
CITY OF KELOWNA

MEMORANDUM



Date: March 9, 2023
File No.: Z23-0008
To: Urban Planning (AC)
From: Development Engineering Manager (NC)
Subject: 1028-1030 Houghton Rd MF1 to MF2

The Development Engineering Department has the following comments associated with this application to rezone the subject property from MF1 to MF2 to facilitate a 20-unit townhouse and stacked townhouse development. The following Works and Services will be required of this development at time of Building Permit.

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 one (1) year 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.
- 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. DEVELOPMENT PERMIT COMMENTS AND SITE-SPECIFIC REQUIREMENTS

- a. Only one driveway of maximum 6.0m width, will be permitted. Driveway must access from Fleming Rd. Letdowns to be constructed to SS-C7.
- b. The proposed driveway configuration appears consistent with this requirement.

- c. Indicate, on the site, the locations of the garbage and recycle bins. Provide turning movements for a HSU vehicle to confirm maneuverability on site without requiring a reverse movement onto public roads.
- d. A road dedication of 6.0 m radius at the corner of Houghton Rd and Fleming Rd is required to achieve adequate maneuverability to the site.

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 Houghton Rd. Only one service connection will be permitted per lot.
- b. The Developer's Consulting Engineer will determine the sanitary sewer servicing requirements for this development. If upgrades are determined to be necessary to achieve adequate servicing, the Developer must complete any such upgrades at their cost.
- c. Service connections are to be completed as per SS-S7 with an inspection chamber and Brooks Box, with consideration given to SS-S50 for connections to mains. 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. Only one service connection will be permitted per lot.
- b. The Applicant must engage a Consulting Engineer to provide the following drawings for the site, in accordance with Bylaw 7900 requirements:
 - i. A detailed Lot Grading Plan;
 - a. Indicate on the Lot Grading Plan the building slab elevations, finished grade elevations throughout the site, any slopes that are steeper than 30%, areas that have greater than 1.0 m of fill, finished grade slopes, and perimeter grades to match existing grades;
 - b. Grading directly to a natural drainage path must include adequate erosion control and water quality improvement measures;
 - ii. A detailed Stormwater Management Plan;

- a. Surface runoff during a storm event of 1:100 year return period from this development must not discharge from the site in excess of the 1:5 year pre-development rate;
 - b. On-site detention systems are to be compliant with Bylaw 7900, Schedule 4, Section 3.11.1 *Detention Storage*;
 - c. As per Bylaw 7900, Schedule 4, Section 3.1.3 *Climate Change*, the capacity of storm works will include an additional 15 percent (15%) upward adjustment, applied to post-development rainfall intensity curve stage (IDF) in Section 3.7.2;
- iii. An Erosion and Sediment Control (ESC) Plan;
- a. Prepare as per section 3.14 of Schedule 4 of Bylaw 7900 and best practices;
 - b. If a line item for ESC is not included in the Engineer's cost estimate for off-site work, then an additional 3% will be added to the performance security based on the total off-site construction estimate.
- c. Register statutory right of ways on site for all storm water infrastructure or flow paths carrying, conveying, detaining and/or retaining storm water that is generated from the public properties or public road right of ways. Show details of dedications, rights-of-way, setbacks and non-disturbance areas.
- d. 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.

6. ROADWAY AND STREETScape

- a. Houghton Rd is classified in the 2040 OCP as a Core Area Collector and must be upgraded to an urban standard along the full frontage of the subject property to facilitate additional corridor density associated with this development. Required upgrades to include removal of existing driveway letdowns and replacement with sidewalk, 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.
- b. Fleming Rd is classified in the 2040 OCP as a Core Area Local and must be upgraded to an urban standard along the full frontage of the subject property to facilitate additional corridor density associated with this development. Required upgrades to include separated 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. Road cross-section will be provided to consulting engineer upon request; please contact the development technician for this project.
- c. Curb extensions are to be constructed at Houghton Rd and Fleming Rd intersection on NW and NE corners to reduce the exposure distance crossing the intersection and improve pedestrian safety.

- d. 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.
- e. 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, including within lanes, 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, perimeter drains, and septic tank effluent on the site;

9. 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.

10. CHARGES, FEES, AND SECURITIES

- a. 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 Marking/Traffic Sign Fees: at cost (to be determined after detailed design completed).

A Sangster on behalf of
Nelson Chapman, P.Eng.
Development Engineering Manager
SK

1028-1030 HOUGHTON ROAD, KELOWNA BC

ATTACHMENT B

This forms part of application
Z23-0008



City of
Kelowna
DEVELOPMENT PLANNING

Planner
Initials **BC**

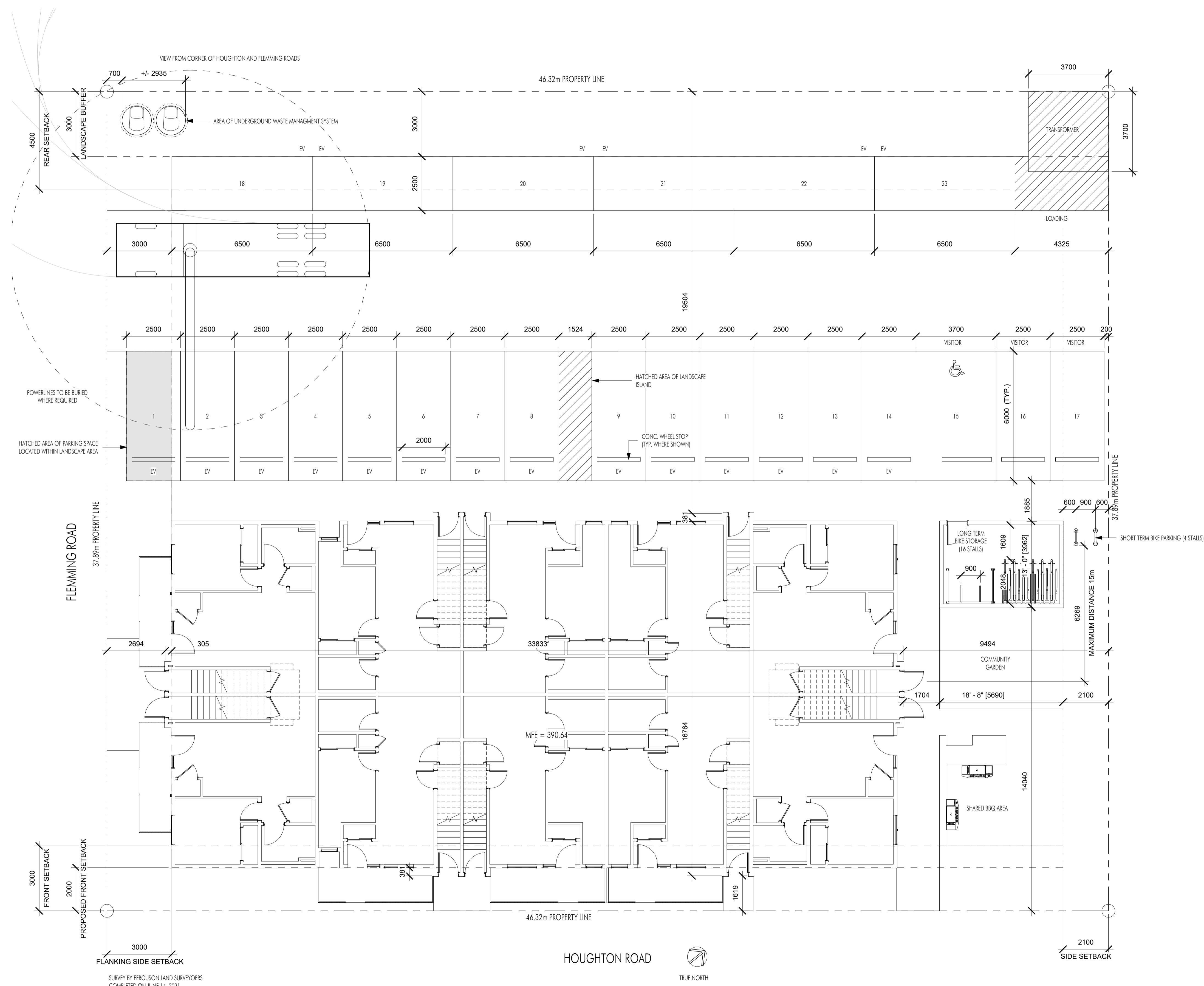


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205-1626 Richter Street,
Kelowna, BC V1Y 2M3
www.limearchitecture.com

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All ideas, designs, drawings and specifications are the exclusive property of LIME Architecture Inc. As instruments of service, they may not be used or reproduced in any manner without the expressed written consent of LIME Architecture Inc. All Contracting Trades shall check and verify all levels, dimensions, data and conditions on the site prior to commencement of any work. Any discrepancies are to be reported immediately to LIME Architecture Inc. Do not Scale any dimensions from this drawing.

All trades are to execute the work in accordance with the current municipality building by laws and requirements of other local authorities having jurisdiction as well as the British Columbia Building Code - (most recent edition) including all published revisions and addenda. All trades shall assume full responsibility for the locations and protection of all under and above ground utilities, wires and conduit connections, including (but not limited to) water, sewer, gas, hydro and telephone.

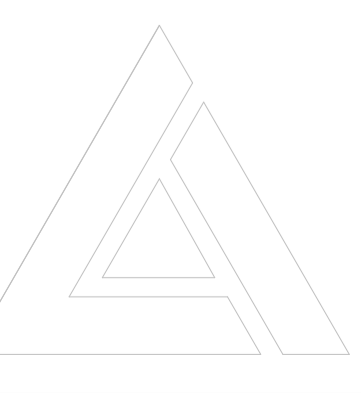
REVISION NO., DATE AND DESCRIPTION
11.07.24 FOR REZONING



1 SITE PLAN
A-002 1/8" = 1'-0"

FOR REZONING

PLOT DATE	11.07.24
PROJECT	1028-1030 HOUGHTON ROAD
DRAWING TITLE	SITE PLAN
DRAWING NO.	A-002





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To: Planning Department
CC: Norm Letnick

City of Kelowna
nletnick@gmail.com

October 28, 2024

Re: **Design Rationale for the Proposed Development of
1028-1030 Houghton Road, Kelowna, BC (The Site)**

Dear City of Kelowna Planning Department,

Further to the submitted information as it pertains to the Rezoning, and DVP associated with the proposed re-development of 1028-1030 Houghton Road in Kelowna BC, we offer the following Design Rationale for the project:

Located north-east of the Hollywood Road North and Highway 33 West intersection, 1028-1030 Houghton Road is ideally located in an area experiencing rapid redevelopment and is well-suited for multi-family projects. The property is located a short distance to public amenity spaces (Ben Lee Park), restaurants (Starbucks, A&W), and personal services. With the main arterial roadways of Highway 97 N and Highway 33W nearby, the property is ideally located with direct access to schools and grocery shopping. The property is located directly across from the Houghton Road Recreation Corridor and a short distance from mass transit stops along Highway 33 W, thus the property's location offers opportunities to reduce reliance on automotive transport allowing the area to diversify while creating healthy community practices and reducing residents carbon footprint. The proposed MF2 zone paired with a Future Land Use designation of Core Neighbourhood ensure the proposed development is in full alignment with the City's goal of responsible yet effective infill development while aligning with the needs of Kelowna.

With a proposed zoning of MF2, the building design includes clearly defined entries for each residential unit at ground level with great care given to ensure easy access to residents and guests alike. These access points connect to a proposed sidewalk that will extend across the Houghton and Flemming Road frontages. To ensure minimal impact to the surrounding neighbourhood, a surface parking area is located along the north side of the property with solid privacy fencing provided along the north and east property lines to ensure all parking is screened and any light pollution cannot impact the neighbouring properties. The drive aisle access has been relocated to Flemming Road to ensure minimal impact to traffic flow along Houghton Road. The unit breakdown includes a total of 20 units (1-bed: 10, 2-bed: 6, 3-bed: 4) split over three levels. The design concept for the building includes four (4) purpose-built wheelchair accessible units and four (4) 3-bedroom, family-oriented units as these demographics are typically overlooked. With a total of ten (10) units that vary between two and three bedrooms, the development aims to



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provide the community with needed family-oriented units. Additionally, the concept for the building includes a healthy mixture of private outdoor and shared amenity spaces. The shared amenity spaces include: a community garden, play area, and shared barbeque space with lounge. The central property location influenced an overall design that includes the required amount of secured, long-term bicycle storage with the added benefit of bike racks located on the private patio space provided to some of the ground floor units. The reduction in automotive reliance in conjunction with the higher density infill development of the property contribute to a more sustainable approach to building design that aligns with the City of Kelowna's planning initiatives.

The building form takes inspiration from the property shape while utilizing modern elements, assembled forms, and alternating cladding patterning. Energy efficiency and building usage was carefully considered, thus, the amount of large, glazed openings has been reduced or relocated to facades where solar heat gain during summer months would be minimized. This reduces the mechanical cooling demand and, in turn, residents' utility bills. Additionally, the glazing placement ensures a transparent connection between interior and exterior habitable spaces. The human scale at street level is inviting with clearly defined unit entries and unique architectural awnings to create visual interest along Houghton and Flemming Roads. These items work in conjunction to reduce the impact of the building massing while creating visual connection and anchoring the building to the existing neighbourhood.

The proposed development is unique in its overall approach to securing land and creating much needed affordable housing. This project has been designed with affordability in mind with prices being estimated at 25% below market value. To aid in reducing the costs of a project of this scale, materials and framing methodology was carefully considered during the initial phases of the project development. For this project, surface parking is being proposed as the costs associated with underground parking would be detrimental to the affordability for prospective owners.

The priority to densify precious, developable land within an existing community while respecting neighbouring properties resulted in a building that is below the 10m (9.8m) height allowed by the proposed MF2 zoning. From a location and sustainability standpoint, achieving 20 residences on the property while being sensitive to the surrounding neighbourhood is important. The integration of a new development into an established neighbourhood results in an attractive infill project that provides much needed, affordable units in a highly desirable area that addresses the human scale while being sensitively designed to reduce impact on neighbouring properties. The integration of the required bicycle storage and surface parking in a discrete manner was regarded as an



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important aspect of this project and we believe that these aspects align with the City of Kelowna's vision and our own when it comes to healthy, interactive community living.

While the proposed development requires variances, we feel they are integral to the overall functionality and affordability of the project. There are five (5) variances being proposed:

- i. Number of parking stalls being provided (29 required, 23 proposed)
- ii. Private amenity space (1,829.8 sf reduced to 465 sf)
- iii. Front setback reduction from 3.0m to 2.0m
- iv. Inclusion of Parking stalls within setbacks/landscape buffers
- v. Amount of required soil-based landscaping reduced from 75% to 65%

As designed, the development is affordable housing geared towards first-time home buyers. Therefore, we are proposing a variance to the required number of parking stalls due to the likelihood that each owner will have a single vehicle or no vehicle, however, we are ensuring that a minimum of one stall is provided to each unit. To illustrate this approach would have minimal impact to residents, supporting documentation gathered from surveying interested families has been included as part of this rationale. While underground parking may eliminate the proposed variance, the costs associated with this approach would eliminate the affordability aspect of this project. Alternatively, unit type could be adjusted to achieve the available parking, however, this would mean fewer families would benefit from this opportunity.

A variance to the amount of private amenity space is also being proposed. The reduction (1,829.8 sf reduced to 465 sf) considers the provided common amenity space and encourages the residents to spend time utilizing the shared features of this site. Additionally, given the proximity to municipal greenspace (Ben Lee Park), we felt this proposed variance would not greatly impact residents but would encourage the use of Ben Lee Park. The two remaining variances (reducing front setback from 3.0m to 2.0m, and inclusion of parking stalls within the setbacks/ landscape buffers) are proposed to ensure the maximum amount of parking stalls can be achieved while maintaining the functionality of the development and the Bylaw's stall size and drive aisle width requirement.

The distribution of required trees on site will be compliant with zoning regulations although 3 medium trees will be sited outside of the landscape area due to the amount of space available. We are also seeking a variance on the amount of soil-based landscaping from 75% to 65%.



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In summary, the rationale for this project is as follows:

- i. Provide a thoughtful and sustainable infill housing solution to a property located within an existing neighbourhood in Kelowna that is well suited for multi-family redevelopment.
- ii. Provide 20 affordable residential units that provide a healthy mixture of private and shared common amenity space with various uses.
- iii. We are requesting five (5) variances: number of parking stalls, private outdoor amenity space, reduction in front setback, amount of soil-based landscaping, and parking located within a setback or landscape buffer.
- iv. The proposed development results in a building design that is attractive, inviting, and addresses the human scale at ground level. Additionally, the development is sensitive to the neighbourhood in the way it has been designed and massed on the site.

This proposed development recognizes the City of Kelowna's strategic approach to overall growth including better use of precious developable land in accordance with the District's OCP/Future Land Use, and planning initiatives.

We look forward to your supportive comments in response to this Development Variance Permit application.

Please do not hesitate to contact our office if you have any questions or require additional information in these matters.

Sincerely:

Matt Johnston Architect AIBC, LEED AP

LIME Architecture Inc.



Neighbour Consultation Form (Council Policy No.367)

A summary of neighborhood consultation efforts, feedback and response must be provided to City staff, identifying how the efforts meet the objectives of this Policy. This form must be filled out and submitted to the File Manager a minimum of 20 days prior to initial consideration by Council.

I, NORM Letnick, the applicant for Application No. Z23-0008/DP23-0019 + DP23-0020

for Proposed rezoning from RU4 to MF2 to facilitate a 20-unit, 3 storey building
(brief description of proposal)

at 1028-1030 Houghton Road have conducted the required neighbour
(address)
consultation in accordance with Council Policy No. 367.

- My parcel is located **outside** of the Permanent Growth Boundary and I have consulted all owners & occupants within a 300m radius
- My parcel is located **inside** of the Permanent Growth Boundary and I have consulted all owners & occupants within a 50m radius

I have consulted property owners and occupants by doing the following: knocked on all doors, spoke with owners/tenants who were home. Left packages in mailboxes or in door jams for those that didn't answer.

Please initial the following to confirm it has been included as part of the neighbour consultation:

- 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;
- Identification of available methods for feedback.

Please return this form, along with any feedback, comments, or signatures to the File Manager 20 days prior to the anticipated initial consideration by Council date. On the back of this form please list those addresses that were consulted.

ATTACHMENT D

This forms part of application # Z24-0008

Planner Initials BC



Address	Spoke with Owner & Occupant	Left Package with Owner & Occupant	Date
980 Houghton Rd		✓	NOV 9, 2024
1000 Houghton Rd		✓	
1033 Houghton Rd		✓	
1028-1030 Houghton Rd	✓		
1090 Houghton Rd		✓	
350 Flemming Rd	✓		
385 Flemming Rd <i>part owner</i>	✓	✓	
395-397 Flemming Rd		✓	
368-370 Flemming Rd	✓	✓	
390 Flemming Rd		✓	
405 Flemming Rd		✓	
305 Homer Rd, units 101-109			
295 Homer Rd		✓	
310 Bryden Rd	✓		
295 Bryden Rd	✓		
290 Bryden Rd	✓		
456 McPhee St, units 101-126			
→ 101, 103, 104, 105, 108	✓		
→ 102, 106, 107, 109		✓	
→ 101		✓	
2		✓	
3		✓	
4		✓	
5	✓		
6	✓		
7	✓		
8		✓	
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21		✓	
22		✓	
23	✓		
24		✓	
25		✓	
26		✓	