

City of Salmon Arm
Development and Planning Services Committee

Monday, May 5, 2025, 8:00 a.m.

Council Chambers of City Hall

500 – 2 Avenue NE, Salmon Arm, BC

Pages

- 1. CALL TO ORDER**
- 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
- 3. ADOPTION OF AGENDA**
Motion for Consideration
THAT: the Agenda be adopted as presented.
- 4. APPROVAL OF MINUTES** 2 - 5
Motion for Consideration
THAT: the Development and Planning Services Committee Meeting Minutes of April 22, 2025 be approved.
- 5. DISCLOSURE OF INTEREST**
- 6. REPORTS**

6.1 Development Variance Permit No. 616 6 - 24
Legal: Lot 6, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392
Civic: 70 2 Street SE
Owner: Duncan Walters
Agent: Reg Walters
Motion for Consideration
THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. 616 be authorized for issuance for Lot 6, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 (70 2 Street SE) to facilitate the construction of an accessory building with an upper floor dwelling unit, varying Zoning Bylaw No. 2303, Section 6.12.5 – reducing the interior side parcel line setback from 4.0 metres to 1.5 metres.
- 7. FOR INFORMATION**
- 8. IN-CAMERA**
- 9. ADJOURNMENT**

DEVELOPMENT AND PLANNING SERVICES

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm

April 22, 2025, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor S. Lindgren
Councillor D. Gonella

ABSENT: Councillor D. Cannon

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning & Community Services G. Buxton
Senior Planner C. Larson
Planner A. Jeffrey
Deputy Corporate Officer B. Puddifant
Corporate Officer R. West

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. ADOPTION OF AGENDA

Moved by: Councillor Flynn

Seconded by: Councillor Lindgren

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

Moved by: Councillor Gonella

Seconded by: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of April 7, 2025 be approved.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Mayor Harrison declared a conflict of interest with Item 7.2 as the application is connected to a family member. Councillor Wallace Richmond will assume the chair during this item.

6. REPORTS

6.1 Development Variance Permit Application No. VP-612

Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP47381

Civic: 370 20 Street SE

Owner: McMinn, C. & Scorgie, R.

C. McMinn, the applicant, outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP – 612 be authorized for issuance varying the Subdivision and Development Servicing Bylaw No. 4293, for frontage of Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP47381 (370 20 Street SE) as follows:

1. Section 6.4.8. - waive the sanitary main upgrade requirement along the east parcel line; and
2. Section 7.5.3. - waive the storm main upgrade (cash-in-lieu) requirement along the east parcel line.

Amendment:

Moved by: Councillor Lavery

Seconded by: Councillor Flynn

THAT: Section 7.5.3 - waive the storm main upgrade requirement along the east parcel line upon payment of cash-in-lieu of \$25,000.00.

Carried Unanimously

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

The main motion was split:

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-612 be authorized for issuance varying the Subdivision and Development Servicing Bylaw No. 4293 for

frontage of Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP47381 (370 20 Street SE) as follows:

1. Section 6.4.8 - waive the sanitary main upgrade requirement along the east parcel line.

Carried Unanimously

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-612 be authorized for issuance varying the Subdivision and Development Servicing Bylaw No. 4293 for frontage of Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP47381 (370 20 Street SE) as follows:

2. Section 7.5.3 - waive the storm main upgrade requirement along the east parcel line on payment of cash-in-lieu of \$25,000.00.

Carried Unanimously

6.2 Zoning Amendment Application No. ZON-1305

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP99304

Civic: 1490 10 Avenue SW

Owner: W. Laird

Agent: W. Laird

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP99304 from C-3 (Service Commercial) to C-6 (Tourist/Recreation Commercial);

AND THAT: Final Reading of the Bylaw be withheld subject to Ministry of Transportation and Transit approval.

Carried Unanimously

7. FOR INFORMATION

7.1 Director of Planning & Community Services – 2025 Building Code Updates

For information.

7.2 ALC Application No. 100696

Reason for Decision

Mayor Harrison declared a conflict and left the meeting at 8:44 a.m. Councillor Wallace Richmond assumed the Chair.

Councillor Lindgren left the meeting at 8:47 a.m.

For information.

8. IN-CAMERA

9. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 8:47 a.m.

MAYOR, A. HARRISON



REQUEST FOR DECISION

To: Development & Planning Services Committee

Title: Development Variance Permit No. 616

Legal: Lot 6, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392
Civic: 70 2 Street SE
Owner: Duncan Walters
Agent: Reg Walters

Date: May 5, 2025

Executive Summary/Purpose:

The proposal is to reduce the side yard setback from 4.0 m to 1.5 m in order to construct a 2-story detached shop with an upper floor dwelling unit.

Motion for Consideration:

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. 616 be authorized for issuance for Lot 6, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 (70 2 Street SE) to facilitate the construction of an accessory building with an upper floor dwelling unit, varying Zoning Bylaw No. 2303, Section 6.12.5 – reducing the interior side parcel line setback from 4.0 metres to 1.5 metres.

Staff Recommendation:

The motion for consideration be adopted.

Proposal:

The proposal is to reduce the side yard setback from 4.0 m to 1.5 m to accommodate construction of a 2-story detached shop with an upper floor dwelling unit.

Background:

The subject property is located at 70 2 Street SE (Appendices 1 and 2). It is designated in the Official Community Plan (OCP) as High Density Residential (HR) and is zoned R10 - Residential Zone in Zoning Bylaw No.2303 (Appendices 3 & 4).

Adjacent land uses:

North:	R-10 (Residential Zone)	Single Family Dwelling
South:	R-10 (Residential Zone)	Single Family Dwelling
East:	R-10 (Residential Zone)	Single Family Dwelling
West:	P-3 (Institutional Zone)	Church

The subject property is approximately 463.66 square meters (4,990.79 square feet) in area and is comprised of a single family dwelling and an attached carport as shown in the site photos attached as Appendix 5. The applicant is requesting to construct a detached shop with an upper floor dwelling unit located in the northeast corner of the subject parcel (Appendix 6). The height of the proposed new build is 7.5 meters (24.6 feet). The proposed location requires a variance for the interior side parcel line from 4.0 metres (6.5 feet) to 1.5 metres (4.9 feet) to allow for parking next to the new building (Appendix 7).

Relevant Policy(ies):

N/A

Referral Comments:

Fire Department

No concerns.

Building Department

No concerns. Building permit will be required for proposed accessory building with upper floor dwelling unit.

Engineering Department

The Engineering Department has no concerns to the requested setback variance.

Other

N/A

Planning Department

Development Variance Permits are considered on a case-by-case basis and in doing so a number of factors are taken into consideration when reviewing a request. These factors include site-specific conditions such as lot configuration and existing structures, negative impact to general form and character of the surrounding neighbourhood and, potential negative impact(s) on adjacent properties.

The proposed building location is near the rear of the property, 1.5 metres (4.9 feet) from the interior (north) side property line, as illustrated in the site plan (Appendix 6). In the R-10 zoning regulations, the minimum required setback from an interior side parcel line for an accessory dwelling unit (ADU) with a height between 6.0 metres and 7.5 metres (19.7 to 24.6 feet) is 4.0 metres (13.1 feet) (Appendix 8). This increased setback, compared to the 2.0 metre requirement for ADUs under 6.0 metres in height, is intended to reduce potential impacts on adjacent properties, such as building shadow and loss of privacy.

The adjacent property to the north contains a single family dwelling that is situated in alignment with the existing dwelling on the subject property. In the opinion of staff, the proposed location of the new structure would not substantially impose on the neighboring property to the north. Additionally, the property to the north has mature trees situated along the property line, providing privacy. Within the context of the neighbourhood, the adjacent properties are characterized by laneway structures, and the proposed building is similar to structures nearby.

With regard to parking, the applicant must provide a minimum of one (1) off-street parking space for the proposed dwelling unit above the shop. However, available space for parking is constrained due to the installation of a French drain along the south side of the property. The proposed structure is set to the north to provide parking and avoid impact on the French drain.

Minimum setback requirements in the Zoning Bylaw are in place to ensure minimum distances between buildings across parcel lines and to ensure continuity of development amongst multiple parcels in a given area of similar zoning. In considering the factors noted above, staff are not concerned with variance request.

Financial Considerations:

N/A

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the Local Government Act and City of Salmon Arm Development Procedures Bylaw notices are mailed to landowners within a 30m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that Council will consider issuance of this Development Variance Permit on May 12, 2025.

Alternatives & Implications:

N/A

Prepared by: Planner I

Reviewed by: Manager of Planning & Building

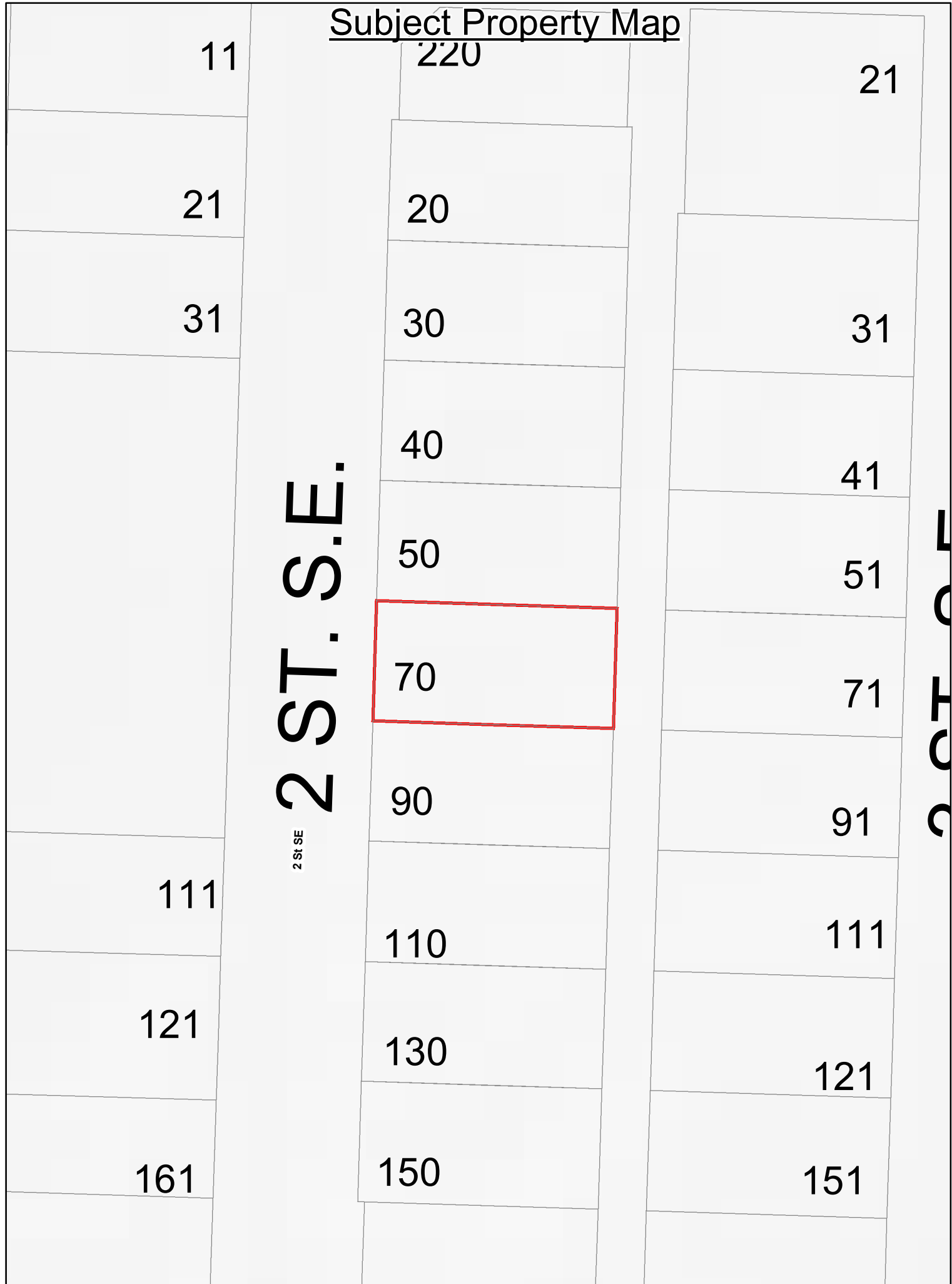
Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Maps
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Site Photos
- Appendix 6 – Site Plan
- Appendix 7 – Letter of purpose
- Appendix 8 – R10 Zoning Regulations

Subject Property Map



0 5 10 20 30 40 Meters

Legend



Parcels



Subject Property

Ortho Map



0 10 20 40 60 Page 10 of 24 Meters

Legend

 Parcels  Subject Property

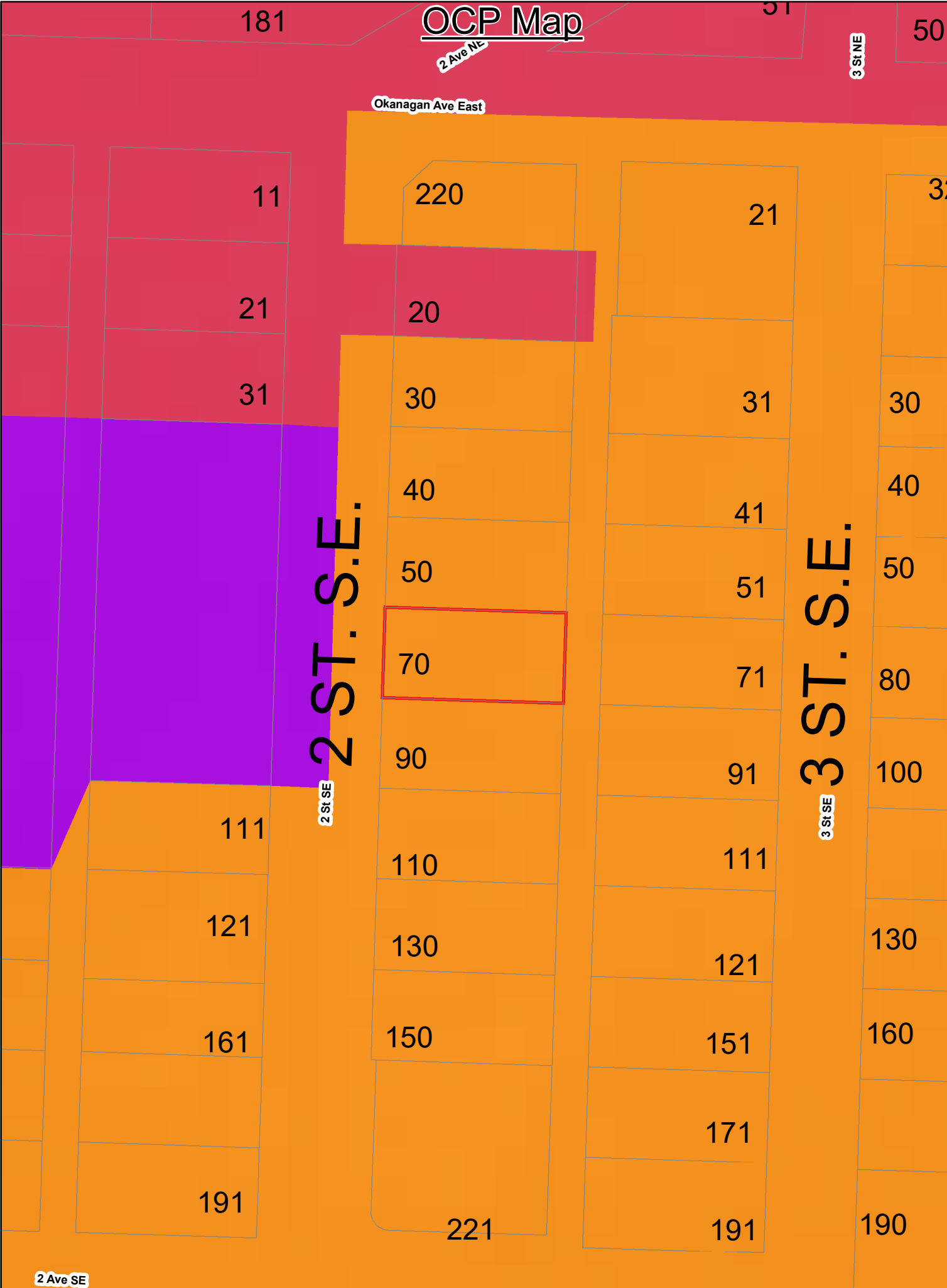
Ortho Map



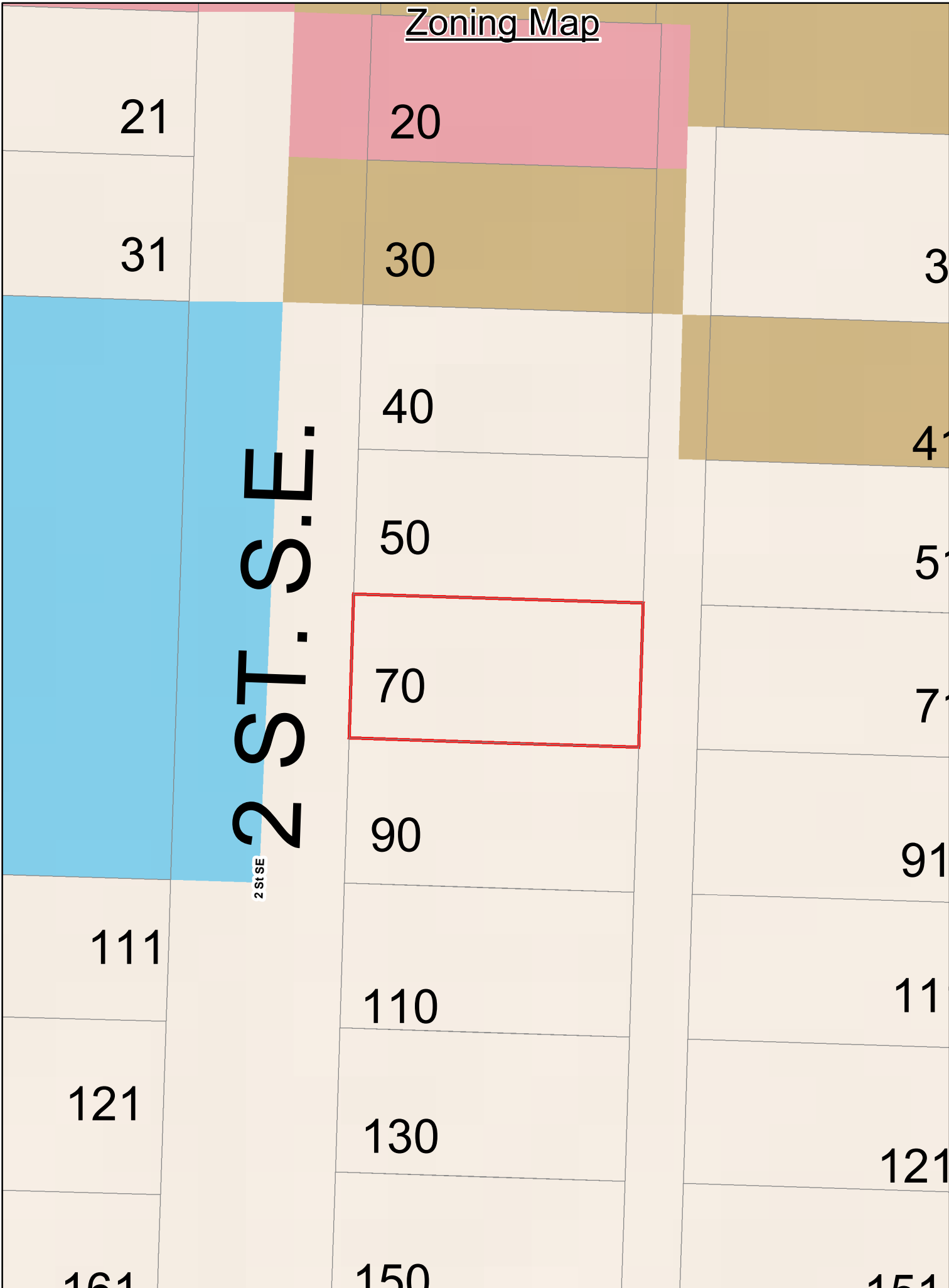
0 2 4 8 12 Page 116 of 24
Meters

Legend

 Parcels  Subject Property



Zoning Map





1. View of subject property from 2 Street SE. Facing east from the front property line.



2. View of the subject property from the rear property line/ lane. Facing west towards 2 street SE.



3. View of lane along the rear of the subject property. Facing north towards Okanagan Avenue.

Photos taken April 17, 2025.

OWNER:
Duncan Walters

CIVIC ADDRESS:
70 2nd Street SE, Salmon Arm, BC

LEGAL DESCRIPTION:
Lot 6, Block 3
Sec 14 Tp 20 R 10 W6M KDYD
Plan 392

PARCEL IDENTIFIER:
012-410-497

ZONING:
R-10

PARCEL AREA:
463.66 sq m

EXISTING HOUSE:

GROSS FLOOR AREA (To outside of walls):
87.79 sq m

STOREYS:
1 above grade (crawlspace below grade)

PARCEL COVERAGE (Existing House / Parcel Area x 100):
18.9%

PROPOSED ACCESSORY BUILDING:

GROSS FLOOR AREA (To outside of walls):
71.35 sq m

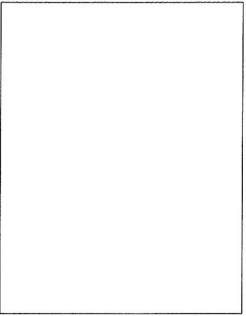
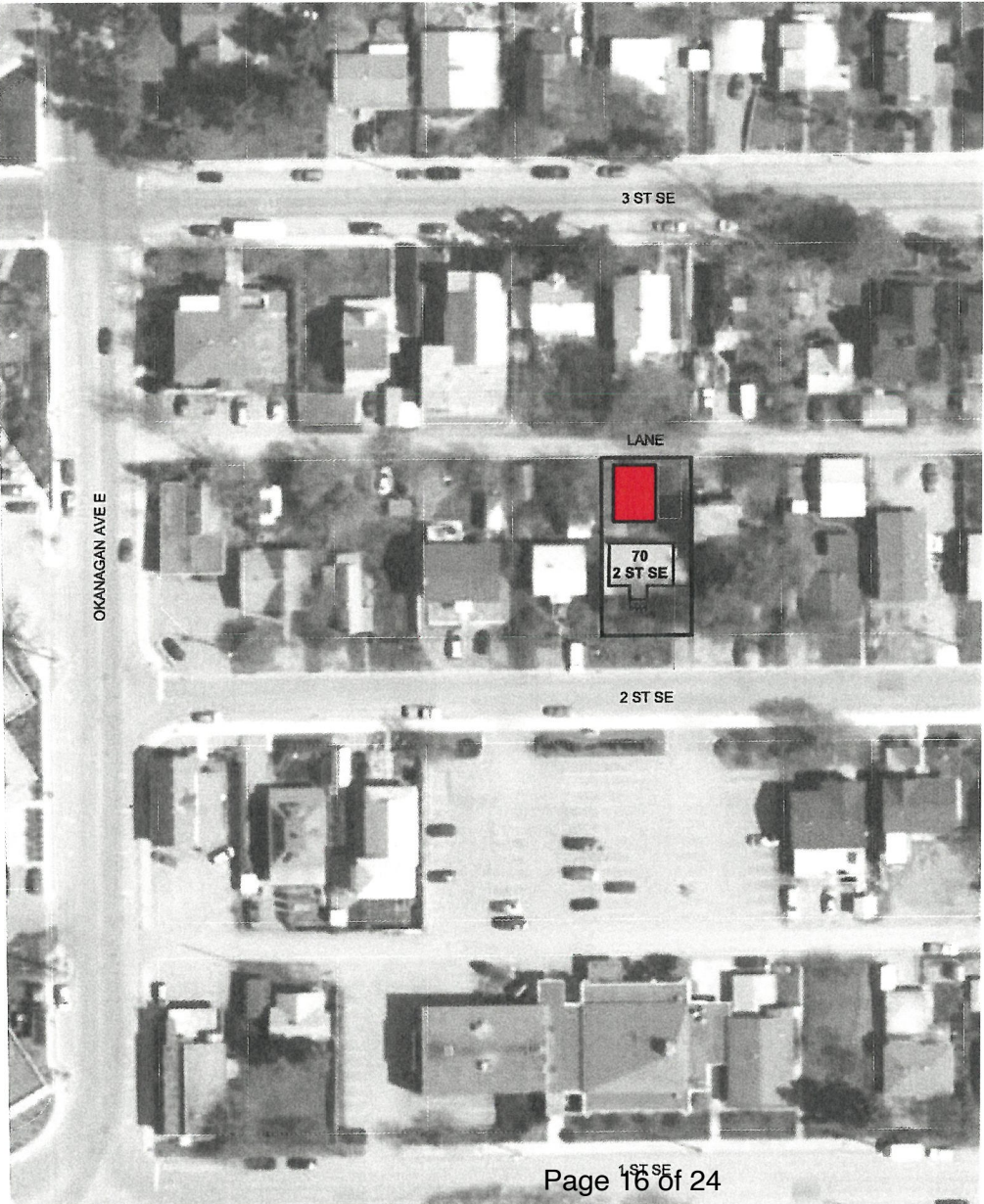
STOREYS:
2 above grade

PARCEL COVERAGE (Accessory Building / Parcel Area x 100):
15.4%

ISSUE:	DATE:
ISSUED FOR VARIANCE	
23 JAN 2025	

DATE:	Jan. 23, 2025
SCALE:	NTS

NORTH



WALTERS
RESIDENCE

SHOP & COACH
HOUSE

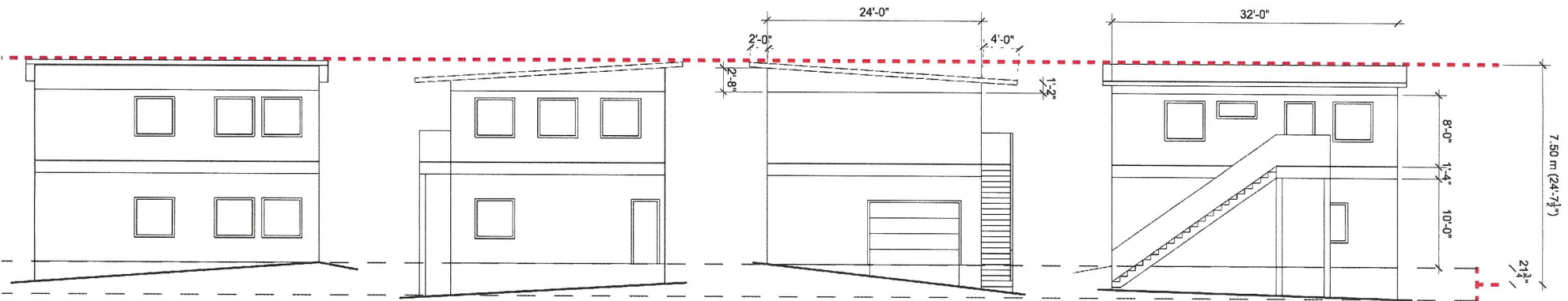
70 2nd St SE
Salmon Arm, BC

DRAWING TITLE:

COVER
PAGE
+
CONTEXT
PLAN

DRAWING NUMBER:

00



7'-5 1/2" (24'-7 1/2")

2'-3 3/4"

ISSUE: DATE:

ISSUED FOR VARIANCE

23 JAN 2025

DATE: Jan. 24, 2025

SCALE: 3/32" = 1'-0"
(1:128)

WALTERS
RESIDENCE
SHOP & COACH
HOUSE
70 2nd St SE
Salmon Arm, BC

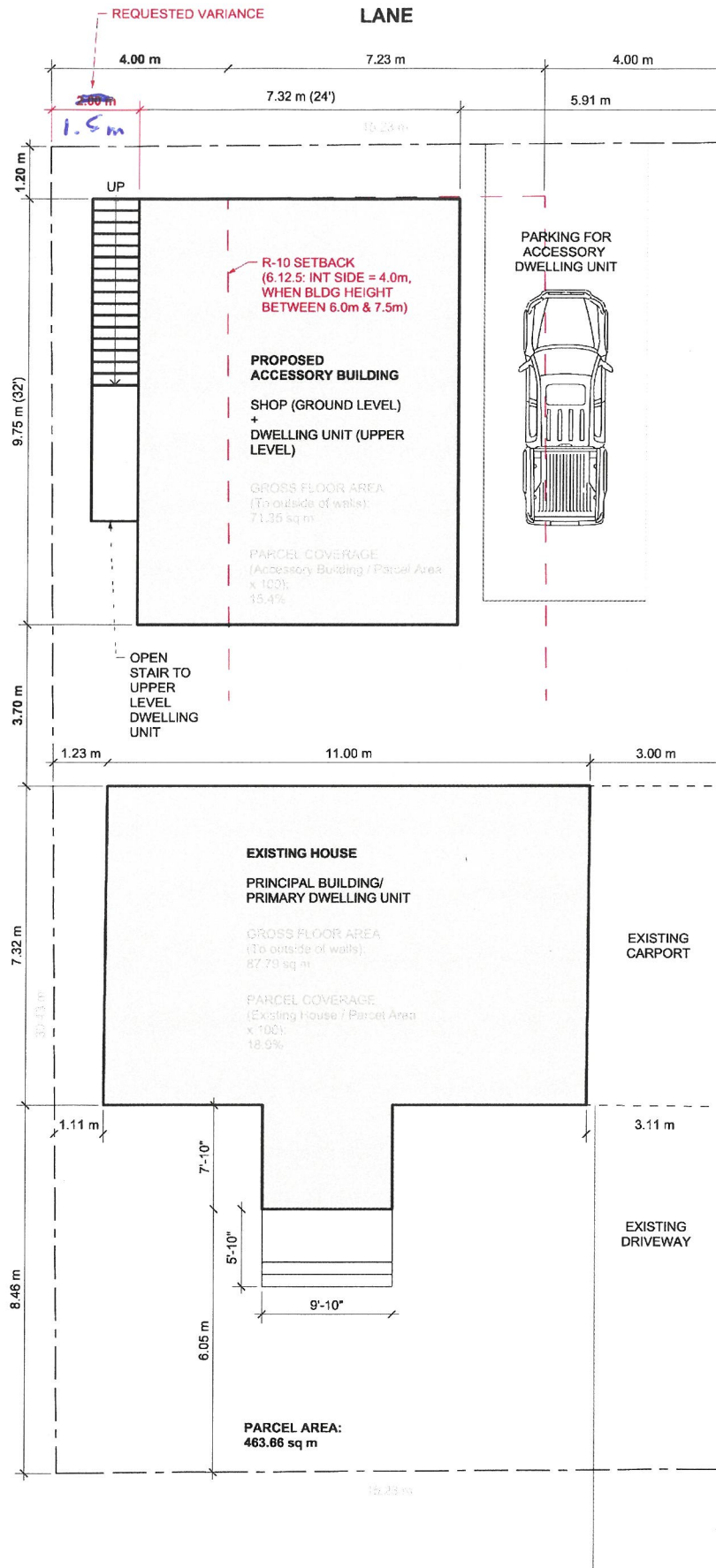
DRAWING TITLE:

ELEVATIONS

DRAWING NUMBER:

02

NORTH



2ND STREET SE

ISSUE: DATE:

ISSUED FOR VARIANCE

23 JAN 2025

DATE: Jan. 23, 2025

SCALE: 1/8" = 1'-0"
(1:96)

WALTERS
RESIDENCE

**SHOP & COACH
HOUSE**

70 2nd St SE
Salmon Arm, BC

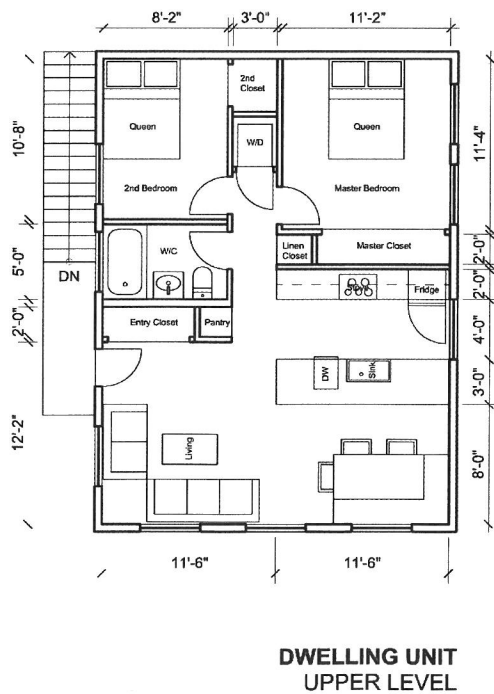
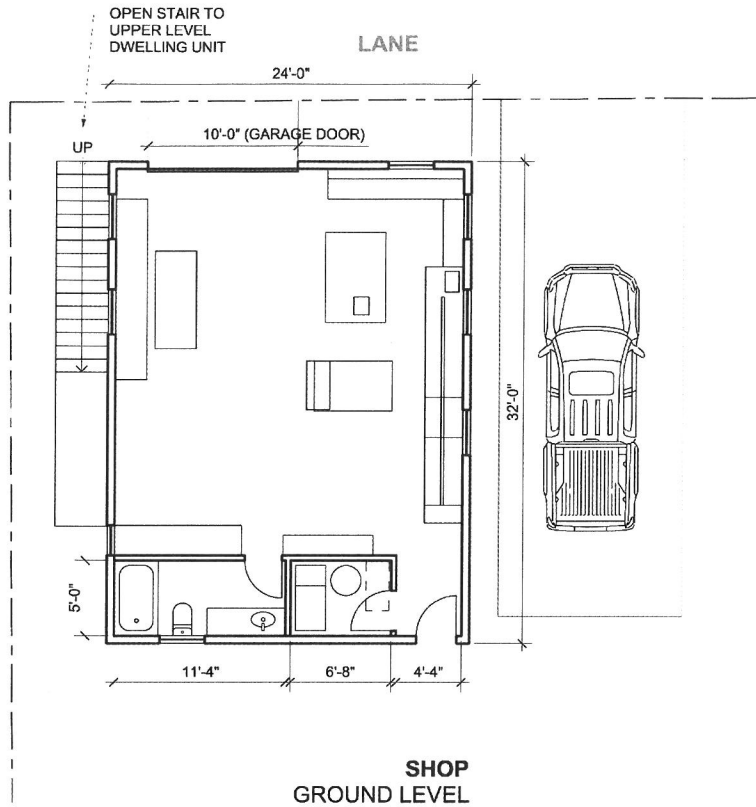
DRAWING TITLE:

SITE PLAN

DRAWING NUMBER:

01

NORTH



ISSUE: DATE:

ISSUED FOR VARIANCE

23 JAN 2025

DATE: Jan. 24, 2025

SCALE: 1/8" = 1'-0"
(1:96)

WALTERS
RESIDENCE

**SHOP & COACH
HOUSE**

70 2nd St SE
Salmon Arm, BC

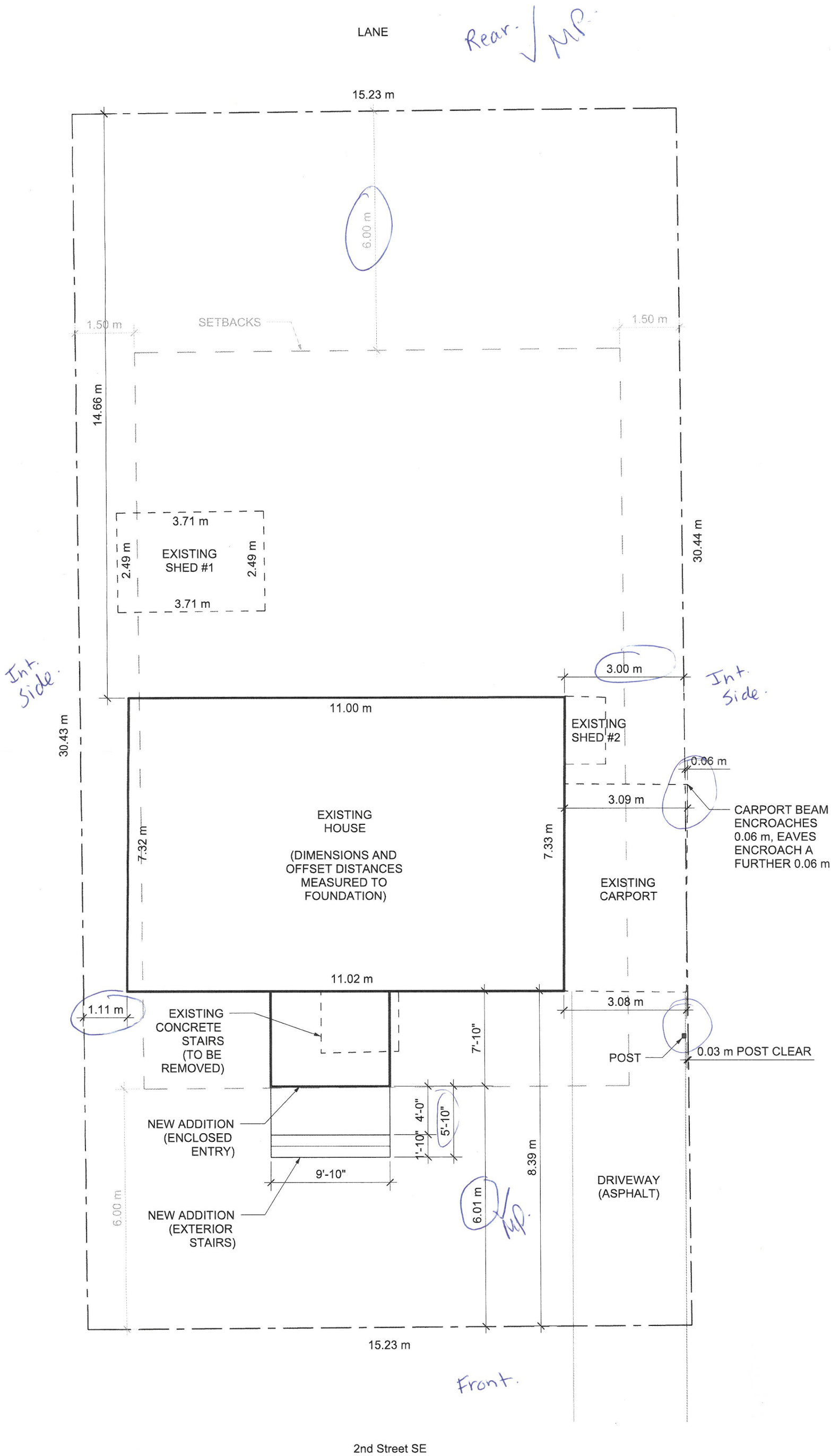
DRAWING TITLE:

**FLOOR
PLANS**

DRAWING NUMBER:

03

NORTH ←



ISSUE:	DATE:
ISSUED FOR BP 28 NOV 2023	

DSN: SN

DRN: SN

DATE: Dec 1, 2023

SCALE: 1/8" = 1'-0" (1:96)

COPYRIGHT PROTECTED.
THIS DRAWING IS THE EXCLUSIVE
PROPERTY OF SIRI NIKIC INTERN
ARCHITECT AIBC AND MAY NOT BE USED
OR USED IN MODIFIED FORM WITHOUT
THEIR CONSENT.

SIRI NIKIC

INTERN ARCHITECT AIBC

450 6 St SE, Salmon Arm, BC

SALMON ARM, B.C. V1E 4E8

(604) 220-1420

sirinikic@gmail.com

PROJECT: 23-001

WALTERS
RESIDENCE
RENOVATION +
ADDITION

70 2nd St SE
Salmon Arm, BC

DRAWING TITLE:

SITE PLAN

DRAWING NUMBER:

A001

Letter of Purpose

Duncan Walters
70 2 ST SE
Salmon Arm, BC,
V1E1G8

Re: Construction of shop with above 2-bedroom suite - Requesting setback variance

To the members of Salmon Arm City Council,

I am writing to request a variance from the city's setback regulations for the property located at 70 2 ST SE, Salmon Arm. My intention is to build a 2-story detached structure with a shop on the lower floor and a 2 bedroom suite above. Currently the zoning states that a 4 m interior side setback is required. I am requesting a 1.5 meter setback from the North property line due to the following:

1. Due to parking congestion on 2nd street I intend to provide off-lane parking for the proposed suite. A 4 meter setback places the structure in the middle of the yard with little usable space adjacent.
2. Intend to construct a French drain parallel to neighboring property to the South in order to intercept water and divert to a previously installed storm drain. Would like the french drain to not be within the parking stall for its proper functioning.
3. When assessing the viability of constructing the building less than 6 meters in height (with associated 2 meter setbacks) it was noted that the usability of the shop would be greatly impacted.

I am committed to ensuring that the design and use of my property will be in harmony with the neighborhood and will not negatively affect the public welfare or surrounding properties.

Thank you for your consideration,

Duncan Walters

Schedule “A”

SECTION 6 – R-10 - RESIDENTIAL ZONE

Purpose

- 6.1 The purpose of the R-10 Zone is to permit ground-oriented small scale residential use comprising of *single family dwellings* and *duplexes*, either with or without *secondary suites*, and detached *accessory dwelling units*, developed up to a maximum density that is based upon *parcel* area.

Regulations

- 6.2 On a *parcel zoned* R-10, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-10 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 6.3 The following uses and no others are permitted in the R-10 Zone:
- .1 *single family dwelling with or without secondary suite(s)*;
 - .2 *duplex with or without secondary suite(s)*;
 - .3 *accessory dwelling unit(s)* in compliance with s. 4.2 of this Bylaw;
 - .4 *accessory use*;
 - .5 *bed and breakfast* limited to two let rooms within a *principal single family dwelling only*;
 - .6 *boarders*, limited to a maximum of two;
 - .7 *family childcare facility* within a *principal single family dwelling only*;
 - .8 *group childcare* within a *principal single family dwelling only*;
 - .9 *home occupation*;

Maximum Number of Buildings and Dwellings Units

- 6.4 No more than two *dwelling units* are permitted on a *parcel* of area 4050 square metres (1 acre) or more, where the largest *building* is deemed the *principal building*; and
- No more than three *dwelling units* are permitted per *parcel* of area less than 280 square metres (3014 square feet), where the largest *building* is deemed the *principal building*; and
- No more than four *dwelling units* are permitted per *parcel* of area between 280 and 4050 square metres (3014 square feet and 1 acre), where the largest *building* is deemed the *principal building*.

Maximum Height of Principal Building

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

Maximum Height of Accessory Buildings

- 6.6
- .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
 - .2 Subject to increased setbacks, the maximum *height* of an *accessory building* containing one or more *accessory dwelling units* shall be 7.5 metres (24.6 feet).

Maximum Building Parcel Coverage

- 6.7 The total maximum *parcel coverage* for all *buildings* shall be 45% of *parcel area*; whereby, within this cap, up to 20% of *parcel area* may comprise *accessory buildings* containing one or more *accessory dwelling units*; and up to 10% may comprise any and all other *accessory buildings*.

Permeable Surface Parcel Coverage

- 6.8 Water permeable surfaces, as regulated in Section 4 of this Bylaw, shall cover at minimum 40% of the *parcel area*.

Minimum Parcel Area

- 6.9 The minimum *parcel area* for the purposes of subdivision shall be 450 square metres (4,843.9 square feet).

Minimum Parcel Width

- 6.10 The minimum *parcel width* shall be 14 metres (45.9 feet).

Minimum Setback of Principal Building

- 6.11 The minimum *setback* of the *principal building* from the:
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
 - .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
 - .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
 - .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
 - .5 Notwithstanding the preceding a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
 - .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply

Minimum Setback of any Accessory Dwelling Unit

- 6.12 The minimum *setback* of any building with one or more *accessory dwelling unit(s)* from the:
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
 - .2 *Rear parcel line* shall be 3.0 metres (9.8 feet) where 6.0 metres or less in *height*
 - .3 *Rear parcel line* shall be 6.0 metres (9.8 feet) where 6.0 to 7.5 metres in *height*
 - .4 *Interior side parcel line* shall be 2.0 metres (6.5 feet) where 6.0 metres or less in *height*
 - .5 *Interior side parcel line* shall be 4.0 metres (6.5 feet) where 6.0 to 7.5 metres in *height*
 - .6 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
 - .7 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)
- 6.13 The minimum separation between buildings with dwelling units upon a parcel shall be 3.0 metres (9.8 feet).

Minimum Setback of Accessory Buildings

- 6.14 The minimum *setback* of *accessory buildings* from the:
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
 - .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
 - .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
 - .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
 - .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

Parking

6.15 Required off-street parking shall be as prescribed in Appendix I.