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



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**Date:** March 16, 2023  
**File No.:** Z23-0010  
**To:** Urban Planning (MT)  
**From:** Development Engineering Manager (NC)  
**Subject:** 385 - 405 Leathead Rd & 530-540 Dougall Rd N UC4 to UC4r

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The Development Engineering Department has the following requirements associated with this Rezoning application to rezone the subject property from the UC4 – Rutland Urban Centre zone to the UC4r – Rutland Urban Centre (Rental Only) zone.

Works and Services attributable at time of Building Permit are contained in the Development Engineering memo under file DP23-0028.

The Development Engineering Technician for this file is Sarah Kelly (skelly@kelowna.ca).

**1. PROPERTY-RELATED REQUIREMENTS**

- a. Approximately 3.5 m road dedication along the entire Dougall Rd N frontage of 385 Leathead Rd is required to achieve a ROW width of 20 m in accordance with OCP Functional Road Classification objectives.
- b. Approximately 2.5 m road dedication along the entire Leathead Rd frontage of 385 Leathead Rd and 405 Leathead Rd is required to achieve a ROW width of 25 m in accordance with OCP Functional Road Classification objectives.
- c. A road dedication of 6.0 m radius at the corner of Leathead Rd and Dougall Rd N is required to achieve adequate maneuverability to the site.

**2. DOMESTIC WATER AND FIRE PROTECTION**

- a. The subject property is located within the Rutland Waterworks District (RWD) Water Supply Area. The Developer's Consulting Engineer will determine the servicing and fire protection requirements of this proposed development. The Developer is required to make satisfactory arrangements with RWD for all water servicing and fire protection requirements.
- b. All fire flow calculations are to be provided to the City's Development Engineering Department upon submittal of Building Permit application or off-site civil engineering drawings, as the case may be. Confirmation of adequate servicing to meet land use requirements and fire protection (150 L/s) from RWD must be provided to the City Engineer prior to issuance of Building Permit.

### **3. ROADWAY AND STREETScape**

- a. Leathead Rd is classified in the 2040 OCP as an Urban Center Minor Arterial with Bike Lanes and must be upgraded to an urban SS-R15 (modified) standard along the full frontage of the subject property to facilitate additional corridor density associated with this development. Required upgrades to include sidewalk, curb and gutter, LED street lighting, landscaped and irrigated boulevard, pavement removal and replacement and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
- b. Laneway must be upgraded to an SS-R2 standard along the full frontage of this proposed development, drainage system, burial of overhead wires and removal of poles as necessary to ensure minimum 6 m unencumbered ROW width, pavement removal and replacement, and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
  - a. All Landscape and Irrigation plans require design and inspection by a Qualified Professional registered with the BCSLA and the IIABC, are to be included as a line item in the estimate for the Servicing Agreement performance security. Landscape and irrigation plans require approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.
  - b. Streetlights must be installed on all public roads. All streetlighting plans are to include photometric calculations demonstrating Bylaw 7900 requirements are met and require approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.

### **4. POWER AND TELECOMMUNICATION SERVICES**

- a. In accordance with Council Policy 101, burial of existing overhead wires will be required on all frontages. Developer must make arrangements with the applicable electric power, telephone, and cable transmission companies to arrange for this work. Designs must be submitted to the Development Engineering Branch at the same time as other “issued for construction” drawings.
- b. All proposed service connections are to be installed underground. It is the Developer’s responsibility to make a servicing application with the respective electric power, telephone, and cable transmission companies to arrange for these services. Utility companies are required to obtain the City’s approval before commencing construction.
- c. Provide all necessary Statutory Rights-of-Ways for any utility corridors as may be required.

### **5. DESIGN AND CONSTRUCTION OF OFFSITE WORKS**

- a. Offsite Works and Services are required of this development as outlined above. The Developer must Design and enter into a Servicing Agreement and provide security for the Construction of the Works prior to issuance of Building Permit.
- b. Design of all offsite works and site servicing must be completed in accordance with Subdivision, Development, and Servicing Bylaw No. 7900 and is subject to the approval of the City Engineer prior to construction or execution of a Servicing Agreement.



- i. See Bylaw 7900 Sections 6.0, 7.0, and 9.0, as well as Schedule 4 for procedural guidance, approval requirements, and design standards.
  - ii. Design must be completed by a suitably qualified and experience Consulting Engineer.
  - iii. Engineering drawing submissions are to be in accordance with *Council Policy 265 – Engineering Drawing Submission Requirements*. Drawings must be submitted digitally in PDF format and sealed in accordance with EGBC Guidelines.
- c. A Servicing Agreement is required for all Works and Services on City lands (Offsite Works).
- i. The Servicing Agreement must be in the form of Schedule 2 of Bylaw 7900.
  - ii. The Developer’s Consulting Engineer, prior to preparation of a Servicing Agreement, must provide adequate drawings and estimates for the Works to the City Engineer.
  - iii. Bylaw 7900, Part 3 – Security for Works and Services, Sections 7.1 - 7.2, describes the Security requirements of an Owner for entering into Servicing Agreements. Security must be in the form of an irrevocable letter-of-credit, bank draft, or certified cheque.
- d. Construction of the required Works and Services must be completed in accordance with Bylaw 7900 requirements and is subject to several approvals prior to work commencing. These include, but are not necessarily limited to, the following:
- i. Before any construction of the Works commences, design drawings must be reviewed and approved for construction by the City Engineer.
  - ii. A “Consulting Engineering Confirmation Letter” (City template provided upon request) must be executed by the Owner and Consulting Engineer and provided to the City.
  - iii. The Developer’s Consulting Engineer must undertake adequate inspections during construction of the Work, as outlined in EGBC’s *Guide to the Standard for Documented Field Reviews During Implementation or Construction*. A Quality Control and Assurance Plan acceptable to the City Engineer must be submitted prior to construction approval. Refer to Bylaw 7900, Schedule 3.
  - iv. Insurance requirements are outlined in Bylaw 7900, Section 7.3. A compliant Certificate of Insurance must be provided prior to construction approval.
  - v. Contractor must provide a current WorkSafe BC Clearance Letter.
- e. Construction completion, maintenance period, and return of Performance Security requirements are outlined in Bylaw 7900, Sections 9.5 - 9.7 and Sections 10.0 - 10.4.

## 6. **CHARGES, FEES, AND SECURITIES**

- a. Fees per the “Development Application Fees Bylaw” include:
  - i. Engineering and Inspection Fee: 3.5% of offsite works and services (plus GST).

  
 Nelson Chapman, P.Eng.  
 Development Engineering Manager