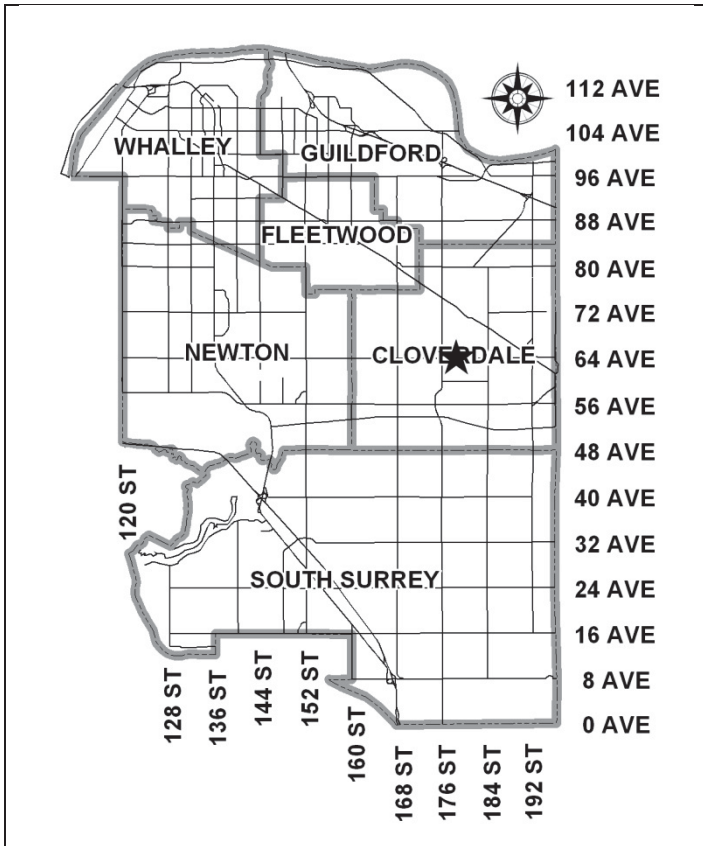


City of Surrey  
**PLANNING & DEVELOPMENT REPORT**

File: 7907-0340-01

Planning Report Date: November 25, 2013



**PROPOSAL:**

- **Development Variance Permit**

in order to vary the setbacks to permit the construction of two multi-tenant industrial buildings.

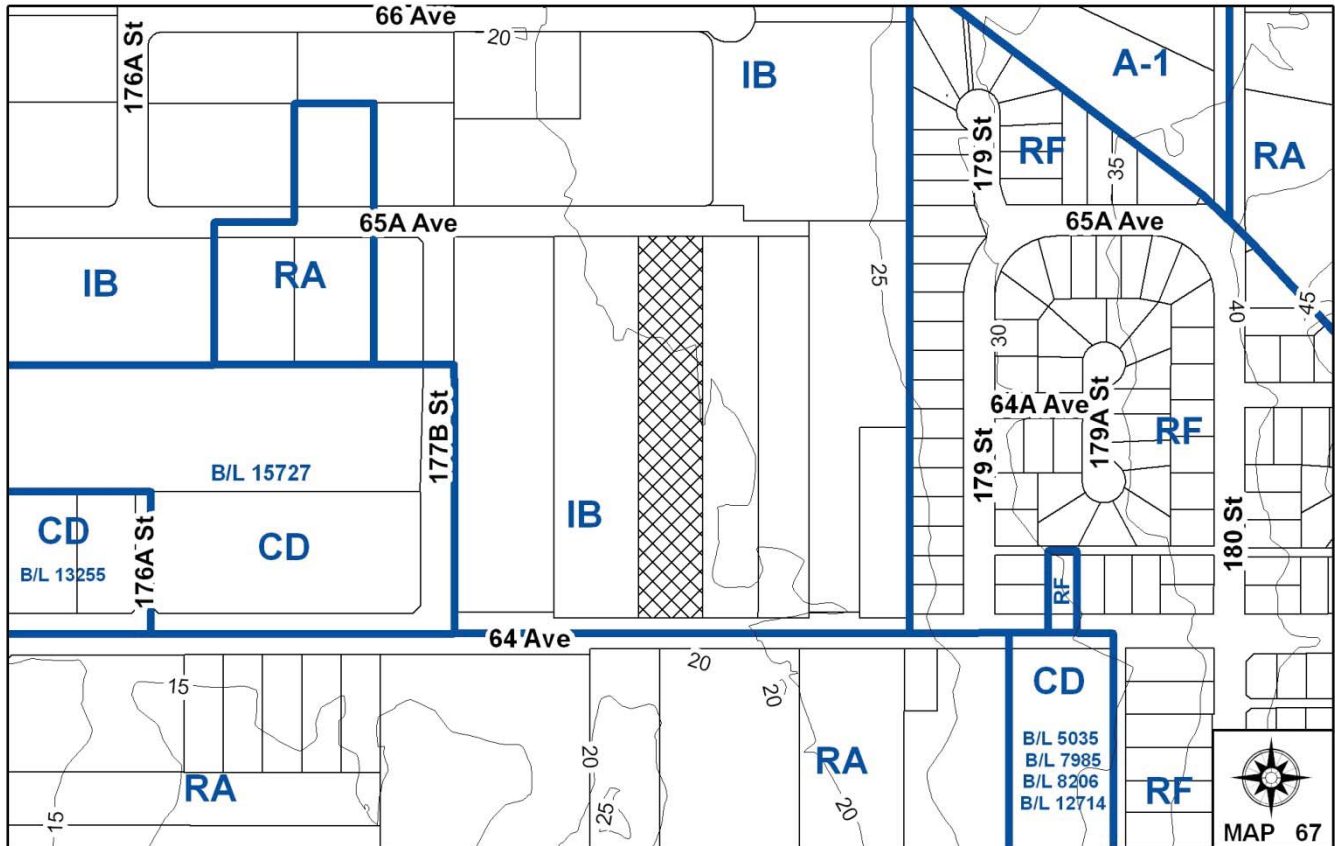
**LOCATION:** 17821 - 64 Avenue

**OWNER:** 0796691 BC Ltd.

**ZONING:** IB

**OCP DESIGNATION:** Industrial

**LAP DESIGNATION:** Industrial



### RECOMMENDATION SUMMARY

- Approval for Development Variance Permit to proceed to Public Notification.

### DEVIATION FROM PLANS, POLICIES OR REGULATIONS

- Seeking variances to the front (south) yard and east side yard setbacks.

### RATIONALE OF RECOMMENDATION

- Complies with OCP Designation.
- Complies with the LAP Designation
- The Initial Planning Report for a Development Permit and a Development Variance Permit received approval to proceed by Council on March 31, 2008.
- Development Variance Permit No. 7907-0340-00 to reduce the eastern side yard setback from 3.6 metres (11.8 ft.) to 1.68 metres (5.5 ft.) was approved by Council on April 14, 2008 and it has now expired.
- The proposed side yard setback relaxation to 0 metre is consistent with side yard setbacks in other industrial zones.
- Road dedication requirements along 64 Avenue have increased since the original application was considered, resulting in the need for a front yard (south) setback relaxation to maintain the same siting of the proposed buildings.

RECOMMENDATION

The Planning & Development Department recommends that:

1. Council approve Development Variance Permit No. 7907-0340-01 (Appendix B) varying the following, to proceed to Public Notification:
  - (a) to reduce the minimum front yard (south) setback of the IB Zone from 7.5 metres (25 ft.) to 6.0 metres (20 ft.); and
  - (b) to reduce the minimum east side yard setback of the IB Zone from 3.6 metres (12 ft.) to 0 metre.
2. Council instruct staff to resolve the following issues prior to approval:
  - (a) completion of the requirements itemized in the Initial Planning Report dated March 31, 2008; and
  - (b) registration of a 1.5-metre (5 ft.) wide right-of-way along the south property line to accommodate future road widening.

REFERRALS

Engineering:                      The Engineering Department has no objection to the requested variances.

SITE CHARACTERISTICS

Existing Land Use:      Vacant site.

Adjacent Area:

Direction	Existing Use	OCP Designation	Existing Zone
North (Across 65A Avenue):	Multi-tenant industrial buildings	Industrial	IB
East:	Non-conforming automotive and truck repair business	Industrial	IB
South (Across 64 Avenue):	Cloverdale Fairgrounds	Urban	RA
West:	Single family residence	Industrial	IB

## DEVELOPMENT CONSIDERATIONS

### Background:

- The subject site fronts both 64 and 65A Avenues, approximately mid-block between 177B and 179 Streets in the Cloverdale industrial area. The site is currently zoned Business Park Zone (IB) and is designated Industrial in the Official Community Plan (OCP).
- On March 31, 2008, Council considered a Planning Report for a Development Permit and Development Variance Permit to permit two multi-tenant industrial buildings on the subject site. Council granted approval to draft Development Permit No. 7907-0340-00 and to proceed to Public Notification of Development Variance Permit No. 7907-0340-00 to relax the east side yard setback from 3.6 metres (11.8 ft.) to 1.68 metres (5.5 ft.).
- Development Variance Permit (DVP) No. 7907-0340-00 was subsequently issued by Council on April 14, 2008. This DVP expired on April 14, 2010.

### Current Proposal:

- The servicing agreement associated with the proposed development of this site was issued on August 28, 2011. However, the applicant did not complete the final requirements itemized in the Planning Report, including execution of the servicing agreement and submission of the necessary fees for the construction of the works and services.
- The applicant now wishes to complete the project and proceed with the construction of the two multi-tenant industrial buildings.
- The previously approved Development Variance Permit to relax the east side yard setback has expired and the applicant has requested a further relaxation of the east side yard setback.
- In March 2011, a new "Surrey Major Road Allowance Map" was approved by Council, which increased the road width standards for Arterial Roads. In particular, the road width requirement for 64 Avenue increased from 27 metres (88 ft.) to 30 metres (100 ft.). The applicant has proposed to dedicate additional road widening to accommodate the 27-metre wide road standard, and has requested a relaxation of 1.5 metres (5 ft.) to accommodate the additional road widening (see By-law Variance section).

## BY-LAW VARIANCES AND JUSTIFICATION

### (a) Requested Variance:

- To relax the front yard (south) setback of the IB Zone from 7.5 metres (25 ft.) to 6.0 metres (20 ft.).

### Applicant's Reasons:

- The building siting was predicated on the older road dedication standards. To amend the building plans at this time would be cost prohibitive

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**Staff Comments:**

- The applicant had previously agreed to dedicate the necessary road requirements to satisfy an ultimate 27-metre (88 ft.) road width for 64 Avenue.
- In March 2011, the R-91 Road Classification Map was amended to reflect additional road widths for the future widening of arterial and major collector roads. As a result, the ultimate road width for 64 Avenue was increased from a 27-metre (88 ft.) right-of-way to 30 metres (100 ft.).
- This increased road width created a new baseline setback, which would require a 9.0 (29.5 ft.) setback from the property line and a reduction in the overall building area.
- The applicant has agreed to protect this additional road widening request with a statutory right-of-way for future road purposes.
- Staff support the requested relaxation.

**(b) Requested Variance:**

- To relax the east side yard setback of the IB Zone from 3.6 metres (12 ft.) to 0 metre.

**Applicant's Reasons:**

- The original request was to allow for a 1.68-metre (5.5 ft.) setback from the east side yard which would increase the overall building area, and allow for exiting from the rear of the units. This exiting requirement is no longer required, and therefore a relaxation to a zero setback is requested.

**Staff Comments:**

- The 0-metre interior side yard setback is consistent with other industrial zones.
- The subject property is narrow by industrial standards, and this setback reduction increases the depth of the proposed industrial units.
- It is anticipated that when the adjoining property to the east redevelops, a similar 0-metre side yard setback along its west property line will be encouraged by Planning staff to create a continuous building face.
- Staff therefore supports the requested relaxation.

INFORMATION ATTACHED TO THIS REPORT

The following information is attached to this Report:

- Appendix A. Lot Owners and Action Summary
- Appendix B. Initial Planning Report dated March 31, 2008 (including Appendices)
- Appendix C. Development Variance Permit No. 7907-0340-01

*original signed by Judith Robertson*

Jean Lamontagne  
General Manager  
Planning and Development

LAP/da

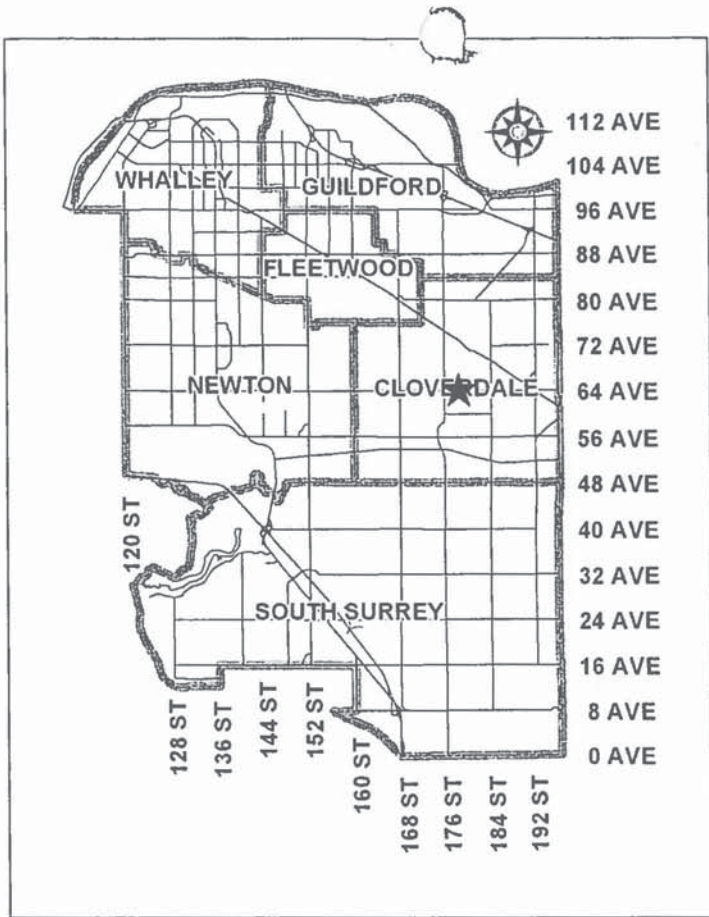
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Information for City Clerk

Legal Description and Owners of all lots that form part of the application:

1. (a) Agent: Name: Patrick Kerr  
                       Address: 21394 - 16 Avenue  
                                       Langley, BC V2Z 1K4  
                       Tel: 604-536-4356 - Work  
                                       604-539-8424 - Fax
  
2. Properties involved in the Application
  - (a) Civic Address: 17821 - 64 Avenue
  
  - (b) Civic Address: 17821 - 64 Avenue  
 Owner: 0796691 BC Ltd  
Director Information:  
 Patrick Kerr  
  
No Officer Information Filed  
 PID: 012-316-806  
 East 254.74 Feet Lot 14 Except: The East 118 Feet; Section 17 Township 8 New Westminster  
 District Plan 183814
  
3. Summary of Actions for City Clerk's Office
  - (a) Proceed with Public Notification for Development Variance Permit No. 7907-0340-01 and bring the Development Variance Permit forward for an indication of support by Council. If supported, the Development Variance Permit will be brought forward for issuance and execution by the Mayor and City Clerk in conjunction with final approval of the associated Development Permit.
  
  - (b) Remove Notice of Development Variance Permit No. 7907-0340-00 from title.





**City of Surrey**  
**PLANNING & DEVELOPMENT REPORT**  
**File: 7907-0340-00**

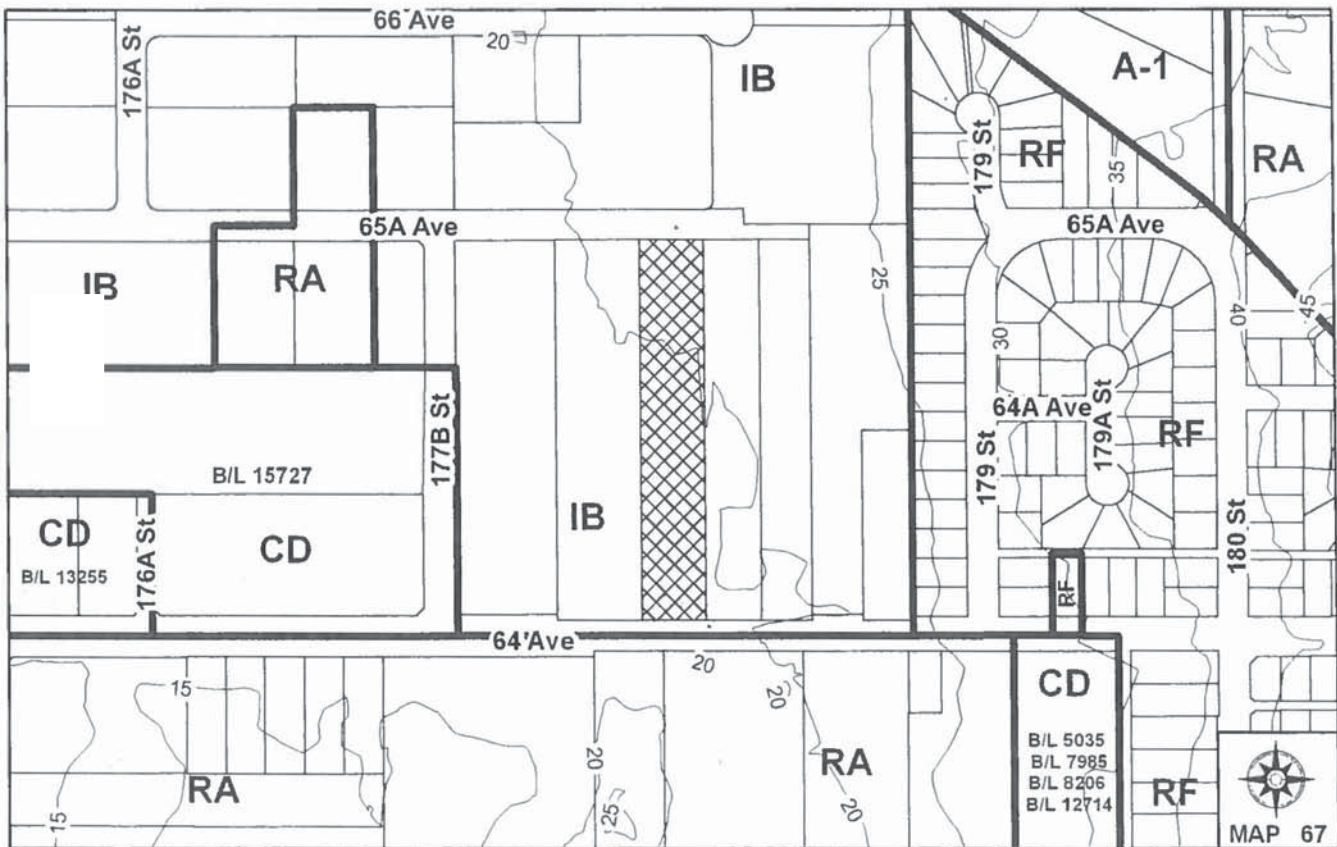
Planning Report Date: March 31, 2008

**PROPOSAL:**

- **Development Permit**
- **Development Variance Permit**

in order to permit the construction of two multi-tenant industrial buildings.

**LOCATION:** 17821 - 63 Avenue  
**OWNER:** 0796691 B.C. Ltd.  
**ZONING:** IB  
**OCP DESIGNATION:** Industrial  
**LAP DESIGNATION:** Industrial





RECOMMENDATION SUMMARY

- Approval to draft Development Permit.
- Approval for Development Variance Permit to proceed to Public Notification.

DEVIATION FROM PLANS, POLICIES OR REGULATIONS

- Needs a variance to the east side yard setback.

RATIONALE OF RECOMMENDATION

- Complies with OCP Designation.
- Complies with LAP Designation.
- Reduced setback optimizes the building area on the site.

## RECOMMENDATION

The Planning & Development Department recommends that:

1. Council authorize staff to draft Development Permit No. 7907-0340-00 in accordance with the attached drawings (Appendix II).
2. Council approve Development Variance Permit No. 7907-0340-00, (Appendix IV) varying the following, to proceed to Public Notification:
  - (a) to reduce the minimum east side yard setback of the IB Zone from 3.6 metres (11.8 ft.) to 1.68 metres (5.5 ft.).
3. Council instruct staff to resolve the following issues prior to approval:
  - (a) ensure that all engineering requirements and issues including restrictive covenants, and rights-of-way where necessary, are addressed to the satisfaction of the General Manager, Engineering;
  - (b) submission of a road dedication plan to the satisfaction of the Approving Officer;
  - (c) submission of a landscaping cost estimate to the specifications and satisfaction of the City Landscape Architect;
  - (d) preparation and registration of a reciprocal access agreement on the interior drive aisle between the proposed buildings;
  - (e) approval from Ministry of Transportation;
  - (f) submission of revised architectural drawings including rooftop mechanical screening details, to the satisfaction of the City Architect;
  - (g) submission of fascia signage details to the satisfaction of the City Architect;
  - (h) final inspection of Demolition Permit No. 07-03569 to the satisfaction of the Building Division; and
  - (i) removal of the illegal truck parking to the satisfaction of the By-law Enforcement & Licensing Section.

## REFERRALS

Engineering:

The Engineering Department has no objection to the project subject to the completion of Engineering servicing requirements as outlined in Appendix III.

Ministry of Transportation (MOT): The application has been referred to the Ministry for their review and approval.

### SITE CHARACTERISTICS

Existing Land Use: Single family residence.

#### Adjacent Area:

Direction	Existing Use	OCP Designation	Existing Zone
North (Across 65A Avenue):	Multi-tenant industrial buildings.	Industrial	IB
East:	Non-conforming automotive and truck repair business.	Industrial	IB
South (Across 64 Avenue):	Cloverdale Fairgrounds.	Urban	RA
West:	Non-conforming single family residence.	Industrial	IB

### DEVELOPMENT CONSIDERATIONS

- The subject site fronts both 64 and 65A Avenues, approximately mid-block between 177B and 179 Streets. To the north of 65A Avenue are developed industrial properties, however, to the west and east of the subject site are underdeveloped or undeveloped industrial properties.
- The current proposal is for a Development Permit to permit the construction two multi-tenant industrial buildings. The proposed development complies with the Business Park designation in the Cloverdale Local Area Plan (LAP) and with the Business Park Zone (IB).
- Two concrete tilt-up buildings are proposed to be constructed on the property. The buildings will have a total floor area, including future mezzanine space of 6,835 square metres (73,576 sq. ft.). The proposal represents a total floor area ratio (FAR) of 0.67 and a lot coverage of 44% which is consistent with the maximum FAR of 0.75 and lot coverage of 45% permitted in the IB Zone.
- Part 5 of Surrey Zoning By-law No 12000 requires one parking space for every 100 square metres (1,075 sq. ft.) of gross floor area for employees and customers. As such, the proposed building requires a total of 70 parking spaces to be provided on site for both employees and customers of the business. The applicant has proposed a total of 70 parking spaces on the site and thereby complies with the parking requirements.
- Access to the site is provided from one driveway from 64 Avenue which will be limited to right-in/right-out turning movements and a second full movement driveway from 65A Avenue.



- The road concept plan for this area envisioned the future construction of a parallel road to 64 Avenue to provide for alternate access for the industrial properties located along the north side of 64 Avenue. With the development of the property located at 17767 – 64 Avenue, this requirement was removed and replaced with a reciprocal access agreement to allow for vehicle movement between the site without having to access the arterial road system. Prior to finalizing the Development Permit for this site, the applicant is to provide a similar reciprocal access agreement for the benefit of the adjoining properties.
- A demolition permit was issued for the removal of the single family dwelling on this site. Currently there is demolition debris on the property. Prior to issuance of the Development Permit, a final inspection by the Building Division is required to ensure the debris has been removed.
- By-law Enforcement & Licensing is currently investigating illegal truck parking on the subject property. Prior to issuance of the Development Permit, the illegal truck parking is to be removed from the site.

#### DESIGN PROPOSAL AND REVIEW

- The buildings are proposed to be constructed using tilt-up concrete panels and aluminum storefront glazing. The primary colour of the buildings is medium beige with some contrasting army green panels.
- Accent steel canopies, painted black, are proposed above the overhead doors.
- The proposed buildings are 9.2 metres (30 ft.) in height, which is within the 13 metres (40 ft.) permitted in the IB Zone.
- Wall-mounted downward cast lighting is proposed on the building elevations to assist in providing surveillance during the evening hours.
- The applicant has requested two free-standing signs for this development, one located at the 64 Avenue driveway entrance and one at the 65A Avenue driveway entrance. These signs are proposed to be 3.2 metres (10.5 ft.) in height, complying with the maximum sign height of a free-standing sign of 7.62 (25 ft.) along the 64 Avenue frontage and 4.6 (15 ft.) along the 65A Avenue road frontage, as regulated in the Sign By-law.
- These free-standing signs are proposed to be constructed with concrete panels with reveals that match the proposed buildings.
- Wall-mounted business identification fascia signage is proposed above the tenant doorways. Prior to issuance of the Development Permit, final details of the fascia signage is required.
- There is a slight grade variation along the site, from south to north. Where required, the applicant is proposing a 0.6 metre (2 ft) allen block wall. The existing fencing will be removed and replaced with a 1.8-metre (6 ft.) high black chain link fence.

- To reduce criminal activity and access to the site in the evening hours, the applicant is proposing to install a 1 metre (3 ft.) sliding metal gate inset from the driveway entrances.
- The applicant is proposing 7.5-metre (25 ft.) wide landscape beds along both the 64 Avenue and 65A Avenue road frontages between the property lines and the faces of the buildings. Additional planting areas are proposed along the building faces which are adjacent to the future reciprocal access agreement running between the two buildings. This landscaping incorporates both deciduous and coniferous, flowering and non-flowering trees and shrubs.

### ADVISORY DESIGN PANEL

This application was not referred to the ADP and was reviewed by Planning staff and was found to be acceptable.

### BY-LAW VARIANCE AND JUSTIFICATION

(a) Requested Variance:

- To reduce the east side yard setback from 3.6 metres (11.8 ft.) to 1.68 metres (5.5 ft.).

Applicant's Reasons:

- In order to maximize the building area, a relaxation has been requested along the east property line. The minimum distance for exiting purposes is 1.2 metres (5 ft.). Additional security measures have been taken with the proposed installation of the chain link fence and emergency doors at the ends of the building to reduce crime from happening in the setback area.

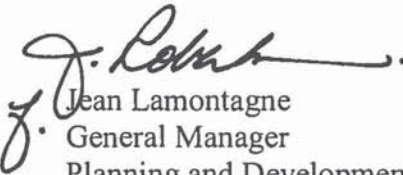
Staff Comments:

- The site is long and narrow. The requested relaxation optimizes the maximum building area for the site.
- Staff have reviewed the proposed request and the applicant's reasons and have no concerns with the requested variance.

INFORMATION ATTACHED TO THIS REPORT

The following information is attached to this Report:

- Appendix I. Lot Owners, Action Summary and Project Data Sheets
- Appendix II. Proposed Site Plan, Building Elevations and Landscape Plans
- Appendix III. Engineering Summary
- Appendix IV. Development Variance Permit No. 7907-0340-00

  
Jean Lamontagne  
General Manager  
Planning and Development

LAP/kms

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Information for City Clerk

Legal Description and Owners of all lots that form part of the application:

1. (a) Agent:     Name:             Rimark Consulting  
                  Address:         3184 - 204 Street  
                                      Langley, BC  
                                      V2Z 2C7  
                  Tel:             604-530-6280

2.     Properties involved in the Application

(a)     Civic Address:         17821 - 64 Avenue

(b)     Civic Address:         17821 - 64 Avenue  
          Owner:             0796691 B.C. Ltd.  
                                  Director Information:  
                                  Patrick J. Kerr

No Officer Information Filed

PID:             012-316-806  
East 254.74 Feet Lot 14 Except the East 118 Feet Section 17 Township 8 New  
Westminster District Plan 1838

3.     Summary of Actions for City Clerk's Office

- (a)     Approval to Public Notification of Development Variance Permit No. 7907-0340-00.



## DEVELOPMENT DATA SHEET

Existing Zoning: IB

Required Development Data	Minimum Required / Maximum Allowed	Proposed
<b>LOT AREA</b> (in square metres)		
Gross Total		10,281.4 m <sup>2</sup>
Road Widening area		145.9 m <sup>2</sup>
Undevelopable area		
Net Total		10,135 m <sup>2</sup>
<b>LOT COVERAGE</b> (in % of net lot area)		
Buildings & Structures	45%	44%
Paved & Hard Surfaced Areas		
Total Site Coverage		
<b>SETBACKS</b> ( in metres)		
Front (64 Avenue)	7.5 m	7.5 m
Rear (65A Avenue)	7.5 m	7.5 m
Side #1 (West)	7.5 m	18.7 m
Side #2 (East)	7.5 m or 3.6 m	1.68 m*
<b>BUILDING HEIGHT</b> (in metres/storeys)		
Principal	12 m	9.3 m
Accessory	6 m	n/a
<b>NUMBER OF RESIDENTIAL UNITS</b>	2	n/a
Bachelor		
One Bed		
Two Bedroom		
Three Bedroom +		
Total		
<b>FLOOR AREA: Residential</b>		
<b>FLOOR AREA: Commercial</b>		
Retail		
Office		
Total		
<b>FLOOR AREA: Industrial</b>	7,601 m <sup>2</sup>	6,835 m <sup>2</sup>
<b>FLOOR AREA: Institutional</b>		
<b>TOTAL BUILDING FLOOR AREA</b>	7,601 m <sup>2</sup>	6,835 m <sup>2</sup>

\* Variance requested

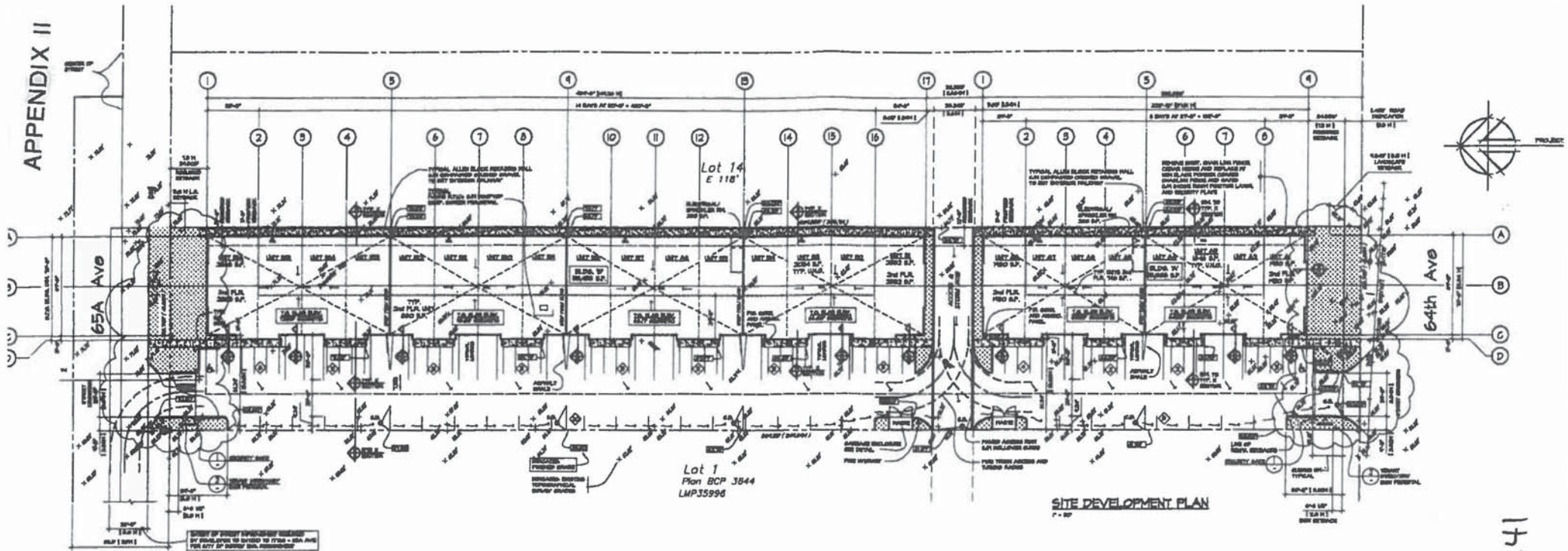
239

Development Data Sheet cont'd

Required Development Data	Minimum Required / Maximum Allowed	Proposed
DENSITY		
# of units/ha /# units/acre (gross)		
# of units/ha /# units/acre (net)		
FAR (gross)		
FAR (net)	0.75	0.67
AMENITY SPACE (area in square metres)	n/a	
Indoor		
Outdoor		
PARKING (number of stalls)		
Commercial		
Industrial	70	70
Residential Bachelor + 1 Bedroom		
2-Bed		
3-Bed		
Residential Visitors		
Institutional		
Total Number of Parking Spaces	70	70
Number of disabled stalls	2	2
Number of small cars		
Tandem Parking Spaces: Number / % of Total Number of Units		
Size of Tandem Parking Spaces width/length		

Heritage Site	NO	Tree Survey/Assessment Provided	NO
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SITE DEVELOPMENT PLAN  
7-82

**SITE PLAN - GENERAL NOTES:**

1. THE GENERAL CONTRACTOR SHALL HAVE A DETAILED LAYOUT OF THE BUILDING FOUNDATION TO BE CONSTRUCTED TO BE SUBMITTED TO THE COUNTY ENGINEER FOR APPROVAL AND RECORD. ALL NOTES SHALL BE MADE BY THE GENERAL CONTRACTOR.
2. THE GENERAL CONTRACTOR SHALL PROVIDE ALL UTILITY AND EGRESS POINTS TO BE PROVIDED TO THE GENERAL CONTRACTOR FOR RECORD. ALL NOTES SHALL BE MADE BY THE GENERAL CONTRACTOR.
3. THE GENERAL CONTRACTOR SHALL PROVIDE ALL UTILITY AND EGRESS POINTS TO BE PROVIDED TO THE GENERAL CONTRACTOR FOR RECORD. ALL NOTES SHALL BE MADE BY THE GENERAL CONTRACTOR.

4. THE GENERAL CONTRACTOR SHALL PROVIDE ALL UTILITY AND EGRESS POINTS TO BE PROVIDED TO THE GENERAL CONTRACTOR FOR RECORD. ALL NOTES SHALL BE MADE BY THE GENERAL CONTRACTOR.
5. THE GENERAL CONTRACTOR SHALL PROVIDE ALL UTILITY AND EGRESS POINTS TO BE PROVIDED TO THE GENERAL CONTRACTOR FOR RECORD. ALL NOTES SHALL BE MADE BY THE GENERAL CONTRACTOR.
6. THE GENERAL CONTRACTOR SHALL PROVIDE ALL UTILITY AND EGRESS POINTS TO BE PROVIDED TO THE GENERAL CONTRACTOR FOR RECORD. ALL NOTES SHALL BE MADE BY THE GENERAL CONTRACTOR.

**LEGEND**

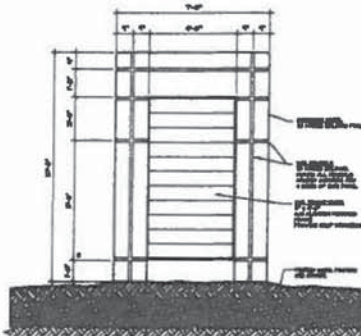
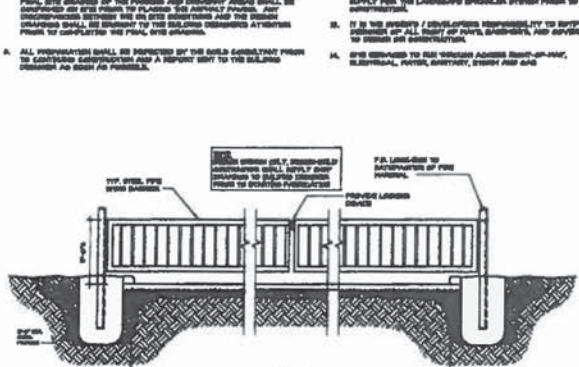
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- 2 - LAWN PLANTING
- 3 - GROUND COVER
- 4 - SHrub PLANTING
- 5 - TREES PLANTING
- 6 - PALM PLANTING
- 7 - SPREADER PLANTING
- 8 - ROCK PLANTING
- 9 - SAND PLANTING
- 10 - MULCH PLANTING
- 11 - PAVED PLANTING
- 12 - UNPAVED PLANTING
- 13 - UTILITY PLANTING
- 14 - EGRESS PLANTING
- 15 - RETENTION PLANTING
- 16 - DIVERSION PLANTING
- 17 - STORAGE PLANTING
- 18 - OTHER PLANTING

**RESUME**

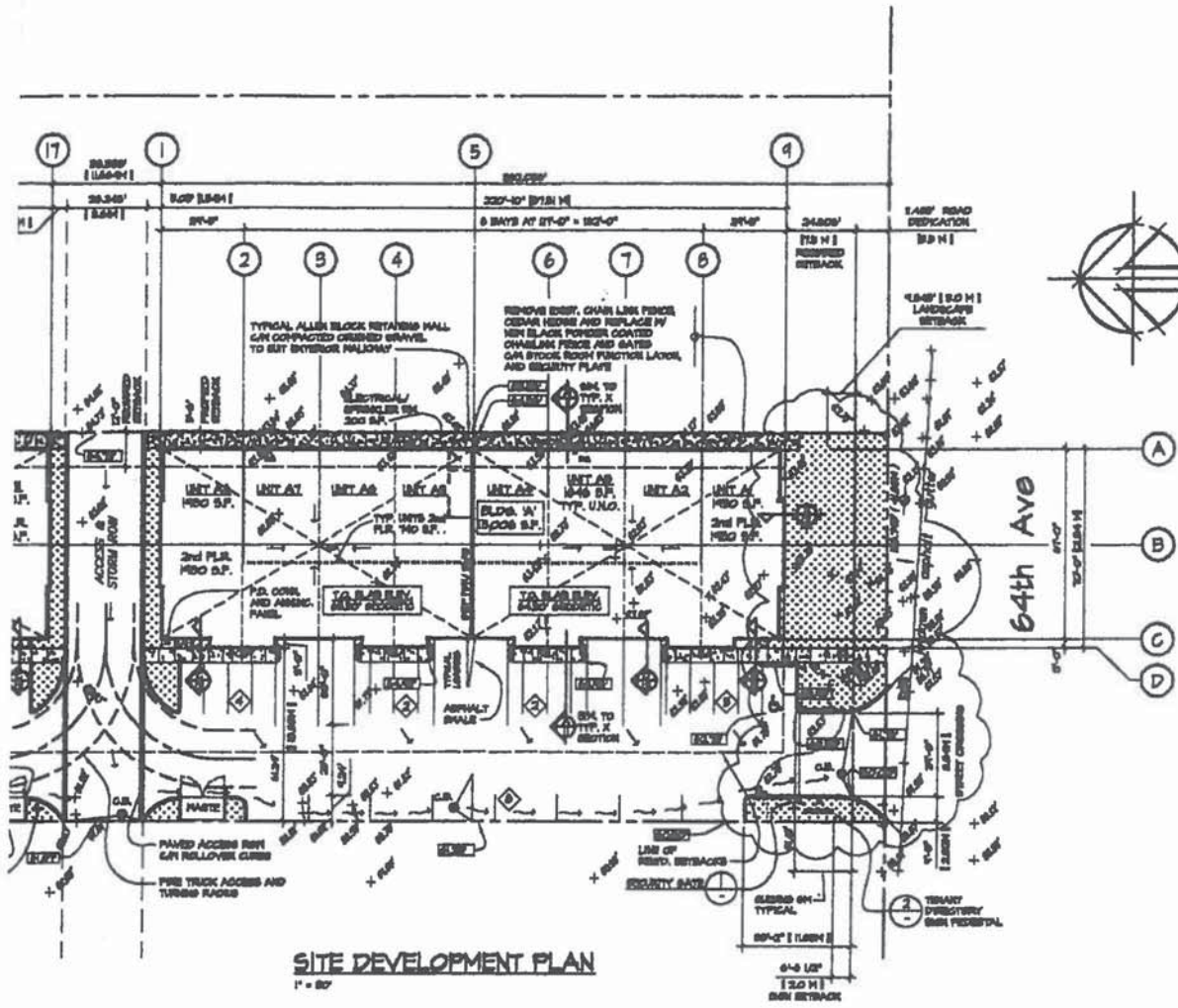
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 5.00 AC +/- TRACT 14 IN MAP 20000 THE EAST 1/4 SECTION 17 T. 14 N. R. 31 W. S. 34  
**CMG ADDRESS**  
 7100 24TH AVE, SEASIDE, CA  
**OWNER**  
 2122 24TH AVE, SEASIDE, CA  
**DEVELOPER**  
 2122 24TH AVE, SEASIDE, CA  
**PROFESSIONAL DESIGNER**  
 2122 24TH AVE, SEASIDE, CA

FLOOR AREA	
BUILDING W	1,000 SQ. FT.
BUILDING W	1,000 SQ. FT.
BUILDING W	1,000 SQ. FT.
<b>TOTAL</b>	<b>3,000 SQ. FT.</b>

TERA PACIFIC SURVEYING LTD.  
 2110 14th Ave, San Diego, CA 92108  
 TEL: 619-551-8800  
 FAX: 619-551-8801  
 WWW: TERAPACIFIC.COM



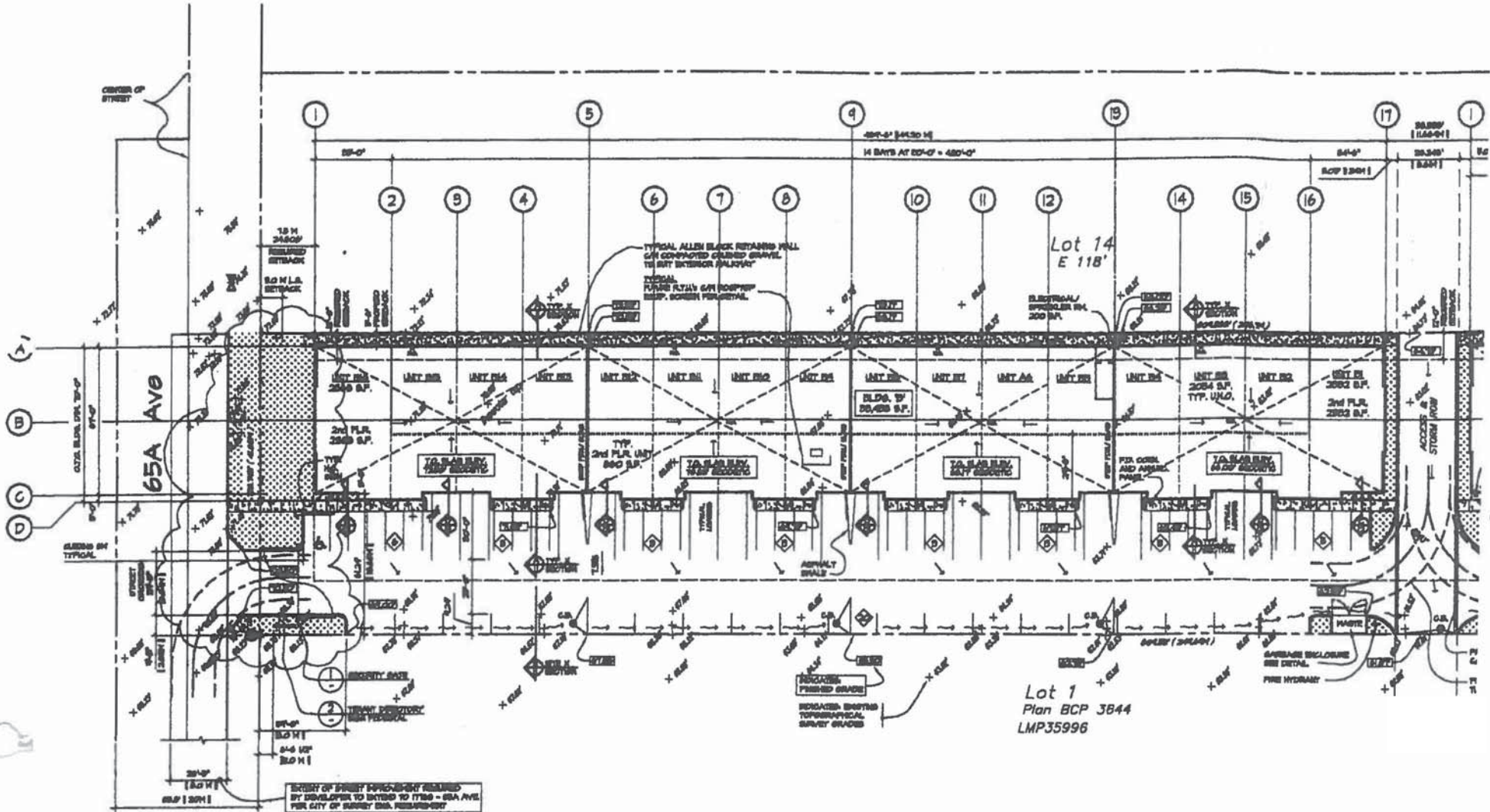
REVISIONS		
No.	DATE	DESCRIPTION
A	OCT. 2007	ISSUED FOR DEVELOPER
B	DEC. 2007	BLDG. ELEVATIONS REV'D FOR DIV. PER
C	JAN. 2008	ISSUED FOR PERMITS
D	MAR. 2008	REV. PER CITY DESIGN & PERMITS FOR DIV. PER



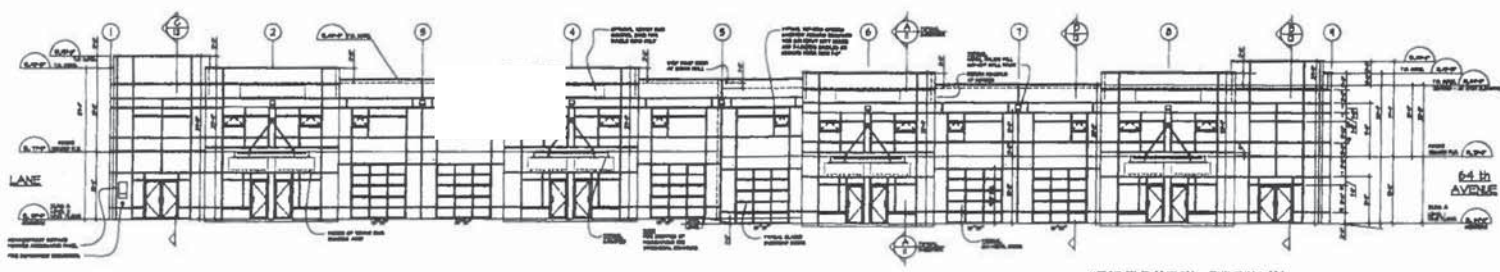
**SITE DEVELOPMENT PLAN**  
1" = 80'

242





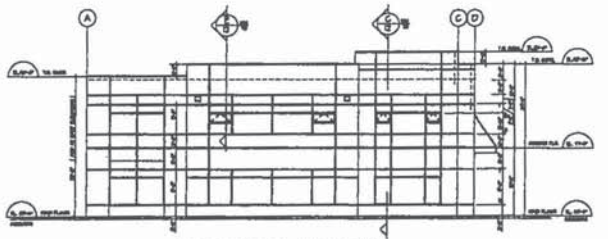
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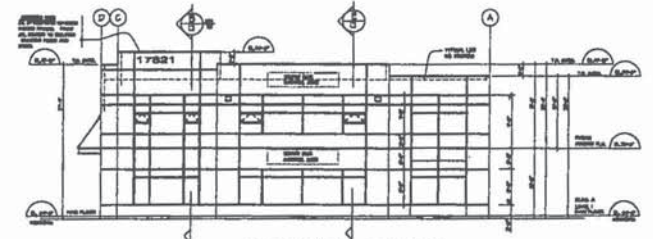
REV. LOG	
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7	ISSUED FOR PERMIT
8	ISSUED FOR PERMIT
9	ISSUED FOR PERMIT

**GENERAL NOTES - ELEVATIONS**

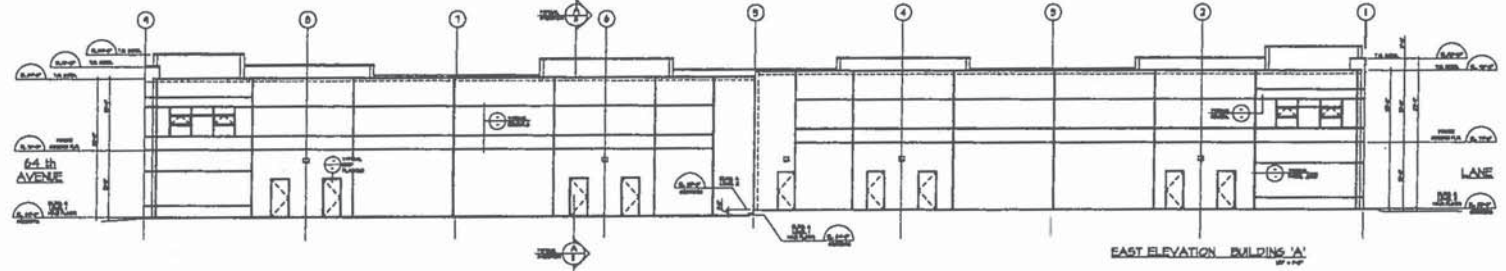
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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6. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
7. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.



**NORTH ELEVATION BUILDING 'A'**  
FACES BLVD. W - LANE



**SOUTH ELEVATION BUILDING 'A'**  
FACES 64th AVENUE



**EAST ELEVATION BUILDING 'A'**  
FACES 64th AVENUE

hbc

**TENANT SIGNAGE GUIDELINES**

1. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.
2. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.
3. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.
4. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.
5. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.
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9. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.

**EXTERIOR FINISH SCHEDULE**

- 1. EXTERIOR WALLS - BRICK
- 2. EXTERIOR WALLS - BRICK
- 3. EXTERIOR WALLS - BRICK
- 4. EXTERIOR WALLS - BRICK
- 5. EXTERIOR WALLS - BRICK
- 6. EXTERIOR WALLS - BRICK
- 7. EXTERIOR WALLS - BRICK
- 8. EXTERIOR WALLS - BRICK
- 9. EXTERIOR WALLS - BRICK

**PAINT REFERENCE COLOURS**

- 1. PAINT REFERENCE COLOURS
- 2. PAINT REFERENCE COLOURS
- 3. PAINT REFERENCE COLOURS
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- 6. PAINT REFERENCE COLOURS
- 7. PAINT REFERENCE COLOURS
- 8. PAINT REFERENCE COLOURS
- 9. PAINT REFERENCE COLOURS

**GLAZING NOTES**

1. ALL GLAZING SHALL BE APPROVED BY THE ARCHITECT.
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9. ALL GLAZING SHALL BE APPROVED BY THE ARCHITECT.

**METAL OVERHEAD DOOR NOTES**

1. ALL METAL OVERHEAD DOORS SHALL BE APPROVED BY THE ARCHITECT.
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**GLAZED OVERHEAD DOOR NOTES**

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9. ALL GLAZED OVERHEAD DOORS SHALL BE APPROVED BY THE ARCHITECT.

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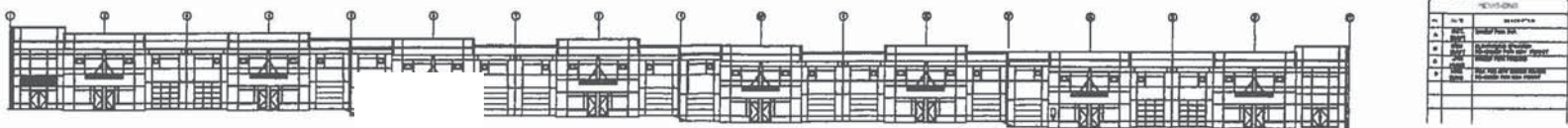
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- 9. LEGEND

**MICHAEL D. BARLEY ARCHITECT**  
MEMBER OF THE ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA  
VANCOUVER, B.C. CANADA

1782 64th AVENUE  
SURREY, B.C.

07-011-A4





NO.	REV.	DESCRIPTION
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**LEGEND**

1. FINISH OF ALL WALLS AND CEILING SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

2. FINISH OF ALL FLOORS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

3. FINISH OF ALL EXTERIOR WALLS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

4. FINISH OF ALL EXTERIOR ROOFS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

5. FINISH OF ALL EXTERIOR STAIRS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

6. FINISH OF ALL EXTERIOR BALCONIES SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

7. FINISH OF ALL EXTERIOR TERRACES SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

8. FINISH OF ALL EXTERIOR DRIVEWAYS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

9. FINISH OF ALL EXTERIOR PARKING SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

10. FINISH OF ALL EXTERIOR LANDSCAPING SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

**EXTERIOR FINISH SCHEDULE**

1. BRICK

2. CONCRETE

3. STONE

4. TERRAZZO

5. POLISHED CONCRETE

6. POLISHED TERRAZZO

7. POLISHED MARBLE

8. POLISHED GRANITE

9. POLISHED SLATE

10. POLISHED QUARTZITE

11. POLISHED SOAPSTONE

12. POLISHED LAMINATE

13. POLISHED METAL

14. POLISHED WOOD

15. POLISHED GLASS

16. POLISHED CERAMIC

17. POLISHED PAPER

18. POLISHED FABRIC

19. POLISHED LEATHER

20. POLISHED RUBBER

**PAINT REFERENCE COLOURS**

1. WHITE

2. BLACK

3. RED

4. BLUE

5. GREEN

6. YELLOW

7. PURPLE

8. BROWN

9. GREY

10. SILVER

11. GOLD

12. COPPER

13. BRASS

14. ALUMINUM

15. ZINC

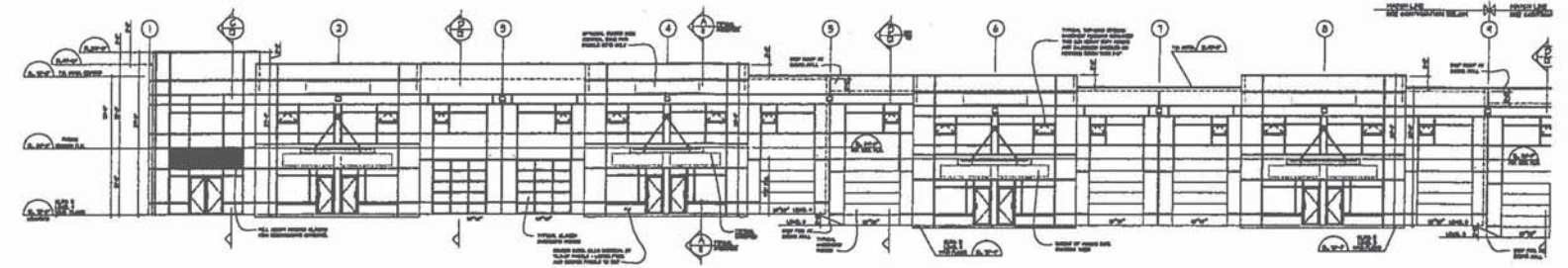
16. LEAD

17. TIN

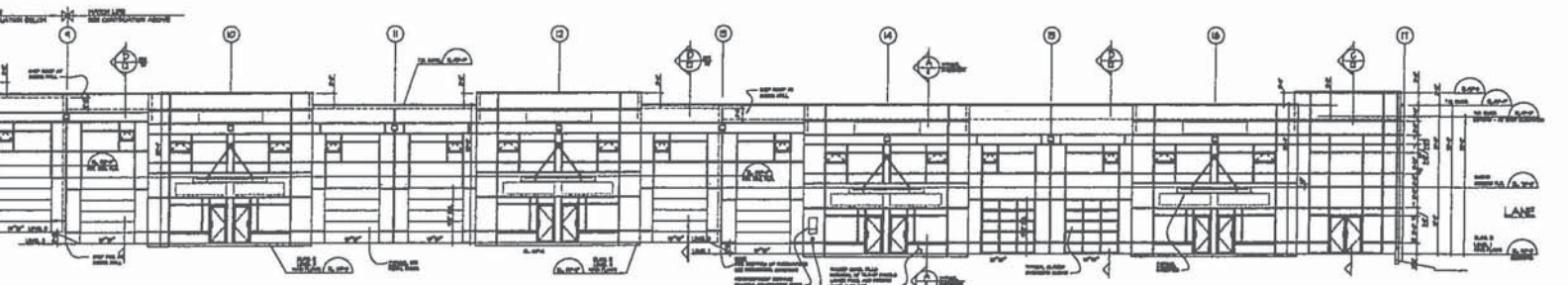
18. IRON

19. STEEL

20. CEMENT



WEST ELEVATION - BLDG. 'B' - NORTH PORTION



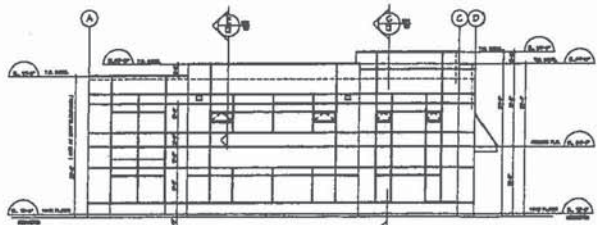
WEST ELEVATION - BLDG. 'B' - SOUTH PORTION

**GENERAL NOTES - ELEVATIONS**

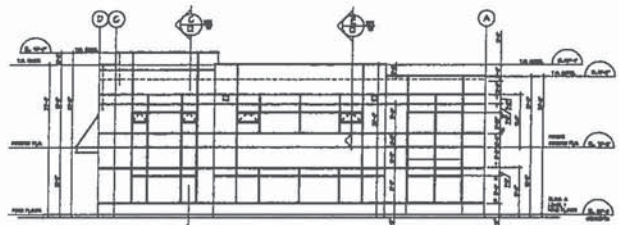
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**TENANT SIGNAGE GUIDELINES**

1. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.
2. ALL SIGNAGE SHALL BE APPROVED BY THE ARCHITECT.
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NORTH ELEVATION BUILDING 'B'



SOUTH ELEVATION BUILDING 'B'

**METAL OVERHEAD DOOR NOTES**

1. ALL METAL OVERHEAD DOORS SHALL BE APPROVED BY THE ARCHITECT.
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**GLAZING NOTES**

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**GLAZED OVERHEAD DOOR NOTES**

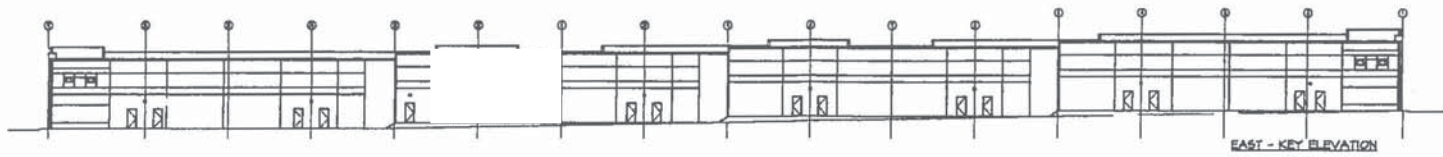
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**MICHAEL D. BARLEY ARCHITECT**  
 MEMBER OF THE ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA  
 VANCOUVER, B.C. CANADA

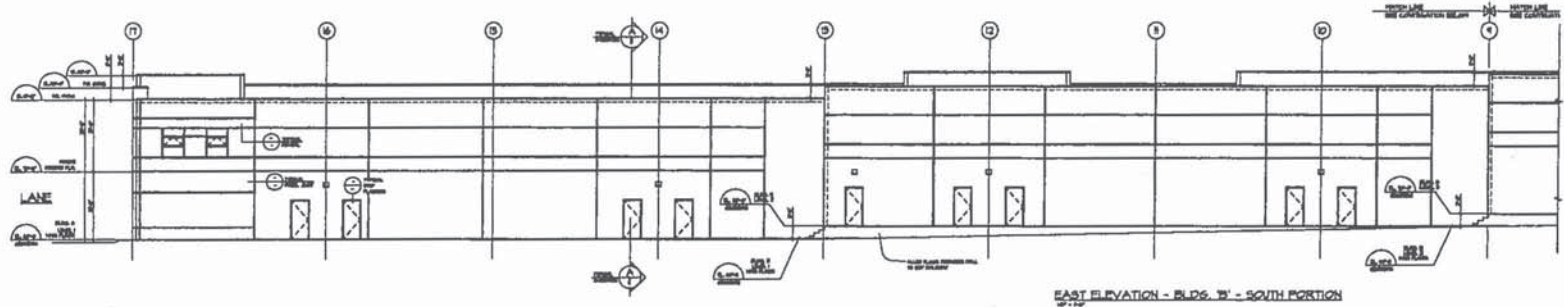
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 LOCATION: 1700 BARTH AVENUE, BURNABY, B.C.

245

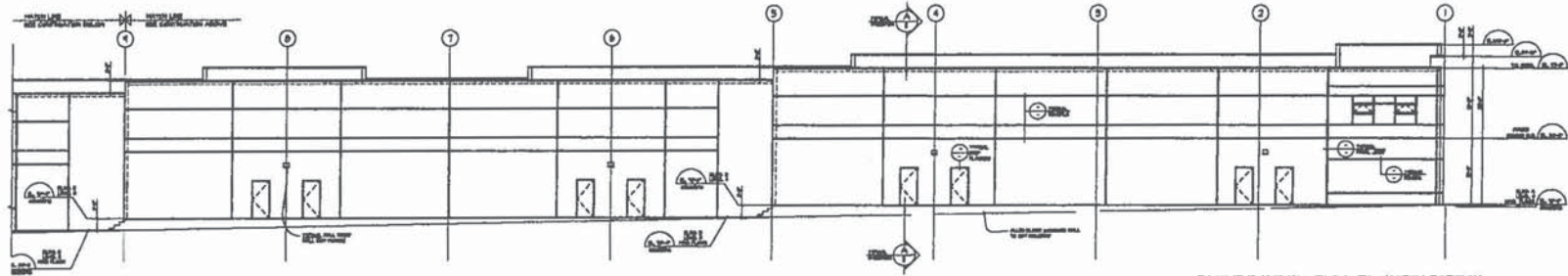




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EAST ELEVATION - BLDG. 'B' - SOUTH PORTION



EAST ELEVATION - BLDG. 'B' - NORTH PORTION

246

**GENERAL NOTES - ELEVATIONS**

1. ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE TO FACE UNLESS SPECIFIED OTHERWISE.
2. ALL DIMENSIONS TO FACE UNLESS SPECIFIED OTHERWISE.
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**GLAZING NOTES**

1. ALL GLAZING UNLESS OTHERWISE NOTED IS TO BE AS SPECIFIED IN THE GLAZING SCHEDULE.
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**EXTERIOR FINISH SCHEDULE**

- 1. EXTERIOR WALLS - CONCRETE
- 2. EXTERIOR WALLS - CONCRETE
- 3. EXTERIOR WALLS - CONCRETE
- 4. EXTERIOR WALLS - CONCRETE
- 5. EXTERIOR WALLS - CONCRETE
- 6. EXTERIOR WALLS - CONCRETE
- 7. EXTERIOR WALLS - CONCRETE
- 8. EXTERIOR WALLS - CONCRETE
- 9. EXTERIOR WALLS - CONCRETE
- 10. EXTERIOR WALLS - CONCRETE

**METAL OVERHEAD DOOR NOTES**

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**GLAZED OVERHEAD DOOR NOTES**

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**PAINT REFERENCE COLOURS**

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- 10. PAINT REFERENCE COLOURS UNLESS OTHERWISE NOTED ARE TO BE AS SPECIFIED IN THE SCHEDULE.

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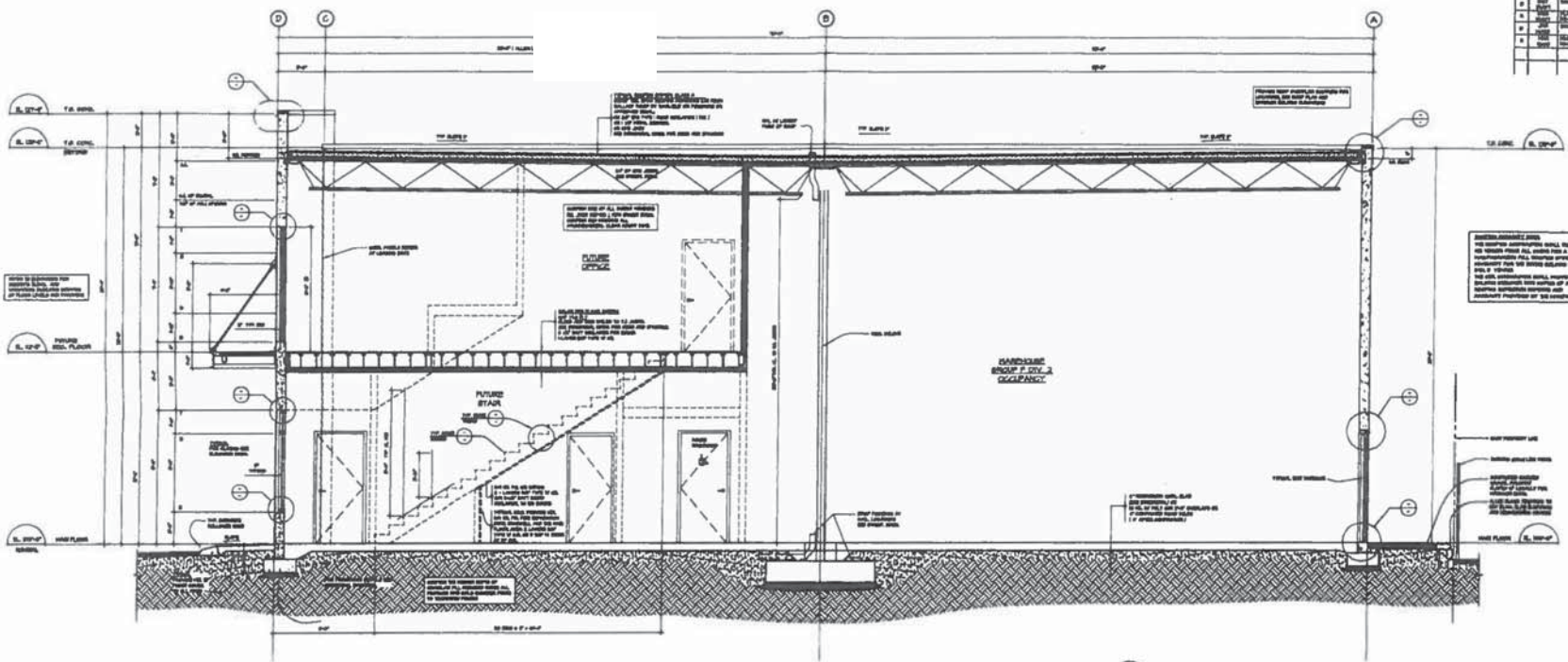
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**MICHAEL D. BARLEY ARCHITECT**  
 MEMBER OF THE ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA VANCOUVER, B.C. CANADA

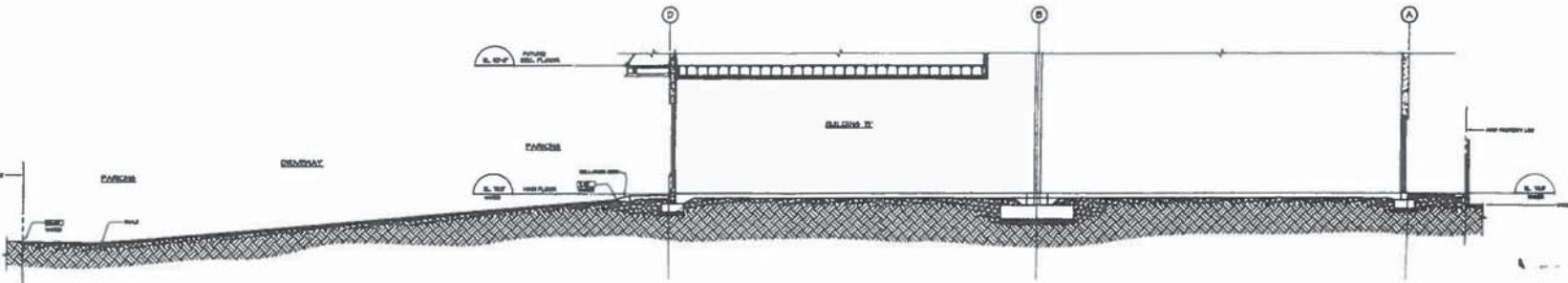
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 VANCOUVER, B.C.

01-01-A10

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TYPICAL SECTION A BUILDINGS 'A' & 'B'  
2-10



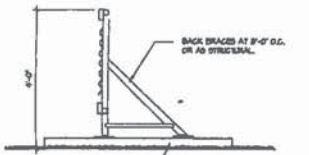
SITE SECTION S BUILDING 'B'

NOT TO SCALE. SEE PERMITS FOR ALL DETAILS.  
**MICHAEL D. SARLEY ARCHITECT**  
 MEMBER OF THE ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA  
 VANCOUVER, B.C. CANADA

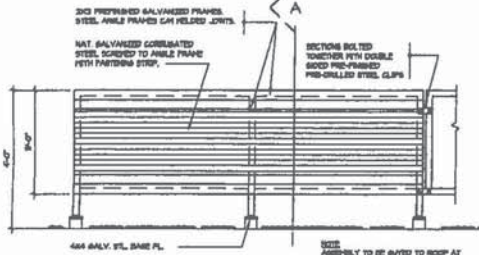
PROJECT: PROPOSED MULTI-TENANT OFFICE/WAREHOUSE COMPLEX FOR ICORE PROPERTIES  
 SHEET: TYPICAL SECTION BUILDINGS 'A' & 'B'

LHC



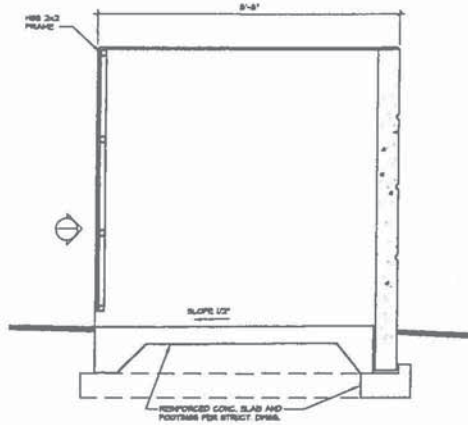


SECTION A

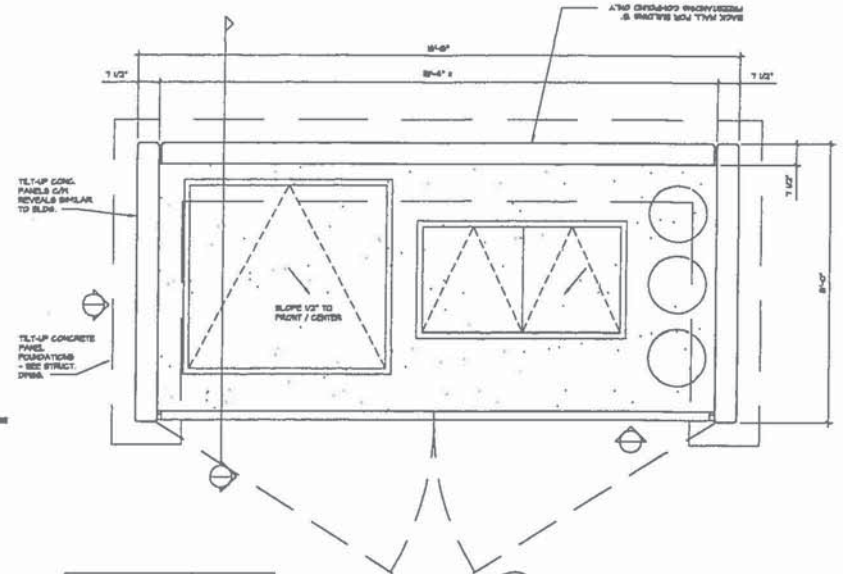


ELEVATION

DETAIL 3 ROOFTOP SCREENING FOR RTJ's



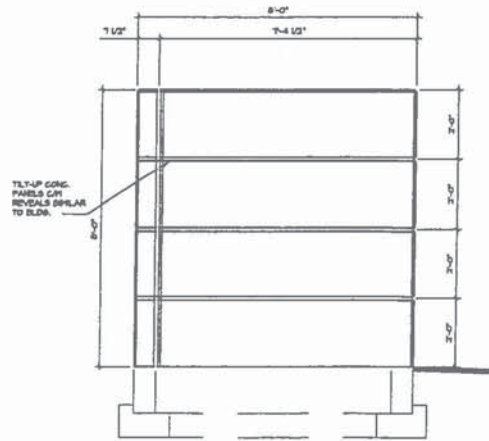
SECTION 4 GARBAGE ENCLOSURE



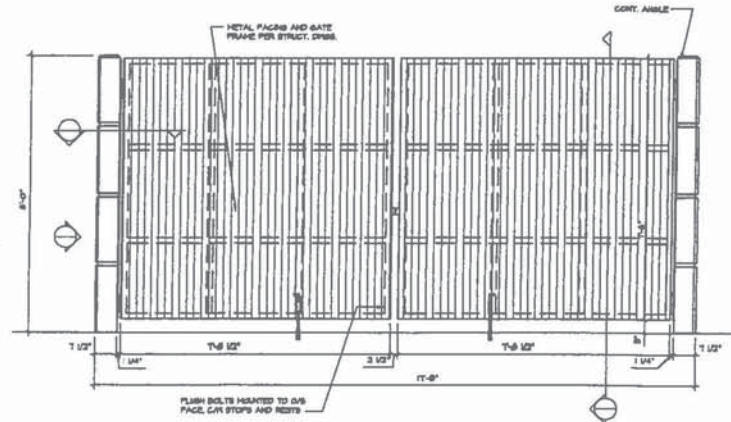
PLAN 5 GARBAGE ENCLOSURE FREESTANDING MODULE

ALL MATERIALS, FINISHES, AND COLORS TO MATCH BUILDING EXTERIOR

b7c



DETAIL 9 GARBAGE ENCLOSURE EAST ELEVATION

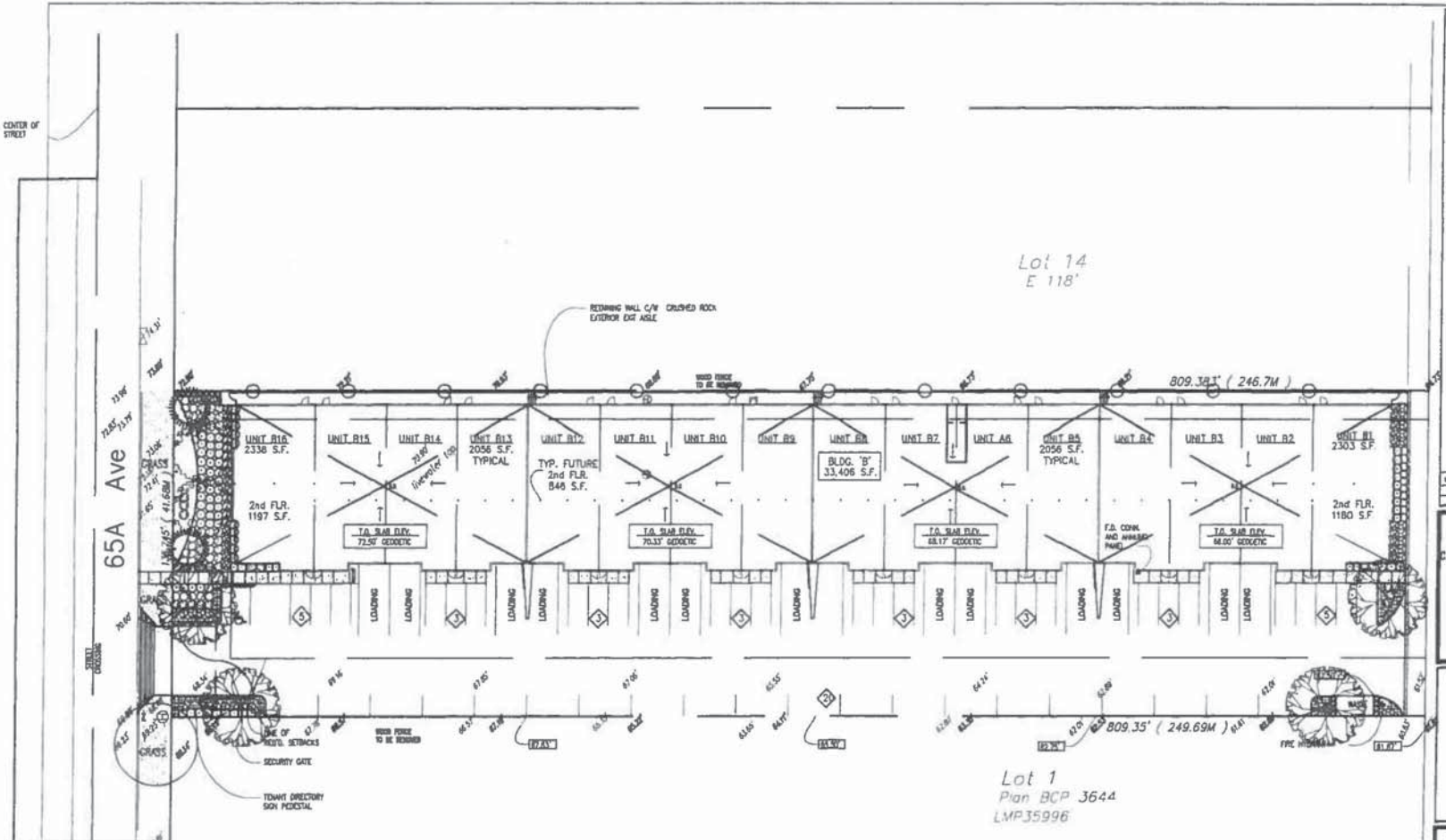


DETAIL 10 GATE (EAST) ELEVATION

REFER TO STRUCTURAL DWS FOR GATES AND CONC. PANEL CONSTRUCTION

5000 THE UNIVERSITY LTD.  
 4000 ...  
 PH 278-0111 FAX 278-8850

CENTER OF STREET



Lot 14  
E 118'

Lot 1  
Plan BCP 3644  
LMP35996

KEY	BOTANICAL NAME	PLANT LIST COMMON NAME	QTY.	SIZE	SPACING	REMARKS
○	ACER RUBRUM 'BURNING BUSH'	BURNING BUSH	2	8 CM CAL.	AS SHOWN	B & B
○	CECOPHYLLUM JAPONICUM	JAPANESE SPRING DOGWOOD	4	8 CM CAL.	AS SHOWN	B & B
○	WALNUT JAPONICA	JAPANESE WALNUT	2	3.00 METERS	AS SHOWN	B & B
○	ARISAema THOMAS GONCHER	THOMAS GONCHER ARISAEMA	24	Ø 3 POT	90 CM O.C.	
○	PRUNUS LAUROCERASUS 'OTTO LUTHE'	OTTO LUTHE PRUNUS	63	Ø 3 POT	90 CM O.C.	
○	SABINA DOMESTICA	COMMON SABINA	8	Ø 3 POT	90 CM O.C.	
○	INOCOSYDON VACCINIIFOLIA 'DRETT'	DRETT INOCOSYDON	11	Ø 3 POT	90 CM O.C.	
○	INOCOSYDON FRAXINIFOLIA 'TUMBA'	TUMBA INOCOSYDON	31	Ø 3 POT	90 CM O.C.	
○	SPINACIA 'SARAWAK GOLD PLUME'	SARAWAK GOLD PLUME	10	Ø 3 POT	90 CM O.C.	
○	ROSA MEDIANA 'PINK'	PINK ROSE	17	Ø 3 POT	90 CM O.C.	
○	HELBURNIA DANICA	DANICA HELBURNIA	41	Ø 3 POT	90 CM O.C.	
○	INOCOSYDON VACCINIIFOLIA 'TERRY BLAU'	TERRY BLAU INOCOSYDON	14	Ø 3 POT	90 CM O.C.	
○	PIRUS JAPONICA 'TREST PLUME'	TREST PLUME PEAR	28	Ø 3 POT	90 CM O.C.	
○	BALSA OCCIDENTALIS 'SHARON'	SHARON BALSAM	18	1.80 METERS	Ø 3 CM O.C.	
○	GRASS		120x3			

PLANTS IN THE PLANT LIST ARE SPECIFIED ACCORDING TO THE LANDSCAPE CANADA GUIDE SPECIFICATIONS FOR PLANTERY STOCK AND THE BENTH STANDARDS FOR CONTAINER GROWN PLANTS.

ALL LANDSCAPING AND LANDSCAPE MATERIALS TO CONFORM TO THE LATEST EDITION OF THE BOLNA/BCSLA 'LANDSCAPE STANDARDS'

ALL ASPECTS OF THIS PLAN AND THE WORK THAT IT REFERS TO OR SUGGESTS MUST CONFORM TO THE CITY OF SURREY'S TREE PRESERVATION BY-LAW #18100



DATE	REVISED SITE PLAN	1
BY	REVISED	1
CHKD	REVISED	1

**G. KAVOLINAS & ASSOCIATES INC**  
 ACSLA CSLA  
 21308 - 80 AVENUE  
 LANGLEY, B.C.  
 V1V 1Z7  
 PHONE (604) 886-1343

**MR. PATRICK KEHR**  
 A200 PROPERTIES LTD  
 21384 - 180 AVENUE  
 SURREY, B.C.  
 V2Z 1A4  
 PHONE (604)

**PLAN VIEW**

**LANDSCAPE PLAN  
 PROPOSED  
 INDUSTRIAL DEVELOPMENT**  
 17621 - 800 AVENUE  
 SURREY, B.C.

DATE	1/25/00	BY	OKT/07
DATE		CHKD	
DATE		APP'D	
DATE		APPROV	4/3/07

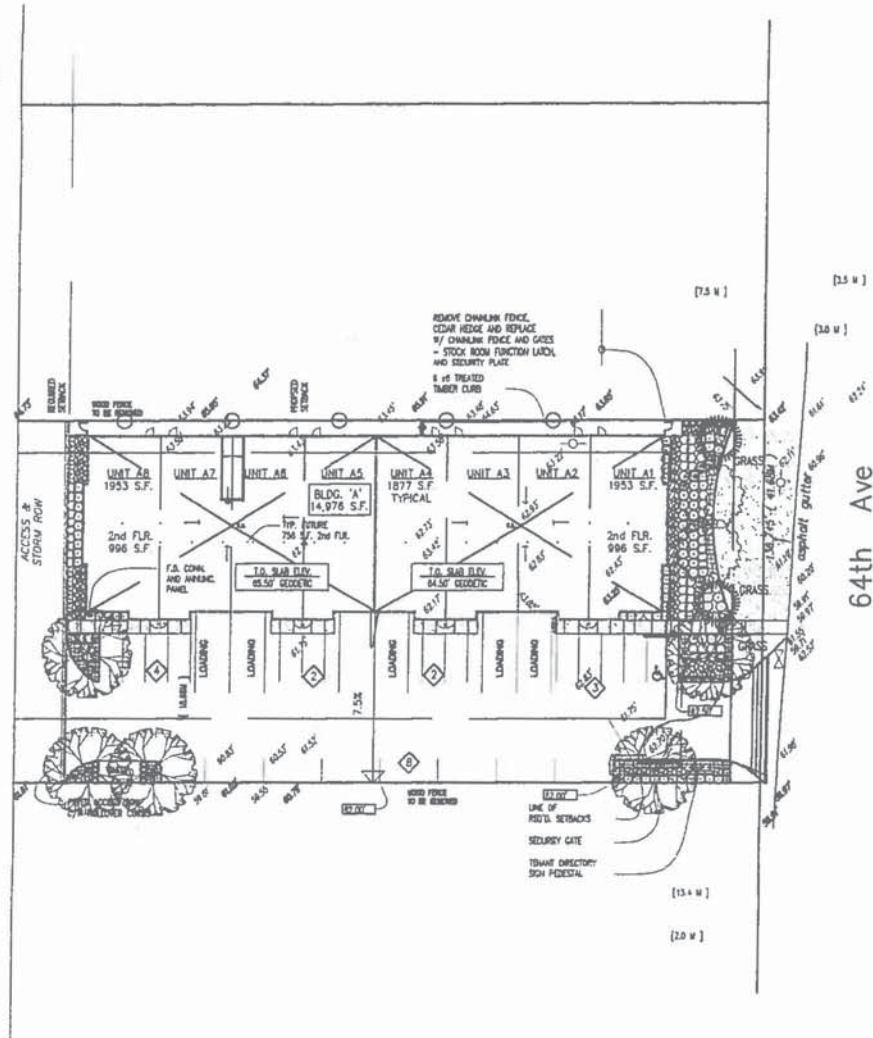
ALL IN  
 DRAWN BY  
 L-1 of 2

QTY	POTENTIAL NAME	PLANT LIST COMMON NAME	QTY	SIZE	SPACING	REMARKS
3	ACER RUBRA 'BONHALL'	BONHALL RED MAPLE	3	8 CM CAL.	45 SHOW	B & B
5	COCCOXYLLUM JAPONICUM	JAPANESE TREE	5	8 CM CAL.	45 SHOW	B & B
2	SAUR FUCATA	WESTERN RED CEDAR	2	1.00 METERS	45 SHOW	B & B
7	ADALEA JAPONICA 'YING CHENG'	CHINESE ADALEA	7	Ø 2 POT	85 CM O.C.	
40	ARELIA EDWARDS 'SONIC'	CHINESE GOLDEN ARELIA	40	Ø 2 POT	85 CM O.C.	
64	FRAXUS LAUROCARPA 'OTTO LUYSEN'	OTTO LUYSEN LAUREL	64	Ø 2 POT	80 CM O.C.	
6	WINDERA SOLESTRA	HEAVENLY BAMBUS	6	Ø 2 POT	80 CM O.C.	
29	PHODODENDRON THAUSIUM 'TIEB'	1 1/2" PHODODENDRON	29	Ø 2 POT	80 CM O.C.	
3	PHODODENDRON FRANCH 'TIEB'	FRANCH PHODODENDRON	3	Ø 2 POT	80 CM O.C.	
10	SPYRALIS L. BONAVALD 'GOLD FLAME'	GOLD FLAME SPYRALIS	10	Ø 2 POT	80 CM O.C.	
24	ROSA WEDLAND 'TIEB'	PINK WEDLAND ROSE	24	Ø 2 POT	80 CM O.C.	
11	HEUBERUM DANICUM	HEUBERUM	11	Ø 2 POT	80 CM O.C.	
8	PHODODENDRON THAUSIUM 'TIEB'	1 1/2" PHODODENDRON	8	Ø 2 POT	80 CM O.C.	
27	PERIS JAPONICA 'TIEB'	1 1/2" OF THE VALLEY	27	Ø 2 POT	80 CM O.C.	
28	PAULI COCCOXYLLUM 'TIEB'	CHINESE HEDERA	28	1.00 METERS	85 CM O.C.	
TOTAL			130			

PLANTS IN THE PLANT LIST ARE SPECIFIED ACCORDING TO THE LANDSCAPE CANADA CODE SPECIFICATIONS FOR NURSERY STOCK AND THE BOMTA STANDARD FOR CONTAINER GROWN PLANTS.

ALL LANDSCAPING AND LANDSCAPE MATERIALS TO CONFORM TO THE LATEST EDITION OF THE SCLMA/ISCLA "LANDSCAPE STANDARDS".

ALL ASPECTS OF THIS PLAN AND THE WORK THAT IT REFERS TO OR SUGGESTS MUST CONFORM TO THE CITY OF SURREY'S TREE PRESERVATION BY-LAW #16100.



NO./REV.	REVISED SPEC. PLAN	1
DATE		08
<p><b>C. KAVOLINAS &amp; ASSOCIATES INC.</b>          21326 - 88 AVENUE,          LANGLEY, B.C.          V1M 1Z7          PHONE (604) 886-2343</p>		
<p><b>URS PARTNER WITH          KBR PROPERTIES LTD.</b>          21784 - 180 AVENUE          SURREY, B.C.          V2Z 1A4          PHONE (604)</p>		
<p>PLAN VIEW  <b>LANDSCAPE PLAN          PROPOSED          INDUSTRIAL DEVELOPMENT</b>          17871 - 88th AVENUE          SURREY, B.C.</p>		
SCALE	1:250	DATE
DATE		08/07
BY		CHKD
APP'D		IN CHARGE
PROJECT NO.		
<p>Sheet No.  <b>L-2 of 2</b></p>		

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# INTER-OFFICE MEMO

TO: **Manager, Area Planning & Development  
- North Surrey Division  
Planning and Development Department**      DATE: **March 28, 2008**  
FILE: **7807-0340-00**

FROM: **Development Services Manager, Engineering Department**

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RE: **Engineering Requirements (Commercial/Industrial)  
Location: 17821 - 64 Avenue**

## DEVELOPMENT PERMIT

Prior to the issuance of the Development Permit, the applicant is required to secure an Erosion and Sediment Control Permit from the Engineering Department.

A Servicing Agreement will be required to address site servicing and roadwork requirements at building permit application stage.

## DEVELOPMENT VARIANCE PERMIT

There are no engineering requirements relative to issuance of the Development Variance Permit.

Sam Lau, P.Eng.  
Development Services Manager

SS

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NOTE: Detailed Land Development Engineering Review available on file

CITY OF SURREY

(the "City")

DEVELOPMENT VARIANCE PERMIT

NO. 7907-0340-00

Issued To: 0796691 B.C. Ltd.

(the "Owner")

Address of Owner: 400 - 20033 - 64 Avenue  
Langley, BC  
V2Y 1M9

1. This development variance permit is issued subject to compliance by the Owner with all statutes, by-laws, orders, regulations or agreements, except as specifically varied by this development variance permit.

2. This development variance permit applies to that real property including land with or without improvements located within the City of Surrey, with the legal description and civic address as follows:

Parcel Identifier: 012-316-806

East 254.74 ft. Lot 14 Except the East 118 Feet Section 17 Township 8 New Westminster  
District Plan 1838

17821 - 64 Avenue

(the "Land")

3. Surrey Zoning By-law, 1993, No. 12000, as amended is varied as follows:

(a) In Section F. Yards and Setbacks of Part 47 Business Park Zone (IB) the minimum east side yard setback is reduced from 3.6 metres (11.8 ft.) to 1.68 metres (5.5 ft.).

4. The Land shall be developed strictly in accordance with the terms and conditions and provisions of this development variance permit.

5. This development variance permit shall lapse if the Owner does not substantially start any construction within two (2) years after Development Permit No. 7907-0340-00 is issued.



6. The terms of this development variance permit or any amendment to it, are binding on all persons who acquire an interest in the Land.
  
7. This development variance permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL, THE      DAY OF      , 20 .  
ISSUED THIS      DAY OF      , 20 .

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Mayor - Dianne L. Watts

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City Clerk - Margaret Jones

# TENANT SIGNAGE GUIDELINES

1. SIGNS, LOGOS AND LETTERING SHALL BE WITHIN THE DESIGNATED AREAS BELOW THE SECOND FLOOR WINDOWS AND SHALL BE LIMITED TO 24" HIGH LETTERS. LETTERING AND/OR LOGOS SHOULD BE CENTERED AND NO CLOSER THAN 4" TO THE TOP AND BOTTOM OF THE DESIGNATED SIGNBAND AREA. SIGNS MUST BE INDIVIDUAL LETTERS, EITHER ILLUMINATED OR NON-ILLUMINATED.

SEE ELEVATIONS FOR TYPICAL SIGNAGE BOUNDARIES

2. N.A.
3. LOGOS MAY BE INCREASED IN SIZE FROM THIS LIMITATION ON LETTERING TO 24" MAX. HT.
4. TENANTS MAY CHOOSE THEIR OWN SIGNAGE COLOURS BUT SHOULD COORDINATE COLOURS WITH EXTERIOR BUILDING FINISH COLOUR SCHEME. GAUDY COLOURS ARE NOT ACCEPTABLE.
5. FLUORESCENT SIGN BOXES AND FLASHING SIGNS ARE NOT PERMITTED.
6. SIGNAGE WILL BE LIMITED TO ONE SIGN PER UNIT (EXCEPT END UNITS) AND ONE COMPANY PER SIGN. SIGNS SHALL BE LIMITED TO THE COMPANY NAME AND/OR LOGO.
7. ALL LETTERING SHALL BE UNIFORM IN SIZE AND STYLE. NON-ILLUMINATED SIGNS SHALL BE 1 1/2" THICK, CUT FROM HIGH DENSITY STYROFOAM WITH A PAINT FINISH AND OPTIONAL LAMINATE FRONT. ALL SIGNAGE SHALL BE FASTENED WITH LATEX SILICONE.
8. VARIATIONS TO LETTER STYLE AND CREATIVE SIGNAGE WHICH EXCEEDS SPECIFICATIONS WILL BE CONSIDERED ON AN INDIVIDUAL BASIS. TENANTS MUST SUBMIT A PROFESSIONAL GRAPHIC PROPOSAL FOR REVIEW BY THE LANDLORD AND RECEIVE WRITTEN APPROVAL TO PROCEED WITH INSTALLATION.
9. REPAIRS AND MAINTENANCE WILL BE EACH TENANT'S RESPONSIBILITY. WHEN ANY SIGNS ARE REMOVED DUE TO CHANGE IN TENANT, THE ENTIRE DESIGNATED SIGNBAND WALL SURFACE SHALL BE MADE GOOD AND RESTORED AS NEW TO THE BUILDING COLOUR SCHEME.
10. ALL SIGNAGE MUST BE FABRICATED AND INSTALLED BY A PROFESSIONAL SIGN MANUFACTURER.
11. ALL SIGNAGE SHALL BE APPROVED BY THE LANDLORD PRIOR TO INSTALLATION. THE APPLICANT MUST SUBMIT THREE COPIES OF SHOP DRAWINGS FOR APPROVAL.
12. ALL SIGNAGE SHALL MEET THE REQUIREMENTS OF THE SIGN REGULATIONS AND BY-LAWS OF THE CITY OF SURREY REGARDLESS OF THE GUIDELINES HEREIN.
13. NO SIGNAGE OR ADVERTISING WILL BE ALLOWED ON OR IN THE WINDOWS.
14. THE CORPORATE NAME MAY BE APPLIED TO THE INTERIOR OF THE FRONT DOOR AND REAR DOOR OF THE UNIT IN 3" HIGH VINYL LETTERING.
15. ALL WIRING FOR ILLUMINATED SIGNS MUST BE CONCEALED

CITY OF SURREY

(the "City")

DEVELOPMENT VARIANCE PERMIT

NO.: 7907-0340-01

Issued To: 0796691 B.C. LTD

("the Owner")

Address of Owner: 29461 - Fraser Hwy  
Abbotsford, BC V4X 1H2

1. This development variance permit is issued subject to compliance by the Owner with all statutes, by-laws, orders, regulations or agreements, except as specifically varied by this development variance permit.
  
2. This development variance permit applies to that real property including land with or without improvements located within the City of Surrey, with the legal description and civic address as follows:

Parcel Identifier: 012-316-806

East 254.74 Feet Lot 14 Except: The East 118 Feet; Section 17 Township 8 New Westminster District Plan 1838

1417821 - 64 Avenue

(the "Land")

3. (a) As the legal description of the Land is to change, the City Clerk is directed to insert the new legal description for the Land once title(s) has/have been issued, as follows:

Parcel Identifier:

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- (b) If the civic address changes, the City Clerk is directed to insert the new civic addresses for the Land, as follows:

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4. Surrey Zoning By-law, 1993, No. 12000, as amended is varied as follows:
  - (a) Section F. Yards and Setbacks of Part 47 Business Park Zone (IB) is varied to reduce the front yard setback from 7.5 metres (25 ft.) to 6.0 metres (20 ft.); and,
  - (b) Section F. Yards and Setbacks of Part 47 Business Park Zone (IB) is varied to reduce the east side yard setback from 3.6 metres (13 ft.) to 0 metres.
5. The Land shall be developed strictly in accordance with the terms and conditions and provisions of this development variance permit.
6. This development variance permit applies to only that portion of the buildings and structures on the Land shown on Schedule A which is attached hereto and forms part of this development variance permit. This development variance permit does not apply to additions to, or replacement of, any of the existing buildings shown on attached Schedule A which is attached hereto and forms part of this development variance permit.
7. This development variance permit shall lapse if the Owner does not substantially start any construction with respect to which this development variance permit is issued, within two (2) years after the date this development variance permit is issued.
8. The terms of this development variance permit or any amendment to it, are binding on all persons who acquire an interest in the Land.
9. This development variance permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL, THE      DAY OF      , 20   .  
ISSUED THIS      DAY OF      , 20   .

---

Mayor – Dianne L. Watts

---

City Clerk – Jane Sullivan

