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CITY OF VANCOUVER

DEVELOPMENT, BUILDINGS & LICENSING
Development Services
Development Review Branch

October 29, 2026

Kirsti Mathiasen
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300 – 10190 152A Street
Surrey, BC
V3R 1J7

RE: 3095 Arbutus Street, Vancouver, BC V6J 0G8
Development permit application number DP-2026-00404

On behalf of the Director of Planning, your application has been approved to develop on this site a new two-storey Child Care Facility for up to 74 children, operated by Melon Seeds Childcare Centre.

A permit may be issued upon the completion of the revisions and conditions noted below under items 1.0 to 2.7 of this "prior-to permit issuance" letter.

HOW TO RESPOND TO THIS LETTER

1. **Write and sign a response letter.**
   - Explain how you addressed each condition.
   - Only changes made pursuant to addressing Prior To conditions are accepted as part of your response. Ensure all changes are clearly identified.
   - *Provide a complete response to avoid delays or extra fees.*

2. **Ensure relevant documents have digital signatures and seals** from registered professionals.
   - Review requirements at vancouver.ca/permits-eplan.

3. **Upload your response letter and documents.**
   - Log into your permit account at vancouver.ca/permit-apply.

APPLY FOR BUILDING PERMIT(S)

Apply using the Development and Building Services Centre form at vancouver.ca/contact-dbl.

Questions? Contact Samantha Senechal, your Project Coordinator at Samantha.senechal@vancouver.ca

1.0 Prior to the issuance of the Development Permit, revised digital drawings shall be submitted, to the satisfaction of the Director of Planning, clearly indicating:

Development Review Branch conditions:

1.1 compliance with Section 3.2.2 - **Building Form and Placement** of the RT-7 District Schedule:

i. provision of front and side yard setback dimensions on site plan;

Note to Applicant: Refer to Section 10.24 – Site with Building Lines.

ii. provision of building depth and width dimensions on site plan;

1.2 compliance with the minimum front yard depth as per Section 3.2.2.2.- **Building Form and Placement** of the RT-7 District Schedule;

Note to Applicant: Provide the front yard depths of the two adjacent sites to the west on the architectural site plan to verify compliance with the minimum required front yard depth.

1.3 compliance with the maximum building height as per Section 3.2.2.1 - **Building Form and Placement** of the RT-7 District Schedule;

Note to Applicant: Height is measured from base surface using established building grades. See Engineering condition 1.17.

1.4 clarify the location of the PMT and the treatment of the existing guy wire;

Note to Applicant: There are discrepancies between the Architectural Plans, the Servicing Plan, and the Electrical Site Plan regarding the location of the PMT and the existing guy wire. Please ensure these plans are coordinated and consistent. See Development Review Branch Condition 2.1.

1.5 provision of the following revisions and additional information on the drawings:

i. provide dimensions of the canopy;

ii. clarify and label hatched area adjacent building above playground 02;

iii. provide cladding-to-cladding and foundation-to-foundation dimensions;

iv. update plans to reflect metric (meters) and imperial (feet/inches) measurements;

1.6 provision of FSR overlays indicating included and excluded areas;

Note to Applicant: See sample drawings: Sample drawing package for one and two family dwelling applications**.**

1.7 compliance with Section 10.10 – **Fence** of the Zoning and Development By-law;

Note to Applicant: provide dimensions for all proposed fences on the site plan.

1.8 compliance with Section 6 – **Required Off-Street Bicycle Spaces** of the Parking By-law, including Bicycle Room/Rack Requirement and Space Size:

i. a minimum of twelve (12) Class B off-street bicycle spaces:

a) a minimum of 0.6 m (2 ft.) width, 1.8 m (6 ft.) length and 1.9 m (6.2 ft.) vertical clearance for horizontal Class B spaces;

ii. a minimum of one (1) Class A off-street bicycle space;

Note to Applicant: Bicycle spaces should be clearly labelled (designated as Class A or Class B) and dimensioned on the drawings.

1.9 provision of updated parking plan to reflect the following:

i. the first accessible parking space must be a van accessible parking space. See Engineering condition 1.21;

ii. a maximum of one passenger space may be varied if designated storage for the purposes of securing eight strollers or bicycle trailers is provided in lieu of parking stall 08 'small car staff'. See Social Policy condition 1.11;

Note to Applicant: Provide dimensions on drawings.

1.10 compliance with Section 4.11 – **Electric Vehicle Charging Infrastructure Requirements** of the Parking By-law by adding notes on the drawings;

Social Policy conditions:

1.11 provision of secured storage for 8 strollers/bicycle trailers. See Development Review Branch condition 1.9 ii;

Note to Applicant: Current plans show open space for strollers and bike trailers. Provide details on how the strollers and bicycle trailers can be securely stored.

Landscape Review conditions:

1.12 design development to increase on-site permeability;

Note to Applicant: provide permeable paving/unit pavers for path/walkways adjacent to landscape areas planted with trees within the Arbutus setback and along the west property line adjacent to the neighbour's hedgerow; permeable paving/unit pavers are also supported throughout the site. Locate private trees one metre from the Arbutus Street and W 15th Avenue property lines.

1.13 design development to increase access to soil volume;

Note to Applicant: Locate private property trees one metre from the Arbutus Street and W 15th Avenue property lines. This location does not require a root barrier. Refer to Engineering condition 1.20 iv;

1.14 updated Architectural/Site, Landscape and Tree Management Plans and Arborist Report with the following:

i. retention of the existing hedgerow adjacent to the west property line;

Note to Applicant: Provide adequate tree protection to safely retain the adjacent west neighbour's hedgerow; maintain the existing grades within the tree protection zone.

ii. confirmation of existing west property line fence, as applicable;

Note to Applicant: Arborist to assess if new fence is proposed within and adjacent to the tree protection zone of the west neighbour's hedgerow.

iii. locate stormwater detention tank on Landscape Plans;

1.15 consideration of exploration of on-site, biofiltration rainwater management directed from the roof or through hardscape areas directed to landscape or ground-level hardscapes being graded towards landscaped areas;

Note to Applicant: Refer to City of Vancouver Rainwater Management on Private Property. https://vancouver.ca/home-property-development/rainwater-management.aspx#requirements

Engineering Services conditions:

1.16 provision of clearly identified dedication and/or widening lines on the **site plan/A070** and all relevant drawings**;**

1.17 provision of City issued Building Grades to be shown on **the site plan/A070** and all relevant drawings**:**

i. Building Grade elevations are missing from the plan along **Arbutus Street and W15th Avenue** and **Lane**. (see marked up site plan page A070)**;**

ii. Building Grade elevation at **Arbutus Street and W15th Avenue** is **mislabelled**. Label Building Grade elevations as "BG". (see marked up site plan page A070);

iii. Building Grade elevations along **Arbutus Street and W15th Avenue** and **Lane** are incorrect; refer to Building Grade Plan **BG-2018-00008** for correct elevation. (see marked up site plan page A070);

1.18 provision of Design Elevations to be shown on **the site plan/A070** and all relevant drawings**:**

i. Design Elevations are missing from the plan at **corner of driveway(s), parking stalls, pedestrian plazas, access pathway(s), and middle of entrance(s)** along **Arbutus Street and W15th Avenue** and **Lane**. Design Elevations must be directly interpolated between adjacent building grades. (see marked up site plan page A070);

ii. Design Elevations along **Arbutus Street and W15th Avenue** and **Lane** are incorrect. Design Elevations must be directly interpolated between adjacent building grades. (see marked up site plan page A070);

iii. Design Elevations at **Lane** are **mislabeled**. Label Building Grade elevations as “DE” or “IBG”. (see marked up site plan page A070);

1.19 provision of providing Survey benchmark information on **the site plan/A070** and all relevant drawings to ensure it is consistent with City issued Building Grades survey benchmark **Monument V-3912**. Alternatively, provide written confirmation specifying the benchmark denoted on any topographic survey used for design purposes is consistent with the benchmark elevation established on the building grade plan issued by the City;

Note to Applicant: Dedication and widening requirements must be clearly illustrated on all applicable drawings to enable review of property line conditions, building setbacks, grades, and frontage improvements. Refer to City Engineering comments and attached marked up survey for additional details.

1.20 provision of an updated landscape and site plan to reflect the public realm changes including all of the off-site improvements sought for this development permit. Where a design or detail is not available, make note of the improvement on the site and landscape plans. The following items and notes are to be added to the landscape plan:

i. delete proposed back boulevard street trees on Engineering Street right of way shown along W 15th Ave. The cities Gardening Guidelines are to be followed for the proposed plantings areas. Maximum .6 m mature height within 10 m of an intersection or pedestrian crossing. Maximum 1m mature height outside of the area described. Minimum .45 m buffer of sod, grass or low groundcover with mature height less than .3 m for plantings adjacent to sidewalks;

ii. show/reference a 2.1 M City standard, broom finished, saw cut concrete sidewalk and construction details along W 15th Ave. The existing boulevard width to remain, with the additional sidewalk width added towards the property line;

iii. delete proposed boulders placed in the back boulevard near the corner and the stone path extending onto Engineering Right-of-Way shown along W 15th Avenue;

iv. show/reference a 2.1 m City standard, broom finished, saw cut concrete sidewalk and construction details along Arbutus Street. The existing boulevard width to remain, with the additional sidewalk width added towards the property line. If private property trees are planted within one metre from the property line, root barriers are required and may be discontinuous subject to on-centre tree spacing.Show Deep root barrier for the on-site trees placed adjacent to the back of this sidewalk. Root barriers shall be of rigid construction, 8 feet long and 18 inches in depth. Planting depth of root ball must be below sidewalk grade. See Landscape condition 1.13;

v. show/reference a City standard C9.2 concrete pedestrian lane crossing including new curb returns and curb ramps on both sides of the lane entry on Arbutus Street;

vi. indicate the removal of the existing driveway crossing and reconstruction of the boulevard, sidewalk and curb to current City standards on Arbutus Street;

vii. delete the stairs and trees proposed within the dedication area along Arbutus St and decorative boulders from within the street right-of-way;

1.21 vehicle space(s), per Parking By-law Section 4 and the Design Supplement, including:

i. minimum 5.0 m (16.4 ft) width, 5.5 m (18 ft) length and 2.3 m (7.5 ft) vertical clearance for van accessible spaces.

2.0 **Condition(s) to be met prior to the issuance of the Development Permit:**

Development Review Branch conditions:

2.1 Provide written confirmation from BC Hydro regarding location of PMT.

Note to Applicant: Discrepancies between Architectural Plans, the Servicing Plan, and the Electrical Site Plan regarding the location of the PMT.

2.2 Written confirmation that the notification sign on the site has been removed.

Landscape Review conditions:

2.3 Updated Letter of Assurance (LOA) with the following:

i. Confirmation of contact information for property owner and project manager on LOA.

Engineering Services conditions:

2.4 Upon the approval of a resolution for the cancellation of Strata Plan LMS3698 and the dissolution of the strata corporation as noted in Section 272 of the Strata Property Act, make arrangements for the registration of a reference plan and an indefeasible title for the new parcel by the Land Title Office is required prior to the issuance of the development permit.

Make arrangements for the consolidation of Lot 11, Block 444, Plan 2300, and the resulting lot from dissolution of Strata Plan LMS3698; All of District Lot 526 to create a single parcel and the subdivision of that site to result in the dedication of the east 5 feet of the site for the road purposes.

2.5 Make arrangements for release of registered agreement 122116M (crossing agreement) prior to building occupancy.

Note to applicant: Provision of a letter of commitment will satisfactorily address this condition prior to DP issuance.

2.6 Street improvements, and appropriate transitions, along Arbutus St adjacent to the site, including:

i. Minimum 3.0 m wide broom finish saw-cut concrete sidewalk.

ii. Standard concrete lane crossing, new curb returns and curb ramps.

Housing Regulations conditions:

2.7 Enter into a Section 219 Covenant and/or such other agreements as the General Manager of Planning, Urban Design and Sustainability and the Director of Legal Services determine are necessary to require the applicant to:

i. Provide a Tenant Relocation Plan to the satisfaction of the General Manager of Planning, Urban Design and Sustainability the Tenant Relocation and Protection Policy that is effective at the time of submission of the Development Permit Application.

ii. Provide a notarized declaration prior to issuance of the Development Permit that demonstrates that each tenant has been given written notice of the intent to redevelop the property; that indicates the number of units occupied on the date of the notice; and includes copies of a letter addressed to each eligible tenant summarizing the Tenant Relocation Plan offer and signed as received by each eligible tenant.

iii. Provide an Interim Tenant Relocation Report to the satisfaction of the General Manager of Planning, Urban Design and Sustainability prior to issuance of the Demolition Permit. The Report must include, but may not be limited to, the names of tenants; the names of any tenants who have ended their tenancy; the reason for its end (e.g. tenant decision or mutual agreement to end tenancy); the outcomes of their search for alternate accommodation (if assistance was requested by the tenant), and their total compensation amount(s); the names of tenants still remaining in the building; the status of the applicant's search for relocation options (if assistance was requested by the tenant) and/or additional assistance rendered, as required through their Tenant Relocation Plan.

Note to Applicant: If a long period of time elapses between Public Hearing and before issuance of Demolition Permit, the City may request an additional Interim Tenant Relocation Report be submitted.

iv. Provide a Final Tenant Relocation Report to the satisfaction of the General Manager of Planning, Urban Design and Sustainability prior to issuance of the Occupancy Permit should this be requested by staff and/or any tenants were still residing in the building at the time of the Interim Relocation Report. The Report must include, but may not be limited to, the names of tenants; and the outcome of their search for alternate accommodations; the total monetary value given to each tenant (moving costs, financial compensation), and any other compensation).

3.0 **Development Permit Terms**:

3.1 All approved off-street parking, loading, bicycle, and passenger loading spaces shall be provided in accordance with the relevant requirements of the Parking By-law prior to the issuance of any required Occupancy Permit, or any use or

occupancy of the proposed development not requiring an Occupancy Permit, and thereafter permanently maintained in good condition.

3.2 All landscaping and treatment of the open portions of the site shall be completed in accordance with the approved drawings **prior to the issuance of any required Occupancy Permit**, or any use or occupancy of the proposed development not requiring an Occupancy Permit, and thereafter permanently maintained in good condition.

Note to Applicant: In cases where it is not practical, due to adverse weather conditions or other mitigating factors, to complete the landscaping prior to occupancy of a building, the City will accept an Irrevocable Letter of Credit (amount to be determined by the City) as a guarantee for completion of the work by an agreed upon date.

3.3 No exposed ductwork shall be permitted on the roof or on the exterior face of the building without first receiving approval of the Director of Planning.

3.4 This site may be affected by a Development Cost Levy By-law. Levies will be required to be paid prior to the issuance of Building Permits.

3.5 In accordance with Protection of Trees By-law Number 9958, the removal and replacement of trees is permitted only as indicated on the approved Development Permit drawings. All trees are to be planted prior to issuance of any required Occupancy Permit or use or occupancy of the proposed development not requiring an Occupancy Permit, and thereafter permanently maintained in good condition.

3.6 All approved street trees shall be completed in accordance with the approved drawings within six (6) months of the date of issuance of any required Occupancy Permit or any use of occupancy of the proposed development not requiring an Occupancy Permit and thereafter permanently maintained in good condition.

3.7 If Tree protection is required, no work may be done within the Critical Root Zone of any protected tree unless an ISA Certified Arborist is in attendance to supervise. Work includes demolition, excavation, construction and landscaping. All site work supervised by the arborist shall be documented in a postconstruction arborist report and submitted to the Director of Planning in a timely manner.

3.8 In accordance with Protection of Trees By-law Number 9958, the removal and replacement of trees is permitted only as indicated on the approved Development Permit drawings.

3.9 This Development Permit is valid for a period of 12 months from the date of issuance - unless otherwise validated by a Building Permit.

3.10 This permit has been issued for a time limited period and will expire on the date noted unless extended in writing by the Director of Planning. It is the applicant's responsibility to request an extension prior to the expiry date.

3.11 Development must meet requirements of the Community Care and Assisted Living Act, Child Care Licensing Regulations and the Adult Care Regulations prior to approval at Building Permit stage.

3.12 Childcare to be licensed by Vancouver Coastal Health's Community Care Facilities Licensing (CCFL).

3.13 Final capacity will be determined at the Child Care Final Inspection. Any increase in childcare capacity above the Development Permit approval may require a minor amendment or a new Development Permit.

4.0 **Notes to Applicant:**

4.1 It should be noted that your Development Permit will be issued when you have complied with all the above conditions. However, if these conditions have not been complied with **on, or before May 1, 2027**, this Development Application may stand refused.

4.2 A new Development Application will be required for any significant changes. This approval is subject to any change in the Zoning and Development By-law or other regulations affecting the development that occurs before the permit is issuable. No permit that contravenes the by-law or regulations can be issued.

4.3 If this application necessitates the demolition of existing residential rental, per Section 10.14.2 and except as set out in Section 10.14.3, where development necessitates the demolition of existing residential rental accommodation, no development permit shall be issued for the demolition unless and until a development permit for the new development has been issued.

Note to Applicant: The requirements listed above may be varied subject to the provisions outlined under Section 10.14.4.

4.4 If this Development Application included a written notification of neighbouring property owners or other interested parties, a copy of this letter will be sent to all respondents advising them of the decision.

4.5 The Canadian Electrical Code regulates high voltage overhead conductor clearances from structures and dielectric liquid-filled transformer clearances from combustible building surfaces, doors, windows, and ventilation openings. All structures must have a horizontal distance of at least 3 m from existing BC Hydro high voltage overhead conductors. Combustible building surfaces, windows, doors, and ventilation openings must be located at least 6 m from dielectric liquid-filled, pole-mounted BC Hydro transformers, unless an acceptable non-combustible barrier is constructed between these transformers and combustible building surfaces, doors, windows, or ventilation openings.

Yours truly,



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SS/jk