

# **AGENDA**

## **Regular Council Meeting**

**Monday, July 24, 2017**

**1:30 p.m.**

***[Public Session Begins at 2:30 p.m.]***

**Council Chamber of City Hall**

**500 – 2 Avenue NE**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	1.	<b>CALL TO ORDER</b>
	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ADOPTION OF AGENDA</b>
	4.	<b>DISCLOSURE OF INTEREST</b>
	5.	<b>PRESENTATIONS / DELEGATIONS</b>
	6.	<b>CONFIRMATION OF MINUTES</b>
3 - 12	1.	Regular Council Meeting Minutes of July 10, 2017
	7.	<b>COMMITTEE REPORTS</b>
13 - 18	1.	Development and Planning Services Committee Meeting Minutes of July 17, 2017
19 - 22	2.	Downtown Parking Commission Meeting Minutes of May 16, 2017
	8.	<b>INTRODUCTION OF BYLAWS</b>
23 - 26	1.	Fee for Service Amendment Bylaw No. 4219 [Water Meter Rates] – First, Second and Third Readings
	9.	<b>RECONSIDERATION OF BYLAWS</b>
	10.	<b>CORRESPONDENCE</b>
27 - 28	1.	Informational Correspondence
	11.	<b>STAFF REPORTS</b>
29 - 32	1.	Director of Engineering and Public Works – Engineering Services Proposal Award - Stormwater Master Plan

12. NEW BUSINESS
13. COUNCIL STATEMENTS
14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
15. NOTICE OF MOTION
16. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
17. OTHER BUSINESS
18. QUESTION AND ANSWER PERIOD

**7:00 p.m.**

Page #	Item #	Description
	19.	DISCLOSURE OF INTEREST
	20.	HEARINGS
33 - 40	1.	Development Variance Permit Application No. VP-462 [Kohlen, M. & M. / Lawson Engineering & Development Services, 7020 - 46 Street, NE - Setback Variance]
41 - 68	2.	Development Permit Application No. DP-413 [Salmon Arm Development Ltd. / Craven, Huston, Powers Architects, 100 - 5 Avenue, SE, Residential Care Facility]
69 - 76	3.	City of Salmon Arm Special Needs Housing Agreement Application [CU-53; Morris, N.; 190 Highway 97B SE; Special Needs Housing]
	21.	STATUTORY PUBLIC HEARINGS
77 - 94	1.	Zoning Amendment Application [ZON-1098; Salmon Arm Developments Ltd./Craven, Huston, Powers Architects; 591 and 621 2 Street SE; R-1 to P-3]
95 - 116	2.	Zoning Amendment Application [ZON-1097; Blackburn, L. & Gavin, B./Browne Johnson Land Surveyors; 2590 - 10 Avenue (TCH) SW; A-1 to C-3]
	22.	RECONSIDERATION OF BYLAWS
117 - 120	1.	Zoning Amendment Bylaw No. 4215 [ZON-1098; Salmon Arm Developments Ltd./Craven, Huston, Powers Architects; 591 and 621 2 Street SE; R-1 to P-3] - third reading

121 - 126      2.      City of Salmon Arm Special Needs Housing Agreement No. 4216  
[CU-53; Morris, N.; 190 Highway 97B SE; Special Needs Housing] -  
third reading

127 - 130      3.      Zoning Amendment Bylaw No. 4217 [ZON-1097; Blackburn, L. &  
Gavin, B./Browne Johnson Land Surveyors; 2590 - 10 Avenue (TCH)  
SW; A-1 to C-3] - third reading

23.      **QUESTION AND ANSWER PERIOD**

131 - 132      24.      **ADJOURNMENT**

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Item 2.

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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Item 6.1

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the Regular Council Meeting Minutes of July 10, 2017, be adopted as circulated.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, July 10, 2017.**

### PRESENT:

Mayor N. Cooper  
 Councillor K. Flynn (entered the meeting at 2:30 p.m.)  
 Councillor A. Harrison  
 Councillor T. Lavery  
 Councillor L. Wallace Richmond  
  
 Chief Administrative Officer C. Bannister  
 Corporate Officer E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Chief Financial Officer M. Dalziel  
 Recorder C. Simmons and B. Puddifant

### ABSENT:

Councillor C. Eliason  
 Councillor K. Jamieson

### 1. CALL TO ORDER

Mayor Cooper called the meeting to order at 1:30 p.m.

### 2. IN-CAMERA SESSION

0293-2017                      Moved: Councillor Harrison  
                                       Seconded: Councillor Lavery  
                                       THAT: Pursuant to Section 90 (1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
 Council returned to Regular Session at 2:05 p.m.  
 Council recessed until 2:30 p.m.

Councillor Flynn entered the meeting at 2:30 p.m.

### 3. REVIEW OF AGENDA

Addition Item 11.1 D. Gonella, Executive Director of the 25<sup>th</sup> annual Roots & Blues Festival – email dated July 5, 2017 – Beer Garden Request

**4. DISCLOSURE OF INTEREST**

Councillor Harrison declared a conflict of interest with item 9.1 as he is employed by School District #83 which owns the South Canoe Property and buildings.

Councillor Flynn declared a conflict of interest with item 8.3 as the applicant is a client of his firm.

Councillor Wallace Richmond declared a conflict of interest with item 9.1 as her firm has a contract with School District #83 which owns the South Canoe Property and buildings.

**5. PRESENTATIONS / DELEGATIONS**

Mayor Cooper presented Carl Bannister, Chief Administrative Officer, with a 25 year Long Service Recognition Award from the Canadian Association of Municipal Administrators. She congratulated Mr. Bannister on his achievement and thanked him on behalf of Council for his hard work and dedication to the City.

**1. Jay Chalke, B.C. Ombudsperson - Fairness in Local Government**

J. Chalke, B.C. Ombudsperson gave a presentation entitled Fairness in Local Government and was available to answer questions from Council.

**2. Sergeant Lachapelle, Salmon Arm RCMP Detachment - Quarterly Policing Report - April 1 - June 30, 2017**

Sergeant Lachapelle of the Salmon Arm RCMP detachment provided an overview of the quarterly report and was available to answer questions from Council.

**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of June 26, 2017**

0294-2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of June 26, 2017, be adopted as circulated.

CARRIED UNANIMOUSLY**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of July 4, 2017**

0295-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of July 4, 2017, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

2. Community Heritage Commission Meeting Minutes of May 16, 2017

0296-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of May 16, 2017, be received as information.

CARRIED UNANIMOUSLY

3. Greenways Liaison Committee Meeting Minutes of June 22, 2017

0297-2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Greenways Liaison Committee Meeting Minutes of June 22, 2017, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. Zoning Amendment Bylaw No. 4215 [ZON-1098; Salmon Arm Developments Ltd./Craven, Huston, Powers Architects; 591 and 621 2 Street SE; R-1 to P-3] - first and second readings

0298-2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: Zoning Amendment Bylaw No. 4215 be read a first and second time;

AND THAT: final reading of the bylaw to rezone be withheld subject to approval by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Special Needs Housing Agreement No. 4216 [CU-53; Morris, N.; 190 Highway 97B SE; Special Needs Housing] - first and second readings

0299-2017

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: City of Salmon Arm Special Needs Housing Agreement Bylaw No. 4216 be read a first and second time;

AND THAT: final reading be withheld subject to the following:

1) Execution of the Special Needs Housing Agreement

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest and left the meeting at 3:33 p.m.

**8. INTRODUCTION OF BYLAWS - continued****3. Zoning Amendment Bylaw No. 4217 [ZON-1097; Blackburn, L. & Gavin, B./Browne Johnson Land Surveyors; 2590 - 10 Avenue (TCH) SW; A-1 to C-3] - first and second readings**

0300-2017

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: Zoning Amendment Bylaw No. 4217 be read a first and second time;

AND THAT: Final reading of the bylaw to rezone be withheld subject to the following:

- 1) Consolidation of the portion of Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256 (2590 - 10<sup>th</sup> Avenue - TCH- SW) and the adjoining parcel Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4550, Except Plan H401 & KAP69877 (2670 - 10<sup>th</sup> Avenue - TCH SW);
- 2) Receipt of a Demolition Permit application to remove the existing single-family dwelling from Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256 (2590 - 10<sup>th</sup> Avenue, TCH SW)
- 3) Registration of Section 219 Land title Act covenant(s) registered on title acknowledging the hazard associated with the 1:200 year floodplain, and saving the city harmless from any liability or damages that may arise in the future; and
- 4) Approval of the Bylaw by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:36 p.m.

**4. Development Cost Charge Amendment Bylaw No. 4218 [Levy for Detached Suite] - first, second and third readings**

0301-2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Development Cost Charge Amendment Bylaw No. 4218 be read a first, second and third time;

AND THAT: final reading of the Bylaw be withheld subject to Statutory Approval of same by the Inspector of Municipalities.

CARRIED UNANIMOUSLY

9. **RECONSIDERATION OF BYLAWS**

1. **City of Salmon Arm Short Term Capital Borrowing (Bylaw No. 4158) Repeal Bylaw No. 4179 - rescind final reading**

Due to a projected lack of quorum item 9.1 will be considered at the July 28, 2017 Regular Council Meeting.

10. **CORRESPONDENCE**

1. **Informational Correspondence**

For information.

5. **E. Morgan, President, Salmon Arm Pickleball Club- email dated June 20, 2017 - Request Permission to Install Storage Container at Klahani Park Courts**

0302-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council authorize Salmon Arm Pickleball Club to place a metal storage locker at Klahani Park, at a location to be determined by the Supervisor of Parks and Recreation, subject to execution of an agreement for same.

0303-2017

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: motion 0302-2017 be deferred to October 1, 2017.

**CARRIED UNANIMOUSLY**

11. **STAFF REPORTS**

1. **Manager of Licensing and Permits - Licensing of Special Events - 2017**

0304-2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the following Special Occasion Licenses be approved for 2017:

1. **Salmon Arm Folk Music Society (Roots & Blues Festival)**

Location: Salmon Arm Fair Grounds

**Main Beverage Garden (patron area)**

- Friday, August 18 - 5:00 p.m. to 11:30 p.m.
- Saturday, August 19 - 11:00 a.m. to 11:30 p.m.
- Sunday, August 20 - 11:00 a.m. to 11:30 p.m.

**Jack Daniels Barn Stage (patron area)**

- Thursday, August 17 - 6:00 p.m. to 11:00 p.m.
- Friday, August 18 - 5:00 p.m. to 11:30 p.m.
- Saturday, August 19 - 11:00 a.m. to 11:55 p.m.
- Sunday, August 20 - 11:00 a.m. to 11:55 p.m.



11. **STAFF REPORTS** - continued1. **Manager of Licensing and Permits – Licensing of Special Events – 2017** - continuedSummerhill Wine Lounge (patron area)

- Friday, August 18 – 6:00 p.m. to 11:30 p.m.
- Saturday, August 19 – 1:00 p.m. to 11:30 p.m.
- Sunday, August 20 – 1:00 p.m. to 11:30 p.m.

Motts Shade Lounge (patron area)

- Friday, August 18 – 3:30 p.m. to 5:45 p.m.
- Saturday, August 19 – 1:15 p.m. to 5:00 p.m.
- Sunday, August 20 – 1:15 p.m. to 5:00 p.m.

Backstage Lounge (private access area)

- Thursday, August 17 – 3:00 p.m. to 8:00 p.m.
- Friday, August 18 – 4:00 p.m. to 11:45 p.m.
- Saturday, August 19 – 10:30 a.m. to 11:45 p.m.
- Sunday, August 20 – 10:30 a.m. to 11:45 p.m.

Volunteer Party (private area)

- Sunday, August 20 – 8:00 p.m. to 3:00 a.m.

2. **Salmon Arm Rescue Unit (Demolition Derby)**

Location: Salmon Arm Fair Grounds

Hours of Operation:

- Sunday, August 27 11:00 a.m. to 6:00 p.m.

CARRIED UNANIMOUSLY2. **Director of Engineering and Public Works – Report for Information – Blackburn Traffic Calming**

0305-2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: “no-post” barriers and speed bumps be temporarily installed along 5<sup>th</sup> Street SW to act as traffic calming measures at Blackburn Park, to be funded as follows:

- \$10,000.00 from Environmental Studies; and
- \$5,000.00 from Council Initiatives.

CARRIED UNANIMOUSLY3. **Chief Financial Officer and Chief Administrative Officer – Debt Strategy Report**

Received for information. To be placed on the Regular Council Agenda in 6 weeks.

12. NEW BUSINESS

13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

Members of Council reported on the Committees and Agencies they represent.

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

15. NOTICE OF MOTION

16. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

17. OTHER BUSINESS

18. QUESTION AND ANSWER PERIOD

Council held a Question and Answer session with the members of the public present.

The Meeting recessed at 4:31 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor N. Cooper  
Councillor K. Flynn  
Councillor T. Lavery  
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Recorder C. Simmons and B. Puddifant

ABSENT:

Councillor C. Eliason  
Councillor A. Harrison  
Councillor K. Jamieson

19. DISCLOSURE OF INTEREST

No interest was declared.

**20. HEARINGS****1. Variance Permit Application No. VP-461 [Johnson, T. & T.; 1890 Okanagan Avenue SE]  
Servicing Variance**

0306-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-461 be authorized for issuance for Lot 4, Plan 20131, except Plan 44055, Section 13, Township 20, Range 10, W6M, KDYD to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

**1. Section 3.8.3:**

- i) Reduce the minimum panhandle width requirement for proposed Lots A and B as shown on Appendix 3 as shown on the staff report dated June 19, 2017 from 6.0 metres to 5.1 metres; and

**2. Section 4.0:**

- i) Waive the requirement to provide a 100% cash contribution (\$5,500.00) towards upgrading the Okanagan Avenue frontage to the Urban Collector Road standard; and
- ii) Waive the requirement to provide a 50% cash contribution (\$2,250.00) towards upgrading the sanitary sewer main along the Okanagan Avenue SE frontage.

The Director of Development Services explained the proposed variances.

Submissions were called for at this time.

**Amendment:**

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the motion be amended to delete the following:

**1. Section 3.8.3:**

- i) Reduce the minimum panhandle width requirement for proposed Lots A and B as shown on Appendix 3 of the staff report dated June 19, 2017 from 6.0 metres to 5.1 metres; and

**2. Section 4.0:**

- i) Waive the requirement to provide a 100% cash contribution (\$5,500.00) towards upgrading the Okanagan Avenue frontage to the Urban Collector Road standard; and
- ii) Waive the requirement to provide a 50% cash contribution (\$2,250.00) towards upgrading the sanitary sewer main along the Okanagan Avenue SE frontage.

**20. HEARINGS - continued****1. Variance Permit Application No. VP-461 [Johnson, T. & T.; 1890 Okanagan Avenue SE] Servicing Variance - continued**

AND THAT: the motion be amended to include the following:

1. Section 3.8.3:

- i) Reduce the minimum panhandle width requirement for proposed Lots A and B as shown on Appendix 3 as shown on the staff report dated June 19, 2017 from 6.0 metres to 5.1 metres, subject to:
  - a) registration of reciprocal access easements over the proposed panhandles for proposed Lots A and B and Lot 2, Plan 44055, Section 13, Township 20, Range 10, W6M, KDYD.

CARRIED UNANIMOUSLY

Following three calls for submissions and questions from Council, the Hearing was closed at 7:06 p.m. and the motion was:

Motion as Amended:

CARRIED UNANIMOUSLY

**21. PUBLIC HEARING****22. RECONSIDERATION OF BYLAWS****23. QUESTION AND ANSWER PERIOD**

Council held a Question and Answer session with the members of the public present.

**24. ADJOURNMENT**

0306-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of July 10, 2017, be adjourned.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

The meeting adjourned at 7:07 p.m.

Adopted by Council the      day of      2017.

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of July 17, 2017, be received as information.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in the Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, July 17, 2017.

### **PRESENT:**

Mayor N. Cooper  
Councillor C. Eliason  
Councillor K. Flynn  
Councillor A. Harrison  
Councillor K. Jamieson  
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister  
Corporate Officer E. Jackson  
Director of Development Services K. Pearson  
Director of Engineering & Public Works R. Niewenhuizen  
Recorder B. Puddifant

### **ABSENT:**

Councillor T. Lavery

### **1. CALL TO ORDER**

Mayor Cooper called the meeting to order at 8:00 a.m.

### **2. REVIEW OF THE AGENDA**

### **3. DECLARATION OF INTEREST**

### **4. PRESENTATIONS**

### **5. REPORTS**

#### **1. Development Variance Permit Application No. VP-462 [Kohlen, M. & M. / Lawson Engineering & Development Services, 7020 - 46 Street, NE - Setback Variance]**

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommend to Council that Development Variance Permit Application No. VP-462 be authorized for issuance for Lot 9, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP57614, which will vary Zoning bylaw No. 2303 as follows:

Section 6.10.1 - R-1 Residential Zone - reduce the minimum front parcel line setback of the dwelling from 6.0 metres to 5.79 metres.

**5. REPORTS - continued**

1. Development Variance Permit Application No. VP-462 [Kohlen, M. & M. / Lawson Engineering & Development Services, 7020 - 46 Street, NE - Setback Variance] - continued

B. Lawson, the agent, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Development Permit Application No. DP-413 [Salmon Arm Development Ltd. / Craven, Huston, Powers Architects, 100 - 5 Avenue, SE, Residential Care Facility]

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: the Development and Services Planning Committee recommend to Council that Development Permit No. 413 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP71970 (100 - 5 Avenue, SE) in accordance with the drawings as shown in Schedule A of the staff report dated July 6, 2017;

AND THAT: Development Permit No. 413 include the following variances to Zoning Bylaw No. 2303:

1. Section 4.3.10 - Setback Exceptions - reduce the permitted roof overhang projection from 0.6 metres (1.9 feet) to 0.41 metres (1.35 feet) along a portion of the south parcel line, and from 0.6 metres (1.9 feet) to 0.25 metres (0.82 feet) along a portion of the east parcel line;
2. Section 26.4 - Maximum Height - Increase the permitted maximum height of a principle building from 12 metres (39.4 feet) to 14.5 metres (47.6 feet); and
3. Section 26.9.3 - Interior Side Parcel Line - reduce the minimum setback requirement from 3 metres (9.8 feet) to 2 metres (6.6 feet) along a portion of the south and east interior side parcel lines.

AND THAT: Issuance of Development Permit No. 413 be withheld subject to amendment of applicable Statutory Right of Way Plan documents, to the satisfaction of the City of Salmon Arm and its legal counsel, and at the cost to the owner/applicant, to address realignment of City mains and structure trespasses presently proposed on the Development Permit drawings, including that:

1. The City of Salmon Arm, its crews and contractors shall have the right to dismantle all components of the walkway canopy at any time, by any means available and without notice, to inspect, service, upgrade and maintain its infrastructure within the right of way;
2. The City of Salmon Arm, its crews and contractors, are provided ancillary rights to enter lands beyond the right of way for the purpose of dismantling components of the walkway canopy, including excavation and dismantling of structural supports and fire suppression system;

5. REPORTS - continued2. Development Permit Application No. DP-413 [Salmon Arm Development Ltd. / Craven, Huston, Powers Architects - 100 - 5 Avenue, SE - Residential Care Facility - continued

3. The property owner will provide a detailed instruction manual clearly explaining procedures for dismantling the components of the walkway canopy, including dismantling of structural supports, cover removal, disconnecting, and reconnecting any fire suppression system;

4. The property owner is responsible for reconstructing all components of the walkway canopy and all associated costs; and

5. The property owner is responsible for all costs borne by the City of Salmon Arm for dismantling the walkway canopy.

AND FURTHER THAT: Issuance of Development Permit No. 413 be withheld subject to:

1. Adoption of the associated Zoning Amendment Bylaw No. 4215; and

2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

A. Bartel, the architect, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

No items.

7. IN CAMERA8. LATE ITEMS

No items.



9. ADJOURNMENT

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of July 17, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:20 a.m.

Minutes received as information by Council  
at their Regular Meeting of 2017.

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Mayor Nancy Cooper  
Chair

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Item 7.2

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Downtown Parking Commission Meeting Minutes of May 16, 2017, be received as information.

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



# DOWNTOWN PARKING COMMISSION

Tuesday, May 16, 2017

TIME: 8:00 A.M.

MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, May 16, 2017 at 8:00 a.m.

## Present:

City of Salmon Arm  
Representatives:

Vic Hamilton  
Regan Ready  
Bill Laird

Downtown Improvement Association  
Representatives:

Gerald Foreman  
Heather Finn  
Matt Koivisto

Resource Personnel:

Robert Niewenhuizen, Director of Engineering & Public Works  
Chad Eliason, Councillor

Absent:

Cathy Ingebrigtsen  
Jacquie Gaudreau  
Marcel Bedard, Bylaw Officer  
Jenn Wilson, Engineer

The meeting was called to order at 8:05 am, by Chairperson Chad Eliason

### 1. Minutes of Meeting: April 11, 2017

**Motion:** R. Ready/V. Hamilton  
**To:** Receive minutes as information

**Carried Unanimously**

### 2. TCH Corridor Safety Study

- R. Niewenhuizen provided an overview of the 2013 Study and City Council's request for comments, general discussion ensued. Item to be discussed further at the next meeting

**Received as Information**

### 3. Downtown Parking Strategic Plan

- Tabled until next meeting

### 4. Correspondence

DSA Letter regarding Street Parking Downtown was tabled until next meeting

Minutes – Downtown Parking Commission  
Page 2

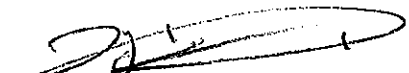
5. Any Other Business

- None

6. Adjournment

- Meeting Adjourned at 9:00 am

**Certified Correct**

  
\_\_\_\_\_  
Robert J. Niewenhuizen  
Director of Engineering & Public Works

Minutes received as information by Council on the      day of      , 2017

cc:      Downtown Salmon Arm  
         Kevin Pearson, Director of Development Services  
         Council Correspondence

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Item 8.1

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: Fee for Service Amendment Bylaw No. 4219 be read a first, second and third time.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



*City of Salmon Arm*  
**Memorandum from the Engineering  
 and Public Works Department**

TO: Her Worship Mayor Cooper and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: June 27, 2017

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 4219**

**RECOMMENDATION**

**THAT:** "City of Salmon Arm Fee for Services Amendment Bylaw No. 4219" be read a first, second and third time.


**BACKGROUND:**

Following review of the City of Salmon Arm Fee for Service charges for 5/8" x 3/4", 3/4" and 1" T-10 water meters, it has been determined that the cost associated with the procurement of water meters has increased markedly and an amendment to the Fee For Service Bylaw is required in order to ensure full cost recovery. Staff are proposing a housekeeping amendment to establish a new charge rate for these water meters, as follows:

Table: Water Meter Costs

Water Meter Size	Previous Years Rates				New Charge	% Increase
	2013	2014	2015	2016	2017	
5/8" X 3/4"	\$202.00	\$210.00	\$220.00	220.00	<b>\$240.00</b>	(+) 9.09%
3/4"	\$272.00	\$300.00	\$315.00	315.00	<b>\$340.00</b>	(+) 7.94 %
1"	\$337.00	\$380.00	\$400.00	400.00	<b>\$430.00</b>	(+) 7.50 %

We respectfully recommend that section 6 of the Fee for Service Bylaw No. 2498 be amended to reflect the increase in costs associated with the sale of new water meters.

  
 Rob Niewenhuizen, A.Sc.T.  
 Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer



# CITY OF SALMON ARM

## BYLAW NO. 4219

### **A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

WHEREAS it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, enacts as follows:

1. Schedule "B", Appendix 1 - Miscellaneous Fee Schedule - Public Works of "District of Salmon Arm Fee for Service Bylaw No. 2498" subsection 6 is hereby deleted in its entirety and replaced with Schedule "B" Appendix 1 - Miscellaneous Fee Schedule - Public Works, attached hereto and forming part of this bylaw.

6.	<b>Water Connection Charge</b>	
	• Connection Fee - 3/4"	At cost
	• Connection Fee - 1"	At cost
	• Connection Fee - 1 1/2"	At cost
	• Connection Fee - 2"	At cost
	The charges set out in Section 6 above include an inspection and administration fee of \$55.00. Where a connection has been provided and paid for by a developer, the owner or his agent shall pay only the \$55.00 fee.	
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions, the charge will be as follows:	
	• 5/8" remote water meter	\$240.00
	• 3/4" remote water meter	\$340.00
	• 1" remote water meter	\$430.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee
	<b>Gleneden Water System:</b> Each property that connects to the Gleneden Water System (depicted as "Gleneden Water Service Area" on Figure 1 attached hereto and forming part of this bylaw), in addition to all other appropriate fees, must make a "one-time" payment to the City of a special Capital Cost Contribution for the parent property in an amount equivalent to the current single family development cost charge for water specified in Development Cost Charge Bylaw No. 2261 as amended, prior to connection to the water system.	

3. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

4. ENACTMENT

Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

5. EFFECTIVE DATE

This bylaw shall come into full force and effect upon adoption of same.

6. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4219".

READ A FIRST TIME THIS	DAY OF	2017
READ A SECOND TIME THIS	DAY OF	2017
READ A THIRD TIME THIS	DAY OF	2017
ADOPTED BY COUNCIL THIS	DAY OF	2017

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## INFORMATIONAL CORRESPONDENCE - JULY 24, 2017

1. K. Pearson, Director of Development Services - letter dated July 18, 2017 to R. & J. Cromartie - Official Community Plan for 60 Foothill Road
2. F.M. (Muriel) Hurlbert - letter dated July 4, 2017 - Curbside Food Waste Collection Program
3. C.P. and S.J. Figgess - letter dated July 6, 2017 - Dog Park at Klahani Park
4. D. MacQuarrie - email dated July 16, 2017 - Loss of Hearing as a Disability
5. M. Scott, Planning Forester, Gorman Bros. Lumber Ltd. - letter dated July 5, 2017 - 2017 Replacement Forest Stewardship Plan
6. D. Mills, Shuswap Cycling Club - letter dated July 10, 2017 - 5<sup>th</sup> Annual Shuswap Cross Cyclocross race
7. C. Langenfeld, Executive Director, Shuswap Hospice Society - letter dated July 12, 2017 - Marine Peace Park Sandcastle
8. A. Bailey, President, Salmon Arm Metis - email dated July 13, 2017 - Salmon Arm Metis Youth project
9. R. Pederson, President, Salmon Arm Fish & Game Club - letter dated July 13, 2017 - Immediate Range Closure
10. L. Wong, Manager, Downtown Salmon Arm - letter dated July 14, 2017 - 3<sup>rd</sup> Annual Salmon Arm Apple Fest
11. Interior Health - newsletter dated July 2017 - Healthy Communities Update
12. D. Harris, Program Officer, BC Council for International Cooperation - email dated July 5, 2017 - Inter-Generational Collaboration in Salmon Arm
13. D. Sherman, BC Hydro - email dated July 14, 2017 - UBCM Convention
14. C. Peters - email dated July 6, 2017 - Campaign to fight human trafficking

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Item 11.1

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council award the Engineering Services for Project No. ENG2017-13 to ISL Engineering and Land Services, in accordance with their proposal dated June 15, 2017, for an estimated cost of \$99,506.00 plus GST.

[Levy for Detached Suite]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



*City of Salmon Arm*  
*Memorandum from the Engineering and*  
*Public Works Department*

File: ENG2017-13

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TO: Her Worship the Mayor and Members of Council  
 FROM: Rob Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Jenn Wilson, City Engineer  
 DATE: July 10, 2017  
 SUBJECT: **ENGINEERING SERVICES PROPOSAL AWARD**  
**STORMWATER MASTER PLAN**

---

**RECOMMENDATION:**

**THAT:** Council award the Engineering Services for Project No. ENG2017-13 to ISL Engineering and Land Services, in accordance with their proposal dated June 15 2017, for an estimated cost of \$99,506.00 plus GST;

**BACKGROUND:**

A request for proposals was advertised on May 19, 2017.

The previous Storm Water Master Plan was carried out in 2007. It is proposed to update and expand this document and the stormwater model to reflect changes to the community, climate and best engineering practices over the past decade and to meet our long term planning and budgeting requirements. The information obtained from this plan will also assist in the possible development of a storm water utility.

The following proposals were received Thursday, June 15, 2017 and evaluated based on Project Methodology, Project Team and Experience, Level of Effort, Sample Master Plan Evaluation and Value Added. The top three proposals based on the above criteria were then further evaluated on cost.

**Proposal Results:**

Evaluation		Contractor	Proposal	GST	Total
Proposal Rank	Cost Rank				
1	2	KERR WOOD LEIDAL	\$159,867.00	\$7,993.35	\$167,860.35
2	3	OMEGA ENGINEERING	\$159,987.12	\$7,999.36	\$167,986.48
3	1	<b>ISL ENGINEERING</b>	<b>\$99,506.00</b>	<b>\$4,975.30</b>	<b>\$104,481.30</b>
4		NHC	\$159,968.00	\$7,998.40	\$167,966.40
5		WSP	\$140,497.00	\$7,024.85	\$147,521.85

## ENGINEERING SERVICES PROPOSAL AWARD STORMWATER MASTER PLAN

Page 2

The total budget available for this project is \$160,000. The project includes:

- Strategic Flow Monitoring for Calibration of Model
- Survey of trunk Storm Sewer Mains (third party)
- Creation and Calibration of Storm Water Model
- Analysis of System
- Identify Preferred Future Build-out Scenario
- Model Output Presentation
- Existing Infrastructure Analysis
- Comprehensive Capital Plan
- Review of Annual Operations, Maintenance and Inspections Programs
- Review of Subdivision and Development Servicing Bylaw requirements
- Report and Presentation to Council

Kerr Wood Leidal Consulting Engineers (KWL) ranked highest in the detailed evaluation followed very closely by Omega Engineering Ltd. (Omega). ISL Engineering and Land Services (ISL) also offered a competitive proposal. KWL and Omega proposed almost identical services for almost identical pricing, with KWL having an advantage in Master Planning experience and Omega having an advantage in local knowledge (although it is worthwhile to note that KWL's proposed sub-consultants included a former City of Salmon Arm City Engineer!).

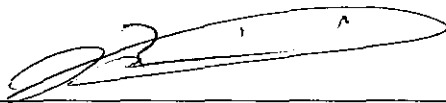
The Omega and KWL proposals ranked higher due to provision of advantageous hydro-geological services that were not proposed with ISL. The ISL proposal remained competitive due to the high experience level of the main contributors, including significant local government and extensive master planning experience.

Each of the three top ranked proposals has a different advantage; however, once proposed cost is factored in, it is noted that there is significant budget left with ISL's proposal that could potentially be used to add the additional services contained in the KWL and Omega proposals should the project team feel they will add significant value to the finished product.

We recommend that ISL Engineering and Land Services Ltd. be awarded the project and that Council accept the proposal of ISL for the Storm Water Master Plan in accordance with the proposal rates for an estimated cost of \$99,506 plus GST.

ISL Engineering and Land Services Ltd. is an inter-disciplinary firm specializing in municipal consulting, founded in 1987. They have a vast experience in working on similar projects throughout British Columbia and Alberta. Their local office is located in Kamloops and they have exemplary references.

Respectfully submitted,



Rob Niewenhuizen, A.Sc.T.  
Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer

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Item 20.1

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-462 be authorized for issuance for Lot 9, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP57614, which will vary Zoning bylaw No. 2303 as follows:

Section 6.10.1 – R-1 Residential Zone – reduce the minimum front parcel line setback of the dwelling from 6.0 metres to 5.79 metres.

[Kohlen, M. & M. / Lawson Engineering & Development Services; 7020 – 46 Street, NE, Development Variance]

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: July 6, 2017

SUBJECT: Development Variance Permit Application No. 462 (Building Setback)  
Civic: 7020 - 46 Street NE  
Owner/Applicant: M. & M. Kohlen / Lawson Engineering & Development Services

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-462 be authorized for issuance for Lot 9 Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP57614, which will vary Zoning Bylaw No. 2303 as follows:**

**Section 6.10.1 – R-1 Residential Zone – reduce the minimum front parcel line setback of the dwelling from 6.0 metres to 5.79 metres.**

**STAFF RECOMMENDATION**

That the motion for consideration be adopted.

**BACKGROUND**

The subject property is part of the Parks Edge subdivision in Canoe (location map – Appendix 1). The building location certificate attached as Appendix 2 highlights the 0.21 metre, front yard setback encroachment.

The 689 m<sup>2</sup> lot was approved for subdivision last year and registered in May 2016.

In November 2014, Development Variance Permit (DVP) No. 405 was approved for nine proposed lots in the Parks Edge subdivision, which reduced the minimum front yard setback from 6 m to 5 m. At that time, none of the lots now registered in the subdivision existed and the DVP was registered on the title of the original parent parcel. The lots identified for that application were based on a conceptual subdivision layout. As can be seen on the map attached as Appendix 3, the subject property was not included in that DVP application.

The permit notation on the title of the original, single parent lot was carried over (*inter alia*) to the current title of the subject property and all other lots in the subdivision, even though the setback variance was neither approved for the subject property nor for several other lots.

The site plan filed with the Building Permit application in October 2016 referred to an approved setback variance. With the title notation, both the applicant and City staff assumed the variance applied to the subject property at that time.

When the building location certificate was provided to the City in March 2017, after construction of the dwelling was nearly completed, it became apparent to City staff that DVP-405 did not apply to the subject property. The owners were ready to move into the new home in May this year, and temporary occupancy permission was granted.

### ANALYSIS

Sited at the end of a cul-de-sac, the dwelling's setback encroachment is unrecognizable from a street perspective (see photo attached as Appendix 4). Another new dwelling has been constructed west and adjacent to the subject property. To the east is 4.5 metre wide emergency access/egress and pedestrian walkway leading to 70 Ave. NE. Adjacent to that walkway / access is an undeveloped residential lot sloping down and away.

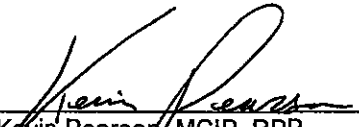
It appears there are no aesthetic concerns, traffic site line or view obstructions, or interference with utilities resulting from the setback encroachment.

### CONCLUSION

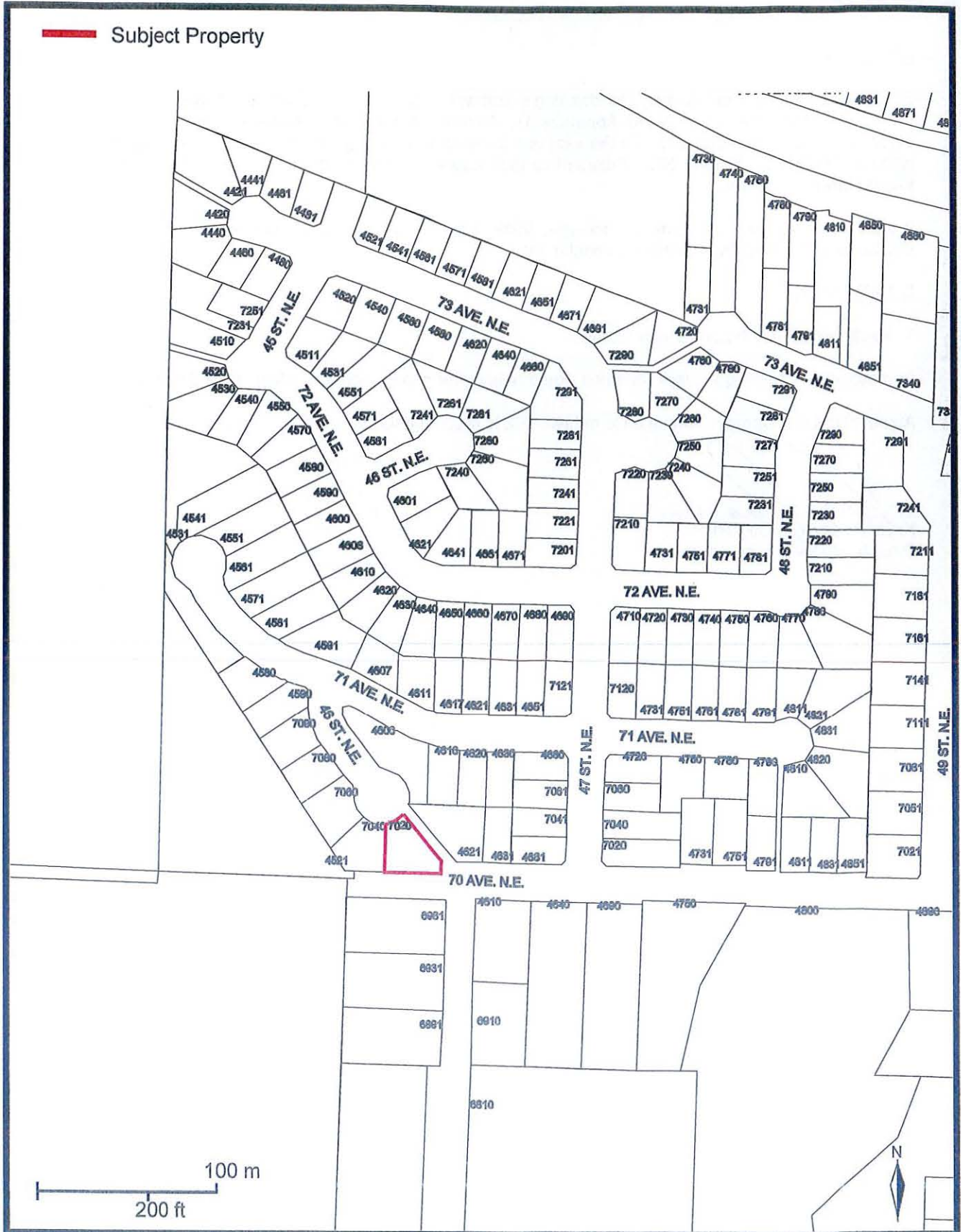
The setback encroachment is very minor.

Approval of the building setback variance would relieve the non-conforming siting of the dwelling.

Approval of Development Variance Permit No. 462 is recommended.

  
Kevin Pearson, MCIP, RPP  
Director of Development Services

Subject Property





**BROWNE JOHNSON LAND SURVEYORS\***

BRITISH COLUMBIA AND CANADA LANDS

Box 362, Salmon Arm, B.C. V1E 4N5 250-832-9701

**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE**

To: Lawson Engineering & Development  
c/o Blake Lawson  
3481 4th Ave SE  
Salmon Arm, BC V1E 1N3

Re: Lot 9, Section 6, Township 21, Range 9,  
W6M, KDYD, Plan EPP57614

Parcel Identifier(PID): 029-879-205

Civic Address: 7020 46th St NE, Canoe

Your File:

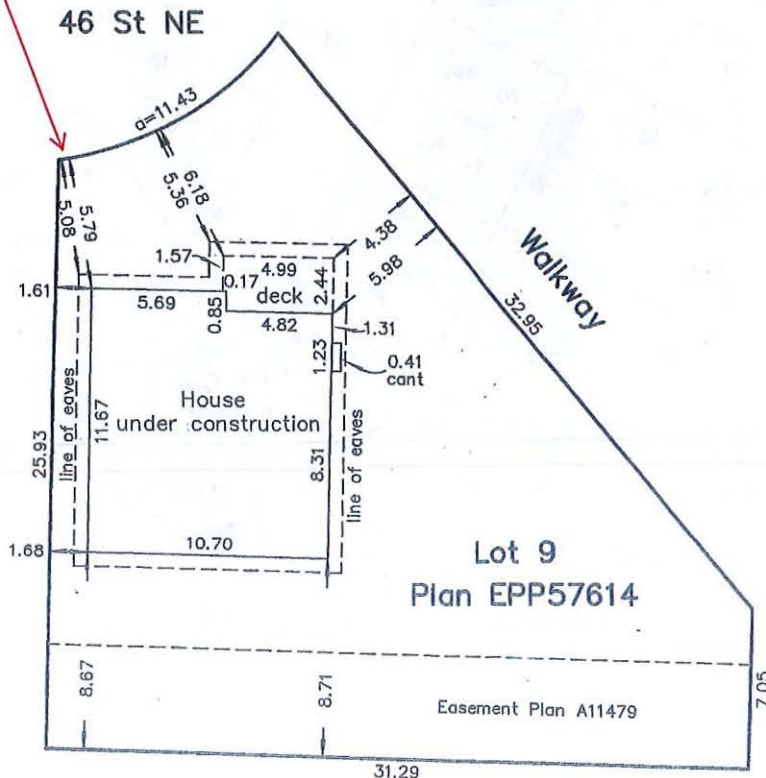
Variance to Zoning Bylaw 2303, Section 6.10.1 -  
Reduce front parcel line setback from 6.0 metres  
to 5.79 metres.

List of documents registered on title which may  
affect the location of improvements:

Covenant CA5266133

R/W J68130, KG117085

Building Scheme CA5266134



Scale 1:250



All distances are in metres.

Dimensions derived from Plan EPP57614

Offsets from property line to building are  
measured from the sheathing

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 17th day of January, 2017.

BCLS

COPYRIGHT © BROWNE JOHNSON 2017  
LAND SURVEYORS

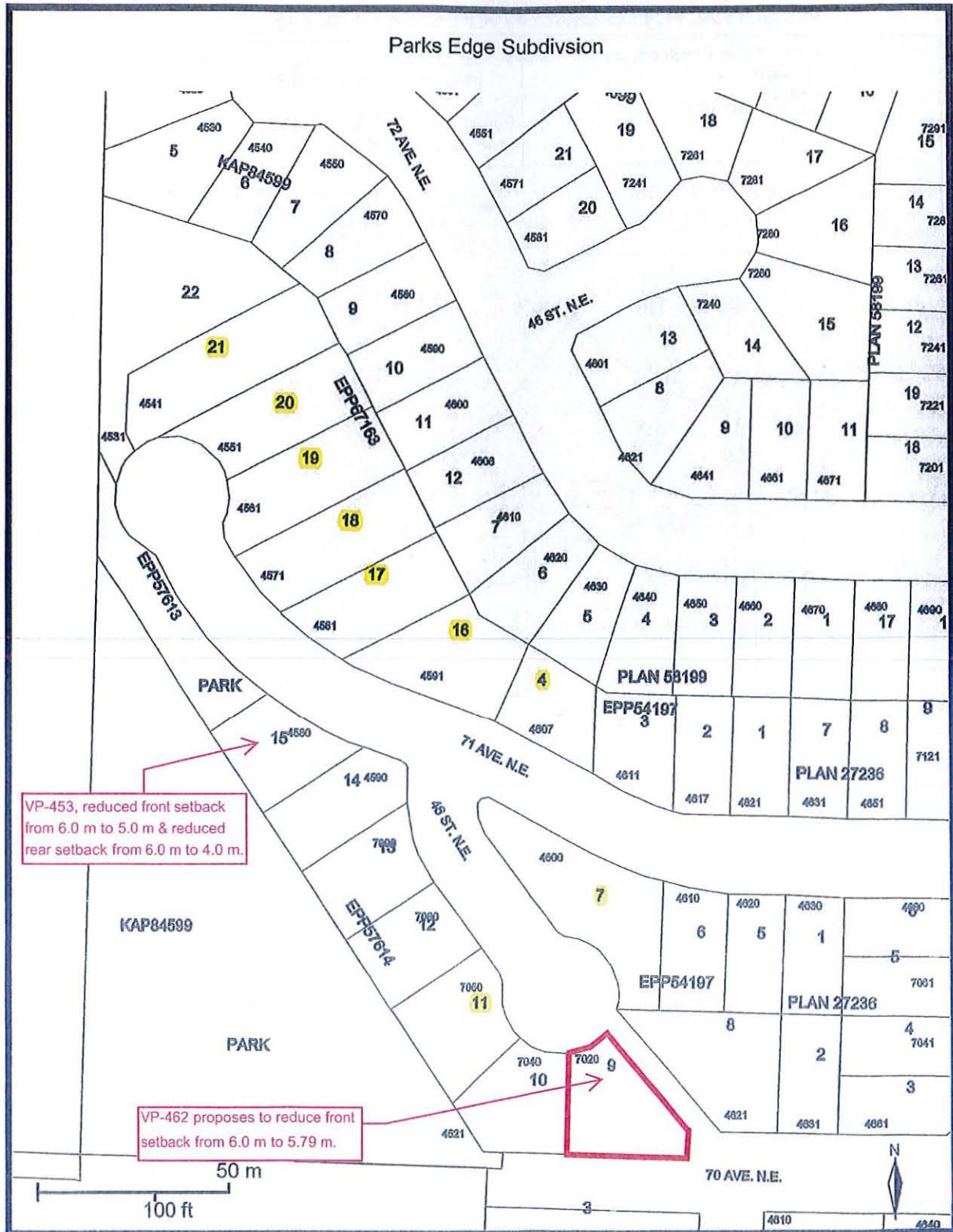
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**THIS DOCUMENT IS NOT VALID UNLESS  
ORIGINALLY SIGNED AND SEALED.**

Our File: 14-17

14-17.raw

## APPENDIX 3



Highlighted Lots 4, 7, 11, 16 to 21 have Variance Permits (VP-405) to reduce front parcel line setback from 6.0 m. to 5.0 m.





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Item 20.2

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: Development Permit No. 413 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP71970 (100 – 5 Avenue SE) in accordance with the drawings as shown in Schedule A of the staff report dated July 6, 2017;

AND THAT: Development Permit No. 413 include the following variances to Zoning Bylaw No. 2303:

1. Section 4.3.10 – Setback Exceptions – reduce the permitted roof overhang projection from 0.6 metres (1.9 feet) to 0.41 metres (1.35 feet) along a portion of the south parcel line, and from 0.6 metres (1.9 feet) to 0.25 metres (0.82 feet) along a portion of the east parcel line;
2. Section 26.4 – Maximum Height – Increase the permitted maximum height of a principle building from 12 metres (39.4 feet) to 14.5 metres (47.6 feet); and
3. Section 26.9.3 – Interior Side Parcel Line – reduce the minimum setback requirement from 3 metres (9.8 feet) to 2 metres (6.6 feet) along a portion of the south and east interior side parcel lines.

AND THAT: Issuance of Development Permit No. 413 be withheld subject to amendment of applicable Statutory Right of Way Plan documents, to the satisfaction of the City of Salmon Arm and its legal counsel, and at the cost to the owner/applicant, to address realignment of City mains and structure trespasses presently proposed on the Development Permit drawings, including that:

1. The City of Salmon Arm, its crews and contractors shall have the right to dismantle all components of the walkway canopy at any time, by any means

Item 20.2 - continued

## CITY OF SALMON ARM

Date: July 24, 2017

available and without notice, to inspect, service, upgrade and maintain its infrastructure within the right of way;

2. The City of Salmon Arm, its crews and contractors, are provided ancillary rights to enter lands beyond the right of way for the purpose of dismantling components of the walkway canopy, including excavation and dismantling of structural supports and fire suppression system;

3. The property owner will provide a detailed instruction manual clearly explaining procedures for dismantling the components of the walkway canopy, including dismantling of structural supports, cover removal, disconnecting, and reconnecting any fire suppression system;

4. The property owner is responsible for reconstructing all components of the walkway canopy and all associated costs; and

5. The property owner is responsible for all costs borne by the City of Salmon Arm for dismantling the walkway canopy.

AND FURTHER THAT: Issuance of Development Permit No. 413 be withheld subject to:

1. Adoption of the associated Zoning Amendment Bylaw No. 4215; and
2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

[Salmon Arm Development Ltd. / Craven, Huston, Powers Architects, 100 - 5 Avenue, SE, Residential Care Facility]

### **Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



## City of Salmon Arm

### Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: July 6, 2017

SUBJECT: Development Permit Application No. DP-413

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP71970

Civic: 100 – 5 Avenue SE

Owner/Applicant: Salmon Arm Developments Ltd. / Craven, Huston, Powers Architects

#### MOTION FOR CONSIDERATION

**THAT:** Development Permit No. 413 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP71970 (100 – 5 Avenue SE) in accordance with the drawings as shown in Schedule A;

**AND THAT:** Development Permit No. 413 include the following variances to Zoning Bylaw No. 2303:

1. Section 4.3.10 – Setback Exceptions - reduce the permitted roof overhang projection from 0.6 metres (1.9 feet) to 0.41 metres (1.35 feet) along a portion of the south parcel line, and from 0.6 metres (1.9 feet) to 0.25 metres (0.82 feet) along a portion of the east parcel line;
2. Section 26.4 – Maximum Height – increase the permitted maximum height of a principal building from 12 metres (39.4 feet) to 14.5 metres (47.6 feet); and
3. Section 26.9.3 – Interior Side Parcel Line – reduce the minimum setback requirement from 3 metres (9.8 feet) to 2 metres (6.6 feet) along a portion of the south and east interior side parcel lines.

**AND FURTHER THAT:** Issuance of Development Permit No. 413 be withheld subject to amendment of applicable Statutory Right of Way Plan documents, to the satisfaction of the City of Salmon Arm and its legal counsel, and at the cost to the owner/applicant, to address realignment of City mains and structure trespasses presently proposed on the Development Permit drawings, including that:

1. The City of Salmon Arm, its crews and contractors shall have the right to dismantle all components of the walkway canopy at any time, by any means available and without notice, to inspect, service, upgrade and maintain its infrastructure within the right of way;
2. The City of Salmon Arm, its crews and contractors, are provided ancillary rights to enters lands beyond the right of way for the purpose of dismantling components of the walkway canopy, including excavation and dismantling of structural supports and fire suppression system;
3. The property owner will provide a detailed instruction manual clearly explaining procedures for dismantling the components of the walkway canopy, including

**dismantling of structural supports, cover removal, disconnecting, and reconnecting any fire suppression system;**

- 4. The property owner is responsible for reconstructing all components of the walkway canopy and all associated costs; and**
- 5. The property owner is responsible for all costs borne by the City of Salmon Arm for the dismantling the walkway canopy.**

**AND FURTHER THAT: Issuance of Development Permit No. 413 be withheld subject to:**

- 1. Adoption of the associated Zoning Amendment Bylaw No. 4215; and**
- 2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.**

---

#### STAFF RECOMMENDATION

That the motion for consideration be adopted.

---

#### PROPOSAL

The subject parcel is located at 100 – 5 Avenue SE (Appendix 1), which has involved a recent property consolidation to support the proposed development. The parcel presently contains a 72 unit residential care facility, Mt. Ida Mews, and two single family dwellings (to be demolished). This application is to permit the development of a new 60-unit residential care building in addition to the existing care building as shown on the site plan and building elevations attached as Schedule A (Appendix 2).

#### BACKGROUND

The subject parcel is approximately 1.0 hectare (2.6 acres) and is designated High Density Residential (HDR) in the City's Official Community Plan (OCP). The larger portion of the parcel is currently zoned P-3, and a concurrent application (ZON-1098) has been made to similarly rezone the rest of the property (from present R-1 zoning to P-3) to facilitate this proposed development.

The proposed building is a contemporary style, 3 storeys with articulated facades and varied rooflines. The form and character of the proposed building has been designed to match the existing building. Staff note that institutional development does not require a Development Permit, and that this is a voluntary application to address form and character, similar to the recent development of the new CSRD building.

However, associated variances are subject to an application. The variances requested associated with the proposal relate to the roof projections and setbacks at the south and east parcel lines, as well as for height. At 14.5 metres tall, the building exceeds the 12 m maximum height permitted, and the proposed building site encroaches 1 metre into required setback area at the south east corner of the parcel, along a portion of both the south and east parcel line (see Appendix 2). A letter of rationale has been provided by the applicant to detail the intent of their submission (Appendix 3). Additionally, the proposal includes a request for a covering for one ground-level walkway spanning the existing drive aisle and City's right-of-way. A letter of rationale has been provided by the applicant to this request (Appendix 4).

#### COMMENTS

##### Building Department

Subject to full review by registered professionals. No concerns with requested variances.

Fire Department

Should canopy be constructed with combustible material, it will require fire suppression to NFPA 13.

Engineering Department

Concerns noted regarding the right-of-way. Right-of-way trespass is not supported. Comments attached (Appendix 5).

Design Review Panel

While the proposal is for institution use, with the proposal for development similar to a high density residential building and involving associated variances, the application was referred to the Design Review Panel (DRP) for review. The Panel was supportive of the proposal, appreciative of the level of detail provided and the quality of the building design presented, subject to the reconfiguration of the eastern parking area to widen the perimeter greenspace and the inclusion of hardy landscape species. The May 30, 2017 DRP meeting minutes are attached as Appendix 6.

Staff agree with the DRP recommendations, noting the benefits of increased landscape screening. The applicant has adopted all of the DRP suggestions and has revised their site plan in response. The attached site plan reflects the changes.

Planning Department

The proposed development is subject to the Zoning Bylaw and the guidelines of the "Residential Development Permit Area" as described in the OCP, suggesting characteristics under the topics of siting and building, access, circulation and parking area, as well as landscape and screening guidelines.

Siting and Building

The applicant is proposing a 60-unit building to be developed in the form of a three-level, multi-unit building in addition to the existing building on the parcel. The building would have a footprint of 1,270 square metres in area, a total of 3,790 square metres of floor area, and a maximum height of 14.5 metres above grade. The proposed building is situated at the south east parcel boundary of the present site (100 5 Ave SE).

The building design is a contemporary style with varied facades and rooflines. While it is institutional in nature, this design aligns with OCP Residential Development Permit Area policies 8.4.14 and 8.4.17 which encourage varied facades and rooflines. The articulation of the facades and roofline of the proposed building limits the impacts of the proposed building mass and could be considered complimentary, if not an enhancement, to existing development in the area. The proposed building design and materials are intended to complement the existing building (as described in the applicant's letter of rationale). Staff feel the design is within the OCP guidelines and note that the DRP was supportive and appreciative of the design's form and character.

Access and Parking Area

The subject parcel is proposed to feature dual vehicular access primarily via 5 Avenue SE to the north, and from 2 Street SE to the east. The additional access/egress from 2 Street is considered to be important and necessary for the development layout and density. The 48 parking spaces as proposed exceeds the 44 required (1 parking spaces per every 3 units), as specified by the Zoning Bylaw. The suggested reconfiguration by the DRP as adopted by the applicant provides enhanced landscaping and separation around the eastern parking area relative to the street and adjacent residential parcels, and should limit traffic impacts to some extent by distributing vehicular access to both accesses.

Landscape and Screening

The landscape plan has been completed and prescribes a range of trees and hedging for screening along the parcel lines, as well as decorative ground cover, aligned with OCP guidelines. As previously noted, the DRP's suggestion to increase the landscaping around the eastern parking area has been incorporated into the proposal moving forward. As well, the applicant has noted that the DRP's suggested hardy plantings will be incorporated.

*Height and Density*

The proposed institutional use offers some challenge in comparing it to a potential high density residential development scenario. The proposal would facilitate the provision of 60 new residential care units. The maximum residential density permitted under high density (R-5) zoning with a density bonus is 46.9 units per acre, or 121 units on the subject parcel. A total of 132 units are proposed (60 in the proposed building, with 72 units existing). While the proposed total number of units is higher, the nature of residential care units does not offer a direct comparison to the use associated with high density residential units. For example, the daily traffic generated by a residential care facility will be far less than a high density residential scenario.

In reference to Zoning Bylaw regulations (see Table 1 below) the proposed 14.5 m height proposed may be considered as favourable relative to a potential high density scenario (as supported by the OCP) involving a maximum permitted height of 15 m with the provision of an amenity (such as rental housing).

Table 1 – Zoning Analysis

	<b>P-3 Permitted/Required</b>	<b>R-5 with Density Bonus</b>	<b>Proposed</b>
<b>Density</b>	n/a	121 units	132 units
<b>Height</b>	12 m	15 m	14.5 m
<b>Parcel Coverage</b>	40 %	55 %	34.5 %
<b>Setback – north (road)</b>	6 m	5 m	5 m
<b>Setback – east</b>	3 m	2.4 m	2 m
<b>Setback – south</b>	3 m	2.4 m	2 m
<b>Setback – west</b>	3 m	2.4 m	n/a
<b>Parking</b>	44	152	48
<b>Small Car Spaces</b>	20 % (8)	20 % (31)	15 % (7)

Right of Way Request: Canopy Structure

As previously noted, the applicant has submitted a letter of rational describing their request for the proposed canopy structure crossing the City's right-of-way included in the DP drawings and site plan. This canopy structure is proposed to have a 5 metre clear height above the ground, providing an approximately 5.5 metre wide cover extending 11.5 metres across the drive aisle between the proposed and existing building, and is intended to be removable in case a such a need arises.

Typically, staff would not entertain a proposal for a structure in trespass over a right-of-way, as right-of-ways must remain unencumbered in case there is any need for immediate emergency access. The City's right-of-way contains vital water, sanitary sewer and storm water service infrastructure at this location. The Engineering Department does not support the canopy structure shown to be in trespass. Staff suggest Council could support this proposal in consideration of the benefit to the community of such a facility, balanced with the security provided to the City by the steps detailed in the Motion For Consideration.

Should Council support this concept, as per the Motion For Consideration, staff suggest that the right-of-way document revisions include detailed reference to the walkway cover which is proposed over the City's right-of-way, with the applicant prepared to provide detailed removal instructions to the City, address any future related removal costs, and accept that the City be held harmless in the event of any damage related to removal or during any future works conducted within the right-of-way (precise wording to be revised by City of Salmon's legal counsel).

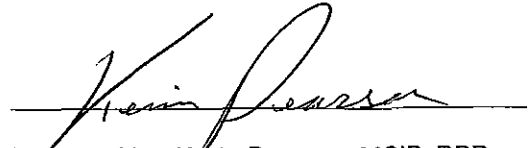
Should Council not agree with the staff recommendation and not support the canopy structure over the right of way, the Motion can be amended to delete the canopy structure from the development plan.

CONCLUSION

Development Services staff recommends approval of Development Permit No. 413.

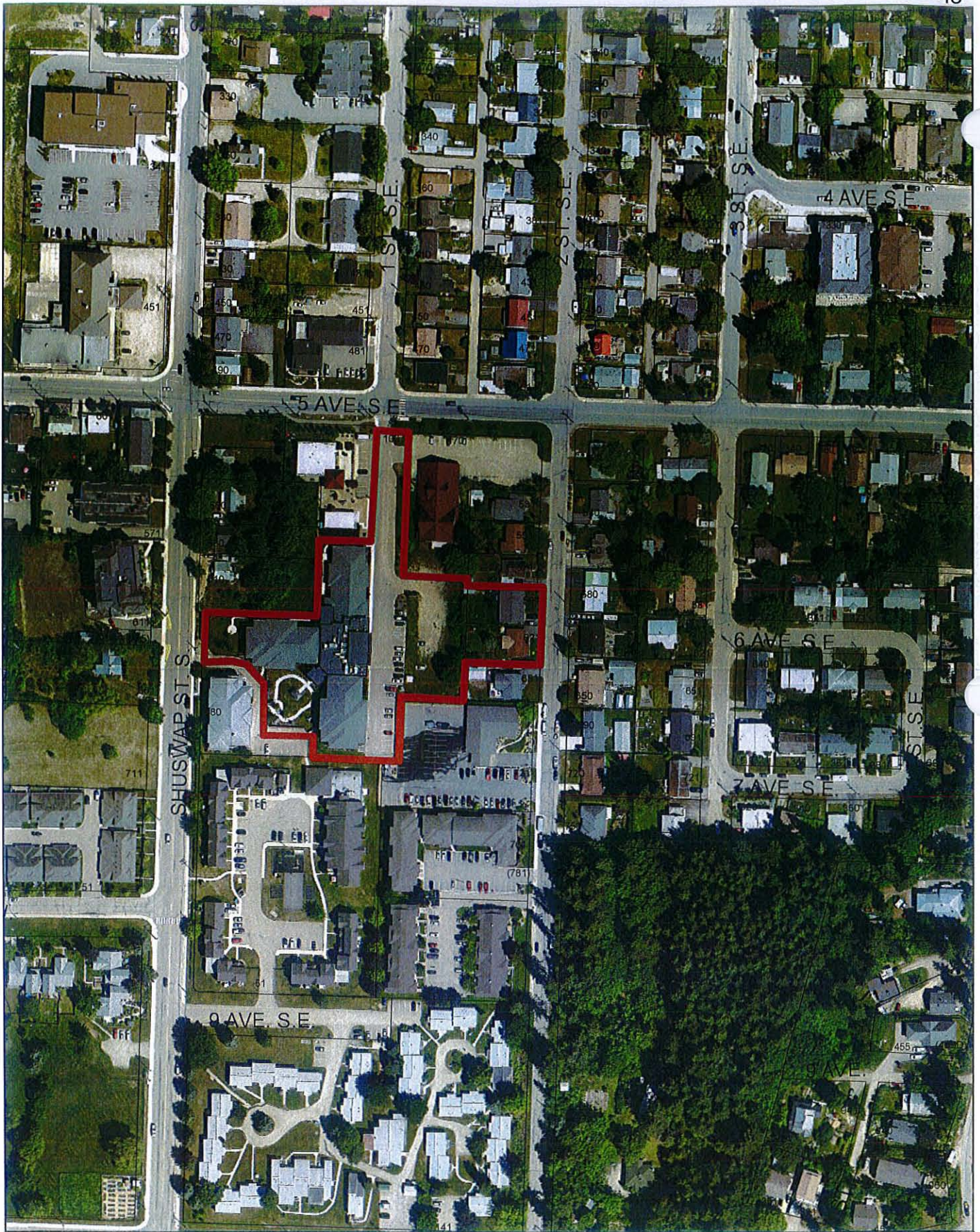


Prepared by: Chris Larson, MCP  
Planning and Development Officer



Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services





0 25 50 100 150 200 Meters



Subject Parcels





FRONT (NORTH-WEST) PERSPECTIVE



SIDE (NORTH) PERSPECTIVE



REAR (WEST) PERSPECTIVE

#### OWNER

INSITE HOUSING, HOSPITALITY & HEALTH SERVICE INC.

520 - 1122 Mainland Street,  
Vancouver, BC V6B 5L1  
Tel: 604-889-4040  
Contact: Johann Burger  
Darlene Haslock

#### ARCHITECT

Craven Huston Powers Architects

9355 Young Road,  
Chilliwack, BC V2P 4B3  
Tel: 604-732-9445  
Contact: Alvin Bartel  
Leoni Schneider  
Andy Sidhu

#### STRUCTURAL

Van den Brink Engineering Ltd.

101-55991 Airport Road,  
Chilliwack, BC V2P 1A3  
Tel: 604-732-2258  
Contact: Iren van den Brink  
Kurt Haugwang

#### CIVIL

Omega Engineering Salmon Arm LLP

PO Box 1182  
120th 6th Street NE,  
Salmon Arm, BC V1E 4P3  
Tel: 250-433-5813  
Contact: Jan van Lindert

#### MECHANICAL

Smith + Anderson

210 - 1715 Dickson Avenue,  
Kelowna, BC V1Y 9G6  
Tel: 250-470-0882  
Contact: Vanessa Barrett  
Andrew Swinger  
Jubal Wright

#### ELECTRICAL

Smith + Anderson

210 - 1715 Dickson Avenue,  
Kelowna, BC V1Y 9G6  
Tel: 250-470-0882  
Contact: Geoff Hann  
Andrew Swinger

#### BUILDING ENVELOPE

CBA Building Sciences Western Ltd.

12 - 62 Fawcett Road,  
Coquitlam BC V3K 6V5  
Tel: 604-523-1266  
Contact: Ralph Jack

#### GEOTECHNICAL

Interior Testing Services Ltd.

#1 - 1025 Kirschner Road,  
Kelowna, BC V1Y 4N7  
Tel: 250-860-0540  
Contact: Jonnifer Anderson  
Peter Hansenburg

#### INTERIOR DESIGN

Catherine Youngren  
Interior Designers Inc.

#225 - 1028 West First Avenue,  
Vancouver, BC V6J 1G1  
Tel: 604-736-5510  
Contact: Catherine Youngren

#### LANDSCAPE

Craven Huston Powers Architects

9355 Young Road,  
Chilliwack, BC V2P 4B3  
Tel: 604-732-9445  
Contact: Kyung Baik Park

#### CODE CONSULTANT

Jensen Hughes

1195 W Broadway,  
Chilliwack, BC V2P 3X3  
Tel: 604-732-3751  
Contact: Bruce Campbell

#### CONSTRUCTION MANAGER

Kasper Development Corporation

100 - 8000 Enterprise Drive,  
Chilliwack, BC V2R 5N8  
Tel: 604-891-1320  
Contact: Doug Kasper  
Jeannie Simmons

#### MT. IDA MEWS - PHASE 2

100 - 5TH AVE, S.E.  
SALMON ARM, BC

SCALE  
1:200 N.E. 15/01

DP0.1

ARCHITECTURE & LANDSCAPE ARCHITECTURE

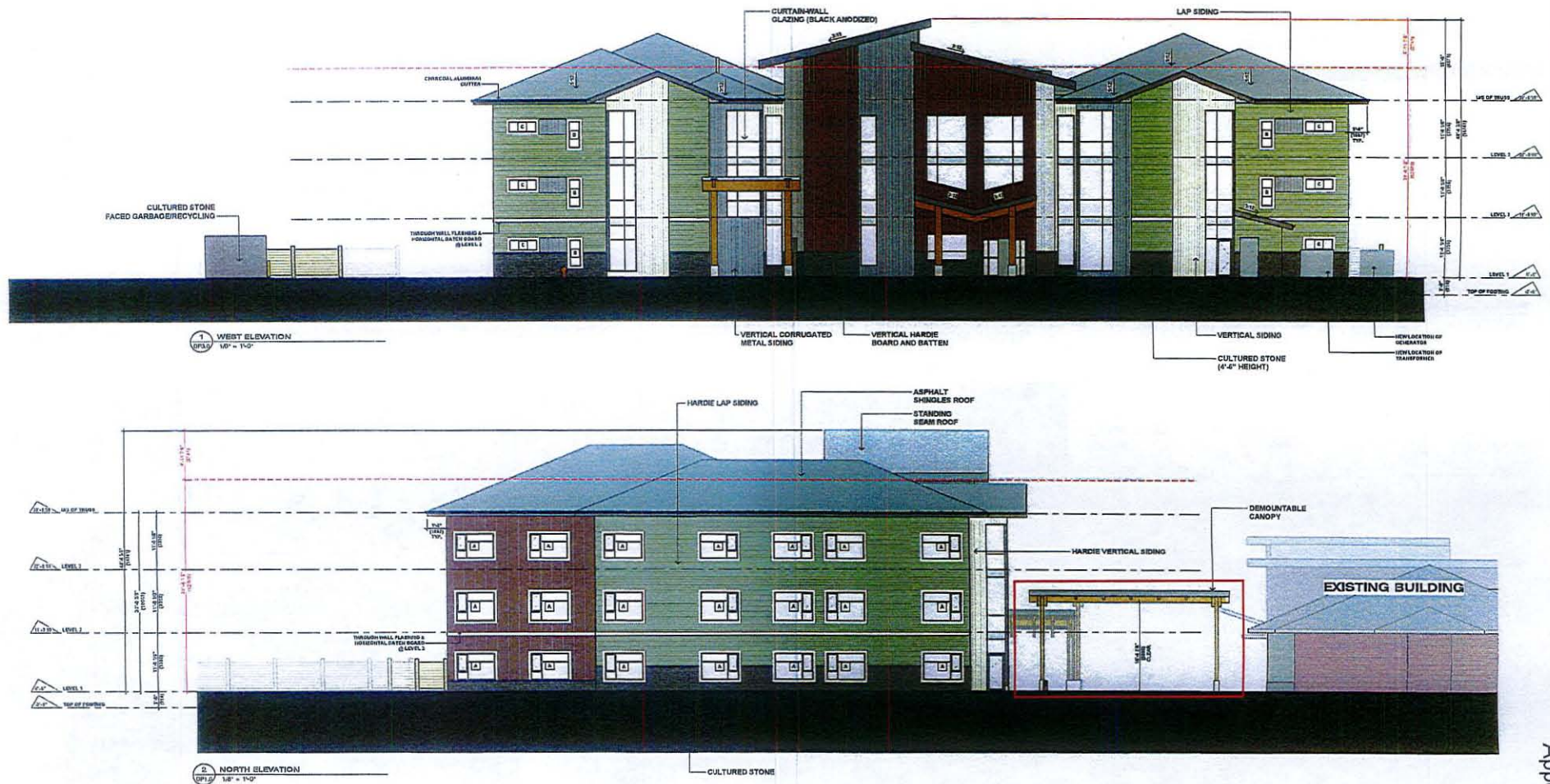
9355 YOUNG ROAD  
CHILLIWACK, B.C. CANADA  
V2P 4B3

TEL: 604 | 732 | 9445  
FAX: 604 | 732 | 9445  
EMAIL: [chp@cravenhustonpowers.com](mailto:chp@cravenhustonpowers.com)

Craven (Huston) Powers Architects

CHPA





# ELEVATION

MT. IDA MEWS - PHASE 2  
100 - 5TH AVE, S.E.  
SALMON ARM, BC

SCALE 1/8" = 1'-0"  
JOB NO. 18101

APPROXIMATE EXTERIOR WALL MATERIAL TAKE-OFF		
Material Name	Material ID Mark	Area
FINISHED EXTERIOR - CORRUGATED VERTICAL METAL PANEL - GRAY		2500 SF
FINISHED EXTERIOR - CULTURED STONE - CHANGAL GRAY		1200 SF
FINISHED EXTERIOR - HARDIE PANEL 7/8" VERTICAL BOARD & BATTEN SIDING - COUNTRYLARK RED		1400 SF
FINISHED EXTERIOR - HARDIE PANEL 7/8" VERTICAL BOARD & BATTEN SIDING - COUNTRYLARK RED		1200 SF
FINISHED EXTERIOR - HARDIE PANEL 1/2" SIDING - MOUNTAIN BLUE CEVANS		1000 SF

DP3.0

ARCHITECTURE & LANDSCAPE ARCHITECTURE

1200 YOUNG ROAD  
CHILLIWACK, B.C. CANADA  
V2P 4K3

TEL: 604 | 760 | 6445  
FAX: 604 | 760 | 6445  
EMAIL: info@cpwto.ca

Crown|Hutton|Powell Architects

CHPA

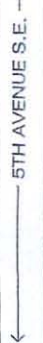
APRIL 21ST, 2017

Appendix 2: Schedule A

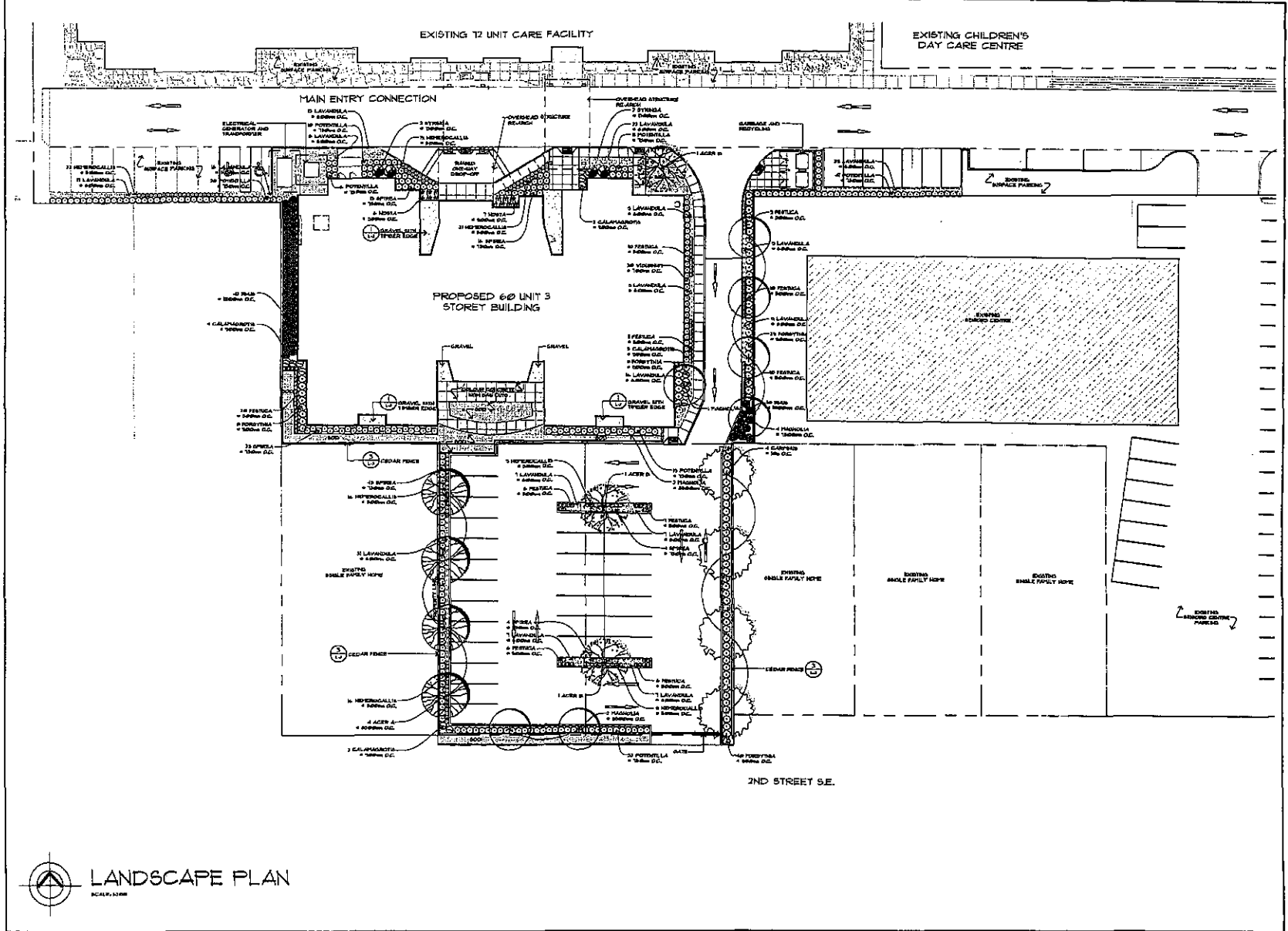








## Appendix 2: Schedule A



CRAVEN/RUSTON/POWERS ARCHITECTS ARCHITECTURE AND LANDSCAPE ARCHITECTURE 9355 YOUNG ROAD, CHILLIWACK B.C., V2P 4S3 TEL: 793-9445

**SALMON ARM RESIDENTIAL CARE FACILITY - PHASE 2**

100 - 5TH AVE, S.E.  
SALMON ARM, BC

LANDSCAPE AND SITE DETAILS

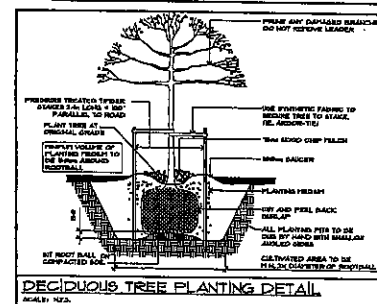
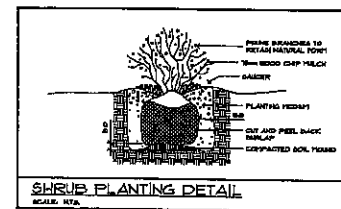
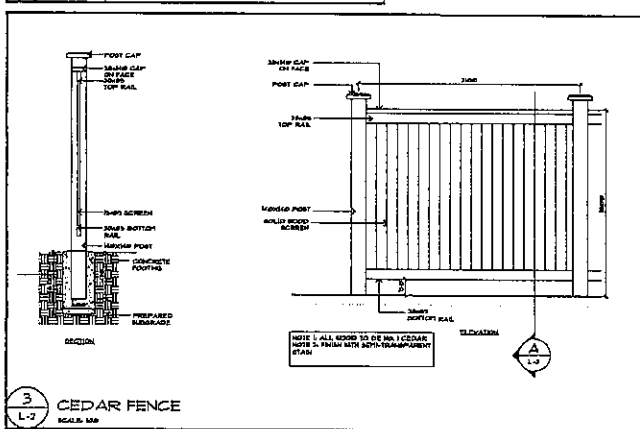
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3	1/11/1994	1/11/1994	1/11/1994	1/11/1994
4	1/11/1994	1/11/1994	1/11/1994	1/11/1994
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PROJECT NUMBER: 16101

SCALE:	DATE:
1/8" = 1'-0"	1/11/1994

DESIGNED BY: J. CRAVEN  
CHECKED BY: J. CRAVEN  
DATE: 1/11/1994

L. 1  
1 OF 2

[illegible]

CRAVEN/HUSTON/POWERS/ARCHITECTS ARCHITECTURE AND LANDSCAPE ARCHITECTURE  
9355 YOUNG ROAD, CHILLIWACK B.C., V2P 4S3 TEL: 793-9445

SUBJECT NAME: SALMON ARM RESIDENTIAL CARE FACILITY -PHASE 2

103 - 5TH AVE, S.E.  
SALMON ARM, BC

LANDSCAPE AND SITE DETAILS		DATE
1	PERMANENT EAST	1/10/2011
2	PERMANENT WEST	1/10/2011
3	PERMANENT SOUTH	1/10/2011
4	PERMANENT NORTH	1/10/2011
5	PERMANENT CENTRAL	1/10/2011
6	PERMANENT WEST	1/10/2011
7	PERMANENT EAST	1/10/2011
8	PERMANENT SOUTH	1/10/2011
9	PERMANENT NORTH	1/10/2011
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98	PERMANENT SOUTH	1/10/2011
99	PERMANENT NORTH	1/10/2011
100	PERMANENT CENTRAL	1/10/2011

## Appendix 2: Schedule A

## Appendix 3: Design Rationale Letter

ARCHITECTURE AND LANDSCAPE ARCHITECTURE

9355 Young Road  
Chilliwack, British Columbia  
Canada V2P 4S3

Telephone: 604/793/9445  
Facsimile: 604/793/9446  
E-mail: chp@chparchitects.com

April 12, 2017

Craven|Huston|Powers|Architects

**CHPA**

City of Salmon Arm  
Attention: Development Services department  
200 – 2<sup>nd</sup> Avenue N.E., Salmon Arm, BC V1E 4N2  
Telephone: 250-803-4000

• Ryan Huston Architect A.I.B.C.

• Alvin Bartel Architect A.I.B.C.

• Justin Dyck Architect A.I.B.C.

**Re: Mt. Ida Mews – Phase 2: Letter of Proposal  
CHPA Job #16101**

To whom it may concern:

We are pleased to apply for a Development Permit for a new residential care facility, to be located at 100 – 5<sup>th</sup> Avenue SE, which is the same property as the existing Mt. Ida Mews residential care facility, run by inSite Housing, Hospitality & Health Services Inc. As part of this development, the campus will be enlarged by including two adjacent properties to the east, which are currently being consolidated and rezoned to P-3, to be used for surface parking.

The proposed building is directly to the east of the existing facility, with their main entrances facing each other. There will be a new one-way driveway to the north of the proposed building, which will connect the existing parking area on the west side to the new surface parking area to the east. This new surface parking on the east side will also connect to 2<sup>nd</sup> Street SE.

The proposed building will accommodate 60 residential care suites, with 20 suites for each of the 3 floors. On each floor, the plan is mostly symmetrical in layout, with neighborhoods of 10 suites, each with its own amenity spaces and service rooms. The total floor area on the 3 residential floors is 40,794 square feet, plus the small basement area that contains service and storage rooms.

The philosophy of the building design emphasizes that it is essential to have a comforting, residential feel that aesthetically ties to the design of the existing building and also to the surrounding neighbourhood. The main pitched hip asphalt shingle roof exudes a residential feel, with some mono-pitched roofs at the main entry for a modern flare. Large windows will bring an abundance of natural light into the building. The exterior finishes include cementitious siding ("Hardie board") in both horizontal lap siding and vertical board and batten configurations. A dark stone veneer encompasses the entire base of the building, which matches the stone veneer of the existing care facility on site and provides a solid base visually. There is a limited amount of vertical corrugated metal cladding in a few key areas to incorporate a modern design element to the elevations.

The exterior cladding colours are vibrant to bring a feeling of optimism to residents and visitors. These colours compliment the colours of the existing building on the campus and bring visual unity to the area.

As part of this proposed development, we are requesting 4 variances as part of the Development Permit approval process:

1. Building setback variance of 1.0m on the south property line, adjacent to 651 2<sup>nd</sup> Street S.E. The proposed building setback is 2.0m instead of the required 3.0m. The reason for this request is to allow for the one-way driveway, sidewalk and some landscaping on the north side of the proposed building.

Mt. Ida Mews – Phase 2: Letter of Proposal  
CHPA Job #16101  
April 10, 2017

Page 2 of 2

2. Building setback variance of 1.0m on the east property line, adjacent to 721 2<sup>nd</sup> Street S.E. The proposed building setback is 2.0m instead of the required 3.0m. The reason for this request is to avoid conflicting with some existing underground service on west side of the proposed building.
3. Roof overhang projection over setback by an additional 0.41m on the south property line and an additional 0.25m on the east property line. The zoning bylaw allows a roof projection of 0.6m, and this variance allows a slightly larger roof overhang, which provides a more residential feel to the building, as well as providing better building envelope performance.
4. Building height variance of 2.5m to allow a building height of 14.5m instead of the maximum 12.0m allowed under the zoning bylaw. Note that this maximum height only occurs on one small mono-pitched roof at the main entry, and all the main pitched roofs are lower than this. This higher roof faces the existing care facility on the site and will not impact any neighboring properties.

If you need any further information, please contact us. We thank the City of Salmon Arm for the opportunity to bring this new facility to the community.

Regards,



Alvin Bartel, Architect AIBC  
CHP Architects



May 18, 2017

9355 Young Road  
Chilliwack, British Columbia  
Canada V2P 4S3

Telephone: 604/793/9445  
Facsimile: 604/793/9446  
E-mail: chp@chparchitects.com

Craven|Huston|Powers|Architects

**CHPA**

City of Salmon Arm  
Development Services department, attention: Chris Larson  
200 – 2<sup>nd</sup> Avenue N.E., Salmon Arm, BC V1E 4N2  
Telephone: 250-803-4000

• Ryan Huston Architect A.I.B.C.

• Alvin Bartel Architect A.I.B.C.

• Justin Dyck Architect A.I.B.C.

**Re: Mt. Ida Mews – Phase 2: Detachable Roof Rationale  
CHPA Job #16101**

Mr. Larson:

We are proposing to construct a detachable roof structure over the right-of-way that is located along the main existing north-south maneuvering vehicle driving aisle, and wish to provide rationale for this proposed design.

The purpose of this roof structure is to provide a covered protection from the weather when transporting cooked food and laundry between the existing residential care building and the new proposed building. The existing building has a large commercial kitchen and a large commercial-grade laundry facility, both of which were originally designed and sized to have capacity to serve the existing and proposed new buildings. However, the care provider would like weather protection when transporting the food and laundry items on carts.

The proposed roof structure will not be connected or attached in any way to either the existing care facility or the new proposed care facility, but will be a separate, free-standing structure. The columns and foundation for this roof structure will be outside of the right-of-way, so only the roof itself will cross above the right-of-way. Due to the length of the span, it will be constructed with steel columns and beams, structurally sized to accommodate the local snow loads and snow drifting.

A fabric type roof structure is not a viable option for a few reasons. The appearance would drastically clash with the aesthetic of the two care buildings. Fabric roof structures look temporary and cheap, which is not the image that the care provider, nor the city, I'm sure, would like to portray, as this roof is in a high visibility location, by the main entrance of both buildings. Their durability from the elements is poor, with rips and failures being fairly common, especially during winter snow and wind storms. From a building code perspective, they are a flammable material, and as a separate structure, cannot be located near other buildings, which would defeat the purpose of this roof. In our experience with fabric structures, they are only viable if located far away from all other structures.

We acknowledge that the city engineering department has concerns about allowing aerial encroachments over right-of-ways. We understand that this concern is potentially being restricted in doing any potential work in the right-of-way.

With this in mind, we are proposing a two-pronged approach that we feel should satisfy the engineering department's concerns:

1. Approach #1: In our proposed design, the lowest clear point of the detachable roof structure be 5.0m in height from the asphalt driveway. This is higher than the 4.5m height clearance that the City of Salmon Arm Fire Department requires for their fire trucks. It should be noted that this proposed 5.0m clearance is also higher than many highway overpasses. This 5.0m clear height should be sufficient for any potential work that may be done in the right-of-way.

Mt. Ida Mews – Phase 2: Detachable Canopy Rationale  
CHPA Job #16101  
May 18, 2017

Page 2 of 2

2. Approach #2: In addition, the roof structure will be detachable, so it can be easily removed in the unlikely circumstance that the 5.0m clear height is insufficient. This roof structure is proposed to be constructed with steel and bolt connections. If it needs to be taken down, a truck-mounted crane should be sufficient to do this work quickly and easily.

We feel that the proposed roof structure is a good compromise in achieving the requirements of the care provider, providing an appealing aesthetic, and a safe structure while still allowing the city engineering department to access the right-of-way for any future maintenance needs.

If you need any further information, please contact us. We thank the City of Salmon Arm for their willingness to hear our rationale for this roof structure and your understanding in this matter.

Regards,

A handwritten signature in black ink, appearing to read 'Leon', with a long, sweeping horizontal stroke extending to the right.

Leon Schroeder, Project Coordinator  
Architectural Technologist AIBC, LEED Green Associate, CPTED Practitioner



*City of Salmon Arm*  
**Memorandum from the Engineering  
 and Public Works Department**

To: Kevin Pearson, Director of Development Services  
 Date: June 9, 2017  
 Prepared by: Darin Gerow, Engineering Assistant  
 Subject: **Development Permit Application DP-413E**  
 Civic: 100 – 5 Avenue SE  
 Legals: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP14107  
 Owner: Salmon Arm Developments Ltd., 520 – 1122 Mainland Street, Vancouver, BC, V6B 5L1  
 Applicant: Craven | Huston | Powers | Architects, 9355 Young Road, Chilliwack, BC, V2P 4S3

Further to your referral dated May 17, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Development; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City of Salmon satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC Plans to be approved by the City of Salmon Arm
7. The applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

## DEVELOPMENT PERMIT APPLICATION DP - 413E

June 9, 2017

Page 2

- 
8. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

**Roads/Access:**

1. 5 Avenue SE on the subject properties north boundary is designated as an Urban Collector Road and requires 20.0 meters dedication (10.0 meters from centerline). Available records indicate that further dedication is not required from the subject property.

5 Avenue SE is currently constructed to an interim Urban Road standard. No upgrades are required.

2. Shuswap Street South on the subject properties west boundary is designated as an Urban Arterial Street and requires an ultimate 25.0m road dedication (12.5 meters from centerline). Although the City can only require 10.0m of road dedication from centerline at this time, all structures must be setback to the ultimate dedication. Available records indicate that further dedication is not required from the subject property.

Shuswap Street South is currently constructed as an interim urban road. No improvements are anticipated at this time.

3. 2 Street SE along the properties east boundary is designated as an Urban Local Road and requires 20.0 meters dedication (10.0 meters from centerline). Available records indicate that further dedication is required from the subject properties; however this is not required for Development.

2 Street SE is currently constructed to an interim urban road. Upgrading to an Urban Local Road standard as shown in specification drawing RD-2 is required. Upgrades may include but not limited to, concrete sidewalk and boulevard construction.

4. A 3.0m wide sanitary statutory right-of-way exists along the northwest property line. No concerns or upgrades required.
5. A 13.0m wide right-of-way containing a storm sewer bisects 100 - 5 Avenue SE. A 5.974m wide sanitary sewer statutory right-of-way partially overlaps the right-of-way on the west side and a 4.5m wide watermain statutory right-of-way partially overlaps the right-of-way on the east side. The total statutory right-of-way is 15.731m wide. We note that the proposed care facility appears to be located within these right-of-ways. As previously discussed with the owner's consulting engineer, if the building is proposed to be located within these right-of-ways, all affected utilities must be relocated to City of Salmon Arm specifications and right-of-ways shall be altered to ensure a safe trench excavation is achievable if exposing the infrastructure is necessary in the future.

## DEVELOPMENT PERMIT APPLICATION DP - 413E

June 9, 2017

Page 3

It is also noted there are two (2) overhead structures proposed from the existing building to the proposed building shown on submitted plans. As these will be crossing over the above mentioned rights-of ways these overhead structures will not be permitted

6. A right-of-way containing a storm sewer and sanitary sewer runs along the southern property line. No concerns or upgrades are required.
7. Confirmation that 90 & 170 – 5 Avenue SE have a reciprocal access agreements in place.
8. The owner/developer will be required to identify existing right-of-ways and provide plan showing proper right-of-way widths. A consolidated plan may be required.

**Water:**

1. The sites front a 200mm watermain (Zone 1) on Shuswap Street South, a 200mm watermain (Zone 1) within the statutory right-of-way bisecting the property from north to south and a 100mm watermain (Zone 1) on 2 Street SE. Upgrading the 100mm watermain to 200mm is required; however, City of Salmon Arm has budgeted for this replacement to be completed in 2017, therefore no upgrades are required.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
3. Fire protection requirements to be confirmed with the Building and Fire Departments.
4. Subject property is currently serviced from the watermain within the right-of-way that bisects the property from north to south with a 150mm to the existing building and a 150mm water service stub to the proposed building. All services shall be metered and complete with approved backflow prevention devices. Meters will be provided by the city at the owner's expense; owners shall allow for 4 week delivery on water meters, please contact Engineering Department for more information. All unused services must be abandoned at the main. Owner/developer is responsible for all associated costs

In correspondence with owner's consulting engineer a proposal to relocate the watermain will be submitted to the City of Salmon Arm to decrease a section of right-of-way to enable the proposed building construction. Owner/developer will be required to tie in all services.

**Sanitary Sewer:**

1. The site fronts a 200mm diameter sanitary main in the central statutory right-of-way, a 150mm diameter sanitary main in the southwest statutory right-of-way and a 150mm diameter sanitary main in the northwest statutory right-of-way and 200mm diameter sanitary main on 2 Street SE. As the 150mm sanitary mains are at the end of pipe they will not require upgrading.

## DEVELOPMENT PERMIT APPLICATION DP - 413E

June 9, 2017

Page 4


2. Existing building is currently serviced from the 150mm diameter sanitary main in the southwest statutory right-of-way. The proposed building shall be serviced with a sanitary service connection adequately sized to suit the needs of the development. All unused services must be abandoned at the main. Owner/developer is responsible for all associated costs.

**Drainage:**

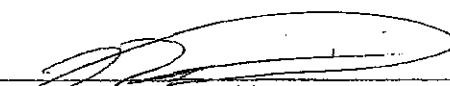
1. The site fronts a 300mm diameter storm main in a statutory right-of-way immediately adjacent to the south property line, a 1500mm diameter storm main in the central statutory right-of-way and a 300mm diameter storm main on 2 Street SE. No upgrading of the storm mains is anticipated. It should be noted that The City of Salmon Arm has budgeted for this replacement of the storm main on 2 Street SE, to be completed in 2017.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development
3. Subject to item 2, the proposed lots may be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs.
4. It should be noted the proposed building is positioned on the existing storm water retention system. The system shall be relocated and confirm size and orifice is sufficient.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage) is required.



Darin Gerow, ASCT  
Engineering Assistant



Rob Niewenhuizen, ASCT  
Director of Engineering and Public Works





## CITY OF SALMON ARM

### DESIGN REVIEW PANEL MINUTES

May 30, 2017  
Room No. 100, City Hall

**Present:** Bill Laird (Panel Chair)  
Lianne Longdo (Panel Member)  
Bill Remphrey (Panel Member)  
Paul Burrows (Panel Member)  
John Coulson (Panel Member)

Bernd Hermanski (Applicant DP-412)  
Alvin Bartel (Applicant DP-413)

Wes Miles (Planning and Development Officer)  
Chris Larson (Planning and Development Officer)

**Absent:** Warren Welter (Panel Member)  
Marc Lamerton (Panel Member)

**Applications:** **Proposed Multiple Family Residential Development at 1151 – 8 Avenue NE**  
**Development Permit Application No. DP-412**

**Proposed Institutional Development at 100 – 5 Avenue SE**  
**Development Permit Application No. DP-413**

The meeting was called to order at 2:01 p.m.

#### **Development Permit Application No. DP-412**

The Applicant summarized the proposal, referring to the site plans and building elevations, noting that the scale and traditional design are attempts to complement the existing development in the area.

Panel members discussed the proposal, noting the need for increased density. Questions were addressed regarding the building spacing, landscaping (noting it would be possible to feature less dense planting), parking and access. Panel members sought clarification on the requested variances, questioning the utility of the narrow space requested between units 5 and 6. The panel was not supportive of this variance regarding the separation between buildings 5 and 6.

#### **Panel Recommendation**

THAT the application drawings under review for application DP-412 be supported, subject to:

- eliminating the variance regarding the separation between buildings 5 and 6.

The DRP would support a duplex as an option combining units 5 and 6. The DRP suggests that should Council support the requested variance, that the landscape plan be revised to include hard landscaping to be installed between buildings 5 and 6.

## Design Review Panel – May 30, 2017 Meeting Minutes

**Development Permit Application No. DP-413**

The Applicant summarized the proposal, referring to the site plans and building elevations. The design attempts to tie the new building to the existing structure, with similar colours, stone finishing, and rooflines.

Panel members discussed the proposal, commenting positively on the design proposal, as well as the form and character of the building, questioning proposed plantings, the access, and potential options to lessen the impact of the parking area. The DRP was not concerned with the requested variances, and viewed the requested right-of-way trespass for the covered walkway as reasonable. It was noted that by limiting a portion of the eastern parking area to one-way traffic, that potentially the perimeter landscaping could be widened and enhanced, softening the impact of the parking area on adjacent homes.

**Panel Recommendation**

THAT the application drawings under review for application DP-413 be supported, subject to:

- the review and substitution of potential zone intolerant plantings for hardy species; and
- reconfiguring the eastern parking area to one-way traffic to increase perimeter landscaping.

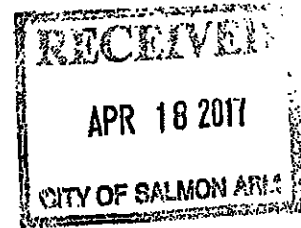
The DRP noted the level of detail in the proposal, the quality of the design, and was supportive of the project.

The meeting adjourned at 3:10 p.m.

  
Bill Laird, Panel Chair



April 14, 2017



Mayor and Council  
City of Salmon Arm  
Box 40  
Salmon Arm, BC V1E 4N2

Re: Expansion of Mt. Ida Mews (inSite) – 100 5 Avenue SE, Salmon Arm

Mt. Ida Mews (*inSite Corporation*) has received approval to construct a 60 bed expansion to their existing long term care facility at 100 5 Avenue SE.

Information received from the City of Salmon Arm and our neighbours indicate:

-591 and 621 2 St. SE have been purchased by *inSite* to accommodate proposed parking.

-591 and 621 2 St. SE are zoned R1. In this case a re-zoning application is not mandatory to create parking.

-100 5 Avenue SE is already zoned P3 Institutional and a re-zoning application is not required.

In light of the potential absence of a re-zoning application and public hearing, we submit our concerns:

**Traffic:** -2 St. SE is designated a "local road", which is the lowest of all categories for volume.

-We currently experience high volumes of traffic created by the Jehovah Witness Hall, Country Lane, Foxcroft and Rotary housing, and the 5<sup>th</sup> Avenue Senior Activity Centre (please refer to the attached photos to view the congestion that occurs when the Seniors Centre hosts an event).

-Traffic volumes increase dramatically during the winter when 10 Avenue SE is closed.

-We enjoy a flat, pedestrian friendly neighbourhood with young families, children, seniors, and many others and wish to maintain this atmosphere.

**Suggestion:** -Restrict access to the Mt. Ida Mews complex by visitors, staff and delivery people to their current access: 1<sup>st</sup> Street SE.

**Lighting/Mechanical Noise:** We appreciate the discrete lighting and absence of mechanical noise from the existing Mt. Ida Mews facility and hope these standards are maintained for the expansion.

We are available at any time should you wish to discuss our concerns and suggestions.

Georgia McLeod  
551 2 St SE  
250-832-7444

[Signature]  
571 2<sup>nd</sup> STREET  
250 253 2074

Cindy Morris  
560 2nd ST  
832-9526

[Signature]  
560 2nd St SE  
833-2639

Gisela Bodnar  
585 2 St SE  
833-5490

James B. Whelan  
580 2 ST SE  
832 3259

cc: City of Salmon Arm Planning Dept.  
*inSite*, Vancouver.

RA Riach  
551 2ND ST. S.E.  
832-7444

4



2. ST. SE LOOKING TOWARDS DOWNTOWN







2 ST SE LOOKING TO DOWNTOWN



2 ST SE LOOKING TO MT IDA

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Item 20.3

## CITY OF SALMON ARM

Date: July 24, 2017

### City of Salmon Arm Special Needs Housing Agreement Application [CU-53; Morris, N.; 190 Highway 97B; Special Needs Housing]

#### **Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond





*City of Salmon Arm*  
*Memorandum from the Director of Development Services*

TO: Her Worship Mayor Cooper and Council

FROM: Development Services Department

DATE: June 23, 2017

SUBJECT: Special Needs Housing Agreement Application No. CU-53  
 Legal: Lot 2, Section 17, Township 20, Range 9, W6M, KDYD, Plan 3989, Except  
 Plans 23519, 41440 and H10964  
 Civic: 190 Highway 97B SE  
 Owner: N. Morris  
 Applicant: Owner to administer care to son, Trevor Morris

**MOTION FOR CONSIDERATION:**

**THAT: A bylaw be prepared for Council's consideration to initiate a Special Needs Housing Agreement for Lot 2, Section 17, Township 20, Range 9, W6M, KDYD, Plan 3989, Except Plans 23519, 41440 and H10964**

**AND FURTHER THAT: final reading be withheld subject to the following:**

- 1) Execution of the Special Needs Housing Agreement**

**STAFF RECOMMENDATION:**

**THAT:** The motion for consideration be adopted.

**PROPOSAL:**

The applicant is requesting authorization to permit a double wide mobile home on subject property, 190 Highway 97B SE (see Appendix 1) in accordance with the provisions of Zoning Bylaw No. 2303, i.e. Compassionate Use. The applicant is making this request in order to provide care to his son, Trevor Morris.

**BACKGROUND:**

The subject property is a 10 acre parcel, zoned A-2 Rural Holding Zone and is located within the Agricultural Land Reserve. Section 35.4.3 of Zoning Bylaw No. 2303 permits a second dwelling under the conditions set out in Section 4.13.3 for Type "C" Permits and the Special Needs Housing Agreement. One of the primary conditions to qualify for a Compassionate Use Permit is a relative in need of care, as determined by a physician. The physician of the owner/applicant's son has provided a letter confirming the applicant's son is in need of care due to a medical condition.

The applicant intends to have his son live in the temporary second dwelling and has provided a letter of rationale (see Appendix 2). The applicant's son is currently not residing on the property, and a special needs housing agreement would provide the family a convenient opportunity to care for a family member.

The intended site of the proposed mobile home is shown in Appendix 3. The applicant intends to demolish the current house and build a new house in addition to the temporary dwelling for his son. The location of the mobile home is proposed in the current location of the house as shown in Appendix 4. A Building Permit is required for the placement of the temporary dwelling and a Permit to Construct a Sewage Disposal System from the Interior Health Authority is a requirement of Building Permit issuance.

STAFF COMMENTS:

Engineering Department

- Water meter and pit have been requested with Building Permit for single family dwelling. No other concerns.

Fire Department

- No concerns.

Permits and Licensing

- Application for a Building Permit for a single family dwelling and a Riparian Areas Regulation covenant is in progress. No other concerns.

Ministry of Transportation and Infrastructure


- See Appendix 5.

Planning Department

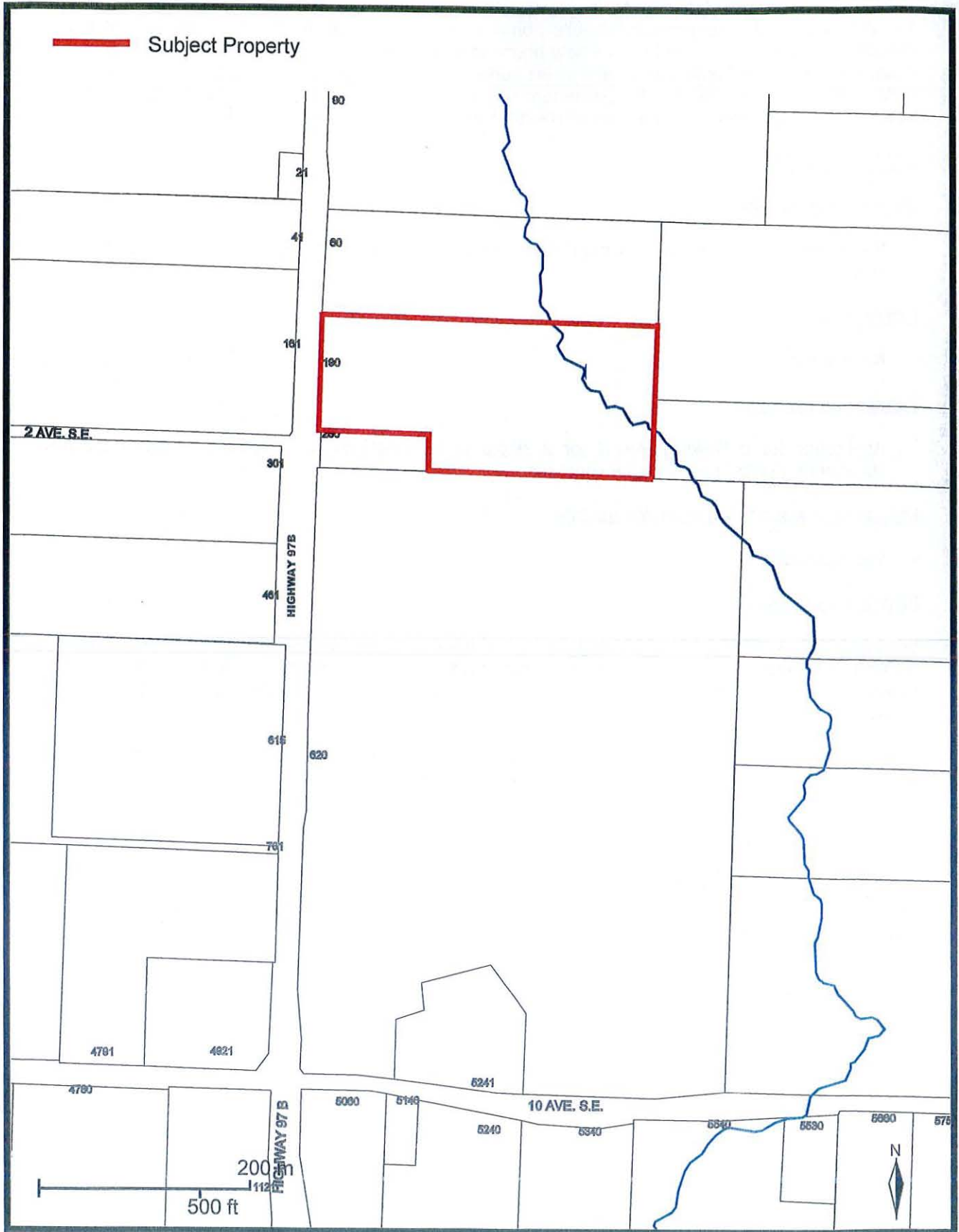
Because there is a watercourse on the east side of the property, a Section 219 Covenant is required to restrict development 30 metres from the high water mark of the watercourse. The applicant has taken the necessary steps to have this covenant registered with Building Permit No. 15285B, for the construction of the new home.

The applicant meets the criteria of a Compassionate Use Permit and staff supports this application subject to the condition of a Special Needs Housing Agreement.

  
Prepared by: Denise Ackerman  
Development Services Assistant

  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services





## APPENDIX 2

## COMPASIONATE RESIDENCE LETTER

June 21, 2017

To whom it may concern,

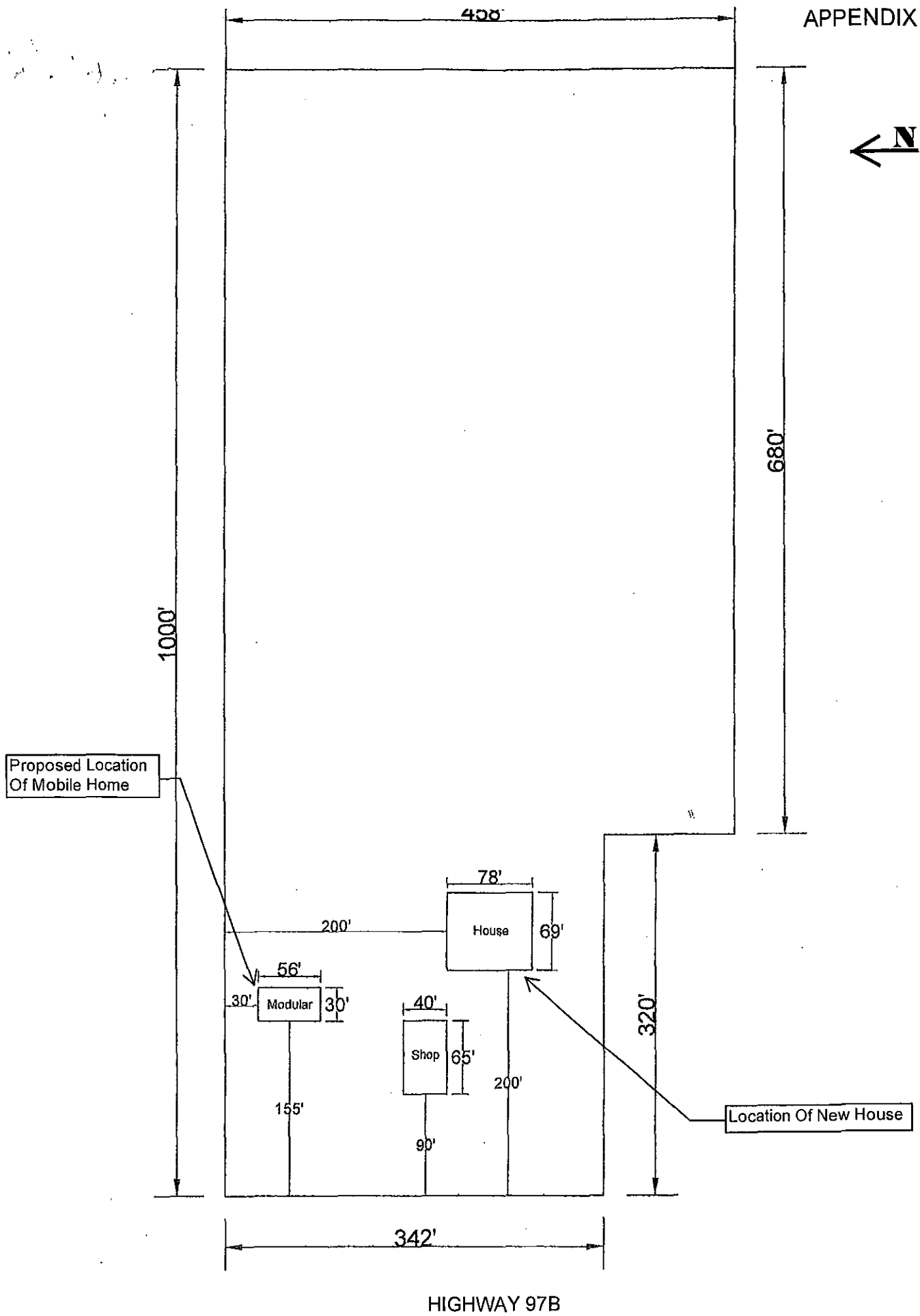
I am writing this letter to you for the application for my son Trevor Morris to put a modular home on my property located at 190 Highway 97B Salmon Arm British Columbia. He has a disability called Arthrogriposis which is a severe joint stiffening issue. It would be in both our interests for this to happen since he needs assistance with day to day living.

Thank You,

Norman Morris

A handwritten signature in black ink, appearing to read 'N. Morris', written in a cursive style.

## APPENDIX 3





Subject Property





BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

**DEVELOPMENT APPROVALS  
FOLLOW UP COMMUNICATION**

Your File #: CU-53  
eDAS File #: 2017-04143  
Date: June 26, 2017

City of Salmon Arm Development Services  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2

Attention: City of Salmon Arm - Development Services

**Re: Proposed Municipal Referral – Compassionate Use Permit - for:  
Lot 2, Section 17, Township 20, Range 9, W6M, KDYD, Plan 3989,  
Except Plans 23519, 41440 & H10964**

Thank you for your referral for the above noted municipal application.

While the Ministry has no objections or concerns for the Use Permit, we wish to advise that the landowner should make application to this Ministry to obtain a valid Access Permit.

Please quote file number 2017-04143 when contacting this office.

If you have any questions please feel free to call Rob Bitte at (250) 490-2280.

Yours truly,

Rob Bitte  
District Development Technician

Local District Address
<p>Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 503-3664 Fax: (250) 833-3380</p>



**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

77

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, July 24, 2017 at 7:00 p.m.**

**1) Proposed Amendment to Zoning Bylaw No 2303:**

**Proposed Rezoning of a Portion of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP71970 from R-1 (Single Family Residential Zone) to P-3 (Institutional Zone).**

**Civic Address:** 100 - 5 Avenue SE

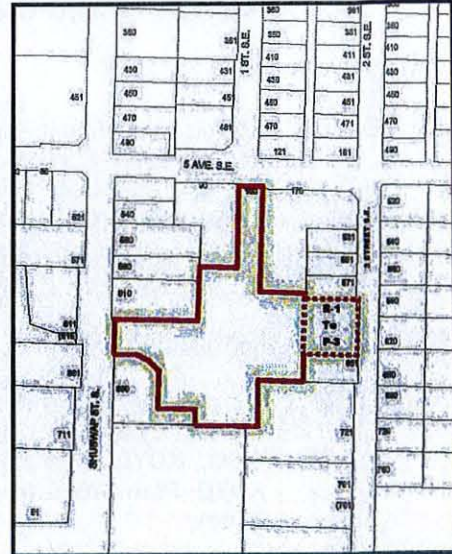
**Location:** Southeast of the intersection of Shuswap Street and 5 Avenue SE

**Present Use:** Single family dwelling (to be removed)

**Proposed Use:** Residential care facility (Phase 2 of Mt. Ida Mews)

**Owner / Applicant:** Salmon Arm Developments Ltd./ Craven, Huston, Powers Architects

**Reference:** ZON-1098/ Bylaw No. 4215



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from July 11 to 24, 2017, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Advertise: July 12 and 19, 2017



*City of Salmon Arm*

*Development Services Department Memorandum*

TO: Her Worship Mayor Cooper and Members of Council

DATE: June 23, 2017

SUBJECT: Zoning Amendment Application No. 1098  
 Legal: Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 22764 &  
 Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 17669  
 Civic: 591 & 621 – 2 Street SE  
 Owner / Applicant: Salmon Arm Developments Ltd. / Craven, Huston, Powers Architects

**MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 22764 and Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 17669 from R-1 (Single Family Residential Zone) to P-3 (Institutional Zone);

**AND THAT:** Final reading of the bylaw to rezone be withheld subject to approval by the Ministry of Transportation and Infrastructure.

**STAFF RECOMMENDATION**

It is recommended that the motion for consideration be adopted.

**PROPOSAL**

The two 688 square metre (0.17 acre) subject parcels front 2 Street SE, directly adjacent to the east of the existing Mt. Ida Mews residential care facility development (see Appendix 1). The purpose of this application is to rezone the two parcels from R-1 (Single Family Residential Zone) to P-3 (Institutional Zone) to allow for consolidation of property and subsequent development of a 60 unit building expansion of the 0.91 hectare (2.26 acre) Mt. Ida Mews care facility parcel (see proposed Site Plan - Appendix 2), which will be considered under Development Permit application (DP-413). P-3 zone regulations are attached (Appendix 3) for reference.

As discussed further, the proposed rezoning is supported by the subject property's current Official Community Plan (OCP) land use designation, "Residential High Density (HR)" - see Appendix 4. A zoning map of the immediate area is attached as Appendix 5.

**BACKGROUND**

The subject properties are located on 2 Street SE, an area characterized by residential and institutional uses. Adjacent zoning and land uses include the following:

North:	R-1 (Single Family Residential)	residential
East:	R-1	residential
West:	P-3 (Institutional)	care facility
South:	R-1 & P-3	residential & church



The subject properties currently both contain single family dwellings which are intended to be removed for the proposed facility expansion, as shown in site photos attached as Appendix 6.

### COMMENTS

#### Ministry of Transportation and Infrastructure

No comments received at time of report.

#### Engineering Department

No concerns with rezoning. Comments attached (Appendix 7).

#### Fire Department

No Fire Department concerns.

#### Building Department

No concerns with rezoning.

#### Planning Department

The intended use of subject parcels under application is surface parking and an access route. The proposed development site is on the adjacent lot to the west, which is already zoned P-3. The ultimate intent is to consolidate the properties to create a single lot for the development under the same P-3 zoning.

#### **Official Community Plan**

The subject properties are in an area designated "Residential – High Density" (HD) in the OCP, which supports the proposed use under P-3 zoning. In terms of specific OCP policy, the Urban Residential Objectives in section 8.2 encourage and support special needs housing as proposed, while Policy 8.3.9 permits an increase in density of up to 200 units per hectare for Assisted Living housing (a total of 126 units per hectare including the existing 72 unit facility are proposed).

Furthermore, the OCP's Community Services policies detailed in Chapter 15 is supportive of institutional use, with the General Policies under section 15.3 supporting such forms of housing as proposed within the Urban Containment Boundary.

#### **Development Permit**

An associated Development Permit Application (DP-413) has been submitted to address the form and character guidelines for the proposed development. This application will allow for the detailed consideration of the building design, site plan, and landscaping.

### CONCLUSION

The proposed P-3 zoning of the subject property is consistent with the OCP and is therefore supported by staff. This proposal will further enable the provision of supportive housing options within the City.

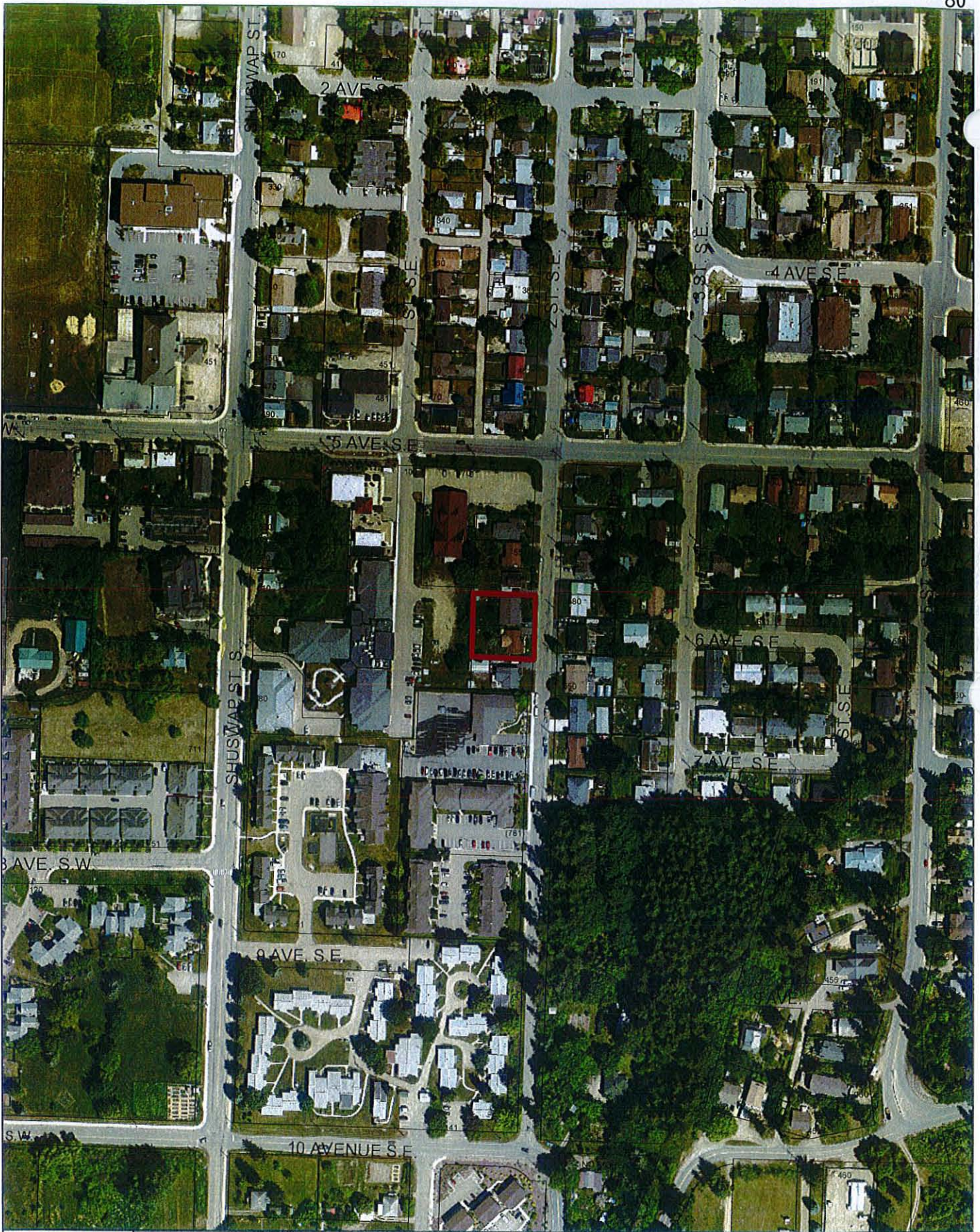


Chris Larson, MCP  
Planning and Development Officer



Kevin Pearson, MCP, RPP  
Director of Development Services





0 30 60 120 180 240 Meters



Subject Parcel





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## SECTION 26 - P-3 - INSTITUTIONAL ZONE

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### Purpose

- 26.1 The P-3 *Zone* is intended to accommodate uses which are charitable, correctional, educational, governmental, philanthropic or religious in nature.

### Regulations

- 26.2 On a *parcel zoned P-3*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the P-3 *Zone* or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 26.3 The following uses and no others are permitted in the P-3 *Zone*:

- .1 *assembly hall;*
- .2 *churches;*
- .3 *commercial daycare facility;*
- .4 *cultural facilities;*
- .5 *educational facilities*, public and private;
- .6 *government offices;*
- #3836 .7 *home occupation;*
- .8 *hospitals and clinics*, public and private;
- .9 *public use;*
- .10 *public utility;*
- #2735 .11 *recycling collection site;*
- .12 *rest home;*
- .13 *accessory use*, including *church manse* and detached portable class rooms.

### Maximum Height of Principal Buildings

- 26.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet).

### Maximum Height of Accessory Buildings

- 26.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

### Maximum Parcel or Site Coverage

- 26.6 The maximum *parcel or site* coverage for all *buildings and structures* shall be 40% of *parcel or site* area.

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## SECTION 26 - P-3 - INSTITUTIONAL ZONE - CONTINUED

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### Minimum Parcel Size or Site Area

- 26.7 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005 square feet).

### Minimum Parcel or Site Width

- 26.8 The minimum *parcel* or *site* width shall be 15.0 metres (49.0 feet).

### Minimum Setback of Principal and Accessory Buildings

- 26.9 The minimum *setback* of the *principal* and accessory *buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i>                   |                        |
|    | - adjacent to a lane shall be             | 6.0 metres (19.7 feet) |
|    | - all other cases shall be                | 1.0 metre ( 3.3 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 3.0 metres ( 9.8 feet) |
| .4 | <i>Exterior parcel line</i> shall be      | 6.0 metres (19.7 feet) |

### Outside Storage

- 26.10 Outside storage shall not be permitted.

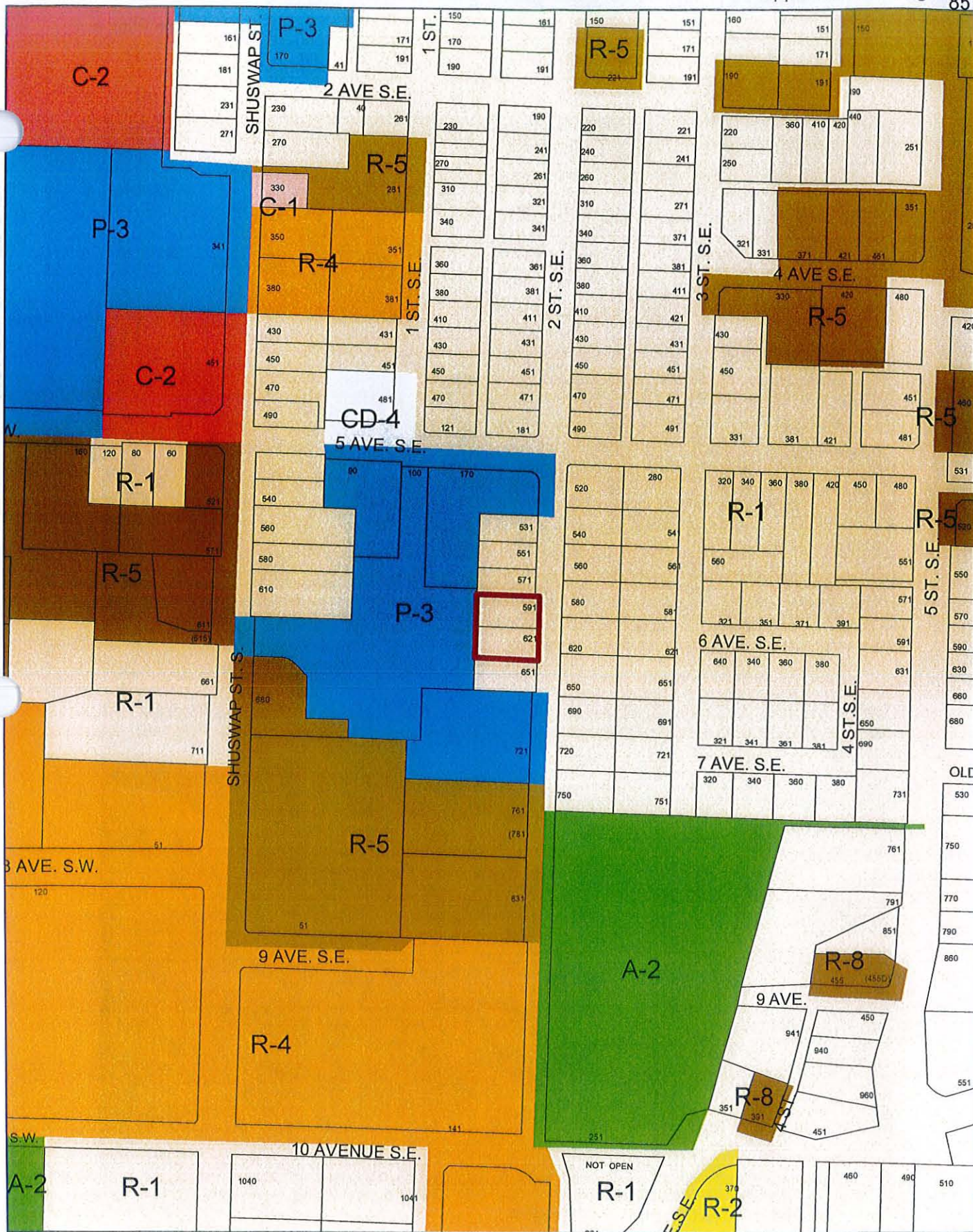
### Parking and Loading

- 26.11 Parking and loading shall be required as per Appendix I.









0 30 60 120 180 240 Meters



Subject Parcel





View north-west of subject parcels from 2 Street SE.



View south-west of subject parcels from 2 Street SE.



*City of Salmon Arm  
Memorandum from the Engineering  
and Public Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: June 20, 2017  
 PREPARED BY: Darin Gerow, Engineering Assistant  
 OWNER: Salmon Arm Developments Ltd., 520 – 1122 Mainland Street, Vancouver, BC, V6B 5L1  
 APPLICANT: Craven | Huston | Powers | Architects, 9355 Young Road, Chilliwack, BC, V2P 4S3  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1098E  
 LEGAL: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP14107  
 CIVIC: 100 – 5 Avenue SE

---

Further to your referral dated May 17, 2017, we provide the following servicing information. The following comments and servicing requirements are not conditions for the rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages. These comments are generalized; more specific servicing requirements will be identified at a future stage:

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City of Salmon satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC Plans to be approved by the City of Salmon Arm
7. The applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades,

Proposed Subdivision Application No. 17-11E  
March 27, 2017  
Page 2

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catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

8. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

**Roads/Access:**

1. 5 Avenue SE on the subject properties north boundary is designated as an Urban Collector Road and requires 20.0 meters dedication (10.0 meters from centerline). Available records indicate that further dedication is not required from the subject property.

5 Avenue SE is currently constructed to an interim Urban Road standard. No upgrades are required.

2. Shuswap Street South on the subject properties west boundary is designated as an Urban Arterial Street and requires an ultimate 25.0m road dedication (12.5 meters from centerline). Although the City can only require 10.0m of road dedication from centerline at this time, all structures must be setback to the ultimate dedication. Available records indicate that further dedication is not required from the subject property.

Shuswap Street South is currently constructed as an interim urban road. No improvements are anticipated at this time.

3. 2 Street SE along the properties east boundary is designated as an Urban Local Road and requires 20.0 meters dedication (10.0 meters from centerline). Available records indicate that further dedication is required from the subject properties; however this is not required for Development.

2 Street SE is currently constructed to an interim urban road. Upgrading to an Urban Local Road standard as shown in specification drawing RD-2 is required. Upgrades may include but not limited to, concrete sidewalk and boulevard construction.

4. A 3.0m wide sanitary statutory right-of-way exists along the northwest property line. No concerns or upgrades required.

5. A 13.0m wide right-of-way containing a storm sewer bisects 100 - 5 Avenue SE. A 5.974m wide sanitary sewer statutory right-of-way partially overlaps the right-of-way on the west side and a 4.5m wide watermain statutory right-of-way partially overlaps the right-of-way on the east side. The total statutory right-of-way is 15.731m wide. We note that the proposed care facility appears to be located within these right-of-ways. As previously discussed with the owner's consulting engineer, if the building is proposed to be located within these right-of-

Proposed Subdivision Application No. 17-11E  
 March 27, 2017  
 Page 3

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ways, all affected utilities must be relocated to City of Salmon Arm specifications and right-of-ways shall be altered to ensure a safe trench excavation is achievable if exposing the infrastructure is necessary in the future.

It is also noted there are two (2) overhead structures proposed from the existing building to the proposed building shown on submitted plans. As these will be crossing over the above mentioned rights-of ways these overhead structures will not be permitted

6. A right-of-way containing a storm sewer and sanitary sewer runs along the southern property line. No concerns or upgrades are required.
7. Confirmation that 90 & 170 – 5 Avenue SE have a reciprocal access agreements in place.
8. The owner/developer will be required to identify existing right-of-ways and provide plan showing proper right-of-way widths. A consolidated plan may be required.

**Water:**

1. The sites front a 200mm watermain (Zone 1) on Shuswap Street South, a 200mm watermain (Zone 1) within the statutory right-of-way bisecting the property from north to south and a 100mm watermain (Zone 1) on 2 Street SE. Upgrading the 100mm watermain to 200mm is required; however, City of Salmon Arm has budgeted for this replacement to be completed in 2017, therefore no upgrades are required.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
3. Fire protection requirements to be confirmed with the Building and Fire Departments.
4. Subject property is currently serviced from the watermain within the right-of-way that bisects the property from north to south with a 150mm to the existing building and a 150mm water service stub to the proposed building. All services shall be metered and complete with approved backflow prevention devices. Meters will be provided by the city at the owner's expense; owners shall allow for 4 week delivery on water meters, please contact Engineering Department for more information. All unused services must be abandoned at the main. Owner/developer is responsible for all associated costs

In correspondence with owner's consulting engineer a proposal to relocate the watermain will be submitted to the City of Salmon Arm to decrease a section of right-of-way to enable the proposed building construction. Owner/developer will be required to tie in all services.

**Sanitary Sewer:**

1. The site fronts a 200mm diameter sanitary main in the central statutory right-of-way, a 150mm diameter sanitary main in the southwest statutory right-of-way and a 150mm diameter sanitary main in the northwest statutory right-of-way and 200mm diameter sanitary



Proposed Subdivision Application No. 17-11E  
 March 27, 2017  
 Page 4

main on 2 Street SE. As the 150mm sanitary mains are at the end of pipe they will not require upgrading.

2. Existing building is currently serviced from the 150mm diameter sanitary main in the southwest statutory right-of-way. The proposed building shall be serviced with a sanitary service connection adequately sized to suit the needs of the development. All unused services must be abandoned at the main. Owner/developer is responsible for all associated costs.

**Drainage:**

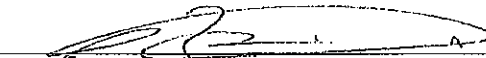
1. The site fronts a 300mm diameter storm main in a statutory right-of-way immediately adjacent to the south property line, a 1500mm diameter storm main in the central statutory right-of-way and a 300mm diameter storm main on 2 Street SE. No upgrading of the storm mains is anticipated. It should be noted that The City of Salmon Arm has budgeted for this replacement of the storm main on 2 Street SE, to be completed in 2017.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development
3. Subject to item 2, the proposed lots may be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs.
4. It should be noted the proposed building is positioned on the existing storm water retention system. The system shall be relocated and confirm size and orifice is sufficient.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage) is required.



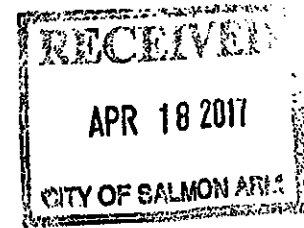
Darin Gerow, ASCT  
 Engineering Assistant



Rob Niewenhuizen, ASCT  
 Director of Engineering and Public Works



April 14, 2017



Mayor and Council  
City of Salmon Arm  
Box 40  
Salmon Arm, BC V1E 4N2

Re: Expansion of Mt. Ida Mews (inSite) – 100 5 Avenue SE, Salmon Arm

Mt. Ida Mews (*inSite Corporation*) has received approval to construct a 60 bed expansion to their existing long term care facility at 100 5 Avenue SE.

Information received from the City of Salmon Arm and our neighbours indicate:

- 591 and 621 2 St. SE have been purchased by *inSite* to accommodate proposed parking.
- 591 and 621 2 St. SE are zoned R1. In this case a re-zoning application is not mandatory to create parking.
- 100 5 Avenue SE is already zoned P3 Institutional and a re-zoning application is not required.

In light of the potential absence of a re-zoning application and public hearing, we submit our concerns:

- Traffic:** -2 St. SE is designated a "local road", which is the lowest of all categories for volume.
- We currently experience high volumes of traffic created by the Jehovah Witness Hall, Country Lane, Foxcroft and Rotary housing, and the 5<sup>th</sup> Avenue Senior Activity Centre (please refer to the attached photos to view the congestion that occurs when the Seniors Centre hosts an event).
  - Traffic volumes increase dramatically during the winter when 10 Avenue SE is closed.
  - We enjoy a flat, pedestrian friendly neighbourhood with young families, children, seniors, and many others and wish to maintain this atmosphere.

**Suggestion:** -Restrict access to the Mt. Ida Mews complex by visitors, staff and delivery people to their current access: 1<sup>st</sup> Street SE.

**Lighting/Mechanical Noise:** We appreciate the discrete lighting and absence of mechanical noise from the existing Mt. Ida Mews facility and hope these standards are maintained for the expansion.

We are available at any time should you wish to discuss our concerns and suggestions.

Georgie McLeod  
551 2 ST SE  
250-832-7444

[Signature]  
571 2<sup>nd</sup> STREET  
250 253 2074

Cindy Morris  
560 2nd ST  
832-9526

[Signature]  
560 2nd ST SE  
833-2639

Gisela Bodnar  
585 2 ST SE  
833-5490

James R. Willis  
580 2 ST SE  
832 3259

cc: City of Salmon Arm Planning Dept.  
*inSite*, Vancouver.

Rt Reach  
551 2ND ST. S.E.  
832-7444

(4)



2 ST. SE LOOKING TOWARDS DOWNTOWN







2 ST SE LOOKING TO DOWNTOWN

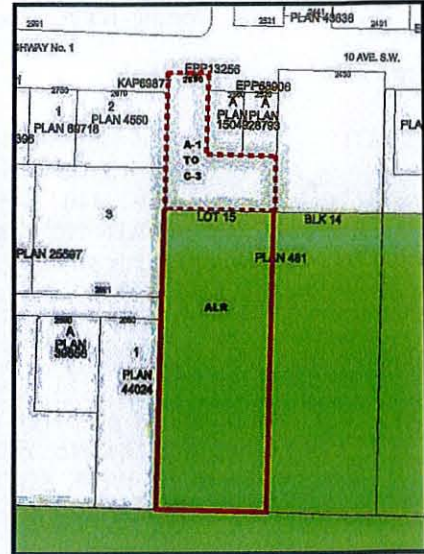


2 ST SE LOOKING TO MT IDA

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**2) Proposed Amendment to Zoning Bylaw No 2303:**



Advertise: July 12 and 19, 2017



*City of Salmon Arm*  
*Development Services Department Memorandum*

TO: Her Worship Mayor Cooper and Members of Council

DATE: June 23, 2017

SUBJECT: Zoning Amendment Application No. 1097  
 Legal: Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256  
 Civic: 2590 – 10<sup>th</sup> Avenue (TCH) SW  
 Owner / Applicant: Blackburn, L. & Gavin, B. / Browne Johnson Land Surveyors

**MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning a portion of Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256 from A-1 (Agricultural Zone) to C-3 (Service Commercial Zone), as shown in Schedule A;

**AND THAT:** Final reading of the bylaw to rezone be withheld subject to the following:

- 1) Consolidation of the portion of Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256 (2590 – 10th Avenue - TCH - SW) and the adjoining parcel Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 4550, Except Plan H401 & KAP69877 (2670 – 10 Avenue – TCH SW);
- 2) Receipt of a Demolition Permit application to remove the existing single-family dwelling from Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256 (2590 – 10th Avenue – TCH SW);
- 3) Registration of Section 219 Land Title Act covenant(s) registered on title acknowledging the hazard associated with the 1:200 year floodplain, and saving the city harmless from any liability or damages that may arise in the future; and
- 4) Approval of the Bylaw by the Ministry of Transportation and Infrastructure.

**STAFF RECOMMENDATION**

It is recommended that the motion for consideration be adopted.

**PROPOSAL**

The 3.5 hectare subject property fronts the Trans Canada Highway (TCH) just east of its 30 Street SW intersection (see Appendix 1 and 2). The purpose of this application is to rezone the northern 0.788 hectare portion of the parcel from A-1 (Agriculture Zone) to C-3 (Service Commercial Zone) along the Agricultural Land Reserve boundary to allow for a boundary adjustment as shown in Schedule A

business currently in operation on the adjacent parcel directly to the west. In particular, boat storage is the intended use, which will aid in facilitating the relocation of inventory currently stored in the future frontage road. The C-3 zone regulations are attached as Appendix 4 for reference.

As discussed further, the proposed rezoning is supported by the subject property's current Official Community Plan (OCP) land use designation of "Highway Service/Tourist Commercial (HC)" - see Appendix 5. A zoning map of the immediate area is attached as Appendix 6.

### BACKGROUND

The subject property is located along the TCH / 30<sup>th</sup> Street SW / 10 Ave SW commercial corridor of the City. This area is characterized by large format commercial use along the TCH, with agricultural use to the south and west along the Salmon River.

Adjacent zoning and land uses include the following:

North:	TCH	highway with commercial beyond
East:	C-3 (service commercial) zone	auto repair / service
South:	A-1 (agriculture) zone	agriculture
West:	C-3 (service commercial) zone	commercial (boat sales)

The subject property is currently occupied by an older single family dwelling (to be demolished) and used for agricultural purposes. Site photos are attached as Appendix 7.

### COMMENTS

#### Ministry of Transportation and Infrastructure

Pursuant to the Transportation Act, approval of the zoning amendment bylaw by the Ministry is required, as the parcel is within 800 m to an intersection of a Controlled Access Highway (Trans Canada Highway). The Ministry has granted Preliminary Approval for this rezoning. See the Trans Canada Highway section below for further comments.

#### Engineering Department

Engineering comments attached (Appendix 8).

#### Fire Department

No Fire Department concerns.

#### Building Department

No concerns with rezoning.

#### Agricultural Advisory Committee

Typically, such a proposal would be reviewed by Council's Agricultural Advisory Committee (AAC). However, at time of writing this report, an AAC is not presently in place. Staff note that some level of buffering to protect agricultural operation has been consistently suggested in previous AAC recommendations for similar parcels along 10 Street SW and 10 Avenue SW.

#### Planning Department

#### **Official Community Plan**

The subject property is subject to both commercial and agricultural policies of the OCP. The lands along the TCH corridor from the western edge of the City Centre to the 30<sup>th</sup> Street SW node are mostly

designated "Highway Service/Tourist Commercial" (HC) in the OCP, while beyond the site to south and west are lands designated for "Salmon Valley Agriculture" land use.

In terms of the OCP policy most relevant to the subject property and commercial lands in the vicinity, Policy 9.3.18.a (Urban Commercial) states:

- a. **Commercial Corridor West of City Centre to 30 Street SW** – The HC area on the west side of the City Centre is oriented toward vehicle service and retail warehousing uses. Activities have relatively low site coverage (e.g. automotive and recreation vehicle sales, large buildings and associated parking lots). This area serves the needs of the community and region. Limited expansion of this area may be considered.

The proposed C-3 zone is consistent with OCP Policy 9.3.18.a and the larger format commercial development on the west side of the City.

With respect to the agricultural lands to the south and in regards to the Agricultural Policies of the OCP, the most relevant policy to this proposal is Policy 7.3.14 which addresses developments next to agricultural land as follows:

Work to minimize conflicts between agriculture and other land uses (residential/recreational/industrial) through:

- a. access restrictions;
- b. buffer and fencing requirements for developments adjoining agricultural areas, including consideration of the Agricultural Land Commission's "Landscape Buffer Specifications"; and
- c. discouraging further residential development in rural areas.

Staff note that by eliminating the connection to the highway corridor, the agricultural portion of the property (accessed from 13 Ave SW) may be ultimately enhanced by being effectively separated from the TCH (no direct access), and buffered from highway related activity.

In consideration of the OCP's agricultural policies and the Ministry of Agriculture's 'Guide to Edge Planning' document, some form of buffer will be required along the ALR boundary aligned with the ALC specifications (Appendix 9). Staff suggest this be detailed in the forthcoming Development Permit application as described below.

#### **OCP - Potential Hazardous Areas**

OCP Map 6.1 indicates that the subject parcel is within the 1:200 year floodplain. The covenant included in the motion for consideration is recommended in order to satisfy the Flood Hazard Development Permit Area requirements, while the underside of any floor system (or top of any pad) shall not be lower than 351 m GSC as per the floodplain provisions of the zoning bylaw. Such a covenant typically has a standard clause that saves the City harmless from liability resulting from any flood damage.

#### **Development Permit**

Should the subject parcel be rezoned to C-3 as proposed, future development would then be subject to the "Highway Service/Tourist Commercial Development Permit Area". This Development Permit Area as described within the OCP provides form and character guidelines for development. Any significant redevelopment or future development resulting from this proposed zoning amendment would require submission of a Development Permit Application to ensure these guidelines are met. This would include a detailed review of landscaping, including the ALR buffer mentioned above.

The applicant is only seeking rezoning approval at this time, but has indicated a forthcoming application for a development permit.



**Trans Canada Highway**

Ministry staff at various levels have provided City staff some level of assurance that the new frontage road will be constructed by the province in the near future (a letter has been provided to the applicant, attached as Appendix 10). However, no set dates or guarantees have been provided in writing. A conceptual image illustrating the proposed frontage road provided by the Ministry is attached (Appendix 11).

Technically speaking, if the new frontage road has not been constructed by the development / building permit stage, the owner/applicant will be responsible for upgrading the frontage road, pursuant to the City's Subdivision and Development Servicing Bylaw. With this being the likely scenario, staff anticipates the owner/applicant will request a variance to forego frontage road improvements at the Development Permit application stage.

**CONCLUSION**

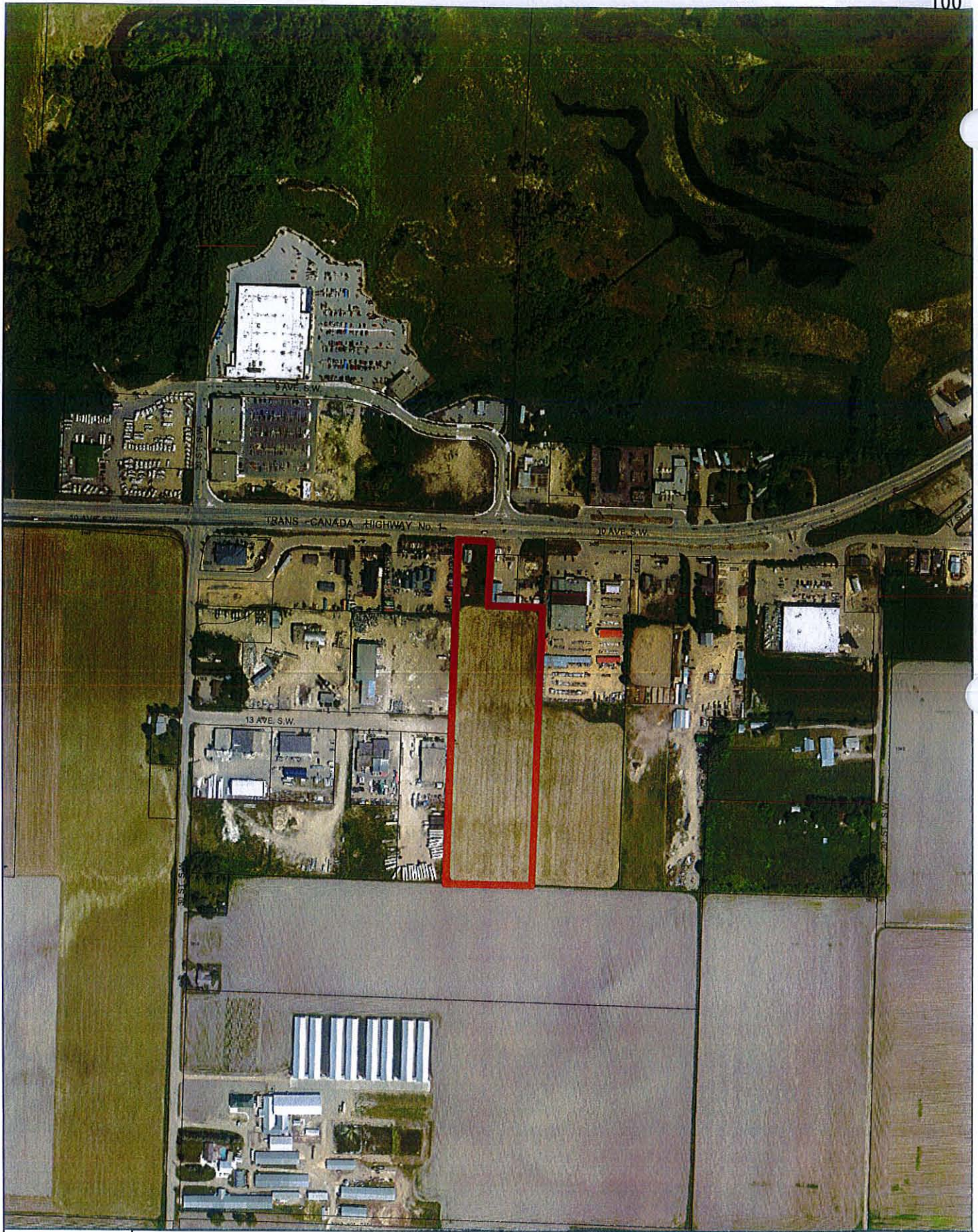
The proposed C-3 zoning of the subject property is consistent with the OCP and is therefore supported by staff. This proposal will further enable commercial uses in an area of the City primarily characterized by the Trans Canada Highway corridor.



Chris Larson, MCP  
Planning and Development Officer

  
Kevin Pearson, MCIP, RPP  
Director of Development Services





0 55 110 220 330 440 Meters



Subject Parcel



DA HIGHWAY No. 1

10 AVE S.W.

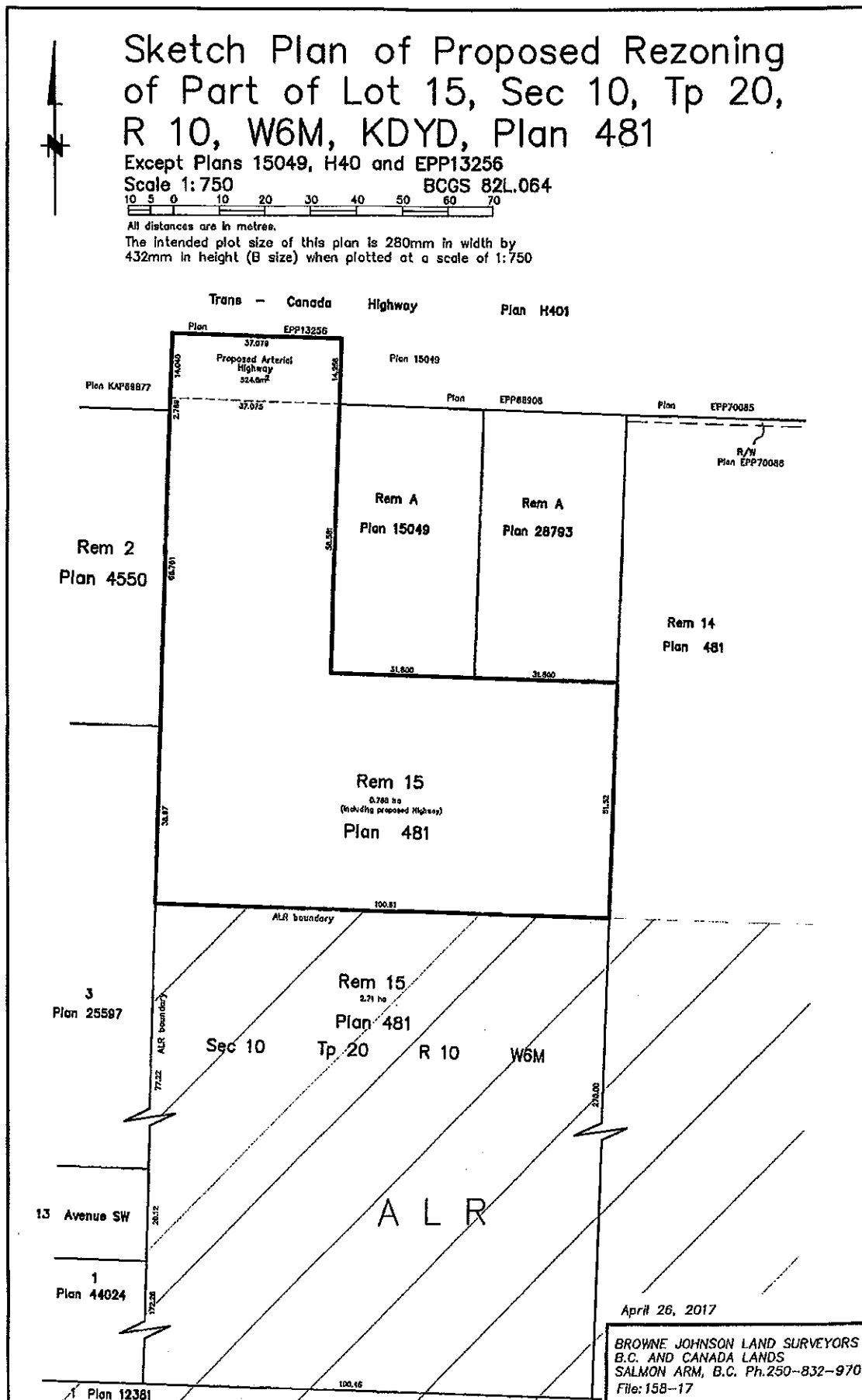


0 20 40 80 120 160 Meters



Subject Parcel







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## SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE

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### Purpose

- 17.1 The C-3 Zone is intended to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large *buildings*. New *developments* zoned C-3 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

### Regulations

- 17.2 On a *parcel* zoned C-3, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-3 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 17.3 The following uses and no others are permitted in the C-3 Zone:

- |       |     |   |
|-------|-----|---|
|       | .1  | auto parts and accessories (new) sales;                               |
|       | .2  | automotive repair shop, excluding <i>fuel service stations</i> ;      |
|       | .3  | automotive sales and rental lots and showroom (new and used);         |
|       | .4  | boat and trailer sales and rental showrooms, including minor repairs; |
|       | .5  | <i>building</i> supply establishment;                                 |
| #2736 | .6  | <i>cafe</i> ;   |
|       | .7  | car wash;   |
|       | .8  | <i>commercial daycare facility</i> ;                                  |
|       | .9  | electrical appliance repair shop;                                     |
|       | .10 | farm equipment sales and rental;                                      |
|       | .11 | frozen food lockers, including retail sales;                          |
|       | .12 | funeral home including accessory crematorium;                         |
|       | .13 | greenhouses and nurseries, including retail sales;                    |
| #1782 | .14 | <i>home occupation</i> ;  |
|       | .15 | laboratory, scientific and research;                                  |
|       | .16 | laundromat;   |
|       | .17 | locksmith shop;   |
| #3221 | .18 | <i>licensee retail store</i> ;  |
|       | .19 | <i>mini warehousing</i> ;   |
| #2736 | .20 | <i>mobile home</i> sales;   |
|       | .21 | moving and storage establishment;                                     |
| #3223 | .22 | <i>neighbourhood pub</i> ;  |
|       | .23 | <i>offices</i> ;  |
| #2837 | .24 | <i>outside vending</i> ;  |
| #4049 | .25 | <i>personal service establishment</i> ;                               |

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**SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE - CONTINUED**


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- .26 print shop;
- .27 *public use*;
- .28 *public utility*;
- .29 radiator repair shop;
- .30 *recreation facility-indoor*;
- #2596 .31 recreation vehicle sales, repair, rental and assembly on parcels greater than 1.0 hectare with maximum 25% of gross floor area to be used for *parts assembly*.
- #2736 .32 rental and repair of tools, small equipment;
- .33 *restaurant*;
- #4049 .34 *retail store*;
- .35 tire sales and repair establishment;
- .36 *transportation use*;
- .37 truck sales and rental lots and showroom;
- .38 upholstery shop;
- .39 *upper floor dwelling units*;
- .40 veterinary hospital;
- .41 *accessory use*;

**Maximum Height of Principal Buildings**

- 17.4 The maximum *height* of the *principal buildings* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 17.5 The maximum *height* of accessory *buildings* shall be 6.0 metres (19.68 feet).

**Minimum Parcel Size or Site Area**

- 17.6 The minimum *parcel* size or *site* area shall be 465.0 square meters (5,005.4 square feet).

**Minimum Parcel or Site Width**

- 17.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

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## SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE - CONTINUED

---

### Minimum Setback of Principal Buildings

17.8 The minimum *setback* of the *principal buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i>                   |                        |
|    | - adjacent to a residential               |                        |
|    | zone shall be                             | 3.0 metres ( 9.8 feet) |
|    | - all other cases shall be                | 1.0 metre ( 3.3 feet)  |
| .3 | <i>Interior side parcel line</i>          |                        |
|    | - adjacent to a residential               |                        |
|    | zone shall be                             | 3.0 metres (9.8 feet)  |
|    | - all other cases shall be                | 1.0 metre ( 3.3 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

### Minimum Setback of Accessory Buildings

17.9 The minimum *setback* of accessory *buildings* from the:

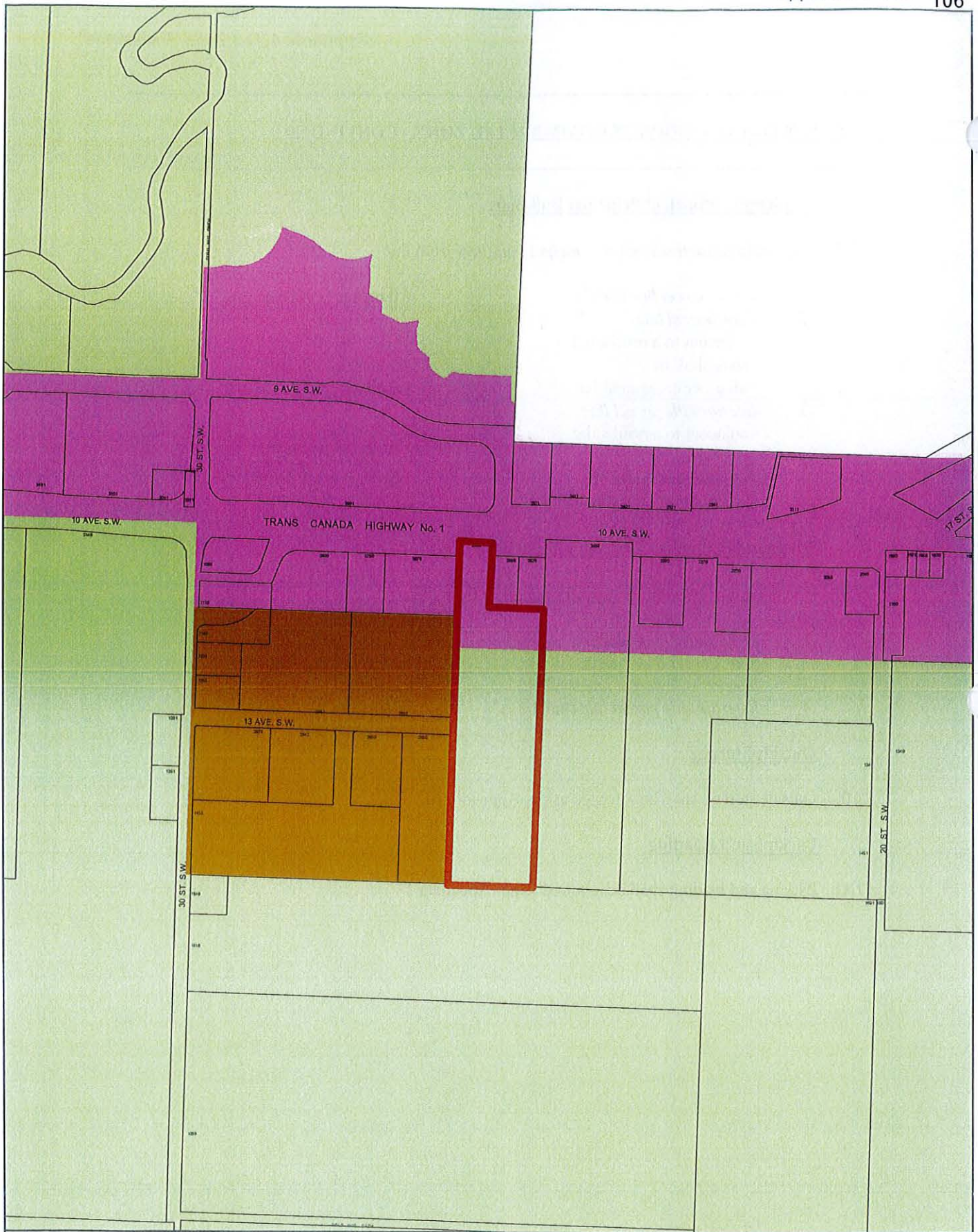
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 1.0 metre ( 3.3 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre ( 3.3 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

### Outside Storage

7.10 Outside storage shall be screened as per Appendix III.

### Parking and Loading

17.11 Parking and loading shall be required as per Appendix I.



0 20 40 80 120 160  
Meters



Subject Parcel



Salmon Valley  
Agriculture

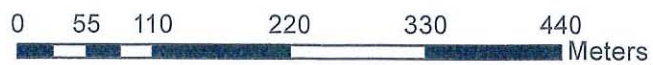
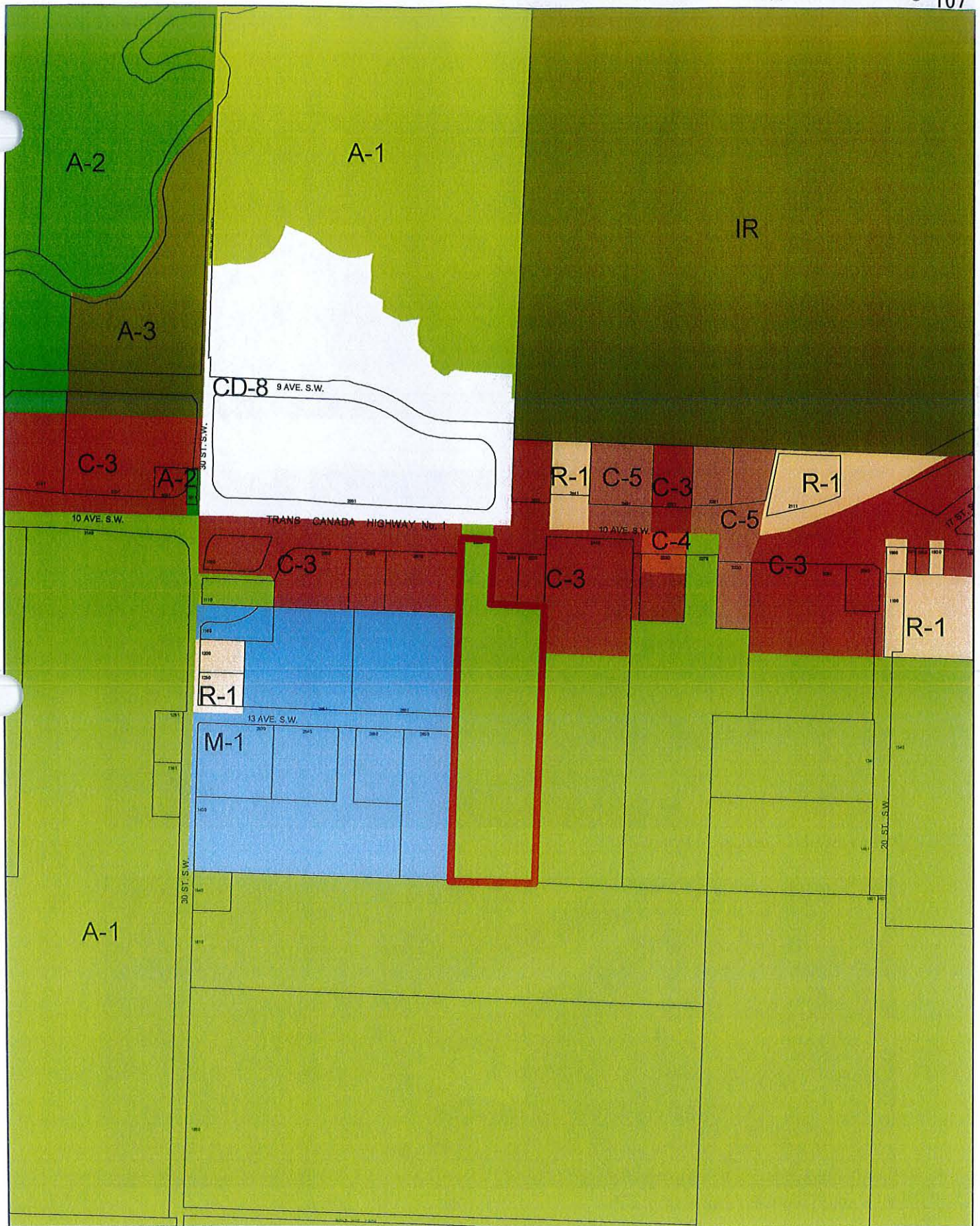


Industrial - General



Commercial - Highway





Subject Parcel





View west of subject parcel from TCH.



View east of subject parcel from TCH.



View south of subject parcel from TCH.



*City of Salmon Arm  
Memorandum from the Engineering  
and Public Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: May 31, 2017  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: **Blackburn, L. & Gavin, B.**, Box 311, Salmon Arm, BC V1E 4N5  
 APPLICANT: Browne Johnson Land Surveyors, Box 362, Salmon Arm, BC V1E 4N5  
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1097**  
 LEGAL: Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256  
 CIVIC: **2590 – 10 Avenue (TCH) SW**

---

Further to your referral dated May 8, 2017, we provide the following servicing information.

**The following comments and servicing requirements are not conditions for the rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages. These comments are generalized; more specific servicing requirements will be identified at a future stage:**

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
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**ZONING AMENDMENT APPLICATION FILE NO. ZON-1097**

May 31, 2017

Page 2

catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

8. For the off-site improvements the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads/Access:**

1. 10 Avenue (TCH) SW on the subject property's north property line is designated as Provincial Highway including frontage road. Additional dedication or improvements and access requirements will be determined by Ministry of Transportation and Infrastructure (MoTI). A future frontage road is designate across the subject frontage; since the works are part of an approved MoTI project, the City will not require any road improvements should further development progress on the subject parcel. However, should MOTI choose not proceed with this project, the City will require upgrading, including, but is not limited to, road construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage, and underground hydro and telecommunications. Owner/developer is responsible for all associated costs.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 10 Avenue (TCH) SW. No upgrades are anticipated.
2. The available fire flows are satisfactory according to the 2011 Water Study (Opus Dayton Knight 2012).
3. Fire protection requirements to be confirmed with the Building Department and Fire Department.
4. The subject property is to be serviced by single metered water service connection (as per Specification Drawing No. W-11) adequately sized to satisfy the proposed use (minimum 25mm). Water meter(s) will be required at time of building permit (meter provided by the City of Salmon Arm at the developers cost). Existing records indicate that the subject property is currently serviced with a 12.7mm service. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

**Sanitary Sewer:**

1. The subject property currently fronts a 300mm diameter sanitary sewer main on 10 Avenue (TCH) SW. No additional upgrading will be required.



## ZONING AMENDMENT APPLICATION FILE NO. ZON-1097

May 31, 2017

Page 3


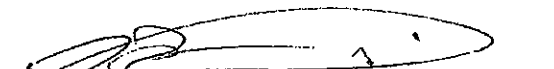
- 
2. Subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100 mm diameter) to satisfy the servicing requirements of the development. Existing records indicate that the existing lot currently has a service of unknown size. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs

**Drainage:**

1. The subject fronts on a 250 mm diameter storm main on 10 Avenue (TCH) SW. No upgrades are anticipated.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. Subject to approval of the ISMP, the proposed lots may be serviced by single storm service connections adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

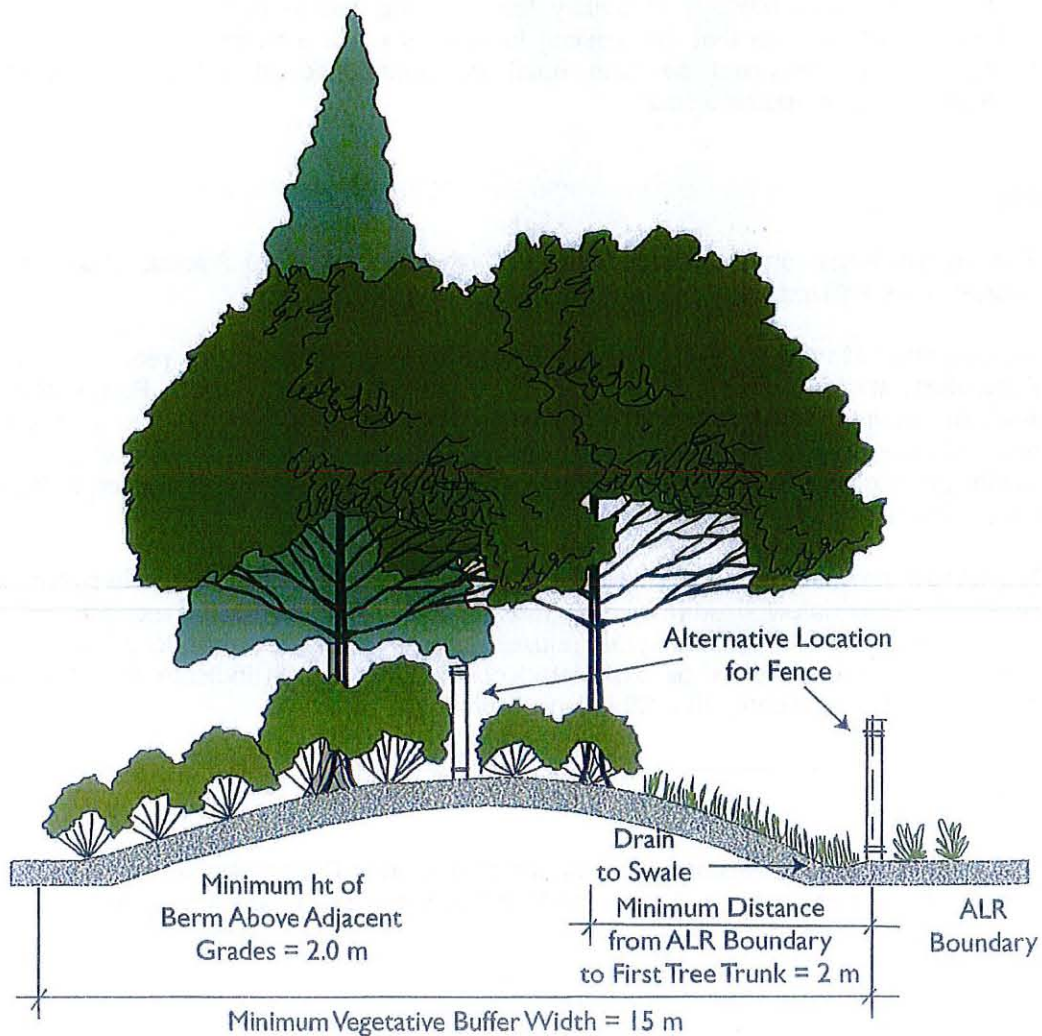
**Geotechnical:**

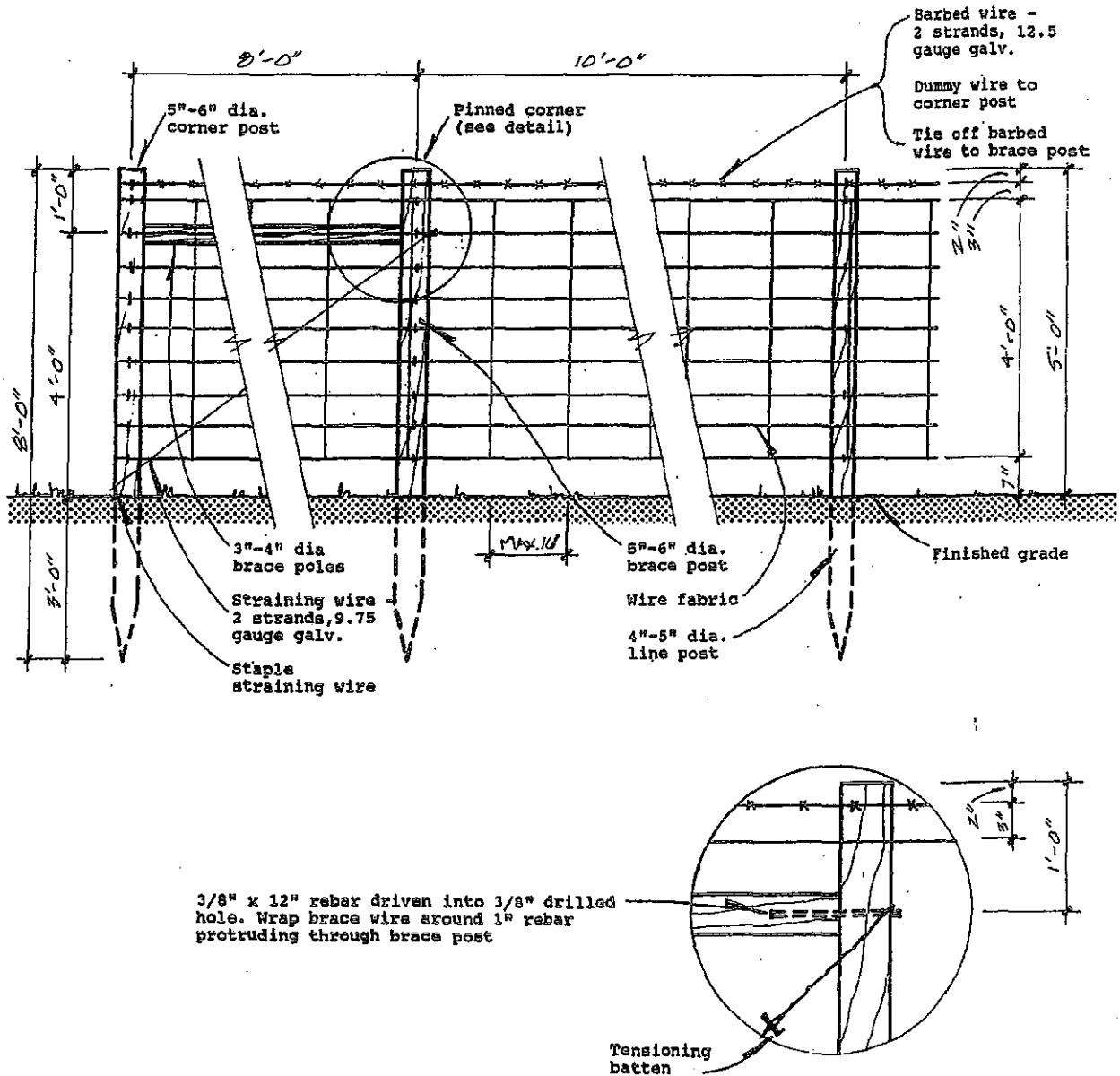
1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building foundation design and site drainage) is required.

  
Chris Moore  
Engineering Assistant  
Rob Niewenhuizen, A.Sc.T.  
Director of Engineering and Public Works

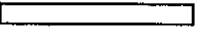

### 3.8.b Urban-Side Buffer B (with berm) – Design Specifications & Layout

Urban-side **Buffer B** includes all elements of **Buffer A**, as well as a berm with a minimum height of 2 metres above the adjacent grades. There are two alternatives for locating a fence, either at the lowest or highest points of the berm. This choice should be made according to design and use of adjacent properties. The main intent of the berm in this example is to provide increased storm water retention capabilities of the buffer, although a berm may provide more effective noise reduction and visual screening as well.



**SCHEDULE D: FENCING SPECIFICATIONS****D.4: Wire Fabric Fence with One Strand Barbed Wire**

Not to Scale

From: **STEVE KOSA**    
 Subject: Fwd: Salmon Arm - Blackburn 2590 Letter  
 Date: May 19, 2017 at 10:06 AM  
 To: linburn@telus.net



Lindsay - please refer to the attached

Steve



Our File No.: PS733420

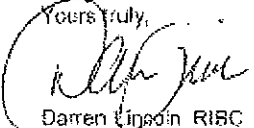
May 18th, 2017

Lindsay Blackburn and Bonnie Gavin  
 PO Box 311  
 Salmon Arm, B.C.  
 V1E 4N5

Re: Address: 2590 – 10 Ave. SW, Salmon Arm, BC  
 Legal Description: Lot 15 Section 10 Township 20 Range 10 West Of The 6<sup>th</sup>  
 Meridian Kamloops Division Yale District Plan 481 Except  
 Plans 15049, H401 And EPP13256  
 Project: TCH NO. 1 (4-Laning), 30th Street – 10<sup>th</sup> ST. SW, SALMON  
 ARM, B.C.

Please be advised that during Project construction the Province and their contractors will undertake to construct all undersurface and surface installations necessary and pertinent to the function and operation of the TCH NO. 1 (4-Laning) Project within the road corridor along the Trans Canada Hwy and the frontage road area of 2590 – 10<sup>th</sup> Ave., SW. This will include storm, sanitary, water, gas, hydro, telephone service utilities being reconnected at existing locations along the frontage road. Construction will be per design plans that will be provided in the Project tender package. The Province's commitment to proceed with construction (noted herein) remains contingent upon the Province attaining all necessary approvals associated with the Project. Design and plan specifications may be subject to change subsequent to the date of this correspondence.

If you have any further questions, I can be reached at (250) 371-3864 or by email at Darren.Lincoln@gov.bc.ca.

Yours truly,  
  
 Darren Lincoln RISC  
 Manager, Property Services





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Item 22.1

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Jamieson

Seconded: Councillor Harrison

THAT: Zoning Amendment Bylaw No. 4215 be read a third time.

[ZON-1098; Salmon Arm Developments Ltd./Craven, Huston, Powers Architects; 591 and 621 2 Street SE; R-1 to P-3]

### **Vote Record**

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

# CITY OF SALMON ARM

## BYLAW NO. 4215

### A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on July 24, 2017 at the hour of 7:00 p.m. was published in the July 12 and July 19, 2017 issues of the Salmon Arm Observer;

AND WHEREAS the said Public Hearing was duly held at the time and place above mentioned;

NOW THEREFORE the Council of the City of Salmon Arm in open meeting assembled enacts as follows:

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:

Rezone Portion of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP71970 from R-1 (Single Family Residential Zone) to P-3 (Institutional Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

This bylaw shall come into full force and effect upon adoption of same.



5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4215"**.

READ A FIRST TIME THIS                      10th                      DAY OF                      July                      2017

READ A SECOND TIME THIS                      10th                      DAY OF                      July                      2017

READ A THIRD TIME THIS    DAY OF    2017

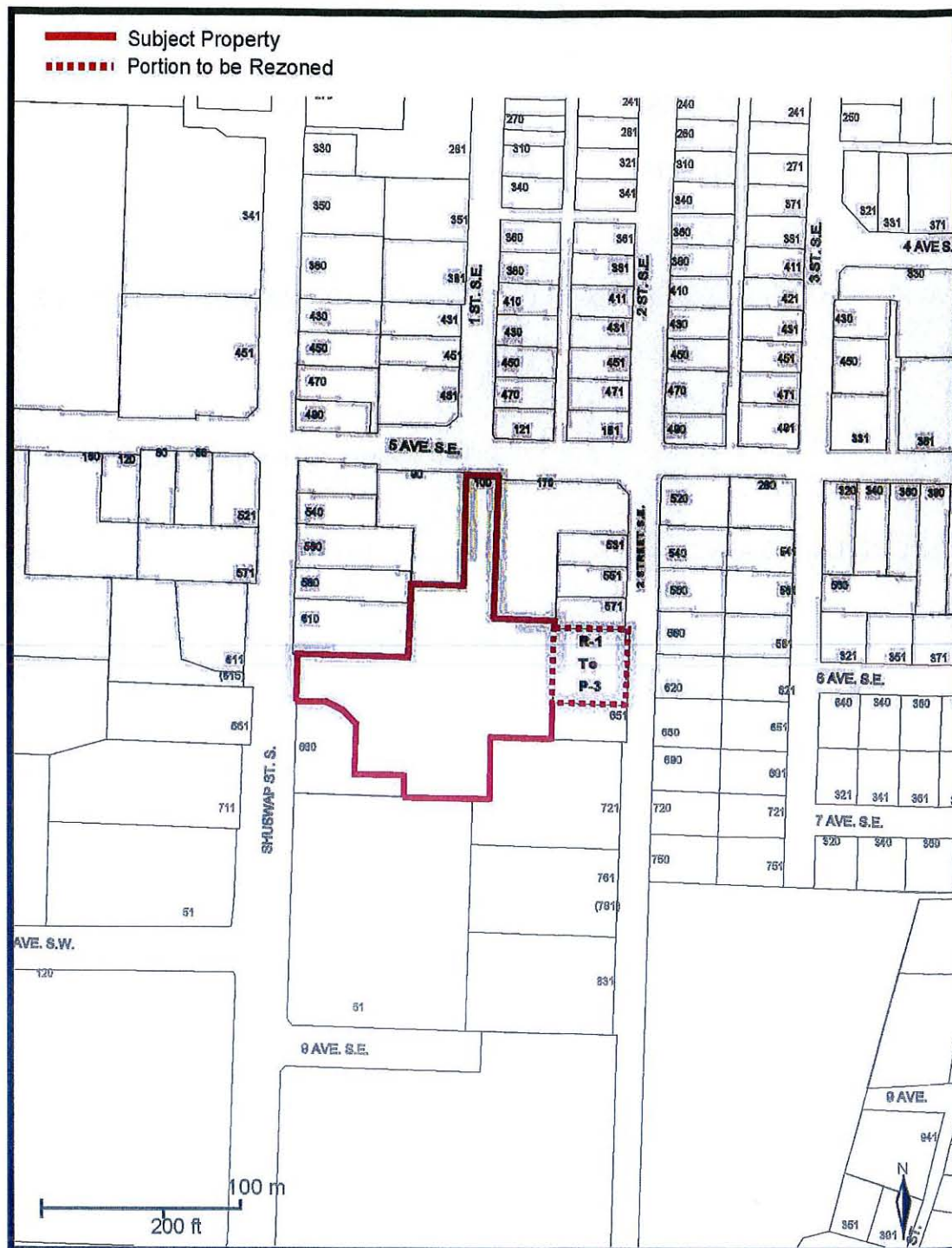
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE    DAY OF    2017

\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS    DAY OF    2017

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



Item 22.2

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: City of Salmon Arm Special Needs Housing Agreement Bylaw No. 4216 be read a third time.

[CU-53; Morris, N.; 190 Highway 97B SE; Special Needs Housing]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously
- Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

**CITY OF SALMON ARM****BYLAW NO. 4216****Special Needs Housing Agreement Bylaw**

---

WHEREAS Section 4.13 of Salmon Arm Zoning Bylaw No. 2303 authorizes the City of Salmon Arm to enter into special needs housing agreements pursuant Section 483 of the Local Government Act;

NOW THEREFORE the Council of the City of Salmon Arm in open meeting assembled enacts as follows:

1. The Special Needs Housing Agreement between the City of Salmon Arm and Norman Morris attached hereto as Schedule "A" of this bylaw is hereby authorized.
2. The Mayor and Corporate Officer are hereby authorized to execute the Agreement on behalf of the City of Salmon Arm and the Corporate Officer shall affix the corporate seal.

**SEVERABILITY**

3. If any part, section, sub-section, clause, or sub-clause of this bylaw for any reason is held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.

**ENACTMENT**

4. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

**EFFECTIVE DATE**

5. This bylaw shall come into full force and effect upon adoption of same.



6. This bylaw may be cited for all purposes as **"City of Salmon Arm Special Needs Housing Agreement Bylaw No. 4216."**

CORPORATE OFFICER

**SCHEDULE "A"****BYLAW NO. 4216****SPECIAL NEEDS HOUSING AGREEMENT**

THIS AGREEMENT made this                      day of                      2017

BETWEEN:

**CITY OF SALMON ARM**  
Box 40  
Salmon Arm, BC V1E 4N2

(hereinafter called the "City")  
OF THE FIRST PART

AND:

**Norman Morris**  
190 Highway 97B SE  
Salmon Arm, BC V1E 1X5

(hereinafter called the "Owner")  
OF THE SECOND PART

**WHEREAS:**

A. The Owner is the registered owner of:

Civic: 190 Highway 97B SE  
PID: 010-665-633  
Legal: Lot 2, Section 17, Township 20, Range 9, W6M, KDYD, Plan 3989, Except Plans  
23519, 41440 and H10964

(hereinafter called the "Land")

B. The Owner has requested the City enter into a Special Needs Housing Agreement to enable the Owner to give/receive care and maintenance to/from a Relative.

(hereinafter called the "Relative")

C. A letter from the attending Physician stating care is required has been received in accordance with Section 4.13.3.2 of District of Salmon Arm Zoning Bylaw No. 2303.

NOW THIS AGREEMENT WITNESSES that in consideration of the premises the parties hereto covenant and agree each with the other as follows:

1. The Owner may install on the Land a second dwelling consisting of a mobile home not exceeding double width to be occupied exclusively by the Owner or Relative for the purpose of administering/receiving care and maintenance to/from the Owner of the principal dwelling on the Land.

Bylaw No. 4216  
Schedule "A" - Page 2

2. The second dwelling shall:
  - a) not be anchored to a permanent foundation on the Land;
  - b) be sited in accordance with the minimum setbacks prescribed in the zone designation for the Land under Zoning Bylaw No. 2303.
  - c) be greater than 5.0 metres (16.4 feet) from the principal or any accessory building on the Land; and
  - d) be removed when the second dwelling is no longer occupied by the Relative or when the principal dwelling is no longer owned or occupied by the Owner.
3. The Owner shall produce to the City on the anniversary of this agreement in each year a sworn declaration that the second dwelling is still exclusively occupied by the owner or owner's relative as of that date and that the compassionate grounds for the person or persons as stated in the original application have not changed.
4. The Owner of the parcel agrees not to dispute an action taken by the municipality pursuant to Part 8 of the *Community Charter* to remove the second dwelling.
5. In this Agreement, gender specific terms include both genders and include corporations; words in the singular include the plural and words in the plural include the singular.
6. This agreement shall enure to the benefit of and be binding upon the parties hereto, their respective successors and assignees.
7. This Agreement is personal to the Owner and shall not be assigned by the Owner to any other party.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

<p>The Corporate Seal of the <b>CITY OF SALMON ARM</b> was hereto affixed in the presence of:</p>   <p>_____ Nancy Cooper, Mayor</p>   <p>_____ Erin Jackson, Corporate Officer</p>	<p>SIGNED, SEALED AND DELIVERED by</p>   <p>_____ Owner</p>   <p>_____ Witness to all signatures</p>
---	--

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Item 22.3

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Zoning Amendment Bylaw No. 4217 be read a third time.

[ZON-1097; Blackburn, L. & Gavin, B./ Browne Johnson Land Surveyors; 2590 - 10 Avenue (TCH)  
SW; A-1 to C-3]

### **Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

# CITY OF SALMON ARM

## BYLAW NO. 4217

### **A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on July 24, 2017 at the hour of 7:00 p.m. was published in the July 12, 2017 and July 19, 2017 issues of the Salmon Arm Observer;

AND WHEREAS the said Public Hearing was duly held at the time and place above mentioned;

NOW THEREFORE the Council of the City of Salmon Arm in open meeting assembled enacts as follows:

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:

Rezone a portion of Lot 15, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481, Except Plans 15049, H401 & EPP13256 from A-1 (Agricultural Zone) to C-3 (Service Commercial Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

3. ENACTMENT

Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

This bylaw shall come into full force and effect upon adoption of same.

## 5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4217"

READ A FIRST TIME THIS 10th DAY OF July 2017

READ A SECOND TIME THIS 10th DAY OF July 2017

READ A THIRD TIME THIS DAY OF 2017

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017

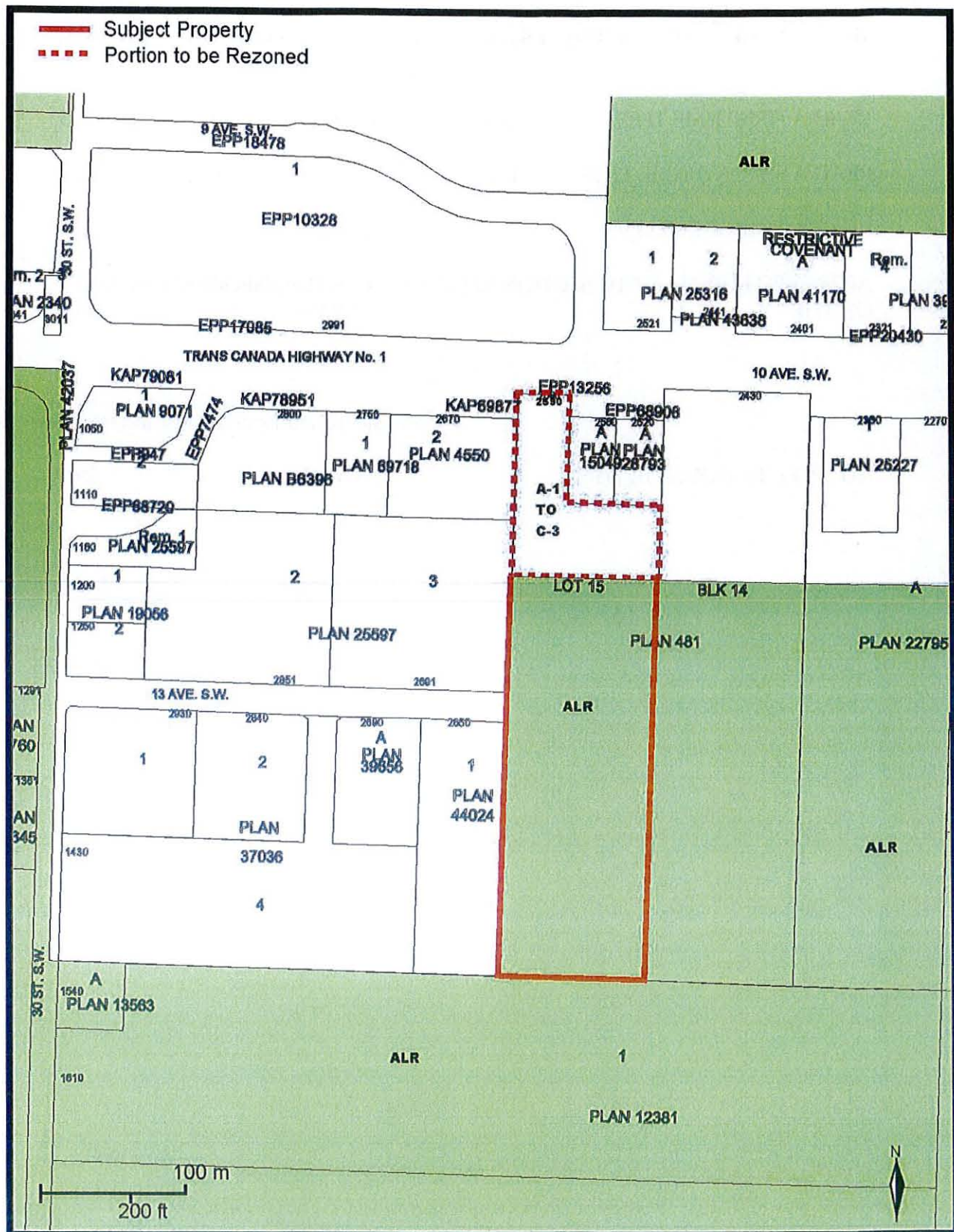
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER

SCHEDULE "A"





Item 24.

## CITY OF SALMON ARM

Date: July 24, 2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Regular Council Meeting of July 24, 2017, be adjourned.

### Vote Record

- ☐ Carried Unanimously
  - ☐ Carried
  - ☐ Defeated
  - ☐ Defeated Unanimously
- Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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