
CITY OF KELOWNA

MEMORANDUM

Date: February 17, 2023
File No.: Z23-0004
To: Urban Planning (TC)
From: Development Engineering Manager (NC)
Subject: 775 McCurdy Rd RU1 to MF1

The Development Engineering Department has the following requirements associated with this Rezoning Application to rezone the subject property from the RU1 - Large Lot Housing zone to the MF1 - Infill Housing zone to facilitate the construction of four units. This memo also contains servicing requirements that will be applicable at time of Building Permit application as noted.


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

1. GENERAL

- a. The following comments and requirements are valid for a period of 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 modify some or all items in this memo if the zone amendment bylaw for this application is not adopted within this time.
- b. This proposed development may require the installation or modification 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 determine requirements.
- c. All City Trees must be protected as per Bylaw 8042 Schedule C – Tree Barrier and Installation Policy requirements. Removal of City Trees will require prior approval of the City’s Urban Forestry Supervisor and may be subject to replacement, at a minimum two for one ratio, and compensation payment as per the City of Kelowna Equitable Compensation as defined in Section 8.2 of Bylaw 8042.
- d. There is a possibility of a high groundwater table or surcharging of storm drains during major storm events. Non-basement buildings may be required. This should be considered in the design of the onsite system, lot grading, and minimum basement elevations.

2. REZONING-SPECIFIC REQUIREMENTS

- a. McCurdy Rd is classified in the 2040 OCP as a Core Area Major Arterial and must be upgraded to an urban standard along the full frontage of the subject property. 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.

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- b. Franklin Rd is classified in the 2040 OCP as a Core Area Collector with Bike Lanes and must be upgraded to an urban standard along the full frontage of the subject property. 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.
- a. Approximately 5 m road dedication along the entire frontage of McCurdy RD is required to achieve a ROW width of 30 m in accordance with OCP Functional Road Classification objectives for the corresponding Bylaw 7900 SS-R9 road section.
- b. A road dedication of 6.0 m radius at the corner of McCurdy Rd and Franklyn Rd is required to achieve adequate maneuverability to the site.
- c. Approximately 1 m road dedication along the entire frontage of Franklyn Rd is required to achieve a ROW width of 22 m in accordance with OCP Functional Road Classification objectives for the corresponding Bylaw 7900 SS-R6 road section.

3. DOMESTIC WATER AND FIRE PROTECTION

- a. The subject property is located within the Black Mountain Irrigation District (BMID) 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 BMID 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 and fire protection from BMID must be provided to the City Engineer prior to issuance of Building Permit.

4. SANITARY SEWER SYSTEM

- a. Our records indicate that this property is currently serviced with a 100 mm diameter sanitary service off McCurdy Rd. Only one service connection will be permitted per lot.
- b. The Developer's Consulting Engineer will determine the sanitary sewer servicing requirements of this development at time of Building Permit application. If upgrades are determined to be necessary to achieve adequate servicing, the Developer must complete any such upgrades at their cost. New service connections are to be completed as per SS-S7 with an inspection chamber and Brooks Box. Any obsolete services must be fully decommissioned at the main.

5. STORM DRAINAGE

- a. The subject property is located within the City of Kelowna drainage service area. The City Engineer may permit use of individual ground water disposal systems, where soils are suitable. 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 for each lot.

- b. The Developer must engage a Consulting Engineer to provide a combined Lot Grading Plan, Stormwater Management Plan, and Erosion and Sediment Control Plan to meet the requirements of Bylaw 7900 at time of Building Permit. Indicate on the plan the building elevations, finished grade slopes and elevations throughout the site, perimeter grades to match existing grades, overland flow routes, onsite stormwater retention if required, and erosion and sediment control measures.

6. SITE ACCESS, ROADWAY AND STREETScape

- d. Only one driveway of maximum 6.0m width, will be permitted. Driveway must access from Franklyn Rd. Letdowns to be constructed to SS-C7.
- e. The proposed driveway configuration appears consistent with this requirement.
- f. Indicate, on the site, the locations of the garbage and recycle bins. Provide turning movements for an HSU vehicle to confirm maneuverability on site without requiring a reverse movement onto public roads.
- c. 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.
- d. 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.

7. POWER AND TELECOMMUNICATION SERVICES

- a. Re-locate existing poles and utilities where necessary to remove aerial trespass(es).
- 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.

8. GEOTECHNICAL STUDY

- a. Provide a Geotechnical Report prepared by a Professional Engineer competent in the field of geotechnical or hydrogeological engineering as applicable. The Geotechnical Report must be submitted to the Development Services Department as part of the Building Permit submission and prior to the City’s review of Engineering drawings. Geotechnical Report to address, at a minimum, any of the applicable items below:
 - i. Site suitability for development;

- ii. Area ground water characteristics, including any springs and overland surface drainage courses traversing the property, as well as any monitoring required;
- iii. Site soil characteristics (i.e., fill areas, 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 erosion and sedimentation controls for water and wind;
- vii. Any items required in other sections of this memo;
- viii. Recommendations for roof drains, and perimeter drains, on the site;

9. **OTHER ENGINEERING COMMENTS**

- a. Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City lands.
- b. If any road dedication affects lands encumbered by a Utility right-of-way, please obtain the approval of the utility prior to application for final subdivision approval. Any works required by the utility as a consequence of the road dedication must be incorporated in the construction drawings submitted to the City's Development Manager.
- c. Provide right-of-ways so that lands beyond can be serviced with future servicing and roadways. Exact location of these right-of-ways will be determined in consultation with the owners of the lands beyond.


10. **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.

11. **CHARGES, FEES, AND SECURITIES**

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


 Nelson Chapman, P.Eng.
 Development Engineering Manager
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