

November 13, 2025

Hearing Notice

Council Consideration:

Development Permit with Variance No. DP-466

- Beginning at 7:00 pm, Monday, November 24, 2025, during the Regular City Council Meeting
- Council Chambers - Salmon Arm City Hall, 500 – 2 Avenue NE

PROPERTY:

550 Trans Canada HWY NE

Lot 1, Section 14, Township 20 Range 10, W6M, KDYD, Plan EPP85132

LOCATION:

South of the Trans Canada HWY on the East of 4 Street NE

PROPOSAL:

Construct a second storey addition to the existing commercial building increasing the floor area by approximately 557.5 m² (6,035 ft²) in accordance with drawings attached to the Staff Report dated November 17, 2025.

BYLAW VARIANCE REQUEST:

Subdivision and Servicing Bylaw No. 4163 Schedule B, Part 1 Section 5.4.2 and Section 6.4.8 (Works and Services Requirements) of the as follows:

1. Waive the requirement to upgrade the existing 150mm watermain across the southern boundary of the property
2. Waive the requirement to upgrade the existing 150mm sanitary sewer across the southern boundary of the property.



The City of Salmon Arm makes no representation as to the completeness, timeliness and accuracy of the information contained on this website. The City of Salmon Arm expressly disclaims liability for any and all damages and losses arising from or in any way related to the use of this website.

INFORMATION:

The staff report for the proposed Development Permit with Variance No. DP-466 is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/468/Notices> from **November 13 - 24, 2025** inclusive.

If you wish to participate electronically, a link to the virtual meeting is available in the Agenda section on the City's website at www.salmonarm.ca. Electronic participation is accommodated through computer with internet access or telephone.

All persons who wish to register an opinion to Council for consideration on the proposed Development Permit may do so either by:

- a) Written submission, that may be dropped off at City Hall in the drop box to the left of the main entrance;
- b) Email submission to cityhall@salmonarm.ca;
- c) Appearing in person or electronically, or represented by an agent, at the Hearing on **Monday November 24, 2025**.

Please note written and/or email submissions must be presented to the Administration Department no later than **10:00am on Monday November 24, 2025**.

Respectfully,

Development Services // **For more information contact:** planning@salmonarm.ca or 250.803.4000

DEVELOPMENT PERMIT

Local Government Act (Part 14)

Bylaw No. 4640

PERMIT NUMBER: **DP-466**

SCHEDULE "C"

TO: **MBM Ventures Inc.**

LOCATION: **550 Trans Canada HWY NE**

PID: 030-864-828

1. This Development Permit is issued subject to compliance with all applicable City of Salmon Arm By-Laws except as specifically varied by this Permit.
2. This Development Permit applies to, and only to (legal description),
Lot 1, Section 14, Township 20, Range 10, W6M KDYD Plan EPP85132
and any and all buildings, structures and other development thereon.
3. The City of Salmon Arm
☒ Zoning Bylaw No. 2303
☒ Subdivision and Development Servicing Bylaw No. 4293
☐ Sign Bylaw No. 2880
☒ Required under Development Permit Areas (Official Community Plan Bylaw No. 4000)

THAT: the Committee recommends to Council that Development Permit No. DP - 466 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP85132 (550 Trans Canada Highway NE) in accordance with drawings attached as Appendix 1 in the staff report dated November 17, 2025, and subject to the following requirements:

1. The registration of a Land Title Act section 219 covenant securing twenty-five (25) parking spaces on adjacent parcels.
2. The registration of a Land Title Act section 219 covenant securing continued access to refuse and recycling facilities located on adjacent parcels.

AND THAT: Development Permit No. DP-466 varies the Subdivision and Development Servicing Bylaw No. 4293 Schedule B, Part 1 as follows:

1. Schedule B, Part 1 Section 5.4.2 – waive the requirement to upgrade the existing 150mm watermain across the southern boundary of the property; and
2. Schedule B, Part 1 Section 6.4.8 – waive the requirement to upgrade the existing 150mm sanitary sewer across the southern boundary of the property.

4. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
5. This Permit is **not** a Building or Sign Permit.
6. Notice shall be filed in the Land Title Office that the land described herein is subject to this Permit.
7. The terms of the Permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the Permit.
8. **If the Permittee or its successor(s) in title does not substantially commence any construction with respect to which this permit was issued within 2 years after the date it was issued, the Permit shall lapse.**
9. Security in the amount of _____ has been deposited as per Council's direction, in conjunction with Subsection 11 of the City of Salmon Arm Development Permit Procedure Bylaw No. 4640.

AUTHORIZING RESOLUTION ADOPTED BY COUNCIL on the _____ day of _____, 2025.

ISSUED this _____ day of _____, 2025.

CORPORATE OFFICER
Rhonda West



REQUEST FOR DECISION

To: Development & Planning Services Committee

Title: Planner I - Development Permit Application No. DP - 466

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP85132
Civic: 550 Trans Canada Highway NE
Owner: MBM Ventures Inc.
Agent: Mike Vandermeer

Date: November 17, 2025

Executive Summary/Purpose:

The applicant is proposing a second-storey addition to an existing commercial building. The proposed development would add approximately 557.5 m² (6,035 ft²) of floor area above an existing building located on the east side of 4 Street NE.

Motion for Consideration:

THAT: the Committee recommends to Council that Development Permit No. DP - 466 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP85132 (550 Trans Canada Highway NE) in accordance with drawings attached as Appendix 1 in the staff report dated November 17, 2025, and subject to the following requirements:

1. The registration of a *Land Title Act* section 219 covenant securing twenty-five (25) parking spaces on adjacent parcels.
2. The registration of a *Land Title Act* section 219 covenant securing continued access to refuse and recycling facilities located on adjacent parcels.

AND THAT: Development Permit No. DP-466 varies the Subdivision and Development Servicing Bylaw No. 4293 Schedule B, Part 1 as follows:

1. Schedule B, Part 1 Section 5.4.2 – waive the requirement to upgrade the existing 150mm watermain across the southern boundary of the property; and
2. Schedule B, Part 1 Section 6.4.8 – waive the requirement to upgrade the existing 150mm sanitary sewer across the southern boundary of the property.

Staff Recommendation:

That the motion be defeated. An alternative motion for consideration is included at the end of this report. Staff are supportive of the issuance of the Development Permit with parking spaces provided and protected by covenant, given the alternative presented by the applicant; however,

staff are not supportive of the variance requests to the Subdivision and Development Servicing Bylaw (SDS).

Proposal:

The applicant is proposing a second-storey addition to an existing commercial building. The proposed development would add approximately 557.5 m² (6,035 ft²) of floor area above the Jacobson Ford building as shown in Appendix 1 (Site Plan).

Background:

The subject property is located at 550 Trans Canada Highway NE (Appendix 2 & 3). The subject property is zoned C-3 (Service Commercial Zone) and is designated as Highway Service / Tourist Commercial in the Official Community Plan (OCP). The parcel is subject to the Highway Service / Tourist Commercial Development Permit area guidelines of the OCP. See attached Appendices 4 & 5. Two variances are included in the Development Permit, requesting waiving the requirements of the SDS Bylaw as noted.

The subject property is approximately 0.140 ha (0.34 ac) and is directly south of the Trans Canada Highway. The existing structure is currently used as a warehouse building. The proposed development includes the addition of a second storey to accommodate three retail units as shown in the site plan attached as Appendix 1. The proposed second-storey addition, as illustrated, will have a footprint of approximately 588 m² (6,333 ft²) and a height of 6.7 m (22 ft). The total building height is to be approximately 9 m (30 ft) measured from the average grade. The site photos are attached as Appendix 6.

In addition to the development permit application, the applicants have submitted an additional request to discharge two restrictive covenants currently registered on the title of the subject property. These covenants currently limit the permitted uses of the subject property to:

1. the sale of new auto parts and accessories;
2. automotive repair;
3. automotive sales and rental (new and used);
4. showrooms; and accessory uses.

The applicant intends to utilize the additional storey for retail purposes beyond these specified uses and seeks to have access to all uses permitted in the C-3 Zone. The release of these covenants is required prior to the issuance of a business license for any future retail uses. Staff note that the covenants do not impact the subject development permit proposal. The request to release the covenants will be presented to Council as a separate agenda item at a later date. Staff are supportive of the release of the two covenants upon the applicant receiving additional approval from the Ministry of Transportation and Transit.

In addition to the development proposal, that applicants are requested a servicing variance associated with the proposal. A letter from the applicant is attached as Appendix 7. Further details on the proposed variance to the required upgrades to the watermain and sanitary sewer along the south parcel line, are provided in the Engineering Department section of this report.

Adjacent land uses include the following:

North:	Trans Canada Highway	
South:	Commercial (Jacobson Ford service Building)	Zoned C-3
East:	Commercial (Crosstown Business)	Zoned C-3

West: Commercial (Jacobson Ford Dealership)

Zoned C-3

Relevant Policy(ies):

The Highway Service/ Tourist Commercial Development Permit Area guidelines checklist is attached as Appendix 8.

Siting and Building

Site and design of the proposed development generally share the same form and character of the surrounding neighbourhood. This is a relatively simple addition that reasonably aligns with the OCP land use designation/ Development Permit Area guidelines.

Landscape and Screening

With regard to landscaping the applicant is proposing no changes to the existing limited plantings. Staff note that the proposal does not meet the landscape design guidelines of the OCP. Details are provided in a later section of this report.

Access, Circulation, and Parking Area

As the subject property cannot accommodate the required on-site parking, the applicant is seeking to provide an alternate solution for this requirement. To meet the parking requirement, the applicant proposes to utilize parking spaces located on three adjacent parcels to meet the requirement of twenty five (25) stalls. These three adjacent parcels are 650 Trans Canada Highway NE, 621 2 Avenue NE and 631 2 Avenue NE.

As a condition of development permit issuance, the registration of a Section 219 Covenant under the *Land Title Act* will be required to secure the twenty five (25) parking spaces on the adjacent parcels. All parking areas will be hard surfaced, and curb let-downs will be installed to support universal accessibility. A proposed parking plan is attached as Appendix 9. Staff note that the applicant intends to provide up to 50 parking spaces on adjacent parcels.

Additionally, the subject property cannot accommodate refuse and recycling container areas. The applicant is proposing refuse and recycling enclosure on the adjacent parcel (621 2 Avenue NE) in order to meet the requirement. As a condition of development permit issuance, the registration of a Section 219 Covenant under the *Land Title Act* will be required to secure the location of the refuse and recycling container areas.

Subdivision and Development Servicing Bylaw

The SDS Bylaw details servicing levels required for development. The subject property is within the Urban Development Area. Standard service levels (sanitary, water, and storm water infrastructure) must be met.

Referral Comments:

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

Engineering comments for the proposed development are attached as Appendix 10, dated April 22, 2025. The subject property requires upgrading the sanitary sewer segment and watermain

the along the southern frontage from 150 mm to 200 mm under the SDS bylaw to meet the standard for Commercial zones.

The applicant submitted a variance request in June 2025. In response to the variance request, the Engineering department has provided comments attached as Appendix 11. The comments of the Engineering Department form the basis of the staff recommendation above.

Planning Department

The applicant is proposing a Development Permit to construct a second-storey addition to the existing warehouse on the subject property. The proposed addition will accommodate three units intended for retail use. This development is subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area.

The proposal complies with Zoning Bylaw requirements for screening of storage areas, thereby improving the overall uniformity and appearance of the building. Overall, staff consider the proposal to be generally consistent with the applicable Development Permit Area guidelines.

To better align with the landscaping guidelines outlined in the Development Permit Area regulations, additional or revised landscape features could be considered. Options could include landscaping on adjacent parcels, landscape islands in front of the subject building or removing significant portions of asphalt to install new landscape areas. Each option requires a varying level of coordination between the applicant and, potentially, adjacent landowners (and would be somewhat complex). Staff recommend support of the landscape plans as submitted.

Development Variance Permits are evaluated on a case-by-case basis, considering site-specific factors such as lot configuration, potential impacts on neighbourhood form and character, and effects on adjacent properties. In this case, the proposal seeks to reduce the required number of on-site parking spaces by utilizing an existing parking lot on an adjacent property to satisfy the parking requirements. Staff have no concerns regarding the proposed alternate parking solution.

When considering servicing variances a number of factors are taken into consideration, including physical or legal constraints, scale of proposed development and growth potential in the area. The subject property is within the Urban Containment Boundary and zoned C-3 (Service Commercial Zone), which supports the proposed addition and uses of the parcel. Staff note that the scale of development is relatively minor, however, offsetting the costs of upgrading the servicing works onto the City presents concerns. Waiving the requirements places additional financial burden on the City for improvement costs and future developers of adjacent properties. Servicing requirements are in place to support the parcels being developed and the population growth in an area. For these reasons, staff do not support the servicing variance request submitted by the applicant.

Financial Considerations:

At the time of Building Permit, Development Cost Charges would be charged at the commercial rate (\$34.65/m² or 3.22/ft²).

Waiving servicing requirements places potential increased financial burden on the City in the completion of the improvements in the future.

Committee Recommendations:Design Review Panel

The Design Review Panel supports the application as presented. The minutes from the Design Review Panel meeting are attached as Appendix 12.

Public Consultation:

Pursuant to the *Local Government Act* and the Development Permit Procedures Bylaw, notices are mailed to landowners within a 30m radius of the application. The notices outline the proposal and advises that Council will be considering the issuance of the Development Permit. It is expected that Council will be considering the issuance of the Development Permit at the November 24 Regular Council Meeting beginning at 7:00 p.m.

Alternatives & Implications:

To align with the staff recommendation, the following motion could be considered. This motion supports the issuance of the Development Permit and alternate solution for parking spaces but does support the variance request to the Subdivision and Development Servicing Bylaw.

THAT: the Committee recommends to Council that Development Permit No. DP-466 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP85132 (550 Trans Canada Highway NE) in accordance with drawings attached as Appendix 1 in the staff report dated November 17, 2025, and subject to the following requirements:

1. The registration of a *Land Title Act* section 219 covenant securing twenty-five (25) parking spaces on adjacent parcels.
2. The registration of a *Land Title Act* section 219 covenant securing continued access to refuse and recycling facilities located on adjacent parcels.

Prepared by: Planner I

Reviewed by: Manager of Planning and Building

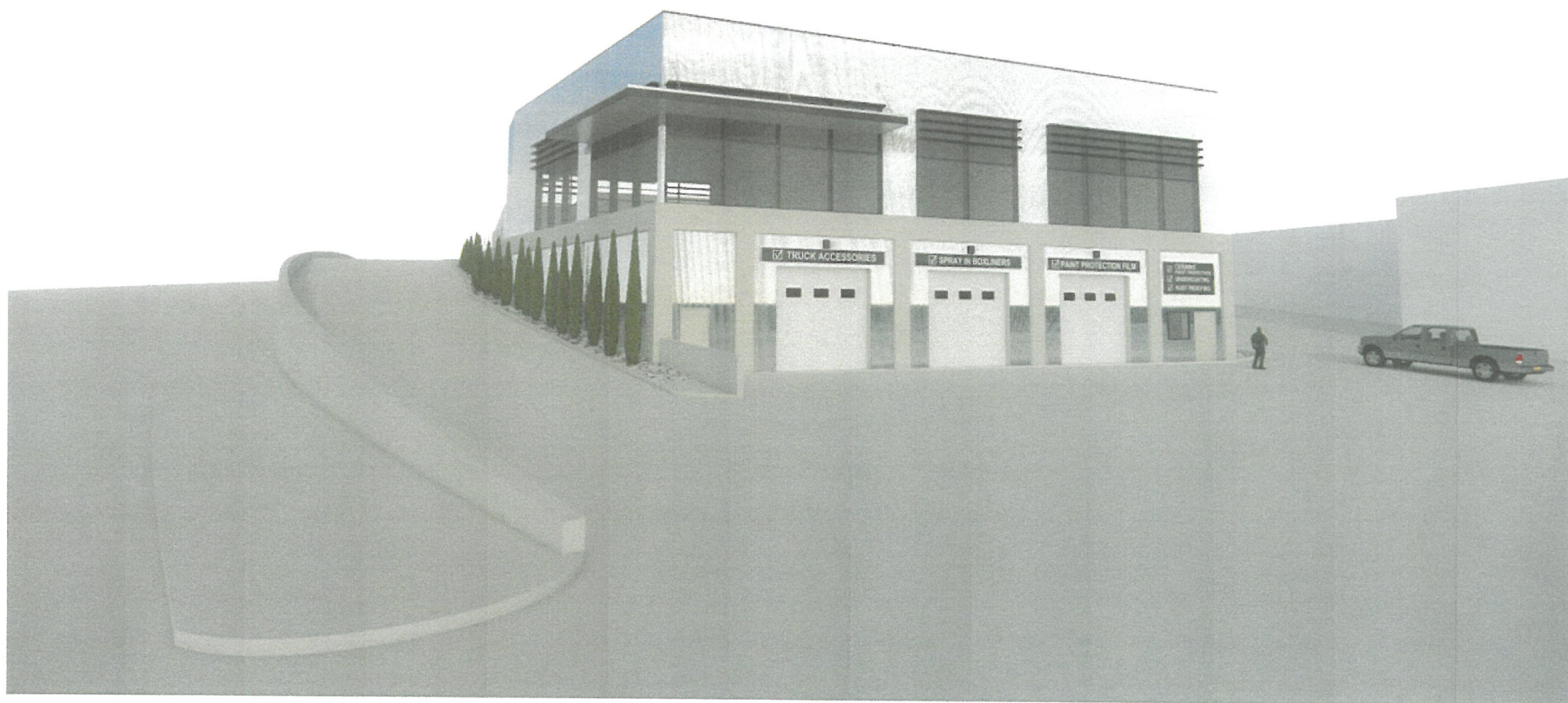
Reviewed by: Director of Planning & Community Services

Approved by: Chief Administrative Officer

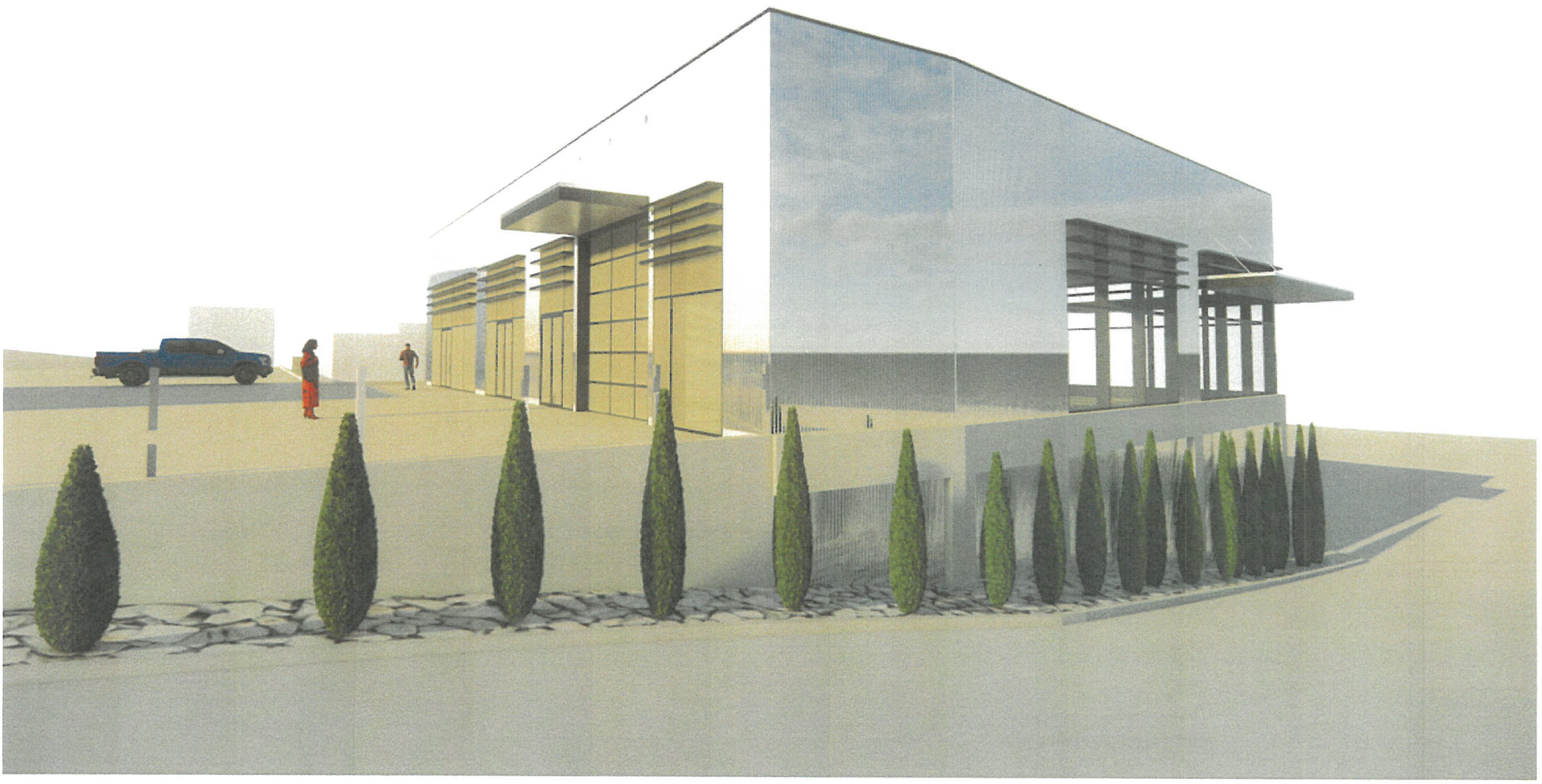
Attachments:

- Appendix 1 - Drawings & Site Plan
- Appendix 2 - Subject Property Map
- Appendix 3 - Ortho Maps
- Appendix 4 - OCP Map
- Appendix 5 - Zoning Map
- Appendix 6 - Site Photos
- Appendix 7 - Letter from the Applicant
- Appendix 8 - DPA Checklist
- Appendix 9 - Parking Plan
- Appendix 10 - Engineering Comments August 2025
- Appendix 11 - Engineering Comments July 2025
- Appendix 12 - Design Review Panel minutes

RECEIVED
MAR 27 2025
CITY OF SALMON ARM



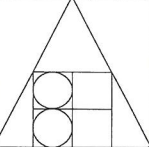
RECEIVED
MAR 27 2025
CITY OF SALMON ARIZ





ISSUE:	DATE:
FOR PERMIT	04.11.2022

DRAWN: kb / bh
DATE: NOVEMBER 2024 JANUARY 2025
SCALE: AS NOTED
COMP RIGHT RESERVED. THIS DRAWING LETTER INCLUDES PROPERTY OF BERND HERMANSKI ARCHITECT INC. ANY REUSE OR MODIFICATION WITHOUT THE ARCHITECT'S CONSENT



**BERND HERMANSKI
ARCHITECT
INCORPORATED**

001 - 20 HUDSON AVE. N.E.
PO. BOX 1438
SALMON ARM, B.C. V1E 4P6
TEL (250) 831 7400
E-MAIL: info@bha.ca

PROJECT: 24 - 012

**JACOBSON FORD
Addition to
Warehouse Building**

SALMON ARM B.C.

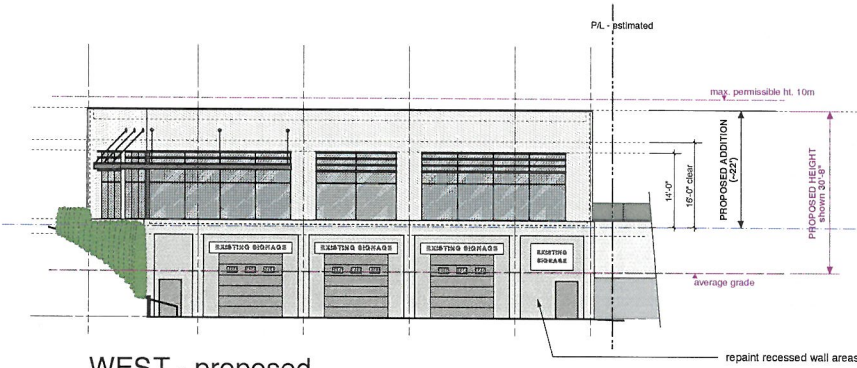
DRAWING TITLE:

**PROPOSED
ELEVATIONS
West + South**

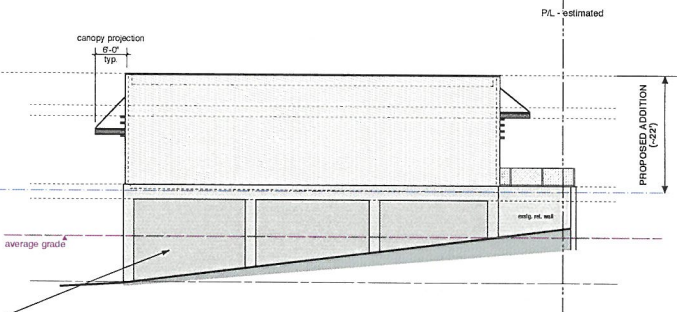
DRAWING NO.

dpA3

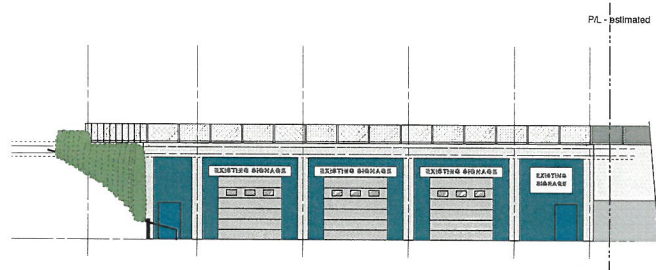
OF
3



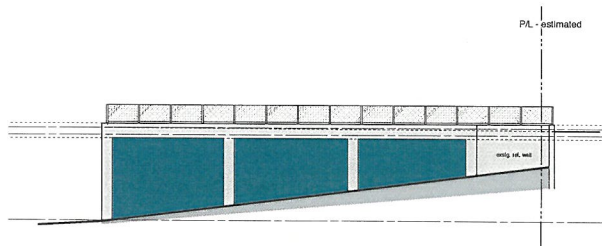
WEST - proposed
scale 3/32" = 1'-0" (1:128)



SOUTH - proposed



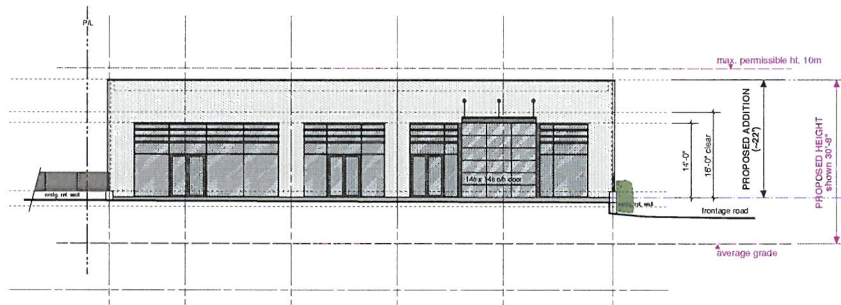
WEST - exstg.



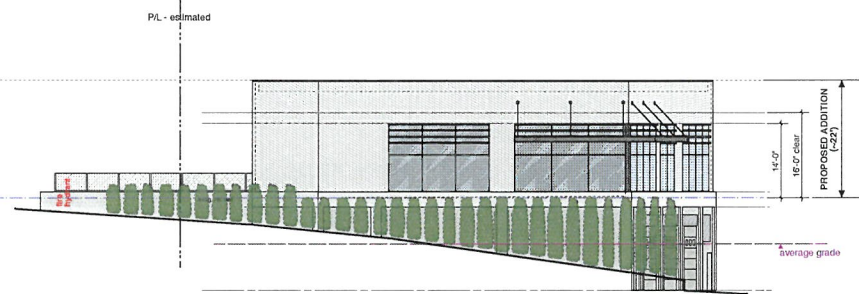
SOUTH - exstg.

EXTERIOR FINISHES

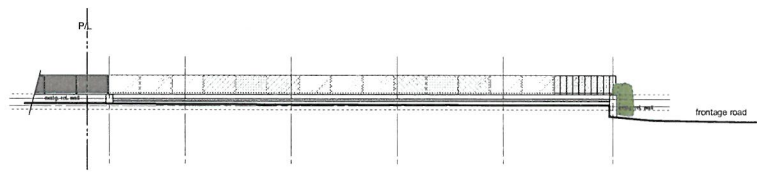
WALLS	- existing:	Concrete (repaint recessed areas - medium grey)
	- proposed addition:	Prefinished Metal Cladding - corrugated, galvanized
DOORS	- existing:	Metal Overhead Doors and Man Doors - painted
	- proposed addition:	Overhead Door - Prefin. Metal - black with clear glazing Storefront Doors - Aluminum - black with clear glazing
WINDOWS	- proposed addition:	Aluminum Framed - black with clear glazing Horizontal Sun Shades - Prefin. Metal Slats - black
CANOPY	- proposed addition:	Prefin. Metal - Fascia, Hangers, Decking, Soffit - black
FLASHINGS & TRIMS	- proposed addition:	Prefin. Metal - black (or galv. at cladding)
GUARDS	- existing:	Prefin. Metal posts - with Glass Panels or black Mesh



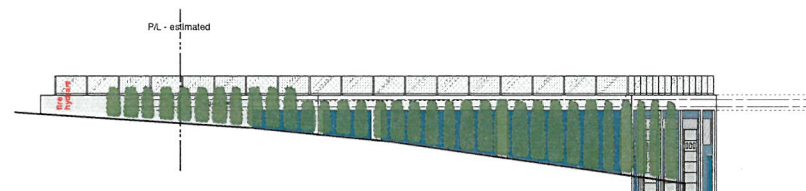
EAST - proposed
Scale 3/32" = 1'-0" (1:128)



NORTH - proposed
(facing highway)



EAST - exstg.



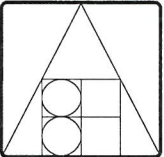
NORTH - exstg.



ISSUE:	DATE:
FOR DEVL. PERMIT	04 JUL 2024

DRAWN:	KB / DH
DATE:	NOVEMBER 2024 JANUARY 2025
SCALE:	AS NOTED

COPYRIGHT PROTECTED. THIS DRAWING IS THE PROPERTY OF BERND HERMANSKI ARCHITECT INC. AND IS NOT TO BE REPRODUCED OR MODIFIED IN ANY MANNER WITHOUT THE ARCHITECT'S CONSENT.

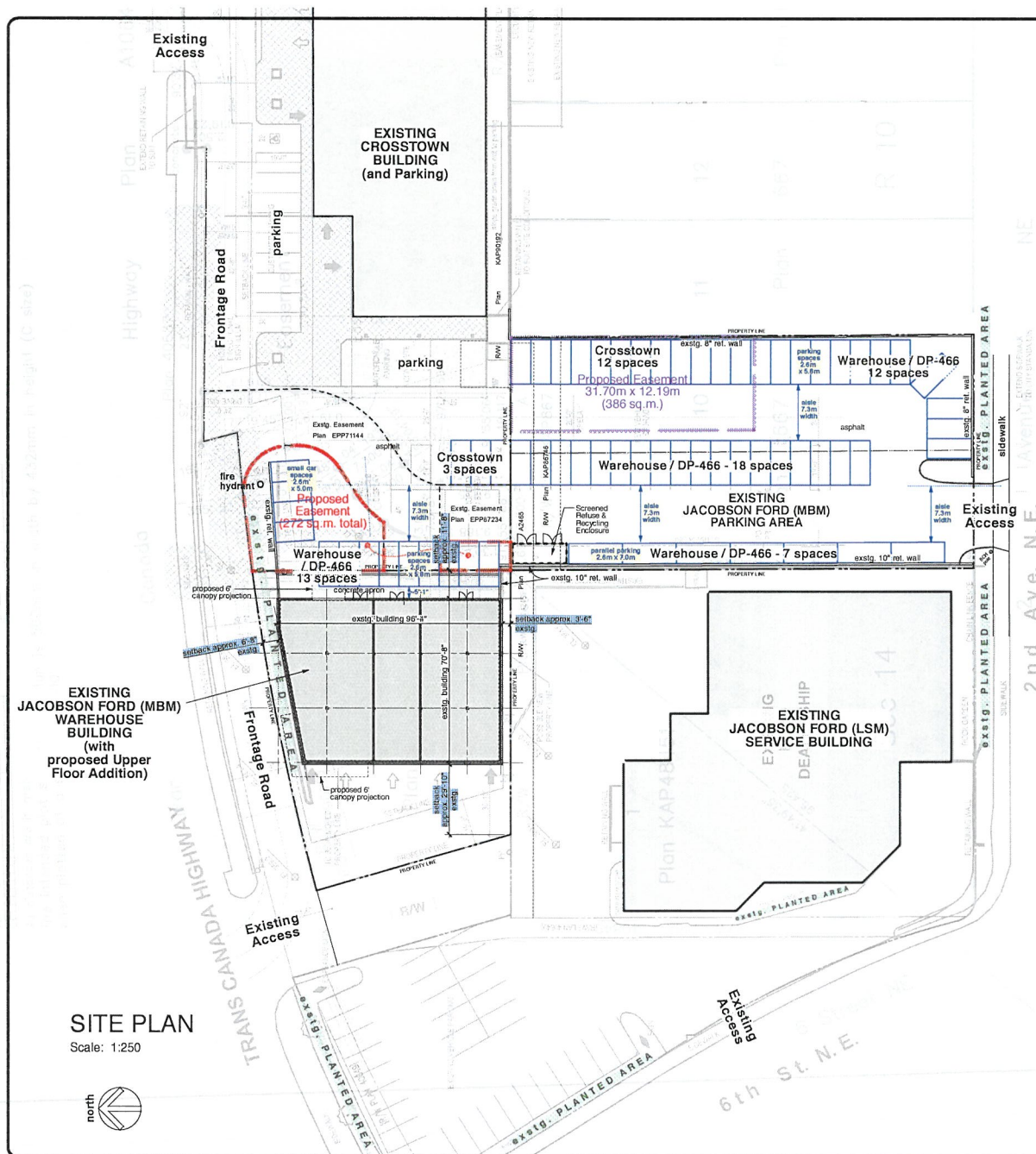


**BERND HERMANSKI
ARCHITECT**
INCORPORATED
001 - 20 HUDSON AVE. N.E.
P.O. BOX 1438
SALMON ARM, B.C. V1E 4P6
TEL: (250) 832 7400
E-MAIL: info@bha.ca

PROJECT: 24 - 012
JACOBSON FORD
Addition to
Warehouse Building
SALMON ARM B.C.

DRAWING TITLE:
**PROPOSED
ELEVATIONS**
East + North

DRAWING NO.
dpA2
OF
3



BUILDING AREA 6,334 sq. ft. / 588 sq.m.

USAGE	exstg.	- Main Floor:	F2 Repair Garage
		- Upper Level:	outdoor, uncovered vehicle storage (F3 Storage Garage)
	proposed	- Main Floor:	unchanged
		- Upper Floor:	up to 3 Suites - mix of Group D, Group E, Group F3 Storage Garage

NO. STOREYS 2 Storeys

SPRINKLERS not sprinklered

APPLICATION Part 9

ZONING C-3 - SERVICE COMMERCIAL ZONE

PROPOSAL	Add 2nd storey to existing Warehouse Building
----------	---

USAGE	
- Exstg. Lower Floor	Automotive - repair, maintenance, parts, accessories
- Proposed 2nd Floor	To Be Determined - will be in accordance

SETBACKS no change from existing

PARKING REQUIREMENT	
- Exstg. Lower Floor	unchanged
- Proposed 2nd Floor	Auto showroom - 1 per 70 sq.m. = 588/70 = 8.4 spaces
	Offices - 1 per 35 sq.m. = 588/35 = 16.8 spaces
	Retail - 1 per 24 sq.m. = 588/24 = 24.5 spaces
	Personal Services - 1 per 10 sq.m. = 588/10 = 58.8 spaces
	Restaurant - 1 space per 3 seats
	Warehouse - 1 space per 2 employees

Proposed Parking: 50 parking spaces available for Proposed Upper Floor Addition
(noted as: Warehouse / DP-466)

All access and parking areas are existing and are asphalt paved, have drainage, curbing, crossings, guards, etc. and are to remain as is.

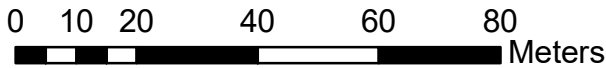
Subject Property Map



0 5 10 20 30 40 Meters

Legend

 Subject Property  Parcels

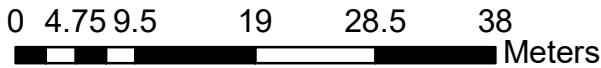


Legend

-  Subject Property
-  Parcels

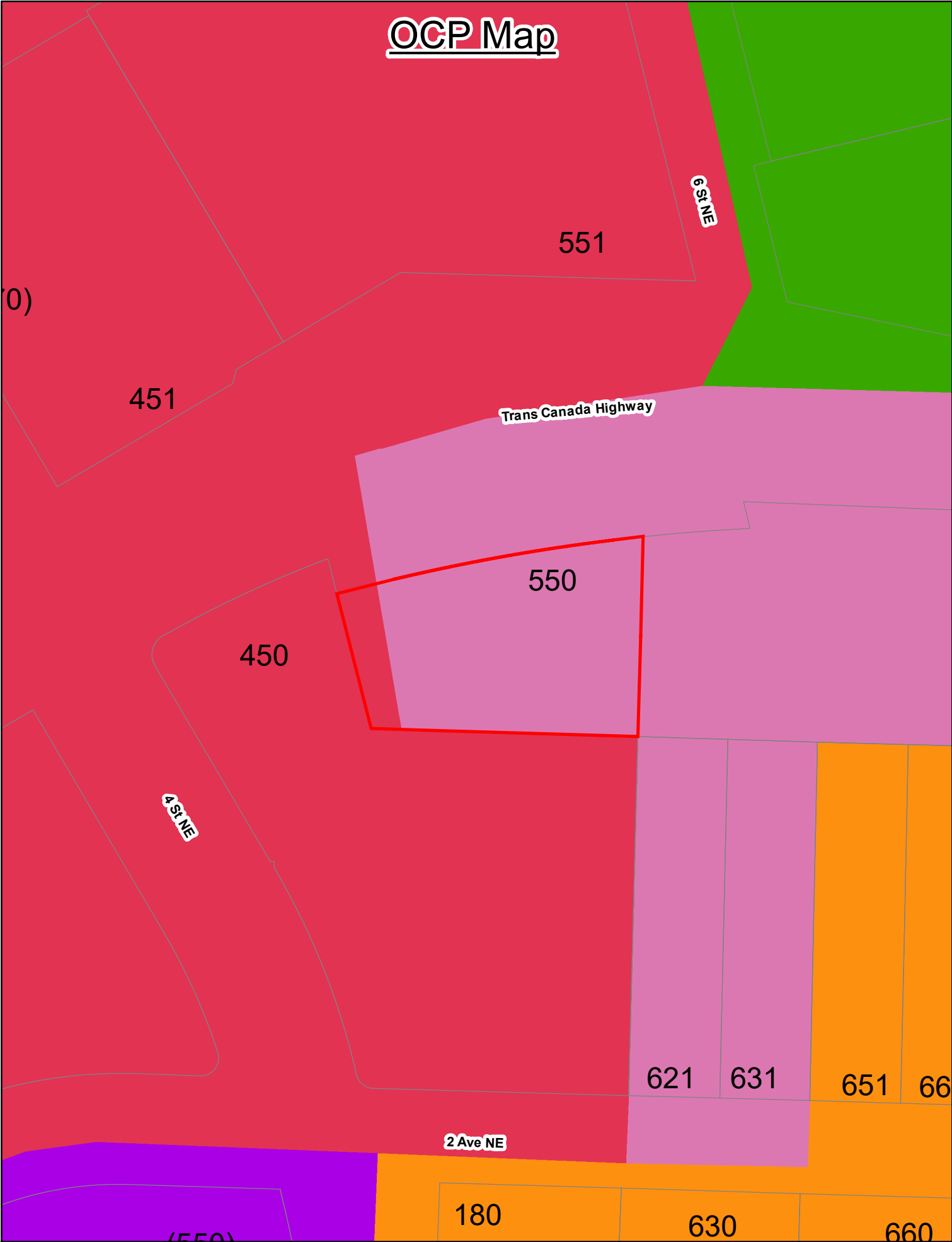


Ortho Map



Legend

-  Subject Property  Parcels



OCP Map

551

6 St NE

(0)

451

Trans Canada Highway

550

450

4 St NE

621

631

651

660

2 Ave NE

180

630

660

(550)



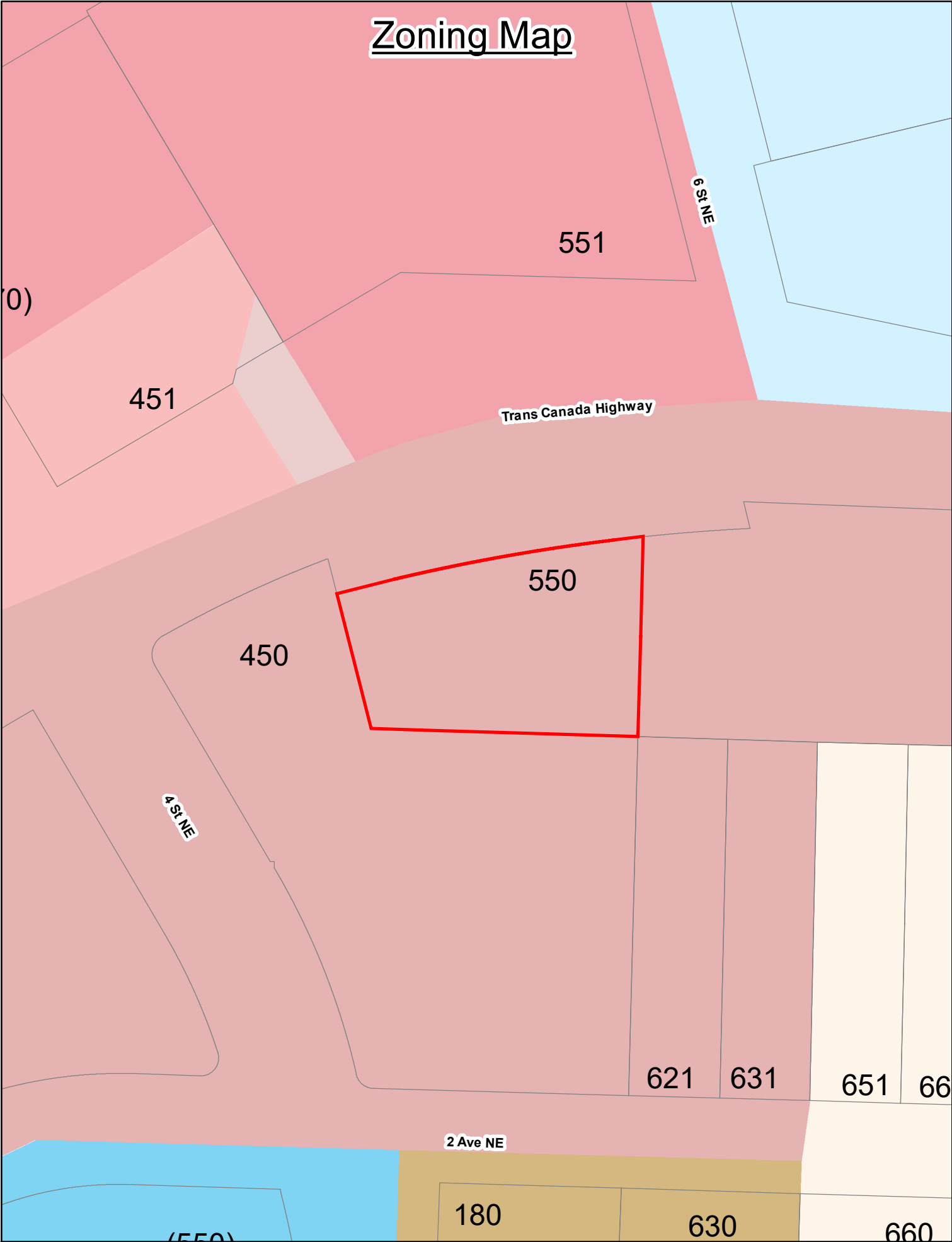
0 5 10 20 30 40 Meters

Legend

Subject Property
 Parcels

Park
 Institutional
 Residential - High Density

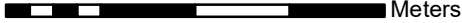
Commercial - City Centre
 Commercial - Highway Service / Tourist





N

0 5 10 20 30 40 Meters



Legend

	Subject Property		C-2		C-4		P-1		R-5
	Parcels		C-3		C-5		P-3		R-10



1. View of subject property – facing west.



2. View of existing building on subject property – facing southeast.



3. View of existing building on subject property – facing east.



4. View of subject property – facing south.

TRUSTED FOR
Inbox Delivery

From: Mike Vandermeer
Sent: July 14, 2025 9:28 AM
To: Aubree Jeffrey <ajeffrey@salmonarm.ca>
Subject: DP466 - Variance Request

Variance Request

Re: Justification Letter – Objection to Full Water & Sewer Upgrade Costs
Development Permit Application No. DP-466 – 550 Trans-Canada Hwy NE

We respectfully submit the following justification in response to the Engineering Referral dated April 22, 2025, regarding Development Permit Application No. DP-466. Based on available engineering data, official City planning (OCP) documents, and contextual heritage constraints, we believe the full water and sewer infrastructure upgrade requirements placed upon this site are neither warranted nor aligned with the City's long-term planning policies.

Water Flow and Sewer Capacity

Looking first at the engineering data for water flow: the existing 150mm watermain and sewer line are currently meeting the required fire flow and sewer demands for this site. It is stated that the flow is adequate for current usage and is not limited. With the addition of the proposed building, we do not anticipate adding any significant strain to the system. The addition of one or two toilets will not create further demand on the existing infrastructure. The City itself characterizes the upgrade as "premature," indicating that there is no current plan to upgrade these lines in the near future, as demand is being met with the existing 150mm pipe.

Heritage Constraints and Capacity Considerations

These comments tie conveniently into the existing heritage constraints just one block away. The infrastructure serving multiple heritage sites is comprised of 100mm lines (both sanitary and water). According to City reports and OCP data, there are no current capacity concerns in these areas, nor are there any future plans for upgrades, as construction could potentially damage the heritage homes. These sites are strongly protected by the Community Heritage Commission (CHC), which also means there are no current plans for multi-unit residential developments in those areas. This further supports the argument that capacity on the existing lines will remain steady.

Growth Management and OCP Alignment

Looking at the City's Growth Management Map from the 2024 OCP, the site in question—along with the infrastructure that services it—is located outside of the anticipated growth areas. This once again supports

the City's own assessment that an upgrade is either premature or possibly unnecessary in the foreseeable future.

Additional OCP policies support this conclusion. The OCP strongly encourages commercial development, with objectives such as:

- "To strengthen and direct development towards existing developed areas and communities" (pg. 12), and
- Policies emphasizing high development density and 100% parcel coverage (pg. 28).

We are pleased to report that our development meets all of these objectives. However, the requested upgrade cost of \$102,400.20—nearly 10% of the total cost of the proposed building—is a disproportionately high burden for what is described as a "premature" infrastructure upgrade.

Summary

In summary, due to the lack of current capacity deficiencies, the absence of planned infrastructure upgrades, the site's location outside future growth zones, and the financial impact of this requirement, we believe a full-cost obligation should not be triggered in this scenario. The request is inconsistent with OCP policy and makes the development financially unachievable.

We respectfully request that the infrastructure upgrade be deferred or at least aligned with the City's future growth plans.

Sincerely,

Mike Vandermeer

FILE #: DP-466

Address: 550 Trans Canada Highway NE

Highway Service/Tourist Commercial and Neighbourhood Commercial**Development Permit Areas - Planning Check****Y- Yes****P- Partially Addressed****N-No****N/a – Not Applicable*****Objectives***

	Y	P	N	N/A
To promote quality building, site and landscape design with high level architectural standards.		✓		
To ensure that commercial developments provide a positive impression of Salmon Arm along provincial highways, city roads and in residential neighbourhoods.		✓		
To encourage new commercial developments to promote safe non-vehicular access.			✓	
To promote environmentally sensitive building and landscape approaches.		✓		

Siting and Building Guidelines

	Y	P	N	N/A
Design the site layout and building locations to:				
a) retain and protect important natural vegetation, rocks, and unique site features, including unique tree species, mature trees that are not a hazard, other significant vegetation, nesting areas, and other wildlife habitat;				✓
b) encourage the penetration of sunlight and natural light into interior spaces to reduce the energy needed for lighting and heating, using passive solar siting principles;	✓	✓		
c) retain distant views of landscape features;	✓			
d) work with the existing topography, minimizing the need for cut and fill or tall retaining walls; and	✓			
e) respect the form and character of surrounding developments.				
Orient building frontages and main entrances to the dominant street frontage, with well defined entries with walkways and bicycle access to the street.		✓		
Design portions of buildings visible from a provincial highway or city street with architectural interest, with design features such as varying roof lines, extensive glazing, well defined entrances, business specific signage, and high-quality exterior elements.	✓			
Consider the safety and security of businesses and customers in the design and layout of the development with a particular focus on Crime Prevention through Environmental Design (CPTED) principles.				✓
Screen roof top mechanical equipment from views in a manner that is consistent with the architectural design of the building. Screening of on-grade large mechanical equipment with noise and vibration abatement material is encouraged.	✓			
Design facades and rooflines of accessory structures and buildings in a manner that is consistent with the architectural design of the principal buildings.	✓			
Consider the use of alternative technologies for on-site energy production, e.g., geothermal, photovoltaic and fuel cells, heat pumps.	<i>To be determined at time of Building Permit</i>			

Landscape Design Guidelines

	Y	P	N	N/A
Maximize the amount of landscaped areas on site to increase the natural infiltration of rain water, with landscaping along adjacent streets and adjoining residential sites.			✓	
Design the landscape to define the edges of the site, minimize the view of parking lots from the streets and adjacent residential sites, and to provide year-round interest.			✓	
Consider hard surface paving other than asphalt adjacent to streets to create more interest and reduce the visual impact of the asphalt.			✓	
Select trees and other plants that will be readily established and provide significant visual impact upon planting.			✓	
Use quality materials for hard landscape construction to			✓	
Incorporate pedestrian scale lighting in outdoor use areas.				✓
Select trees and other plants that will be readily established and provide significant visual impact upon planting, without adversely affecting daylight or sunlight penetration into buildings or open spaces when fully grown.			✓	
In the landscape plan, consider finished site grades, utilities, views, shade and sun angles, needs for privacy or screening, user safety, maintenance and irrigation requirements, and all other typical site planning criteria.			✓	
Plant a uniform alignment of street trees along public streets at the spacing recommended by the City. Appropriate spacings are 15 metres along arterials, 10 metres along local and collector streets, lower spacing for smaller trees. If boulevard tree planting is not feasible along a street right-of-way, then tree planting along the front and exterior lot boundaries may be required at appropriate intervals.			✓	
For street tree selection along public boulevards, use the City's "Landscape Standards and Recommended Species Guide" as a reference.			✓	
Perimeter landscaping to reduce the visual impact of parking may be required in some situations. This will typically be a combination of grass, low shrubs and deciduous trees to retain visibility.		✓		
Locate refuse and recycling container areas where they are accessible to businesses and to container pick-up trucks, screen them with an appropriate durable enclosure, and provide landscaping around the perimeter of the enclosure where possible. Avoid direct exposure of refuse and recycling areas to public streets.		✓		

FILE #: DP-466

Address: 550 Trans Canada Highway NE

Access, Circulation and Parking Area Guidelines

	Y	P	N	N/A
Minimize potential pedestrian and vehicular conflicts through well defined streets and parking lot accesses that respect pedestrian corridors. Develop shared vehicular access points and parking lots where possible.		✓		
Locate parking lots at the rear of lots, or to the sides of buildings where required and no parking is available in the rear.				✓
Design parking lots for efficient circulation of all types of vehicles, with a layout that discourages speeding and provides safe pedestrian routes from parking lots to sidewalks and building entrances		✓		
Parking areas shall be hard surfaced in accordance with the City's Zoning Bylaw.	✓			
Encourage bioswales, permeable paving, and other design techniques that allow greater infiltration of water in and around parking areas.			✓	
Provide curb let-downs to accommodate universal accessibility from disabled parking spaces to sidewalks and buildings.	✓			
In parking areas in excess of 20 stalls, intersperse intensively landscaped islands or bioswales at least 1.5 metres wide, planted with hardy vegetation and shade trees. Provide landscaping at the ends of parking rows, within and around parking lots as needed to define parking clusters, increase human comfort, provide visual relief, and increase infiltration of rain water.			✓	
Encourage underground or below grade parking that is well-lit and secured				✓
Include low intensity lighting in parking areas, designed and constructed for convenient pedestrian and vehicular access.	<i>To be determined at time of Building Permit</i>			
Design on-site lighting to minimize glare and overspill into the development, to adjacent properties, and into the sky. Submission of a detailed lighting plan may be required.	<i>To be determined at time of Building Permit</i>			

Reviewed by: Planner I

Date: November 10, 2025

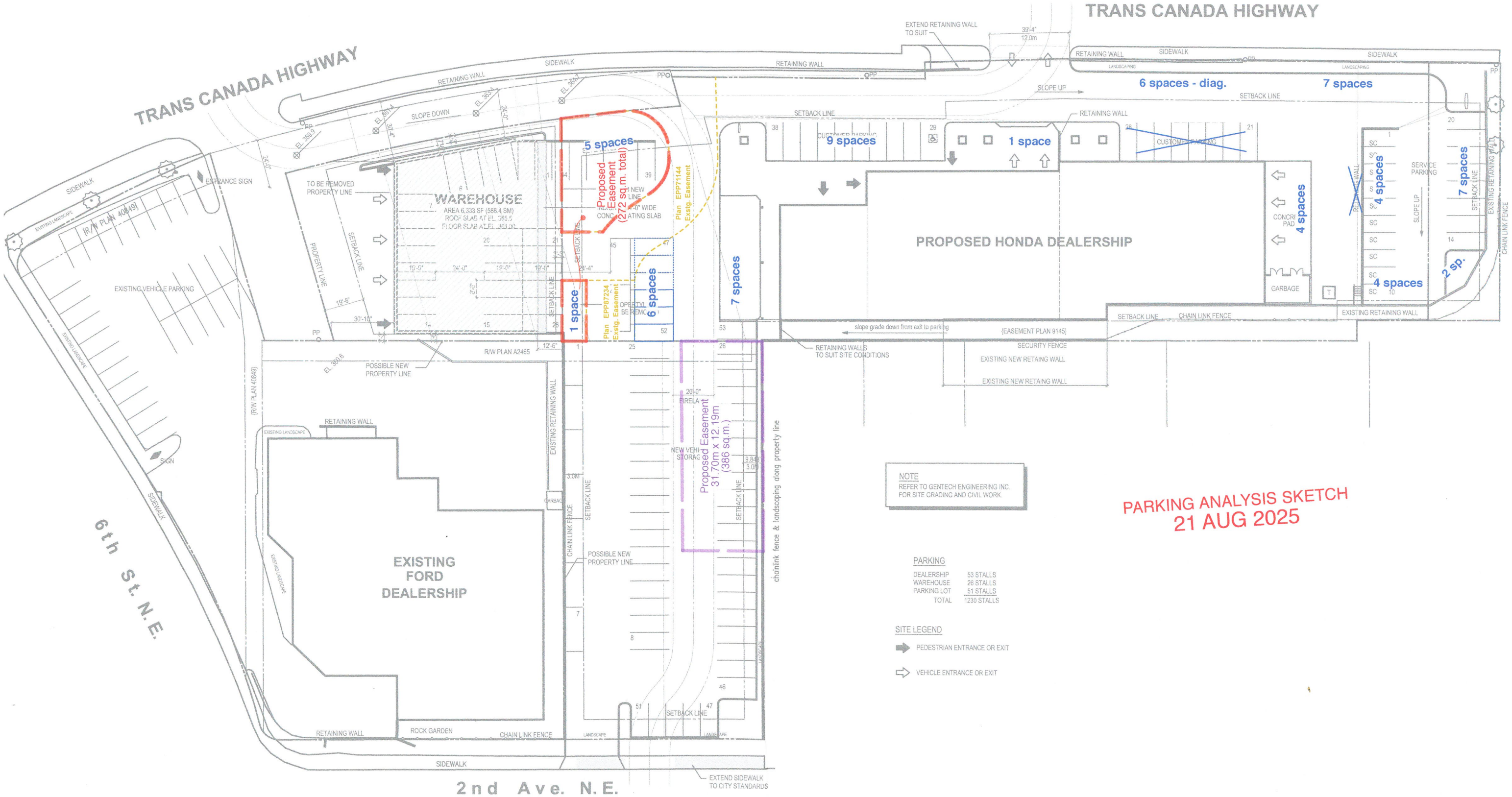
CROSSTOWN PARCEL - PARKING

Existing usage: - as shown - total 63 spaces (3 of which encroach on existing easement -----)

Proposed - per easement swap shown on Warehouse DP Site Plan (also shown here):

- on Crosstown parcel: decrease 5 + 1 + 3 spaces (total 9), for a reduction to 54 spaces
- on new easement on Jacobson parcel: add 12 spaces - for a total of 66 spaces

TH





***Memorandum from the
Engineering and Public
Works Department***

TO: Gary Buxton, Director of Planning
 DATE: April 22, 2025
 PREPARED BY: Mustafa Zakreet, Project Coordinator - Capital Works
 APPLICANT: MBM Ventures Inc. Mike Vandermeer
 SUBJECT: DEVELOPMENT PERMIT APPLICATION No. DP-466
 LEGAL: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD,
 Plan EPP85132
 CIVIC: 550 Trans-Canada Highway NE

Further to your referral dated April 1, 2025, we provide the following servicing information.

Comments are based on the Subdivision/Development as proposed in the referral. If the development plans for the property change significantly, comments below may change

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control (ESC) measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the

SUBDIVISION APPLICATION FILE: DP-466

April 22, 2025

Page 2

requirements of the Subdivision and Development Servicing bylaw 4293. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

10. For the off-site improvements at the time of the building permit the applicant will be required to submit for the City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. Trans-Canada Highway on the subject property's northern boundary is a provincial controlled access highway. Additional dedication/improvements will be determined by Ministry of Transportation.

Water:

1. The subject property fronts a 300mm diameter Zone 1 water main on Trans-Canada Highway, a 200mm diameter Zone 1 watermain that runs along the west property line and a 150mm diameter Zone 1 watermain situated along the south property line. Upgrading the 150mm diameter watermain to 200mm diameter across the frontage of the property is required. Since this upgrade is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. Increasing the existing right-of-way width over the 150mm water main to 6.5 meters is also required. Owner / Developer is responsible for all associated costs.
2. Records indicate that the existing property is serviced by a 100mm service from the 150mm diameter watermain that runs along the south property line, and no further upgrade is required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property fronts on a 200mm diameter sanitary sewer on Trans-Canada Highway, a 200mm diameter sanitary sewer that runs along the west property line and a 150mm diameter sanitary sewer situated along the south property line. Upgrading the 150mm diameter watermain to 200mm diameter across the frontage of the property is required. Since this upgrade is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. Owner / Developer is responsible for all associated costs.

SUBDIVISION APPLICATION FILE: DP-466

April 22, 2025

Page 3

2. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer along the east property line. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).

Drainage:

1. The subject property fronts on a 600mm storm sewer diameter on Trans-Canada Highway and a 250mm diameter storm sewer runs along the north property line. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 150mm service from the storm sewer on Trans-Canada Highway. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan (April 2020)

Geotechnical:

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), is required.

Mustafa Zakreet
Project Coordinator - Capital Works

Jenn Wilson P.Eng.
Manager of Engineering

TO: Gary Buxton, Director of Development Services
 DATE: 24 July 2025
 PREPARED BY: Nate Johnson, Engineering Assistant
 SUBJECT: **DEVELOPMENT PERMIT APPLICATION No. DP-466 - with
variances to the Subdivision and Servicing Bylaw No.4293**
 OWNER: **MBM Ventures Inc. - Mike Vandermeer & Mark Schneider**
 AGENT: **Owner**
 LEGAL: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP85132
 CIVIC: **550 Trans-Canada Highway NE**

Further to the request for variance dated June 23, 2025; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances.

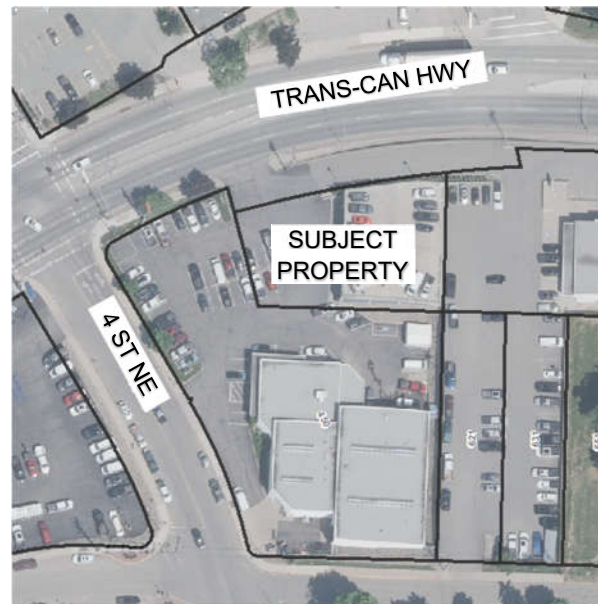
The applicant is requesting a variance to Subdivision & Servicing Bylaw 4293, Section 4.0 as follows:

1. Waive the requirement to upgrade the existing 150mm sanitary sewer across the southern boundary of the property.
2. Waive the requirement to upgrade the existing 150mm watermain across the southern boundary of the property.

Background:

A development permit application for the subject parcel was submitted on April 1 2025. This triggered the SDSB requirements that developers upgrade their frontage to a specific service level and provide adequate servicing to the parcel and to the furthest extent of their parcel.

Gentech Engineering has been engaged by the owner and has provided a cost estimate for the works involved in the design and upgrade of the water and sanitary infrastructure, totaling **\$102,400.20**. A detailed breakdown of costs have been provided in **Appendix C**.



1. Waive the requirement to upgrade the existing 150mm sanitary sewer across the southern boundary of the property.

The sanitary main on the eastern and western sides of the subject property are constructed to 200 mm diameter. The 150 mm section across the frontage creates a capacity and maintenance bottleneck within the system. Upgrading this segment to 200 mm will ensure consistent pipe sizing, improve hydraulic performance, and reduce the risk of flow restrictions and long-term operational issues. This is consistent with the intent of Section 4.0 of Subdivision and Development Servicing Bylaw No. 4293, which aims to ensure long-term servicing capacity and network reliability.

Although no immediate downstream capacity issues have been reported, introducing higher flows into an undersized segment between two larger mains increases the potential for maintenance issues and localized backups. Sanitary systems are less forgiving of these bottlenecks, particularly as future redevelopment adds load to the network.

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement to upgrade the sanitary main be denied.

2. Waive the requirement to upgrade the existing 150mm watermain across the southern boundary of the property.

The subject property is currently fronted by a 300 mm diameter Zone 1 watermain along the Trans-Canada Highway, a 200 mm main along the west property line, and a 150 mm main along the southern frontage. Upgrading the 150 mm segment to 200 mm is required under the Subdivision and Development Servicing Bylaw No. 4293 to meet the minimum standards for Commercial, High Density Residential, and Institutional zones.

Watermain sizes are determined based on required fire flows, which are significantly higher for these zones (150 L/s minimum) compared to single-family residential (60 L/s). While current pressures and looping in the downtown Zone 1 network are generally strong, the 150 mm section still represents a capacity bottleneck between two larger mains. Upsizing this segment would support fire protection, increase system redundancy, and align with long-term network continuity goals.

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement to upgrade the watermain be denied. However, this upgrade may be considered a lower priority relative to the sanitary main.



Nate Johnson, ASCT
Engineering Assistant



Jennifer Wilson, P.Eng
Manager of Engineering

Appendix A- Sanitary Map



Appendix B Water Map



Appendix C Service Estimate (Gentech)

550 Trans-Canada HWY (Jacobson Ford)
June 2025
Class D Cost Estimate

Page 1 of 3

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
1.0	Div. 01	General Requirements				
		Other				
1.01		Mobilization and Demobilization	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
Subtotal: Division 01 - General Requirements						\$ 5,000.00
2.0	Div. 03	Concrete				
	03 30 20	Concrete Walks, Curb and Gutter				
2.01	1.4.3, 1.4.4	Machine Placed or Hand Formed Curb & Gutter median curb	Lineal Metre	5	\$ 225.00	\$ 1,125.00
Subtotal: Division 03 - Concrete						\$ 1,125.00
3.0	Div. 31	Earthwork				
	31 24 13	Roadway Excavation, Embankment and Compaction				
3.01	1.8.4	Remove Ex. Asphalt or Concrete Pavement, Sidewalks, Utility Strips, Driveways all thicknesses, c/w off-site disposal	Square Metre	150	\$ 12.50	\$ 1,875.00
Subtotal: Division 31 - Earthwork						\$ 1,875.00
4.0	Div. 32	Roads and Site Improvements				
	32 11 16.1	Granular Sub-Base				
4.01	1.4.2S	Granular Sub-Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	50	\$ 75.00	\$ 3,750.00
	32 11 23	Granular Base				
4.02	1.4.1S	Granular Base variable thickness for roads, sidewalks, and driveways	Cubic Metre	15	\$ 150.00	\$ 2,250.00
	32 12 16	Hot-Mix Asphalt Concrete Paving				
4.03	1.5.1S, 1.5.2	Asphalt Pavement - Upper Course # 2 50mm thickness	Square Metre	150	\$ 45.00	\$ 6,750.00
Subtotal: Division 32 - Roads and Site Improvements						\$ 12,750.00

Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
5.0	Div. 33	Utilities - Water				
	33 11 01	Waterworks				
5.01	1.8.1, 1.8.2	Watermain PVC C900 DR18 200ø, all depths, imported backfill	Lineal Metre	50	\$ 325.00	\$ 16,250.00
5.02	1.8.13	Watermain Tie-In to existing 150ø, c/w couplers	Each	2	\$ 1,500.00	\$ 3,000.00
Subtotal: Division 33 - Utilities - Water						\$ 19,250.00
6.0	Div. 33	Utilities - Sanitary				
	33 30 01	Sanitary Sewers				
6.01	1.6.1, 1.6.2	Sewer Pipe PVC SDR35 200ø, all depths, imported backfill	Lineal Metre	40	\$ 275.00	\$ 11,000.00
6.02	1.6.7	Sanitary Tie-In to existing 150ø, c/w couplers & fittings as required	Each	2	\$ 1,500.00	\$ 3,000.00
	33 44 01	Sanitary Manholes				
6.03	1.5.1(1)	Manhole 1050ø, c/w base, lid, slab, frame & cover	Each	1	\$ 10,500.00	\$ 10,500.00
Subtotal: Division 33 - Utilities - Sanitary						\$ 24,500.00

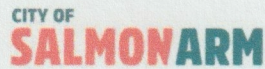
Item No.	MMCD Ref.	Description	Unit	Quantity	Unit Price	Amount
Summary of Cost Estimate						
1.0	Div. 01	General Requirements				\$ 5,000.00
2.0	Div. 03	Concrete				\$ 1,125.00
3.0	Div. 31	Earthwork				\$ 1,875.00
4.0	Div. 32	Roads and Site Improvements				\$ 12,750.00
5.0	Div. 33	Utilities - Water				\$ 19,250.00
6.0	Div. 33	Utilities - Sanitary				\$ 24,500.00
Subtotal: Construction						\$ 64,500.00
7.0	Class D	Contingency (35%)				\$ 22,575.00
Subtotal: Construction w/ Contingency						\$ 87,075.00
8.0		Engineering				
		Design (5%)				\$ 4,353.75
		Field Services (5%)				\$ 4,353.75
		Records (1%)				\$ 870.75
		Materials Testing (QA) (1%)				\$ 870.75
Subtotal: Engineering						\$ 10,449.00
Subtotal						\$ 97,524.00
GST (5%)						\$ 4,876.20
Total						\$ 102,400.20



EGBC #1000946

Cost Estimate Notes:

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
- 2) Unit Prices are influenced by supply & demand for both contractors and materials at the time of construction, thereby affecting the final cost.
- 3) Unless noted otherwise, prices do not include BC Hydro, Telecommunications, FortisBC, Legal Survey (BCLS) and property/right-of-way acquisitions.
- 4) Unless noted otherwise, prices do not include Geotechnical, Environmental and Archaeological studies, reviews, and approvals.
- 5) Unit Prices are estimated in 2025 Canadian Dollars for similar works and exclude taxes.



DESIGN REVIEW PANEL
May 8, 2025, 2:30 pm - Online, City Hall

Present: Aiden Poehnell (Panel Member)
Verna Burton (Panel Member)
Bill Laird (Panel Member - Chair)
Marc Lamerton (Panel Member)
Dennis Lowe (Panel Member)
Al Waters (Panel Member)
Trent Sismey (Panel Member)
Aubree Jeffrey (staff)
Chris Larson (staff)
Mike Vandermeer (Applicant)

1. Development Permit Application No. DP-466
550 Trans-Canada Highway NE – Mike Vandermeer (MBM Ventures Inc.)

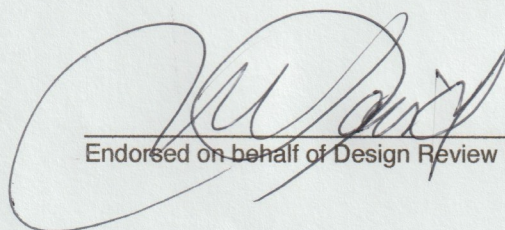
The application was presented by staff and the applicant. The application was reviewed and discussed by the DRP. Panel members asked questions to clarify and discussed the proposal. The buildings south facing façade and exterior materials were discussed. The DRP is satisfied with the design of the building.

The DRP is supportive:

Panel Recommendation

THAT the DRP supports application DP-466 as presented.

Next meeting proposed June 12, 2025.



Endorsed on behalf of Design Review Panel