

REGULAR MEETING OF COUNCIL AGENDA

DATE: April 3, 2023
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

The public may attend this meeting in person or by means of electronic facilities.

The City of Enderby uses Zoom for its electronic facilities and encourages those who are unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

The access codes for this meeting are:

*Meeting ID: 837 1717 4978
Passcode: 868111*

If you would like to attend this meeting by means of electronic facilities and do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.

When applicable, public hearing materials are available for inspection at www.cityofenderby.com/hearings/

1. LAND ACKNOWLEDGEMENT

We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of March 20, 2023

Page 3

4. DEVELOPMENT MATTERS AND RELATED BYLAWS

4.1 Development Variance Permit #0055-23-DVP-END

Page 9

Legal: PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS
DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1

Address: 99 Bass Avenue, Enderby BC

Applicants: Shaun Landry and Cindy Nelson

Owners: Shaun Landry and Cindy Nelson

4.1.1 Public Input – Development Variance Permit #0055-23-DVP-END

4.1.2 Permit Issuance – Development Variance Permit #0055-23-DVP-END

**5. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES
AND DELEGATIONS**

5.1 Committee of the Whole Meeting of April 3, 2023 – Draft Budget Resolution

5.2 Communities in Bloom
Memo prepared by Chief Administrative Officer dated March 28, 2023

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6. REPORTS

6.1 Mayor and Council Reports

6.2 Area F Director Report

6.3 Chief Administrative Officer Report

6.3.1 Council Inquiries

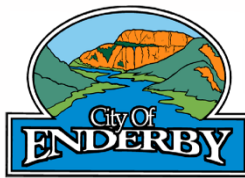
7. NEW BUSINESS

7.1 Enderby Farmers Market – Road Closure Application for 2023 Season
Memo prepared by Planner dated March 28, 2023

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8. PUBLIC QUESTION PERIOD

9. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, March 20, 2023 at 4:30 p.m. in Council Chambers.

Present: Acting Mayor David Ramey
Councillor Tundra Baird
Councillor Roxanne Davyduke
Councillor Brian Schreiner
Councillor Shawn Shishido
Councillor Sarah Yerhoff

Absent: Mayor Huck Galbraith

Staff: Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Planner – Kurt Inglis
Clerk-Secretary – Andraya Holmes

Other: Press and Public

LAND ACKNOWLEDGEMENT

We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.

APPROVAL OF AGENDA

Moved by Councillor Schreiner, seconded by Councillor Davyduke
“THAT the March 20, 2023 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of March 6, 2023

Moved by Councillor Baird, seconded by Councillor Yerhoff
“THAT the March 6, 2023 Council Meeting minutes be adopted as circulated.”

CARRIED

DELEGATIONS

Shirley Fowler, Councillor, City of Armstrong

Ms. Fowler gave an overview of the Communities in Bloom program. Communities are evaluated annually based on several categories:

- Community Appearance
- Environmental Action
- Heritage Conservation
- Tree Management
- Landscape
- Plant and Floral Displays

Communities are scored on a scale of 1-5 Blooms and everyone in the community is encouraged to get involved.

Explained that there is a an option for gradual entry into the program that allows a community to pick three of the categories to be evaluated on in the first year.

Councillor Schreiner asked how Enderby would get started.

Ms. Fowler explained that when Armstrong joined the Communities in Bloom program, they started by holding a meeting for interested community members. Ms. Fowler offered to facilitate this meeting in Enderby if there is a desire to do the same. Explained that a good place to start is to catalogue what is already existing in Enderby that fits into the categories and start thinking about the gaps that could be filled.

Acting Mayor Ramey asked what the cost to the City is in Armstrong in terms of staff time.

Ms. Fowler responded that the registration fee for Armstrong is paid by the City, but that there are no staff hours allocated to Communities in Bloom. It is all supported by volunteers.

Acting Mayor Ramey asked about the process for putting the committee for Communities in Bloom together.

Ms. Fowler explained that this was not difficult. There has been lots of enthusiasm about the program.

Chief Administrative Officer asked if there is a deadline to register for the program.

Ms. Fowler responded that Enderby could submit registration in April but she would offer her assistance if the City wishes to register after that date.

Acting Mayor Ramey thanked Ms. Fowler for her presentation.

Neil Fidler, Enderby and District Arts Council

Mr. Fidler gave an overview of the report submitted to Council and explained that the Enderby and District Arts Council is requesting \$4000 in funding for 2023. This is the same amount as was given annually before the pandemic.

Councillor Baird asked what the cost was to host Music by the River, and if the costs were recovered.

Mr. Fidler replied that costs were approximately \$1000 per band, and that the costs were recovered by sponsorships. The events covered their own costs. There are insufficient people to

coordinate and organize Music by the River, but the Arts Council has resumed its monthly Coffee House events at the Seniors Centre. This has been a great success.

Councillor Baird asked if the Enderby and District Arts Council has been working with the Events Coordinator.

Mr. Fidler responded that there has been communication with the Events Coordinator regarding the Easter celebrations and providing music for the Friday morning Markets in the summer months.

Councillor Schreiner asked if more volunteers are needed.

Mr. Fidler responded that the Arts Council is in need of volunteers to plan events.

Acting Mayor Ramey asked Mr. Fidler to clarify the difference between the Courtyard Gallery and the Arts Centre.

Mr. Fidler explained that the Courtyard Gallery features juried art and is a more formal gallery. The Arts Centre hosts exhibitions open to artists of all ages with no cost to them. The space also welcomes artisans and crafters. The Arts Centre also has classroom space where workshops and classes are held.

Councillor Davyduke thanked Mr. Fidler for the work the Enderby and District Arts Council does to engage youth in the community.

Acting Mayor Ramey thanked Mr. Fidler for his presentation.

CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

Climate Action Delegation Request

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT Council refers the climate action delegation requests presented to Council at its regular meeting of March 6, 2023 to the forthcoming 2023 strategic planning session.”

CARRIED

Food Action Committee Delegation Request for Edible Landscaping

Moved by Councillor Shishido, seconded by Councillor Yerhoff
“THAT Council designates the following public garden locations for an edible landscaping pilot project:

- *A southeast portion of the Breezeway connecting Cliff Avenue to Lambly Lane*
- *Three planters in Cenotaph Park*

AND THAT Council directs staff to report back to Council prior to the commencement of the Gardens and Grounds Maintenance Contract in 2024 with an evaluation of the pilot project.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Baird

Attended the Vernon Winter Carnival Awards Ceremony.

Had a tour of the baseball diamonds with some of the baseball user groups to discuss possible storage space.

Toured some potential garden spaces for the edible landscaping pilot project with the Chief Administrative Officer.

Councillor Schreiner

Will be attending a Regional District of North Okanagan meeting as well as a Hospital Board meeting.

Councillor Yerhoff

Attended a FACT Committee meeting.

There is a job fair taking place at WorkBC on March 30 from 3-5 pm. Many local employers will be in attendance.

Councillor Davyduke

Has been in contact with A.L. Fortune to invite students to attend the WorkBC job fair. Students who attend can report this as a career activity.

There are two businesses from the Enderby area that are participating in the Enterprize Challenge. The final showcase is on May 18th at the Performing Arts Centre in Vernon and tickets will be available for purchase in April. Reported that many of the participants this year are from rural areas.

The Enderby and District Community Resource Centre is selling hanging flower baskets. Orders must be in by April 11th, and pick-up will be on May 11th.

Community Futures North Okanagan is hosting a Business After 5 event March 21st from 5-7pm and has invited Council to tour their new facility.

Attended an Early Years Committee meeting. The Unplug and Play week was a huge success with 1100 adults and 1800 children participating.

Councillor Shishido

The Enderby and District Museum Society is hosting a volunteer appreciation barbeque in August. Restoration of the firetruck is ongoing. The History of Enderby book written by Bob Cowan is being edited to incorporate an update, and the revised book should be published by November 2023.

The Enderby Fish and Game Club is hosting a rifle shoot event on April 8th. There is also an axe throwing and archery range being built at the Kingfisher shooting range.

Acting Mayor Ramey

Had a meeting with the Enderby librarian, Dawn Wierzbicki. She is working on many different programs at the library for people of all ages. There are also baby chicks currently at the library. Ms. Wierzbicki has a wish list for the library for Council to consider during their strategic planning.

Attended the Enderby and District Arts Council coffee house. The event was well attended.

Councillor Davyduke volunteered to help organize a Coffee with Council event, suggested sometime in April or May.

Acting Mayor Ramey responded that this is a good idea and should be discussed when Mayor Galbraith returns.

Chief Administrative Officer

Asked Council if the meeting to discuss the Code of Conduct on April 3rd could be repurposed for a draft budget review instead. The Code of Conduct session would be rescheduled. Council agreed.

Construction is continuing on Peacher Crescent and is on schedule. A stormwater box culvert has been installed that will help with stormwater management in the area and downstream.

Congratulated Jared Dedood of Public Works for completing a chlorine handling course.

Met with the refrigeration mechanic to discuss the temperature differential issue on one of the sheets of ice in the curling rink. Options to address this issue are being evaluated.

RDNO Building Permit Report – February 2023

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT the RDNO Building Permit Report – February 2023 be received and filed.”

CARRIED

NEW BUSINESS

Community Futures Annual Recap – 2022

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT the Community Futures Annual Recap – 2022 be received and filed.”

CARRIED

Curbside Spring Pruning and Garden Waste Collection Program

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT Council provides early budget approval for the curbside spring pruning and garden waste collection program, valued at \$5,500 plus internal equipment charges;

AND THAT Council establishes the date for curbside spring pruning and garden waste collection program as April 23, 2023.”

CARRIED

CLOSED MEETING RESOLUTION

Moved by Councillor Yerhoff, seconded by Councillor Schreiner

“THAT, pursuant to Section 92 of the Community Charter, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (k) of the Community Charter.”

CARRIED

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Schreiner

“THAT the regular meeting of March 20, 2023 adjourn at 6:37 p.m.”

CARRIED

ACTING MAYOR

CORPORATE OFFICER

CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION



File No.: 0055-23-DVP-END

March 24, 2023

APPLICANT/OWNER: Shaun Landry and Cindy Nelson

LEGAL DESCRIPTION: PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1

P.I.D: 017-330-637

CIVIC ADDRESS: 99 Bass Avenue, Enderby BC

PROPERTY SIZE: 1,827 m² (0.45 acres)

PRESENT ZONING: Residential Single Family with Detached Suite (R.1-B)

O.C.P DESIGNATION: Residential Low Density

PROPOSAL: Construct a detached secondary suite on the second storey level of an existing accessory residential building (detached shop/garage)

PROPOSED VARIANCE: Increase the maximum height of an accessory residential building;
increase the maximum floor area for a domestic garage/shop

RECOMMENDATION:

THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC, to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 308.4.b by increasing the maximum floor area for a domestic garage or shop from 80.3 m² (864 square feet) to 107.9 m² (1,161 square feet), as shown on the attached Schedule 'A'; and
- Section 308.4.c by increasing the maximum height for an accessory residential building from 5 m (16.40 feet) to 7.39 m (24.26 feet), as shown on the attached Schedule 'A'.

BACKGROUND:

This report relates to a Development Variance Permit application for the property located at 99 Bass Avenue, Enderby BC. The applicant is proposing to construct a detached secondary suite on the second storey level of an existing residential building (detached shop/garage). In order to accommodate the

proposed sizing of the building, the applicant is requesting a variance to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 308.4.b by increasing the maximum floor area for a domestic garage or shop from 80.3 m² (864 square feet) to 107.9 m² (1,161 square feet), as shown on the attached Schedule 'A'; and
- Section 308.4.c by increasing the maximum height for an accessory residential building from 5 m (16.40 feet) to 7.39 m (24.26 feet), as shown on the attached Schedule 'A'.

Site Context

The property is 1,827 m² (0.45 acres) in area and is located on the north side of Bass Avenue, which is identified in Schedule 'C' of the City's Official Community Plan as a 'local road'. Access to the property is gained via a gravelled driveway off of Bass Avenue. A single-family dwelling built in 1991 is located in the central portion of the lot and a detached shop/garage is located in the northeast portion of the lot. The property is flat and is partially located in the 1:200 year floodplain.

The subject property is zoned Residential Single Family with Detached Suite (R.1-B) and is designated in the Official Community Plan (OCP) as Residential Low Density. The surrounding properties are zoned Residential Single Family (R.1/R.1-A) and are designated in the OCP as Residential Low Density.

The following map shows the zoning designation of the subject and surrounding properties:

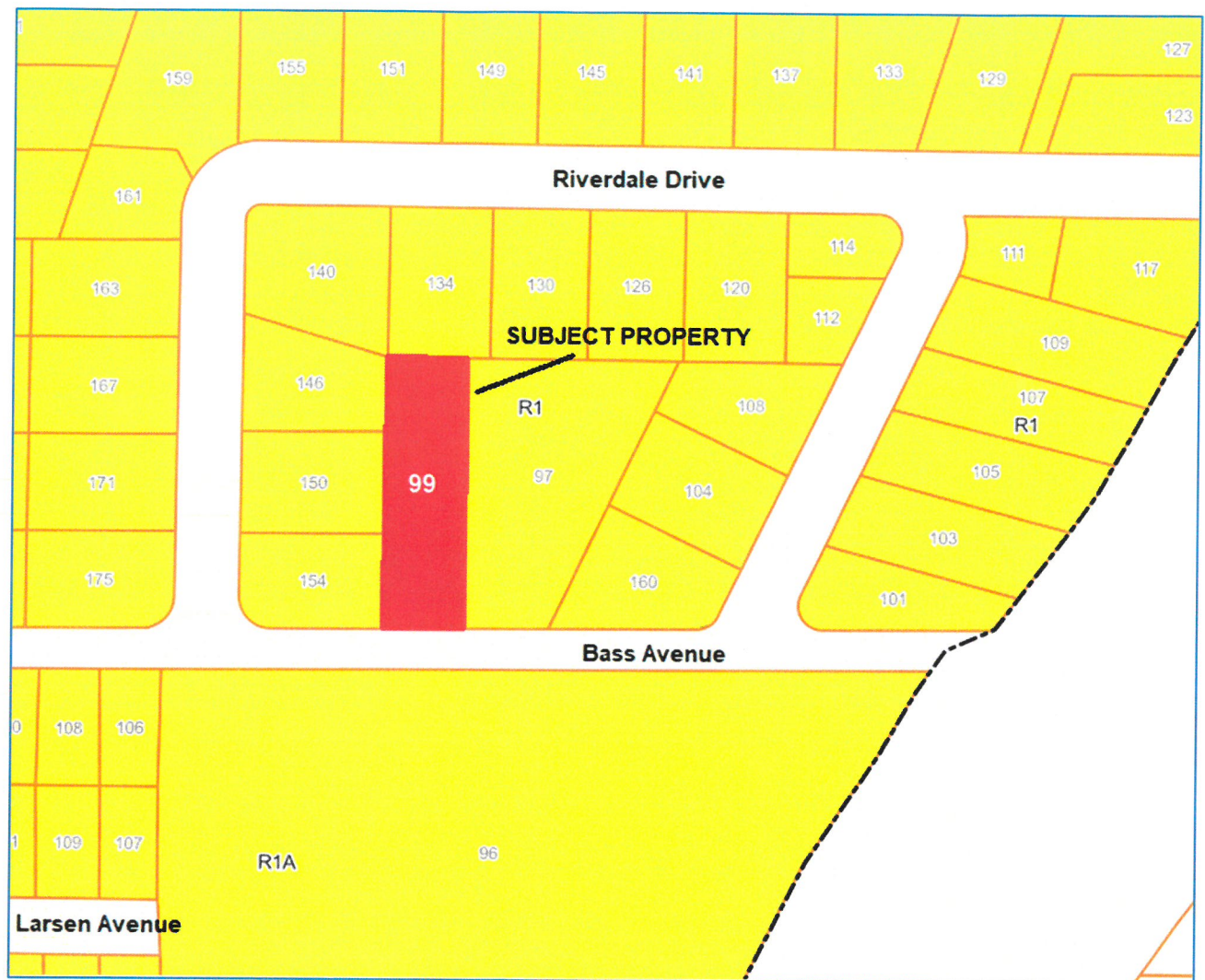


Figure 1: Zoning Map

Red – Residential Single Family with Detached Suite (R.1-B)

Yellow - Residential Single Family (R.1/R.1-A)

The following orthophoto of the subject and surrounding properties was taken in 2011:



Figure 2: Orthophoto

****NOTE:** *The property lines shown above are not an accurate representation of their true locations and are intended for display purposes only.*

The Proposal

The applicant is proposing to construct a detached secondary suite on the second storey level of the existing detached shop/garage located in the northeast corner of the property. In order to accommodate the proposed sizing of the building, the applicant is requesting variances to the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum height for an accessory residential building from 5 m (16.40 feet) to 7.39 m (24.26 feet) and to increase the maximum floor area for a domestic garage or shop from 80.3 m² (864 square feet) to 107.9 m² (1,161 square feet), as shown on the attached Schedule 'A'.

It should be noted that Council previously approved an amendment to the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building on the subject property (Zoning Bylaw prohibits detached secondary suites from being located on the second storey level of an accessory residential buildings), with the building to be sited in accordance with Section 308.4 of the Zoning Bylaw [Accessory Residential Buildings and Structures in Residential Zones] and not the Residential Single Family (R.1-B) siting and sizing regulations.

ZONING BYLAW:

The subject property is zoned Residential Single Family with Detached Suite (R.1-B) and the permitted uses within this zone include accessory residential buildings, single family dwellings, attached secondary suites, detached secondary suites, and civic and public service use. The proposal as compared to the Zoning Bylaw requirements are as follows (highlighted items require a variance):

CRITERIA	PROPOSAL	ZONING REQUIREMENTS
Accessory Building Height (max.)	7.39 m (24.26 feet)	5 m (16.40 feet)
Accessory Building Floor Area (max.)	107.9 m ² (1,161 square feet)	80.3 m ² (864 square feet)
Accessory Building Horizontal Dimension (max.)	< 11 m (36.1 feet)	11 m (36.1 feet)
Number of Accessory Residential Buildings (max.)	2	2
Lot Coverage (max.)	< 50%	50%
Accessory Building Setbacks (min.)		
Front Yard	> 8 m (26.25 feet)	8 m (26.25 feet)
Rear Yard	11.20 m (36.75 feet)	1.5 m (4.921 feet)
Side Yard	2.32 m (7.61 feet)	1.5 m (4.921 feet)
Other Buildings	> 3 m (9.842 feet)	3 m (9.842 feet)
Floor Area for Detached Secondary Suite (max.)	53.95 m ² (580.5 square feet)	90 m ² (968.8 square feet)

Section 317.3 of the Zoning Bylaw does not permit detached secondary suites to be located on the second storey of an existing accessory residential building, although the aforementioned Zoning Text Amendment authorizes this use to occur on the property.

OFFICIAL COMMUNITY PLAN:

The following policies from the City of Enderby Official Community Plan relate to this development:

Policy 2.2.b - To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.

Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.

Policy 2.2.f - To respect and preserve a process of open, flexible and participatory decision making in the ongoing planning and day-to-day decisions of the City.

Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.

REFERRAL COMMENTS:

The subject application was referred for comment to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief.

The Building Inspector provided the following comments:

- Proposal to comply with the 2018 BC Building Code.

- Proposal to comply with the City of Enderby Building Bylaw.

- The BC Building Code limits the percentage of allowable glass on exposing building faces where a building is close to a property line. This may or may not have an impact on the approval of the building permit as currently proposed.

No other comments were received in response to the referral.

PLANNING ANALYSIS:

Maximum Floor Area

The City of Enderby Planner raises no objections to the applicant's request to vary Section 308.4.b of the City of Enderby Zoning Bylaw No. 1550, 2014 by increasing the maximum floor area for a domestic garage or shop from 80.3 m² (864 square feet) to 107.9 m² (1,161 square feet), as shown on the attached Schedule 'A'. Upon consideration of input from adjacent land owners, it is recommended that Council support the variance request for the following reasons:

- Council has supported an amendment to the City of Enderby Zoning Bylaw No. 1550, 2014 to allow a detached secondary suite to be located on the second storey level of an accessory residential building for the subject property; given that the Zoning Bylaw's maximum floor area requirements for accessory residential buildings does not contemplate two-storey buildings, it would not be feasible for the applicant to construct a detached secondary suite on the second storey level of the existing garage/shop without the issuance of a variance; and
- The proposed detached secondary suite is not excessive in size (i.e. ~580 square feet), and the proposed development does not involve expanding the footprint or floor area of the existing ground floor of the garage/shop.

Maximum Height

The City of Enderby Planner raises no objections to the applicant's request to vary Section 308.4.c of the City of Enderby Zoning Bylaw No. 1550, 2014 by increasing the maximum height for an accessory residential building from 5 m (16.40 feet) to 7.39 m (24.26 feet), as shown on the attached Schedule 'A'. Upon consideration of input from adjacent land owners, it is recommended that Council support the variance request for the following reasons:

- Council has supported an amendment to the City of Enderby Zoning Bylaw No. 1550, 2014 to allow a detached secondary suite to be located on the second storey level of an accessory residential building for the subject property; given that the Zoning Bylaw's maximum height requirements for accessory residential buildings does not contemplate two-storey buildings, it would not be feasible for the applicant to construct detached secondary suite on the second storey level of the existing garage/shop without the issuance of a variance;
- The applicant has taken steps to minimize the height of the building, including using the minimum allowed slope for a standing seam metal roof and minimizing the ceiling heights in the detached secondary suite;
- The proposed accessory residential building has a 'lean to' style roof (see attached Schedule 'A') whereby the roof will pitch from south to north; given this, only the southern portion of the building will have a height of 7.39 m (24.26 feet), while the northern portion of the building will be significantly lower at approximately 5.79 m (19 feet), which will help to mitigate the visual impacts, particularly for the neighbouring property to the east; and
- The property is a large lot at almost half an acre, which has allowed the existing detached shop/garage to be setback 14.91 m (48.9 feet) from the rear property line, which helps to mitigate the potential visual impact of the proposed variance on the neighbouring property to the north; it is anticipated that the visual impact of the proposed 7.39 m (24.26 feet), two-storey building would be similar to a building that does not exceed the Zoning Bylaw's maximum height requirements but was sited in a manner that minimizes the rear yard setback (minimum rear yard setback for accessory residential buildings is 1.5 m (4.921 feet)).

SUMMARY

This Report relates to a Development Variance Permit application for the property located at 99 Bass Avenue, Enderby BC. The applicant is proposing to construct a detached secondary suite on the second storey level of an existing residential building (detached shop/garage). In order to accommodate the proposed sizing of the building, the applicant is requesting variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 308.4.b by increasing the maximum floor area for a domestic garage or shop from 80.3 m² (864 square feet) to 107.9 m² (1,161 square feet), as shown on the attached Schedule 'A'; and
- Section 308.4.c by increasing the maximum height for an accessory residential building from 5 m (16.40 feet) to 7.39 m (24.26 feet), as shown on the attached Schedule 'A'.

The City of Enderby Planner is supportive of the proposed variances and is recommending that Council authorize the issuance of a Development Variance Permit.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner

Reviewed By:



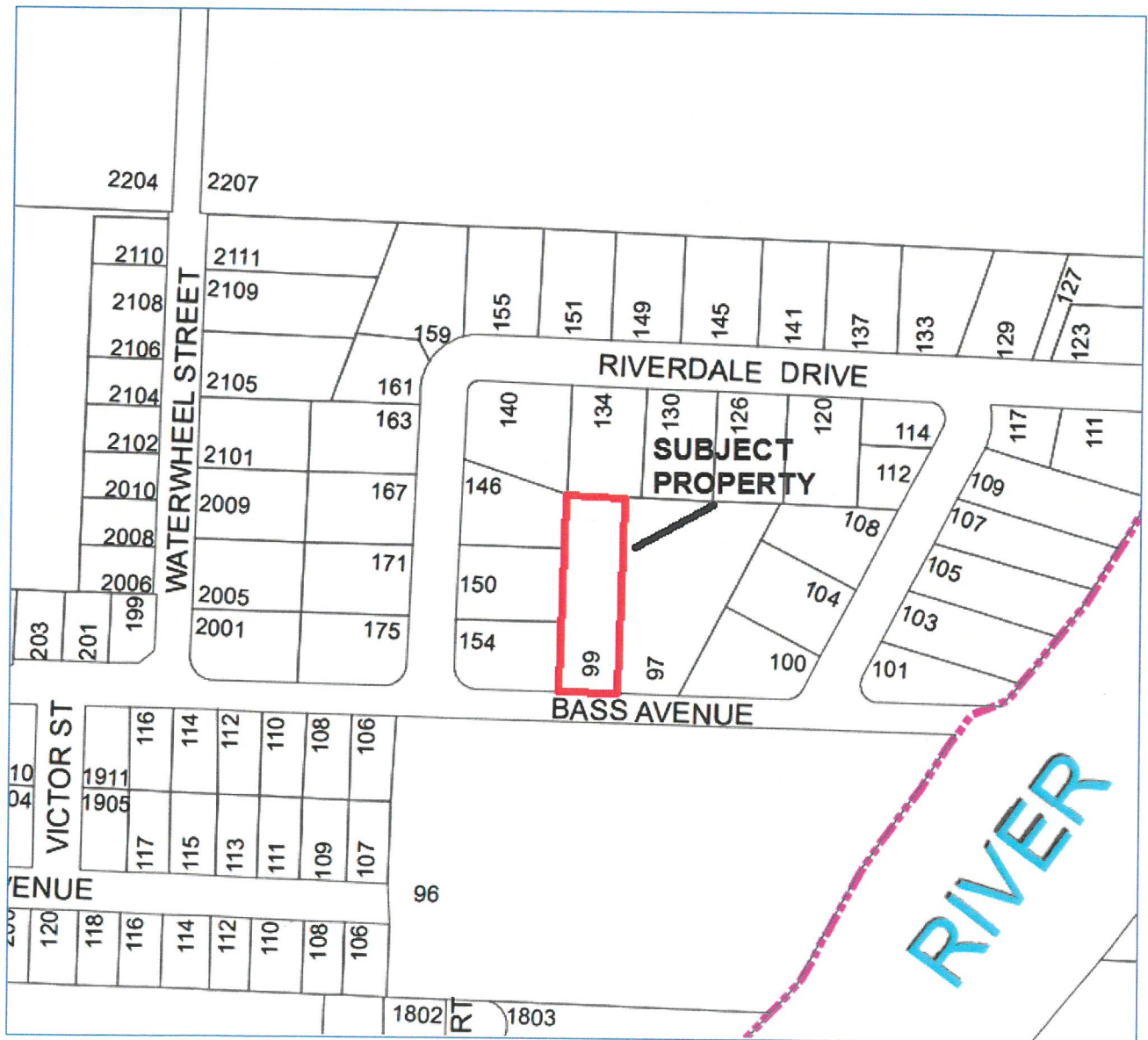
Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION
SUBJECT PROPERTY MAP

File: 0055-23-DVP-END (Landry/Nelson)

Applicant/Owner: Shaun Landry and Cindy Nelson

Location: 99 Bass Avenue, Enderby BC



Schedule 'A'

BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

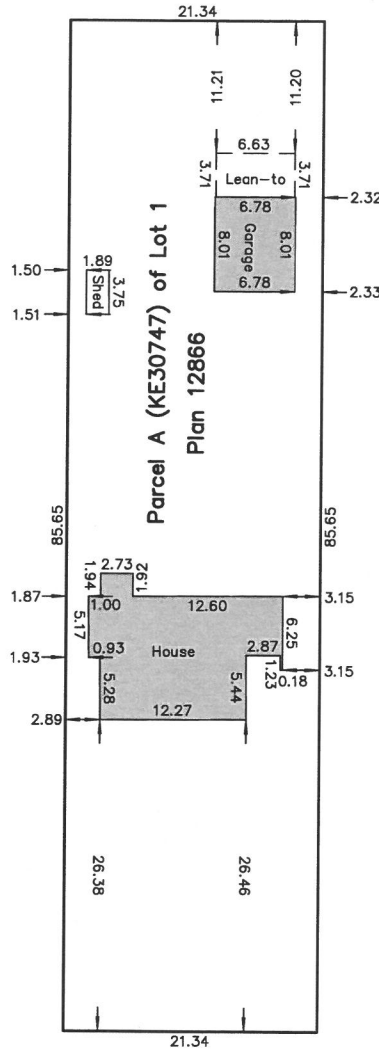
To: Landry, Shaun
250-357-5282
cindyis@telus.net

Re: Parcel A (KE30747) of Lot 1, DL 226,
KDYD, Plan 12866

Parcel Identifier (PID): 017-330-637

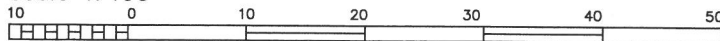
Civic Address: 99 Bass Avenue, Enderby

List of documents registered on title which may affect
the location of improvements:
None



Bass Avenue

Scale 1:400



All distances are in metres.
Dimensions derived from Plan 12866

Offsets from property line to building are
measured from the siding.

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 boundaries.

This building location certificate has been prepared in accordance with the
Professional Reference Manual and is certified correct this 25th day of
January, 2023.

Mark
Mason
88BCMC

Digitally signed
by Mark Mason
88BCMC
Date:
2023.01.30
12:54:16 -08'00'

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LAND SURVEYORS

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ORIGINALLY or DIGITALLY SIGNED.**

BCLS

Our File: 29-23

Fb: 29-23.rav



PROJECT
 LANDRY
 CARRIAGE HOUSE

FOR:
 Sherril Lanery
 4600 Oak Ave
 Elmhurst, IL

DRAWING
 FRONT & REAR
 ELEVATIONS

Revisions
 2023-03-14
 2023-03-28
 2023-03-14
 2023-03-28

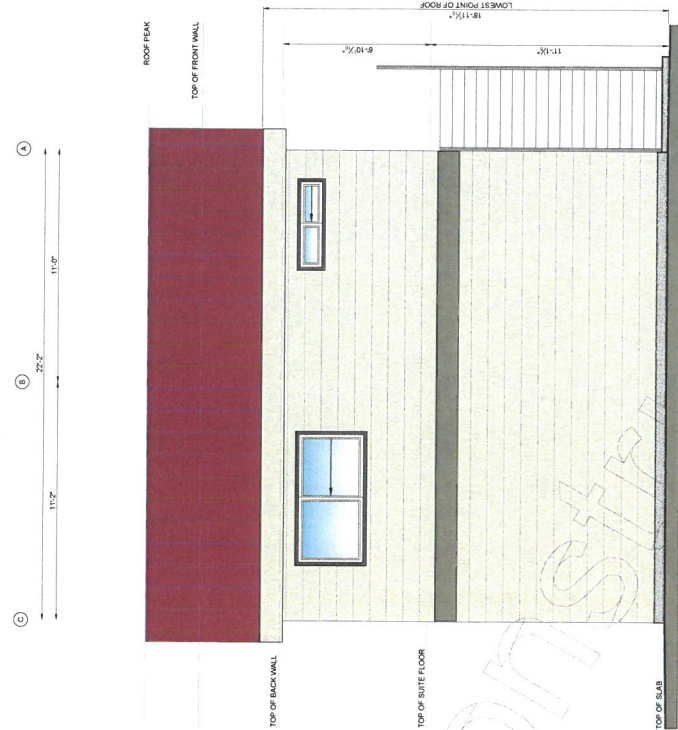
Revisions
 Issued for Client Review
 Issued for Building Height Variance - NOT FOR CONSTRUCTION

CONSULTANTS

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FILE 23.004
 DATE March 14, 2023
 SCALE AS NOTED
 DWT: C-HAAK.DWT, Tech

SHEET NUMBER
A3.1
 Of # **B**





LAKE COUNTRY, IL
 email: houseofpeinc@gmail.com
 web: houseofpeinc.com

PROJECT
 LANDRY
 CARRIAGE HOUSE

FOR
 Stuart Laney

BY
 C. Hank, DMI, Inc.
 Engineer, Inc.

DRAWING
 BUILDING
 SECTION

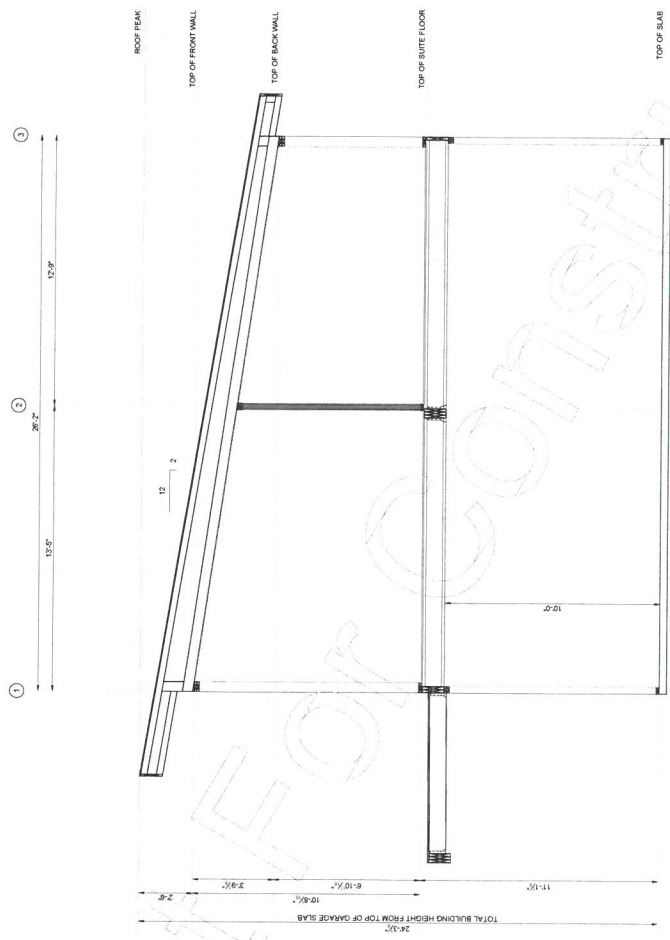
Revision	Date	Description
1	2023-03-14	Issued for Client Review
2	2023-03-28	Issued for Building Height Variance - NOT FOR CONSTRUCTION

CONSULTANTS

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FILE 23-004
 DATE March 14, 2023
 SCALE AS NOTED
 DWT. C HANK, DMI, Inc.

SHEET NUMBER
A4.1
 OF #
B



Not For Construction

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: March 28, 2023
Subject: Communities in Bloom

RECOMMENDATION

THAT Council allocates \$700 from its Community Enhancement Fund to register the City of Enderby in Communities in Bloom;

AND THAT registering the City of Enderby in Communities in Bloom be deferred until volunteer interest in supporting the program has been confirmed.

BACKGROUND

At its regular meeting of March 20, 2023, Council received a delegation with respect to Communities in Bloom. Communities in Bloom describes itself as a:

volunteer and partnership-driven organization that uses a multi-tiered competitive evaluation process to foster community strength, involvement and continuous improvement. This is accomplished by nurturing environmental sustainability, enhancements of green spaces, and heritage conservation, in cultural and natural environments encompassing municipal, residential, commercial, and institutional spaces.

Communities may register as participants in order to participate in the evaluation process and be awarded “blooms” based on local success.

As the delegation indicated, citing the City of Armstrong’s Communities in Bloom program, success is driven by dedicated volunteers who build upon existing strengths and assets in the community. The City of Armstrong funds the registration fee in support of the volunteer-led initiative.

Subject to Council’s support for the program, staff recommend patterning the City of Enderby’s participation on the City of Armstrong’s successful model. Some staff capacity will need to be dedicated, particularly during the first year, to working with the group of volunteers to help identify areas to improve, should public spaces be the chosen focus for the group.

The funds for the first-year registration fee could be drawn from the Community Enhancement Fund, which is intended to seed one-off initiatives and improvements rather than fund ongoing costs; in the event that Council supports the continuation of the program, the registration costs

in subsequent years should be funded through taxation. The registration costs are relatively low (between \$500-700 depending on whether the City registers for the reduced “gradual entry” rate or the “full entry” rate). In the event that the City’s participation in Communities in Bloom serves as a catalyst for volunteer-led beautification initiatives, which also have positive social and environmental spin-offs, the investment represents good value for money.

As the delegation indicated, the success of the program is determined by the volunteers who support it; Communities in Bloom is not “top down” but rather “roots up”. As volunteer dedication is essential to the success of the program, staff respectfully suggest that the registration fee be deferred until volunteer interest in supporting the program has been confirmed. In the event that sufficient volunteer support cannot be ascertained this year, additional volunteer engagement in 2023 would position the City to get a running start on participating in 2024.

Respectfully submitted,

2023-03-28

X 

Tate Bengtson
Chief Administrative Officer
Signed by: Tate Bengtson

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: March 28, 2023
Subject: Enderby Farmers Market – Road Closure Application for 2023 Season

RECOMMENDATION

THAT Council approves the Road Closure Application from the Enderby Farmers Market for the closure of Cliff Avenue from Highway 97A to Vernon Street, and Belvedere Street from Cliff Avenue to Speers Lane, every Friday from 6:00 am – 2:30 pm between April 14, 2023 and October 20, 2023, with the approval being subject to the following conditions:

1. The road closure shall be in general accordance with the Road Closure Application attached to this memorandum as Schedule 'A';
2. The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area;
3. The Market shall ensure that porta-potties are properly maintained and are removed at the end of each market event;
4. The Market shall ensure that the road closure area is re-opened to traffic no later than the end time noted in the application; and
5. The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured, which shall include, i) a cross liability clause, ii) a waiver of subrogation clause, and iii) a requirement that the policy cannot be cancelled, lapsed or materially changed without at least thirty (30) days written notice to the City of Enderby, delivered to the Corporate Officer.

BACKGROUND

In 2021 and 2022, Enderby City Council approved Road Closure Applications from the Enderby Farmers Market to close portions of Cliff Avenue and Belvedere Street on Fridays between 6:00 am and 2:00 pm for the purposes of the weekly market. Given that Council has previously approved the Enderby Farmers Market's Road Closure Applications, and the weekly market is no longer considered a 'first-time event' under the City of Enderby's *Temporary Road Closures for Community Events Policy* (attached), Staff are able to administratively approve subsequent Road Closure Applications for the event as long as there are no material changes to the road closure request (change in road closure times, location, etc.).

The Enderby Farmers Market has now submitted a Road Closure Application for the 2023 season, attached to this memorandum as Schedule 'A', which requests to close Cliff Avenue from Highway 97A to Vernon Street, and Belvedere Street from Cliff Avenue to Speers Lane, every Friday from 6:00 am – 2:30 pm between April 14, 2023 and October 20, 2023. Although the road closure request is similar to the proposals of

previous years, the Market is proposing to extend the road closure end time by 30 minutes (i.e. from 2:00 pm to 2:30 pm), therefore Staff cannot administratively approve the application and it must be advanced to Council for consideration. Furthermore, this proposed change to the road closure end time triggers the requirement under the *Temporary Road Closures for Community Events Policy* for the Market to circulate a Petition of Affected Business Owners to all affected businesses within a one-block radius of the proposed road closure. The completed Petition of Affected Business Owners is attached to the Market's Road Closure Application and confirms that 37 businesses are in favour, 2 businesses are opposed, and 2 businesses did not provide a response.

Staff are recommending that Council approve the Enderby Farmers Market's Road Closure Application for the following reasons:

- The proposed extension of the road closure end time is relatively minor (i.e. 30 minutes);
- The affected businesses are largely in favour of the proposed extension of the road closure end time;
- The 2021 and 2022 market events were generally well received by the community and downtown businesses, and no major issues or concerns were observed by Staff; and
- It is not anticipated that the proposed extension of the road closure hours would negatively impact any municipal services or operations.

Should Council approve the Road Closure Application, it is recommended that the approval be subject to the following standard conditions, consistent with the Council's previous approvals:

1. The road closure shall be in general accordance with the Road Closure Application attached to this memorandum as Schedule 'A';
2. The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area;
3. The Market shall ensure that porta-potties are properly maintained and are removed at the end of each market event;
4. The Market shall ensure that the road closure area is re-opened to traffic no later than the end time noted in the application; and
5. The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured, which shall include, i) a cross liability clause, ii) a waiver of subrogation clause, and iii) a requirement that the policy cannot be cancelled, lapsed or materially changed without at least thirty (30) days written notice to the City of Enderby, delivered to the Corporate Officer.

Respectfully Submitted,



Kurt Inglis
Planner

Schedule 'A'

Schedule A
Application for a Temporary Road Closure for a Community Event

Is this a first-time or relocated event? Yes x No

Name of Sponsoring Organization - Enderby Farmers Market

Name of Contact Person - Vallerie Byrne

Telephone or Email - enderbyfarmersmarket@gmail.com

Name of Event Weekly Farmers Market

Date(s) of Closure Every Friday, April 14th, 2023 to October 20, 2023

Start time for Closure 6 am End time for Closure 2:30pm

Location of Closure Cliff Avenue from Hwy 97 to BMO and Belvedere from Country Coffee House to Library Alley Nails / Speers Lane

Required Attachments

- Map showing closure and emergency access route Sent separate
Petition of affected business owners (if applicable) Sent separate
Certificate of insurance (if applicable) Sent separate

[Handwritten signature]

Indemnity: The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

Authorized Signatory
Date

Do Not Complete - For Administrative Purposes
Approved by

Date _____

Certificate of Insurance Yes No N/A

Map Yes No N/A

Page 2 of 3

Petition of Affected Business Owners

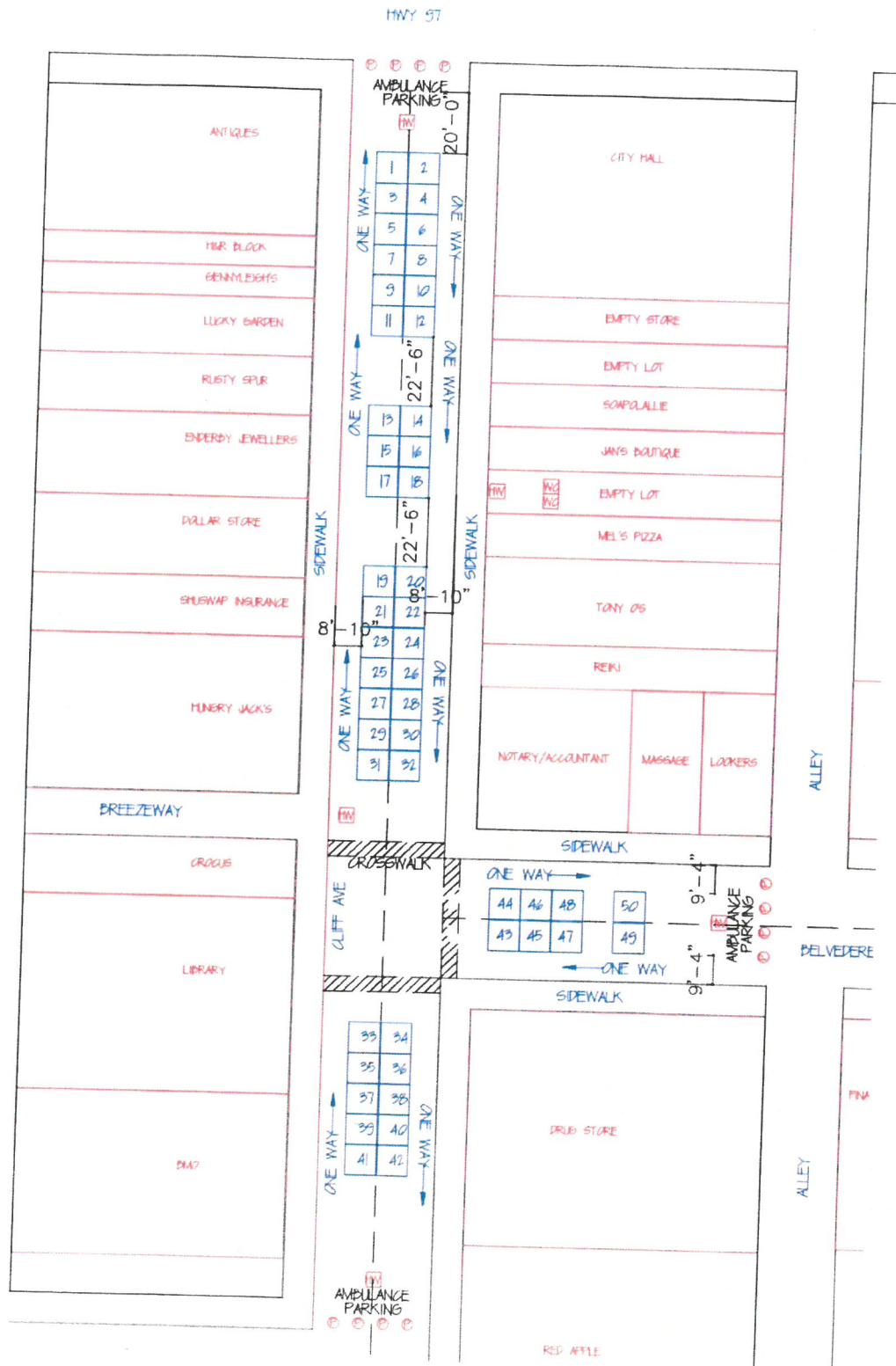
Business	Yes	N/A	No
BMO	x		
Shuswap Insurance	X		
Dollar Store			X
Enderby Jewelry	x		
Rusty Spur	x		
H&R	x		
Jan Boutique	x		
Out Fitters	x		
Law Firm	x		
Accountants	x		
Drug Store	x		
Recycle			X
Hungry Jacks	x		
Library	x		
Country Coffee House		X	
Hourglass antiques	x		

Rainfresh	x		
Antique Store	x		
Genny Leighs	x		
Soapolallie	x		
Courtyard Gallery	x		
Can Health Investment Planning	x		
Red Apple	x		
TMS	X		

Johnston Meier	x		
ENDERBY Museum	x		
Legion	x		
Small Axe	x		
Cosmic Creations Tattoo	x		
Autowear	x		
Lordco	x		
WorkBC	x		

Parkview Upholstry	x		
IGA	x		

Dental Office	x		
KENT RMT		X	
Acuupunture	x		
Arts Council	x		
Mels Pizza	x		
Cheeky Tones	X		
owner 1007 Cliff Ave.	X		



Policy Title	Temporary Road Closures for Community Events
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Adopted: August 13, 2012	<u>Authorized By:</u> Mayor and Council Regular Meeting of August 13, 2012	Replaces: Not applicable
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PURPOSE:

The City will consider approving the temporary closure of municipal roads for a community event. **POLICY:**

Temporary road closures will only be considered for community events which are sponsored by a recognized organization.

The Chief Administrative Officer or designate is granted the authority to approve a Temporary Road Closure Permit on behalf of Council, subject to the applicant meeting all the requirements of this policy. First time events must be approved by City Council.

A completed Schedule A, "Application for Temporary Road Closure," shall be submitted to City Hall at least 21 days prior to the closure. The application must include a map of the proposed road closure and emergency access through the closure. Applications for first-time or relocated events requiring Council approval must be submitted two months prior to the closure.

The organizer shall notify and consult with business owners within a one-block radius of the proposed road closure and residents adjacent to the proposed road closure. The organizer agrees to take reasonable steps to mitigate disruption for affected business owners and residents. Failure to adequately notify and consult affected businesses and residents may result in revocation of permit or refusal of future applications. Unless exempted by Council, all first-time or relocated event applications must include a petition signed by a majority of affected business owners agreeing to the proposed event.

The applicant for a Temporary Road Closure must submit proof of public liability and property damage insurance in a form acceptable to the City. The applicant may request that insurance requirements be waived based on the risk profile of the event. Such waiver does not affect any other responsibility of the applicant to obtain insurance.

The applicant shall be responsible for all traffic management, including the provision, set up, and removal of signs and barricades on the same day as the road closure.

The applicant shall be responsible for ensuring that all food service establishments, including but not limited to mobile vending units, food services at temporary events, and sellers of home-prepared foods, shall have the appropriate authorization or permit from Interior Health.

The applicant shall be responsible for emptying municipal garbage receptacles and cleaning up litter from the road closure area on the same day as the closure.

As a condition of permit, the City of Enderby will not be liable or otherwise responsible for any scheduling conflict, revocation, refusal, maintenance closure or other damage or harm related to the issuance of this permit.