

# City of Surrey PLANNING & DEVELOPMENT REPORT File: 7914-0358-00

Planning Report Date: January 11, 2016

#### PROPOSAL:

- Development Permit
- Development Variance Permit

to permit the development of two multi-unit light industrial buildings.

LOCATION: 18999 - 32 Avenue

18965 - 32 Avenue

**OWNER:** KJR Developments Ltd.

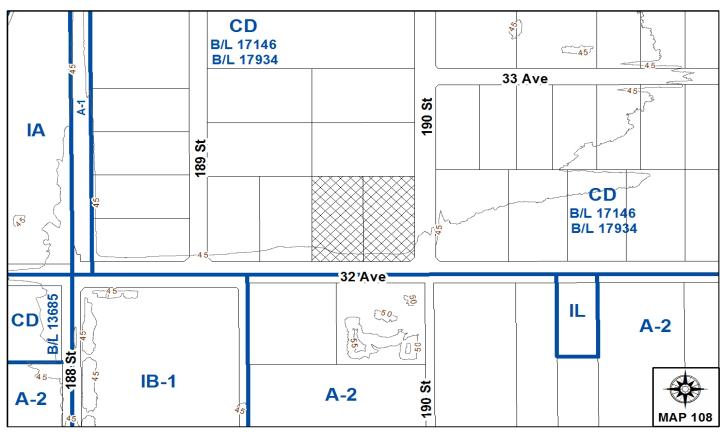
**ZONING:** CD (By-law Nos. 17146 & 17934)

**OCP DESIGNATION:** Mixed Employment

**LAP DESIGNATION:** Business Park with Landscaping

Strip and a Walking/Cycling

Pathway



#### RECOMMENDATION SUMMARY

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

## DEVIATION FROM PLANS, POLICIES OR REGULATIONS

• The Development Variance Permit is required to vary the rear (west) yard setback in the CD zone (By-law No. 17146) from 7.5 m (25 ft.) to 0.0 m.

#### RATIONALE OF RECOMMENDATION

- The proposal complies with the Official Community Plan (OCP) and the Campbell Heights Business Park Local Area Plan (LAP).
- The proposed development is consistent with the design guidelines outlined in the Campbell Heights LAP and the general development permit approved for Campbell Heights North.
- The CD Zone permits one side yard setback to be reduced to 0.0 metres if the lot abuts a commercial or industrial lot, but requires that the rear yard setback be 7.5 m (25 ft.). The subject site is at the corner of 32 Avenue and 190 Street. While technically the west property line is a rear yard, it functions as a side yard. The buildings are primarily oriented towards 32 Avenue, which is the most publically visible frontage. Similarly, the north property line, while technically a side yard, functions as a rear yard and maintains a setback greater than the 7.5 m (25 ft.) required for a rear yard. The proposal meets the intention of the CD Zone by allowing only one setback at 0.0 m on an interior lot line.

# **RECOMMENDATION**

The Planning & Development Department recommends that:

- 1. Council authorize staff to draft Development Permit No. 7914-0358-00 generally in accordance with the attached drawings (Appendix II).
- 2. Council approve Development Variance Permit No. 7914-0358-00 (Appendix IV) varying the following, to proceed to Public Notification:
  - (a) to reduce the minimum rear (west) yard setback of the CD Zone from 7.5 m (25 ft.) to 0.0 m (0.0 ft.);
- 3. Council instruct staff to resolve the following issues prior to approval:
  - (a) consolidation of the two subject properties;
  - (b) submission of a landscaping plan and landscaping cost estimate to the specifications and satisfaction of the Planning and Development Department; and
  - (c) resolution of all urban design issues to the satisfaction of the Planning and Development Department.

#### **REFERRALS**

Engineering: The Engineering Department has no objection to the project as

outlined in Appendix III.

Surrey Fire Department: The Fire Department has no concerns with the proposed

development.

# **SITE CHARACTERISTICS**

<u>Existing Land Use:</u> Undeveloped industrial land.

# **Adjacent Area:**

Direction	Existing Use	OCP/LAP	Existing Zone
		Designation	
North, east (across 190	Undeveloped	Mixed	CD (By-Law Nos.
Street), and west:	industrial lots	Employment/Business	17146/17934)
		Park	
South (Across 32 Avenue):	Agricultural lots	Mixed	A-2
		Employment/Business	
		Park (Office) and	
		Landscaping Strips	

## **DEVELOPMENT CONSIDERATIONS**

# Context

- The subject site is 1.2 ha (3.0 acres) and consists of two properties. It is located at the northwest corner of 32 Avenue and 190 Street in the Campbell Heights North area.
- A right-of-way for a multi-use pathway was registered adjacent to 32 Avenue when the subject lots were created. The pathway has already been constructed.

# **Proposal**

- The applicant proposes a Development Permit for two multi-unit light industrial buildings. A
  Development Variance Permit is also proposed for a reduced rear yard setback. No specific
  tenants are known at this time.
- The gross floor area of both buildings will include 4,328 m² (46,591 ft²) of ground floor space, with a possible additional 1,731 m² (18,635 ft²) of mezzanine space. The gross floor area will therefore be a maximum of 6,060 m² (65,220 ft²), representing a net floor area ratio (FAR) of 0.50, which is below the maximum 1.0 FAR permitted.
- The building will be 8.4 m (27.5 ft.) tall.
- The application is currently on two separate properties, which the applicant proposes to consolidate through the Land Titles Office. Consolidation must be finalized before the Development Permit can be approved.
- The application includes a proposal to vary the minimum rear yard setback from 7.5 m (25 ft.) to 0.0 m.

# **PRE-NOTIFICATION**

• The proposal was referred to the Little Campbell Watershed Society (LCWS) for review and comment. The LCWS has no concerns with the current proposal.

#### DESIGN PROPOSAL AND REVIEW

# **Building Design**

- The proposed building and site plan are consistent with the design guidelines outlined in the Campbell Height LAP and the Campbell Heights North Design Guidelines document.
- The building is proposed to be tilt-up concrete, painted in Sandy Brown, Hancock gray and Deer Granite.
- Cherry Creek Brick masonry is proposed as an accent material on the ground floor of the building.

- Glazing will be blue tinted.
- The southwest corner of Building A will be recessed slightly due to the possibility of a building being constructed with a o.o m setback on the neighbouring lot. The building recess, if it is mirrored on the adjacent building, will allow for a cohesive interface between the two frontages.
- Steel canopies are proposed above some unit entries. All entries will also be recessed by at least 1.0 m (3.3 ft.) to provide weather protection.
- The roof lines on the south side of Building A and the north side of Building B will include varied heights.

# Parking, Access, and Circulation

- Two vehicle accesses are proposed: one on 190 Street and one on 32 Avenue.
- At the time of subdivision, the circulation concept had been to allow only one driveway access
  on 32 Avenue for all four lots on this block. That driveway would have been shared between
  the two interior lots and would have been located on the shared lot line between the subject
  site and the lot to the west. As a result of the current proposal, the concept has been revised
  to allow two driveways on 32 Avenue.
- The site plan for the subject application has been designed to accommodate only smaller trucks. Larger trucks are not anticipated. Because a shared driveway would have required the design of this site to be altered to accommodate large trucks, and because the proposed consolidation will now allow a minimum 50 m (165 ft.) spacing between driveways, two driveways on 32 Avenue are acceptable.
- Driveway access on 32 Avenue is restricted to right-in/right-out movements only.
- The southern building will have ten overhead doors and the northern building will have nine. The two buildings could contain a maximum of 19 units in total.
- All loading bays are accessed from the interior drive-aisle, located between Buildings A and B.
   Pedestrian entries to the units will be on the south side of Building A and the north side of Building B.
- There are two proposed pedestrian entries to the site from the multi-use pathway on 32 Avenue. An additional pedestrian crossing is located near the 190 Street driveway.
- The proposal includes 93 parking spaces, which exceeds the 61 spaces required by the Zoning By-law.

# **TREES**

• An arborist report was not required because there are no trees and very little vegetation on the property.

# Landscaping

- The landscaping plan has not yet been finalized but is generally acceptable. Some minor revisions are still required.
- The proposed landscaping must reflect the registered restrictive covenant for landscaping and storm-water management along the street frontages. The restrictive covenant requires installation of a bio-swale and associated rain garden with planted trees, shrubs, and groundcover. In this regard, the applicant proposes a rain garden along both the 32 Avenue and 190 Street frontages.
- Planting in the rain gardens includes trees, shrubs, and ground cover and the swales contain boulders to slow water flow and collect sediment.
- A right-of-way has been registered for a multi-use pathway on the subject site, adjacent to 32 Avenue. The right-of-way is 4.0 m (13 ft.) wide. It includes a 3.5 m (11.5 ft.) asphalt pathway, which has already been constructed, and a 0.5 m (1.6 ft.) maintenance strip that will be planted with grass.
- The CD Zone requires a landscaping strip along both street frontages. On 32 Avenue, which is a major road, the By-law requires a landscaping strip that is 6.0 m (19.7 ft.) wide. For 190 Street, which is a local road, the landscaping strip must be a minimum of 3.0 m (9.8 ft.) wide.
- A 3.0 m (9.8 ft.) -wide planting strip will be provided adjacent to the 4.0 m right-of-way along 32 Avenue, for a total of 7.0 m (23 ft.) for the landscaped setback adjacent to 32 Avenue.
- 49 trees, including katsura, cherry, crabapple, ash, and maple, are proposed to be planted within the landscaped areas. Most trees will be located between the buildings and the streets.
- Additional plantings include azalea, heather, rhododendrons, laurel, grasses, and rushes.
- The garbage and recycling enclosure is located at the rear of the property, in the northwest corner, and will be screened from view. It will have swing gates with a decorative metal grill.

# SUSTAINABLE DEVELOPMENT CHECKLIST

The applicant prepared and submitted a sustainable development checklist for the subject site on January 4, 2016. The table below summarizes the applicable development features of the proposal based on the seven (7) criteria listed in the Surrey Sustainable Development Checklist.

Sustainability Criteria	Sustainable Development Features Summary
1. Site Context & Location (A1-A2)	• The proposal is consistent with the Campbell Heights Local Area Plan.
2. Density & Diversity (B1-B7)	• The proposed FAR of 0.50 is below the maximum permitted FAR of 1.0.
3. Ecology & Stewardship (C1-C4)	• The development incorporates roof downspout disconnection, rain gardens, and sediment control devices.
4. Sustainable Transport & Mobility (D1-D2)	• A multi-use pathway is located on the subject property, adjacent to 32 Avenue.
5. Accessibility & Safety (E1-E3)	• n/a
6. Green Certification (F1)	• n/a
7. Education & Awareness (G1-G4)	• n/a

# **ADVISORY DESIGN PANEL**

• The application was not referred to the Advisory Design Panel (ADP), but was reviewed by City Staff and found to be satisfactory. The proposed development was evaluated based on compliance with the design guidelines for Campbell Heights North and the OCP.

## **BY-LAW VARIANCE AND JUSTIFICATION**

# (a) Requested Variance:

• Reduce the minimum rear (west) yard setback of the CD Zone (By-law No. 17146) from 7.5 m (25 ft.) to 0.0 m.

# Applicant's Reasons:

• The CD By-law allows one building setback to be reduced to o.om, except that it is required to be a side yard setback. Because the subject site is on a corner, the side and the rear yards are not clearly differentiated. The applicant proposes to reduce the rear yard to o.o m but the side yard setback will be greater, at 15.8 m (51.7 ft.).

#### **Staff Comments:**

 Because of the dimensions of the lot, the west property line is considered to be the rear lot line.

• The CD Zone allows one side yard setback to be reduced to o.o m, but requires a minimum of 7.5 m to the rear property line.

• Staff support the proposed variance because the intention of the by-law is being met.

# **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. Site Plan, Building Elevations, Landscape Plans and Perspective

Appendix III. Engineering Summary

Appendix IV. Development Variance Permit No. 7914-0358-00

# **INFORMATION AVAILABLE ON FILE**

(All the following are optional depending on the individual case)

• Complete Set of Architectural and Landscape Plans prepared by Ionic Architecture and JHL Design Group, respectively, dated December 23, 2015.

original signed by Ron Hintsche

Jean Lamontagne General Manager Planning and Development

# MRJ/dk

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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: Samuel M. Chan

Ionic Architecture Inc.

Address: #201, 5500 – 152 Street

Surrey, BC V<sub>3</sub>S<sub>5</sub>J<sub>9</sub>

Tel: 778-571-0618

2. Properties involved in the Application

(a) Civic Address: 18999 - 32 Avenue

18965 - 32 Avenue

(b) Civic Address: 18999 - 32 Avenue

Owner: KJR Developments Ltd

PID: 029-167-086

Lot 9 Section 28 Township 7 New Westminster District Plan Epp31532

(c) Civic Address: 18965 - 32 Avenue

Owner: KJR Developments Ltd

PID: 029-167-094

Lot 10 Section 28 Township 7 New Westminster District Plan Epp31532

- 3. Summary of Actions for City Clerk's Office
  - (a) Proceed with Public Notification for Development Variance Permit No. 7914-0358oo 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 the final approval of the Development Permit.

# **DEVELOPMENT DATA SHEET**

**Existing Zoning:** CD (By-law Nos. 17146 & 17934)

Required Development Data	Minimum Required /	Proposed
LOT ADDA 4	Maximum Allowed	
LOT AREA* (in square metres)		
Gross Total		
Road Widening area		
Undevelopable area		
Net Total	12,167	
LOT COVERAGE (in % of net lot area)		
Buildings & Structures		
Paved & Hard Surfaced Areas		
Total Site Coverage	60%	35%
SETBACKS ( in metres)		
Front	16.0	20.6
Rear	7.5	0.0
North Side	7.5	15.8
South Side	9.0	20.3
BUILDING HEIGHT (in metres/storeys)		
Principal	14	8.4
Accessory		
NUMBER OF RESIDENTIAL UNITS		
Bachelor		
One Bed		
Two Bedroom		
Three Bedroom +		
Total		
FLOOR AREA: Residential		
FLOOR AREA: Commercial		
Retail		
Office		
Total		
FLOOR AREA: Industrial		6,060
FLOOR AREA: Institutional		
TOTAL BUILDING FLOOR AREA		6,060

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

# 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)	1.0	0.5
AMENITY SPACE (area in square metres)		
Indoor	+	
Outdoor		
PARKING (number of stalls)		
Commercial		
Industrial	61	93
Residential Bachelor + 1 Bedroom		
2-Bed		
3-Bed		
Residential Visitors		
Institutional		
Total Number of Parking Spaces		93
Number of disabled stalls		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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# CAPTURE -1-N.T.3L



CAPTURE -2- cproposed bldg.>
sed= N.T.S.



PROPOSED BUILDINGS





SITE - AIR PHOTO

SUBJECT PROPERTY



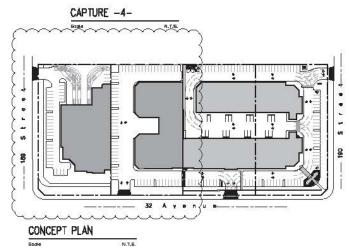


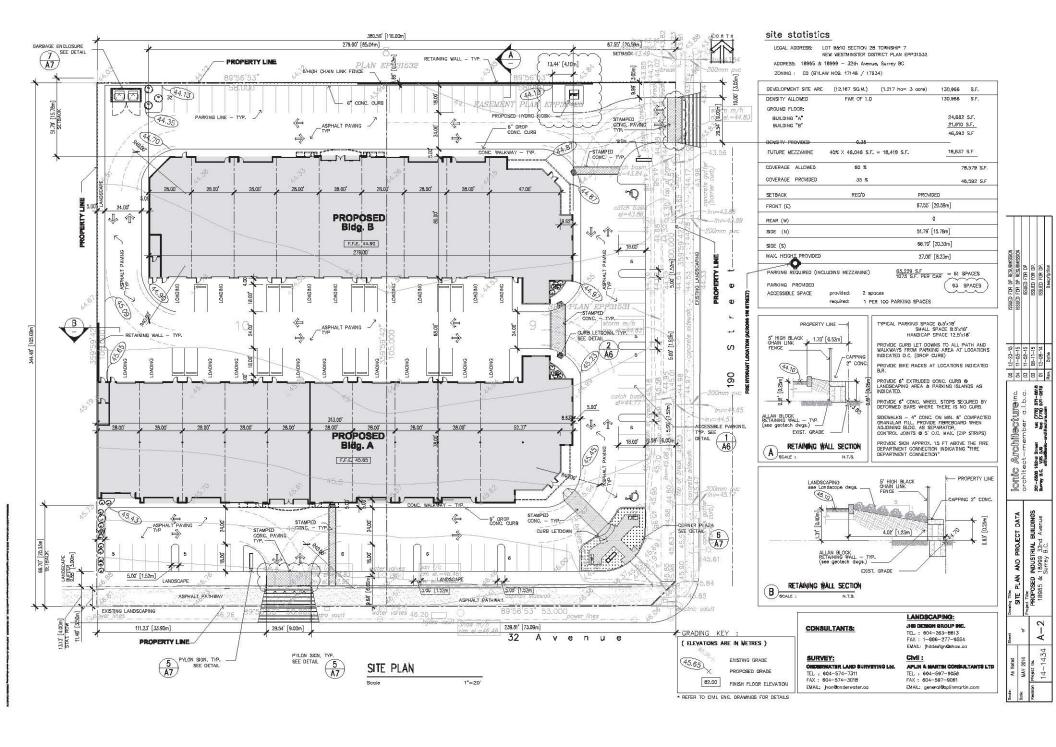
CAMPBELL HEIGHTS CONTEXT PLAN

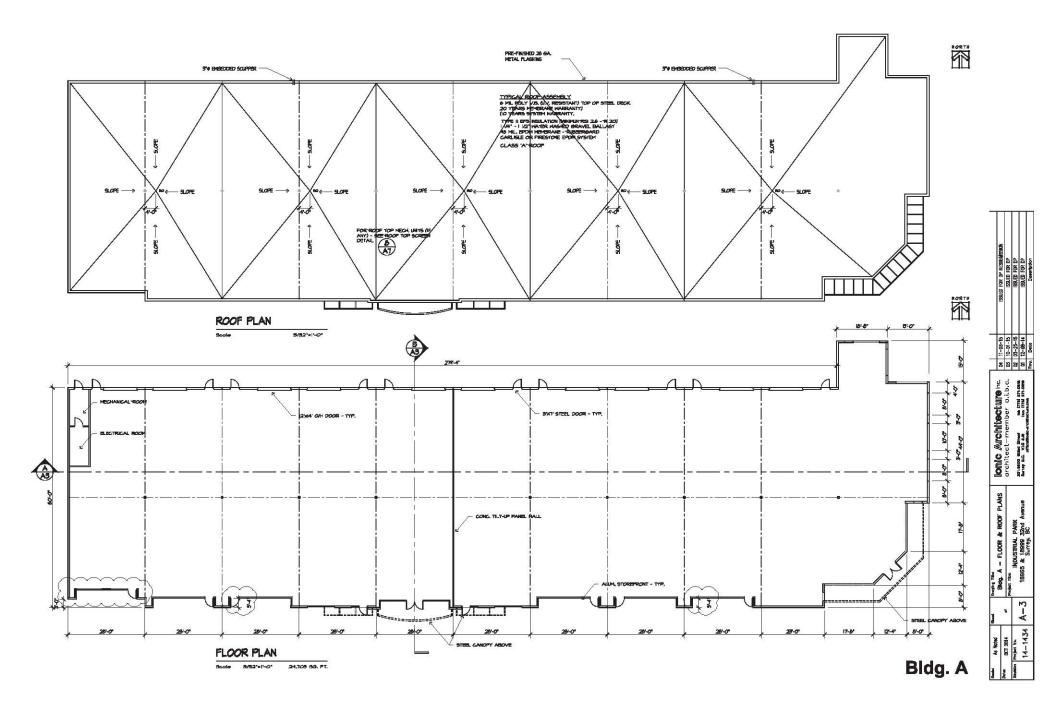


CAPTURE -3-

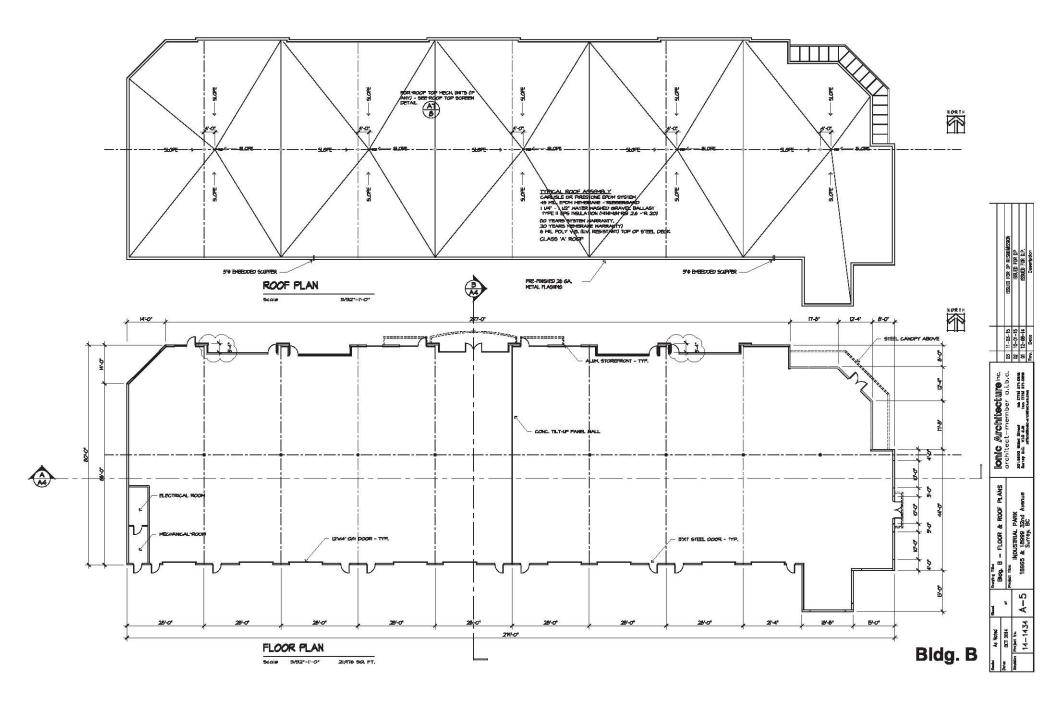




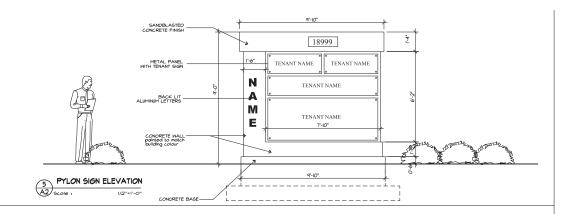


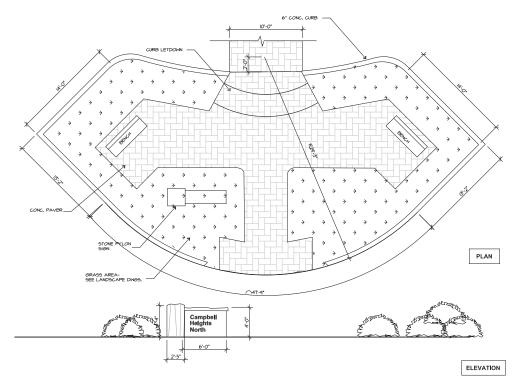




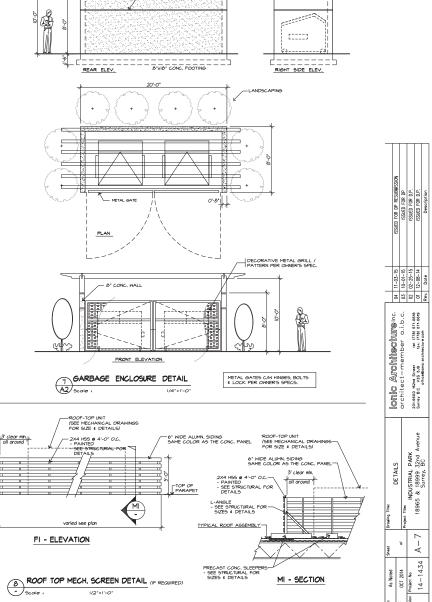








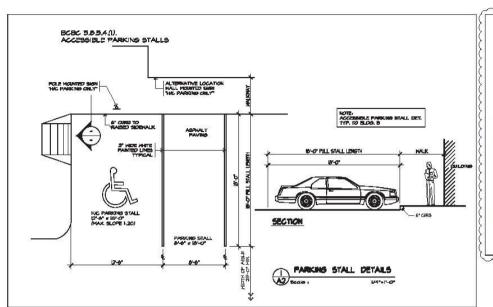


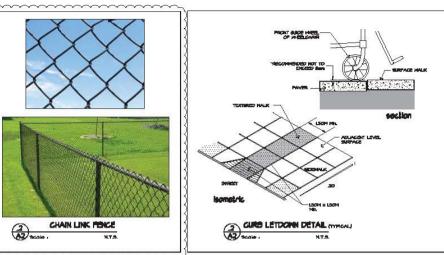


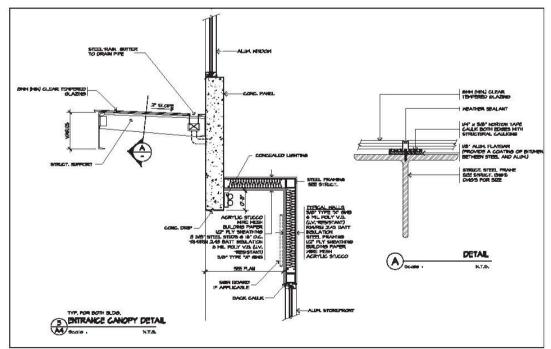
5\*x8\* STEEL POST

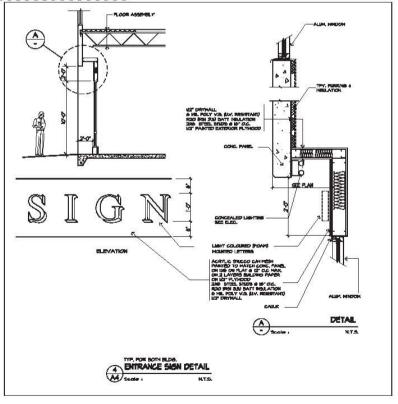
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\_\_ 2"REVEAL









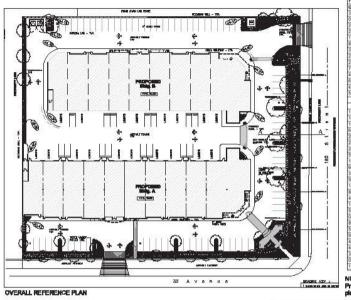
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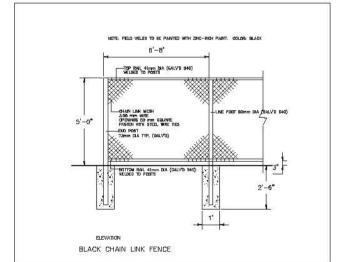
PLAN	IT LIST			1	
Quantit	Symbols	Botanical Name	Common Name	Size	Specing
3	A	Cercidiphystum japoneca	Katsura	7cm cal B&B	as shown
0	B	Gleditsia friacanthos Inermis Harka'	Thomless Halka Honeylocust	7cm cal B&B	as shown
	C	Acer rubrum Bowhalf	Bowhall Maple	6cm cat 8&8	as shown
	D	Fraxinus excelsior 'Golden Desert'	Golden Desert Ash	7cm cal B&B	as shown
	E .	Acer rubum 'Armstrong'	Armstrong Maple	6cm cal B&B	as shown
В	F.	Prunus serulata Kwanzani	Kwanzan Cherry	6cm cal B&B	as shown
	G	Styrax japonica Rosea'	Pink Japanese Snowbell	ficm cal B&B	as shown
	H	Cornus mas	Cometan Cherry Dogwood	6cm cal B&B	as shown
	1	Pseudotruga menziesii	Douglas Fir	3.5m High	as shown
	J	Malus zumi "Calocarpa"	Zumi Calocarpa Cratiappie	6cm cal B&B	as shown
	K	Acer circinatum	Vine Maple	5cm cal B&B	as shown
3	L	Sorbus accupana	Mountain Ash	6cm cal B&B	as shown
£:	M	Fraxinus ornus 'Arie Peters'	Manna Ash	7cm cat B&B	as shown
6	N	Amelanciser Grandfera' Autumn Brilliance'	Berviceberry	6cm cal B&B	as shown
	Shrubs &				
18	a	Azalea japonica Diamant Lachs	Azalea	# 2 pot	as shown
69	D.	Erica x darleyensis Mediterranean Pink'	Mediterranean Pirk Heather	# ! pot	as shown
49	0	Carex morrows 'Auregvanegata'	Vartegated Siedge	# 1 pet	as shown
55	d	Mahonia aquifolium 'Compacta'	Dwarf Mahonia	# 2 pot	as shown
20	0	Cornus sericea	Rechwig Dogwood	# 3 pot	as shown
8	1:	Polystichum munitum	Western Sword Fern	# 2 pot	as shown
47	g	Festuca dahoensis	Bluebunch Fescue	a t pot	as shown
90	n :	Prunus Asitanica	Portugal Laurel	# 3 pet	as shown
101 56 31 56		Rose mediand Bonica	Rose	# 2 pot	as shown
56		Enca x distuartii 'kish Lemon'	Irish Lemon Heather	# 1 pot	as shown
11	K	Rhododendron Mary Fleming	Rhododendron	# 2 pot	as shown
56	1	Euphorbia characias wultersi	Evergreen Spurge	# 2 pot	as shown
15	m:	Rudbeckia fulgida 'Goldstrum'	Cone flower	# 2 pot	as shown
11	n.	Taxus x media Hicksii'	Hick's Yew	4' high, B&B	as shown
12	0	Buxus microphylla Winter Gem*	Asian Boxwood	3 high, B&B	as shown
140	p.	Helictotrichon sempervirens	Blue Oat Grass	# 1 pot	as shown
54	q	Osmanthus heterophyllus "Vanegatus"	Variegated False Holly	# 2 pot.	as shown
)	r.	Parthenociasus quinquefolia	Virginia Creeper	# 1 pot	as shown
	9.	Calamagostis x acutifors 'Karl Foerster'	Foersters Reed Grass	# 3 pot	as shown
5	t.	Photinia x Fraseti	Frasen Photinia	# 3 pot	as shown
1	ų.	iris sibirica Fight of Butterflies'	Siberian irls	# 1 pot	as shown
	V	liex x meserveae Blue Holly'	Blue Holly	# 2 pot	as shown
441	W	Juncus ensifotius*	Dagger-leaf rush	# 1 pot	18" 0.0
367	R.	juncus acxuminatus	Tapered Rush	# 1 pot	18" o.c.
2	y:	Thuja occidentalis 'Smaragd'	Emerald Green Cedar	B&B 5' High	as shown
173	2	Gaultheria shallon miquellana	Gaultheria	# 1 pot	as shown

NOTE:

Proposed pierts include many vertextise of drought tolerant plants and native plants to provide year round visual interest.

#### NOTES

- 1. Maintain min. 2% stops away from building.
- All plants and landscasp installtion to conform to BCSLA Landscape Standards Latest Edition.
- All growing medium to be tested by PSAI (604-273-8228) and amended accordingly if necessary, and to be tested again at Substantial Completion.
- 4. Minimum planting medium depthes lawn—87/150mm, 9° on slob groundcover & shrubs—18°/450mm, min 18° on slob
- tree=-12"/300mm, all around the rootball, 24" small trees on slab, 30" medium sized trees on slab. For detailed into see apacifications
- 5. All plant material shall meet minimum size requirements de indicated in plant lat.
- 6. Trees planted in lawn areas to have 1 m dia, mulched ring. 7. Make sure twine around rootballs to be out and removed to prevent griding.
- All progessed trace should be planted min. 3 m away from building foundation or face of buildings or retaining sails.
- Install min. 2" of composted bank mulch on all shrub beds after planting and rake smooth. Mulch to be "9.0mm screened composted bank mulch".
- Controctor to ensure all plant material delivered to site is from nurseries certified to be free from the Phytophthora ramorum virus (Sudden Oak Death).
- 11. Contractor to report any discrepancies in plant numbers immediately to Landscape Architect.
- 12. All on-site landscape to be irrigated with an automotic irrigation system.



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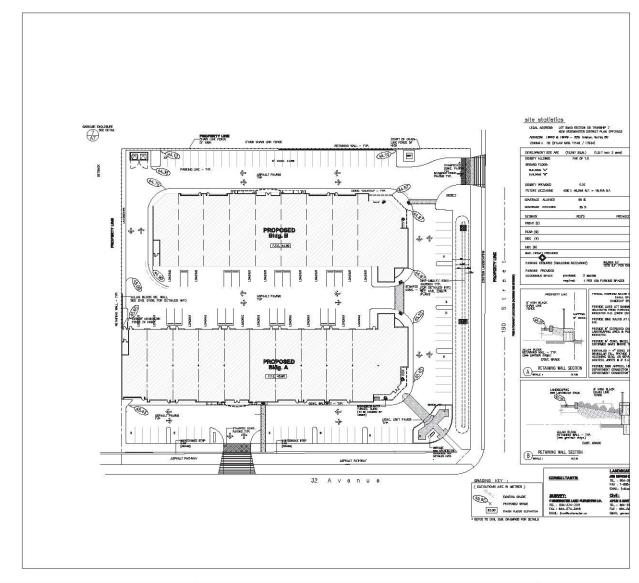
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Dec., 15	DP Submission	

#### JHL Design Group Inc. Landecepe Architecture + Urban Deelgn

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JOB NEL	JL	OVERALL REFERENCE PLANT PLANT LIST/ SECTION/ NOTESÉ DETAIL	
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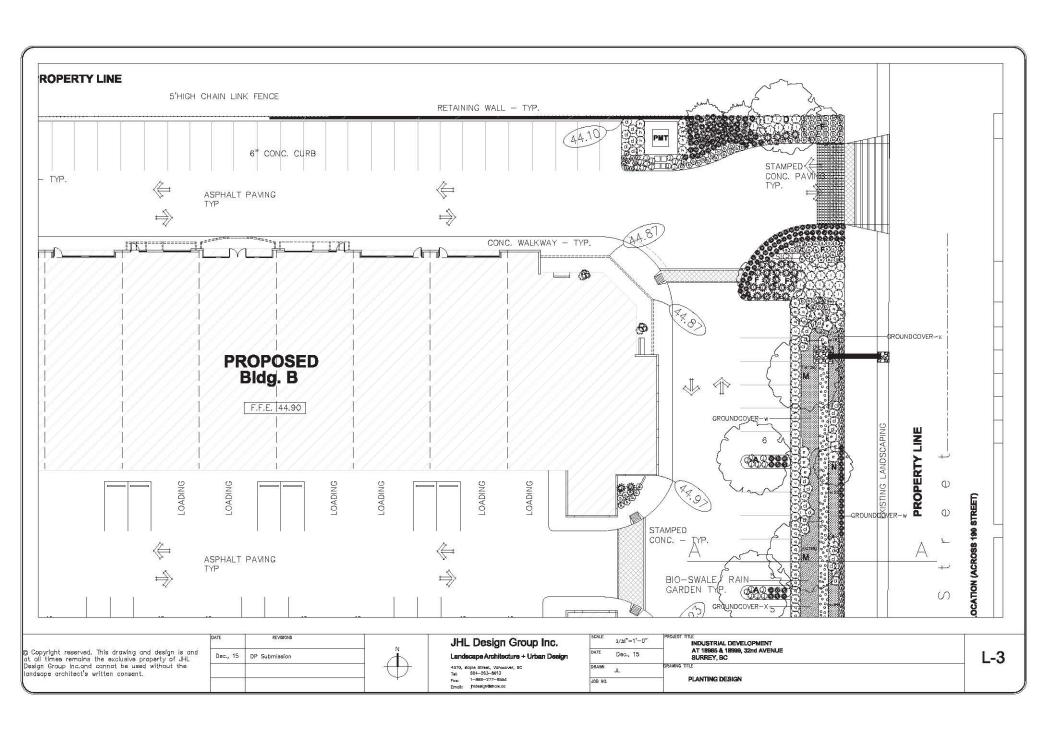
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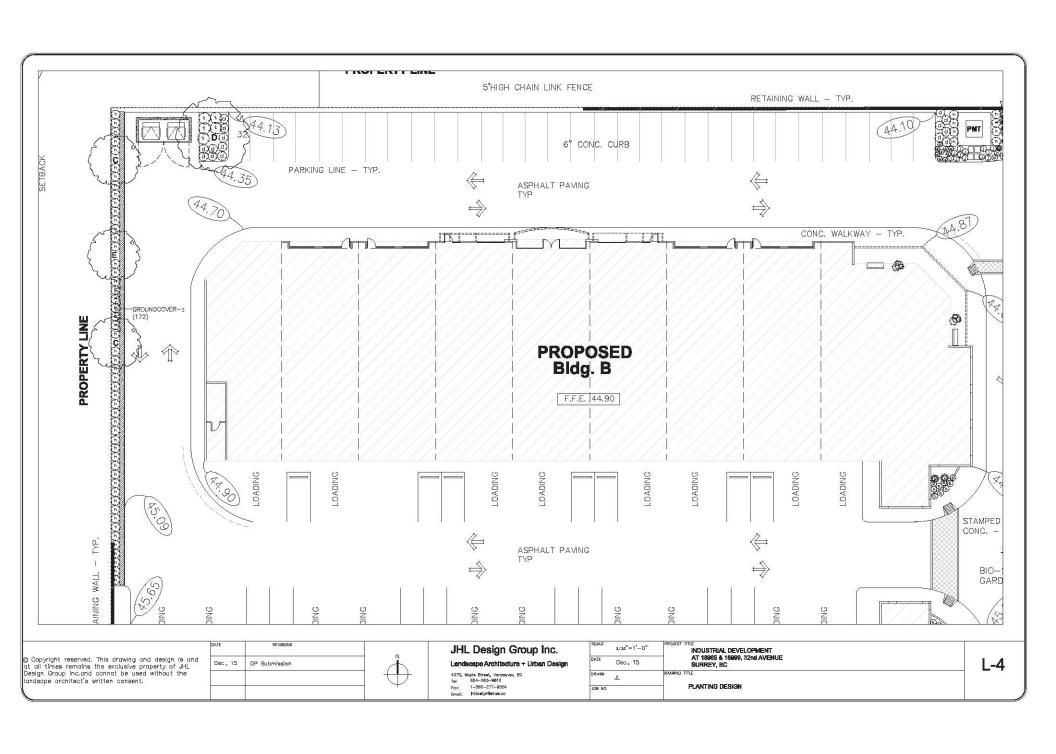
# JHL Design Group Inc. Landscape Architecture + Urban Design

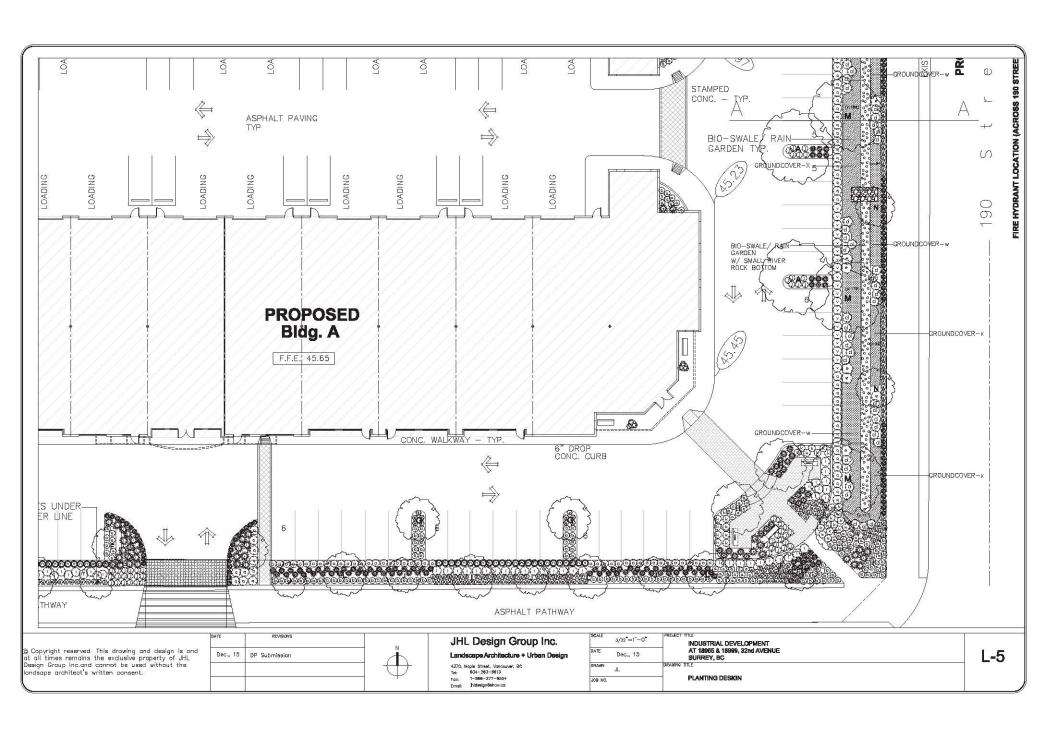
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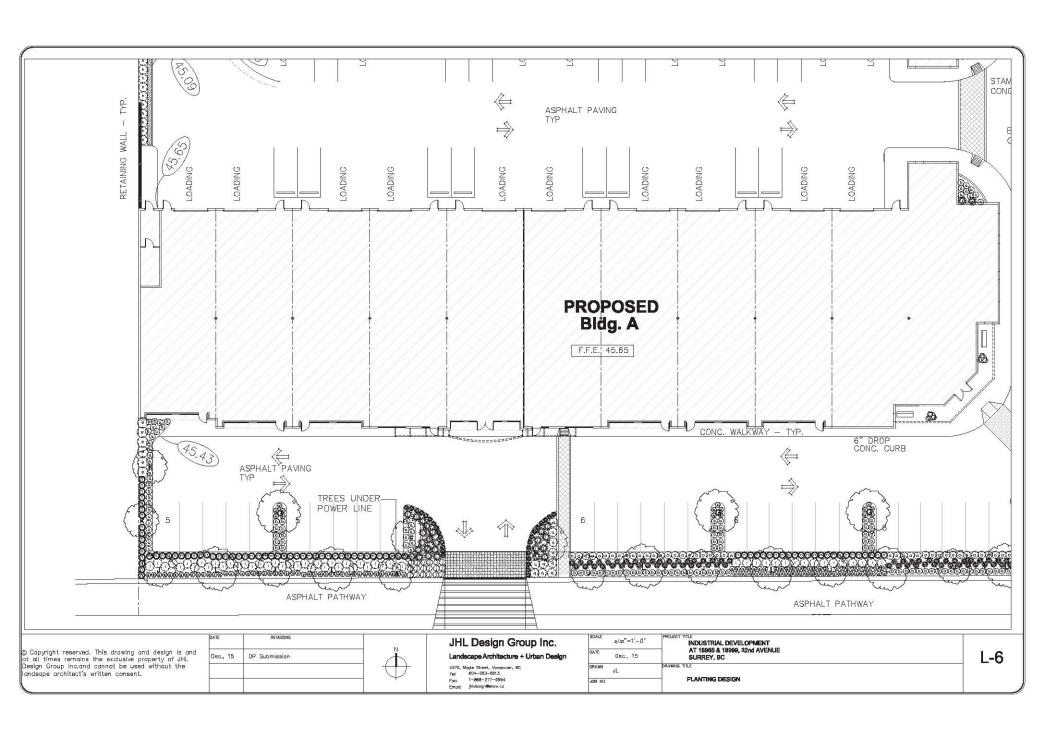
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DRAWN	JL	DRAWING TITLE	
JOB NO.		INFO ON RAIN BIO-SWALE/ RAIN GARDEN LAYOUT AND SPECIAL PAYING MATERIALS	

L-2









# Appendix III INTER-OFFICE MEMO

TO:

Manager, Area Planning & Development

- South Surrey Division

Planning and Development Department

FROM:

**Development Services Manager, Engineering Department** 

DATE:

January 6, 2016

PROJECT FILE:

7814-0358-00

RE:

**Engineering Requirements (Commercial/Industrial)** 

Location: 18965/18999 - 32 Avenue

# SUB-DIVISION/DEVELOPMENT PERMIT/DEVELOPMENT VARIANCE PERMIT

The following issues/requirements relative to the Sub-division/Development Permit/Development Variance Permit are to be addressed through the Building Permit Process as a condition of issuance of the Building Permit:

- Easement on 18999 32 Ave (E108-0003) can be discharged due to consolidation.
- Completion of servicing works associated with City project 7812-0160-00.
- Relocation of service connections as required and abandonment of redundant service connections as required.
- Construction of curb letdowns at proposed locations and associated modifications to drainage features if required (note that the letdown at 32 Avenue is at least 33 m from the west property line).
- Construction of onsite infiltration and water treatment features as per Campbell Heights Land Use Plan requirements and as described in servicing plans under City project 7812-0160-00.

The applicant is advised to review the registered sustainable drainage and water quality control restrictive covenants prior to submitting building permit application.

Rémi Dubé, P.Eng.

Development Services Manager

# **CITY OF SURREY**

(the "City")

## **DEVELOPMENT VARIANCE PERMIT**

NO.: 7914-0358-00

Issued To: KJR DEVELOPMENTS LTD

("the Owner")

Address of Owner: Unit 100, 20120 - 64 Avenue

Langley, BC V2Y 1M8

- 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: 029-167-086 Lot 9 Section 28 Township 7 New Westminster District Plan EPP31532

18999 - 32 Avenue

Parcel Identifier: 029-167-094 Lot 10 Section 28 Township 7 New Westminster District Plan EPP31532

18965 - 32 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:
1 ul CCI	iuciitiici.

(b) If the civic address(es) change(s), the City Clerk is directed to insert the new civic address(es) for the Land, as follows:

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4.	Surrey Zoning By-law, 1993, No. 12000, Amendment By-law, 2010, No. 17146, as amended is varied as follows:
	(a) In Subsection F, Yards and Setbacks, the minimum rear yard setback is reduced from 7.5 m (25 ft.) to 0.0 m (0 ft.) for Building A only.
5.	The landscaping and the siting of buildings and structures shall be in accordance with the drawing numbered 7914-0358-00 (A) (the "Drawing") which is attached hereto and forms part of this development variance permit.
6.	The Land shall be developed strictly in accordance with the terms and conditions and provisions 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.
	ORIZING RESOLUTION PASSED BY THE COUNCIL, THE DAY OF , 20 . D THIS DAY OF , 20 .

Mayor - Linda Hepner

City Clerk - Jane Sullivan

