

Attachment 10
Engineering Servicing
Memorandum

Memorandum

To: Hardev Gill, Planning Technician

Date: March 21, 2022

From: Christian Medurecan, Engineering Technologist

File: PRJ-009841

Reference: DRF00259

Subject: OFF-SITE WORKS AND SERVICES REQUIREMENTS FOR 328 SECOND STREET –
HER00803

We are responding to the revised application as referenced above dated April 16, 2021 for the proposed Heritage Revitalization Agreement and Subdivision for 328 Second Street.

Please be advised that staff have completed a review of the project and identified the following details that will need to be addressed as part of this application:

1. The applicant shall, at a minimum, be aware of, and familiarize themselves with the following documents and plans:
 - Subdivision and Development Control Bylaw
 - Tree Protection and Regulations Bylaw
 - Erosion and Sediment Control Bylaw
 - Street and Traffic Bylaw
 - Master Transportation Plan
2. Submission of a suitable Reciprocal Access Easement and/or Covenant for the joint driveway and parking spaces shared between the two lots. The City shall be party to the agreement such that it cannot be discharged without the City's consent.
3. The on-site sanitary sewer connections and storm sewer systems (perimeter drainage and roof leaders) will need to be fully separated for each Lot. Discuss all on-site service/utility connection details with Development Services, Building and Plumbing Division at (604) 527-4580.
4. On-site storm sewer water management will be required to limit the post development flow to pre-development flow. The on-site works shall be designed in accordance with the City's Integrated Storm Water Management Plan.
5. All site drainage works shall be designed and constructed in accordance with the City's Erosion and Sediment Control Bylaw 7754, 2016. The developer shall retain a qualified

professional to ensure that the design and implementation of the erosion and sediment controls meet the requirements outlined in the Bylaw.

6. All existing trees are to be protected in accordance with the City's Tree Protection and Regulations Bylaw No. 7799, 2016 and any trees identified for removal will need to have a permit approved and in place prior to removal.
7. Payment of a flat fee in the amount of **\$5,850.00** plus GST for capping at the main, by the City, of the existing water service connection **NOT FOR REUSE** and the existing combined service connection **FOR REUSE** to service the proposed Front Lot.

Provided you are successful in obtaining Council's approval for the Heritage Revitalization Agreement (HRA), the Engineering Department requirements under the Subdivision and Development Control Bylaw include but are not necessarily limited to the following:

8. Submission of an application for subdivision for the additional Lot accompanied by a BC Land surveyor's Proposed Subdivision and Topographic Survey Plan. The Subdivision Application Form can be found on the City's website under 'Subdivision Process' or at the Engineering Front Counter at City Hall.
9. Payment of a **\$15,000.00** deposit towards the estimated cost of installation, by the City, of one (1) new 100mm sanitary sewer service connection on Second Street, at maximum depth available, complete with an inspection chamber at property line to service the proposed Back Lot.
10. Payment of a **\$25,000.00** deposit towards the estimated cost of installation, by the City, of (1) new 150mm storm sewer service connection on Second Street, at maximum depth available, complete with an inspection chamber at property line to service the proposed Back Lot.
11. Payment of a **\$25,000.00** deposit towards the estimated cost of installation, by the City, of (1) new 150mm storm sewer service connection on Second Street, at maximum depth available, complete with an inspection chamber at property line to service the proposed Front Lot.
12. Payment of a **\$7,500.00** deposit towards the estimated cost of installation, by the City, of one (1) new 19mm water service connection on Second Street, complete with a Brooks box and meter setter at property line to service the proposed Back Lot.

13. Payment of a **\$7,500.00** deposit towards the estimated cost of installation, by the City, of one (1) new 19mm water service connection on Second Street, complete with a Brooks box and meter setter at property line to service the proposed Front Lot.

OFF-SITE WORKS AND SERVICES

14. Under the City of New Westminster Subdivision and Development Control Bylaw No. 7142, 2007 and amendments thereto, the developer for the above noted property is required to enter into a Works and Services Agreement with the City addressing all off-site servicing requirements. The off-site services will be identified during the detailed development review and will be required prior to issuance of a building permit. These works could include but may not be limited to the following generally described servicing:

ROAD WORKS

The subject site is bounded by Second Street to the east. According to the City's Master Transportation Plan (MTP), Second Street is classified as a local road.

Second Street

- 14.1. Reconstruction of the Second Street frontage complete with new sidewalk, curb and gutter, street lighting, underground electrical and telecommunication servicing. Second Street shall be reconstructed up to road center line based on the following minimums:

- Reconstruction of the existing road structure shall be based on the analysis of a Benkelman Beam Test, or other approved method, carried out on the existing road which is to be upgraded. If the test results are proven satisfactory, the minimum requirement shall be a mill and overlay
- 1.8m wide sidewalk clear of obstructions, including a level crossing at the driveway
- Driveway letdown to current standards (5.5m wide maximum)

Vehicular Site Access

- 14.2. All proposed vehicular site access for the development shall be from a shared driveway letdown on Second Street.

UNDERGROUND UTILITIES

Electrical, Telecommunication and Gas

- 14.3. All costs associated with the design and conversion of the existing overhead electrical and telecommunication utilities on the roadways adjacent to the site with an underground system for the development. Please contact Marc Rutishauser in the City Electrical Operations Department at (604) 524-4533 for electrical servicing details. Contact Telus and Shaw directly for telecommunication servicing details
- 14.4. City communication conduit shall be provided in accordance with the City's Intelligent City Design Requirements as it pertains to the Fiber Optic Network. Please contact Phil Kotyk, Fiber Network Operations Manager at (604) 524-4641 for City communication servicing details.
- 14.5. All costs associated with the design and construction of gas servicing for the development. Please contact Fortis BC directly for servicing details.
- 14.6. All third party utility construction drawings shall include the Civil Design Drawings base plan and must be submitted to the City's Engineering Services Division for review and approval. The developer's consulting engineer shall ensure that the design of all third party utilities, including New Westminster Electrical, have been coordinated with the Civil Design Drawings. Coordination of the drawings must be completed prior to issuance of the Works and Services Agreement.

STREET LIGHTING

- 14.7. Roadway lighting for all street frontages shall be provided and upgraded for safety and to produce accurate and comfortable night time visibility using energy efficient lighting such as LED. Design of roadway lighting shall be in accordance with the City of New Westminster Design Criteria Section 6 and the MMCD (Platinum Edition) Design Guidelines Section 6.0 Roadway Lighting (for LED).
15. The preparation of detailed design drawings by a qualified Professional Engineer for the off-site works and services to the satisfaction of the City and in accordance with the City's Design Criteria, Supplemental Specification and Detail Drawings, and Master Municipal Construction Documents. The engineering design drawings for the proposed works may include the following plans:
 - Road works
 - Storm drainage collection facilities
 - Sanitary sewer collection facilities

- Water distribution facilities
- Street lighting
- Boulevard preparation for trees, irrigation and drainage
- Topographical and lot grading plans
- Erosion and sediment control plans
- Telecommunication servicing plans
- Gas Facilities

10. Under the Works and Services Agreement with the City, the developer must address the following requirements:

10.1. Employment and retention of a Professional Engineer to prepare and seal the design drawings; to provide a Resident Engineer for inspection of all design and construction related problems; to prepare, certify and seal "As Constructed" drawings, including landscape & irrigation drawings and to certify that all materials supplied and works performed conform to City standards as contained within the Subdivision and Development Control Bylaw and/or the Master Municipal Construction Documents.

10.2. The developer will be required to post a security deposit for 120% of the estimated construction cost of the off-site servicing works including GST. The security deposit shall be in the form of an Irrevocable Letter of Credit or cash deposit. The security deposit will be reduced once the off-site works are completed to the satisfaction of the City less a 10% holdback. Upon issuance of a Certificate of Completion by the City, the 10% security deposit will be held for a two year maintenance period.

Final approval of the subdivision will be considered upon satisfactory completion of requirements including, but not necessarily limited to the following:

11. The following payments and deposits shall be paid at the time of execution of the Works and Services Agreement:

11.1. Payment of the Subdivision Application fee in the amount of **\$2,730.00** for the proposed additional Lot.

11.2. Payment to cover the cost of preparing the Works and Services Agreement, currently **\$1,960.00** plus tax;

11.3. Payment of **four percent (4%)** of the estimated construction costs to cover engineering and administrative costs incurred by the City;

11.4. Under the Works and Services Agreement the developer will be required to pay a deposit **\$5,000.00** to cover any charges for emergency works and signage.

- 11.5. Signing of a latecomer waiver clause.
12. Submission of any easement or right of way documents required by the City in relation to the proposed development.
13. Certificate that all taxes assessed on the subdivided land have been paid and where local improvement taxes, rates or assessments are payable by installments, that all installments owing at the date of the certificate have been paid.
14. The following charges shall be paid at the time of Building Permit issuance:
 - 14.1. Payment of applicable Greater Vancouver Sewerage & Drainage District (GVS&DD) Development Cost Charges in accordance with Bylaw 187, 1996 and amendments.
 - 14.2. Payment of applicable New Westminster Development Cost Charges in accordance with Bylaw 7311, 2009 and amendments.
 - 14.3. Payment of applicable School Site Acquisition charges in accordance with School District #40 Capital Bylaw No. 2008-1.
 - 14.4. Payment of applicable Regional Transportation Development Cost Charges in accordance with Bylaw No. 124-2018.

Should you have any further questions or concerns please do not hesitate to contact me directly at 604-636-4463.

Thank you,



Christian Medurecan, CTech, CPWI-2, BC-CESCL
Engineering Technologist

- cc
- L. Leblanc, Director, Engineering Services
 - E. Wat, Manager, Infrastructure Planning
 - C. Dobrescu, Utilities and Special Projects Engineer
 - G. Otieno, Infrastructure Engineer
 - M. Anderson, Acting Manager, Transportation
 - E. Tiffany, Senior Transportation Planner
 - E. Mashig, Manager, Horticulture Services and Parks and Open Space Planning
 - M. Rutishauser, Acting Manager, Elec. Engineering, Design & Planning, Electric Utility
 - P. Kotyk, Fiber Networks Operations Manager
 - S. Trachta, Manager, Inspections, Development Services – Building & Plumbing