, B.C., from the A1 - Agriculture 1 zone to the RU6 - Two Dwelling Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

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:** September 11, 2017

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (EW)

**Application:** Z17-0042

**Owner:** Robin Daniel Mercer & Heather  
Anne Mercer

**Address:** 1561 Mountain Ave

**Applicant:** Heather Mercer

**Subject:** Rezoning Application

Existing OCP Designation: SRES – Single/Two Unit Residential

Existing Zone: RU1 – Large Lot Housing

Proposed Zone: RU1c – Large Lot Housing with Carriage House

---

## 1.0 Recommendation

THAT Rezoning Application No. Z17-0042 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 5 Section 29 Township 26 ODYD Plan 9247, located at 1561 Mountain Ave, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule 'A' attached to the Report from the Community Planning Department dated September 11, 2017.

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered in conjunction with Council's consideration of a Development Variance Permit for the subject property.

## 2.0 Purpose

To rezone the subject property from RU1 – Large Lot Housing to RU1c – Large Lot Housing with Carriage House to facilitate the construction of a carriage house.

## 3.0 Community Planning

Community Planning Staff support the proposed rezoning application to facilitate the future construction of a carriage house on the subject property. Rezoning the subject property to add the 'c' designation meets

several City policy objectives including fostering a mix of housing forms, concentrating growth with the Permanent Growth Boundary and achieving density through sensitive infill. The proposed rezoning is also consistent with the property's future land use designation and the property is connected to City sanitary sewer.

To fulfill Council Policy No. 367, the applicant submitted a Neighbour Consultation Summary Form to staff on May 23<sup>rd</sup>, 2017, outlining that the neighbours within 50 m of the subject property were notified.

#### 4.0 Proposal

##### 4.1 Project Description

The applicant would like to construct a single storey carriage house by converting the existing detached garage on the subject property. The subject property is connected to City sanitary sewer and is near bus stops and schools. The proposed rezoning is consistent with the property's S2RES – Single/Two Unit Residential Future Land Use in the OCP.

The existing accessory structure is a two-car garage and would be renovated to create a 41m<sup>2</sup> suite. The existing gray stucco walls would be painted beige and cedar trim added to match the principal dwelling (Attachments A & B). The applicant intends on replacing the garage doors with barn-style doors. The three required parking spaces can be provided on the driveway. Should the rezoning application be supported, a Development Variance Permit will be considered by Council at a future meeting. At this time staff are



tracking two variances.

*Figure 1. View from Mountain Ave of the existing single family dwelling and the detached garage which would be converted to a carriage house.*

##### 4.2 Variances

To convert the existing garage to a carriage house, two variances to Zoning No. 8000:<sup>1</sup> will be required:

Variance 1: *s.9.5b.14 The minimum side yard setback for carriage houses is 2.0 metres except it is 4.5 metres from a flanking street.* The existing side yard setback (east) from the detached garage structure is 1.5m.

<sup>1</sup> TA15-0008 (BL11369) to harmonize carriage house and accessory building regulations is scheduled for Public Hearing at the September 12<sup>th</sup>, 2017 meeting. If approved, the carriage house regulations will be assigned new section numbers. The existing section numbers are referenced in this report.

Variance 2: *s.13.1.7(c) A carriage house must not be closer than 3.0m to an existing principal building.* The existing setback from the detached garage structure to the principal dwelling is 1.8m.

#### 4.3 Site Context

The subject property is located in the Glenmore – Clifton – Dilworth City Sector, east of Clifton Rd on the south side of Mountain Ave.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – Large Lot Housing	Residential
East	RU1 – Large Lot Housing	Residential
South	RU1 – Large Lot Housing	Residential
West	RU1 – Large Lot Housing	Residential

**Subject Property Map: 1561 Mountain Ave**



#### 4.4 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	RU1 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Minimum Lot Area	550 m <sup>2</sup>	890 m <sup>2</sup>
Minimum Lot Width	16.5 m	22.9 m
Minimum Lot Depth	30.0 m	36.9 m
Development Regulations		

Max. Site Coverage (buildings)	40%	23.9%
Max. Site Coverage (buildings, driveways, and parking)	50%	34.6%
Single Storey Carriage House Regulations		
Max. Accessory Site Coverage	20%	4.6%
Max. Accessory Building Footprint	130 m <sup>2</sup>	40.9 m <sup>2</sup>
Max. Net Floor Area	100 m <sup>2</sup>	40.9 m <sup>2</sup>
Max. Net Floor Area to Principal Building	75%	24.5%
Maximum Height (to mid-point)	4.8 m	3.5 m
Maximum Height (to peak)	Peak of principal building	4.3 m
Minimum Side Yard (east)	2.0 m	1.5 m <sup>①</sup>
Minimum Side Yard (west)	2.0 m	17.0 m
Minimum Rear Yard	2.0 m	11.7 m
Min. Distance to Principal Building	3.0 m	1.8 m <sup>②</sup>
Other Regulations		
Minimum Parking Requirements	3 spaces	3 spaces
Minimum Private Open Space	30 m <sup>2</sup>	> 30m <sup>2</sup>
<sup>①</sup> Indicates a variance to the side yard setback from 2.0m to 1.5m. <sup>②</sup> Indicates a variance to required distance to the principal building from 3.0m to 1.8m.		

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process

**Compact Urban Form.**<sup>2</sup> Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

**Sensitive Infill.**<sup>3</sup> Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighborhood with respect to building design, height and siting.

**Carriage Houses & Accessory Apartments**<sup>4</sup>. Support carriage houses and accessory apartments through appropriate zoning regulations.

## 6.0 Technical Comments

### 6.1 Building & Permitting Department

<sup>2</sup> City of Kelowna Official Community Plan, Policy 5.3.2 (Development Process Chapter).

<sup>3</sup> City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

<sup>4</sup> City of Kelowna Official Community Plan, Policy 5.22.12 (Development Process Chapter).

- No concerns with the proposed land use change.

6.2 Development Engineering Department

- See Attachment 'A' – Development Engineering Memorandum dated May 25, 2017.

6.3 Fire Department

- No concerns with the proposed land use change.

**7.0 Application Chronology**

Date of Application Received: April 28, 2017

Date Public Consultation Completed: May 23, 2017

**Report prepared by:** Emily Williamson, Planner

**Reviewed by:** Terry Barton, Urban Planning Manager

**Approved for Inclusion:** Ryan Smith, Community Planning Department Manager

**Attachments:**

Schedule 'A' – Development Engineering Memorandum dated July 10, 2017

Attachment 'A' – Applicant's Rationale

Attachment 'B' – Carriage House Plans

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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** May 25, 2017  
**File No.:** Z17-0042

**To:** Suburban and Rural Planning (EW)

**From:** Development Engineering Manager (SM)

**Subject:** 1561 Mountain Ave Lot A Plan EPP67922 RU1 to RU1c Carriage House

---

Development Engineering has the following requirements associated with this application.

1. Domestic Water and Sanitary Sewer

This property is currently serviced with a 19mm-diameter water service. The service will be adequate for this application. One metered water service will supply both the main residence and the carriage house.

2. Sanitary Sewer

- a. Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service. An inspection chamber (IC) complete with brooks box must be installed on the service at the owner's cost. Service upgrades can be provided by the City at the applicant's cost. **The applicant will be required to sign a Third Party Work Order for the cost of the service upgrade.** For estimate inquiry's please contact Jason Angus, by email [jangus@kelowna.ca](mailto:jangus@kelowna.ca) or phone, 250-469-8783.

3. Development Permit and Site Related Issues

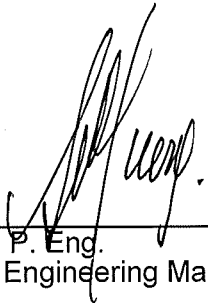
Direct the roof drains onto splash pads.

4. Electric Power and Telecommunication Services

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

5. Access and Parking Requirements

The proposed parking module location for the Carriage House must meet bylaw requirements.

  
\_\_\_\_\_  
Steve Muenz, P. Eng.  
Development Engineering Manager  
JA

<b>SCHEDULE</b>		<b>A</b>
This forms part of application # Z17-0042		
Planner Initials	EW	 City of <b>Kelowna</b> COMMUNITY PLANNING

## Design Rationale Statement

Our purpose is to convert an existing free-standing 2-car garage on our property (1561 Mountain Ave) into a carriage house. We will use the existing structure and renovate it to create a 40.9 m<sup>2</sup> suite, connected to city sewage, water and electricity. The proposed carriage house will use its existing gray stucco walls with beige paint and cedar wood trim to match the principal dwelling. The existing roof is tin and will be modified to incorporate appropriate ventilation and insulation. The two garage doors will be replaced with decorative barn-style doors each including a small window. The door to the garage will remain in the same location, and the two existing windows will be enlarged. At least 3 parking spaces for the carriage house already exist in the driveway (the driveway can accommodate 6 vehicles). Behind the proposed carriage house will be designated 105.3 m<sup>2</sup> of private green space, directly behind the garage and separated from the rest of the yard with a row of tall grasses.

Decorative motion-sensing light sconces will be installed on the front and side of the proposed carriage house, but other than these changes, no other obvious changes will be made externally to the property, in keeping with the existing landscaping and design and minimizing disruption to the neighborhood.

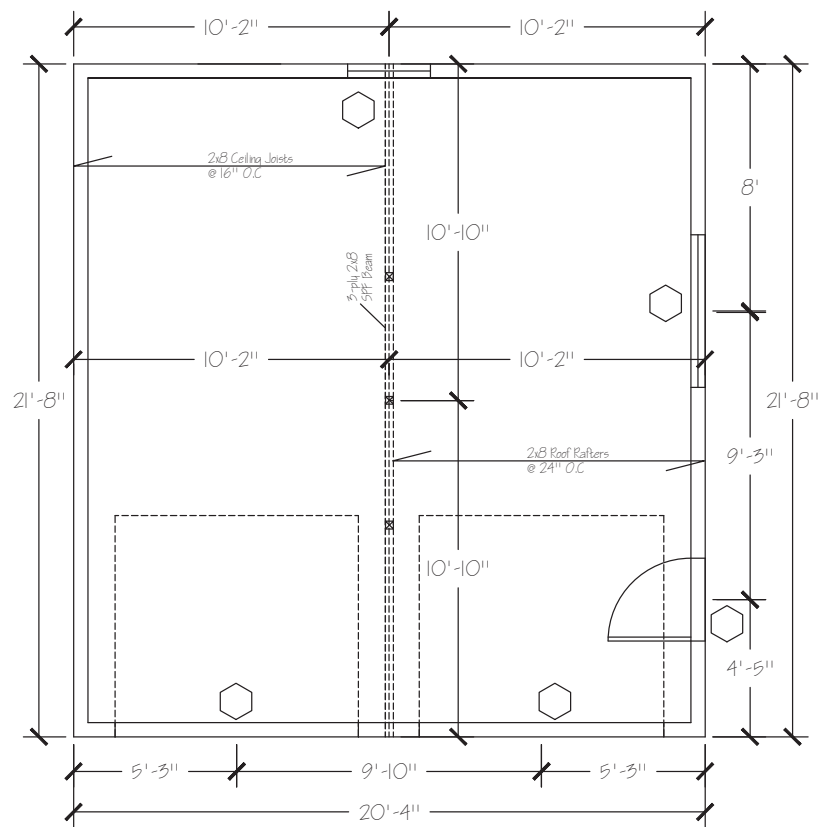
It is our intention to rent out the carriage house as an additional source of income, and to contribute to the city of Kelowna's need for suitable rental homes in urban areas. Since 1561 Mountain Ave is close to bus stops, schools and walking trails, it is ideally situated to provide a secondary dwelling.

The interior of the carriage house will include a full bathroom, full kitchen, and an open living area/bedroom as per attached floor plans. Small dwellings such as this proposed one are ideal because they have a smaller environmental impact, and converting and upgrading the existing structure will minimize the impact to the environment of the building and development process. Because we are proposing to use the existing garage structure, there are several bylaw variances that will need to be taken into consideration, including the distance to the principal dwelling and the east side yard setback. However, the garage structure is already legally existing on the property and would simply be developed and used for a more productive purpose, so we do not feel these variances are insurmountable.

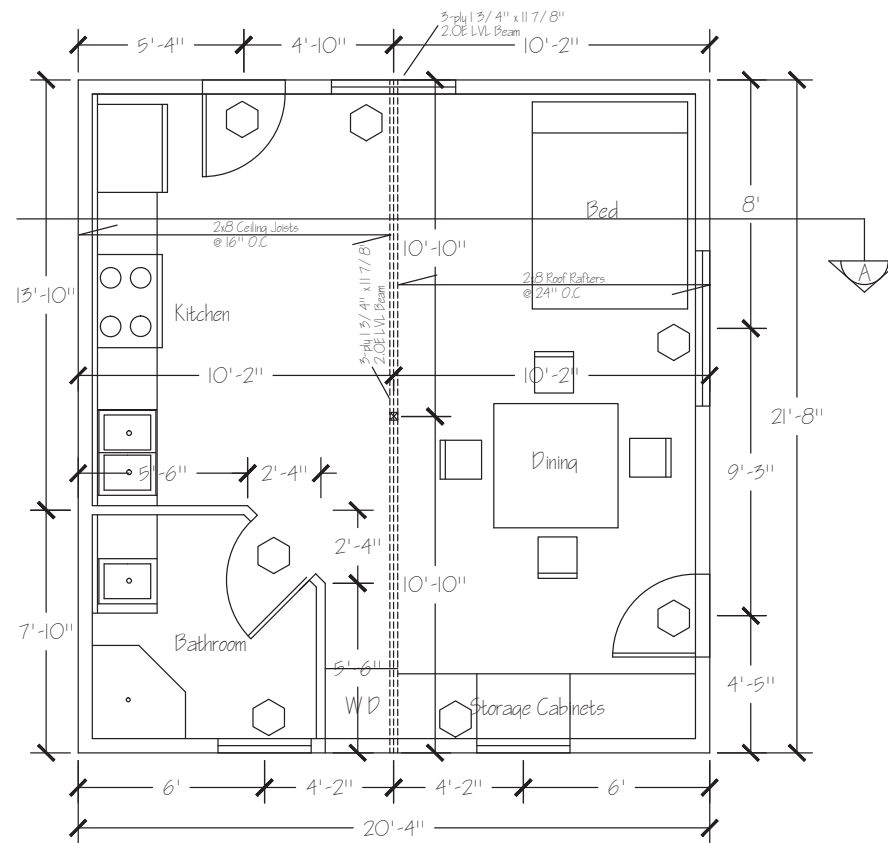
Thank you for your consideration of our project.

Heather and Robin Mercer

<b>ATTACHMENT</b>		<b>A</b>
This forms part of application		
# Z17-0042		
Planner Initials	EW	
		City of <b>Kelowna</b> COMMUNITY PLANNING



Existing Floor Plan



Proposed Main Floor Plan

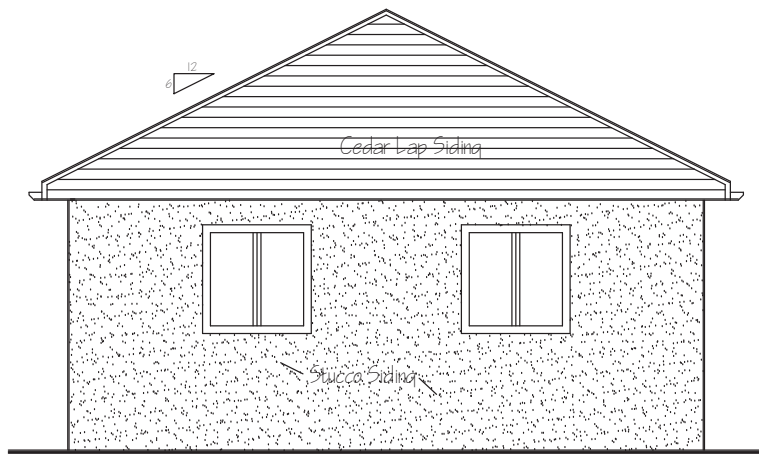
**ATTACHMENT B**

This forms part of application  
# Z17-0042

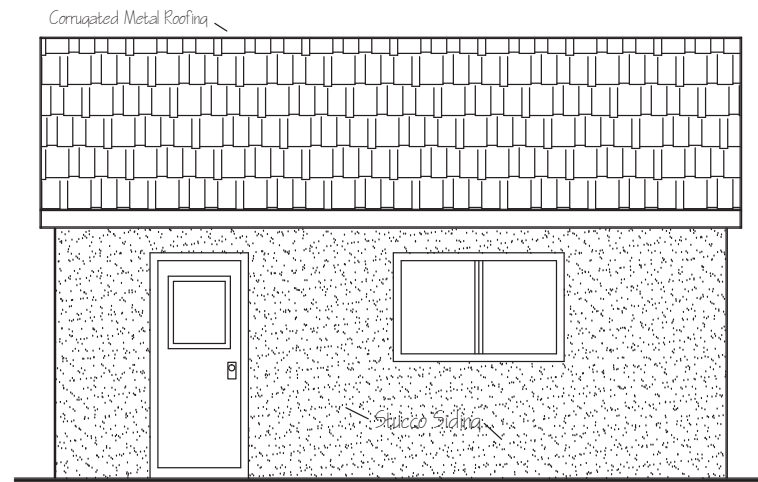
Planner Initials EW

City of Kelowna  
COMMUNITY PLANNING

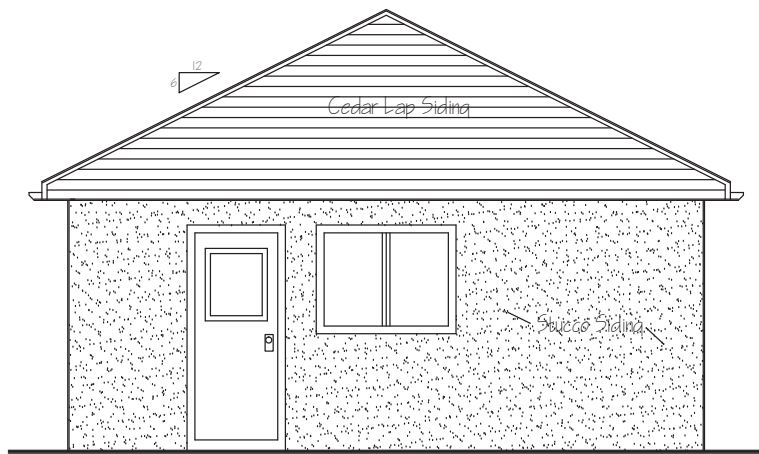
PROJECT: Mercer Residence Carriage House	
JOB NAME:	MERCER
ADDRESS:	1561 MOUNTAIN AVE.
DRAWN BY: GT	DATE: 6/22/2017
NAME:	
SCALE:	DWG NO:
APPROVED BY:	DWG-1



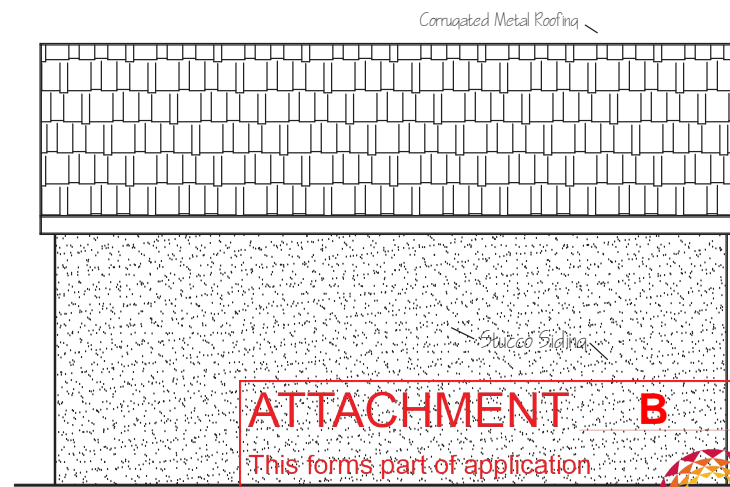
Front Elevation



Right Elevation



Rear Elevation



Left Elevation

ATTACHMENT B

This forms part of application

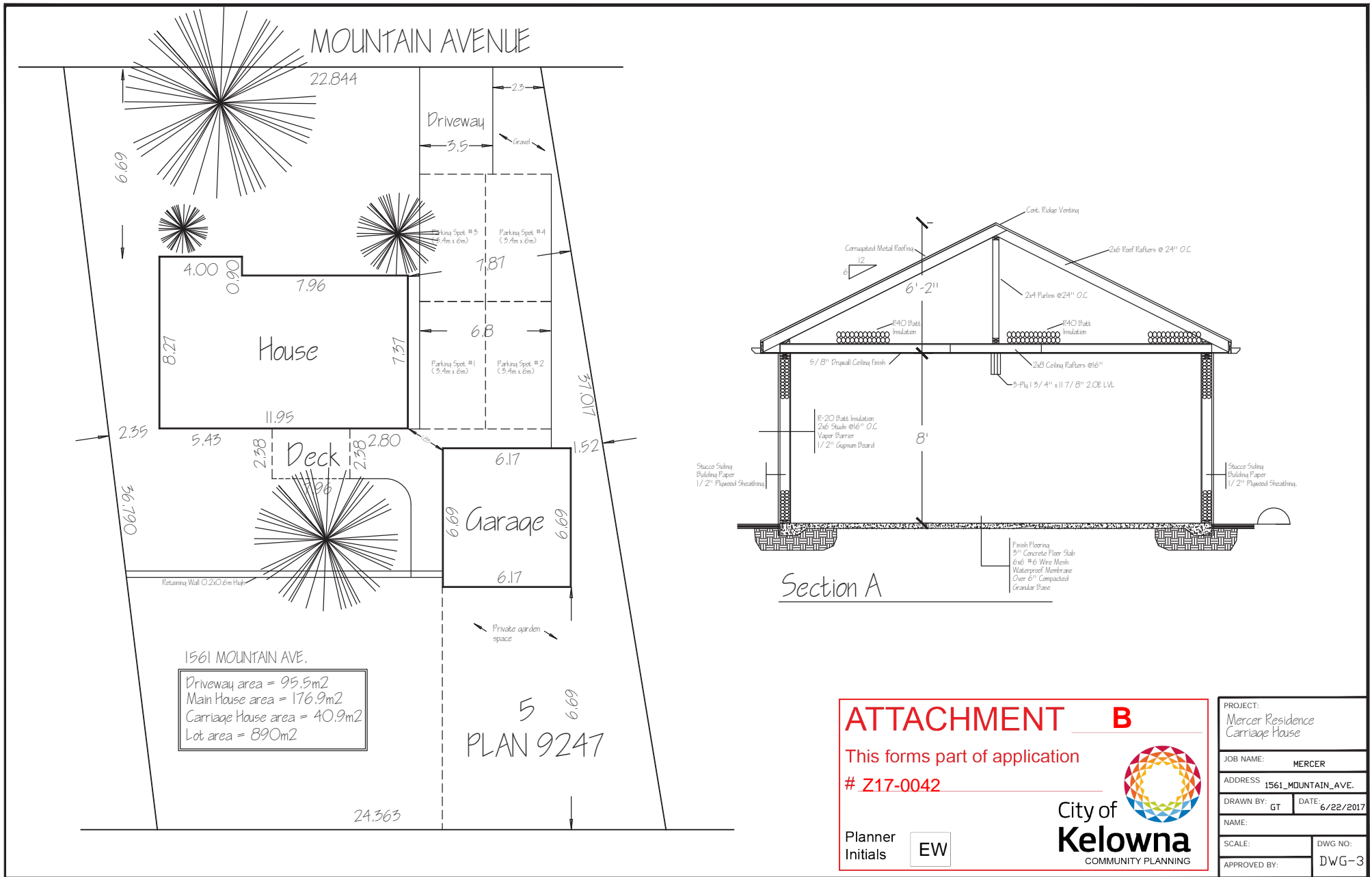
# Z17-0042

Planner  
Initials

EW

**City of  
Kelowna**  
COMMUNITY PLANNING

PROJECT: Mercer Residence Carriage House	
JOB NAME:	MERCER
ADDRESS	1561 MOUNTAIN AVE.
DRAWN BY: GT	DATE: 6/22/2017
NAME:	
SCALE:	DWG NO:
APPROVED BY:	DWG-2



**ATTACHMENT B**

This forms part of application  
# Z17-0042

Planner Initials: EW

City of Kelowna  
COMMUNITY PLANNING

PROJECT: Mercer Residence Carriage House	
JOB NAME:	MERCER
ADDRESS:	1561 MOUNTAIN AVE.
DRAWN BY: GT	DATE: 6/22/2017
NAME:	
SCALE:	DWG NO: DWG-3
APPROVED BY:	

**CITY OF KELOWNA**  
**BYLAW NO. 11476**  
**Z17-0042 - Robin and Heather Mercer**  
**1561 Mountain Avenue**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 5, Section 29, Township 26, ODYD, Plan 9247 located on Mountain Avenue, Kelowna, B.C., from the RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

---

Mayor

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City Clerk

# REPORT TO COUNCIL



**Date:** August 28, 2017

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (LG)

**Application:** Z17-0057      **Owner:** 1018545 BC LTD. (AJH Developments)

**Address:** 2825 Richter Street      **Applicant:** Kevin Johnson (Bear Land Development Services)

**Subject:** Rezoning Application

Existing OCP Designation: MRL – Multiple Unit Residential (Low Density)

Existing Zone: RU6 – Two Dwelling Housing

Proposed Zone: RM2 – Low Density Row Housing

---

## 1.0 Recommendation

THAT Rezoning Application No. Z17-0057 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 10, District Lot 135, ODYD, Plan 22856 located at 2825 Richter Street, Kelowna, BC from the RU6 – Two Dwelling Housing zone to the RM2 – Low Density Row Housing zone be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated July 13, 2017;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered in conjunction with Council's consideration of a Development Permit and Development Variance Permit for the subject property.

## 2.0 Purpose

To rezone the subject parcel to facilitate the development of a four-unit rowhouse.

## 3.0 Community Planning

Staff supports the proposal to rezone the subject parcel from the RU6 – Two Dwelling Housing zone to the RM2 – Low Density Row Housing zone. The Future Land Use of the parcel is MRL – Multiple Unit

Residential (Low Density), and the RM2 zone is a recommended zone for this designation. It is also the appropriate zone in which to develop row housing. The majority of the properties along the Richter corridor are designated MRL from Harvey Avenue south to Cedar Avenue.

The rezoning proposal is also consistent with OCP policies that support additional residential density and housing form options, particularly in urban centres. Based on the site's close proximity to Pandosy Street, and adjacency to Raymer Elementary School, the applicant has provided at least three bedrooms in all units which is integral to attracting families to consider multi-dwelling housing.

In fulfilment of Council Policy No. 367, the applicant completed public notification and consultation with property owners within 50 metres of the subject property.

#### 4.0 Proposal

##### 4.1 Project Description

The applicant is proposing to rezone the subject parcel to RM2 – Low Density Row Housing to enable the development of a four unit rowhouse.

The initial plans submitted by the applicant show row housing oriented towards Richter Street. The southernmost unit on the corner faces Coopland Crescent to maintain the development's street oriented design on both streets. Parking is provided in a detached garage located off of the lane, and in the space between the garage and the residential building. Amenity space for each unit is provided in the form of roof-top terraces on each unit, as well as common outdoor amenity space on top of the garage.

Should the rezoning application be approved, the applicant will be required to apply for a Development Permit and Development Variance Permit which would be considered by Council. Staff anticipates that side yard setback variances will be required for the detached garage; however, variances will be determined at the Development Permit stage of the process.

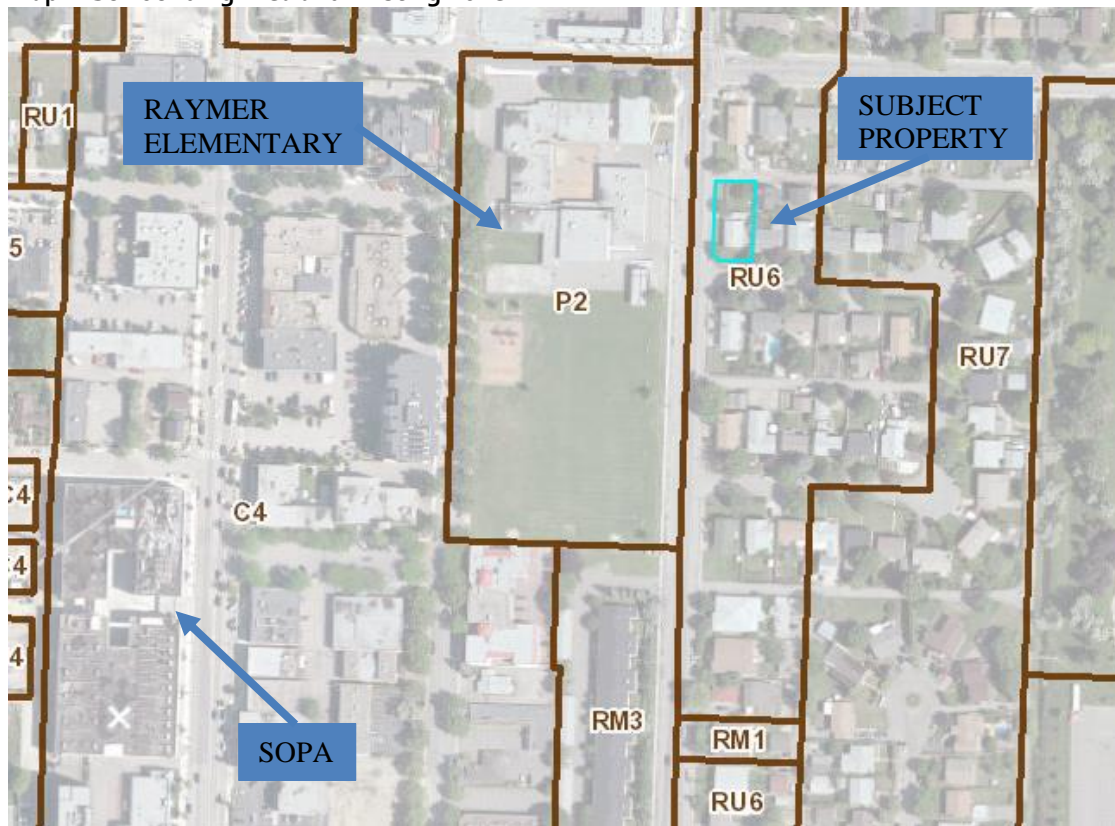
##### 4.2 Site Context

The subject property is located at the northeast corner of Richter Street and Coopland Crescent, and falls within the City's South Pandosy Urban Centre. The area is characterized primarily by single family dwellings, with Raymer Elementary School directly to the west across Richter Street. The property is less than a 300m (5 minute) walk to Pandosy Street and its many amenities.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU6 – Two Dwelling Housing	MRL – Multiple Unit Residential (Low Density)
East	RU6 – Two Dwelling Housing	MRL – Multiple Unit Residential (Low Density)
South	RU6 – Two Dwelling Housing	MRL – Multiple Unit Residential (Low Density)
West	P2 – Education and Minor Institutional	EDINST – Education / Institutional

Map 1: Surrounding Area and Existing Zone



Map 2: Subject Property



### 4.3 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	RM2 ZONE REQUIREMENTS	PROPOSAL
Development Regulations		
Floor Area Ratio	0.8	0.76
Max. Height	9.5m or 2.5 storeys	7.9m
Min. Front Yard	1.5m	1.5m
Min. Side Yard (east)	4.0m	4.0m
Min. Side Yard (east)(garage)	6.0m	4.0m <sup>❶</sup>
Min. Side Yard (west)	1.5m	2.4m
Min. Side Yard (west)(garage)	6.0m	1.5m <sup>❶</sup>
Min. Rear Yard	7.5m	12.5m
Min. Rear Yard (garage)	1.5m	1.5m
Other Regulations		
Min. Vehicle Parking	8 stalls	8 stalls
Min. Bicycle Parking	0 stalls	8 stalls
Private Open Space	100m <sup>2</sup>	144m <sup>2</sup>
❶ Indicates requested variances to the side yard setbacks for a detached garage (as per initial Development Permit plans).		

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process

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

**Housing Mix.**<sup>2</sup> Support a greater mix of housing unit size, form and tenure in new multi-unit residential and mixed use developments.

**Family Housing.**<sup>3</sup> Support housing alternatives for families when single detached housing is too costly, including features that are important to families such as: outdoor space, direct access to grade, workshop space, larger units, safe design, and neighborhood characteristics (e.g.: location and amenities).

**Ground-Oriented Housing.**<sup>4</sup> Encourage all multiple-unit residential buildings in neighbourhoods with schools and parks to contain ground-oriented units with 2 or more bedrooms so as to provide a family housing choice within the multi-unit rental or ownership markets.

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

<sup>2</sup> City of Kelowna Official Community Plan, Policy 5.22.11 (Development Process Chapter).

<sup>3</sup> City of Kelowna Official Community Plan, Policy 5.22.13 (Development Process Chapter).

<sup>4</sup> City of Kelowna Official Community Plan, Policy 5.23.1 (Development Process Chapter).

## **6.0 Technical Comments**

### **6.1 Building & Permitting Department**

No concerns with rezoning. Additional comments provided for Development Permit and Development Variance Permit applications.

### **6.2 Development Engineering Department**

See attached memo dated July 13, 2017.

### **6.3 Fortis BC (Electric)**

There are FortisBC Inc (Electric) ("FBC(E)") primary distribution facilities along Richter Street and Coopland Crescent. Based on the plans submitted, it is unclear whether adequate space has been provided to accommodate the transformation required to service the proposed development. It is recommended that FBC(E) be contacted as soon as possible to determine servicing and land rights requirements for the proposed design. The applicant is responsible for costs associated with any change to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.

## **7.0 Application Chronology**

Date of Application Received:	May 19, 2017
Date Public Consultation Completed:	August 23, 2017
Initial Consideration:	September 11, 2017

<b>Report prepared by:</b>	Lindsey Ganczar, Community Planning Supervisor
<b>Reviewed and Approved for Inclusion by:</b>	Ryan Smith, Community Planning Department Manager

### **Attachments:**

Schedule A – Development Engineering Memo  
Proposed Site Plan and Rendering  
Conceptual Elevations

# 2825 RICHTER STREET, KELOWNA, BC



## DRAWINGS:

### ARCHITECTURAL:

A-001 PROJECT & SITE INFORMATION  
A-100 BUILDING PLANS  
A-101 BUILDING PLANS  
A-200 ELEVATIONS  
A-201 ELEVATIONS

LANDSCAPE: LANDSCAPE CONCEPT PLAN

CIVIL: SITE SERVICING CONCEPT PLAN

## PROPERTY DESCRIPTION

CIMC: 2825 Richter Street, Kelowna, BC  
LEGAL: PLAN 22856, LOT #10, 210777 KID

## ZONING CALCULATIONS:

CURRENT: City of Kelowna RU6 Zoning  
PROPOED: City of Kelowna, RM2 Zoning

## SITE INFORMATION:

	Allowed	Proposed
Gross Site Area =	7,150 sf (664 sm)	
Allowable Site Coverage =	50% (3,575sf/332.1sm)	47% (3,358 sf/312sm)
Coverage + Hardscaping =	55% (3,932sf/365.3sm)	51% (3,678 sf/341.7sm)

F.A.R. = .65 + .05 + .1 = .8 .76 (5,443sf)

### Unit Area Calculations:

Unit 1 1,433sf  
Unit 2 1,291sf  
Unit 3 1,289sf  
Unit 4 1,430sf

	Allowed	Proposed
Max. Height =	9.5m (42.7 ft) or 2-1/2 storeys	7.9m (2-1/2 storeys)

Yard setbacks:  
front yard - 1.5m Ground Oriented Entry  
side yard - 1.5m Ground Oriented Entry; 4.0m

	Allowed	Proposed
side yard (accessory)-	4.0m	1.5m (to match ground oriented building) <b>VARIANCE</b>

	Allowed	Proposed
rear yard -	7.5m/1.5m to Accessory Structure	7.5m 1.5m to Garage

### Parking Calculations:

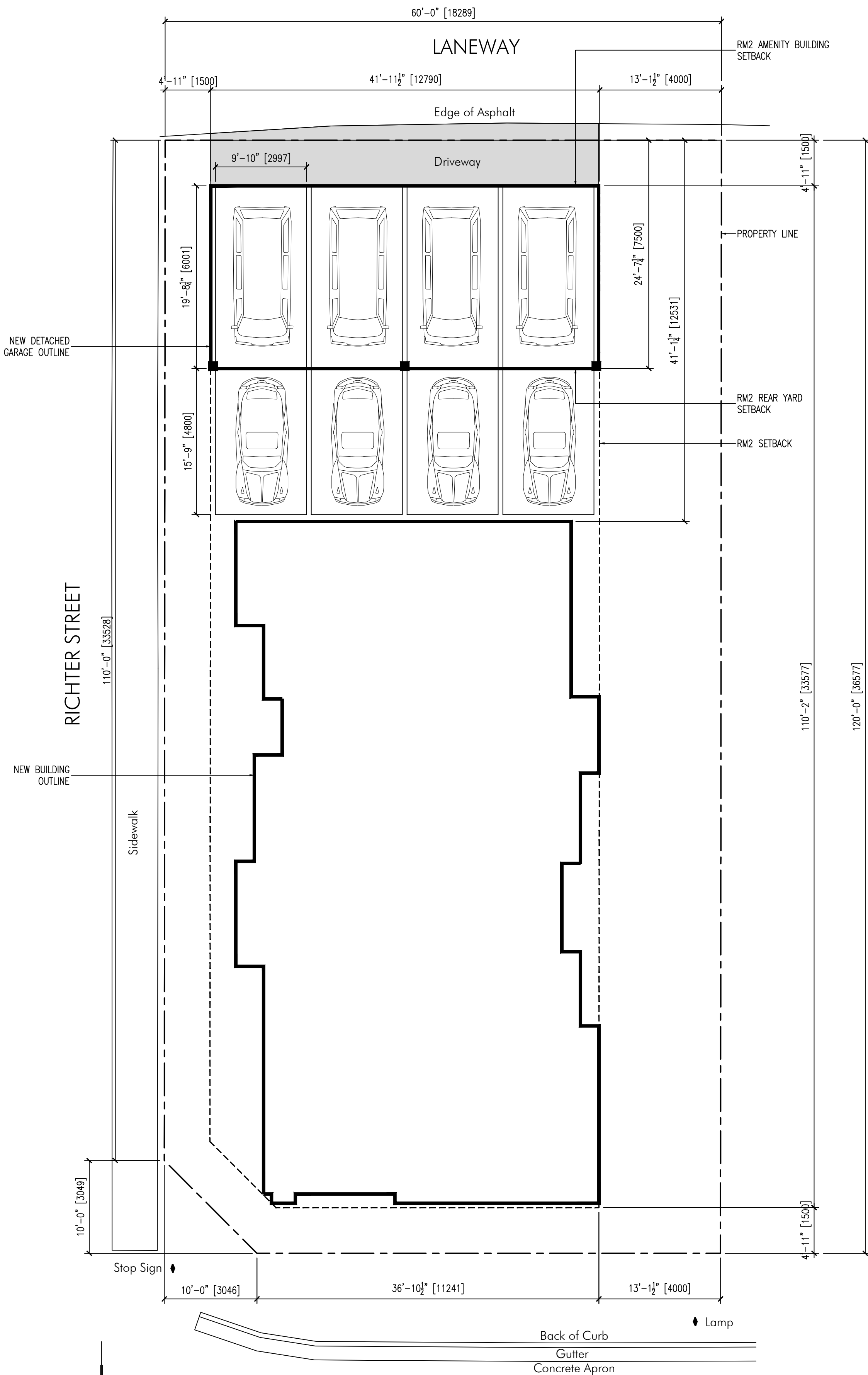
2 per /3 bedroom = 2X4=8 (Required) 8

### Bicycle Storage:

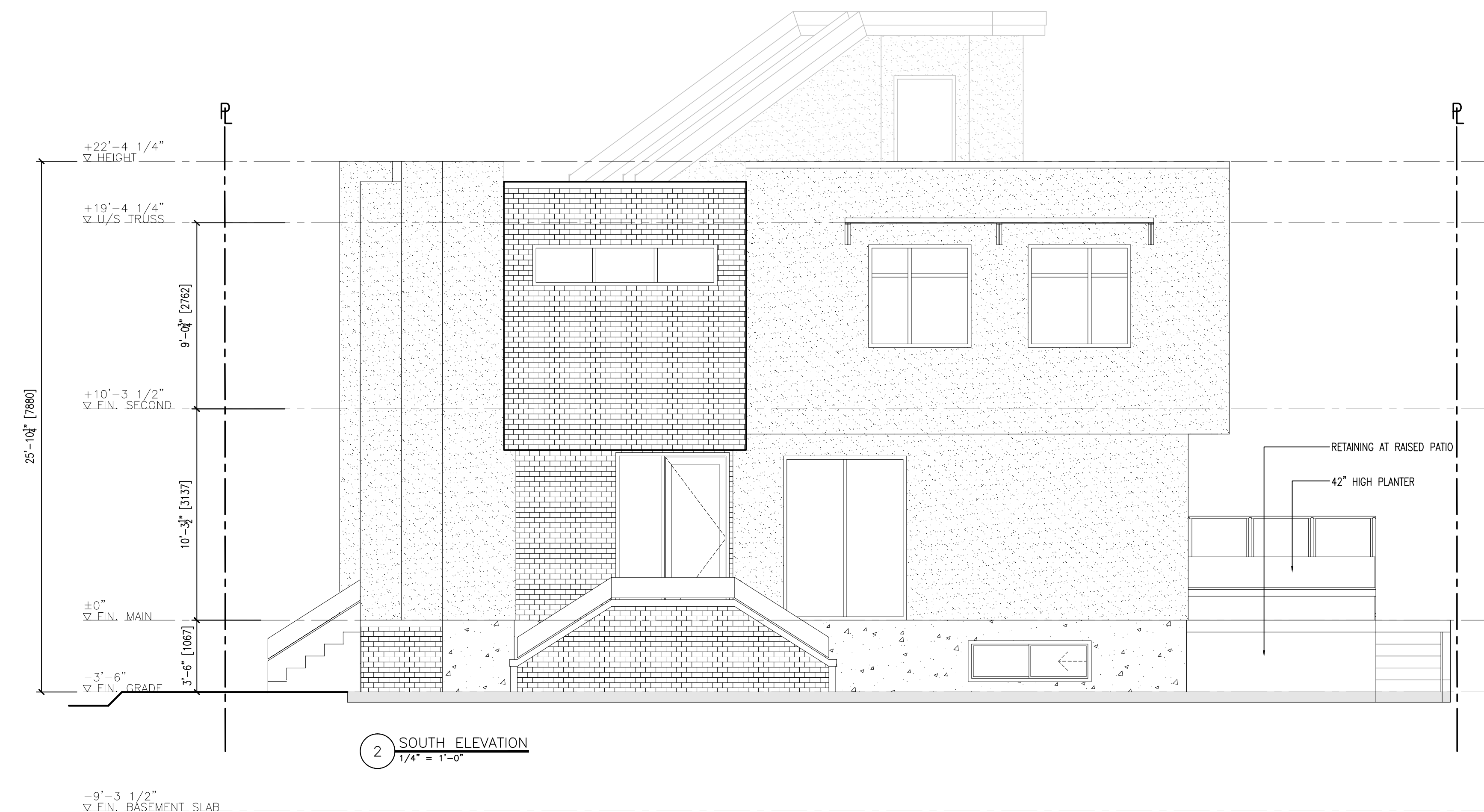
	Allowed	Proposed
Class I, .5/unit	.5X4=2 (Required)	4 (garage storage)
Class II, .1/unit	.1X4=.4 (1) (Required)	4

## PROJECT MATERIALS:

PRE-FINISHED METAL WOOD GRAIN PANEL:	GUNSTOCK BY FX ALUMINUM OR KNOTTY EBONY BY LUX OR APPROVED EQUAL
BRICK VENEER:	TUNDRA, ASHLAND BY ELDORADO STONE OR CORAL CREEK BY MUTUAL MATERIALS OR APPROVED EQUAL
CAPS/EXTERIOR STAIRS:	NATURAL CONCRETE
ACRYLIC STUCCO: DARK:	PM-8, CHARCOAL SLATE BY BENJAMIN MOORE
LIGHT:	PM-3, DECORATORS WHITE BY BENJAMIN MOORE
WINDOWS: ALUMINUM HANDRAILS:	BLACK BLACK
PREFINISHED ALUMINUM CAP FLASHING:	MATCH MATERIAL (BLACK AT BRICK)
STAINED FIBERGLASS ENTRY DOOR:	ESPRESSO
ASPHALT SHINGLES:	ARCHITECTURAL, DUAL BLACK BY IKO OR APPROVED EQUAL



FOR DVP



**MATERIAL LEGEND:**

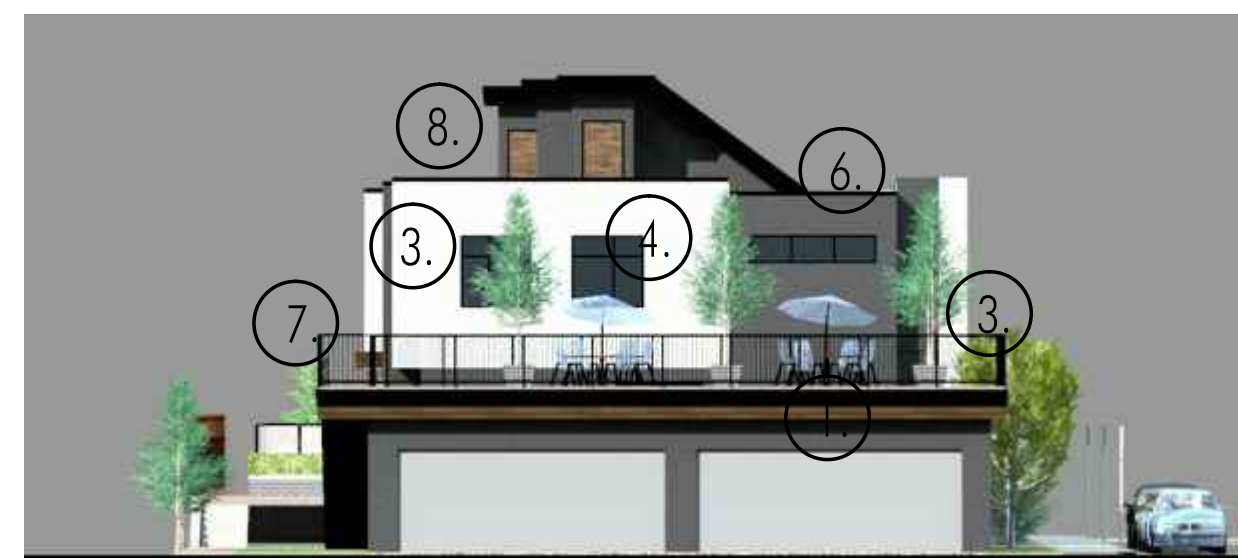
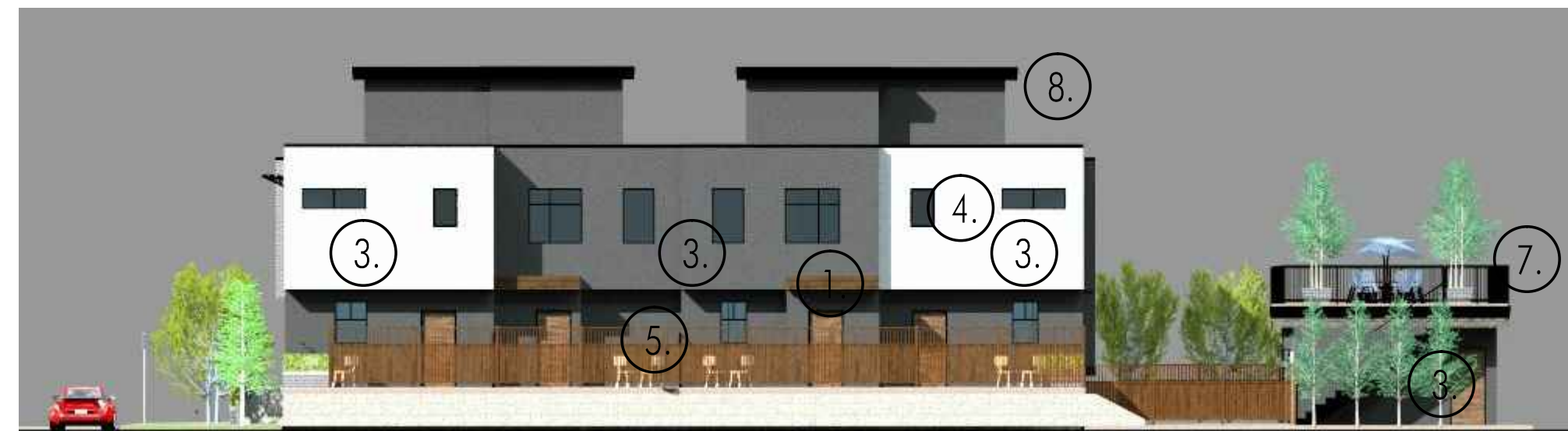
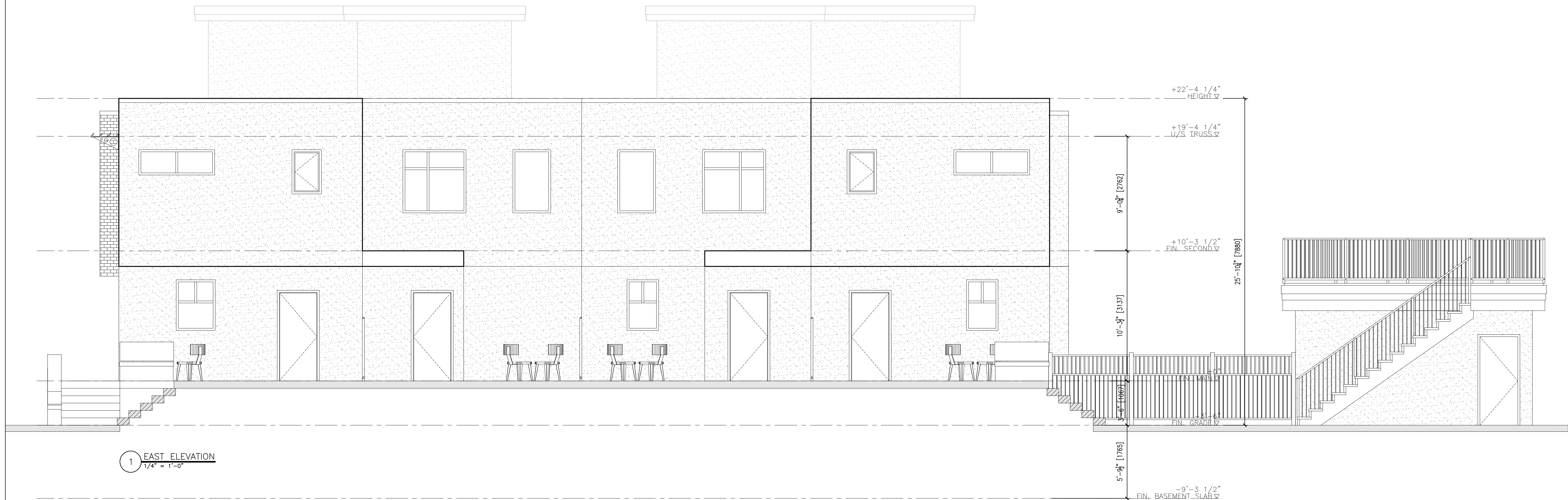
1. PRE-FIN. METAL/ALUMINUM WOOD SERIES PANELS
2. BRICK VENEER
3. ACRYLIC STUCCO
4. METAL CLAD WINDOWS (BLACK)
5. FIBREGLASS EXTERIOR DOOR (STAIN GRADE)
6. PRE-FIN. METAL CAP FLASHING
7. BLACK ALUMINUM RAILING SYSTEM
8. ROOF ACCESS (STUCCO/SLOPED CHARCOAL ASPHALT SHINGES/PAINTED SMART BOARD FASCIA)

Revision No., Date and Description
03.24.17-PROGRESS DWGS
04.03.17-PROGRESS REVS
04.23.17-DP REVIEW

Plot Date	Drawing No.
8-May-17	A-200

PROJECT
2825 RICHTER STREET
----
DRAWING TITLE
ELEVATIONS

FOR DP



**MATERIAL LEGEND:**

1. PRE-FIN. METAL/ALUMINUM WOOD SERIES PANELS
2. BRICK VENEER
3. ACRYLIC STUCCO
4. METAL CLAD WINDOWS (BLACK)
5. FIBREGLASS EXTERIOR DOOR (STAIN GRADE)
6. PRE-FIN. METAL CAP FLASHING
7. BLACK ALUMINUM RAILING SYSTEM
8. ROOF ACCESS (STUCCO/SLOPED CHARCOAL ASPHALT SHINGLES/PAINTED SMART BOARD FASCIA)

Revision No., Date and Description
04.23.17-DP REVIEW
05.08.17-FOR DP

Plot Date	Drawing No.
8-May-17	A-201

PROJECT
2825 RICHTER STREET
----
DRAWING TITLE
ELEVATIONS

FOR DP

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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** August 29, 2017  
**File No.:** Z17-0057

**To:** Urban Planning (LG)

**From:** Development Engineering Manager (JK)

**Subject:** 2825 Richter Street *REVISED*  
to RM2

RU6

---

Development Engineering Department have the following comments and requirements associated with this application. The road and utility upgrading requirements outlined in this report will be a requirement of this development.

The Development Engineering Technologist for this project is Jason Angus.

1. Domestic Water and Fire Protection

- (a) The existing lot is serviced with 19mm diameter water service. The developer's consulting mechanical engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs. The estimated cost of this construction for bonding purposes is **\$8,000.00**
- (b) The applicant, at his cost, will arrange for the removal of the existing service on Coopland Crescent and the installation of one new larger metered water service.
- ~~(c) The applicant at his cost, will arrange for the installation of a new hydrant on Richter Street. The estimated cost of this construction for bonding purposes is **\$10,500.00**~~
- (d) The developer must obtain the necessary permits and have all existing utility services disconnected prior to removing or demolishing the existing structures. The City of Kelowna water meter contractor must salvage existing water meters, prior to building demolition. If water meters are not salvaged, the developer will be invoiced for the meters.

2. Sanitary Sewer

- (a) The existing lot is serviced with a 100mm diameter sanitary service. The developer's consulting mechanical engineer will determine the requirements of this proposed development and establish the required size and preferred location of the new service. Only one service will be permitted for this development. The applicant, at his cost, will arrange for the removal of the existing small diameter service and the installation of a new larger service. The estimated cost of this construction for bonding purposes is **\$4,000.00**

3. Storm Drainage

- (a) The developer must engage a consulting civil engineer to provide a storm water management plan for this site which meets the requirements of the City Storm Water Management Policy and Design Manual. The storm water management plan must also include provision of lot grading plans, minimum basement elevations (MBE), if applicable, and provision of a storm drainage service and recommendations for onsite drainage containment and disposal systems.
- (b) Only one service will be permitted for this development. The applicant, at his cost, will arrange for the installation of one new overflow service. The estimated cost of this construction for bonding purposes is **\$5,000.00**

4. Road Improvements

- (a) Richter Street must be upgraded to an urban standard along the full frontage of this proposed development, including curb and gutter, sidewalk, landscaped boulevard complete with street trees drainage system including catch basins, manholes and pavement removal and replacement, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The estimated cost of this construction for bonding purposes is **\$31,700.00**
- (b) Coopland Crescent must be upgraded to an urban standard along the full frontage of this proposed development, including curb and gutter, sidewalk, landscaped boulevard complete with street trees drainage system including catch basins, manholes and pavement removal and replacement, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The estimated cost of this construction for bonding purposes is **\$12,400.00**
- (c) Lane must be upgraded along the full frontage of this proposed development including pavement removal and replacement, manhole in Richter Street, extension of storm main, catch basin and concrete sidewalk thru the lane. The estimated cost of this construction for bonding purposes is **\$12,400.00**

5. Subdivision

- (a) Grant Statutory Rights Of Way if required for utility services.
- (b) Dedicate a 6.0m corner rounding at the intersection of Richter Street and Coopland Crescent.
- (c) If any road dedication or closure affects lands encumbered by a Utility right-of-way (such as Hydro, Telus, Gas, etc.) please obtain the approval of the utility. Any works required by the utility as a consequence of the road dedication or closure must be incorporated in the construction drawings submitted to the City's Development Manager.

6. Electric Power and Telecommunication Services

- a) All proposed distribution and service connections are to be installed underground.
- b) Streetlights must be installed St Paul Street if needed.

- c) Make servicing applications to the respective Power and Telecommunication utility companies. The utility companies are required to obtain the City's approval before commencing construction.
- d) Re-locate existing poles and utilities, where necessary. Remove aerial trespass (es).

7. Engineering

Road and utility construction design, construction supervision, and quality control supervision of all off-site and site services including on-site ground recharge drainage collection and disposal systems, must be performed by an approved consulting civil engineer. Designs must be submitted to the city engineering department for review and marked "issued for construction" by the city engineer before construction may begin.

8. Design and Construction

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

10. Servicing Agreements for Works and Services

- (a) A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.
- (b) Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than \$5,000,000 and the City is to be named on the insurance policy as an additional insured.

11. Geotechnical Report

*This requirement can be deferred to DP/BP but must be provided by the owner by means of a geotechnical report prepared by a Professional Engineer qualified in the field of hydro-geotechnical survey to address the following:*

- (a) Area ground water characteristics.
- (b) Site suitability for development, unstable soils, etc.
- (c) Drill and / or excavate test holes on the site and install piezometers if necessary. Log test hole data to identify soil characteristics, identify areas of fill if any. Identify unacceptable fill material, analyse soil sulphate content, identify unsuitable underlying soils such as peat, etc. and make recommendations for remediation if necessary.
- (d) List extraordinary requirements that may be required to accommodate construction of roads and underground utilities as well as building foundation designs.
- (e) Additional geotechnical survey may be necessary for building foundations, etc.

12. Bonding and Levy Summary(a) Bonding

## (i) General Requirements

(1) Water Upgrades	\$ 8,000.00
(2) Sanitary Sewer upgrades	\$ 4,000.00
(3) Storm Drainage Service Upgrades	\$ 5,000.00

(ii) Richter Street Improvements	\$31,700.00
(iii) Coopland Crescent Improvements	\$10,100.00
(iv) Lane Improvements	\$12,400.00

**Total Bonding** **\$71,200.00**

- (b) The City wishes to defer the sidewalk upgrades to Coopland Crescent fronting this development. Therefore, cash-in-lieu of immediate construction is required and the City will initiate the work later, on its own construction schedule.

Coopland Crescent Sidewalk (Southside) \$ 2,300.00

**Total Cash-in-lieu** **\$2,300.00**

NOTE: The bonding amount shown above are comprised of estimated construction costs escalated by 140% to include engineering design and contingency protection and are provided for information purposes only. The owner should engage a consulting civil engineer to provide detailed designs and obtain actual tendered construction costs if he wishes to do so. Bonding for required off-site construction must be provided and may be in the form of cash or an irrevocable letter of credit, in an approved format.

The owner must also enter into a servicing agreement in a form provided by the City.

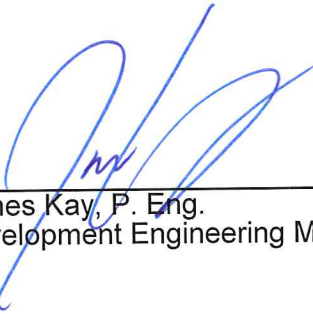
12. Development Permit and Site Related Issues

Access and Manoeuvrability

- (i) The access to the site should be from the lane only.
- (ii) Indicate on the site, the locations of loading bays as well as the garbage and recycle bins.

13. Administration Charge

An administration charge will be assessed for processing of this application, review and approval of engineering designs and construction inspection. The administration charge is calculated as (3.5% of Total Off-Site Construction Cost plus GST)



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James Kay, P. Eng.  
Development Engineering Manager  
JA

**CITY OF KELOWNA**  
**BYLAW NO. 11479**  
**Z17-0057 – 2825 Richter St**

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 10, District Lot 135, ODYD, Plan 22856 located on Richter St, Kelowna, B.C., from the RU6 – Two Dwelling Housing zone to the RM2 – Low Density Row Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

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:** September 11, 2017

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (EW)

**Application:** Z17-0046 **Owner:** Philip Bernhard Zurrin

**Address:** 1373 Tanemura Cr **Applicant:** Urban Options Planning & Permits

**Subject:** Rezoning Application

Existing OCP Designation: SRES – Single/Two Unit Residential

Existing Zone: RU1 – Large Lot Housing

Proposed Zone: RU1c – Large Lot Housing with Carriage House

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## 1.0 Recommendation

THAT Rezoning Application No. Z17-0046 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 1 Section 13 Township 26 ODYD Plan KAP86150, located at 1373 Tanemura Cr, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule 'A' attached to the Report from the Community Planning Department dated September 11, 2017.

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered in conjunction with Council's consideration of a Development Variance Permit for the subject property.

## 2.0 Purpose

To rezone the subject property from RU1 – Large Lot Housing to RU1c – Large Lot Housing with Carriage House to facilitate the future construction of a carriage house.

## 3.0 Community Planning

Community Planning Staff support the proposed rezoning application to facilitate the future construction of a carriage house on the subject property. Rezoning the subject property to add the 'c' designation meets

several City policy objectives including fostering a mix of housing forms and concentrating growth within the Permanent Growth Boundary. The proposed rezoning is also consistent with the property's future land use designation and the property is connected to City sanitary sewer.

To fulfill Council Policy No. 367, the applicant submitted a Neighbour Consultation Summary Form to staff on July 11, 2017, outlining that the neighbours within 50 m of the subject property were notified.

#### 4.0 Proposal

##### 4.1 Project Description

The applicant would like to add the 'c' designation to the subject property to construct a future carriage house. The subject property is serviced by sanitary sewer. The rear of the property slopes down to Hwy 33 and the owner wants to retain the mature evergreen trees on site. The proposed location of the carriage house is designed into the slope at the rear of the property. The carriage house plans show a two-car garage and a two-bedroom suite where the garage is accessed from grade and the suite is a walkout under the garage (Attachment A).

Should the rezoning application be supported, two variances will be required to facilitate the unique design of the walkout carriage house. A Development Variance Permit will be considered by Council at a future meeting.

##### 4.2 Variances

The proposed carriage house will require two variances to Zoning Bylaw No. 8000:<sup>1</sup>

Variance 1: *s.9.5b.1(f) The maximum upper storey floor area is 75% of the carriage house footprint area.* Due to the carriage house design in which the garage is situated above the living space, the upper storey is 87% of the carriage house footprint.

Variance 2: *s.9.5b.1(g) The maximum height is the lesser of 4.8m of the height of the principal dwelling, as measured to the midpoint. As per the Zoning Bylaw interpretation of height and building grade, the height of the carriage house is measured from the low side (the walkout side facing Hwy 33). The height variance would be 4.8m to 8.05m.*

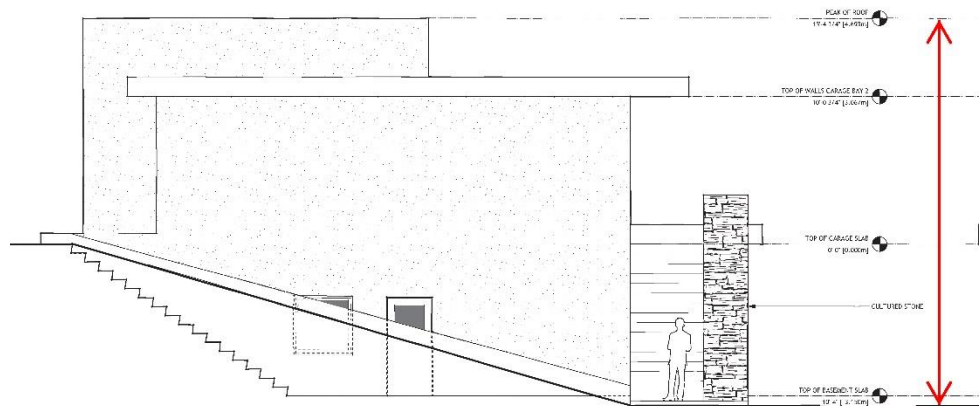


Figure 1. Cross Section of Proposed Carriage House showing where the 8.05m height measurement is taken; on the walkout side.

<sup>1</sup> TA15-0008 (BL11369) to harmonize carriage house and accessory building regulations is scheduled for Public Hearing at the September 12<sup>th</sup>, 2017 meeting. If approved, the carriage house regulations will be assigned new section numbers. These new section numbers are referenced in this report.

#### 4.3 Site Context

The subject property is located in the Belgo – Black Mountain north of Hwy 33 E. The subject property is a large RU1 lot at 1971 m<sup>2</sup>.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – Large Lot Housing	Residential
East	RU1 – Large Lot Housing	Residential
South (across Hwy 33 E)	A1 – Agricultural 1	Residential/ Agriculture
West	RU1 – Large Lot Housing	Residential

#### Subject Property Map: 1373 Tanemura Cr



#### 4.4 Zoning Analysis Table

Zoning Analysis Table		
	RU1 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Minimum Lot Area	550 m <sup>2</sup>	1971 m <sup>2</sup>
Minimum Lot Width	16.5 m	46 m
Minimum Lot Depth	30.0 m	47 m

Development Regulations		
Max. Site Coverage (buildings)	40%	17%
Max. Site Coverage (buildings, driveways, and parking)	50%	17%
Carriage House Regulations		
Max. Accessory Site Coverage	14%	5%
Max. Accessory Building Footprint	90 m <sup>2</sup>	89.9 m <sup>2</sup>
Max. Net Floor Area	90 m <sup>2</sup>	89.9 m <sup>2</sup>
Max. Upper Storey to Building Footprint	75%	87% <sup>❶</sup>
Max. Net Floor Area to Principal Building	75%	45%
Maximum Height (to mid-point)	4.8 m	8.05m <sup>❷</sup>
Maximum Height (to peak)	7.9 m	4.7 m
Minimum Side Yard (east)	2.0 m	16.8 m
Minimum Side Yard (west)	2.0 m	4.4 m
Minimum Rear Yard	2.0 m	8.9 m
Min. Distance to Principal Building	3.0 m	14 m
Other Regulations		
Minimum Parking Requirements	3 stalls	4 stalls
Minimum Private Open Space	30 m <sup>2</sup>	30 m <sup>2</sup>
❶ Indicates a variance to upper storey to carriage house footprint from 75% to 87%.		
❷ Indicates a variance to height from 4.8m to 8.05m.		

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Development Process

**Sensitive Infill.**<sup>2</sup> Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighborhood with respect to building design, height and siting.

**Carriage Houses & Accessory Apartments**<sup>3</sup>. Support carriage houses and accessory apartments through appropriate zoning regulations.

## 6.0 Technical Comments

### 6.1 Building Department

- A third party work order may be required with the Development Engineering Department for an upgraded water line and sewage connection. These requirements are to be resolved prior to issuance of the Building Permit.

<sup>2</sup> City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

<sup>3</sup> City of Kelowna Official Community Plan, Policy 5.22.12 (Development Process Chapter).

- HPO (Home Protection Office) approval or release is required at time of Building Permit application.

6.2 Development Engineering Department

- See Schedule 'A' – Development Engineering Memorandum dated July 10, 2017.

6.3 Fire Department

- Maintain access to the carriage house from Tanemura Cr.

7.0 **Application Chronology**

Date Complete Application Received: May 26, 2017  
Date Public Consultation Completed: July 11, 2017

**Report prepared by:** Emily Williamson, Planner  
**Reviewed by:** Terry Barton, Urban Planning Manager  
**Approved for Inclusion:** Ryan Smith, Community Planning Department Manager

**Attachments:**

Schedule 'A' – Development Engineering Memorandum dated July 10, 2017.  
Attachment 'A' – Applicant's Rationale  
Attachment 'B' – Conceptual Carriage House Plans

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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** July 10, 2017  
**File No.:** Z17-0046  
**To:** Suburban and Rural Planning (EW)  
**From:** Development Engineering Manager (JK)  
**Subject:** 1373 Tanemura Cr RU1 to RU1C

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The Development Engineering Department has the following comments and requirements associated with this rezoning application to rezone the subject property to facilitate the construction of a Carraige House.

**1. Domestic Water and Fire Protection**

This development is within the service area of the Black Mountain Irrigation District (BMID). The developer is required to make satisfactory arrangements with the BMID for these items. All charges for service connection and upgrading costs, as well as any costs to decommission existing services are to be paid directly to BMID.

**2. Sanitary Sewer**

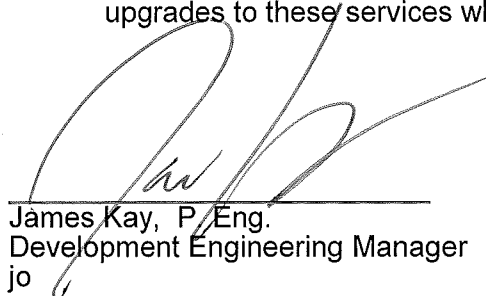
Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service which is adequate for this application.


**3. Access and Site Related Issues**

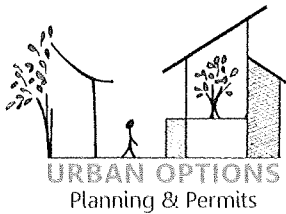
- a) Direct the roof drains into on-site rock pits or splash pads.
- b) Provide a dust free surface for access to Tanemura Cr
- c) Provide a lot grading plan.

**4. Electric Power and Telecommunication Services**

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

  
James Kay, P. Eng.  
Development Engineering Manager  
jo

<b>SCHEDULE</b>		<b>A</b>
This forms part of application # Z17-0046		
Planner Initials	<div style="border: 1px solid black; padding: 2px; display: inline-block;">EW</div>	 <b>City of Kelowna</b> <small>COMMUNITY PLANNING</small>



April 28, 2017

City of Kelowna  
**Urban Planning Department**  
1435 Water Street  
Kelowna, BC



Re: Rezoning to facilitate a Carriage House at 1373 Tanemura Crescent

Dear Planning Staff

This application is to rezone the property at 1373 Tanemura Crescent to the RU1c – Large Lot Housing with Carriage House zone to allow the construction of a carriage house. The property is unique as it is the remnant parcel from the subdivision that has grown around it and is home to the original 1950's dwelling. The lot is spacious and slopes down to Highway 33 in the rear. The state of title notes a number of Statutory Right of Ways that were required for the subdivision and have no bearing on the site.

The location of the carriage house was carefully considered. The client would like to ensure that the mature evergreen trees on the site are preserved. It became obvious that the carriage house would need to be incorporated into the slope of the site. The proposed carriage house is one storey in height for the garage and the dwelling unit is located in the walk out portion below the garage. From the street level the building looks like a modern garage. The living space is accessed via a staircase that leads directly into the living space. A large patio is located adjacent to the living area so that the view to Kelowna may be enjoyed. The building has a two-vehicle garage with space for storage.

A landscape plan has been submitted as part of the package as an overall upgrade to the site and road frontage is being proposed. The carriage house is being planned for a family member to allow support close by.

The property has easy access to schools, parks, transit and other natural amenities. The proposal is anticipated to be good infill development that is easily integrated into the existing form of the neighbourhood, adding quality housing stock to the area.

Regards,

Birte Decloux

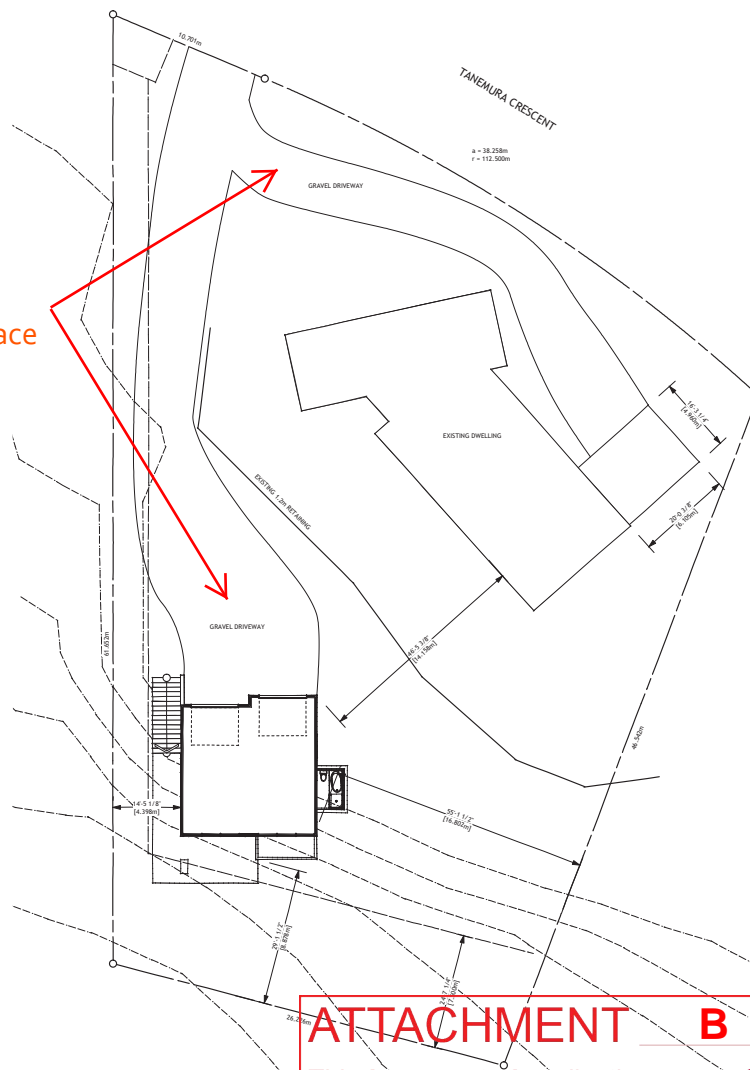
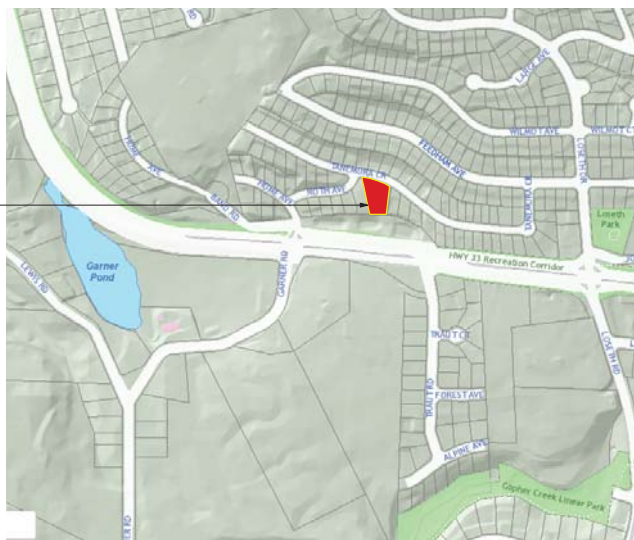
PROJECT DATA: CIVIC ADDRESS  
 LEGAL ADDRESS  
 CURRENT ZONING  
 PROPOSED ZONING  
 FUTURE LAND USE

1373 TANEMURA CRESCENT  
 KELOWNA, BC V1P 1R5  
 LOT 1 PLAN KAP86150  
 RU1C - LARGE LOT HOUSING  
 RU1C - LARGE LOT HOUSING WITH CARRIAGE HOUSE  
 S2RES - SINGLE/TWO FAMILY RESIDENTIAL

#### ZONING ANALYSIS

	RU1-C ZONE STANDARDS	PROPOSED
SITE AREA	550.00m <sup>2</sup>	1970.00m <sup>2</sup>
EXISTING BUILDING FOOTPRINT AT GRADE		228.71m <sup>2</sup>
EXISTING BUILDING TOTAL FINISHED FLOOR AREA		199.23m <sup>2</sup>
PROPOSED CARRIAGE HOUSE FOOTPRINT		89.86m <sup>2</sup>
PROPOSED CARRIAGE HOUSE FINISHED FLOOR AREA		89.86m <sup>2</sup>
PROPOSED CARRIAGE COVERED PATIO		11.90m <sup>2</sup>
PROPOSED DRIVEWAY AREA (CONCRETE)		0.00m <sup>2</sup>
ACCESSORY BUILDING SITE COVERAGE	14%	5.2%
SUITE AREA TO MAIN DWELLING AREA	75%	45.1%
SITE COVERAGE	40.0%	16.8%
SITE COVERAGE INCLUDING HARD SURFACES	50.0%	16.8%
BUILDING HEIGHT OF EXISTING HOUSE	9.5m/2 1/2 STOREYS	6.870m/1 1/2 STOREYS
BUILDING HEIGHT OF PROPOSED CARRIAGE HOUSE	4.8m/1 1/2 STOREYS	4.693m/1 STOREY
PEAK OF CARRIAGE HOUSE ROOF		4.693m
PEAK OF EXISTING DWELLING ROOF		7.921m
PARKING STALLS PROVIDED	3	4
PRIVATE OPEN SPACE CARRIAGE HOUSE	30.00m <sup>2</sup>	60.00m <sup>2</sup>
SETBACK TO PRINCIPLE BUILDING	3.000m	14.158m
REAR (SOUTH) YARD SETBACK	2.000m	8.878m
SIDE (EAST) YARD SETBACK	2.000m	16.802m
SIDE (WEST) YARD SETBACK	2.000m	4.398m
1 IN 200 YEAR FLOOD CONSTRUCTION LEVEL	343.660m	575.000m

Hard, dust-free surface



**ATTACHMENT B**

This forms part of application  
 # Z17-0046

Planner  
 Initials EW

City of  
**Kelowna**  
 COMMUNITY PLANNING



IHS DESIGN  
 1392 MINE HILL DRIVE  
 KELOWNA, BC V1P 1S5  
 www.ihsdesign.com  
 (250) 212-7938

THESE DRAWINGS ARE THE EXCLUSIVE PROPERTY OF IHS DESIGN AND MAY NOT BE REPRODUCED OR USED WITHOUT EXPRESSED WRITTEN PERMISSION FROM THE SAME.



PROJECT NORTH

REVISION	DATE	DISCUSSION

PROJECT  
 CARRIAGE HOUSE DEVELOPMENT  
 1373 TANEMURA CRESCENT  
 KELOWNA, BC V1P 1R5  
 LOT 1 PLAN KAP86150

DRAWING TITLE  
 SITE PLAN

DATE  
 APRIL 26, 2017

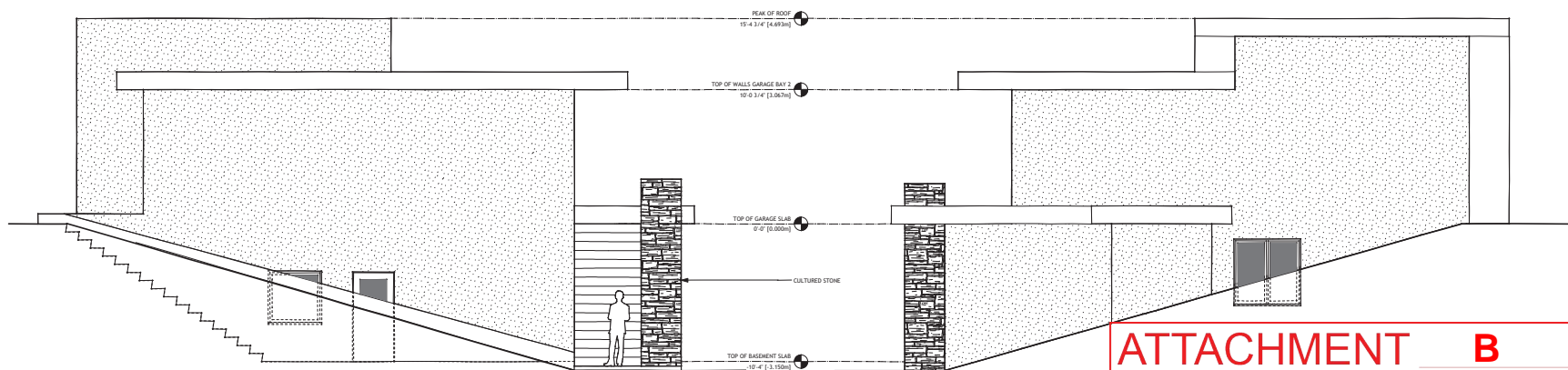
DRAWING NUMBER  
 1  
 of  
 4



1 NORTH ELEVATION  
Scale: 1/4" = 1'-0"



2 SOUTH ELEVATION  
Scale: 1/4" = 1'-0"



3 WEST ELEVATION  
Scale: 1/4" = 1'-0"

4 EAST ELEVATION  
Scale: 1/4" = 1'-0"



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1392 MINE HILL DRIVE  
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PROJECT NORTH

REVISION	DATE	DESCRIPTION

PROJECT  
CARRIAGE HOUSE DEVELOPMENT  
1373 TANEMURA CRESCENT  
KELOWNA, BC V1P 1R5  
LOT 1 PLAN KAP86150

DRAWING TITLE  
ELEVATIONS

DATE  
APRIL 26, 2017

DRAWING NUMBER  
2  
of  
4

**ATTACHMENT B**

This forms part of application  
# Z17-0046

Planner  
Initials EW



# CITY OF KELOWNA

## BYLAW NO. 11480

**Z17-0046**

**1373 Tanemura Cr**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 1, Section 13, Township 26, ODYD, Plan KAP86150 located on Tanemura Cr, Kelowna, B.C., from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Approved under the Transportation Act this

---

(Approving Officer – Ministry of Transportation)

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:** September 11, 2017

**RIM No.** 1250-30

**To:** City Manager

**From:** Community Planning Department (LB)

**Application:** OCP17-0004 / Z17-0015      **Owner:** Interval Investment Inc.,  
Inc.No. 196442

**Address:** 5080 Twinflower Crescent      **Applicant:** Arthon Industries Ltd.

**Subject:** OCP Amendment & Rezoning Application

Existing OCP Designation: PARK – Major Park / Open Space (Public)  
S2RESH – Single / Two Unit Residential – Hillside

Proposed OCP Designation: PARK – Major Park / Open Space (Public)  
S2RESH – Single / Two Unit Residential – Hillside

Existing Zone: A1 – Agriculture 1  
P3 – Parks and Open Space

Proposed Zone: A1 – Agriculture 1  
P3 – Parks and Open Space  
RU2h – Medium Lot Housing (Hillside Area)

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## 1.0 Recommendation

THAT Official Community Plan Map Amendment Application No. OCP17-0004 to amend Map 4.1 in the Kelowna 2030 – Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of portions of Lot 25 Section 29 Township 29 SDYD Plan EPP31797, located at 5080 Twinflower Crescent, Kelowna, BC:

- from the PARK – Major Park / Open Space (Public) designation to the S2RESH – Single / Two Unit Residential – Hillside designation; and
- from the S2RESH – Single / Two Unit Residential – Hillside designation to the PARK – Major Park / Open Space (Public) designation

as shown on Map "A" attached to the Report from the Community Planning Department dated September 11, 2017, 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 notification process to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*, as outlined in the Report from the Community Planning Department dated September, 2017;

AND THAT Rezoning Application No. Z17-0015 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of portions of Lot 25 Section 29 Township 29 SDYD Plan EPP31797, located at 5080 Twinflower Crescent, Kelowna, BC:

- from the A1 – Agriculture 1 zone to the P3 – Parks and Open Space zone;
- from the A1 – Agriculture 1 zone to the RU2h – Medium Lot Housing (Hillside Area) zone; and
- from the P3 – Parks and Open Space zone to the RU2h – Medium Lot Housing (Hillside Area) zone

as shown on Map “B” attached to the Report from the Community Planning Department dated September, 2017, be considered by Council;

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

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Preliminary Layout Review Letter by the Approving Officer.

## **2.0 Purpose**

To amend the Official Community Plan to change the future land use designation and to rezone portions of the subject property to facilitate a three lot subdivision and park dedication.

## **3.0 Community Planning**

Staff support the proposed Official Community Plan (OCP) amendments and rezoning to facilitate a three lot residential subdivision. The proposal generally continues the development pattern established through the development to the west, with somewhat larger lots that access from the fronting street as opposed to a rear lane. The lot dimensions exceed the minimum requirements in the RU2h zone and are more appropriate than the RU3 zone in this hillside area to limit the need for grading and impacts to slopes.

To achieve a more regular lot configuration without a panhandle lot, the applicant proposes to amend the future land use designation for portions of the property, effectively switching designations from the front to the back of proposed lot 3. This results in a net increase of 60.5 m<sup>2</sup> as area designated PARK – Major Park / Open Space (Public). This change both improves the streetscape by creating a more regular rhythm and reduces impacts on the slope in the southeast portion of the property.

As staff understand it, the applicant completed neighbour consultation in accordance with Council Policy No. 367, and some residents had questions and concerns about the development. At the time of writing, staff have not been contacted directly by members of the public about the application.

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

## **4.0 Proposal**

### **4.1 Background**

In 2013, Council adopted Bylaws No. 10793 and 10794 to amend the OCP future land use designation and rezone portions of the subject property and the area west of the subject property for residential development and parkland. Through those applications, a small natural drainage feature was identified and dedicated to the City as parkland (now 5060 Twinflower Crescent). The adjacent steeper areas on the subject property were also designated as PARK and protected with a no build covenant. The portion of the subject property designated S2RESH was not part of the rezoning or subdivision application at that time.

#### 4.2 Project Description

This OCP Amendment and Rezoning application is for a three lot subdivision within The Ponds development, under the RU2h zone. The lots range from 543 m<sup>2</sup> to 835.5 m<sup>2</sup> in area and exceed minimum lot dimension requirements for the RU2h zone. In conjunction with the three lot subdivision, the applicant is proposing adjustments to the boundaries of the area designated as PARK, resulting in a total net gain of 60.5 m<sup>2</sup> of land with the PARK future land use designation.

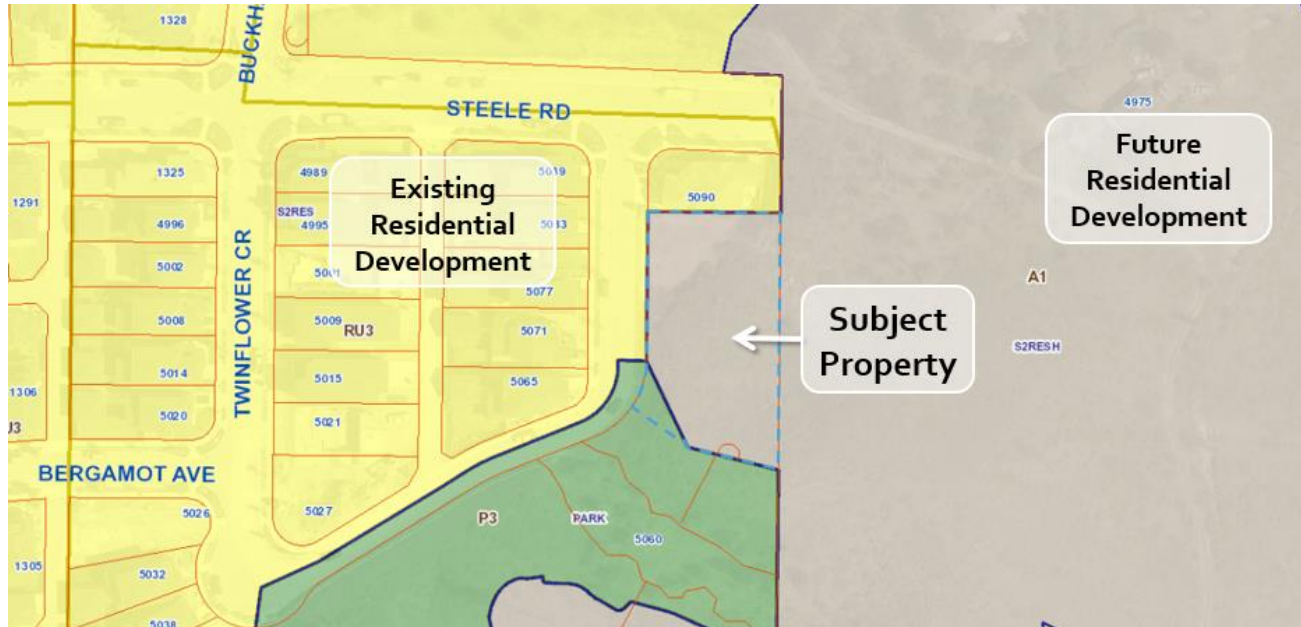
#### 4.3 Site Context

The subject property is located in the City's South Okanagan Mission Sector, east of the intersection of Gordon Drive and Frost Road, and is within the Permanent Growth Boundary. It is within the Neighbourhood 3 Area Structure Plan area in the development known as The Ponds. The property generally slopes upward from the street to the higher portion in the southeast corner.

The surrounding area is characterized by small lot single detached housing, natural open space, and future residential development. Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU <sub>3</sub> – Small Lot Housing	Single dwelling housing
East	A <sub>1</sub> – Agriculture 1	Vacant land / open space (future development area)
South	P <sub>3</sub> – Parks and Open Space	Natural open space
West	RU <sub>3</sub> – Small Lot Housing	Single dwelling housing

**Map 1: Surrounding Context – Future Land Use Designations & Zoning**



## Map 2: Subject Property



### 4.4 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	RU2h ZONE REQUIREMENTS	PROPOSAL
Subdivision Regulations		
Minimum Lot Area	400 m <sup>2</sup>	543 m <sup>2</sup> to 835.5 m <sup>2</sup>
Minimum Lot Width	13.0 m	16.0 m to 17.2 m
Minimum Lot Depth	30.0 m	33.95 m

## 5.0 Current Development Policies

### 5.1 Neighbourhood 3 Area Structure Plan

#### Objectives

2. To identify and respect attributes of the natural environment, such as areas sensitive to development, for both their intrinsic and community values.
3. To provide a mix of housing types and densities suitable for a variety of households, age groups, income levels, and preferences.

5.2 Official Community Plan

**Chapter 1: Introduction**

**Goal 2. Address Housing Needs of All Residents.** Address housing needs of all residents by working towards an adequate supply of a variety of housing.

**Chapter 7: Infrastructure**

**Objective 7.12** Provide active and passive parks for a diversity of people and a variety of uses.

**6.0 Technical Comments**

6.1 Development Engineering Department

- Servicing requirements will be addressed at time of subdivision.

6.2 Parks & Buildings Planning

- No concerns with the proposed realignment of parkland.

**7.0 Application Chronology**

Date of Application Received: February 16, 2017

Date Public Consultation Completed: August 3, 2017

**Report prepared by:** Laura Bentley, Planner II

**Reviewed by:** Todd Cashin, Suburban and Rural Planning Manager

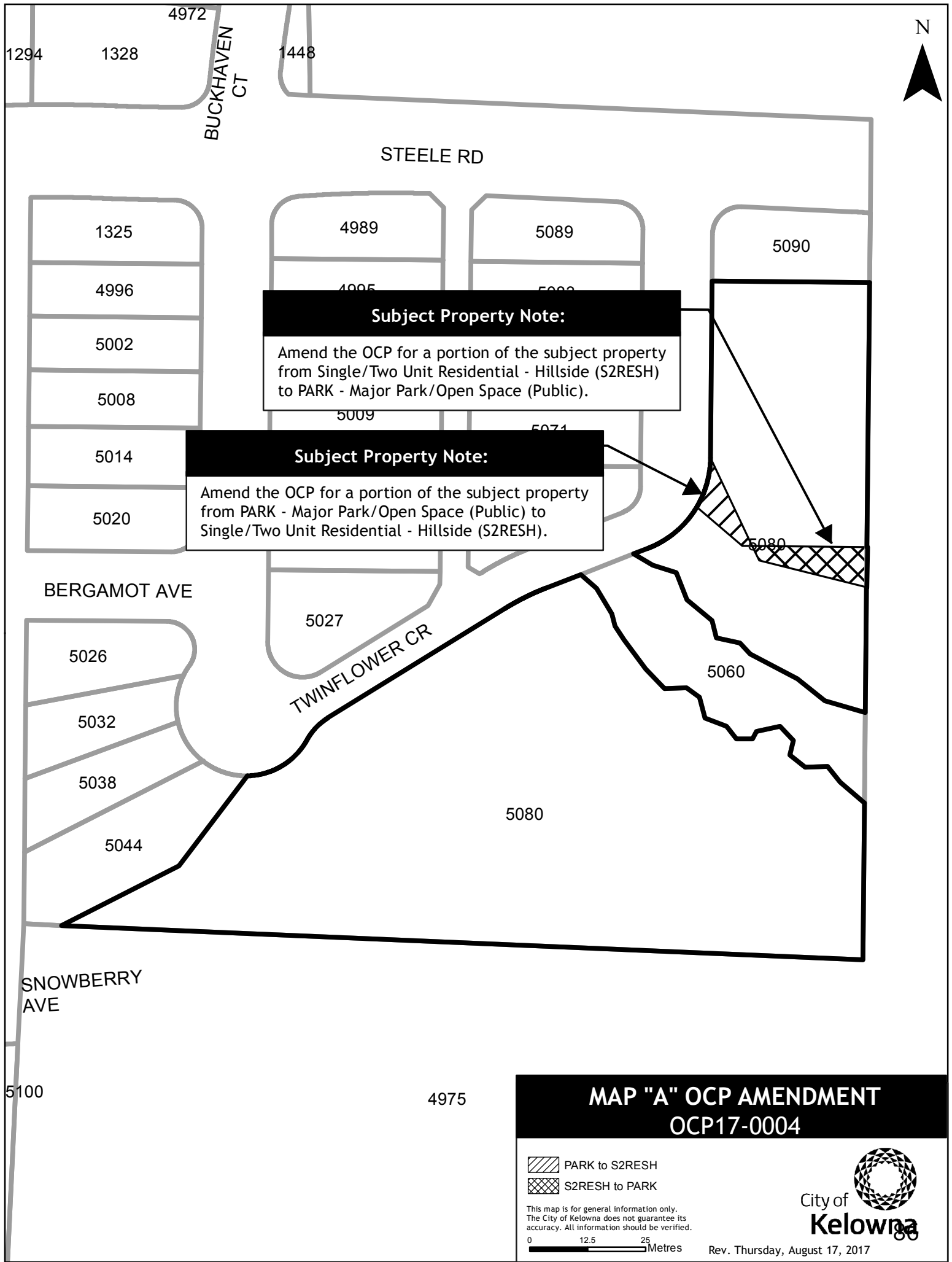
**Approved for Inclusion:** Ryan Smith, Community Planning Department Manager

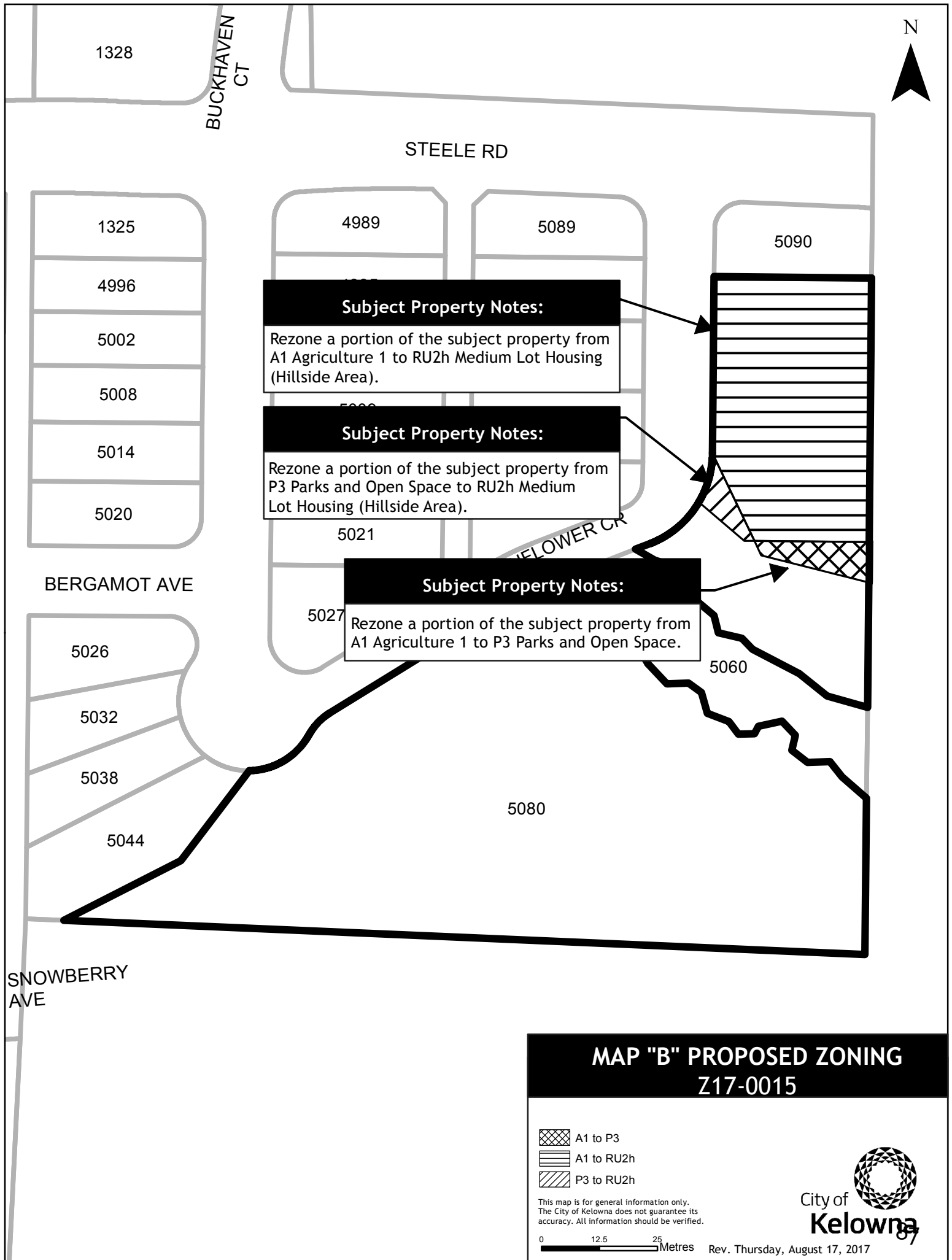
**Attachments:**

Map "A" OCP Amendments

Map "B" Rezoning

Proposed Rezoning & Subdivision Plan







# CITY OF KELOWNA

## BYLAW NO. 11481

### Official Community Plan Amendment No. OCP17-0004 5080 Twinflower Crescent

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

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

1. THAT Map 4.1 - **GENERALIZED FUTURE LAND USE** of "Kelowna 2030 – Official Community Plan Bylaw No. 10500" be amended by changing the Generalized Future Land Use designation of portions of Lot 25 Sections 29 Township 29 SDYD Plan EPP31797, located on Twinflower Crescent, Kelowna, B.C., from the:
  - PARK – Major Park / Open Space (Public) designation to the S2RESH – Single / Two Unit Residential – Hillside designation; and
  - S2RESH – Single / Two Unit Residential – Hillside designation to the PARK – Major Park / Open Space (Public) 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.

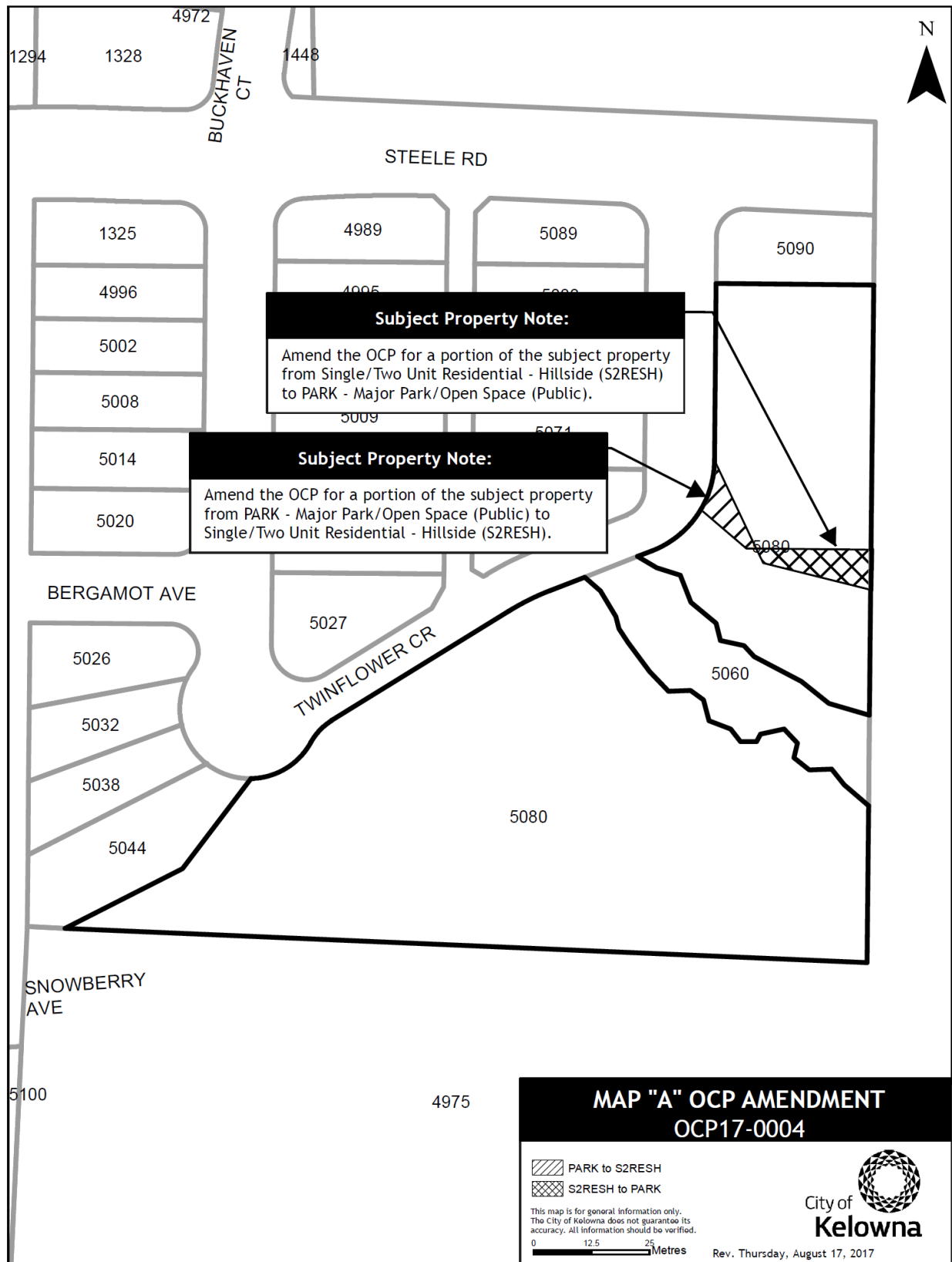
Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk



# CITY OF KELOWNA

## BYLAW NO. 11482

### **Z17-0015 – Interval Investment Inc., Inc.No. 196442 5080 Twinflower Crescent**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of portions of Lot 25, Section 29, Township 29, SDYD, Plan EPP31797 located on Twinflower Crescent, Kelowna, B.C., from the:
  - A1 – Agriculture 1 zone to the P3 – Parks and Open Space zone; and
  - A1 – Agriculture 1 zone to the RU2h – Medium Lot Housing (Hillside Area) zone; and
  - P3 – Parks and Open Space zone to the RU2h – Medium Lot Housing (Hillside Area) zone;

as shown on Map B attached to and forming part of this bylaw.

2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

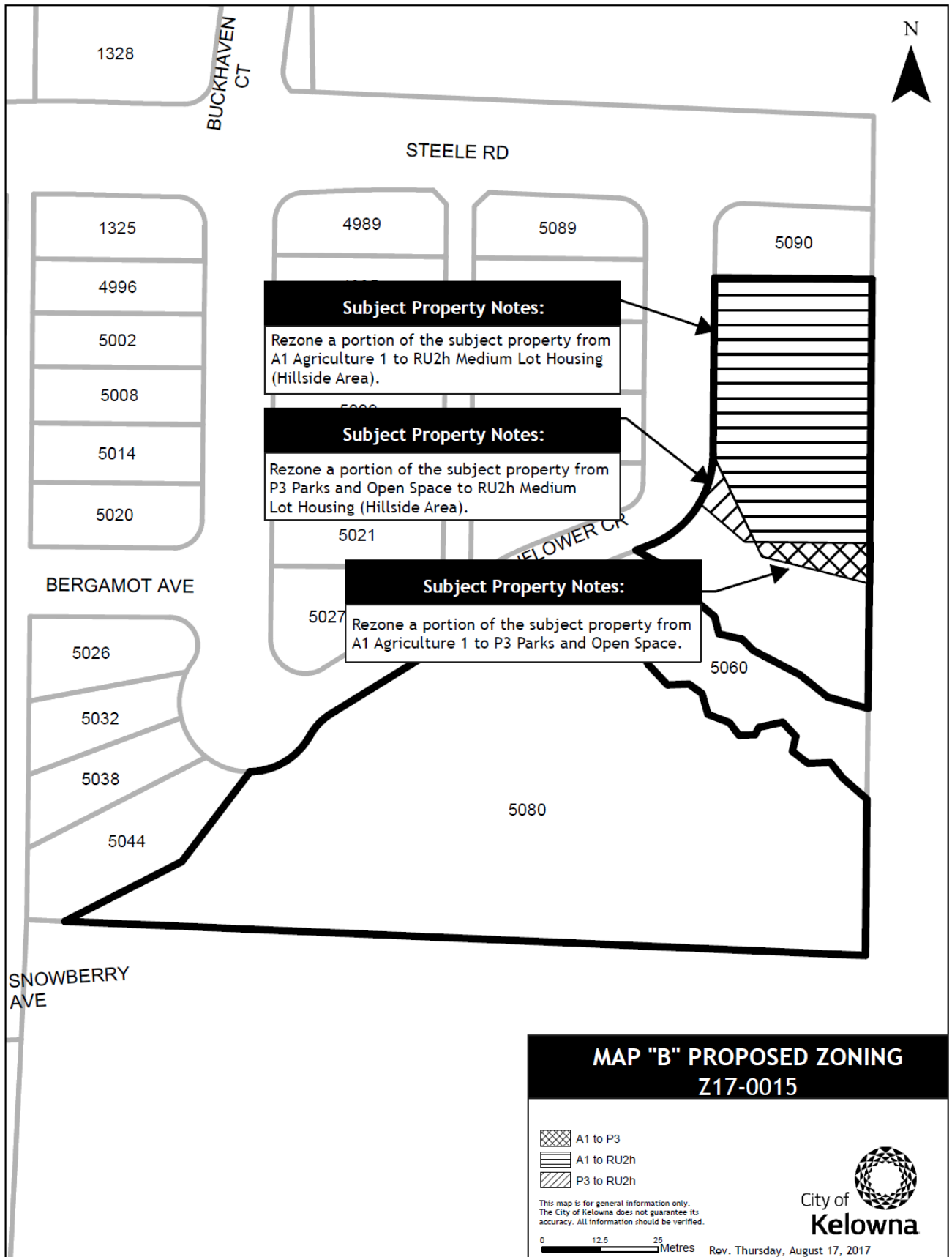
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Mayor

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City Clerk





**CITY OF KELOWNA**  
**BYLAW NO. 11341**  
**Z16-0063 – 769 Barnaby Rd**

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot A, District Lot 357, SDYD, Plan 10457, located on Sunset Drive, Kelowna, B.C., from the RR2 – Rural Residential 1 Zone to the RU1 – Large Lot Housing zone and RU6 – Two Dwelling Housing zone as shown on Map B attached to and forming part of this .
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 23<sup>rd</sup> day of January, 2017.

Considered at a Public Hearing on the 21<sup>st</sup> day of February, 2017.

Read a second and third time by the Municipal Council this 21<sup>st</sup> day of February, 2017.

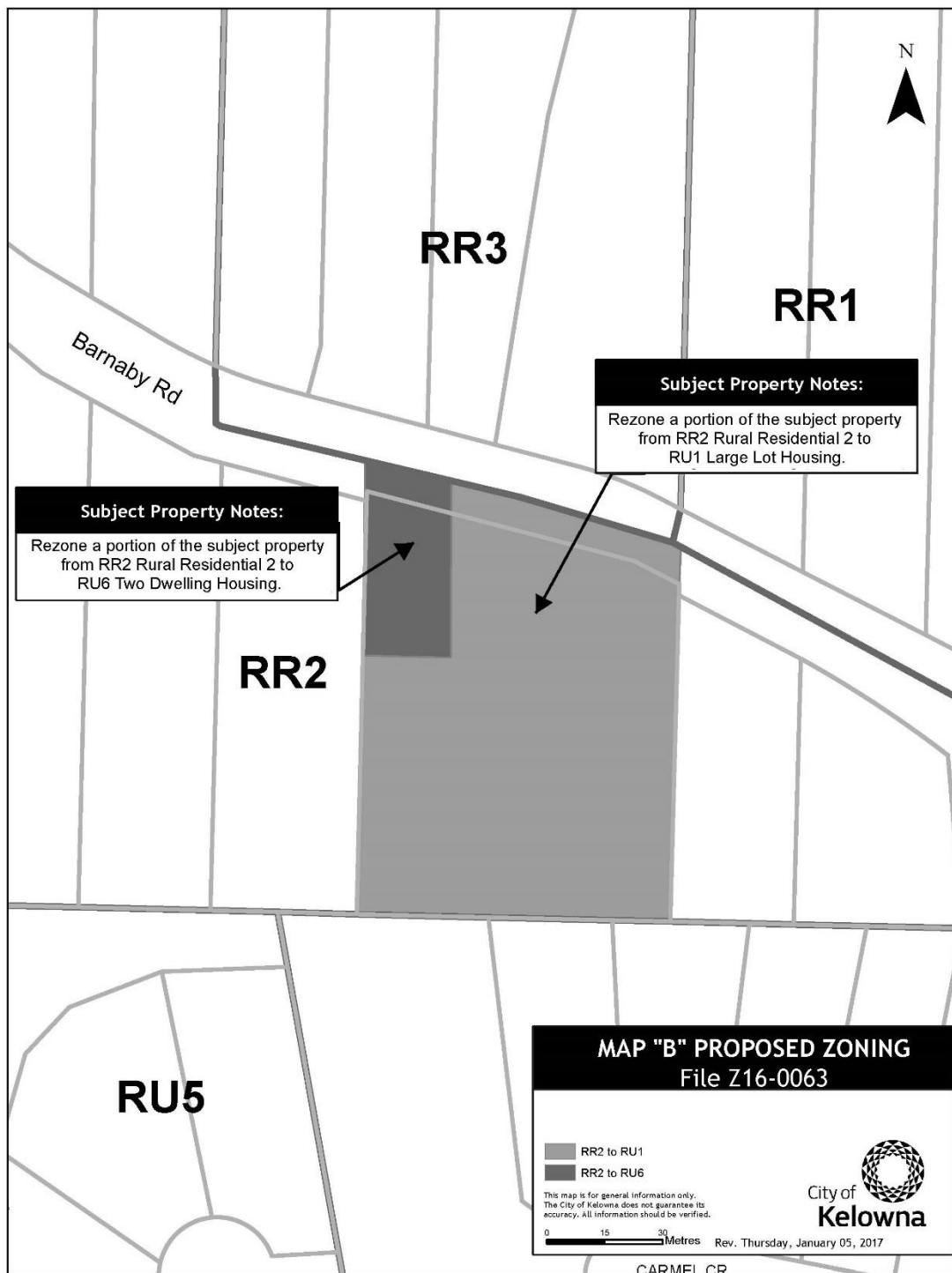
Adopted by the Municipal Council of the City of Kelowna this

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Mayor

---

City Clerk



# Report to Council



**Date:** September 11, 2017  
**File:** 1862-01  
**To:** City Manager  
**From:** D. Duncan, Manager, Parking Services  
**Subject:** City Hall Parking Lot, Event Parking and Traffic Bylaw Updates

---

## **Recommendation:**

THAT Council receives, for information, the Report from the Manager, Parking Services, dated September 11, 2017, with respect to the City Hall Parking Lot, Event Parking and Traffic Bylaw Updates;

AND THAT Council approves the addition of public pay parking, effective November 1, 2017, within the City Hall Parking Lot, as outlined in the Report from the Manager, Parking Services, dated September 11, 2017;

AND THAT Council approves event parking rate and parking lot classification adjustments, effective October 1, 2017, as outlined in the Report from the Manager, Parking Services, dated September 11, 2017;

AND FURTHER THAT Bylaw No. 11483, being Amendment No. 29 to Traffic Bylaw No. 8120, be forwarded for reading consideration.

## **Purpose:**

To obtain endorsement from Council for the addition of public pay parking in the City Hall Parking Lot outside of City Hall business hours, approval for adjustments to event parking rates and category changes for three off-street lots to reflect current demand and bylaw text updates to reflect use of modern parking meter technologies.

## **Background:**

### City Hall Parking Lot

Staff have received a number of requests to make the City Hall parking lot available for public use after 4 p.m. When City Hall closes, the lot is often ½ to ¾ empty until it becomes available for public use, beginning at 6pm. Currently, this lot is open to monthly permit holders only between 6am and 6pm on weekdays (a time range consistent with permit parking in other City owned lots and parkades). This lot also contains a number of reserved stalls for City fleet, car share and public while on City business.

Adjacent on-street parking is in effect 9am-5pm Monday through Saturday and other off-street lots in the area are pay parking at all times.

The current hourly rate for City-owned parking lots is \$1.00 per hour / \$6.00 per day and these rates would apply to the City Hall parking lot. Due to its prime location, this lot is highly desirable and well utilized most evenings and weekends and is one of the first to fill-up during special events. The nearby Water Street boat launch lot is 24/7 pay parking and is often full. Private lots in this area (Prospera Place, Queensway, etc.) are also pay parking at all times with rates between \$1.50 and \$5.00 per hour.

Staff recommends the addition of public pay parking in the City Hall lot to improve utilization. These changes would allow for short-term public use after 4 p.m. and ensure the lot is used for shorter term parking in the evening and on weekends/holidays by encouraging longer term parkers to use a nearby parkade. The addition of an hourly rate (daily on weekends) rather than a flat rate for special events will provide more flexibility and consistency for customers. Additionally, to prevent unauthorized use of stalls intended for citizens to conduct City Hall business (during business hours), a new requirement for vehicles visiting City Hall to register their licence plate at a pay station (at no charge), is also recommended.

<i>Current</i>	<i>Recommended</i>
<b>6am – 6pm Monday to Friday</b> City Staff (Paid) Permit Parking Only	<b>6am – 4pm Monday to Friday</b> City Staff (Paid) Permit Parking Only
<b>6pm – 6am Monday to Friday</b> Unrestricted Public Parking	<b>4pm – 11pm Monday to Friday</b> <i>Public Pay Parking (11pm to 6am – Unrestricted)</i>
<b>Weekends/Holidays</b> Unrestricted Public Parking	<b>6am – 11pm Weekends/Holidays</b> <i>Public Pay Parking (11pm to 6am – Unrestricted)</i>

### ***Summary / Benefits***

- Increased public parking capacity in the late afternoon on weekdays and additional short-term public parking opportunities in close proximity to waterfront amenities at all times by encouraging longer term parkers to use a parkade.
- No-charge parking options are available within walking distance (Library, Chapman and Memorial parkades offer no-charge evening and weekend parking on non-event days).
- City staff with monthly parking permits would continue to have use of the lot after regular business hours, while working or on City business, increasing availability of stalls for staff working in the evening and on weekends.
- Improved access to parking for holders of accessible parking permits holders in close proximity to downtown venues. Permit holders are currently exempt from payment for parking in City owned off-street lots.
- Additional access for oversize vehicles in the downtown area.
- Pay parking in evenings and on weekends/holidays would help to discourage the current practice of vehicles with boat trailers taking up multiple stalls in this lot or driving over/damaging landscaping (mainly on weekends).

Outside of City Hall operating hours, **blue areas** on the map below would be public pay parking and **red areas** will remain reserved parking for Council, car share/City fleet vehicles and staff permit holders. The **green area** will be available for motorcycle/scooter parking and snow storage in the winter months.



### Event Rates

The City utilizes a flat rate (currently \$5) for event parking in many of our lots and parkades. Currently, these rates do not reflect proximity to event venues. Event rates in private lots range from \$8-\$30, depending on the location and event. To better reflect the convenience/desirability of City parking facilities, the following changes to event rates are proposed.

- Memorial Parkade \$3.00, decrease of \$2.00
- Long Term Surface Parking Lots\* \$7.00, increase of \$2.00
- Library & Chapman Parkades \$5.00, unchanged

*\*Event rates only apply in lots where pay parking is not in effect after 6pm.*

### Classification Changes

The St Paul Parking Lot is currently classified as an “*Off-Street Pay Parking – Peripheral Lot*” offering a reduced rate for monthly parking permits. This area has experienced significant growth in recent years which has resulted in this lot now being often at capacity with a wait list for monthly permits. Staff recommends this lot be moved to the “*Off-Street Pay Parking – Long Term Parking Lot*” category which will allow for the regular monthly parking rate to be charged and place it in line with the majority of off-street lots and parkades in the downtown area.

Staff also recommends the addition of the City Park and Cook Road Boat Launch Parking Lots to the “*Off-Street Pay Parking – Peripheral Lot*” category to formalize the current “trial” practice of issuing monthly parking permits at a reduced rate during the off-season (Sept 15 to May 15).

### **Internal Circulation:**

Deputy City Manager, Operations  
Divisional Director, Corporate Strategic Services  
Divisional Director, Human Resources & Corporate Performance  
City Clerk  
Manager, Fleet Services  
Manager, Corporate Communications  
Manager, Community Engagement

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

Community Charter, Section 194(1)  
Traffic Bylaw No. 8120 – Part 4, Part 6 & Schedule A  
Motor Vehicle Act; Section 124(1) (a), (c) & (f)

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

Amendment No 29 to Traffic Bylaw No. 8120, Part 4 & Schedule “A” (Fees)

### **Existing Policy:**

Official Community Plan, Chapter 7 (Infrastructure), Objective 7.11 (Parking Initiatives)

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

Parking revenues support parking operations, infrastructure investments and security enhancements for City operated parking lots and facilities.

Revenues from the City Hall parking lot are directed to the Downtown Parking Reserve. Daytime monthly parking revenues are appropriately budgeted for 2017. An amendment will be made in 2018 to account for the actual revenue from evenings and weekends usage. Going forward for the 2019 budget year, the parking lot revenues will be budgeted based on actual usage and other pertinent forecast factors.

**Communications Comments:**

Public – Traffic Advisory issued to advise of changes and benefits. Lot Signage would be updated and light enforcement (warnings issued) for a period of time.

Staff – Notification on internal news page with information added to staff parking page.

**Considerations not applicable to this report:**

Personnel Implications

External Agency/Public Comments

Alternate Recommendation

**Submitted by:** D. Duncan, Manager, Parking Services

**Approved for inclusion:** D. Edstrom, Director, Strategic Initiatives

Attachments: 1. Schedule A - PowerPoint

cc: J. Creron, Deputy City Manager, Operations  
C. Weaden, Divisional Director, Corporate Strategic Services  
S. Leatherdale, Divisional Director, Human Resources & Corporate Performance  
S. Fleming, City Clerk  
A. Soros, Manager, Fleet Services  
T. Wilson, Manager, Corporate Communications  
K. O'Rourke, Manager, Community Engagement  
K. Kay, Communications Advisor



# City Hall Lot, Event Parking & Traffic Bylaw Update

September 11, 2017



# Agenda

- ▶ City Hall Parking Lot
- ▶ Event Parking Rate Changes
- ▶ Off-Street Lot Classification Changes
- ▶ Traffic Bylaw Updates

# City Hall Parking Lot Immediate Area

Grand Hotel &  
Prospera (Impark)  
24/7 Pay Parking

Water St Boat  
Launch (City) 24/7  
Pay Parking

**City Hall Lot**

Westcorp Lot  
(Impark) - 24/7  
Pay Parking

City Parkades - No  
Charge Parking 6pm-  
6am M-F (Except  
Events)



# City Hall Parking Lot Changes

- ▶ Increased public parking capacity in the late afternoon on weekdays and additional short-term parking in close proximity to waterfront amenities
- ▶ Unless event taking place, parkades currently available at no charge after 6pm on weekdays and all weekend
- ▶ Increased Availability for
  - ▶ Accessible parking permit holders - currently exempt from payment in lots
  - ▶ Oversize vehicles

# Event Parking Changes

Facility	Today	New	Change
City Operated			
Memorial Parkade	\$ 5.00	\$ 3.00	\$ 2.00 decrease
Surface Lots (Long-Term)	\$ 5.00	\$ 7.00	\$ 2.00 increase
Library / Chapman Parkades	\$ 5.00	\$ 5.00	Un-Changed
Private Lots	\$8.00 to \$30.00 (Dependent on location/event)		

# Off-Street Lot Classifications

- ▶ St Paul Lot (at Cawston Ave)
  - ▶ Current classification - Peripheral Lot
  - ▶ With area development, now often at capacity and has a monthly permit wait list
  - ▶ Changing to “Long-Term Lot” category will bring it in line with nearby facilities and reflect current demand
- ▶ City Park / Cook Road Boat Launch Lots
  - ▶ Pilot project offered discounted monthly permits during the off-season (Sept to May)
  - ▶ Adding these lots to “Peripheral Lot” category will formalize this practice

# Traffic Bylaw Amendments

- ▶ Text updates to expired parking meter violations to reflect current metered parking technologies
- ▶ Event Parking Rate Changes
- ▶ Changes to Classifications for 3 Lots
- ▶ Clarification on annual (CPI) Consumer Price Index adjustment and rounding for cash rates



## *Questions?*

For more information, visit [kelowna.ca](http://kelowna.ca).

# CITY OF KELOWNA

## BYLAW NO. 11483

### Amendment No. 29 to Traffic Bylaw No. 8120

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Traffic Bylaw No. 8120 be amended as follows:

1. THAT **Part 4 – PARKING REGULATIONS, 4.1.2 Parking Prohibitions** be amended as follows:

- a) Deleting sub-section (hh.1) that reads:

**“Expired Meter** (hh.1) on a **highway**, or public lot operated by the **City**, in a **metered space** while the disc, signal flag or violation indicator in the head of the parking meter placed at such **metered space** shows red or shows or reads violation or time expired, or shows no time remaining on the parking meter face,”

And replacing with:

**“Expired Meter** (hh.1) on a **highway**, or in an **off-street pay parking** lot or facility operated by the **City**, in a **metered space** while the violation indicator on the head of the **parking meter** shows expired or violation or time expired, or shows no time remaining on the **parking meter** face, or unless a valid **Pay by Phone** session exists.”

- b) Deleting sub-section (hh.2) that reads:

**“Expired Meter** (hh.2) on a **highway**, or public lot operated by the **City**, in a **metered space** governed by a meter that issues a ticket showing the time of issuance and time of expiry, after the time of expiry on the ticket displayed in or on a **Motor vehicle** in the **metered space** or, where no such ticket is displayed, in or on a **Motor vehicle** in a metered space.”

And replacing with:

**“Expired Meter** (hh.2) on a **highway**, or in an **off-street pay parking** lot or facility operated by the **City**, in a **metered space**: governed by a **pay station** that issues a ticket showing the time of issuance and time of expiry, after the time of expiry shown on the ticket displayed in or on the **motor vehicle**; governed by a **pay station** that requires entry of the **Motor vehicle** licence plate number and payment for a specified time

period, where no valid session is in effect or has expired; or where no valid **Pay by Phone** session exists.”

2. AND THAT **SCHEDULE “A” FEES, PART 4 – PARKING REGULATIONS** subsection 4.4.2 (a) – Off Street Pay Parking (Long Term Parking Lot) be deleted that reads:

**“Subsection 4.4.2(a) - Off-Street Pay Parking (Long Term Parking Lot)**

<b><u>FEE</u></b>	<b><u>PERMITTED PARKING TIME</u></b>
\$ 0.25*	15 Minutes
\$ 0.50*	30 Minutes
\$ 1.00*	Per 60 Minutes (1 Hour)
\$ 6.00*	1 Day (Standard <b>Vehicle</b> - Regular Operating Hours for Lot)***
\$ 3.00*	1 Day (Motorcycle – Regular Operating Hours for Lot)
\$ 5.00*	24 Hour Parking for Vehicle & Boat Trailer (Cook Road Boat Launch Only)
\$ 5.00*	Special Event Parking
	<b>*Applicable taxes are included.</b>
\$ 12.00**	1 Month – Bicycle Locker Rental
\$ 77.00**	1 Month – Random Parking
\$ 116.00**	1 Month – Reserved Stall***
	<b>**Plus Applicable taxes.</b>

*Above Rates apply to all City Owned Parking Lots not otherwise specified in this bylaw.*

*\*\*\* Not Available at all parking lots.”*

And replacing it with:

**“Subsection 4.4.2(a) - Off-Street Pay Parking (Long Term Parking Lot)**

<b><u>FEE</u></b>	<b><u>PERMITTED PARKING TIME</u></b>
\$ 1.00*	1 Hour
\$ 6.00*	1 Day (Standard <b>Vehicle</b> - Regular Operating Hours for Lot)***
\$ 3.00*	1 Day (Motorcycle – Regular Operating Hours for Lot)
\$ 7.00*	Special Event Parking
	<b>*Applicable taxes are included.</b>
\$ 12.00**	1 Month – Bicycle Locker Rental
\$ 78.08**	1 Month – Random Parking
\$ 117.62**	1 Month – Reserved Stall***
	<b>**Plus Applicable taxes.</b>

*Above Rates apply to all City Owned Parking Lots not otherwise specified in this bylaw.*

*\*\*\* Not Available at all parking lots.”*

3. AND THAT SCHEDULE "A" FEES, PART 4 – PARKING REGULATIONS subsection 4.4.2 (b) – Off-Street Pay Parking – Peripheral Lot (Long Term Parking Lot) be deleted that reads:

**"Subsection 4.4.2(b) – Off-Street Pay Parking – Peripheral Lot (Long Term Parking Lot)**

<b><u>FEE</u></b>	<b><u>PERMITTED PARKING TIME</u></b>
\$ 0.25*	15 Minutes
\$ 0.50*	30 Minutes
\$ 1.00*	Per 60 Minutes (1 Hour)
\$ 6.00*	1 Day (Standard <b>Vehicle</b> - Regular Operating Hours for Lot)***
\$ 3.00*	1 Day (Motorcycle – Regular Operating Hours for Lot)
\$ 5.00*	Special Event Parking
	<b>*Applicable taxes are included.</b>
\$ 12.00**	1 Month – Bicycle Locker Rental
\$ 62.00**	1 Month – Random Parking
	<b>**Plus Applicable taxes.</b>

\*\*\* Not Available at all parking lots.

Available only in designated **Off-Street Pay Parking** – Peripheral Lots located at:

- St. Paul Street at Cawston Avenue (1311 St Paul Street)
- Waterfront Park (Dolphins Lot) (1200 Water Street)"

And replacing it with:

**"Subsection 4.4.2(b) – Off-Street Pay Parking – Peripheral Lot (Long Term Parking Lot)**

<b><u>FEE</u></b>	<b><u>PERMITTED PARKING TIME</u></b>
\$ 1.00*	1 Hour
\$ 6.00*	1 Day (Standard <b>Vehicle</b> - Regular Operating Hours for Lot)***
\$ 3.00*	1 Day (Motorcycle – Regular Operating Hours for Lot)
\$ 5.00*	24 Hour Parking for Vehicle with Boat Trailer Only (Cook Rd Boat Launch)
\$ 7.00*	Special Event Parking
	<b>*Applicable taxes are included.</b>
\$ 12.00**	1 Month – Bicycle Locker Rental
\$ 62.87**	1 Month – Random Parking
	<b>**Plus Applicable taxes.</b>

\*\*\* Not Available at all parking lots.

Available only in designated **Off-Street Pay Parking** – Peripheral Lots located at:

- Waterfront Park Lot (1200 Water Street)

- City Park Lot (1600 Abbott St) – *Monthly Parking in Off-Season Only*
- Cook Rd Boat Launch (3786 Lakeshore Rd) – *Monthly Parking in Off-Season Only*

4. AND THAT **SCHEDULE "A" FEES, PART 4 – PARKING REGULATIONS**, subsection **4.4.3 Off-Street Pay Parking (Structured Parking Garage)** be deleted that reads:

**"Subsection 4.4.3 Off-Street Pay Parking (Structured Parking Garage)"**

<b><u>FEE</u></b>	<b><u>PERMITTED PARKING TIME</u></b>
\$ 0.25*	15 minutes
\$ 0.50*	30 minutes
\$ 1.00*	Per 60 Minutes (1 Hour)
\$ 6.00*	1 Day (Standard <b>Vehicle</b> - Regular Operating Hours for Lot)***
\$ 3.00*	1 Day (Motorcycle – Regular Operating Hours for Lot)
\$ 5.00*	Special Event Parking

**\*Applicable taxes are included.**

\$ 12.00**	1 Month – Bicycle Locker Rental
\$ 77.00**	1 Month – Random Parking
\$ 116.00**	1 Month – Reserved Stall***

**\*\*Plus Applicable taxes.**

**\*\*\* Not Available at all parking garages.**

*The baseline for all parking rates in this Schedule are based upon the 2013 **Consumer Price Index (CPI)**. **Annual Parking Rate Adjustments** will be made on June 1st, based on the **CPI** (all items) value from the preceding year. Any adjustments will be rounded to the nearest \$0.25 for ease of use by customers paying with cash/coin. Any annual adjustments that do not result in an amendment will be compounded until such time an increase is indicated."*

And replacing it with:

**"Subsection 4.4.3 Off-Street Pay Parking (Structured Parking Garage)"**

<b><u>FEE</u></b>	<b><u>PERMITTED PARKING TIME</u></b>
\$ 1.00*	1 Hour
\$ 6.00*	1 Day (Standard <b>Vehicle</b> - Regular Operating Hours for Lot)***
\$ 3.00*	1 Day (Motorcycle – Regular Operating Hours for Lot)
\$ 5.00*	Special Event Parking (Library Plaza and Chapman Parkades)
\$ 3.00*	Special Event Parking (Memorial Parkade Only)

**\*Applicable taxes are included.**

\$ 12.00**	1 Month – Bicycle Locker Rental
\$ 78.08**	1 Month – Random Parking
\$ 117.62**	1 Month – Reserved Stall***

**\*\*Plus Applicable taxes.**

\*\*\* Not Available at all parking garages.

**Subsection 4.6 Parking Fees and Charges – Annual CPI Adjustment**

Parking rates in this Schedule are based upon the 2016 **Consumer Price Index (CPI)**. **Annual Parking Rate Adjustments** will be made annually on June 1st, based on the **CPI** (British Columbia, all items) value from the preceding year. Any adjustments to short-term parking rates (hourly, daily, special event) will be rounded to the nearest \$0.25 for ease of use by customers paying with cash/coin. Annual adjustment calculations that do not result in an amendment will be compounded until such time an increase is indicated."

5. This bylaw may be cited for all purposes as "Bylaw No. 11483, being Amendment No. 29 to Traffic Bylaw No. 8120."
6. This bylaw shall come into full force and effect and be binding on all persons as of October 1, 2017.

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:** September 11, 2017  
**File:** 1846-01  
**To:** City Manager  
**From:** Kevin Van Vliet, Utility Services Manager  
**Subject:** Amendment to Solid Waste Management Bylaw No. 10106

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## **Recommendation:**

THAT Council receives, for information, the Report from the Utility Services Manager dated September 11, 2017, regarding amendments to the Solid Waste Management Regulation Bylaw No.10106;

AND THAT Bylaw No. 11485, Amendment No. 8 to the Solid Waste Management Regulation Bylaw, No. 10106, be forwarded for reading consideration.

## **Purpose:**

To align fees for compost at each of the City's sales facilities and permit excess inventory to be sold at a reduced rate outside the Central Okanagan and the City of Vernon.

## **Background:**

The City of Kelowna produces approximately 65,000 cubic yards per year of a Class A compost product marketed as Ogogrow. Since 2011 production of Ogogrow has exceeded sales, resulting in a significant inventory at the Glenmore Landfill. The City has approximately 50,000 cubic yards of Ogogrow in inventory.

In 2015 the City commissioned a marketing study by Ference Weicker & Company to provide recommendations on increasing compost sales with a goal of eventually eliminating our excess inventory. That report concluded that the City should not significantly decrease the price of Ogogrow within our market area as it is an excellent product and decreasing its price may actually diminish its value to our clients. "Price decreases should not be used as a means to achieve short term increase in sales volume."

During discussions with existing clients about increasing sales we have received feedback that the higher rate for Ogogrow purchased from the landfill over the Commonage site was a barrier and was seen by some as being inequitable. While there are technical reasons to charge more for Ogogrow at

the landfill (as the City paid to move the material there), retail sales do not typically differentiate price by location. Feedback was that sales of Ogogrow in Kelowna would increase if the inequity is removed.

The Ference Weicker Report recommended focusing our sales efforts on our wholesale customers, who purchase most of our product, and continuing to enhance the relationship between the City and our wholesaler customers. Transportation costs of compost is an inhibitor to expanding our markets geographically. It has been suggested that for our large volume wholesalers we may be able to expand our market area over time by further reducing the graduated price for large volume purchasers. Therefore, staff are suggesting that further price reduction points be put in the bylaw for purchasers of more than 5,000 cubic yards per year.

The report also recommended that the City be flexible to “operate at the speed of Business” and that *“Guidelines should be established under which the Manager would have the authority to enter into bulk sales agreements that do not affect the local market and to provide product samples to prospective buyers.”* The current Solid Waste Management Regulation Bylaw does not allow for sales price variances irrespective of our inventory or the location of buyers.

Over 90 percent of our compost sales are to customers in Kelowna, West Kelowna, Lake Country and the Central Okanagan Regional District. The City of Vernon is also a client. Significant sales outside of these municipalities are not likely to impact our local markets.

As an example of the value of flexibility in our Bylaw, an opportunity to move 5,000 cubic yards of Ogogrow to lands outside of our market area would save the City the cost of hauling the material from the compost site in Commonage to our storage facility at the Glenmore landfill (approximately \$4-5 per cubic yard), plus the cost of managing this material for the next few years until it is sold, currently estimated at approximately \$3 per cubic yard for a total of \$35,000 - \$40,000. This example assumes that the buyer pays only the cost of transportation. Furthermore, our storage facility at the landfill has exceeded capacity. New compost may need to be stored off of the asphalt pad which would reduce compost quality resulting in further sales challenges for this product in the future.

**Internal Circulation:**

Divisional Director, Financial Services  
Biosolids Supervisor  
Community Communications Manager

**Financial/Budgetary Considerations:**

Charging the same rate per yard at each of the City’s locations will create efficiency and consistency and is not anticipated to greatly affect the total sales revenue.

**Considerations not applicable to this report:**

**Legal/Statutory Procedural Requirements:**

**Legal/Statutory Authority:**

**Existing Policy:**

**Communications Comments:**

**Personnel Implications:**

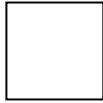
**External Agency/Public Comments:**

**Alternate Recommendation:**

Submitted by:

K Van Vliet, Utility Services Manager

**Approved for inclusion:**



J Creron, Deputy City Manager

cc:

Divisional Director, Financial Services

Biosolids Supervisor

Community Communications Manager

# CITY OF KELOWNA

## BYLAW NO. 11485

### Amendment No. 8 to Solid Waste Management Bylaw No. 10106

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Solid Waste Management Bylaw No. 10106 be amended as follows:

1. THAT **1 INTRODUCTION, 1.2 INTERPRETATION**, be amended by deleting the definition for **"Director of Infrastructure Operations"** that reads:

**"Director of Infrastructure Operations"** means the person appointed as such by the City and includes his or her lawful delegate.

And replace it with in its appropriate location the following:

**"Director of Civic Operations"** means the person appointed as such by the City and includes his or her lawful delegate

2. AND THAT all references throughout the bylaw to **"Director of Infrastructure Operations"** be replaced with **"Director of Civic Operations"**;
3. AND THAT **SCHEDULE E – SANITARY LANDFILL / RECYCLING FEES**, 5.a table be deleted that reads:

Yards purchased March 1 to February 28	Ogogrow at 551 Commonage Road	Ogogrow at Glenmore Landfill	GlenGrow at Glenmore Landfill
Less than 50	\$21.43	\$25.43	\$21.43
50 to 249	\$16.07	\$20.07	\$16.07
250 to 999	\$13.39	\$17.39	\$13.39
1000 to 2999	\$10.45	\$14.45	\$10.45
3000 to 4999	\$9.08	\$13.08	\$9.08
5000 and up	\$8.48	\$12.48	\$8.48

And be replaced with:

Yards purchased March 1 to	Ogogrow at 551	Ogogrow at	Glengrow at Glenmore
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February 28	Commonage Road	Glenmore Landfill	Landfill
Less than 50	\$21.43	\$21.43	\$21.43
50 to 249	\$16.07	\$16.07	\$16.07
250 to 999	\$13.39	\$13.39	\$13.39
1000 to 2999	\$10.45	\$10.45	\$10.45
3000 to 4999	\$9.08	\$9.08	\$9.08
5000 to 6999	\$8.48	\$8.48	\$8.48
7000 to 9999	\$7.63	\$7.63	\$7.63
10,000 to 19,999	\$6.87	\$6.87	\$6.87
20,000 and up	\$5.00	\$5.00	\$5.00

4. AND THAT **SCHEDULE E – SANITARY LANDFILL / RECYCLING FEES** be further amended by adding a new section 6 in its appropriate location that reads as follows:
- “6. The Director of Civic Operations or designate is authorized to periodically amend rates on a short term basis when the total quantity of compost in inventory exceeds 25% of the City’s annual production of compost through:
- The sale of compost to buyers outside of the Central Okanagan Regional District and the City of Vernon; and
  - At a negotiated rate between \$0.00 and \$7.00 per cubic yard.”
5. This bylaw may be cited for all purposes as "Bylaw No. 11485, being Amendment No.8 to Solid Waste Management Bylaw No. 10106."
6. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

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

# CITY OF KELOWNA

## BYLAW NO. 11454

### Amendment No. 31 to Airport Fees Bylaw No. 7982

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Airport Fees Bylaw No. 7982 be amended as follows:

1. THAT **Section 15a. ON AIRPORT CAR RENTAL CONCESSION FEES**, Section 15a.1 be deleted that reads "The greater of 11% of the annual gross revenue or a tendered annual minimum guarantee." and be replaced with " The greater of 12% of the annual gross revenue or a tendered annual minimum guarantee."
2. AND THAT **Section 15b. ON AIRPORT CAR RENTAL LICENSEE RECOVERY FEES**, Section 15a.1 be deleted that reads "Licensees may incorporate a recovery fee not to exceed 12.36% into customer rental agreements." and be replaced with "Licensees may incorporate a recovery fee not to exceed 13.64% into customer rental agreements."
3. AND THAT **Section 16. OFF AIRPORT CAR RENTAL LICENCES**, be deleted that reads "The fee for off-airport car rental licences offering shuttle service between the airport and off airport car rental offices shall be 8% of gross revenue." and be replaced with "The fee for off-airport car rental licences offering shuttle service between the airport and off airport car rental offices shall be 9% of gross revenue."
4. This bylaw may be cited for all purposes as "Bylaw No. 11454, being Amendment No. 31 to Airport Fees Bylaw No. 7982."
5. 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