
CITY OF KELOWNA

MEMORANDUM



Date: June 21, 2021 *revised April 26, 2023 to update zoning references only*

File No.: Z21-0060

To: Planning and Development Officer (KB)

From: Development Engineering Manager (RO)

Subject: 810 Glenmore Dr & 1885 High Rd C2 & RU1 to *MF3r*

The Development Engineering Branch has the following comments and requirements associated with this application to rezone the subject lots from the C2 – *Vehicle-Oriented Commercial* and RU1 – *Large Lot Housing* zones to *MF3r – Apartment Housing Rental Only*.

1. **GENERAL**

- a. The following requirements are valid for two (2) years from the reference date of this memo, or until the application has been closed, whichever occurs first. The City of Kelowna reserves the rights to update/change some or all items in this memo once these time limits have been reached.
- b. This proposed development may require the installation of centralized mail delivery equipment. Please contact Arif Bhatia, Delivery Planning Officer, Canada Post Corporation, 530 Gaston Avenue, Kelowna, BC, V1Y 2K0, (250) 859-0198, arif.bhatia@canadapost.ca to obtain further information and to determine suitable location(s) within the development.
- c. There is a possibility of a high water table or surcharging of storm drains during major storm events. This should be considered in the design of the onsite system.
- d. One of the subject lots, 1885 High Rd, has been identified by the Ministry of Environment as a contaminated site. An environmental site assessment will be required to confirm suitability for development.

2. **DOMESTIC WATER AND FIRE PROTECTION**

- a. The subject lots are located within the City of Kelowna water supply area. The existing lots are each serviced with a 19-mm diameter water service. Only one service will be permitted per legal lot. If required the Applicant, at their cost, will arrange for the removal of the existing services and the installation of one new larger metered water service.
- b. Connection to, or decommission of existing service to, AC water main within Lowland St must adhere to WorkSafe BC approved procedures for working with AC pipe.

- c. The Developer's Consulting Engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs. If it is determined that upgrades to any existing water distribution system must be made to achieve the required fire flows, additional bonding will be required. *The bylaw requirement of 150 L/s for this development is available from the City's network fronting the property, but hydrant coverage is inadequate.*
- d. A Water meter is mandatory for this development and must be installed inside a building on the water service inlet as required by the City Plumbing Regulation and Water Regulation bylaws. The Developer or Building Contractor must purchase the meter from the City at the time of application for a building permit from the Inspection Services Department and prepare the meter setter at their cost.

3. **SANITARY SEWER SYSTEM**

- a. Our records indicate that the subject lots are currently each serviced with a 100-mm diameter sanitary sewer service. The Applicant's Consulting Mechanical Engineer will determine the requirements of the proposed development and establish the service needs. Only one service will be permitted.
- b. If required, the applicant will arrange for the removal and disconnection of the existing services and the installation of one new larger service at the applicants cost.
- c. Connection of new sanitary service to VIT sanitary main must adhere to WorkSafe BC approved procedures for working with VIT pipe.

4. **STORM DRAINAGE**

- a. The property is located within the City of Kelowna drainage service area. For on-site disposal of drainage water, a hydrogeotechnical report will be required complete with a design for the disposal method (i.e. trench drain / rock pit). The Lot Grading Plan must show the design and location of these systems.
- b. Provide the following drawings:
 - i. A detailed Lot Grading Plan (indicate on the Lot Grading Plan any slopes that are steeper than 30% and areas that have greater than 1.0 m of fill);
 - ii. A detailed Stormwater Management Plan for this subdivision; and,
 - iii. An Erosion and Sediment Control Plan is to be prepared by a Professional Engineer proficient in the field of erosion and sediment control. The plan is to be prepared as per section 3.14 of Schedule 4 of Bylaw 7900. If a line item for ESC is not included in the Engineer's cost estimate for off-site work, then an additional 3% will be added to the performance security based on the total off-site construction estimate.
- c. On-site detention systems are to be compliant with Bylaw 7900, Schedule 4, Section 3.11.1 *Detention Storage*.


- d. As per Bylaw 7900, Schedule 4, Section 3.1.3 *Climate Change*, the capacity of storm works will include an additional 15 percent (15%) upward adjustment, and applied to the rainfall intensity curve stage (IDF) in Section 3.7.2.
- e. Show details of dedications, rights-of-way, setbacks and non-disturbance areas on the lot Grading Plan.
- f. Register right of ways on private properties for all the storm water infrastructure carrying, conveying, detaining and/or retaining storm water that is generated from the public properties, public road right of ways, and golf course lands.
- g. Where structures are designed or constructed below the proven high groundwater table, permanent groundwater pumping will not be permitted to discharge to the storm system. The City will approve designs that include provisions for eliminating groundwater penetration into the structure, while addressing buoyancy concerns. These design aspects must be reviewed and approved by the City Engineer.

5. ROAD IMPROVEMENTS

- a. Glenmore Rd frontage improvements required include; removal of depressed curb and gutter for access to lane and replacement with barrier curb and gutter, removal of sidewalk and replacement with 3.0 m asphalt pathway, removal of asphalt within boulevard, landscaped and irrigated boulevard, LED street lights, pavement removal and replacement, and re-location or adjustment of existing utility appurtenances if required to accommodate the upgrading.
- b. High Rd frontage upgrades required include removal of depressed curb and sidewalk, replacement with barrier curb and gutter and new sidewalk panels, removal of retaining wall within ROW, landscaped and irrigated boulevard between back of sidewalk and property line, LED street lights, pavement removal and replacement, and re-location or adjustment of existing utility appurtenances if required to accommodate the upgrading.
- c. Lowland St must be upgraded to a full urban standard (SS-R4) along the full frontage of the subject property; including curb and gutter, sidewalk, LED street lighting, landscaped and irrigated boulevard, storm drainage system, pavement removal and replacement, and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
- d. Proposed lane fronting this development must be designed and constructed to a full residential lane standard (SS-R2) standard; including road fillet paving, storm drainage, and relocation or adjustment of existing utility appurtenances if required to accommodate the upgrading construction.
- e. All Landscape and Irrigation plans require design and inspection by a Qualified Professional registered with the BCSLA and the IIABC. Landscape and irrigation plans require approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.
- f. Streetlights must be installed on all public roads. All streetlighting designs require approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.

6. POWER AND TELECOMMUNICATION SERVICES

- a. All proposed distribution and service connections are to be installed underground. It is the developer’s responsibility to make a servicing

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application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant's cost.

- b. Re-locate existing poles and utilities, where necessary. Remove aerial trespass (es). 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 Engineering Manager.

7. GEOTECHNICAL STUDY

- a. Provide a comprehensive geotechnical report (3 copies), prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below: **NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.**
- b. The Geotechnical reports must be submitted to the Planning and Development Services Department (Planning & Development Officer) for distribution to the Works & Utilities Department and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval.
 - i. Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
 - ii. Site suitability for development.
 - iii. Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
 - iv. Any special requirements for construction of roads, utilities, and building structures.
 - v. Recommendations for items that should be included in a Restrictive Covenant.
 - vi. Recommendations for roof drains and perimeter drains.
 - vii. Recommendations for erosion and sedimentation controls for water and wind.
 - viii. Any items required in other sections of this document.
- c. Should any on-site retaining walls surpass the following limits, an Over Height Retaining Wall Permit will be required:

"Retaining walls on all lots, except those required as a condition of subdivision approval, must not exceed a height of 1.2 m measured from natural grade on the lower side, and must be constructed so that any retaining walls are spaced to provide a 1.2 m horizontal separation between tiers. The maximum number of tiers is two with a maximum total height of 2.4 m. Any multi-tier structure more than 2 tiers must be designed and constructed under the direction of a qualified professional engineer."



The design of all retaining walls is to conform with Engineer & Geoscientists British Columbia's Professional Practice Guidelines for Retaining Wall Design. Submission requirements for the Over Height Retaining Wall Permit include Engineer of Record documents (Appendix A of Retaining Wall Design Guideline) and any necessary independent reviews (as per EGBC's Documented Independent Review of Structural Designs).

- d. Any modified slopes having a finished slope greater than 2H:V1 (50%) and an elevation change greater than 1.2 m must be installed under the direction of a qualified professional engineer.
- e. Any exposed natural rock surface on a lot that has the potential for materials to displace causing a hazardous condition, must be reviewed by a qualified professional engineer with the appropriate and measures undertaken as prescribed by the engineer. For adequate Rockfall Protection adjacent to walls and rock cuts, please consider BC MoTI Supplement to TAC Geometric Design Guide 440, page 440-8, which outlines a ditch bottom width depending on wall height. Sidewalks and utilities should be kept out of this protection area. Additional ROW may be required.

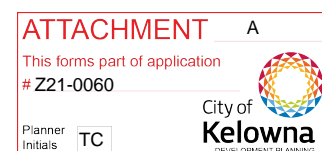
Where walls are on the high side, the City's preference is that the walls remain setback and on private property. Where the walls hold up a public road, the City's preference is that additional dedication be provided, and the walls be owned by the City. Please design any geogrids or tie-backs so that they do not encroach into the required road ROW.

8. ROAD DEDICATION/SUBDIVISION REQUIREMENTS

- a. A dedication of 1.0 m along the full Lowland St. frontage of the subject lots is required to achieve a future 15 m ROW.
- b. Proposed lane must be 6.0 m wide and is to be dedicated as a public laneway. No trees are permitted within lane ROW.
- c. Dedication along Glenmore Dr and High Rd frontage as needed to achieve a 4.0 m, measured from back of curb, boulevard width to accommodate future Multi-Use Pathway.
- d. Access to this development required to be from lane, no second access will be permitted and existing letdowns on High Rd and Glenmore Dr to be removed.

9. 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 Development Engineering 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 AGREEMENT FOR WORKS AND SERVICES**

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

11. **CHARGES AND FEES**

- a. Development Cost Charges (DCC’s) are payable.
- b. Fees per the “Development Application Fees Bylaw” include:
 - i. Street Marking/Traffic Sign Fees: at cost (to be determined after detailed design completed).
 - ii. Survey Monument Fee: \$50.00 per newly created lot (GST exempt).
 - iii. Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
 - iv. Engineering and Inspection Fee: 3.5% of construction value (plus GST).
- c. Approved methods of payment for Performance Security:
 - i. Personal Cheques < \$5,000
 - ii. Letter of Credit*, Certified Cheque, or Bank Draft > \$5,000
*Minimum value for Letter of Credit is \$50,000


 Nelson Chapman, P.Eng
 Development Engineering Manager

SK CM

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Developer Information Session Summary- May 18, 2022

- Where was the information session held? **Glenmore elementary school.**

May 18, 2022

- At what time and for what duration was the information session held?

5-7 pm

- How many people attended the information session? **6 people total**

3 residents of 1881 Broadview

1 resident 850 Glenmore

1 resident 872 Lowland

1 resident that did not leave contact info

- How was the information session advertised (include copies of all advertising)? **Kelowna Daily Courier. April 30, 2022.**


- How were affected property owners notified of the information session?

Required meeting signage mounted on all 3 road frontages. Mail drop for

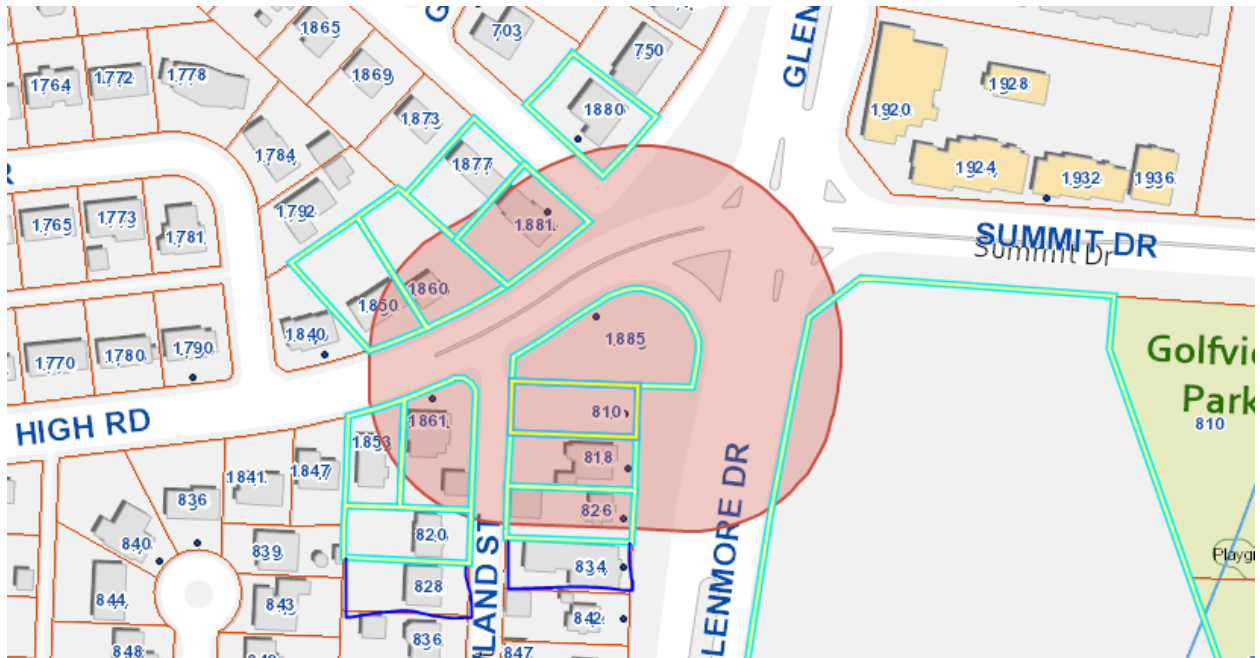
13 houses required per 50M radius per image and table below. Applicant

did 50 mailouts to required houses and to 37 others in immediate

neighborhood. Mailout included below

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Street Number	Street Name
1877	Broadview Ave
1880	Broadview Ave
1881	Broadview Ave
818	Glenmore Dr
826	Glenmore Dr
834	Glenmore Dr
1850	High Rd
1853	High Rd
1860	High Rd
1861	High Rd
820	Lowland St
828	Lowland St
980	Valley Rd



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- What information was provided at the information session? **Information boards detailing site plan, elevations and renderings of the project from multiple views. Comment sheet provided but none filled out. Per image below.**
- How was the input received at the information session used? **Open discussion about parking, traffic and rental discussed and will be implemented. Residents want as much parking as possible, even if the stalls require a variance to setbacks. Privacy concerns for Broadview avenue discussed regarding balconies and requirement for them.**
- Was the information session organized and conducted in a manner consistent with the Objective of this policy? **Yes, all protocol followed.**

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**Kelowna Multi family development
PUBLIC INFORMATION
SESSION AND OPEN HOUSE**

Polar Developemnt projects has applied to the City of Kelowna for approval of 46 unit multi residential rental project at 1885 high road/810 Glenmore drive.

The proposed building is a mixture of 1, 2 and 3 bed units over 4 levels. We invite you to an open house to learn about the plans, view building details and ask questions to project manager and provide feedback on the proposal.

OPEN HOUSE DETAILS

**Wednesday May 18, 2022 • 5pm to 7 pm
Glenmore Elementary School -
Gym - 960 Glenmore**

For more information, please contact
Dionnedesalle@gmail.com

Newspaper advertisement in Kelowna Daily Courier

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Developer Information Session- May 18, 2022 - 5-7 pm- Glenmore Elementary

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Mailout- You are invited to....

A Developer Information Session for residents of Glenmore is being held regarding the rezoning of 1885 High Road/810 Glenmore. Polar Development Projects will be on-hand to answer questions about the application

The proposed development features approximately 46 units over 4 stories with surface parking and a newly constructed lane that connects to Glenmore.

Site Address- 1885 High Road and 810 Glenmore

Proposed Zoning-RM5r Residential building over 4 stories. Access via Lowland. Surface Parking

Contact Info- Dionnedesalle@gmail.com Dionne Delesalle

Meeting Location- Glenmore Elementary school- Gymnasium- 960 Glenmore Rd

Meeting Date- May 18, 2022- 5-7 PM



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