

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA – COMMITTEE OF THE WHOLE MEETING
Monday September 9th, 2013 9:00am
Council Chambers City Hall

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>		Call Meeting to order at 9:00am
2. <u>COMMITTEE OF THE WHOLE MEETING AGENDA</u>	Agenda for September 9th, 2013	Adoption of Agenda
3. <u>REGISTERED PETITIONS AND DELEGATIONS:</u> None		
4. <u>PRESENTATIONS BY STAFF:</u>		
a) Manager of Development and Engineering – Unplanned expenditure requiring Financial Plan amendment	Request for approval of Application by City for funding to locate water system infrastructure in the City in preparation for installation of water meters in 2014.	Committee of the Whole recommends to Council to direct staff to proceed with the expenditures for the curb stop locates and refers the issue to the September 9 th Regular Council meeting.
5. <u>REPORTS AND DISCUSSION:</u>		
a) Monthly Highlight Reports from Department Managers	Staff request for Council to receive the Monthly Activity Reports from department managers	That the Committee of the Whole recommends to Council to receive the monthly Activity Reports
6. <u>PROPOSED BYLAWS FOR DISCUSSION:</u>		
a) Arild Engen, Agent for Owners Barbara and Jacques Boizeau	To amend the current Zoning Bylaw by rezoning property located at 2675 Central Avenue from the current R-1 (Single and Two Family Residential) to HC (Highway Commercial)	The Committee of the Whole recommends to Council to direct staff to draft the appropriate zoning amendment bylaw and to proceed with publishing notices of this Bylaw in two consecutive issues of the Gazette and to hold a public hearing in accordance with the Local Government Act.
7. <u>INFORMATION ITEMS:</u> none		
8. <u>CORRESPONDENCE ITEMS:</u> none		
9. <u>LATE ITEMS:</u>		
10. <u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>		

11. **QUESTION PERIOD FROM THE PUBLIC**

Attendees in the gallery may ask Council questions at this time.

Hear Presentations and refer any issues for further discussion.
Hear from the Public

12. **ADJOURNMENT**

Adjournment

THE CITY OF GRAND FORKS

REQUEST FOR COMMITTEE OF THE WHOLE DECISION

DATE : August 30, 2013

TOPIC : Unplanned expenditure requiring Financial Plan amendment.

PROPOSAL : Request for approval of Application by City for funding to locate water system infrastructure in the City in preparation for installation of water meters in 2014

PROPOSED BY : City Staff

SUMMARY:

In preparation of residential water meter installations for 2014 City Water Staff is presently locating water system infrastructure. The location and proper operation of this infrastructure prior to meter installation is crucial to the success of the program. The installation of residential water meters will require water to be shut off at the curb. Delaying contractors tasked with water meter installations would result in additional costs to the City in the form of penalties. It is expected that 70 - 80% of the locates will be relatively easy and should only take a month or so for Water Staff to complete.

Hard to locate operating valves typically are buried below the ground's surface requiring some hand digging or even heavy equipment exploration. These remaining 20 - 30% of locates will be time consuming and may require additional resources to locate. The 4 members of our Water and Sewer Department have core and mandated work to maintain. At present, this work includes problems in infrastructure that demand repetitive yearly visits. These problem areas require permanent fixes. Accordingly, the City would like the resources required to deal with the hard to locate water infrastructure as well as repair problem infrastructure.

Presently, the process of documenting locations of water system infrastructure involves staff manually measuring locations from property pins (IF they can locate them) or permanent structures nearby and applying coordinates (i.e. north, south, east west). The information is recorded on paper and then typed manually into a spreadsheet form. This method is very time consuming and the location information can be particularly inaccurate when distance to infrastructure is measured from permanent structures because they can be modified (i.e. removed or added on to). Knowledge of accurate locations of the water system infrastructure is necessary for water meter installation and very important in emergency situations as well.

A much faster and more accurate method of recording the locations of infrastructure is the use of a GPS (Global Positioning System) device. This device uses a space-based satellite navigation system that provides location and time information in all weather conditions, anywhere on or near the Earth. The GPS device operator records the location of a particular element of infrastructure (a feature) on site using the GPS unit and then the coordinate data is transferred electronically to other programs as required. The information is available for

use in applications such as GIS (Geographic Information Systems) and can be displayed on a map in digital form. This data is also available for manipulation and analysis in other programs, and attributes of the recorded features can be added at any time. Also, at any time, the feature coordinates can be used to lead any GPS operator back to the exact location at a later date.

At present, the City does not possess the technology or expertise needed to implement a program using GPS or an equivalent. The minimum cost of the equipment required to get a reasonable level of accuracy is upward of \$50,000.00. This does not include costs for training and set-up of infrastructure.

The City would like to hire a contractor with the technology, equipment and expertise to collect precise (within cm) locations of water system infrastructure. The contractor must have the capability of operating a survey grade system within the City of Grand Forks and surrounding area.

Accurate location information of the water system infrastructure is essential to the success of the water meter installation program. It is also necessary for competent and timely emergency response and streamlining of the day-to-day operations of the City. Present systems are outdated, inaccurate and incomplete which leads to inefficiencies and inability of staff to complete the tasks they are assigned to the best of their abilities. These projects are a step towards modernizing City processes to standards for best practices using current technology.

The costs associated with the above projects are:

- 1) Record accurate and precise coordinates of water system infrastructure using a contractor with survey grade GPS or equivalent: \$ 32,000
- 2) Exploratory excavation and repair of problem infrastructure: \$ 32,000
- 3) Subsequent data management and mapping: \$32,000

STAFF RECOMMENDATIONS:

The Committee of the Whole recommends to Council to direct staff to proceed with the expenditures for the curb stop locates and refers the issue to the regular meeting of Council.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to direct staff to proceed with the \$96,000 expenditure for the water system infrastructure locates, excavation/repairs and data management/mapping and refers the issue to the regular meeting of Council; Committee of the Whole requests staff to amend the 2013 financial plan to reflect this amendment.

Option 2: The Committee of the Whole does not recommend to direct staff to proceed with the \$96,000 expenditure for the water system infrastructure locates, excavation/repairs and data management/mapping and does not refer the issue to the regular meeting of Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefits of this option include: 1) completion of water system infrastructure locates in time for the installation of water meters in 2014, limiting the potential for expensive delay penalties charged by contractors; 2) staff having an accurate record of water system infrastructure locations for future locates (especially for emergency situations when time is of the essence) and 3) incorporation of data into a modern infrastructure management system which will assist in asset management.

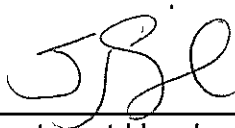
Option 2: The disadvantage of this option is the potential that staff will not have located all water system infrastructure locations before the meter installation contract is awarded and the City will not have accurate location information available for the contractor, resulting in delay penalties issued by the contractor. Staff will have to continue using present processes that lead to inefficiencies that could be considerably lessened or eliminated.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

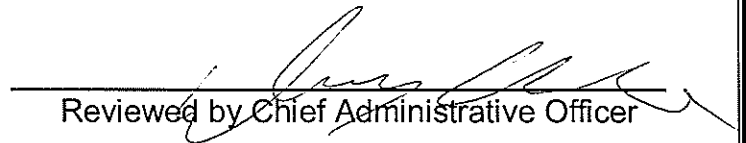
Total request is for \$96,000. Projects will not affect taxation as they will be funded with Gas Tax dollars that the City has been accumulating over the past several years.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The City has completed a number of reports and studies over the past years including the Water Conservation Plan, the Water System Audit, and the Drought Management Plan all of which supports the recommendation of implementing a universal water metering program to reduce water consumption. The report of the public consultation on the proposed Integrated Community Sustainability Plan also proposes the implementation of a universal water metering program to assist in ensuring the long term viability of the City's water system for future generations. Proceeding with this project as described will act upon these recommendations.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : September 3, 2013

TOPIC : Monthly Highlight Reports from Department Managers

PROPOSAL : Council to Receive the Monthly Activity Reports

PROPOSED BY : City Staff

SUMMARY:

As part of a new initiative, the Managers of each department will submit a brief report of their highlighted projects and tasks from the past month for Council's and the Public's information. This new reporting plan intends to provide a snapshot of some of the tasks and projects that each department may be working on so that Council and members of the public may get a "peek" at some of the daily operations of City Staff, and of projects that are being worked on at present.

STAFF RECOMMENDATIONS:

That Council receives the monthly highlight report from the department managers.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

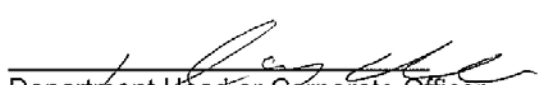
The main advantage is that Council is apprised of projects and activities which are currently being undertaken.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

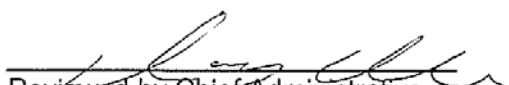
There is no cost attached to the report of Staff

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

As part of good legislative practice, Council is provided with information regarding daily operations at Public Works, the Fire Department and City Hall.



Department Head or Corporate Officer
Or Chief Administrative Officer



Reviewed by Chief Administrative
Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

ROXANNE SHEPHERD
CHIEF FINANCIAL OFFICER

FOR THE MONTH OF JULY, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Working on Procurement & Budgeting Workshop for end of September
- ✓ RFP for Audit Services advertised
- ✓ Permissive Tax Exemption Bylaw 1976 to Committee of the Whole
- ✓ Carbon Tax Reserve bylaw 1989 – final reading
- ✓ Airport Hanger lease renewals mailed out
- ✓ GST, PST, WCB quarterly reports filed
- ✓ Reporting for Rural Fire Department, Library
- ✓ Working on Fees & Charges bylaw
- ✓ Prepared Budget Update for Council



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Corporate
Administration/Community Services
CORPORATE OFFICER – Diane Heinrich

FOR THE MONTH OF AUGUST, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Initial Meeting with the Community Video Promotions Sub-Committee to develop Terms of Reference
- ✓ Development of the Request for Quote for the Community Video Production and distributed to proponents by invitation
- ✓ Corporate Officer performed Acting CAO Duties from July 24th to August 2nd
- ✓ Department prepared Agendas for August 19th Council Meeting along with Paper Copies, Website Posting, Drafting Minutes
- ✓ The Department compiled and distributed Weekly Summaries for August 2nd, 9th, 16th, 23rd and 30th.
- ✓ Development & Distribution of Media Releases for Entrance Sign ribbon cutting, free WiFi zone, upgrades to the Corner and Observation Mountain, and new web site
- ✓ Launch of the renewed City Web Page
- ✓ Deputy Corporate Officer performed Acting Corp Officer Duties from August 26th to September 5th



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – OPERATIONS
MANAGER – Hal Wright

FOR THE MONTH OF AUGUST, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Completed repair work on block planters at entrance to Campground.
- ✓ Assisted with setup and/or supplied equipment for Event Requests:
 - Car Show in City Park
 - Grand Forks Fall Fair
 - Grand Forks Fly-In
 - Back to the Wild West
- ✓ Said good bye to 5 summer staff as they returned to school
- ✓ Started work at J.D. Park to replace the grassed infield
- ✓ Completed Downtown WiFi installation
- ✓ Water and Sewer Department initiated locate procedures for 1800 residential water curb stop valves
- ✓ Request received to mark electric lines adjacent new Hospital Heli-Port
- ✓ Installed Soccer/Football/Rugby posts on City Park field



Settle down.

THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM DEPARTMENT MANAGER – WAYNE KOPAN MANAGER – BUILDING INSPECTOR & BYLAW ENFORCEMENT

THIS MONTH'S HIGHLIGHTS:

- ✓ Reviewing and follow up on Complaints
- ✓ Continue with Bylaws Reviews (Zoning 1606)
- ✓ Lease agreement with MAPP (7212 Riverside Dr.)
- ✓ Completed the Lease Agreement with Grand forks Baptist Church (Wildlife Hall)
- ✓ Reviewing and follow up on 67 open building permit files
- ✓ 4 More New Permits issued in August
 - 1 Garage / Storage
 - 2 Single Family Dwelling Addition
 - 1 Commercial
- ✓ 2 More Files Completed and Closed
- ✓ 4 Permits Pending
- ✓ Continuing with Building Inspectors Course through BCIT with an expected date to write the level 1 certification in late September



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Development and
Engineering
MANAGER – Sasha J. Bird

FOR THE MONTH OF AUGUST, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Downtown Beautification Upgrades Continue
- ✓ Construction of the Proposed New Liquor Store Underway
- ✓ Welcome to Grand Forks Signage Installed and Unveiled
- ✓ Granby Building Improvements Underway
- ✓ City of Grand Forks Water Supply Strategy Underway
- ✓ RFP out for Crack Sealing Program
- ✓ Asset Management Projects Underway
- ✓ Utility Regulation Bylaw Revisions
- ✓ Fees and Charges Bylaw Revisions
- ✓ Tender out for TCT Multi-Use Pathway Project
- ✓ Commenced Discussions Regarding the Next Steps for Implementing the Animal Aware Program
- ✓ Bellamy Development Variance Approved
- ✓ 72nd Ave. Road Closure Received First Three Readings
- ✓ Wild Life Hall Rezoning Received First Two Readings
- ✓ Commenced Work on the Revitalization Tax Exemption Program



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Fire Department
Fire Chief – Dale Heriot

FOR THE MONTH OF August, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ We had 43 calls in July – 17 fire, 4 rescue, and 22 first responder.
 - Structure fire at the GF Arena
 - Dynamite event on Riverside Drive
- ✓ Open Burning Ban continues throughout Southeast Fire Center region, although wildland fire starts have been unusually low for the start of wildland season.
- ✓ Volunteer association held annual Ladder-a-thon fundraiser over the August long weekend and participated in the Fall Fair parade.
- ✓ Safety presence at the COPA 62 fly-in at Grand Forks Airport
- ✓ Represented the new platform truck at invitation of Rotary Club August 22 to very positive audience.

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE DECISION

DATE: August 27, 2013

TOPIC: Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999

PROPOSAL: To amend the current Zoning Bylaw by rezoning property located at 2675 Central Avenue from the current R-1 (Single and Two-Family Residential) to HC (Highway Commercial)

PROPOSED BY: Applicants – Arild Engen, Agent for owners Barbara and Jacques Boizeau

SUMMARY:

Currently there are a number of properties abutting Highway #3 in the west end of the City that are zoned R-1 (Single & Two Family Residential). The City's Sustainable Community Plan designates these properties for future rezoning to Highway & Tourist Commercial.

The City is in receipt of an application to rezone property located at 2675 Central Avenue, legally described as Lot 2, DL 520, S.D.Y.D., Plan EPP31267 (subject property) and being 0.198 hectares in size, from R-1 (Single and Two-Family Residential) to HT (Highway & Tourist Commercial). This proposal is consistent with the Sustainable Community Plan and the only amendment to the SCP would be to designate the subject property as being within the General Commercial Development Permit Area.

If the bylaw proceeds, the rezoning will be advertised and letters will be sent to surrounding property owners. A public hearing will ensue and members of the public will have the opportunity to provide input regarding the rezoning proposal.

Information including site plan, zoning and SCP maps is attached.

STAFF RECOMMENDATIONS:

Option 1: That the Committee of the Whole recommend to Council to direct Staff to draft the appropriate zoning amendment bylaw and to proceed with publishing notices of this bylaw in two consecutive issues of the Gazette and to hold a public hearing in accordance with the Local Government Act.

Option 2 – That the Committee recommends that Council not proceed with the rezoning of the subject property and the property would remain as R-1 (Single & Two Family Residential).

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to direct Staff to draft a Zoning Amendment Bylaw to rezone property located at 2675 Central Avenue from R-1 (Single and Two Family Residential) to HT (Highway & Tourist Commercial) and to designate the property as being within the General Commercial Development Permit Area. This option will allow the proposal to rezone property located at 2675 Central Avenue to Highway & Tourist Commercial and to proceed with the rezoning process, as provided for in the Local Government Act.

Option 2: The Committee of the Whole recommends that Council declines the amendment to the Zoning Bylaw, to proceed as requested. This option will allow for the status quo, with no rezoning of subject property located at 2675 Central Avenue.

Option 3: Committee of the Whole recommends that Council direct Staff to draft the proposed zoning amendment bylaw and refers the bylaw to the public hearing process. This option refers the zoning amendment bylaw to a public hearing prior to 3rd Reading.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: This option allows for the property located at 2675 Central Avenue to be developed as a Highway & Tourist Commercial property. The advantage to this option is that the resulting development is what the Sustainable Community Plan seeks to accomplish, inasmuch as a commercial development and provides for an additional commercial piece of property for future development.

Option 2: This option will allow for the status quo to remain and no potential for additional commercial vacant property, to be realized.


Option 3: This option allows the zoning amendment bylaw to be heard at a public hearing. The public would be afforded an opportunity to be heard with regard to the rezoning proposal.

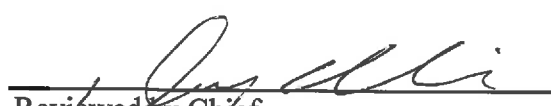
COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There would be the cost of newspaper advertising in two consecutive issues of the paper and the notification to the surrounding property owners. The costs to the City are covered by the application fees payable at the time of application.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The ability to amend our existing Zoning Bylaw comes from the Local Government Act. The Act stipulates that a Zoning Amendment Bylaw must be advertised and referred to a public hearing.


Department Head or Chief
Administrative Officer


Reviewed by Chief
Administrative Officer

The Corporation of the City of Grand Forks

P.O. Box 220
Grand Forks, B.C.
VOH 1H0

7217-4th Street
Telephone (250) 442-8266
Fax (250) 442-8000

Zoning AND/OR Official Community Plan Amendment
Application

Application to amend the Zoning Bylaw AND/OR Official Community Plan Bylaw

Zoning OR Official Community Plan Application Fee:

☒ \$1,000.00

Receipt No. pd

Zoning AND Official Community Plan Application Fee:

☐ \$1,200.00

Receipt No. _____

The subject fee is applicable to each request for an amendment to the Zoning or Official Community Plan Bylaw, or to both. Should this request not proceed to Public Hearing, one-half (1/2) the fee (\$500.00 or \$500.00) shall be refunded.

Registered Owner of Property to be rezoned:

Barbara Bailey - Beisau
Jacquie Beisau

Mailing Address: Lot 2, DR 520 Plan EPP 32167

Telephone: _____

Full Legal Description of property to be rezoned:

Street Address of Property

~~75th Avenue~~
2675 Central Avenue

submit the following information with this application:

- (i) the legal boundaries and dimensions of the subject property;
- (ii) the location of permanent buildings and structures existing on the property;
- (iii) the location of any proposed access roads, parking, driveways, and any screening, landscaping and fences;
- (iv) the location and nature of any physical or topographic constraints on the property (ie: streams, ravines, marshes, steep slopes etc)

=====

Upon reviewing your application, the City of Grand Forks may request other, or more detailed information.

=====

The information provided is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application.



Signature of Owner

July 25, 2013

Date

=====

AGENT'S AUTHORIZATION

I hereby authorize :

David Engen

(full name, address and telephone number of Agent)

to act on my behalf with regards to this application.

Owner's Signature

The personal information on this form is collected under the authority of the Local Government Act. The information collected will be used to process your application for a Rezoning or Official Community Plan amendment. If you have questions about the collection use and disclosure of this information, contact the Coordinator City of Grand Forks.

Please outline the provisions of the respective Bylaw that you wish to vary or supplement and give your reasons for making this request:

Rezone property from A-1
to HC Commercial

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

I, ARILLO ENGEN, owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities. (Schedule 2) of the *Contaminated Sites Regulation* (B.C. Reg. 375/96). I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the *Waste Management Act*.

(signature)

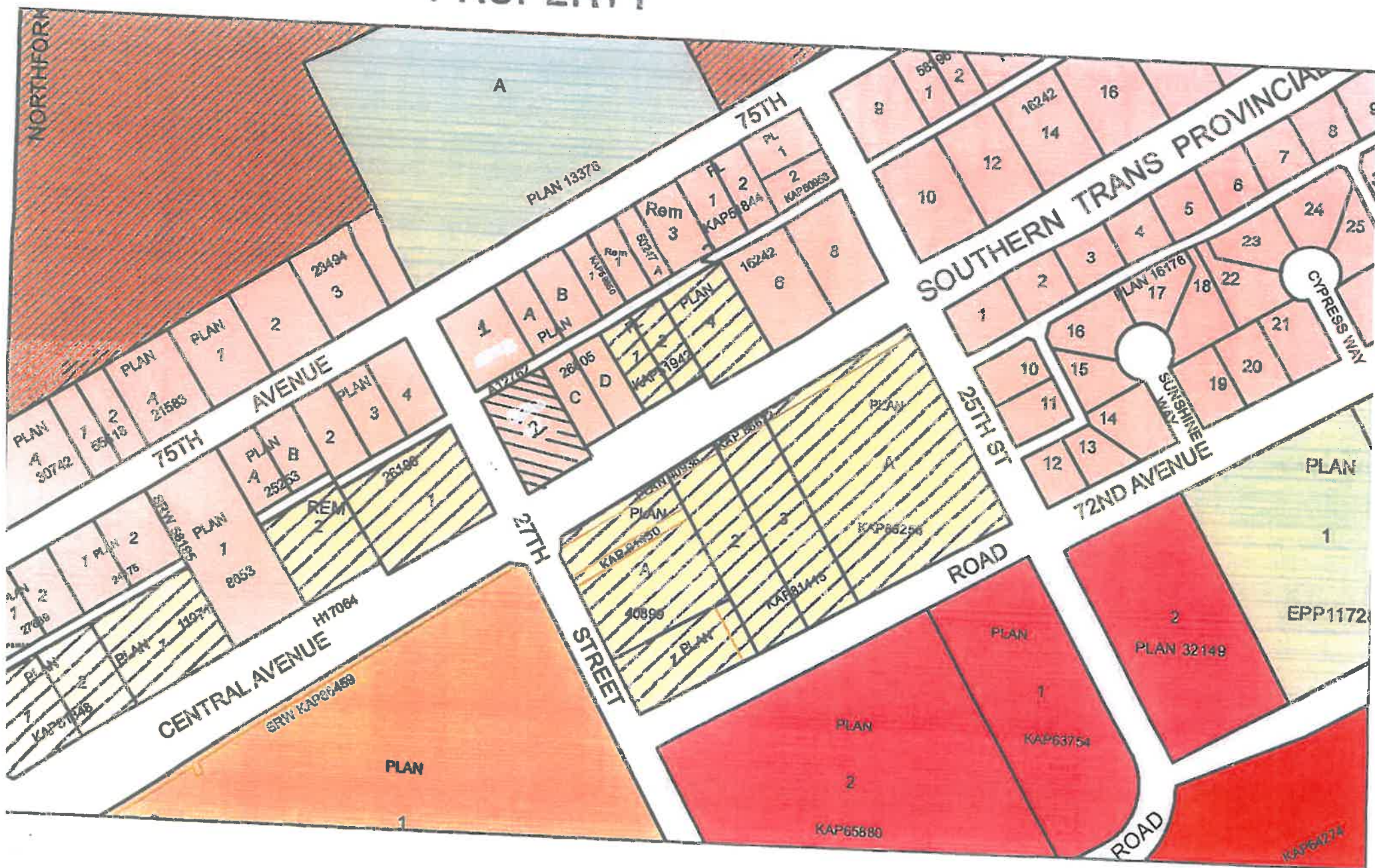
(date)

July 31, 2013

SUBJECT
PROPERTY



**SUBJECT
PROPERTY**



SUBDIVISION PLAN OF LOT 6, BLOCK 2,
DL 520, SDYD, PLAN 5210.

SDYS 227.000

PLAN EPP32167



THE INTENDED SIZE OF THIS PLAN IS 600 mm
IN WIDTH BY 432 mm IN HEIGHT (C SIZE)
WHEN PLOTTED AT A SCALE OF 1:1000



LEGEND

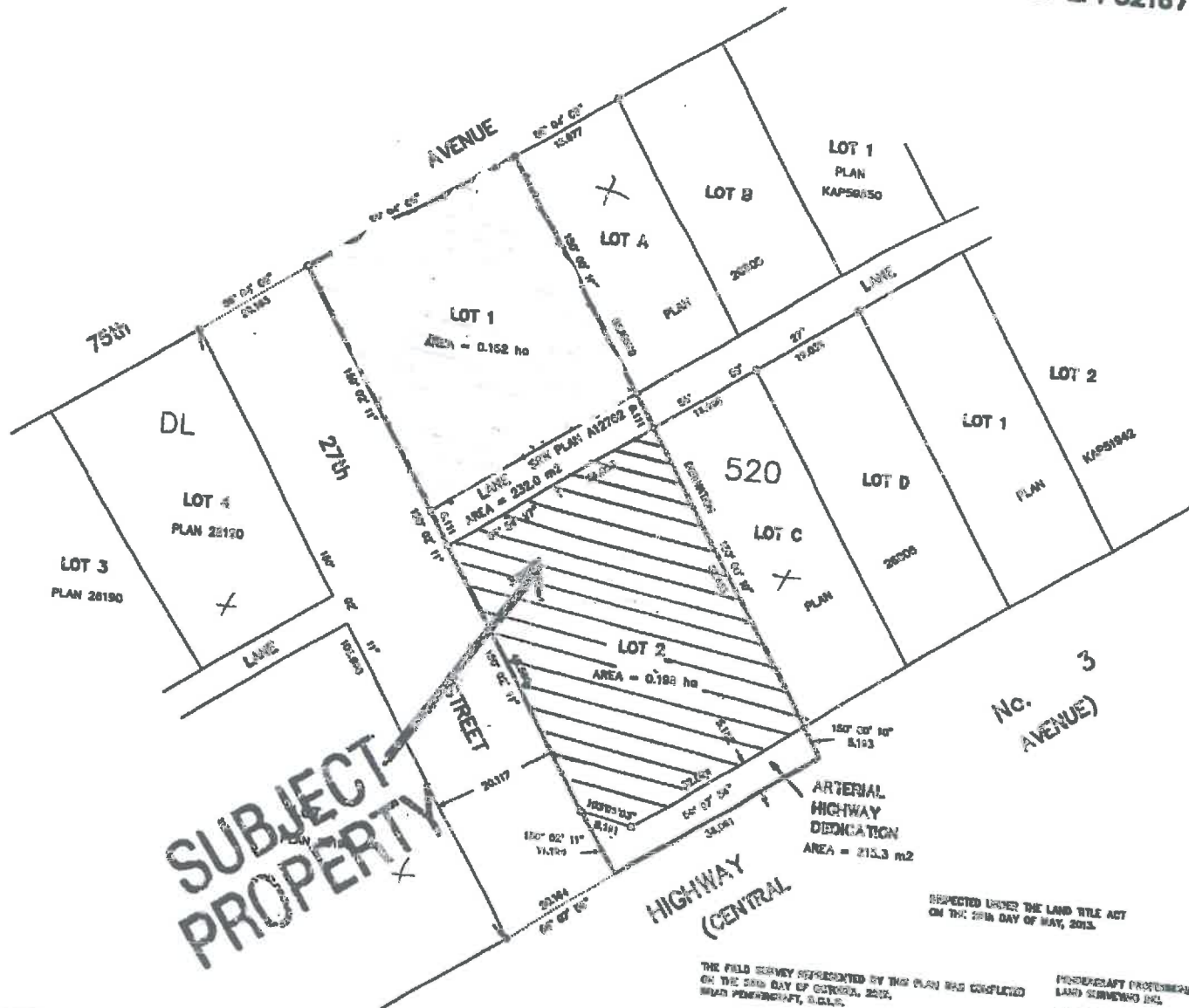
MEASUREMENTS ARE ASTROMETRIC AND DERIVED
FROM PLAN 5210.

- DENOTES STANDARD IRON POST PLACED
- DENOTES STANDARD IRON POST FOUND

THIS PLAN LIES WITHIN THE
JURISDICTION OF THE APPROVING
OFFICER FOR THE CITY OF GRAND FORKS

THIS PLAN LIES WITHIN THE
JURISDICTION OF THE APPROVING
OFFICER FOR THE MINISTRY OF
TRANSPORTATION AND INFRASTRUCTURE
MTO FILE: 2012-04410 (M1/12)

THIS PLAN DEDICATES ARTERIAL
HIGHWAY AS AUTHORIZED BY THE MINISTER
OF TRANSPORTATION AND INFRASTRUCTURE



RESERVED UNDER THE LAND TITLE ACT
ON THE 20th DAY OF MAY, 2012.

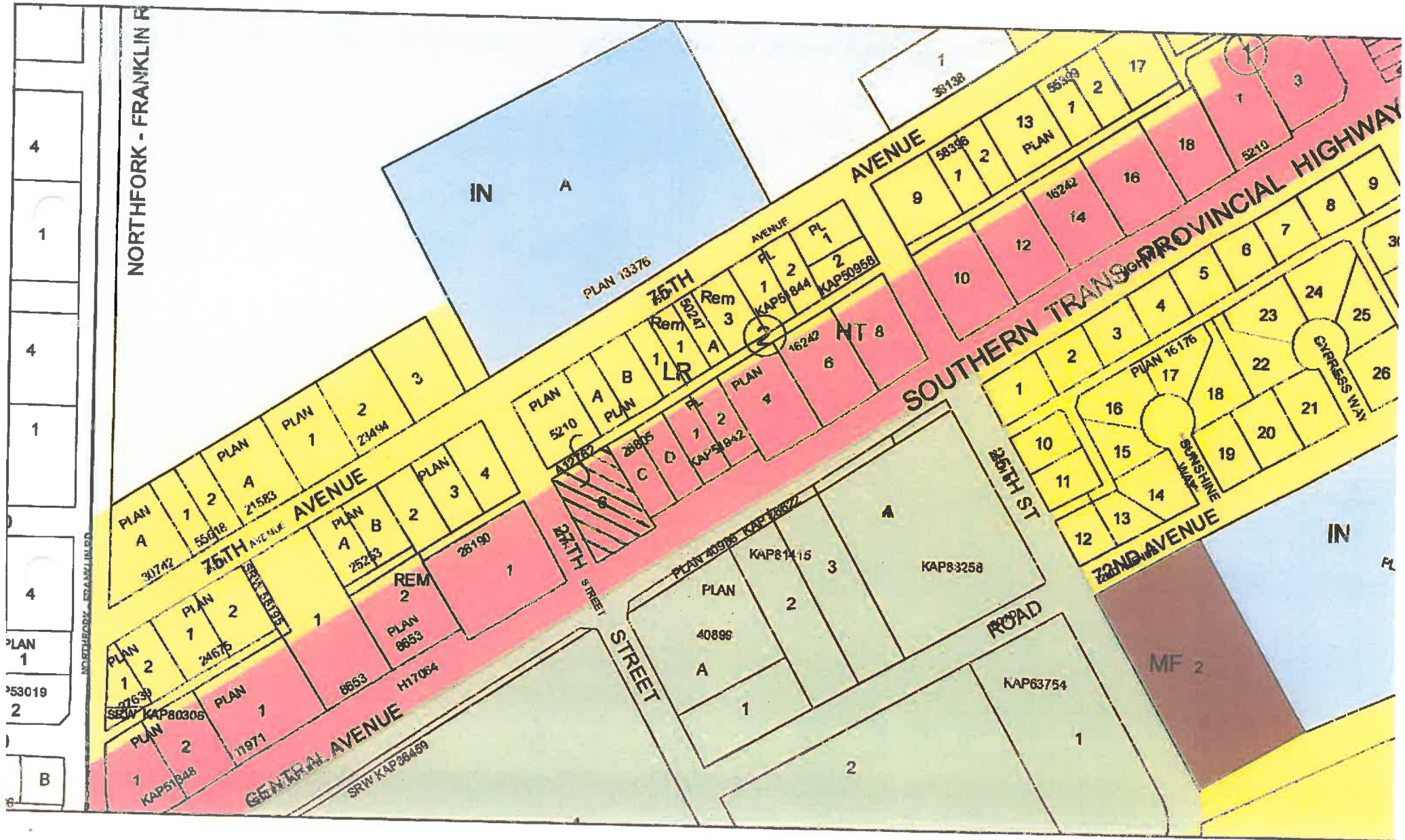
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED
ON THE 20th DAY OF OCTOBER, 2012.
BY: P. J. HENNING, P.E., S.S.L.C.

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT
OF KOOTENAY BOUNDARY.

PROFESSIONAL
LAND SURVEYING INC.

MR. GAO
CHUOCH, P.E.
MR. TAO
PENG, P.E. - 425-7127

OUR FILE NO. 11222-2325





Development within this designation may occur up to a maximum of 60 units per hectare.

anticipated that the demand for these types of uses will continue to increase.

Highway & Tourist Commercial (HT)

- Within this designation, automobile oriented tourist services areas for visitors and residents are encouraged and focused along Central Avenue/Highway #3. Development will consist primarily of commercial and institutional uses. Some residential development may occur where appropriate.

Heritage Corridor (HC)

- This designation is located along Central Ave/Highway #3, immediately west of the Core Commercial area of Grand Forks.

Light Industry (LI)

- This designation is located in strategic locations in Grand Forks, including in the northwest along Donaldson Drive, in the northeast along Granby Road and in the southeast along Sagamore Ave. This designation includes light industrial uses and service commercial uses that can be developed in a manner compatible with adjacent uses.

Heavy Industry (HI)

- Located in the northeast along Granby Road and south of the Kettle River, this designation supports the continued use and development of heavy industrial activities, such as lumber production, log storage and other associated industrial uses.

Institutional (IN)

- Institutional land uses within Grand Forks are located throughout the community. Over time, the types of institutional uses have evolved with the growth and maturation of the community and it is

Hillside & Resource District (HR)

- Within Grand Forks, this designation is applied to those parts of the City which are largely undeveloped and lacking municipal services, or located on slopes greater than 20%. These areas are generally located along the eastern boundary of Grand Forks and are not to be urbanized until municipal services can be made available, once infilling and densification of other areas has occurred.

Environmental Resource District (ER)

- The Environmental Resource District designation applies to an area located in the northwestern area of the community. Although the ER designation generally allows for uses and densities within the Low Density Residential (LR) designation, this area acknowledges the groundwater and floodplain conditions associated with these lands. Any development in this area will require an Environmental Development Permit to ensure that steps are taken to address the potential groundwater conditions and/or flood hazard.

Park & Open Space (PK)

- This designation encourages recreation and transportation opportunities for local residents and captures the beauty and setting of natural areas, parks and open spaces and trails throughout Grand Forks and along the Kettle and Granby Rivers.

In addition, the form and character of the community is guided by the objectives outlined in a number of Development Permit (DP) Areas. These DP areas are



14.4 General Commercial Development Permit Area

The General Commercial Development Permit Area is designated under Section 919.1(1)(d) (revitalization of a commercial area) and Section 919.1(1)(f) (form and character of commercial development) of the Local Government Act.

Area

Within the City of Grand Forks, all lands designated Highway & Tourist Commercial are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

Commercial Core areas, surrounding the Historic Downtown, are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

Justification

Highway & Tourist Commercial

Highway & Tourist Commercial areas are quite visible from Highway 3 and often are the first impression that tourists get of Grand Forks. For commercial development in the Highway & Tourist Commercial area, special considerations are required to address the following:

- the highway corridor is a high visibility area and therefore the visual image of the community must be presented in a positive way;
- access along a high volume controlled access route has implications on commercial development; and

- compatibility between the residential areas and the commercial development.

Commercial Core

The Commercial Core areas, surrounding the Historic Downtown, form a strong part of the community's identity. As development occurs, Council would like to ensure that the visual character of these areas improves in a way that compliments the Historic Downtown area.

An objective of this designation is to maintain and enhance the image of the Commercial Core areas, surrounding the Historic Downtown, by requiring a high standard of development. Development will meet a consistently high standard of visual quality to assure that the character of the commercial core will continue to improve over time.

14.4.1 - Conditions for which a Commercial Development Permit is not Required

The following may be undertaken without a Commercial Development Permit:

- internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing;
- painting the exterior of a building;
- replacement of windows;
- construction of a fence;
- construction of an accessory building or addition to a commercial building that does not alter patterns or requirements of parking, access, loading or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement



sign or canopy are generally consistent with the sign or canopy being replaced.

14.4.2 - Guidelines

Development permits issued in this designation shall be in accordance with the following guidelines:

Buildings and Structure

- .1 Buildings should be designed in a way that enhances the visual character of the commercial area.
- .2 The shape, scale and siting of buildings should be consistent with adjacent development.
- .3 The shape, siting, rooflines, architectural features and exterior finish should be sufficiently varied to create interest and avoid a monotonous appearance.
- .4 Monolithic structures and long expanses of straight walls should be avoided.
- .5 Large buildings should be designed in a way that creates the impression of smaller units and less bulk, by using building jogs and irregular faces.
- .7 Buildings should be designated in a way that relates positively to pedestrians at the street level.

Access and Parking

- .8 Parking areas with more than 20 stalls should be broken into smaller groups, divided by landscaping.
- .9 Off-street parking and loading should be encouraged where possible and designed to promote safe and efficient vehicle entrances and exits, and on-site circulation.
- .10 Sites should be designed in a way that accommodates alternative modes of transportation, with provisions made for features such as pedestrian sidewalks, bicycle and walking paths or lanes, and bicycle racks on the site. Pedestrian and bicycle networks on the site should link with networks off the site.

Screening, Landscaping and Amenities

- .11 Sites should be provided with screening in the form of walls, decorative fencing, hedging, planting, other screening materials or a combination of materials in the following areas:
 - around outdoor storage areas, waste containers, heating and cooling equipment, and other service areas; and
 - between the rear of commercial areas and any residential area.
- .12 The site should be provided with landscaping:
 - between parking areas and roadways; and
 - between buildings and parking areas.



.13 Where setbacks are required between the building and the property line, the site should be provided with landscaping:

- along the property edge next to roadways; and
- along the sides of buildings.

Lighting

.14 Land uses or establishments should be designed to ensure that they do not produce a strong glaring light or reflection of that light beyond their lot lines. Shielded or controlled intensity lights are required.

Signage

.15 Signage should complement the building design and finish.

SECTION 41

HC (Highway Commercial) Zone

Permitted Uses

1. The following uses and no others are permitted in a HC zone:

- (a) hotels or motels;
- (b) restaurants;
- (c) automobile sales and parts supply, service stations;
- (d) convenience stores including gas bars;
- (e) car wash establishments;
- (f) retail sales establishments;
- (g) personal service establishments;
- (h) liquor licensed premises;
- (i) animal hospitals;
- (j) building supply establishments;
- (k) offices;
- (l) tool and equipment rental establishments.

Permitted accessory uses and buildings on any parcel includes the following:

- (m) a dwelling unit contained within the above noted permitted uses;
- (n) any accessory building or structure for the above noted uses.

Regulations

2. On a parcel located in a HC zone:

Minimum Parcel Size for Subdivision purposes

- (a) There is no minimum parcel size and the parcel shall be connected to a community sewage and water system;

Number and type of Dwelling Units allowed

- (b) Apartment units contained within the above-mentioned commercial activities are permitted. Not more than 30% of the principal building shall be used for apartments.

Height

- (c) No building or structure shall exceed 12 metres (40 ft) in height;

Setbacks

- (d) Except as otherwise specifically permitted in this bylaw, *no building, structure or illuminated sign shall be located within 4.6 meters (15 ft) of a lot in a Residential zone;*

SECTION 41

HC (Highway Commercial) Zone cont'd

Accessory Buildings

- (e) No accessory building shall have a total floor area greater than 25% of the principal structure;
- (f) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line.

Lot Area Coverage

- (g) The maximum permitted lot area coverage shall be as follows:

Principal building with all accessory buildings and structure 60%

Additional Requirements

- (h) *deleted by Bylaw 1679*
- (i) If a fence is erected it shall not exceed a height of 2.4 metres (8 ft);
- (j) See Sections 13 to 30A of this Bylaw.