
CITY OF KELOWNA

MEMORANDUM

Date: August 30, 2023
File No.: Z23-0034
To: Community Planning and Development Manager (JI)
From: Development Engineering Manager (NC)
Subject: 2435 Taylor Cr.

ATTACHMENT <u> </u> A	
This forms part of application # Z23-0034	
Planner Initials	<input type="text" value="JI"/>
 City of Kelowna DEVELOPMENT PLANNING	

RU1 to RU4

The Development Engineering Branch has the following requirements for this Rezoning application for the subject property from RU1 – Large Lot Housing to RU4 – Duplex Housing. The Development Engineering Technician for this project is Aaron Sangster (asangster@kelowna.ca). Additional Works and Services will be a requirement of this development at time of Building Permit.

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 some or all items in this memo if the zone amendment bylaw has not been adopted within this timeframe.

2. REZONING-SPECIFIC REQUIREMENTS

- a. Taylor Cr. must be upgraded to a modified urban Local SS-R3 standard along the full frontage of this proposed development including curb and gutter, sidewalk, road fillet paving, storm drainage system, LED streetlighting, landscaped boulevard c/w irrigation, pavement removal and replacement, and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
 - i) 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.
 - ii) 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.
- b. The subject property fronts the intersection of Francis Ave and Taylor Cr, which is currently undergoing partial reconstruction. The Developer must engage a Civil Engineer to prepare a design for the frontage improvements that are compatible with the improvements that are currently underway. Please contact the Development Technician on this file for more information and for assistance in coordinating this work.

- c. The Developer must complete any necessary utility servicing work prior to completion of the frontage improvements. For more information, see additional requirements, applicable at time of Building Permit application, below.
- d. For more information about completing offsite works and services, see Section 9 below.

The following requirements will be applicable at time of Building Permit Application:

3. DEVELOPMENT PERMIT AND SITE-RELATED ISSUES

- 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. All vehicle access to the subject property must be from the lane.
- c. The existing driveways must be removed once the existing building is demolished.

4. DOMESTIC WATER AND FIRE PROTECTION

- a. The subject property is located within the City of Kelowna Water Supply Area. Our records indicate that this property is currently serviced with a 19 mm diameter water service off Taylor Cr. Only one connection will be permitted per lot and each lot must be serviced.
- b. The Developer's Licensed Residential Builder or Plumbing Contractor will determine the domestic water requirements of this development. If the existing service is determined to be too small and needs to be upgraded, the Developer, at their cost, must arrange for the installation of one new larger water service and the full decommissioning of any obsolete services at the main.
- c. In this case, the Developer, can choose to either engage a Consulting Engineer and a qualified Contractor to design and construct the service upgrades or they can choose to have the works completed by City forces at the Developer's expense. If the Developer chooses to have the works completed by City forces, they will be required to sign a Third-Party Work Order and pre-pay for the cost of the work. For estimate inquiries please contact the Development Engineering Technician assigned to the file.
- 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 Bylaw 5968-87.

5. SANITARY SEWER SYSTEM

- a. Our records indicate that this property is currently serviced with a 100 mm diameter sanitary service off Taylor Cr. Only one service connection will be permitted per lot and each lot must be serviced. Any obsolete services must be fully decommissioned at the main.
- b. The Developer's Licensed Residential Builder or Plumbing Contractor will determine the sanitary sewer servicing requirements of this development. 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.

- c. In this case, the Developer, can choose to either engage a Consulting Engineer and a qualified Contractor to design and construct the service upgrades or they can choose to have the works completed by City forces at the Developer's expense. If the Developer chooses to have the works completed by City forces, they will be required to sign a Third-Party Work Order and pre-pay for the cost of the work. For estimate inquiries please contact the Development Engineering Technician assigned to the file.

6. **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. There is a possibility of a high-water table. Non-basement buildings may be required. This should be considered in the design of the onsite system, lot grading, and minimum basement elevations. Where structures are designed or constructed below the proven high groundwater table, permanent groundwater pumping will not be permitted.
- c. 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. 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.

7. **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 application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant's cost. The utility companies are required to obtain the City's approval before commencing construction.
- b. Re-locate existing poles and utilities where necessary. Remove aerial trespass(es).

8. **GEOTECHNICAL STUDY**

- a. 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.**
- b. 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. Slope stability, rock fall hazard and slippage including the effects of drainage on the site.
- vi. Top of bank assessment and location including recommendations for property line locations, building setbacks, and ground water disposal locations.
- vii. Recommendations for items that should be included in a Restrictive Covenant.
- viii. Recommendations for erosion and sedimentation controls for water and wind.
- ix. Any items required in other sections of this document.
- x. Recommendations for roof drains and perimeter drains on the site.

9. **DESIGN AND CONSTRUCTION OF OFFSITE WORKS AND SERVICES**

- 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 adoption of the Zone-Amendment Bylaw or the issuance of Building Permit, as the case may be.
- 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.



Nelson Chapman, P.Eng.
Development Engineering Manager

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