

# ATTACHMENT **A**

This forms part of application

# Z23-0073

Planner  
Initials **AC**



## CITY OF KELOWNA MEMORANDUM

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**Date:** November 24, 2023  
**File No.:** Z23-0073  
**To:** Urban Planning Manager (AC)  
**From:** Development Engineering Manager (NC)  
**Subject:** 2311 Ethel St. Comprehensive

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The Development Engineering Department has the following requirements associated with this Rezoning Permit Application for a four-unit infill housing development on the subject property.

Works and servicing requirements directly attributable at the time of BP are contained in this memo for convenience only and are subject to reassessment when an application is made based on the bylaws and policies in effect at that time.

The Development Engineering Technologist for this file is Aaron Sangster (asangster@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 an application for Building Permit is not made within this time.

### 2. **REZONING-SPECIFIC REQUIREMENTS**

- a. A road dedication of a 3x3m fillet at the corner of Ethel St. and the lane is required.
- b. The utility pole at the corner of the lane and Ethel St be removed or relocated out of the operational area of the lane intersection. Please contact Fortis Electric and the Development Technologist on this file for more information. This work must be scoped and costed prior to adoption of the zone amendment bylaw, but may be deferred to time of Building Permit for bonding and completion.

*The following sections are anticipated to be applicable at time of Building Permit application and are subject to re-evaluation at the time an application is made.*

### 3. **SITE-SPECIFIC COMMENTS**

- c. All vehicle access to the subject property must be from the lane.

- d. 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.
- e. 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.
- f. The subject lot is subject to the provisions of Mill Creek Flood Plain Bylaw No. 10428. The subject lot's flood construction level is approximately 374 m. The geotechnical report to be submitted for this development is to address this flood construction level.

#### **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 25 mm diameter water service off Ethel St. Only one service connection will be permitted per lot.
- 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 Ethel St. Only one service connection will be permitted per lot.
- 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. Any obsolete services must be fully decommissioned 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.

## **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. 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. ROADWAY AND STREETScape**

- a. Ethel St. is classified in the 2040 OCP as a Core Area Collector and must be upgraded to an modified XS-R51 standard along the full frontage of the subject property. Required upgrades to include a treed, landscaped, and irrigated boulevard, pavement removal and replacement and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
- b. Laneway must be upgraded to an SS-R2 standard along the full frontage of this proposed development, drainage system, pavement removal and replacement, and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
- 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.

## **8. POWER AND TELECOMMUNICATION SERVICES**

- a. 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.
- b. Provide all necessary Statutory Rights-of-Ways for any utility corridors as may be required.

## 9. **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, perimeter drains, and septic tank effluent on the site;

## 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. Engineering and Inspection Fee: 3.5% of offsite works.



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Nelson Chapman, P.Eng.  
Development Engineering Manager  
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