
CITY OF KELOWNA

MEMORANDUM

Date: October 26, 2022
File No.: Z22-0068
To: Community Planning (KB)
From: Development Engineering Manager (NC)
Subject: 2110-2140 Wilkinson St. RU4 to MF3r

The Development Engineering Department has the following comments and requirements associated with this application to rezone the subject properties from RU4 – Duplex Housing to MF3r – Apartment Housing (Rental Only) to facilitate an apartment housing development. (ZB 12375). The Development Engineering Technician for this project is Aaron Sangster.

1. General

- a) 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.
- b) This property is located within the 800m MoTI Highway Buffer therefore, Development Engineering comments/requirements are subject to the review and requirements from the Ministry of Transportation and Infrastructure (MoTI).
- c) The following requirements are valid for one (1) year from the reference date of this memo, or until the PLR and/or 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.

2. Domestic Water and Fire Protection

- a) The subject property(s) is currently serviced with multiple water service(s). One metered water service will be required for the development upon lot consolidation or at time of Building Permit issuance. The disconnection of the existing smaller diameter water services and the tie-in of a larger service is the developer's responsibility.
- b) The Developer's Consulting Engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs. The applicant must demonstrate that both the calculated FUS fireflow demand and the internal building sprinkler demand of the proposed development does not exceed 150 L/s.

- c) The fireflow capacity requirement for municipal systems fronting new multi-family housing zoned lots is 150 L/s. Please contact the development technician for this project to arrange for formal engineering modelling analysis to be completed.
- d) If it is determined that upgrades to any existing water distribution system must be made to achieve the necessary fire flows, the applicant must upgrade the existing system at their cost.

3. **Sanitary Sewer**

- a) These properties are currently serviced with a multiple sanitary service. The developer's consulting mechanical engineer will determine the development requirements of this proposed development and establish the service needs. Only one service will be permitted for this development upon lot consolidation. The applicant, at their cost, will arrange for the removal and disconnection of the existing services and the installation of one new larger service, if necessary.
- b) This development is serviced by an undersized sanitary main that has been identified as a DCC Project (Capri/Landmark UC SE Trunk Upgrades). Please contact the development technician for this project to arrange for formal engineering modelling analysis to be completed in order to ensure sufficient capacity is available in the existing network for this development without requiring downstream improvements.

4. **Storm Drainage**

- a) The property is located within the City of Kelowna drainage service area. For on-site disposal of drainage water, a geotechnical report will be required complete with a design for the disposal method. The Lot Grading Plan must show the design and location of these systems.
- b) 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. Intermittent pumping of groundwater for structures within seasonal range of the groundwater table may be permitted with some conditions. 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.
- c) 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.
- d) On-site detention systems are to be compliant with Bylaw 7900, Schedule 4, Section 3.11.1 Detention Storage.

- e) Show details of dedications, rights-of-way, setbacks and non-disturbance areas on the lot Grading Plan.

5. Electric Power and Telecommunication Services

- a) All proposed distribution and service connections are to be installed underground. Existing distribution and service connections, on that portion of a road immediately adjacent to the site, are to be relocated and installed underground as the subject properties are within the “City Center Urban Center”.
- b) Streetlights must be installed on all roads.
- 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).

6. Road Improvements

- a) Wilkinson St. must be upgraded to a collector along the full frontage of this proposed development, sidewalk, curb (barrier) and gutter, drainage system, including catch basin, manholes, landscaped irrigated boulevard, pavement removal and replacement, laneway letdown and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The road cross section to be used is a modified SS-R5.
- b) Springfield Rd. must be upgraded to an Arterial along the full frontage of this proposed development, sidewalk, landscaped irrigated boulevard, pavement removal and replacement, laneway letdown and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
- c) The intersection of Wilkinson St. and Springfield Rd. will require curb bulbs, East-West crosswalk, and accessible letdowns.
- d) The cross-walk lights across Springfield Rd. shall be reviewed; upgrades may be required depending on anticipated pedestrian demand.
- e) Bus-Stop east of this development on Springfield Rd. shall be reviewed to see if this development will increase the level of ridership service required.

7. Road Dedication and Onsite Requirements

- a) Grant Statutory Rights of Way if required for utility services.
- b) 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.
- c) A MSU standard size vehicle must be able to manoeuvre onto and off the site without requiring a reverse movement onto public roadways. If the development plan intends to accommodate larger vehicles movements should also be illustrated on the site plan. Indicate on the site plan, the locations of the garbage and recycle bins.

8. Erosion Servicing Control Plan

- a) Provide a detailed ESC Plan for this development as per the Subdivision, Development and Servicing Bylaw #7900.
- b) The developer must engage a consulting civil engineer to provide an ESC plan for this site which meets the requirements of the City Subdivision Development and Servicing Bylaw 7900.
- c) Civil consultant is responsible for all inspection and maintenance.
- d) A Security Deposit for ESC Works equal to 3.0% of the Consulting Engineer's opinion of probable costs of civil earthworks and infrastructure will be added to the Servicing Agreement.

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 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

Provide a geotechnical report 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. The Geotechnical reports must be submitted to the Development Services Department (Subdivision Approving officer) for distribution to the Development Engineering Branch 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, perimeter drains and septic tank effluent on the site.
- (vii) Any items required in other sections of this document.

10. Charges and Fees

- a) Development Cost Charges (DCC's) are payable.
- b) Fees per the "Development Application Fees Bylaw" include:
 - i) Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
 - ii) Engineering and Inspection Fee: 3.5% of construction value (plus GST).
 - iii) Street/Traffic Sign Fees: at cost if required (to be determined after design).



Nelson Chapman, P.Eng.
Development Engineering Manager

AS



April 3rd, 2023

City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4

Attention: **Kimberly Brunet**, Planner II, City of Kelowna

RE: Public Information Session Summary Report for Multi-family Development at 2110, 2120, 2130, 2140 Wilkinson Street, Kelowna BC.
City File #: Z22-0068

Dear Kimberly,

In compliance with Council Policy No. 367, Aligned Properties, is pleased to submit the following Public Information Session summary report for the Rezoning of the properties located at 2110, 2120, 2130, and 2140 Wilkinson Street.

The Development team hosted a Public Information Session on March 22nd, 2023 from 5:00 - 7:00 pm.

The session was hosted at Providence Baptist Church 2210 Stillingfleet Rd (within ~350m of the subject property). Photos of the event is attached in Schedule A.

The sign-in sheet recorded 53 attendees to the Information Session. Many of the attendees were neighbors to the property within the 50m radius however, there were also attendees outside of that radius that came to voice their concerns. The sign-in sheet is attached as Schedule B.

Advertising for the Public Information Session was outlined in our Neighbourhood Consultation. The summary is included here within. The Neighbour Consultation Form and all other relevant documents are included as Schedules. Original copies of any information can be provided if required.

Information Session summary:

The information presented included information regarding the relevant OCP policies that support this application, an explanation of the OCP, an explanation of the MF3 zone, conceptual site plans, massing, and landscaping for the proposed rental development (inc. in Schedule C). Brian Banman of Aligned Properties Inc. was available to answer any questions and receive comments from the public.

The attendees had a variety of comments and feedback during the Information Session. A comment box was provided for attendees to record their comments, hard copies can be found in schedule D. The verbal feedback can be best summarized as:

- **Rentals:** Many people were concerned about the building being rental housing and the transient nature of rental units. We offered that the plan is to have the rentals:
 - locally developed and managed by a locally operating property manager.
 - the long-term nature of the leases (12-month terms)
- **Parking:** Concerns about where residents would park and how the neighbourhood would deal with spillover parking.
- **Traffic:** Residents were concerned about how the vehicle traffic will be dealt with. Comments were made about how busy the flow of traffic is currently along Springfield and Wilkinson St and that increased traffic will risk the safety of the children in the neighbourhood. A traffic light at the corner of Wilkinson St & Springfield as well as a pedestrian bridge were requested multiple times.
- **Resident Mix and Density:** Some questions about who the residents of this type of building might be. The group of attendees voiced how they are concerned for the existing family character of their neighbourhood. We explained that with its location on Transit Supportive Corridor, proximity to the Landmark office buildings, Capri Center, Guisachen Village, etc, we are anticipating, that there will be a very diverse resident mix.
- **Construction & Environmental Impact:** Some concerns were voiced regarding construction and the impact of the development on the surrounding infrastructure and environment. We explained that although a noisy process, all efforts would be made to limit the impact of construction on neighbours and we will work with the appropriate City Engineers, environmental consultants, etc. as necessary, to mitigate any potential negative impacts on the environment and surrounding infrastructure.
- **Project Viability and Completion:** Some attendees were concerned that the development would be started and not completed. We explained that there are many economic factors that we are watching and we would not begin any project without the ability to complete it.

Information and feedback received will be taken into consideration for further design and development of the property. We trust that this report satisfies all requirements; should you need clarification or further information, please contact me directly.

Sincerely,

Brian Banman
Partner, Aligned Properties.

- Schedule A – Photo of the event
- Schedule B – Sign-In Sheet
- Schedule C – Information Session Poster Boards
- Schedule D – Hard copy of Comments
- Appendix A - Information Night Binder

Schedule A – Photo of the event





Schedule B – Sign-In Sheet

ALIGNED
PROPERTIES INC

Name	Address	Phone	Email
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REDACTED

REDACTED



Schedule B – Sign-In Sheet

ALIGNED
PROPERTIES INC

Name	Address	Phone	Email
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REDACTED

REDACTED

Schedule C – Information Session Poster Boards



zeidler
 Zeidler Architecture
 305, 640 - 8 Avenue SW
 Calgary, Alberta T2P 1G7
 T 403 233 2525 | zeidler.com

ALIGNED PROPERTIES INC.
 1000 - 10th Avenue SW
 Calgary, Alberta T2P 1G7
 T 403 233 2525 | aligned.ca

WILKINSON ST RESIDENTIAL

SITE PLAN

NOT FOR CONSTRUCTION

PROJECT NO. 2022-0068
 SHEET NO. A.01
 DATE 2022-08-01



Schedule C – Information Session Poster Boards





Schedule C – Information Session Poster Boards





Schedule D – Hard copy of Comments

Name: [REDACTED]

Comments:
 - PROJECT IS "NOT" A GOOD FIT
 - HARD URBANIZATION IS NOT WELCOME IN THIS NEIGHBORHOOD

Name: [REDACTED]

Comments:
 Very concerned about the impact adding over 100 cars to ~~a~~ the traffic on Wilkinson (and also Springfield) would be. This is a neighbourhood with a lot of families & young children. Also very concerned about the lack of fencing / noise screening & privacy.

Name: _____ Email: _____ Phone number: _____

Comments:
 Too big / not enough parking / would consider townhomes
 Traffic

Name: [REDACTED]

Comments:
 No density @ rental units @ more vehicle traffic
 Fourplex - OWNER occupied would be OK.
 Preference - keep AS IS w/ no variance

Name: [REDACTED]

Comments: Problems: + approx 200+ ppl, ↑ traffic, ↑ noise, less walkability
 - demographic would not be family based
 Solutions: Duplex, Fourplex, Townhouse, Single Family Homes
 ↳ Parking options (lots) (spaces)

Name: [REDACTED]

Comments:
 please consider a smaller complex.
 Owner owned / No short term rentals.

Name: [REDACTED]

Comments: TOO MANY UNITS — TOO MANY VEHICLES WHICH WILL PROBABLY BE 200 NOT JUST 107. NOT ENOUGH PARKING. 50 FT HIGH IN A RESIDENTIAL AREA — TOO BIG. THE CANAL CORRIDOR IS THE PLACE FOR THESE APT. AS RENTERS DON'T CARE. INCREASE IN TRAFFIC ON AN ALREADY BUSY INTERSECTION.

Name: [REDACTED]

Comments:
 1) how do you plan to safely remove the two beautiful old trees in the corner of the property beside Ross's.
 2) how will you even begin to adequately replace the loss of those two beautiful trees that so many much wildlife currently calls home?



Name:

REDACTED

Comments:
What is considered long term rentals?
What is being done about noise control?
Has a shade analysis been done?
Is there some sort of security in place
if this affects home owners properties in the future
in terms of infrastructure, power, sewerage, pipes etc.?
Can this be scaled down?

Name:

REDACTED

Comments:
To many units for rental
The area cannot support it
Parking and traffic flow issues
NO TO THIS PROPOSAL.

Name:

REDACTED

Comments:
- How are lot adjacent vehicles on Wilkinson St. 3
Springfield being managed - the traffic already bad.
- Why did the Developer not record minutes of the information meeting
- What environmental studies have been done given the raptors?
Other species
- Have First Nations been consulted
- What is the traffic volume on Wilkinson St today
- What is the projected traffic volume when proposed project completed

Name:

REDACTED

Comments:
Stirlingfleet Rd would need speed bumps for the safety of our kids
and grandkids and safety. As we have a park on our street.
Too Much Traffic.

Name:

REDACTED

Comments:
- To big of a project (200 more people)
- Traffic issues
- noise issues
- moved in to a quiet area and want it
to stay that way.

D. miral.com

Name: REDACTED

Comments:	Too many 1 bed rooms
	Too few parking stalls
	Install solar
	More 3 bed rooms
	Family focus
	Needs study on environmental impact
	Prefer town homes
	More greenspace

Name: REDACTED

Comments:	Im concerned about:
	HEIGHT OF DEVELOPMENT
	INCREASED TRAFFIC
	INFRASTRUCTURE - EFFECT ON
	LOSS OF MOUNTAIN VIEW + SUNSET

Name: REDACTED

Comments:	I have significant concern with the construction noise and impact to my property value potential
	Please do everything to preserve the large trees on the lots.

Name: REDACTED

Comments:	I am okay with rentals but not okay with the limited parking. The parking would have to be 1.5 stalls per unit otherwise I am very against this project. I would prefer a smaller building as well.

Name: REDACTED

Comments:	too big, too little info available, not supportive of community needs, no infrastructure to support all the units, small & not conducive to families.



Name: REDACTED

Comments:

- infrastructure support?
- protection for current homes.
- transparency to community.
- much smaller project - 4plex - townhomes.

Name: REDACTED

Comments:

The apartment zoning will ruin our neighbourhood
 The parking/number of people does not fit in our neighbourhood
 Our home values will go down.
 Our streets will not be safe - too many cars
 we have many small children + seniors walking the area
 Traffic getting in + out of our area will be
 chaotic to say the least.
 Totally opposed go to ~~smaller~~ smaller densification

Name: REDACTED

Comments:

- How are pedestrians managed? especially crossing Springfield?
- 200+ additional people + 107 cars is too much where only 4 houses now exist - the current residential zone will be destroyed
- what tax payer subsidies are being considered?

only a few this project.

Name: REDACTED

Comments:

As a father of 4 young children I have multiple concerns, especially for the safety of my children. With 107 units we'd be talking at least 165 cars with far too few spots. Parked cars increase the risk for children, let alone the increased traffic or what has been a residential family-oriented neighbourhood. Also, rental properties mean a more transient population of people who are not committed to the neighbourhood. Please consider the people who have lived here for many years.

REMEMBER THE GOLDEN RULE.

Name: REDACTED

Comments:

I like my neighbourhood the way it is. If this development goes through it's going to start a domino effect. More development will follow.
 We lose our time our way of life.
 If I wanted density I would live in Vancouver



Name: [REDACTED]

Comments:
 my concern IS the increase in traffic and lack of sufficient parking. Also the fact that the units are rented only. There is a park on McBride where children play and the increase in traffic will be a danger.

Name: [REDACTED]

Comments:
 - Drastically reduce # of 1 bed and add more 2 and 3 bed rooms
 - Have solar panels
 - Add more parking spaces
 - Consider townhouses instead
 - Use native plants/shrubs/trees for your greenery

Name: [REDACTED]

Comments:
 This project is not in alignment with our community and our community cannot support the density of residence, parking, traffic or transient population. We are a community that benefits from single family dwellings and need to provide property & housing opportunities for young families and young adults needing/wanting to become a part of our community. This development style is already being provided in many, many, many areas of Kelowna & Area.

Name: [REDACTED]

Comments:
 ① LOWER DENSITY
 ② LOWER TRAFFIC
 ③ MORE PARKING
 ④ OWNER OCCUPIED
 ⑤ PAY FOR TRAFFIC LIGHT OVERPASS
 ⑥ SHOW ABILITY TO FINISH PROJECT

Name: [REDACTED]

Comments:
 "project doesn't fit the area" "Traffic concerns." Too high a density of population. Not offering enough green space. Don't like it.



Name [REDACTED]

Comments: Project doesn't fit the area. "Traffic concerns." Too high a density of population. Not offering enough green space. Don't like rentals only. Renters are not invested in the area as permanent home.

Name [REDACTED]

Comments: No Rentals, Traffic Traffic lights, Bridge for pedestrians, no parking on st.

⑥ GROSS IMPACT ON PARKING

[REDACTED]

- Comments: MULTIPLE CONCERNS
- ① TRAFFIC EXPONENTIALLY INCREASING → NOISE!
 - ② RENTERS
 - ③ POPULATION DENSITY EXPONENTIALLY INCREASING IN OUR NEIGHBOURHOOD
 - ④ EXCESSIVE LOAD ON INFRASTRUCTURE
 - ⑤ DESTRUCTION OF "FAMILY" NEIGHBOURHOOD

Name: [REDACTED]

Comments: We the above are 100% against this development development



- * PARKING IS AN ISSUE
103 parking spaces
average is 1.5 car per family
- * Increased traffic both in
vehicles & people traffic
- *

Name:

REDACTED

Comments:

Really disappointed the city rep did not show up!
IT IS TOO HIGH!
4 Storeys does not fit the neighborhood. The OCP shows
the south side of Springfield as the "Urban" neighborhood.
- This development will not "enhance" this area.
- The other buildings around this area are not this high, if this zoning is
allowed here it won't be long before our houses will be dwarfed by the 4-6 storey
apartments.

The traffic although not your problem-is huge. I am 2 driveways away from Wilkinson, I can get out of my driveway now. With 160 or so more cars turning it will be very difficult, even with a light.

Appendix A - Information Night Binder

March 2023

Re: Multi-family Development at 2110, 2120, 2130, 2140 Wilkinson Street, Kelowna BC

City File #: Z22-0068

Dear Neighbours,

You are invited to a public information session in your neighborhood. Here are the details:

When: March 22, 2023. 5pm – 7pm

Where: Providence Baptist Church. 2210 Stillingfleet Rd. Kelowna, BC. V1Y 7Y9

Why: To review an application made to rezone the properties located at 2110 – 2140 Wilkinson St from RU4 (Duplex Housing) to MF3r (Apartment Housing (Rental Only)) zone and facilitate the development of apartment housing. We will be there to answer community questions and receive feedback on the proposal.

The application to rezone these properties is being made in order to facilitate the construction of an 107-unit purpose built rental building. The project will bring much needed additional housing to Kelowna. It is located within near proximity of two commercial centers; Capri Urban Center and the Guisachan Village Center.

The Process: Although City Planning requires that all permissions be made at the same time, Council considers the Rezoning application at one public hearing. The Development Permit is initially reviewed by City Planning staff to consider the form and character of the building. Planning staff will then provide a report to City Council who evaluate and make final decisions on the project a future Tuesday evening meeting.

Highlights: This infill development has been designed to take advantage of deep lots which provide for increased space between neighbouring properties and the building. The 4-storey structure will be located on the Springfield Rd & Wilkinson St frontages which will enhance the current streetscape. A detailed landscape plan includes a significant addition to the green canopy that currently exists on these properties. Many trees will be added to both road frontages, rear, and side yard property lines. In addition, a variety of planters and shrubs will help enhance the pedestrian scale as neighbours and residents walk along Springfield Rd and Wilkinson St.



Currently City planners have identified variances in the application that pertain to the building setback for non-ground oriented units (second floor) along Wilkinson St, and landscaping

Appendix A - Information Night Binder

March 2023

requirements. The design team is working to resolve both variances so that there are none moving forward.

Context: The development team has worked to design a building that is located along a busy Transit Supportive Corridor close to amenities and public transport. The application is not introducing any height, scale or size that is unfamiliar to the neighbourhood. As you can see from the image provided, the proposed building is located within very close proximity to multiple multi-family residential developments, including some that have similar sized buildings.



We look forward to meeting you on Wednesday, March 22 to introduce ourselves, our plans and hear your feedback.

If you are unable to visit, comments may be directed to:

Brian Banman, Aligned Properties Inc. at alignedproperties@gmail.com or

Kimberly Brunet, City of Kelowna Planner assigned to this project at 250.469.8637 or kbrunet@kelowna.ca

Appendix A - Information Night Binder



alignedpropertiesinc@gmail.com

778-363-2425

Fact Sheet for 2110, 2120, 2130, 2140 Wilkinson Street.

Application(s) to the City of Kelowna:

- Rezoning from RU₄ - Duplex Housing to MF₃ - Apartment Housing (Rental only).
- Development Permit to construct a proposed 107-unit rental apartment building.

Comprehensive DP Objectives:

Some Comprehensive DP objectives and guidelines from the City of Kelowna Official Community Plan that are met by the project design:

- Strong sense of authenticity through urban design:
 - Articulation of building for visual interest.
 - Use of large windows and mullions to enhance the building's appeal.
 - Use of high-end materials including fibre cement lap siding, large vinyl windows, and masonry,
 - High level of landscape using drought tolerant and native species.
 - Attractive entry plaza, and street trees.
 - Pedestrian-oriented accesses to lower-level units.
- Incorporation of architectural features and detailing of buildings and landscapes that define an area's character:
 - Articulated roofline to provide form and character, shade, and weather protection for units below.
 - An abundance of trees, shrubs, perennials, and grasses to provide colour and aesthetic.
 - Private landscaped terraces for all lower units and balconies for second and third-floor units.
 - Landscape buffering on all sides of the property (excluding parking areas).

Appendix A - Information Night Binder

- Integration of new development with existing site condition and preservation of the character amenities of the surrounding area:
 - Parking spaces and parkade entrances located at the rear of property to prevent congestion on Springfield Rd. or Wilkinson St. and provide safety.
 - Accessible access using an elevator for access to terrace.
 - Enhancement of laneway and assurances of sightlines for drivers and pedestrians.
 - Street furniture.

Other Project Details:

- Height: 4 storeys upon a parade (14.5m)
- Units: 107 in total.
- Breakdown: 1-bedroom 72 units.
- 2-bedroom 35 units.
- Parking: 103 stalls required (with rental reduction and bicycle incentive)
- Breakdown: Total 107 stalls provided
- 67 residential stalls (in parkade).
- 14 visitor stalls (on surface).
- 26 residential stalls (on surface).
- Bicycle Parking: Wall Mounted: 54.
- Ground Mounted: 90.
- Private Open Space: 15m² required per 1-bedroom unit.
- 25m² required per unit greater than 1-bedroom.
- Total Private Open Space: 2,089m² provided.



Appendix A - Information Night Binder

PROJ002 11/22/24 AM C:\Work\Projects\221-108_APP_P22_2022-09-27_indocent_sakr_brook@RYM.COM



SITE CONTEXT MAP



Table with 4 columns: ZONING BY-LAW ANALYSIS, SPECIAL USE ZONING, RESIDENTIAL UNIT CONVERSIONS, and FARMING REGULATIONS. It contains detailed zoning data, lot numbers, and area calculations.



Zeidler Architecture

300, 640 - 8 Avenue SW
Calgary, Alberta T2P 1G7
1 403 233 2323 | zeidler.com

ALIGNED PROPERTIES INC.
2000-10000 10th Street
Kelowna, BC V1Y 9W6
780.868.7671



CONTRACT DOCUMENTS: THE CITY OF KELOWNA'S DEVELOPMENT BY-LAW, ZONING BY-LAW, AND SUBDIVISION BY-LAW. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE CITY OF KELOWNA'S DEVELOPMENT PLANNING DEPARTMENT, 2000-10000 10th Street, Kelowna, BC V1Y 9W6.

NOT FOR CONSTRUCTION

WILKINSON ST
RESIDENTIAL

PROJECT CONTEXT
2701 27th Street, Kelowna, BC
V1Y 9W6

PROJECT INFORMATION, SITE CONTEXT, INFO
DATE: 11/22/24
DRAWN BY: DP01

Appendix A - Information Night Binder

2040 Official Community Plan Pillars



Prioritize sustainable transportation and shared mobility



Take action on climate



Focus investment in Urban Centres



Target growth along transit corridors



Stop planning new suburban neighbourhoods



Strengthen Kelowna as the region's economic hub



Protect and restore our environment



Incorporate equity into city building



Promote more housing diversity



Protect agriculture

Appendix A - Information Night Binder

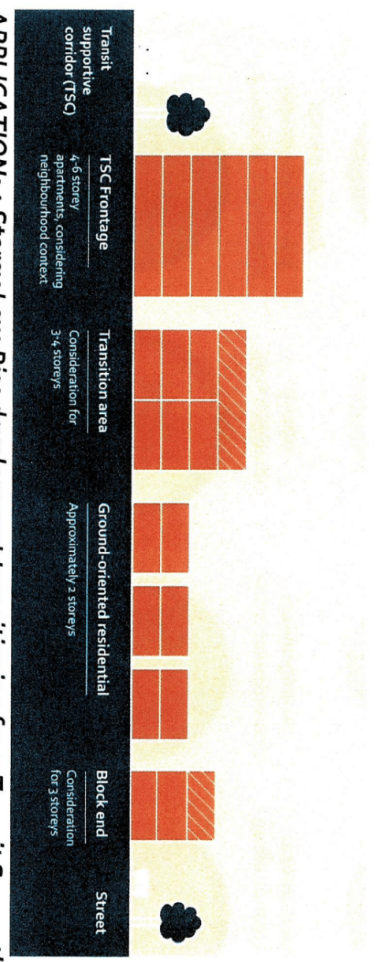
Objective 5.2. Focus residential density along Transit Supportive Corridors.

Policy 5.2.1. Transit Supportive Corridor Densities.

Encourage development that works toward a long term population density of between 50 – 100 people per hectare within 200 metres of each corridor to achieve densities that support improved transit service and local services and amenities. Discourage underdevelopment of properties along Transit Supportive Corridors.

Policy 5.3.2. Transition from Transit Supportive Corridors.

Provide a transition area allowing for 3-4 storeys in height, as outlined in Figure 5-3, serving as a transition from the medium density development along the Transit Supportive Corridors and lower density residential areas in the Core Area. Encourage ground-oriented residential such as stacked townhouses and bungalow courts with setbacks that respect adjacent lower density residential areas. Discourage commercial uses in the transition zone.



APPLICATION: 4 Storey Low-Rise development transitioning from Transit Supportive Corridor to existing ground-oriented residential neighbourhood.

Housing



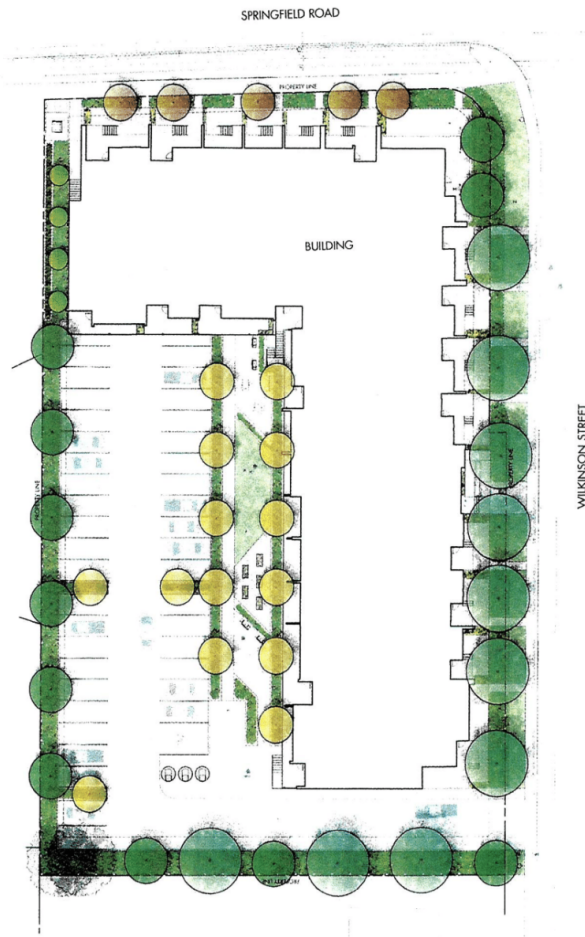
As the City focuses growth in the [Core Area](#), urban neighbourhoods will become increasingly desirable as more people choose to live close to services and amenities. By expanding the variety of housing forms and tenures, the [Core Area](#) will be better able to provide housing options for all citizens, including smaller households and families. Also, by encouraging the creation of new rental housing and protecting existing rental housing, there will be more affordable and attainable housing options for low-income households. As land values increase in the [Core Area](#), it will be important to promote strategies and actions that limit displacement of low-income citizens currently living in these neighbourhoods.

Partnerships between different levels of government, development community and non-profit housing organizations will be needed to provide stable, affordable housing in the [Core Area](#). The City will prioritize investment in land for affordable housing within the [Core Area](#) to ensure that affordable housing is in proximity to sustainable transportation options, services and amenities.

Appendix A - Information Night Binder

Policy 5.5.2. Urban Forest Canopy.

Encourage the installation of street trees in Core Area streetscape improvement projects, recognizing the critical role they play in pedestrian comfort, cooling of the urban heat island, habitat for local animal species and beautification of the public realm. Protect existing mature trees where possible.



ecora

Conceptual Landscape Plan

2110 - 2140 Wilkinson Street - Kelowna, BC

APPLICATION: 6 Large & Medium trees currently to 29 Medium and Large Sized trees in new development

Appendix A - Information Night Binder

ATTACHMENT B
This forms part of application
Z22-0068
Planner Initials **KB**
City of Kelowna
DEVELOPMENT PLANNING

Objective 5.13. Protect the rental housing stock.

Kelowna — Vacancy Rates by Bedroom Type by Zone

TABLE 5.13
 Vacancy Rates by Bedroom Type by Zone

	Number	1 Bedroom	2 Bedroom	3 Bedroom	Total
Core Area	0.1 a	1.7 a	1.0 a	2.5 c	1.2 a
Rural/land	**	0.9 d	**	0.0 c	**
Kelowna	0.1 a	1.6 a	1.2 a	1.8 c	1.2 a

Notes:

- The following letter codes are used to indicate the reliability of the estimates: a - Excellent; b - Very good; c - Good; d - Fair (Use with Caution)
- ** Data suppressed to protect confidentiality or data not statistically reliable
- Change in rent is not statistically significant. This means that the change in rent is not statistically different than zero (0). (Applies only to % Change of Average Rent Tables)
- No units exist in the universe for this category.
- n.a. Not applicable
- CMAA, CA and ASD definitions are based on 2016 Census Geography Definitions

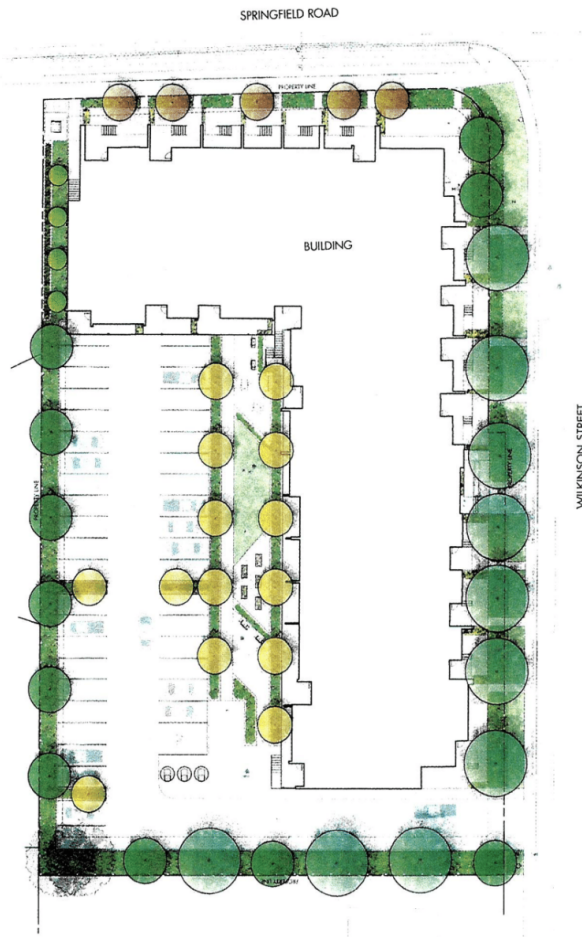
CMHK Rental Market Survey

APPLICATION: Creation & retention of rental supply through the application to Rental Only Zoning



Appendix A - Information Night Binder

Policy 5.5.2. Urban Forest Canopy. Encourage the installation of street trees in Core Area streetscape improvement projects, recognizing the critical role they play in pedestrian comfort, cooling of the urban heat island, habitat for local animal species and beautification of the public realm. Protect existing mature trees where possible.



Conceptual Landscape Plan

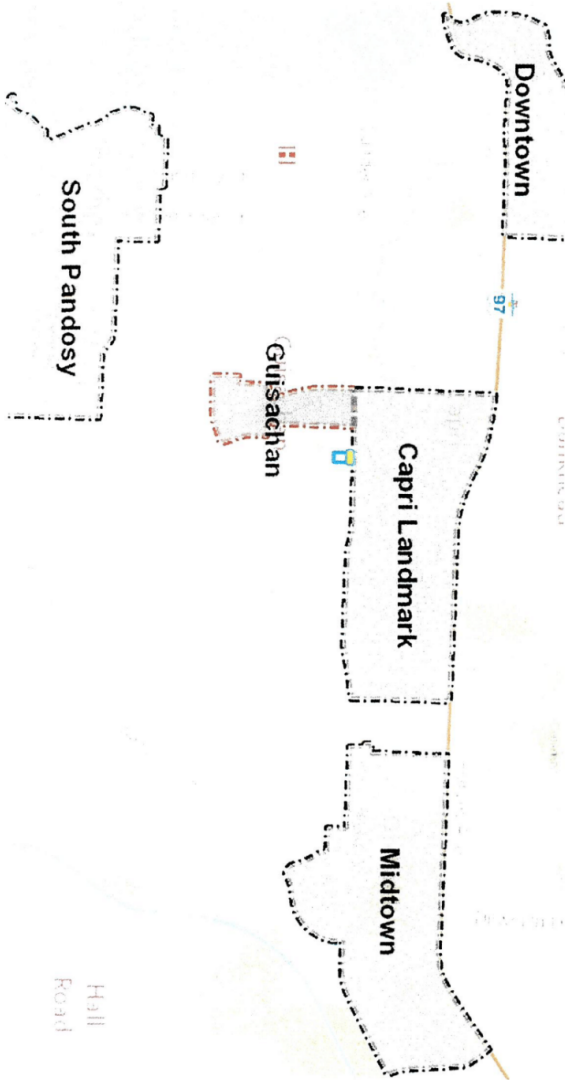
2110 - 2140 Wilkinson Street - Kelowna, BC

APPLICATION: 6 Large & Medium trees currently to 29 Medium and Large Sized trees in new development



Appendix A - Information Night Binder

Objective 5.14. Provide safe, walkable, Core Area neighbourhoods that are connected to key destinations.



APPLICATION: Development site that is located within 1.5km of 4 Urban Centers and 1 Village Center



Appendix A - Information Night Binder

Objective 5.15. Create major streets that are walkable, support local retail and connect neighbourhoods to Urban Centres by car, bike and transit.



APPLICATION: Development site that is located within 1.5km of 4 Urban Centers and 1 Village Center and close to bus stop.

Objective 5.16. Create neighbourhood streets that are safe and comfortable for people to walk, bike and play on.



APPLICATION: Substantially enhancing urban tree canopy with a pedestrian friendly environment and continuous boulevard treatment. Supplements existing park space by providing additional space for people to gather.



Appendix A - Information Night Binder

3/22/23, 12:10 PM

Open 2023-03-07_Wilkinson_Google_Aerials_r1.png.png

EXISTING MULTIFAMILY WITHIN 200M



zeidler

WILKINSON ST RESIDENTIAL | VIEW FROM NORTH

Appendix A - Information Night Binder

3/22/23, 10:34 AM

Section 13 - Multi-Dwelling Zones | City of Kelowna

Zoning Bylaw No. 12375

Section 13 - Multi-Dwelling Zones

Last Updated: September 26, 2022

Zoning Bylaw | Section 13

Multi-Dwelling Zones



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3/22/23, 10:34 AM

Section 13 - Multi-Dwelling Zones | City of Kelowna

Section 13 - Multi-Dwelling Zones

13.1 Zone Purposes

Section 13.1 Zone Purposes

Zones	Purposes
MF1 – Infill Housing	The purpose is to provide a zone for infill development within the core area of the City limiting development to ground-oriented housing of 2 storeys.
MF2 – Townhouse Housing	The purpose is to provide a zone for ground-oriented multiple housing (typically townhouse developments) up to 3 storeys on serviced urban lots.
MF3 – Apartment Housing	The purpose is to provide a zone primarily for apartments ranging up to 6 storeys on serviced urban lots with various commercial uses permitted on transit supportive corridors.

13.2 Sub-Zones

Section 13.2 Sub-Zone Purposes

Zones	Sub-Zones	Purpose
MF1 – Infill Housing	MF1r – Infill Housing Rental Only	The purpose is to provide a sub-zone that restricts the dwelling units to a rental only tenure and to prohibit any building or bareland stratification.
MF2 – Townhouse Housing	MF2r – Townhouse Housing Rental Only	The purpose is to provide a sub-zone that restricts the dwelling units to a rental only tenure and to prohibit any building or bareland stratification.
MF3 – Apartment Housing	MF3r – Apartment Housing Rental Only	The purpose is to provide a sub-zone that restricts the dwelling units to a rental only tenure and to prohibit any building or bareland stratification.

Appendix A - Information Night Binder

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Section 13 - Multi-Dwelling Zones | City of Kelowna

13.3 Permitted Land Uses

Section 13.3 Permitted Land Uses

Uses	Zones (‘P’ = Principal Use, ‘S’ = Secondary Use, ‘-’ = Not Permitted)		
	MF1	MF2	MF3
Accessory Buildings or Structures	S	S	S
Agriculture, Urban	S	S	S
Apartment Housing	-	-	P
Child Care Centre, Major	S	S	S
Child Care Centre, Minor	S	S	S
Cultural and Recreation Services	-	-	S ^{.2}
Duplex Housing	P	P	-
Food Primary Establishment	-	-	S ^{.2}
Group Home	P ^{.1}	P ^{.1}	-
Home-Based Business, Major	S ^{.5}	S ^{.6}	S ^{.6}
Home-Based Business, Minor	S	S	S
Health Services	-	-	S ^{.2}
Professional Services	-	-	S ^{.2}
Participant Recreation Services, Indoor	-	-	S
Personal Service Establishments	-	-	S ^{.2}
Retail	-	-	S ^{.2}
Secondary Suite	S ^{.3}	-	-
Semi-Detached Housing	P	P	-
Short-Term Rental Accommodations	S	S	S
Single Detached Housing	P	P	-
Stacked Townhouses	-	P	P ^{.4}
Townhouses	P	P	P ^{.4}

FOOTNOTES (Section 13.3):

^{.1} Group homes are only permitted within a single detached housing, semi-detached housing, or a duplex housing form.

^{.2} These land uses are only permitted on transit supportive corridors and these land uses are

Appendix A - Information Night Binder

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Section 13 - Multi-Dwelling Zones | City of Kelowna

not permitted above the first storey.

³ No new secondary suites are permitted. Existing secondary suites that existed prior to December 4th 2017 are permitted to remain.

⁴ Townhouses and/or stacked townhouses are only permitted if the majority of the residential dwelling units are in the form of apartment housing.

⁵ Home-based business, major is only permitted when the lot has two (2) or less principal dwelling units.

⁶ Home-based business, major is only permitted within ground-oriented dwelling units fronting transit supportive corridors, ground-oriented dwelling units within urban centres, or ground-oriented dwelling units within village centres.

13.4 Subdivision Regulations

Section 13.4 Subdivision Regulations

m = metres / m² = square metres

		Zones		
		MF1	MF2	MF3
Min. Lot Width	Regular Lots	7.5 m	20.0 m ¹	30.0 m
	Corner lots	9.5 m		
Min. Lot Area	Regular Lots	277.5 m ²	900 m ^{2,1}	1,400 m ²
	Corner Lots	350 m ²		
Min. Lot Depth		30.0 m	30.0 m ¹	30.0 m

FOOTNOTES (Section 13.4):

¹ Townhouse developments may be subdivided into smaller lots than the regulations listed above provided the site is comprehensively developed under a single development permit and a party wall agreement is registered on title.

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Section 13 - Multi-Dwelling Zones | City of Kelowna

13.5 Development Regulations

Section 13.5 Development Regulations

m = metres / m² = square metres

Criteria	Zones		
	MF1	MF2	MF3
Max. Height Max. Density	Section 13.6 – Density and Height Development Regulations		
Max. Site Coverage of all Buildings	55%	55%	65%
Max. Site Coverage of all Buildings, Structures, and Impermeable Surfaces	75%	80%	85%
Min. Front Yard & Flanking Side Yard setback for Ground-Oriented units	4.0 m	3.0 m ^{.3}	3.0 m ^{.3}
Min. Front Yard & Flanking Side Yard setback for all Buildings including Accessory Buildings or Structures	4.0 m ^{.5}	3.0 m ^{.5}	4.5 m ^{.5}
Min. Building Stepback from Front Yard and Flanking Side Yard	n/a	n/a	3.0 m ^{.6}
Min. Side Yard Setback	1.2 m ^{.1, .2}	3.0 m except 1.2 m from a lane ^{.2}	3.0 m ^{.7}
Min. Rear Yard Setback	3.0 m except 0.9 m from a rear lane	4.5 m except 0.9 m from a rear lane	4.5 m except 3.0 m from a rear lane ^{.4}
Min. Rear Yard Setback for Accessory Buildings or Structures	1.5 m except 0.9 m from a lane	1.5 m except 0.9 m from a lane	1.5 m except 0.9 m from a lane ^{.7}
Min. Separation between Detached Principal Buildings	2.0 m	3.0 m	n/a
Min. Common and Private Amenity Space	n/a	7.5 m ² per bachelor dwelling unit 15.0 m ² per 1-bedroom dwelling unit 25 m ² per dwelling unit with more than 1-bedroom ^{.8, .9}	
Max. Building Frontage	A continuous building frontage shall not exceed 100 m in length.		
Vehicular Access	Where a lot has access to a lane, vehicular access is only permitted from the lane. If a lot does not have access to a lane then access will come from the street according to the City of Kelowna's <i>Subdivision and Servicing Bylaw 7900</i> .		

FOOTNOTES (Section 13.5):

^{.1} For lots 17.0 m or wider, the minimum side yard setback is increased to 2.1 m.

^{.2} Side yards are not required for semi-detached housing or townhouses on a lot line that has


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Section 13 - Multi-Dwelling Zones | City of Kelowna

a party wall agreement.

^{.3} The minimum setback can be reduced from 3.0 m to 2.0 m for ground-oriented units if both of these criteria are met:

(a) The maximum first floor height above the adjacent curb level for ground-oriented residential units are 1.2 m. Height is measured from the grade at the sidewalk directly from a fronting publicly accessible street, walkway, open space or applicable lot line. See  example diagram Figure 5.12.

(b) The minimum net floor area for ground-oriented residential units on the first floor is 11m². See  example diagram Figure 5.13.

^{.4} For portions of a parkade with lane access which do not project more than 2.3 m above finished grade, the rear yard setback for the parkade is 1.5 m.

^{.5} The setback for a garage, a carport, or a parkade door that has direct access to the street shall have a 6 m setback measured from back-of-curb or edge of road pavement, or edge of sidewalk or 4.5 m from lot line (whichever is greater).

^{.6} Minimum building setbacks apply only to buildings 5 storeys and taller. The setback can occur on any floor above the second storey.

^{.7} If the property is abutting a Rural – Agricultural and Resource, Rural – Residential, or Suburban – Residential future land use designation as defined in the Official Community Plan then a 1.5 m additional setback needs to be added to the minimums.

^{.8} Common and Private Amenity Space can be devoted to child care centres as long as the child care spaces have direct access to open space and play areas within the lot. The amount of Common and Private Amenity Space dedicated to child care spaces cannot be more than 50% of the total space required.

^{.9} 4.0 m² per dwelling unit of the common and private amenity space shall be configured as common area that is accessible to all residents and must not be located within the required setback areas.

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Section 13 - Multi-Dwelling Zones | City of Kelowna

13.6 Density and Height Development Regulations

Section 13.6 Density and Height Development Regulations

m = metres / m² = square metres

	Zones		
	MF1	MF2	MF3
Min. Density for Lots fronting onto a Transit Supportive Corridor	For lots with a lane = 4.75 units per 1,000 m ² and a min. 1,050 m ² lot area ^{.5} For lots without a lane = 3.1 units per 1,000 m ² and a min. 1,600 m ² lot area ^{.5}		
Max. Base Density	0.8 FAR with lane 0.6 FAR without lane and max. 9.9 dwelling units per 1000 m ² of lot area	1.0 FAR See Underground Parking Base FAR Adjustments ^{.7}	For 4 storeys and below max. FAR = 1.3 ^{.2} For 5 storeys and above max. FAR = 1.8 ^{.2} See Underground Parking Base FAR Adjustments ^{.7}
Max. Bonus Density (Floor area ratio increase)	n/a	An additional 0.15 FAR ^{.3}	An additional 0.25 FAR ^{.3}
Max. Bonus Density for Rental Projects	n/a	An additional 0.3 FAR ^{.3}	An additional 0.3 FAR ^{.3}
Max. Base Height	8.0 m & 2 storeys	11.0 m & 3 storeys	18.0 m & 4 storeys or 22.0 m / 6 storeys ^{.1}
Max. Base Height for Buildings with Walkout Basements	Front Building Elevation	n/a	10.0 m & 3 storeys
	Rear Building Elevation	n/a	12.6 m & 3 storeys
Max. Bonus Height	n/a	n/a	22.0 m & 6 storeys ^{.3} or 44.0 m & 12 storeys ^{.4}

FOOTNOTES (Section 13.6):

^{.1} The base height is 18.0 m & 4 storeys except the maximum height may be increased to 22.0 m / 6 storeys if:

- The subject property is fronting onto a Transit Supportive Corridor; or
- The subject property does not abut a RU1, RU2, RU3, RU4, or RU5 zoned lot.

^{.2} The base FARs are derived from the base height regulation. Therefore, the base FARs remain constant even if an owner successfully applies for a Development Variance Permit to the base heights.

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Section 13 - Multi-Dwelling Zones | City of Kelowna

³ These bonuses only apply to lots within the Core Area or within a village centre. The bonus density and bonus height provisions occur if the provisions of Section 6.8 Density Bonus are secured.

⁴ The increase in height to 44.0 m and 12 storeys only applies in situations where:

- (a) lots are fronting a Provincial Highway; and
- (b) lots are within 400 m of transit stop and that transit stop must be located fronting onto a Provincial Highway or a major arterial road; and
- (c) the abutting lots cannot be zoned A1, A2, RR1, RR2, RU1, RU2, RU3, RU4, or RU5; and
- (d) lots are within the Core Area Neighbourhood Future Land Use Designations as outlined in the OCP.
- (e) The bonus density and bonus height provisions occur if the provisions of Section 6.8 Density Bonus are secured.

⁵ For the purpose of calculating minimum densities the amount of commercial area considered as a unit will be measured at one (1) unit per 125 m² of commercial GFA.

⁶ For the purpose of calculating minimum densities the amount of commercial area considered as a unit will be measured at one (1) unit per 125 m² of commercial GFA.

⁷ If eighty percent (80%) of the parking provided on-site is located underground (below finished grade) then the base FAR is increased by 0.25 FAR.

13.7 Site Specific Regulations

Section 13.7 Site Specific Regulations

Uses and regulations apply on a site-specific basis as follows:

	Legal Description	Civic Address	Regulation
1.	Lot A, District Lot 140, ODYD, Plan KAP58184	1915-1925 Enterprise Way	This property is permitted to have hotels as principal land use.
2.	ODYD, Plan KAS3399	1132-1160 Bernard Ave	This property is permitted to have 16 storeys in height.
3.	Lot 1, Section 32, Township 26, ODYD, Plan KAP 91641	530 Caramillo Crt	This property is permitted to have Apartment housing limited to 4 storeys.
4.	Strata Plan of Lot 3 & Remainder Lot 3, Section 28, Township 26, ODYD, PLAN KAP74074 (See Posting Plan EPP 104511)	777 Denali Drive	This property is permitted to have Apartment housing limited to 3 storeys.
5.	Lot B, Section 24, Township 28, Land District 54, Plan KAP30848, EXC EPT Plan KAP79047, EPP23768	530 Quartz Crescent	This property is permitted to have Apartment housing limited to 3 storeys.

Appendix A - Information Night Binder



City of Kelowna
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8500
 kelowna.ca

POLICY 367

Council Policy
 Public Notification & Consultation
 for Development Applications
 APPROVED February 18, 2013

Contact Department: Development Planning

Guiding Principle

Increasing public engagement in development proposals that will be considered by Council through an approach that is consistent and appropriate to each type of application.

Purpose

To establish standards and procedures for applicants' public notification and consultation responsibilities in respect of development applications. This will ensure transparent and consistent application of standards for the benefit of affected residents, the development community, and the City.

Background

This policy was created to help improve public consultation associated with the development application process. The authority for this Policy comes from:

- Local Government Act – Section 475 – Consultation during the OCP development*
- Local Government Act – Section 494 – Public notice and hearing requirements for Temporary Use Permits*
- Local Government Act – Section 499 - Notice to affected property owners and tenants for Development Variance Permits*

Application

1. OBJECTIVE
 To ensure that those parties affected by an application made pursuant to this policy are given adequate notice and one or more meaningful opportunities to provide input, where appropriate and in keeping with the nature and scale of the application.
2. RESPONSIBILITY FOR NOTIFICATION AND CONSULTATION
 Unless otherwise indicated, all costs associated with the Notification and Consultation required under this policy are the sole responsibility of the applicant.
3. REQUIREMENT FOR NOTIFICATION AND CONSULTATION
 - a. Applications made pursuant to this policy must undertake the forms of public notification and consultation identified in Table 1 below and in accordance with the specifications identified in Development Application and Heritage Procedures Bylaw No. 12310,

Application Type	Large Format Development Notice Sign (8' x 4') ¹	Neighbour Consultation	Public Information Session
OCP Major	✓	✓	✓
OCP Minor	-	✓	-
Zoning Major	✓	✓	✓
Zoning Minor	-	✓	-
LUC Land Use Contract	-	✓	-
DVP	-	✓	-

Appendix A - Information Night Binder

CITY OF KELOWNA	COUNCIL POLICY NO. 367	Page 2 of 4
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TUP Temporary Use Permit	-	✓	-
DP Development Permit	-	-	-
ALR ² Agricultural Land Reserve	-	-	-
SFWH Seasonal Farm Worker Housing	-	✓	-
Direct SFWH	-	-	-

Table 1 - Forms of Public Notification & Consultation

- ✓ indicates a required form of notification or consultation.
- indicates a form of notification or consultation not required.
- ¹ City template is to be used for signage.
- ² please refer to Agricultural Land Commission requirements

b. Fulfilling the requirements of this policy does not relieve the owner or applicant of the responsibility to comply with applicable regulations and bylaws of the City of Kelowna, and those requirements of any body having jurisdiction over the land.

c. Failure to undertake the form(s) of Notification and Consultation in accordance with this policy may result in the postponement of initial consideration of the application by Council. All costs incurred by the City for public notification as a result of such postponement will be the responsibility of the applicant.

d. Applicants are encouraged wherever possible to use online or web-based tools to enhance public engagement strategies.

e. For the purposes of this policy, the following criteria will apply to Official Community Plan amendment applications, and Zoning Bylaw amendment applications made pursuant to this policy:

Official Community Plan Amendment – Major (“OCP Major”) means an OCP Amendment Application that:

- i. Involves a major change to the Future Land Use class (including, but not limited to, Residential to Commercial, Commercial to Industrial, Educational to Residential) of the applicable parcel(s) or portions thereof; or
- ii. Is determined by the Director of Planning & Development Services to be an OCP Major.

Official Community Plan Amendment – Minor (“OCP Minor”) means an OCP Amendment application that is not an OCP Major..

★ Zoning Amendment – Major (“Zoning Major”) means a Zoning Amendment Application that:

- i. Involves creation of a Comprehensive Development zone; or
- ii. Involves a total land area of 2 hectares or greater; or
- iii. Involves the addition of 50 or more dwelling units and/or parcels; or
- iv. Involves a major change in land use intensity; or
- v. Is determined by the Director of Planning & Development Services to be a Zoning Major.

Zoning Amendment – Minor (“Zoning Minor”) means a Zoning Amendment application that is not a Zoning Major.

4. NOTIFICATION AND CONSULTATION SPECIFICATIONS

a. Large Format Development Notice Signage (8' x 4')
Where required, an applicant must erect a Large Format Development Notice Sign using the City's template on that parcel of land which is the subject of the application, in accordance with the following specifications:

Timing:
Large Format Development Notice Signs will be posted a minimum of 10 days in advance of the applicant's Public Information Meeting and thirty (30) days in advance of Council's initial consideration. The Council Public Hearing date must be posted a minimum of 10 days in advance of the Public Hearing, if required. Project Boards must

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CITY OF KELOWNA

COUNCIL POLICY NO. 367

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remain in place until the conclusion of the Public Hearing, or until Council has adopted the amending bylaw if there is no requirement for a Public Hearing, or until the development application has lapsed. Project Boards must be removed within seven (7) days of the conclusion of a Public Hearing or adoption of a bylaw.

Location:

All Large Format Development Notice Signs will be placed on a property that is subject to an application pursuant to this policy so that they are clearly visible from the street, approximately three (3) metres inside the property line.

Number:

One Large Format Development Notice Signs is required for each road frontage provided that no more than three (3) signs are required for any one Site.

Size and Content:

The Large Format Development Notice Signs (s) will include the following information approved by City Staff :

- Detailed description of the proposal;
- Visual rendering and/or site plan illustrating the proposal;
- Contact information for the applicant or authorized agent, including project website (if any); and
- Contact information for the appropriate City Department.

Sign Installation:

Large Format Development Notice Signs will be located in a manner which does not interfere with pedestrian or vehicular traffic or obstruct visibility from streets, lanes or driveways and must be installed in a safe, sturdy manner capable of withstanding wind and weather.

The applicant must provide City Staff with evidence in the form of photographs that the Project Board(s) required by this policy has been installed on the subject property before the application will be considered at a Public Hearing or a regular meeting of Council.

b. Neighbour Consultation

Objective:

Neighbour consultation aims to promote, where possible, direct, face-to-face conversations between an applicant and their immediate neighbours. Both tenants & owners must be contacted.

Applicable Parcels:

For parcels located within the Permanent Growth Boundary, as shown on Official Community Plan Map 3.1, all abutting and adjoining parcels and any parcels within 50 m of the subject property must be consulted.

For parcels located outside of the Permanent Growth Boundary, as shown on Official Community Plan Map 3.1, all abutting and adjoining parcels and any parcels within 300 m of the subject property must be consulted, or as determined by City staff.

Neighbour Consultation Content:

- Location of the proposal;
- Detailed description of the proposal, including the specific changes proposed;
- Visual rendering and/or site plan of the proposal;
- Contact information for the applicant or authorized agent;
- Contact information for the appropriate City department;
- Identifications of available methods for feedback.

Evidence of Consultation:

A summary of neighbour consultation efforts, feedback and response must be provided to City staff, identifying how the efforts meet the objective of this form of consultation. This must be provided to City staff a minimum of 20 days prior to Council initial consideration of the application(s) for inclusion in the report to Council.

c. Public Information Session

Where required, an applicant must conduct a Public Information Session in accordance with the following requirements:

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CITY OF KELOWNA

COUNCIL POLICY NO. 367

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1. The Public Information Session must be held a minimum of 15 days prior to Council initial consideration and after submission of a complete application;
2. The date, time, duration and location of a Public Information Session are to be determined by the applicant, but shall be organized pursuant to the Objective set out in Section 1 of this policy;
3. A Public Information Session must be advertised by both mailout and by local newspaper advertisements, which must be delivered or printed, as applicable, a minimum of two (2) weeks in advance of holding of a Public Information Session;
4. The applicant must make available for review all relevant appropriate plans, studies, and technical information regarding the proposal;
5. The City of Kelowna must be notified of the meeting, and a City staff representative shall have the option to attend;
6. A summary report prepared and signed by an applicant or authorized agent must be submitted to the File Manager that provides responses to the following questions:
 - Where was the information session held?
 - At what time and for what duration was the information session held?
 - How many people attended the information session?
 - How was the information session advertised (including copies of all advertising)?
 - How were affected property owners notified of the information session?
 - What information was provided at the information session?
 - How was the input received at the information session used?
 - Was the information session organized and conducted in a manner consistent with the Objective of this policy?

Amendments

R090/13/02/18

R102/14/02/17 – changes reflect development sign upgrades