

City of Surrey  
**PLANNING & DEVELOPMENT REPORT**

File: 7914-0065-00

Planning Report Date: July 7, 2014

**PROPOSAL:**

- **NCP Amendment** from Institutional to Office Park
- **Rezoning** from RH to CD  
 Amend CD By-law No. 18076

in order to allow new users to operate within the existing buildings

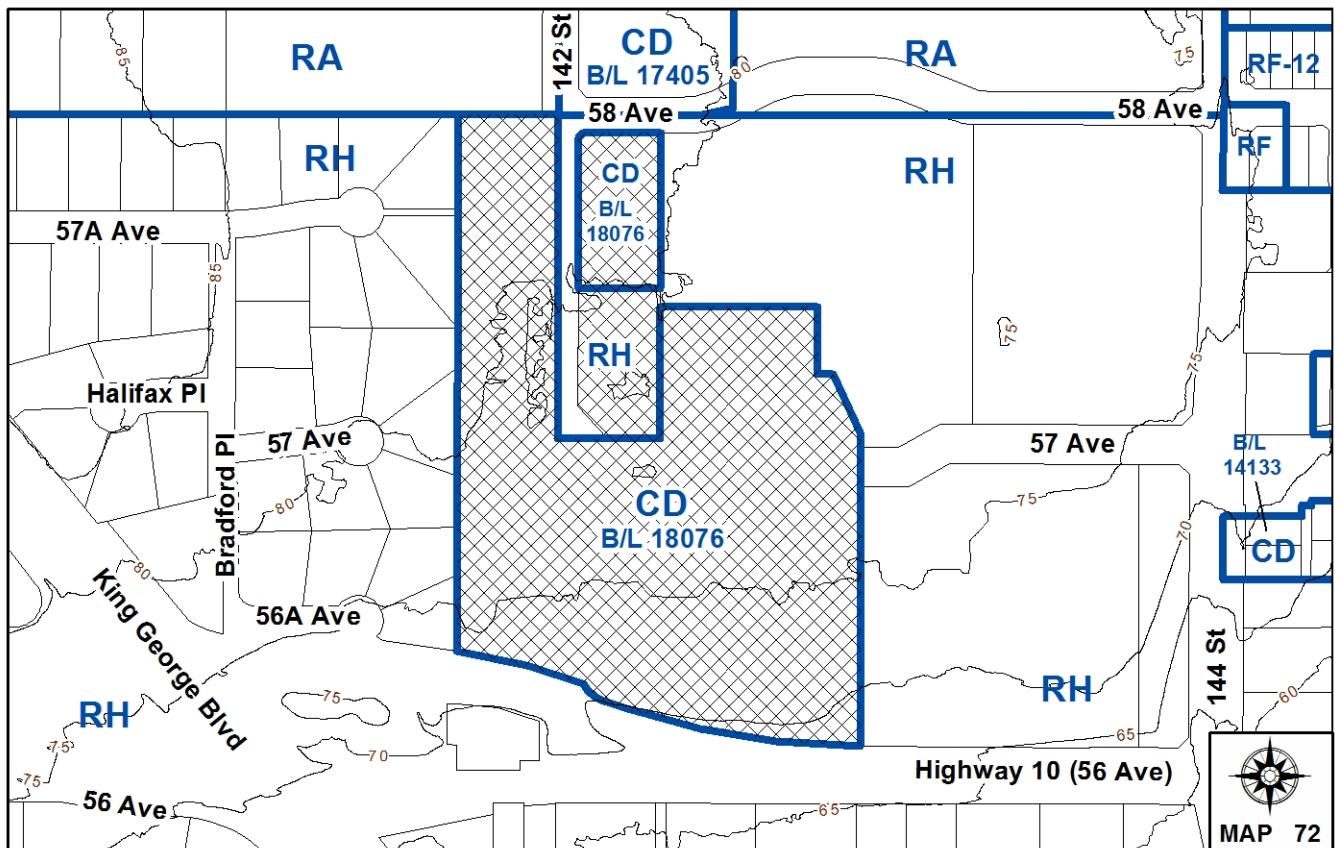
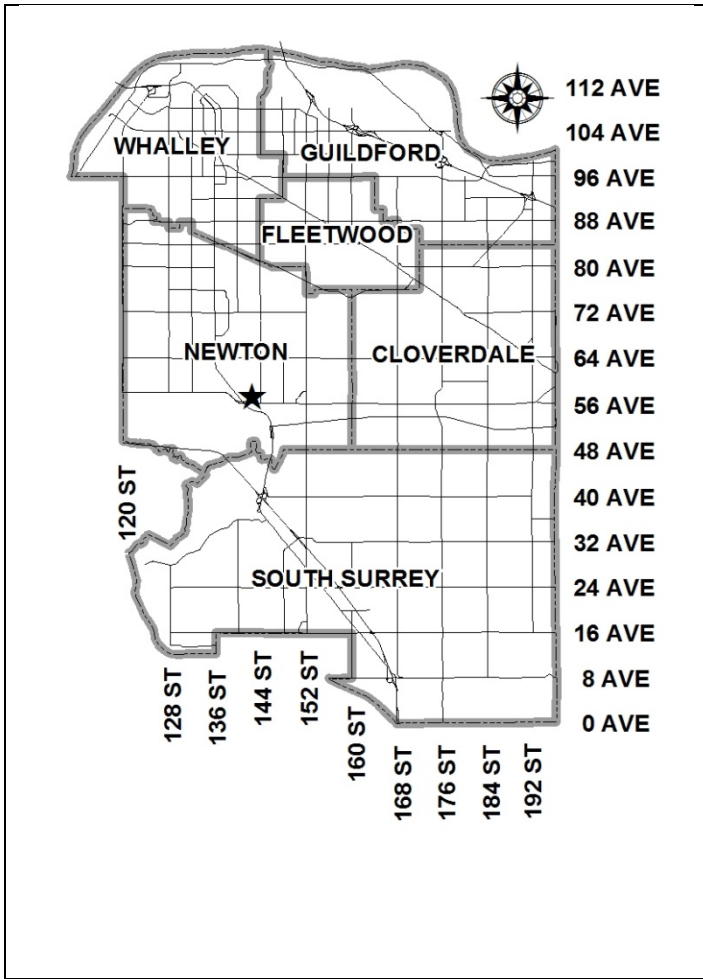
**LOCATION:** 14225 and 14245 - No 10 Hwy (56 Ave)

**OWNER:** Board Of Education of School District No 36 (Surrey) and City of Surrey

**ZONING:** RH

**OCP DESIGNATION:** Urban

**NCP DESIGNATION:** Institutional



### RECOMMENDATION SUMMARY

- By-law Introduction and set date for Public Hearing for rezoning.

### DEVIATION FROM PLANS, POLICIES OR REGULATIONS

- The proposal requires an amendment to the South Newton Neighbourhood Concept Plan for a portion of the subject site from Institutional to Office Park.

### RATIONALE OF RECOMMENDATION

- Complies with OCP Designation.
- Because the School District office has relocated, the proposal will allow the property at 14225 - No. 10 Hwy to be occupied for other office-type uses.
- Area residents have not raised objections to the proposal.

## RECOMMENDATION

The Planning & Development Department recommends that:

1. a By-law be introduced to amend "Comprehensive Development By-law No. 18076" and a date be set for Public Hearing.
2. Council instruct staff to resolve the following issues prior to final adoption:
  - (a) ensure that all engineering requirements and issues including restrictive covenants, dedications, 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) registration of a Section 219 Restrictive Covenant to adequately address the City's needs with respect to public art, to the satisfaction of the General Manager Parks, Recreation and Culture;
  - (d) registration of a Section 219 Restrictive Covenant to recognize that existing building setbacks do not comply with the CD By-law and to advise future owners that new construction must comply with all provisions of the By-law including the required 7.5 m (25 ft) setbacks; and
  - (e) registration of a Section 219 Restrictive Covenant to limit the size of eating establishments to a maximum of 150 m<sup>2</sup> (1,615 ft<sup>2</sup>) unless compliance with the minimum parking requirements of the Zoning By-law can be demonstrated.
3. Council pass a resolution to amend the South Newton NCP to re-designate the land at 14225 No. 10 Hwy from "Institutional" to "Office Park" when the project is considered for final adoption.

## REFERRALS

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

Ministry of Transportation & Infrastructure (MOTI): MOTI has no concerns.

## SITE CHARACTERISTICS

Existing Land Use: Two vacant buildings formerly occupied by the Surrey School District administration at 14225 - No. 10 Highway. 14245 - No. 10 Highway is the site of the former City Hall building.

Adjacent Area:

Direction	Existing Use	OCP/NCP Designation	Existing Zone
North (across 58 Avenue):	Former single-family lots that were consolidated under application no. 7910-0309-00	Urban in the OCP. Townhouses 25 upa Max in the South Newton NCP.	CD (Bylaw No. 17405)
East:	RCMP property	Urban in the OCP. Institutional in the South Newton NCP.	RH
South (across No. 10 Highway):	Single family homes.	Suburban in the OCP. Outside of the South Newton NCP area.	RH
West:	Single family homes.	Urban in the OCP. Suburban Residential ½ Acre in the South Newton NCP.	RH

JUSTIFICATION FOR PLAN AMENDMENT

- Prior to 2013, both properties under application were designated "Institutional" in the South Newton NCP. Under application no. 7913-0121-00, the property at 14245 - No. 10 Highway, which is the former city hall site, was rezoned and the South Newton NCP was amended to re-designate the site to "Office Park."
- The current proposal is to similarly re-designated the property at 14225 - No. 10 Highway to "Office Park" and include this property within the lands governed by CD By-law No. 18076. See Appendix III, which identifies the lands proposed to be amended under the subject application.
- The proposed NCP amendment to Office Park will accommodate office uses, universities, colleges and institutes, and general service uses, with limited accessory uses, while maintaining the existing character of the area.
- Staff support the proposed amendment.

DEVELOPMENT CONSIDERATIONSContext

- The former School District site at 14225 No. 10 Highway is 0.44 hectares (1.1 acres) and is located in the South Newton Neighbourhood Concept Plan (NCP) area.
- The property at 14225 No. 10 Highway is surrounded on all sides by the former city hall complex.

- Between the former School District site and the former city hall site are 142 Street and 57 Avenue. 57 Avenue is a Statutory Right-of-Way only (not dedicated).
- In 2013 the City lands underwent a rezoning and NCP amendment (application No. 7913-0121-00) to permit a range of office and adult education uses. CD By-law No. 18076 was drafted at that time.

### Background

- Surrey Zoning By-law No. 12000 permits public uses, including school district administration buildings, to be located in all zones.
- Because of this provision, the School District was able to build and occupy the buildings on the subject property under the "Half-Acre Residential Zone (RH)".
- The Surrey School District vacated the buildings in 2011, when several administration offices were consolidated at the current location, 14033 – 92 Avenue.

### Proposal

- The School District proposes to re-designate the property at 14225 No. 10 Highway to "Office Park" and to rezone it by amending CD By-law No. 18076. The By-law amendment would be to include the subject property within the lands governed by this CD Zone, which currently applies only to the former city hall site.
- The property at 14245 - No. 10 Highway (the former city hall site) is part of the application only because CD By-law No. 18076 is proposed to be amended to include the School District site. The amendment affects only Section 1 of the By-law, which is where the lands to be rezoned are identified. The content of the Zone will not change. The only change to the By-law will be the boundaries of the land included.
- The existing buildings on the School District property will be retained, with no new development anticipated at present.

### Uses

- CD By-law No. 18076 is based partially on the Institutional (PI) Zone in order to include universities, colleges and institutes as permitted uses. A limited number of uses from the "Community Commercial Zone (C-8)" are included as well, including offices, general service, child care centres, recreational facilities, and eating establishments.
- Eating establishments are permitted as an accessory use, which means that they could occupy up to 50% of the total building floor area. The parking requirement for eating establishments is 10 spaces for every 100 m<sup>2</sup> (1,075 ft<sup>2</sup>) of building floor area, which is higher than for the other proposed uses.

- Because parking on the subject property is currently limited to 57 spaces, the maximum size of an eating establishment on this site will need to be restricted so that adequate parking can be ensured. A restrictive covenant will be required to advise that eating establishments cannot exceed 150 m<sup>2</sup> (1,615 ft<sup>2</sup>) unless parking can be demonstrated to comply with the Zoning By-law.

### *Setbacks*

- In keeping with the PI and C-8 Zones, the CD Zone will require minimum 7.5 m (25 ft) setbacks from all property lines.
- The two existing buildings on the School District site will encroach into the 7.5 m setback on the west, southwest, and east sides of the property. These setbacks are considered to be "existing non-conforming": they do not comply with the current RH Zoning and also will not comply with the new CD Zone.
- A restrictive covenant will be required to notify future owners that any new construction must comply with the 7.5m setbacks required by the CD Zone. New development will not be permitted at the smaller setback currently observed.

### Road and Servicing Requirements

- Dedications are required on 142 Street and 57 Avenue.
- The applicant will be required to upgrade service connections to the property at 14225 - No. 10 Highway.
- See Appendix II for more information about the Engineering requirements.

### Parking

- There are currently 57 parking spaces available on the property. With these spaces, and with the restrictive covenant to limit the size of eating establishments, the applicant will be able to meet the minimum parking requirement, based on the existing building floor area, for any of the uses permitted in the CD By-law.

### PRE-NOTIFICATION

Pre-notification letters were sent out on April 14, 2014 and staff received one phone call.

- The caller expressed concern about restaurants, retail and other commercial uses being permitted on the property.

*(Staff clarified that commercial and retail uses will not be permitted and that restaurants would be permitted as accessory uses only. The office uses proposed can be expected to have a similar impact on the neighbours to the school board office use that operated on the site for many years.)*

TREES

- Norman Hol, ISA Certified Arborist of Arbortech Consulting prepared an Arborist Assessment for the School District property. The report identifies ten (10) trees on-site.
- Because no changes are proposed to the existing buildings, there is no impact to the trees.
- The report identifies one tree that is in poor health and should be removed for this reason.

SUSTAINABLE DEVELOPMENT CHECKLIST

The applicant prepared and submitted a sustainable development checklist for the subject site on April 9, 2014. The table below summarizes the applicable development features of the proposal based on the seven (7) criteria listed in the Surrey Sustainable Development Checklist.

<b>Sustainability Criteria</b>	<b>Sustainable Development Features Summary</b>
1. Site Context & Location (A1-A2)	• The site is within the South Newton Neighbourhood Concept Plan (NCP). The proposal includes an amendment to the NCP.
2. Density & Diversity (B1-B7)	• No development is proposed, but the zoning will permit a greater range of uses.
3. Ecology & Stewardship (C1-C4)	• n/a
4. Sustainable Transport & Mobility (D1-D2)	• n/a
5. Accessibility & Safety (E1-E3)	• n/a
6. Green Certification (F1)	• n/a
7. Education & Awareness (G1-G4)	• The application does not include any measures to promote sustainability education or awareness.

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. Engineering Summary
- Appendix III. NCP Plan
- Appendix IV. CD By-law No. 18076
- Appendix V. CD By-law Amendment

*original signed by Nicholas Lai*

Jean Lamontagne  
General Manager  
Planning and Development

MJ/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: Kerry Magnus  
Surrey School District – Business Management Services  
Address: 14033 - 92 Avenue  
Surrey, BC V3V 0B7  
Tel: 604-595-5185 - Work

2. Properties involved in the Application

(a) Civic Address: 14225 - No 10 (56 Ave) Hwy  
14245 – No 10 (56 Ave) Hwy

(b) Civic Address: 14225 - No 10 (56 Ave) Hwy  
Owner: Board of Education of School District No 36 (Surrey)  
PID: 008-848-734  
Lot 20 Section 9 Township 2 New Westminster District Plan 25662

Civic Address: 14245 –No 10 (56 Ave) Hwy  
Owner: City of Surrey  
PID: 017-234-701  
Lot 4 Section 9 Township 2 New Westminster District Plan LMP21 Except Plans BCP19894,  
BCP21351 and BCP46372

3. Summary of Actions for City Clerk's Office

- (a) Introduce a By-law to rezone the property.
- (b) Application is under the jurisdiction of MOTI.
- (c) MOTI File No. 2014-02906

## DEVELOPMENT DATA SHEET

Proposed Zoning: CD

Required Development Data	Minimum Required / Maximum Allowed	Proposed
LOT AREA* (in square metres)		
Gross Total		4,389
Road Widening area		
Undevelopable area		
Net Total		
LOT COVERAGE (in % of net lot area)		
Buildings & Structures		13
Paved & Hard Surfaced Areas		27
Total Site Coverage		40
SETBACKS ( in metres)		
North	7.5	19.6
East	7.5	4.8
South	7.5	7.6
West	7.5	7.0
Southwest	7.5	3.4
BUILDING HEIGHT (in metres/storeys)		
Principal		12
Accessory		4.5
NUMBER OF RESIDENTIAL UNITS		
Bachelor		
One Bed		
Two Bedroom		
Three Bedroom +		
Total		n/a
FLOOR AREA: Residential		n/a
FLOOR AREA: Commercial		
Retail		
Office		
Total		n/a
FLOOR AREA: Industrial		n/a
FLOOR AREA: Institutional		n/a
TOTAL BUILDING FLOOR AREA		n/a

*\* If the development site consists of more than one lot, lot dimensions pertain to the entire site.*

**Development Data Sheet cont'd**

<b>Required Development Data</b>	<b>Minimum Required / Maximum Allowed</b>	<b>Proposed</b>
DENSITY		
# of units/ha /# units/acre (gross)		
# of units/ha /# units/acre (net)		
FAR (gross)		
FAR (net)		0.5
AMENITY SPACE (area in square metres)		n/a
Indoor		
Outdoor		
PARKING (number of stalls)		
Commercial		
Industrial		
Residential Bachelor + 1 Bedroom		
2-Bed		
3-Bed		
Residential Visitors		
Institutional		
Total Number of Parking Spaces		57
Number of disabled stalls		
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	YES
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**TO: Manager, Area Planning & Development  
- South Surrey Division  
Planning and Development Department**

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

**DATE: June 5, 2014** PROJECT FILE: **7814-0065-00**

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**RE: Engineering Requirements (Commercial/Industrial)  
Location: 14225 No 10 (56 Ave) Hwy**

**NCP AMENDMENT**

There are no engineering requirements relative to the NCP Amendment.

**REZONE**

***Property and Right-of-Way Requirements***

- Dedicate area within SRW E1991-0119 and E1991-0120 Legal Plan LMP15710 along 142 Street.
- Provide a 0.500 metre SRW along 142 Street.
- The following dedications to be completed by the City:
  - Dedicate east half of Statutory Right-of Way (SRW) E1991-0118 Legal Plan LMP15710 along 57 Avenue for approximately 70.0 metres and additional width for the ultimate 24.0 metre road allowance.
  - Provide a 22.25 meter SRW over the adjacent City owned land for the future 142 Street south of 57 Avenue.
  - Dedicate west 10.058 metres along 142 Street as shown on SRW Plan LMP15710.

***Works and Services***

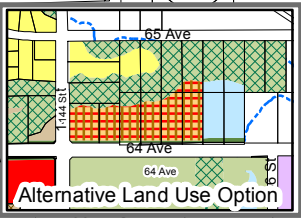
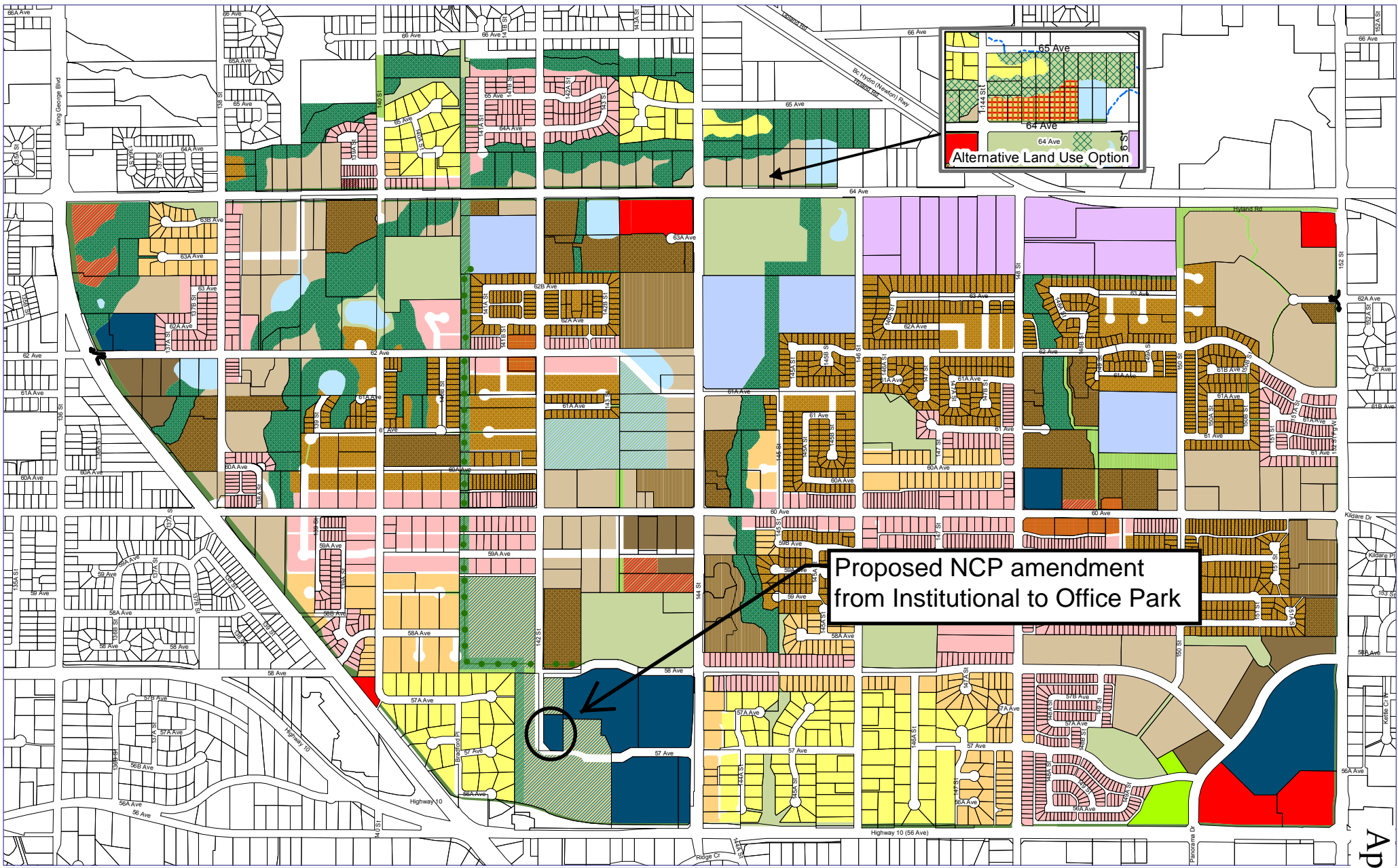
- Construct east half of 142 Street to the 22.0 metre Through Local Road Standard.
- Remove two existing accesses and reconstruct accesses to remain with concrete letdowns.
- Extend sanitary sewer.
- Construct storm, sanitary, and water connections to service the site.

A Servicing Agreement is required prior to Rezone/Subdivision.



Rémi Dubé, P.Eng.  
Development Services Manager

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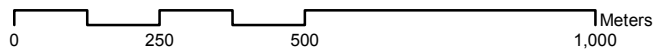


Proposed NCP amendment  
from Institutional to Office Park

# SOUTH NEWTON

NEIGHBOURHOOD CONCEPT PLAN  
City of Surrey Planning & Development Department

- |                          |  |                 |                              |                 |
|--------------------------|--|-----------------|------------------------------|-----------------|
| Apartments 45 upa max    | Single Family Residential Flex 6 to 14.5 | Commercial      | Proposed School and Park     | Buffers         |
| Townhouses 25 upa max    | Single Family Residential                | Institutional   | Parks                        | Detention Pon   |
| Townhouses 20 upa max    | Suburban Residential 1/2 Acre            | Office Park     | Proposed Park and Walkway    | Utility R/W Grc |
| Townhouses 15 upa max    | Mixed Com/Res Apartments                 | Industrial      | Recreational                 | WALKWAY         |
| Single Family Small Lots | Mixed Com/Res Townhouse                  | Schools         | Creeks and Riparian Set-back |                 |
| Row Housing              |  | Proposed School |                              |                 |



Adopted by Council Resolution December 6, 2004 Amended 13 Jan 2014

This map is provided as general reference only. The City of Surrey makes no warranties, express or implied, as to the fitness of the information for any purpose, or to the results obtained by individuals using the information and is not responsible for any action taken in reliance on the information contained herein.

CITY OF SURREY

BYLAW NO. 18076

A bylaw to amend "Surrey Zoning By-law, 1993, No. 12000", as amended  
.....

THE CITY COUNCIL of the City of Surrey, ENACTS AS FOLLOWS:

- 1. "Surrey Zoning By-law, 1993, No. 12000", as amended, is hereby further amended, pursuant to the provisions of Section 903 of the Local Government Act, R.S.B.C. 1996 c. 323, as amended by changing the classification of the following parcels of land, presently shown upon the maps designated as the Zoning Maps and marked as Schedule "A" of "Surrey Zoning By-law, 1993, No. 12000", as amended as follows:

FROM: HALF-ACRE RESIDENTIAL ZONE (RH)

TO: COMPREHENSIVE DEVELOPMENT ZONE (CD)

Parcel Identifier: 017-234-701  
Lot 4 Section 9 Township 2 New Westminster District Plan LMP21 Except Plans BCP19894,  
BCP21351 and BCP46372

14245 - 56 Avenue

(hereinafter referred to as the "*Lands*")

- 2. The following regulations shall apply to the *Lands*:

**A. Intent**

This Comprehensive Development Zone is intended to accommodate and regulate the development of offices, public and private universities and colleges and limited service uses which are to be developed in accordance with a *comprehensive design*, where *density* bonus is provided.

**B. Permitted Uses**

The *Lands* and *structures* shall be used for the following uses only, or for a combination of such uses:

- 1. Office uses excluding *social escort services* and *methadone clinics*.
- 2. Universities named under the University Act R.S.B.C. 1996, c. 468.
- 3. Colleges and institutes designated as such under the College and Institute Act R.S.B.C. 1996, c. 52.

4. *General service uses* excluding funeral parlours, *drive-through banks* and *vehicle rentals*.
5. *Accessory uses* including the following:
  - (a) *Eating establishments* excluding *drive-through restaurants*;
  - (b) *Child care centres*; and
  - (c) *Indoor recreational facilities*.

**C. Lot Area**

Not applicable to this Zone.

**D. Density**

1. The maximum density shall not exceed a floor area ratio of 0.1 or a building area of 300 square metres [3,230 sq.ft.], whichever is smaller.
2. The maximum density may be increased to a maximum floor area ratio of 0.50 if amenities are provided in accordance with Schedule G of "Surrey Zoning By-law, 1993, No. 12000", as amended.

**E. Lot Coverage**

The *lot coverage* shall not exceed 40%.

**F. Yards and Setbacks**

*Buildings* and *structures* shall be sited not less than 7.5 metres [25 ft.] from all *lot lines*.

**G. Height of Buildings**

Measurements to be determined as per Part 1 Definitions of "Surrey Zoning By-law, 1993, No. 12000", as amended.

1. *Principal buildings*: The *building height* shall not exceed 16.5 metres [54 ft.].
2. *Accessory buildings and structures*: The *building height* shall not exceed 4.5 metres [15 ft.].

**H. Off-Street Parking**

Off-street parking spaces shall be provided in accordance with Part 5 Off-Street parking of "Surrey Zoning By-law, 1993, No. 12000", as amended.

**I. Landscaping**

1. All developed portions of the *lot* not covered by *buildings, structures* or paved areas shall be landscaped including the retention of mature trees. This *landscaping* shall be maintained.
2. Along the developed sides of the *lot* which abut a *highway*, a continuous *landscaping* strip of not less than 3.0 metres [10 ft.] in width shall be provided within the *lot*.
3. The boulevard areas of *highways* abutting a *lot* shall be seeded or sodded with grass on the side of the *highway* abutting the *lot*, except at *driveways*.
4. Loading areas, garbage containers and *passive recycling containers* shall be screened to a height of at least 2.5 metres [8 ft.] by *buildings*, a *landscaping* screen, a solid decorative fence, or a combination thereof.

**J. Special Regulations**

1. *Child care centres* shall be located on the *lot* such that these centres have direct open access to an *open space* and play area within the *lot*.

**K. Subdivision**

*Lots* created through subdivision in this Zone shall conform to the following minimum standards:

<i>Lot Size</i>	<i>Lot Width</i>	<i>Lot Depth</i>
2,000 sq. m. [0.5 acre]	30 metres [100 ft.]	30 metres [100 ft.]

Dimensions shall be measured in accordance with Section E.21 of Part 4 General Provisions of "Surrey Zoning By-law, 1993, No. 12000" as amended.

**L. Other Regulations**

In addition to all statutes, by-laws, orders, regulations or agreements, the following are applicable, however, in the event that there is a conflict with the provisions in this Comprehensive Development Zone and other provisions in "Surrey Zoning By-law, 1993, No. 12000", as amended, the provisions in this Comprehensive Development Zone shall take precedence:



1. Definitions are as set out in Part 1 Definitions, of "Surrey Zoning By-law, 1993, No. 12000", as amended.
2. Prior to any use, the *Lands* must be serviced as set out in Part 2 Uses Limited, of "Surrey Zoning By-law, 1993, No. 12000", as amended and in accordance with the servicing requirements for the C-8 as set forth in the "Surrey Subdivision and Development By-law, 1986, No. 8830", as amended.
3. General provisions are as set out in Part 4 General Provisions of "Surrey Zoning By-law, 1993, No. 12000", as amended.
4. Additional off-street parking requirements are as set out in Part 5 Off-Street Parking and Loading/Unloading of "Surrey Zoning By-law, 1993, No. 12000", as amended.
5. Sign regulations are as set out in "Surrey Sign By-law, 1999, No. 13656", as amended.
6. Special *building setbacks* are as set out in Part 7 Special Building Setbacks, of "Surrey Zoning By-law, 1993, No. 12000", as amended.
7. *Building* permits shall be subject to the "Surrey Building By-law, 2012, No. 17850", as amended.
8. *Building* permits shall be subject to "Surrey Development Cost Charge By-law, 2013, No. 17856", as may be amended or replaced from time to time, and the development cost charges shall be based on the PI Zone for uses listed under Section B.2 and B.3 and the C-8 Zone for all other uses.
9. Tree regulations are set out in "Surrey Tree Protection Bylaw, 2006, No. 16100", as amended.
10. Development permits may be required in accordance with the "Surrey *Official Community Plan*, 1996, By-law No. 12900", as amended.
11. Provincial licensing of *child care centres* is regulated by the Community Care and Assisted Living Act R.S.B.C. 2002. c. 75, as amended, and the Regulations pursuant thereto including without limitation B.C. Reg 319/89/213.

3. This Bylaw shall be cited for all purposes as "Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2013, No. 18076"

PASSED FIRST READING on the 23rd day of September, 2013.

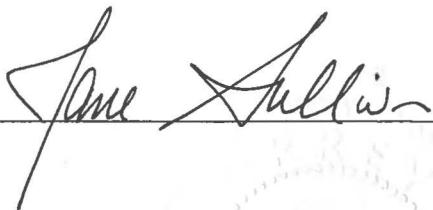
PASSED SECOND REDING on the 23rd day of September, 2013.

PUBLIC HEARING HELD thereon on the 7th day of October, 2013.

PASSED THIRD READING on the 7th day of October, 2013.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 25th day of November, 2013.

  
\_\_\_\_\_ MAYOR

  
\_\_\_\_\_ CLERK

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BY-LAW NO. \_\_\_\_\_

A by-law to amend "Surrey Zoning By-law, 1993, No. 12000,  
Amendment By-law, 2013, No. 18076"

.....

THE CITY COUNCIL of the City of Surrey, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. "Surrey Zoning By-law, 1993, No. 12000, Amendment By-law 2013, No. 18076" is hereby amended as follows:

Part 1 is amended by inserting a new parcel identifier, legal description, and property address as follows:

Parcel Identifier: 008-848-734  
 Lot 20 Section 9 Township 2 New Westminster District Plan 25662  
 14225 - 56 Avenue

- 2. This By-law shall be cited for purposes as "Surrey Zoning By-law, 1993, No. 12000, Amendment By-law 2013, No. 18076, Amendment By-law, 2014, No. \_\_\_\_\_."

PASSED FIRST AND SECOND READING on the \_\_\_\_\_ th day of \_\_\_\_\_, 20 .

PUBLIC HEARING HELD thereon on the \_\_\_\_\_ th day of \_\_\_\_\_, 20 .

PASSED THIRD READING ON THE \_\_\_\_\_ th day of \_\_\_\_\_, 20 .

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the \_\_\_\_\_ th day of \_\_\_\_\_, 20 .

\_\_\_\_\_ MAYOR

\_\_\_\_\_ CLERK