



CITY OF VANCOUVER
POLICY REPORT
DEVELOPMENT AND BUILDING

Date: April 29, 2005
Author: Michael Naylor
Phone No.: 604-871-6269
RTS No.: 04298
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TO: Vancouver City Council
FROM: Director of Current Planning
SUBJECT: CD-1 Text Amendment: 4176 Alexandra Street - York House School

RECOMMENDATION

THAT the application by CJP Architects to amend the text of CD-1 By-law No. 7045 for 4176 Alexandra Street (Block 670, Lot 526, Group 1, NWD; PID: 007993811) to permit replacement of and addition to student facilities, including a new Senior School building, below-grade parking and a performance arts centre, be referred to Public Hearing, together with:

- i. Plans received April 26, 2005;
- ii. Draft CD-1 By-law amendments, generally as presented in Appendix A; and
- iii. The recommendation of the Director of Current Planning to approve, subject to conditions contained in Appendix B.

FURTHER THAT the Director of Legal Services be instructed to prepare the necessary by-law generally in accordance with Appendix A for consideration at the Public Hearing.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services RECOMMENDS approval of the foregoing.

COUNCIL POLICY

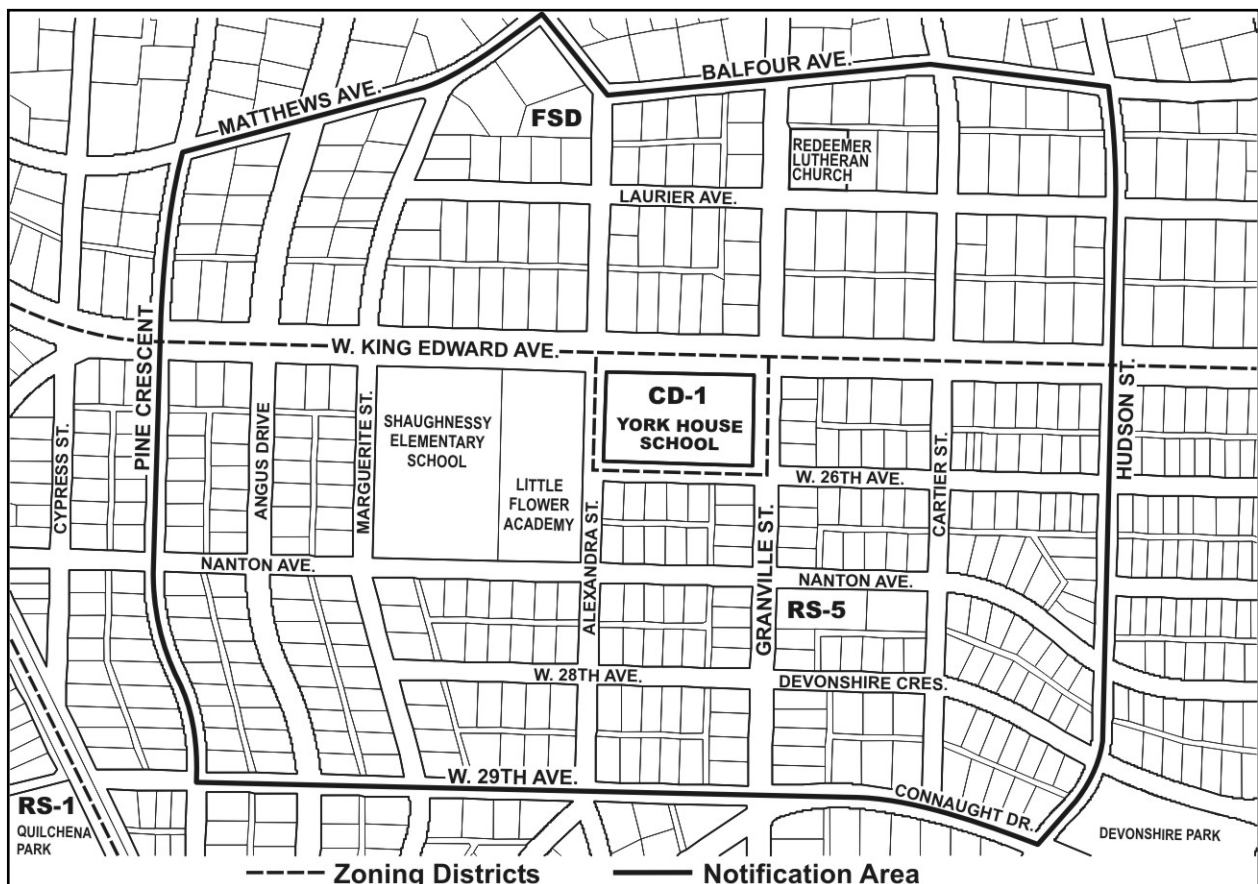
On November 3, 1992, Council rezoned the subject site from RS-1 to CD-1 (288) which permitted expansion of York House School beyond the density permitted under RS-1, introduced limits on the School's enrolment and approved in principle a master plan for the School's phased redevelopment.

PURPOSE AND SUMMARY

This report assesses an application to improve student facilities at York House School by replacing the senior classroom building, expanding the gym and adding a performance arts facility and additional underground parking. The application has received considerable opposition from local residents who have concerns about existing traffic congestion and parking problems, and about the potential impacts of expanded school facilities. Physical changes to the plans and commitments from York House School are proposed to address these concerns.

DISCUSSION

York House School has been in its current location from 1939 and has occupied its one-block property since 1969. In the 1980s, the School acquired additional property in the residential block to the south, but plans to expand into that block met with neighbourhood opposition.



Instead, the School took a course of expansion within its existing block. The site was rezoned to CD-1 in 1992 to allow the School to expand beyond the RS-1 floor space ratio (FSR) of 0.60 to an FSR of 0.70. The School has built two phases of its expansion plans since 1992 and the site is built out to 0.56 FSR. In 2001, the School hired CJP Architects to review its master plan to include improved facilities. The architects have now applied to amend the CD-1 to permit 0.15 FSR of additional density needed to implement the master plan.

Use – The current CD-1 zoning permits: (a) School - Elementary and Secondary, provided that enrolment does not exceed 600 pupils, of which no more than 265 shall be in Grades 8 to 12; and (b) Accessory Uses customarily ancillary to the above uses. The proposed amendment would continue the existing use of the site and does not seek to change the enrolment cap. A proposed auditorium represents the addition of a major facility, although it is intended to be primarily for uses that are, for the most part, currently being accommodated elsewhere on the site, such as in the gym. Auditoriums are common accessory facilities within secondary schools.

Density – The current CD-1 zoning permits a density of 0.70 FSR or 9 400 m² (101,300 ft²). Phases implemented since 1992 have resulted in the School's current density of 0.56 FSR. Further expansion to 0.70 FSR was to have included additional floor area for the Senior School, and for gym and music facilities. The current application proposes to amend the density to a maximum of 0.85 FSR or 11 400 m² (123,000 ft²) – an increase of 0.15 FSR or 21% over the 1992 master plan. The 2 000 m² (21,562 ft²) of extra floor space provides for an auditorium, additional music and drama space, a grad room, a careers area, and additional office and storage space. Also included is a below-grade corridor linking the various school components. Floor area devoted to senior classrooms and administration increases slightly. The 1992 plan for the Senior School proposed 17 classrooms in the centre block, the current plan proposes 18.

	Density	Floor Area	
existing prior to 1992 rezoning	0.44 FSR	5 915 m ²	63,675 sq. ft.
built to date	0.56 FSR	7 529 m ²	81,040 sq. ft.
permitted by CD-1 By-law (288)	0.70 FSR	9 411 m ²	101,301 sq. ft.
current application	0.85 FSR	11 427 m ²	123,008 sq. ft.

Site Coverage – The maximum site coverage permitted in the current zoning is 37%. As the phases have so far been built, site coverage stands at 32%. The current application proposes a new maximum coverage of 36%. One percent less coverage has been achieved, despite the increase in density, because the new plan proposes that a significant portion of the School's floor space be built below grade and is not counted as coverage.

Form of Development – (Note plans in Appendix D.) Since the extra floor space requested by this application would be accommodated below grade under an existing playing field, the proposed form of development is not significantly different from that approved in 1992 and was not identified by the neighbourhood as a significant issue. The primary changes in the form of development are:

- The existing centre block of the Senior School would be replaced with a building externally very similar to that approved in 1992, but with a much different interior layout;

- Rather than expanding the gym 8.5 m to the north with 78% more floor area including space for music rehearsal as approved in 1992, a smaller expansion of 2.8 m to the south is proposed to accommodate basketball (while the music functions would relocate to the below-grade arts facility);
- A skylighted central corridor would connect the Junior and Senior buildings below grade. This corridor opens to a sunken courtyard facing the auditorium foyer.
- An entry canopy would protrude into the Alexandra Street setback to provide weather protection for the passenger loading area.

The Urban Design Panel reviewed the application on February 4, 2004 and strongly supported it. The proposal for locating new facilities below grade was generally thought to be an excellent concept which would result in a slight reduction in site coverage.

Parking – The School currently meets the 57-space parking requirement in the CD-1 By-law with 29 spaces in an underground parkade and the remainder in surface lots. Had the 1992 plan been fully realized the surface parking would have been relocated to an underground structure below the Senior School. Proposed is an increase in the minimum required parking from 57 to 69 spaces to cover an increase in staff levels. The current Phase One (and Two) plans call for 51 spaces to be underground and 15 at grade plus two disability spaces. The existing surface lot on 26th Avenue would be reduced in area, creating more play space for the Junior School in the southeast corner of the site.

Following from the public process where parking was identified as a key issue, the School has proposed to build, in a future phase, an additional underground parkade in place of the 26th Avenue surface lot. This extra parkade would bring the total parking on site to 83 spaces and it would allow for additional play space at grade level. The additional parking would provide extra on-site parking for parents and visitors, and for special events. At that point, there would be 50% more parking than the School currently provides.

Loading – The CD-1 zoning requires one loading space for each 2 000 m² of floor area. Proposed is one space for each 2 800 m², as per the current Parking By-law standard, with a provision to relax this standard. The School's loading needs would be examined in greater detail at the development permit stage to determine if a relaxation is warranted.

Public Consultation – Prior to the rezoning application being submitted to the City in November 2003, the School engaged the neighbourhood in a series of meetings to receive commentary on the proposal. Planning staff also hosted a public open house in the neighbourhood on January 19, 2004. Staff met with the York House Neighbours Steering Committee and the Shaughnessy Heights Property Owners' Association, and received numerous pieces of correspondence from these groups throughout the review process, as well as from individuals. (See Appendix C for more on public consultation.)

Throughout the latter part of the application's review, the School has engaged the services of a development planning facilitator to assist with public consultation, and to recommend ways a Good Neighbour Pledge, a Transportation Management Plan and a Facilities Use Plan could most effectively address the neighbours' concerns. (See Appendix G for the facilitator's report.)

In summary, the three most significant issues raised are:

1. Ongoing concerns about traffic congestion and parking.
2. Concerns about the proposed auditorium, particularly the possibility of an increase in activity around the School should the auditorium be used by non-school groups.
3. Whether the School is proposing too much density and whether it is adhering to its enrolment caps.

Discussion of Issues

1. Transportation and Parking

Pick-up and drop-off activity – Parents dropping off and picking up students is the single greatest cause of traffic congestion around the School and is a prime concern raised by neighbours. This neighbourhood has three schools located next to each other – York House School, Little Flower Academy and Shaughnessy Elementary. All three schools experience very busy early morning and mid-afternoon periods of congestion, when all of the streets within several blocks of the schools experience high volumes of cars circulating, stopping and parking. In Vancouver there are a number of other examples of schools clustered together with a comparable or even greater number of students (see Appendix E). All of the clustered schools and, in fact, all of the large secondary schools in the city have serious traffic issues associated with drop-off and pick-up activity. York House School and Little Flower Academy, being independent schools, draw from a wider area than the average public school, so they tend to have a higher proportion of students who are driven by parents. (See where York House School families live in Appendix E.)

Since the current application does not propose to increase the enrolment at York House School, the existing impacts caused by the student drop-off and pick-up activity are not expected to worsen. Nonetheless, many surrounding neighbours feel that the zoning amendment should not be approved unless improvements to the traffic issues are addressed in a meaningful and lasting way.

Apart from the congestion that residents may confront on their local streets, activities which are bothersome to the neighbours include blocking or turning in private driveways, cutting through lanes, and parking illegally. Over the past few years, the three schools have worked together and with the Neighbourhood Transportation Branch to improve traffic flow and coordinate the drop-off and pick-up activity. They have staggered their class start and finish times to thin out the activity. They have introduced separate one-way circulation loops for each school and designated specific passenger loading areas. The City has added a number of street improvements around the schools including a passenger loading zone, curb bulge and zebra crossing to King Edward Avenue at Alexandra Street.

Vehicle Trip Reduction – A number of residents have remarked that the efforts put into managing the traffic situation over the past few years have made a noticeable improvement, although the number of cars involved in the drop-off and pick-up activity is still considered to be very high. York House School has drafted a Transportation Management Plan (included in the Good Neighbour Pledge, Appendix F) which addresses the mode of student travel, and sets targets and strategies to reduce vehicle trips. The School has agreed to participate in ICBC's "Way to Go Program" and BEST's "Off Ramp Program". These incentive-based programs are promoted for all schools by the City's climate change initiative. Through that

initiative, City staff will be available to assist schools in implementing and monitoring the programs. York House School has recently introduced a school bus to and from Richmond and a Translink pass program. Bunt & Associates, transportation consultants, have been retained by the School since 2003 to conduct annual surveys. Early results indicate that mode shifts are beginning to create fewer vehicle trips.

Passenger Loading Zones — Some physical changes are also proposed in the rezoning to address the drop-off and pick-up issues. The master plan approved in 1992 called for the bulk of York House School's passenger activity to be moved from 26th Avenue, which is residential on the south side, to Alexandra Street, in front of a new main entrance that would have been added as part of the Senior School redevelopment. Since that phase was not implemented, the relocation of the passenger zone has not occurred. In the current plans, the main entrance to the School is still proposed for the same new location and a curb lay-by would be added along the Alexandra frontage. The lay-by would provide space for stopped vehicles and effectively widen the street to allow other vehicles to pass and reduce congestion. A second lay-by is proposed for King Edward Avenue to further help relocate the passenger loading activity away from the residential streets. Street trees displaced by the lay-bys are to be replaced.

Since the relocation of the passenger loading activity was an important aspect of the 1992 plan that did not materialize, staff propose that the Alexandra lay-by be built as soon as possible and that the drop-off and pick-up activity for grades 4 to 12 be relocated to that frontage. The School has agreed to fund this improvement in advance of their first phase of development.

Parking — The three schools also contribute heavily to on-street parking in the surrounding neighbourhood to the dissatisfaction of many residents. Parking impacts can extend into the evenings and weekends when events such as open houses, parent-teacher interviews, athletic tournaments and student performances are held. The York House School events draw anywhere from 40 families for the parent-teacher interviews to 3,000 people for the annual Market Day. Some residents have suggested that York House School should provide greater amounts of off-street parking to alleviate the need to park on residential streets.

The Parking By-law assesses elementary and secondary schools on the basis of how many staff members they have, requiring two spaces for every three elementary staff and 1.25 spaces for each secondary staff member. The 0.25 additional space for secondary staff is to cover student and visitor parking demands. Schools are not required to provide additional parking for special events that may be held in their accessory facilities even though some of these events may create a high demand. Lately, schools undergoing expansion have been required by the City to submit a Facilities Use Plan which lays out all the special events that would occur throughout the year, and states how transportation and parking impacts are to be addressed. Shared parking arrangements with neighbouring institutions and the use of public streets for parking are generally considered preferable approaches for overflow parking situations than requiring that schools utilize more of their site area for extra parking.

For the proposed development, York House School's Parking By-law requirement would be 69 spaces based on 74 full-time equivalent staff members. The proposal is to require 69 spaces as a minimum in the CD By-law. York House School has planned an additional underground parkade for a future phase of development that would bring the total parking on site to 83 spaces. Staff support the extra parkade because: it would create a buffer if staff levels

increase in the future; it would provide some additional on-site spaces for students, visitors and special events; and the relocation of surface parking to below grade would create more play space for the students.

York House School is taking steps to actively manage its parking needs. An arrangement has been made with a nearby church to provide 40 additional off-street spaces. Staff, students and visitors are directed to park there if they cannot be accommodated on site. The School has included a "Staff Parking Policy", a "Student Parking Policy", and a "Parent & Visitor Day Parking Policy" in the Transportation Management Plan (in the Good Neighbour Pledge, Appendix F).

An "Event Parking Policy" is also included and special events are listed in the Facilities Use Plan. For special events, the 40 spaces in the church lot are available and arrangements would be made with Little Flower Academy for its parking to be available (25 spaces now, 42 after expansion). York House School would coordinate its events with Little Flower so that both schools are not busy at the same time. About 110 on-street spaces are also available for event parking on arterials and around the school blocks. Event attendees are directed to park in these curb-side locations if they cannot be accommodated in the off-street facilities.

2. Auditorium Use

The proposed auditorium has been cited by some local residents as a potential source of increased traffic and parking problems around the School. Auditoriums are common facilities within secondary schools. Almost all of the public and private secondary schools in Vancouver have them ranging in size from 350 to 933 seats. They are not regulated as separate land uses but are considered accessory to School Use, like dining halls and gyms.

As accessory uses, they are not assessed for additional parking beyond the Parking By-law requirement for the principal use (i.e. School - Elementary and Secondary). Even when the Parking By-law's provision for auditorium use is taken into consideration, the required school parking is usually adequate to cover what would be required of an auditorium. For example, York House School's Parking By-law requirement for School Use is 69 spaces. The 600 m² (6,500 sq. ft.) auditorium they wish to build would require 65 spaces if it were assessed under the By-law's provision for auditorium as a stand-alone use. A school auditorium's highest parking demand usually occurs for events happening outside of class hours, when the staff parking would be available for auditorium users.

Of York House School's 40 special events per year, there are three drama and music productions which currently use a rented theatre off site. These productions would move to the proposed auditorium. Apart from that, York House School does not propose any additional events beyond those that already take place on the site.

Recognizing some neighbours' concerns that the auditorium might be rented out to non-school groups and generate additional activity on evenings and weekends, York House School has agreed to reserve the auditorium for school use only. The following measures are proposed to ensure this is the case:

- "Accessory Auditorium Use" Definition – The use of the auditorium would be limited to school purposes only by a definition added to the CD-1 By-law (See Appendix A).

- **Facilities Use Plan** – All of the special events held at the School, including those in the auditorium, would be listed in a Facilities Use Plan within the Good Neighbour Pledge. The list would be updated annually. The Plan also states that the auditorium would be “strictly for educational and school related purposes” and that York House School would not rent it out. (See Appendix F.)

3. Density and Enrolment

Some local residents have remarked that the density on the York House School site is too great and they are sceptical about the School adhering to the enrolment cap placed on it as part of the 1992 rezoning.

Student Density – York House School has 600 students on 3.34 acres of land area which is a density of 181 students per acre. Under Ministry of Education area standards, a school of that size should have about nine acres. In Vancouver there are at least 40 schools that do not meet the Provincial area standards. Those schools that do usually have the benefit of an adjacent city park that helps achieve the standard. While York House School’s student density is higher than most schools in Vancouver, there are a number of other schools with comparable densities. For example, Lord Byng Secondary and Jules Quesnel Elementary are in a very similar situation where grades K to 12 are combined on one block without an adjacent city park. Lord Byng and Quesnel have 1,600 students on a nine-acre site at 178 students per acre. Under Ministry standards they should have about 18 acres of land area.

While York House School falls short of Ministry standards for land area, it meets the standards for interior space and, with the proposed additional floor area, it would exceed them. Public schools in Vancouver tend to offer about 100 to 140 sq. ft. of floor space per student. York House School currently offers 134 sq. ft. The proposed expansion would result in the school having 205 sq. ft. per student which is comparable to other independent schools in Vancouver which tend to offer over 200 sq. ft. per student.

Building Density – The proposed building density of 0.85 FSR is also higher than many schools in Vancouver. Schools tend to stay within the density limits of the residential districts in which they are located. Those within the RS districts are usually well below the permitted density. Many schools have the benefit of abutting city park land or they have generous school grounds that were secured decades ago. Today, given the high cost of land, the prospect of assembling land for schools is daunting. A new elementary school recently built on Great Northern Way, St. Francis Xavier, was rezoned in 1999 with a density of 1.05 FSR (including a church) which is 0.30 FSR over the surrounding RM-4 limit. Other schools which have high FSR figures include Kitsilano Secondary (0.75 FSR), Killarney Secondary (0.84 FSR) and Elsie Roy Elementary (0.91 FSR), although these schools are near city parks which helps mitigate the high building density.

York House School started on a smaller site within their block in 1939. By 1969 it had expanded across the whole block. Further outward expansion was halted with the 1992 rezoning, when the course was taken to increase density within the one block by approving 0.10 FSR over the surrounding density. With this current application York House School is requesting a marginal increase of 0.15 FSR over the RS-5 limit of 0.70 FSR.

Enrolment Caps – Building density limits are usually the only control that the City puts on the size of schools. Limits on enrolment are rarely used. An overall enrolment cap of 600 was

introduced in 1992 for York House School as an alternate way of managing its size. A further cap of 265 students was added for grades 8 to 12.

It has been brought to staff's attention by some neighbours that York House School has exceeded its enrolment caps in a number of years since 1992. (See enrolment, Appendix E.) York House School acknowledges that it has had some difficulty in adhering strictly to the enrolment caps due to problems managing the admissions process and dealing with uncertainties around returning students. Enrolment has fluctuated from 594 to 613 students. There is however no discernable trend of increase. The intent of the enrolment caps – to keep the size of the School in check so that the neighbourhood does not experience additional impacts – is largely being met. The School has now appointed a full-time Director of Admissions and expects to be better able to manage its enrolment figures.

With the current application the enrolment caps would remain unchanged, so the additional 0.15 FSR of floor area requested would not cause greater impacts on the surroundings due to more students, nor would the student density per land area increase from what was approved in 1992. The remaining concerns are whether the resultant building massing is appropriate for the context and what happens to the open space on the site. The new plans respond sensitively to the increasing building density by locating the additional floor area below grade level, such that the amount of building massing and open space is similar to what was approved in 1992. In addition, the proposed undergrounding of surface parking on 26th Avenue would result in greater open space on the site for student play.

Good Neighbour Pledge

On the advice of City staff, York House School has prepared a Good Neighbour Pledge which addresses, in a comprehensive manner, how the School would deal with all the issues that are problematic for its neighbours. The Pledge makes various commitments around the mode and procedures for getting students to school, the use of the auditorium, and the management of parking for all activities. It also includes a protocol for neighbour communications which appoints a School staff member as a neighbour liaison and outlines a procedure by which communications are relayed to neighbours, complaints are to be dealt with and issues resolved.

Also within the Pledge are two important components – a Transportation Management Plan and a Facilities Use Plan. Prior the issuance of a development permit for the first phase of development, the School must submit updated versions of these plans to the City, as well as a Construction Management Plan. The plans must be to the satisfaction of the General Manager of Engineering Services, the Director of Current Planning and the Director of Legal Services.

The Pledge was shared with the neighbours in a draft form in June 2004 and was revised in response to their comments. It would be updated annually to include current dates for school events, updated figures for the Transportation Management Plan, and changes to the traffic and parking procedures. Staff in the Parking Branch are to review the plans and the progress on the targets, and advise the School on measures and techniques to effect change. The Construction Management Plan, which would be prepared as part of the development permit process, would be updated with each phase of development.

The main concern expressed by some neighbours about the draft Good Neighbour Pledge is that it relies too much on the goodwill of the School to follow through on its stated

commitments. They remarked that some commitments made in the School's 1992 Transportation and Traffic Plan were not followed. The School notes that it did put in place 10 of 13 items in the 1992 Plan within three years and that it recently acted on two of the outstanding items. In the past, the City has not had staff resources to follow the implementation of transportation plans and to know how effective they are. However, as more of these plans are required of development applicants, mechanisms are being put in place to have ongoing monitoring. The School also commits in its Pledge to having its progress on transportation management reviewed by an independent consultant on an annual basis.

To ensure that the School maintains an ongoing commitment to its Good Neighbour Pledge, the following opportunities would be available for the City to take action:

- The Parking Branch would review updated Transportation Management Plans and Facilities Use Plans on an annual basis. A Construction Management Plan for each phase of construction would be required as a condition of the development permits.
- In reviewing permit applications for each phase of development, an assessment of where the School is at in meeting its targets would be undertaken and reported to the Development Permit Board or the Director of Planning.
- The School would participate in available programs for elementary and secondary schools that encourage alternate forms of transportation (such as those promoted by the Cool Vancouver initiative) and the City would (to the extent that it has staff resources) monitor progress and assist the program implementation.
- The use of the auditorium would be permanently regulated by a definition in the CD-1 By-law and enforcement action taken if non-school events are occurring. The school enrolment caps would continue to be in the CD-1 By-law and be likewise enforced by the Property Use Inspector.
- As with all school-related traffic and parking matters, the services of the Neighbourhood Transportation Branch would continue to be available to help the three schools in this neighbourhood address ongoing problems.

In the event that York House School does not act in good faith on its Good Neighbour Pledge, the development planning facilitator recommends an arbiter process for issue resolution rather than the mediation process described in the Pledge. Staff concur with that approach as an arbiter would work with the parties on an ongoing basis. However, staff suggest that, rather than have the City appoint an arbiter as the facilitator recommends, that both parties select an arbiter whom they can both trust. Therefore, staff recommend that the mediation process drafted for the Pledge evolve into an arbiter process which would provide better management of issues on an ongoing basis for both the School and the neighbours.

CONCLUSION

Planning staff support the use, density and general form of development proposed in this application. The relocation of passenger loading activity away from residential streets, the provision of lay-bys on Alexandra and King Edward and of extra parking on site would all help to improve the current congestion and parking problems. The designation of the auditorium for school use only and the acceptance of a comprehensive Good Neighbour Pledge including an effective issues resolution process will help to address neighbourhood concerns on an ongoing basis. Consequently, the Director of Current Planning recommends the application be referred to Public Hearing and approved with conditions outlined in Appendix B.

DRAFT AMENDMENTS TO CD-1 BY-LAW (288) NO. 7045

Note: A By-law will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

Uses

- Amend 2 to include as (b), "Accessory Auditorium Use which means the use of an auditorium on a site only for the activities or events that are customarily incidental, subordinate, and exclusively devoted to, and that form an integral part of, the principal use of the same site and its improvements", and renumber (b) to (c).

Density

- Amend 3.1 to increase the maximum floor space ratio to 0.85.

Setbacks

- Amend 5 to exempt a covered, unenclosed entry structure from the Alexandra Street setback requirement.

Parking

- Amend 7.1 to read: "Parking, loading and bicycle spaces shall be provided to meet the requirements of the Vancouver Parking By-law except that a minimum of 69 off-street parking spaces must be provided. The relaxation and exemption provisions of the Parking By-law are to be available."

PROPOSED CONDITIONS OF APPROVAL

Note: Recommended approval conditions will be prepared generally in accordance with the draft conditions listed below, subject to change and refinement prior to finalization of the agenda for the Public Hearing.

FORM OF DEVELOPMENT

- (a) That the proposed form of development be approved by Council in principle, generally as prepared by CJP Architects, and stamped "Received by the City Planning Department", April 26, 2005, provided that the Director of Planning may allow minor alterations to this form of development when approving the detailed scheme of development as outlined in (b) below.
- (b) That, prior to approval by Council of the form of development, the applicant shall obtain approval of a development application by the Director of Planning who shall have particular regard to, among other things, the following:

Design Development

- (i) design development to ensure overall cohesiveness in architectural expression of existing and proposed buildings comprising the York House School campus and to increase neighbourhood fit;

Note to applicant: Consider using replicas of the neighbourhood street lighting where appropriate for perimeter lighting around the site.

GOOD NEIGHBOUR PLEDGE

- (b) That, prior to issuance of any related development permit, provision of a Good Neighbour Pledge containing, to the satisfaction of the General Manager of Engineering Services, the Director of Planning and the Director of Legal Services, a Transportation Management Plan, a Facilities Use Plan, and a Construction Management Plan.

Note to applicant: The Good Neighbour Pledge should be updated annually and submitted to the Parking Branch for the monitoring transportation impacts. The update should include revised special event dates, revised mode split figures and other transportation data, changes to the passenger loading, traffic and parking management procedures, and information on upcoming phasing plans for implementation of the proposed development. Also, the mediation process described in the Pledge should be further evolved into an arbiter process that can provide more effective ongoing management of issues.

AGREEMENTS

- (c) That, prior to enactment of the CD-1 By-law, the registered owner shall, at no cost to the City make arrangements for the following to the satisfaction of the Director of Current Planning and the General Manager of Engineering Services, on terms and conditions satisfactory to the Director of Legal Services, unless otherwise specified:

ENGINEERING

- (i) Provision of street improvements on Alexandra Street between King Edward and West 26th avenues, including curbing (lay-by) and sidewalk adjustments to accommodate lay-by;
- (ii) Provision of a lay-by on King Edward Avenue adjacent to the site;
- (iii) Provision of street trees adjacent to the site where space permits; and
- (iv) Undergrounding of all new B.C. Hydro and Telus facilities from the closest existing point, including a review of any new overhead wiring necessary to serve the site to determine any impact on the adjacent neighbourhood.

COMMUNITY AMENITY CONTRIBUTION

- (v) Offering to the City of a Community Amenity Contribution (CAC) in the amount of \$65,122.

ADDITIONAL INFORMATION

SITE, SURROUNDING ZONING AND DEVELOPMENT

The site comprises one city block bounded by Alexandra Street, West King Edward Avenue, Granville Street and West 26th Avenue. It measures 151 m (495 ft.) by 90 m (295 ft.) and has an area of 13 444 m² (144,715 sq. ft.) or 3.34 acres.

Surrounding zoning to the south is RS-5 Residential and to the north is the First Shaughnessy District (FSD), also predominantly residential. York House School is surrounded by one-family dwellings on large lots, except to the west where Little Flower Academy and Shaughnessy Elementary School share a large 10-acre block bounded by Alexandra Street, Nanton Avenue, Marguerite Street and West King Edward Avenue.

The York House School site has developed over the years in a campus format. The Junior School is located to the northeast. The Senior School, including cafeteria and library, is built along the Alexandra Street frontage. Between them along King Edward Avenue is a grass playing field and along West 26th Avenue is the gym. There is parking with access from Alexandra Street under the North Wing and surface parking on the southeast corner of the site with access from West 26th Avenue.

BACKGROUND AND HISTORY

The subject site was rezoned from RS-1 to CD-1 (288) in 1992 to approve an expansion of York House School on its existing site to a maximum floor space ratio (FSR) of 0.70, a maximum height of 10.7 m (35 ft.) and the provision of 57 parking spaces.

Prior to the 1992 rezoning, the School was proposing to develop a performing arts facility on two residential lots it had acquired on the south side of 26th Avenue under the existing RS-1 zoning. Local residents objected to York House School expanding into the adjacent residential block. Instead, a rezoning was pursued to permit expansion of the School within its own block beyond the RS-1 density of 0.60 FSR. (The surrounding RS-1 District was subsequently rezoned to RS-5 which has a maximum density of 0.70 FSR.)

As part of the 1992 rezoning approval, Council required the School to sell the two residential lots. The notion of having a separate performing arts facility was set aside in favour of a plan to expand the gym and existing music facilities. To be added was a 163 m² (1,750 sq. ft.) music rehearsal hall and a second practice room.

Parking and traffic circulation issues were the major concern of those who were opposed to the 1992 expansion plan. A cap of 600 students was included within the CD-1 By-law as one measure to ensure a limit to these impacts. As a further measure, a "Parking and Traffic Management Plan" was required as a condition of the rezoning. York House School is located next to two other schools – Little Flower Academy with about 465 secondary students and Shaughnessy Elementary with 494 K-7 students. The collective effect of vehicular activity generated by all three schools makes traffic issues especially acute in this neighbourhood.

PROPOSED DEVELOPMENT

Since the 1992 rezoning, York House School has implemented two parts of their plan: expansion of the Junior School (1994) and reconstruction of the South Wing of the Senior School (1995). Plans to rebuild the centre classroom block of the Senior School encountered difficulty when the School learned that the parking planned for underneath that building could not be built unless the new North (Science) Wing (1988) was substantially altered to accommodate a ramp. The School held off on the centre block plans, and on the expansion of the gym and music facilities. In 2001, CJP Architects was hired to re-evaluate the School's options and come up with a long-term facilities plan for the site. It is this new plan that is the subject of this application to amend the zoning.

There are several significant changes to the amended plan:

1. It resolves the access problem to the expanded below-grade parking by relocating it to under the playing field. This allows for retention of the existing North Wing as is, whereas the old plan would require major alteration or demolition.
2. It moves the music and drama studio space from being adjacent the gym into a performance arts facility under the playing field. Included in this facility, and new to the master plan, is a 350-seat auditorium.
3. It proposes a smaller expansion to the existing gym, and
4. It includes a redesigned Senior Building without underground parking.

PUBLIC BENEFITS

Under Council's interim Community Amenity Contribution (CAC) Policy in effect at the time of the application's submission, the site is considered a standard rezoning. A contribution of \$32.29 per m² (\$3.00 per sq. ft.) would be made for the increase in allowable floor area. In addition, a Development Cost Levy (DCL) at the City-Wide rate for school use of \$5.49 per m² (\$0.51 per sq. ft.) would be charged on the amount of floor area constructed, payable at building permit issuance.

In the case of rezonings for institutional uses, the City often considers the provision of community space, or community access to facilities and open space, as in-kind contributions in lieu of a CAC payment. York House School, in response to neighbours' concerns, agrees to not make its facilities available to the community. Many of the surrounding residents do not wish to see increased activity around the School due to non-school use of the site. Therefore, a cash CAC of \$65,122 based on the above rate, is recommended for this rezoning to be paid at the time of enactment.

PUBLIC CONSULTATION

Pre-application — York House School submitted a letter of inquiry as to how to proceed with an amendment to its CD-1 (288) zoning by-law in June 2002. A first meeting to review the development proposal with the neighbourhood was held by the School in October 2002. A second meeting, to review the landscape and development plan, was held by the School in April 2003. A workshop on traffic issues involving all three schools and representatives from the City's Neighbourhood Transportation Branch was held on May 1, 2003.

The three pre-application meetings were well attended with many neighbours expressing significant concerns about the School's proposal. Their main concerns were with traffic congestion and parking, a proposal to increase the enrolment cap by 25 students and the potential impact of evening use of the proposed auditorium. Lack of trust in dealing with the School was also cited to be an issue for some residents. Prior to York House School submitting its application, a number of letters were received by staff, including three petition letters with a total of 95 households, most of which were in opposition.

Subsequent to submitting application – The School amended its proposal and submitted an application on November 20, 2003. In deference to neighbourhood concerns, the School decided not to apply for an increase in the enrolment cap, but to leave the existing cap of 600 students in place.

Planning staff hosted a public open house on January 19, 2004. Almost 400 invitations were sent out and 90 people signed in. People were encouraged to complete survey forms provided. From the open house, 118 letters and survey forms were received: 79 were in opposition, 33 in favour and 6 were neutral. The three most significant issues raised were:

1. Ongoing concerns with traffic congestion and parking.
2. Concerns about the proposed auditorium, particularly the possibility of an increase in activity around the School if the auditorium were to be used for third-party rentals.
3. Demands that the School should provide much greater amounts of on-site parking than proposed.

Subsequent to the public open house, staff also met with the York House Neighbours Steering Committee, a group of concerned neighbours, and the President of the Shaughnessy Heights Property Owners' Association, in hopes of finding some resolution to these concerns. To address these issues, York House School worked with City staff to refine its proposal. The School offered to build additional on-site parking in the form of an extra underground parkade on West 26th Avenue. The draft Good Neighbour Pledge was also revised and expanded to address all of the issues.

A letter outlining these changes, including a copy of the revised draft Good Neighbour Pledge, was mailed out for comment on June 22, 2004. Correspondence was received from 20 households in reply to that letter: 15 in opposition and five in support. Those opposed were sceptical about whether the School would follow the commitments in the Good Neighbour Pledge and about whether the pledge was enforceable by the City.

During the fall of 2004 further changes were proposed by staff and the School. The "Accessory Auditorium Use" definition was drafted for the CD-1 By-law. A second passenger lay-by on King Edward Avenue was added to the plans and the lay-by for Alexandra Street was brought forward to be installed as soon as possible. The Good Neighbour Pledge was also further revised with a more detailed Facilities Use Plan and restrictions on the auditorium use that reflect the proposed accessory use definition.

Staff subsequently met with members of the York House Neighbours Steering Committee on several occasions to discuss the Pledge, the auditorium definition and the City's enforcement procedures. The School also engaged a development planning facilitator, Mr. Chuck Brook of

Brook Development Planning, who met with a number of neighbours, both separately and together with School representatives, to discuss outstanding issues. In addition to numerous letters received from the York House Neighbours Steering Committee and the Shaughnessy Heights Property Owners' Association, correspondence was received from 16 households since November 2004 – seven from households which had not previously written. All were in opposition with enforceability of the Pledge and distrust of the School being the main points.

URBAN DESIGN PANEL COMMENTS

Excerpts from the minutes of February 4, 2004:

Evaluation: Support (7-2)

- **Introduction:** Anita Molaro, Development Planner, presented this application for a Text Amendment to an existing CD-1 zone. The proposal is to increase the density from 0.70 to 0.85 FSR to accommodate facilities located underground. The current CD-1, approved in 1992, provided a master plan for the development of the site but only half of the plan proceeded. The proposed Text Amendment is to accommodate an on-site performing arts centre including drama and music teaching and performance area below the athletic field. Off-street parking will also be constructed underground. While the proposal will increase the total floor area, it will result in a decrease in site coverage and an increase in green space on the site. Some hard surface area will be retained to accommodate loading.

To address the issue of traffic, which is a major concern of the neighbours, part of the strategy of the site planning is to consolidate access to the site on the Alexandra Street frontage by introducing a lay-by that will accommodate about nine vehicles, and to focus the primary entry to the site from Alexandra Street.

Staff have no significant issues with this application and seek the Panel's advice in the following areas:

- the site planning approach;
 - the strategy of locating FSR below grade;
 - the form of development including the integration between the two existing buildings;
 - landscape treatment.
- **Applicant's Opening Comments:** Graham Fligg, Architect, explained the design rationale and noted it is intended to be a fairly "quiet" addition to the school. In response to a question from the Panel, he said the height of the fence is not yet determined but it is intended to be a perimeter definition. He described the materials and colours and responded to the Panel's questions.
 - **Panel's Comments:** The Panel strongly supported this request for Text Amendment.

The Panel supported the applicant's approach to the site planning, and the proposal for locating new facilities underground was generally thought to be an excellent concept. The Panel was pleased to see the reduction in site coverage resulting from this strategy. One Panel member questioned whether any consideration had been given to under-grounding the

gym as well to achieve even more open space at grade. A comment was made that the strategy of locating FSR underground is one that should be encouraged in Vancouver because it causes little impact on the surrounding neighbourhood.

The Panel appreciated that there is very little visible parking on the site and supported the introduction of the lay-by in the traffic management plan.

The Panel had a number of suggestions with respect to the form of development. In general, the Panel thought the form of development lacked resolution at the detail level. There were concerns about how the infill component connects with the existing buildings, making it look quite pinched and crowded. There were concerns about the integration of the roof forms in particular. Some Panel members thought the infill should not mimic the expression of the existing forms but read as a separate building. It was recommended that the infill should be a lot simpler, possibly with a flat roof, to provide a better relationship with the two existing, well proportioned structures. Careful attention should be given to the treatment of the garage entry. There was also a recommendation to give more attention to the surface promenade, possibly including weather protection between the two buildings. Detailed resolution of the entry canopy should also be given careful consideration as the design proceeds.

There was a strong recommendation to introduce more natural light into the below ground areas and the Panel thought there would be ample opportunity to achieve this in design development, with skylights and possibly a light well. There was a suggestion to consider some reconfiguration of the underground space to bring the daily use areas closer to the walkway and the more service oriented uses further back.

The Panel felt strongly that educational institutions should lead the way in embracing sustainability measures to provide a positive learning opportunity for students. It was stressed that the project should be a showcase in the way the architecture is resolved. It is an opportunity to exhibit West Coast architecture, and it should be creative, innovative and sustainable.

The Panel stressed the importance of landscape in a project such as this and was disappointed that this aspect was underemphasized in the presentation materials. The Panel will look forward to seeing resolution of the landscape plan at the development application stage. The perimeter treatment will need to be carefully detailed in this context, with careful attention given to detailing of fence posts. With respect to the athletic field, the Panel urged that it be as green as possible as opposed to artificial turf.

With respect to materials, the Panel would discourage the use of hardi plank because it does not perform well when used in longer lengths. The use of natural material is preferred. The extent of concrete being used around the entry might also be reconsidered given the context of the building.

- **Applicant's Response:** Mr. Fligg thanked the Panel for its comments. He agreed with the importance of the landscape in the scheme and confirmed there is a landscape architect on the team. The detailing of the fence will be addressed in design development. Mr. Fligg said he also agreed with some of the comments with respect to linkages and integration with the existing mechanical areas.

STAFF COMMENTS

Comments of the General Manager of Engineering Services – The General Manager of Engineering Services has no objection to the proposed rezoning, provided that the applicant complies with conditions as shown in Appendix B.

Landscape Comments – The landscape edge treatment of this site will form a large part of the success of this application. How the site edge transitions to the adjacent neighbourhood is important when considering the impact of the proposed building additions. The current school buildings are surrounded by a mixture of hedges, trees and shrubs that provide a buffer between the school and the neighbourhood. This green edge condition should be continued and enhanced.

The Landscape Design Rationale defines the overall landscape approach as “learning in the school garden” and mentions the idea of planting an arboretum as a legacy for the future. More details, in the form of descriptions of this learning environment or plans for planting unique or unusual trees and shrubs, should be provided at the development permit stage.

The largest change will be on Alexandra Street where a passenger lay-by is proposed. This will involve the removal of the street trees and replacement of them on the inside boulevard. Consideration should be given to book-ending the street with two street trees at each end.

The landscape edges of the other three streets will be affected by the construction of the fence, pathway and running track. The placement and construction of the security fence and the perimeter pathway should take into consideration the retention of site and City trees.

The applicant will need to consider the following at the development permit stage:

- clarification of which trees and hedges are to be retained, noting that removal of street trees and trees growing on the inside boulevard requires the permission of the City;
- provision of an arborist report about the safe retention of the monkey puzzle tree in the northwest corner of the site and safe retention of the retained trees adjacent to the security fence, the running track and long jump, and the perimeter pathway. The report should contain any methods of the safe retention that the arborist deems appropriate. The location and construction methods used for the perimeter pathway and the security fence should take into account the need to retain trees;
- regarding the “arboretum approach” to tree planting on site, the applicant should provide additional details on the types of unique or unusual trees that might be planted; and
- provision of large-scale section drawings illustrating the cross-section from the façade of the Junior School to the edge of the public sidewalk, including the path, the edge planting and the perimeter fence.

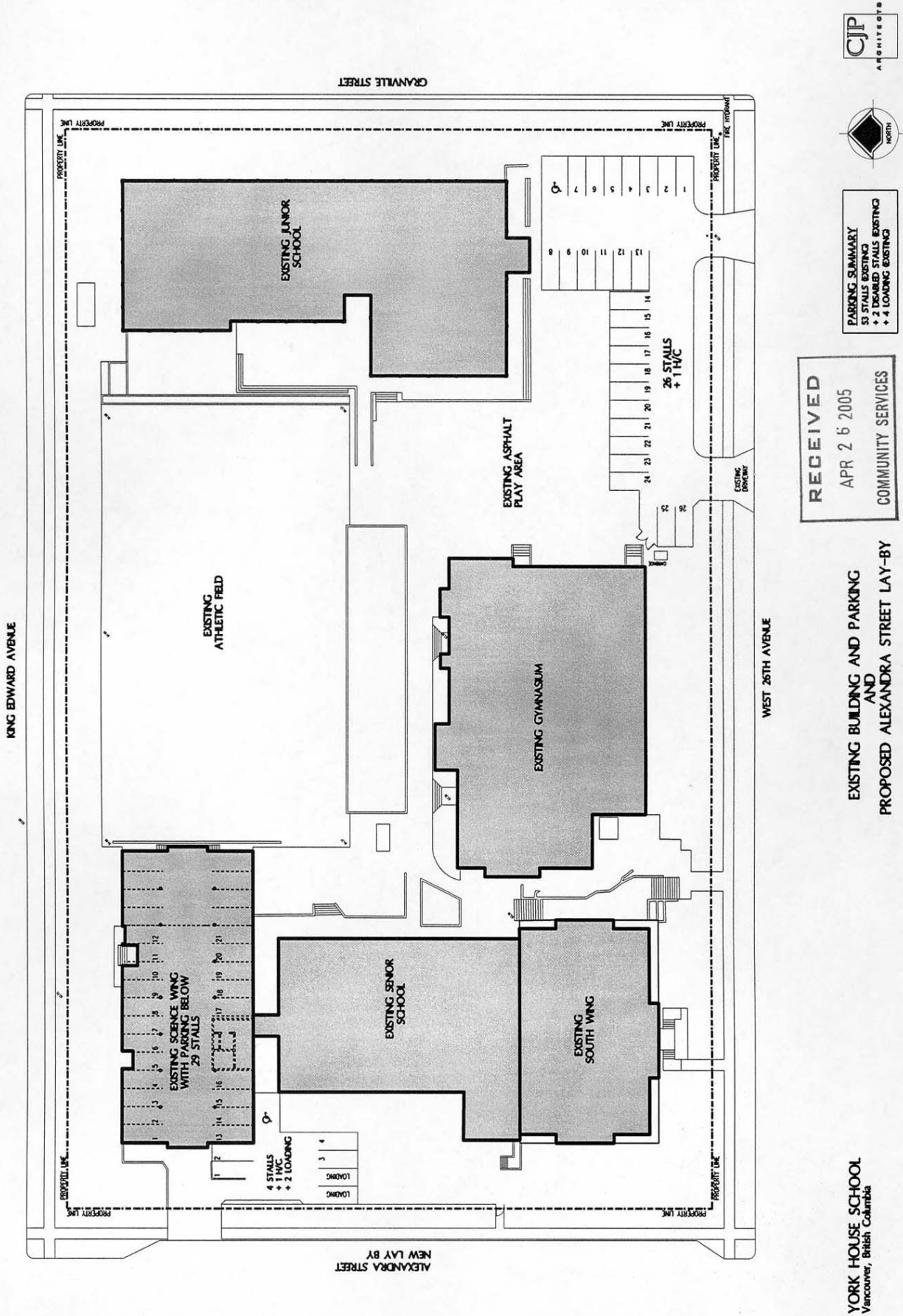
Crime Prevention Through Environmental Design (CPTED) – The CPTED Planner had no comments.

Environmental Protection Comments – The Noise By-law does not require amendment but detailed plans should be submitted to the Environmental Health Division for review during the building permit application stage.

Fire Department Comments – The Fire Department requested clarification on distances to entrances, which are not to exceed 15 m, Fire Department access to the gym and the location of existing Fire Department response to the Junior School. The buildings are to be fully sprinklered to NFPA 13 complete with fire alarm system.

APPLICANT'S COMMENTS

“Both CJP Architects and York House School have reviewed the Staff Report in detail and concur with the information presented in the Report. York House School will work with City staff to revise the draft Good Neighbour Pledge prior to the Development Permit stage which will include a Traffic Management Plan, Facilities Use Plan and Construction Management Plan.”

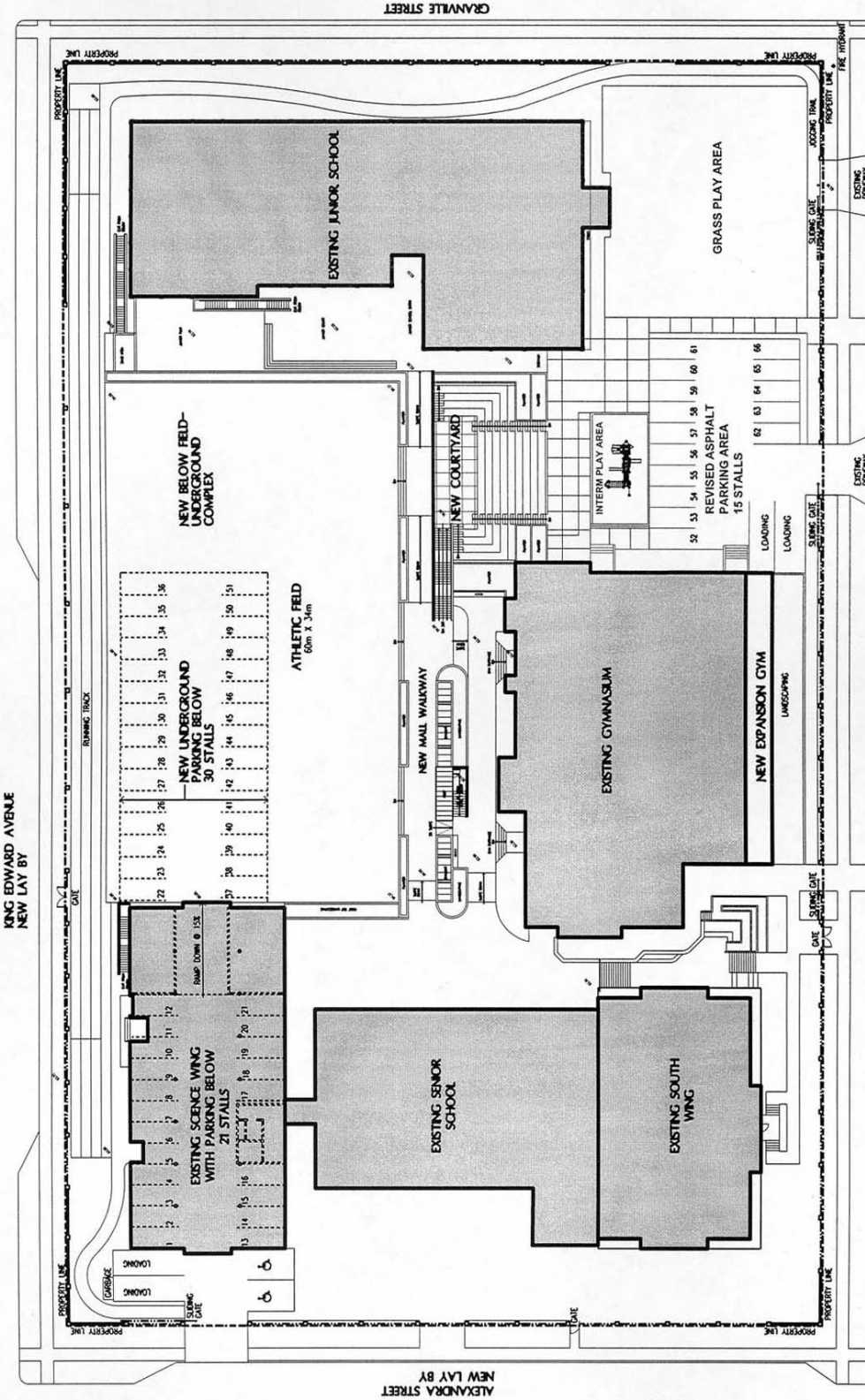


PARKING SUMMARY
33 STALLS EXISTING
+ 4 LOADING EXISTING

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APR 26 2005
COMMUNITY SERVICES

**EXISTING BUILDING AND PARKING
AND
PROPOSED ALEXANDRA STREET LAY-BY**

YORK HOUSE SCHOOL
Vancouver, British Columbia



PARKING SUMMARY
66 STALLS
+ 2 DISABLED STALLS
+ 4 LOADING STALLS

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COMMUNITY SERVICES

PHASE 1 PROPOSAL

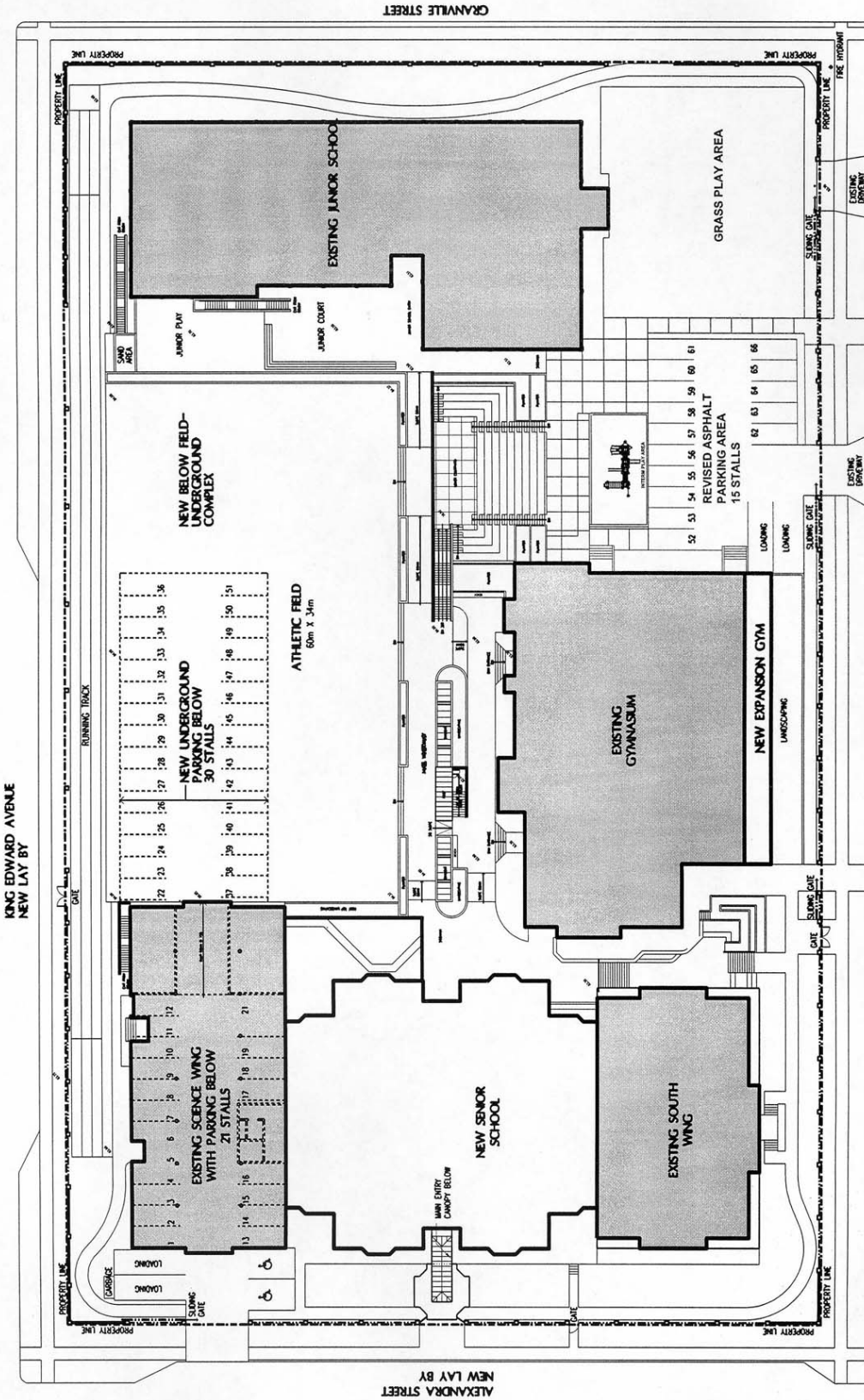
YORK HOUSE SCHOOL
Vancouver, British Columbia

KING EDWARD AVENUE
NEW LAY BY

ALEXANDRA STREET
NEW LAY BY

WEST 26TH AVENUE

GRANVILLE STREET

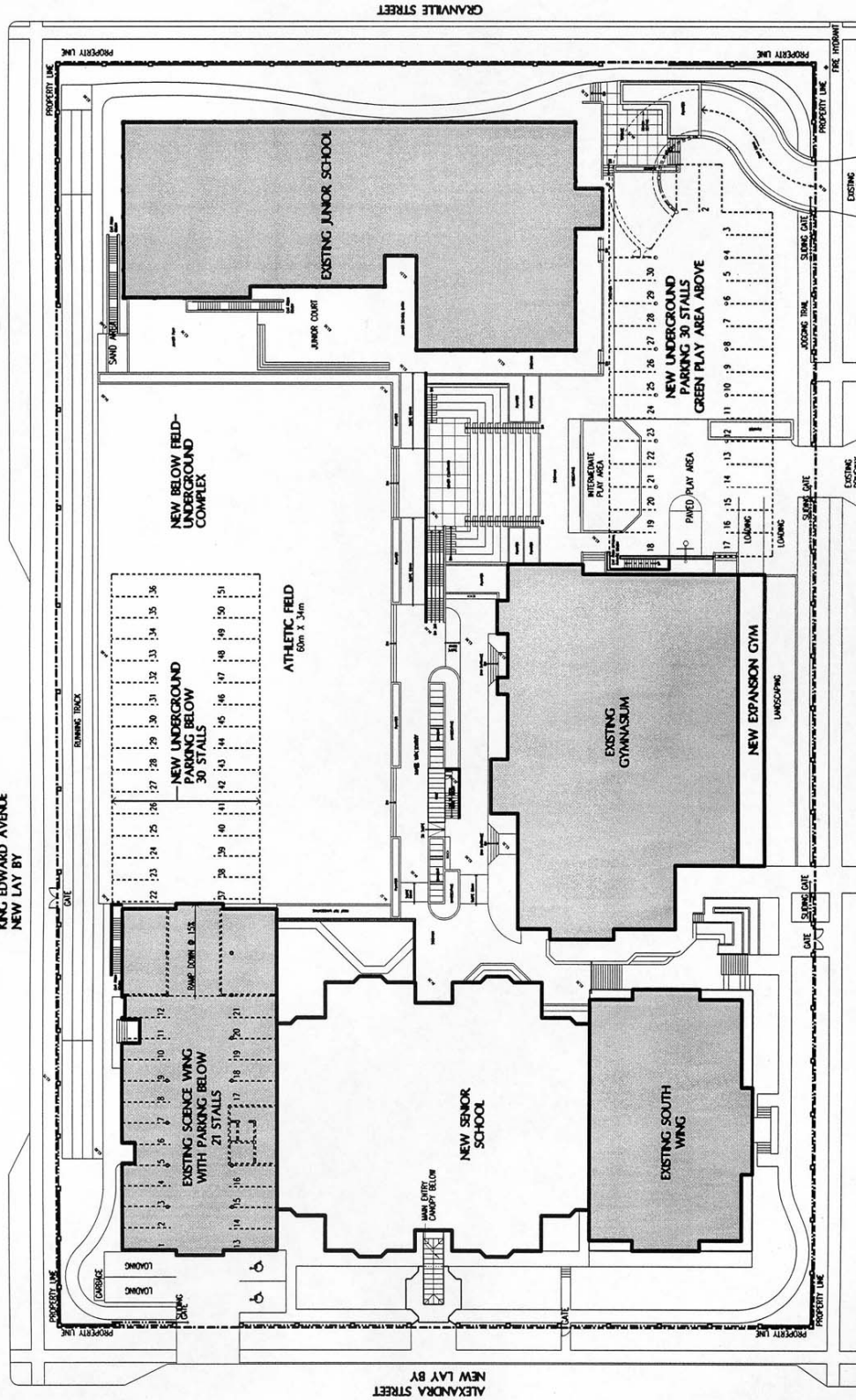


PARKING SUMMARY
66 STALLS
+ 2 DISABLED STALLS
+ 4 LOADING STALLS

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APR 26 2005
COMMUNITY SERVICES

PHASE 2 PROPOSAL

YORK HOUSE SCHOOL
Vancouver, British Columbia

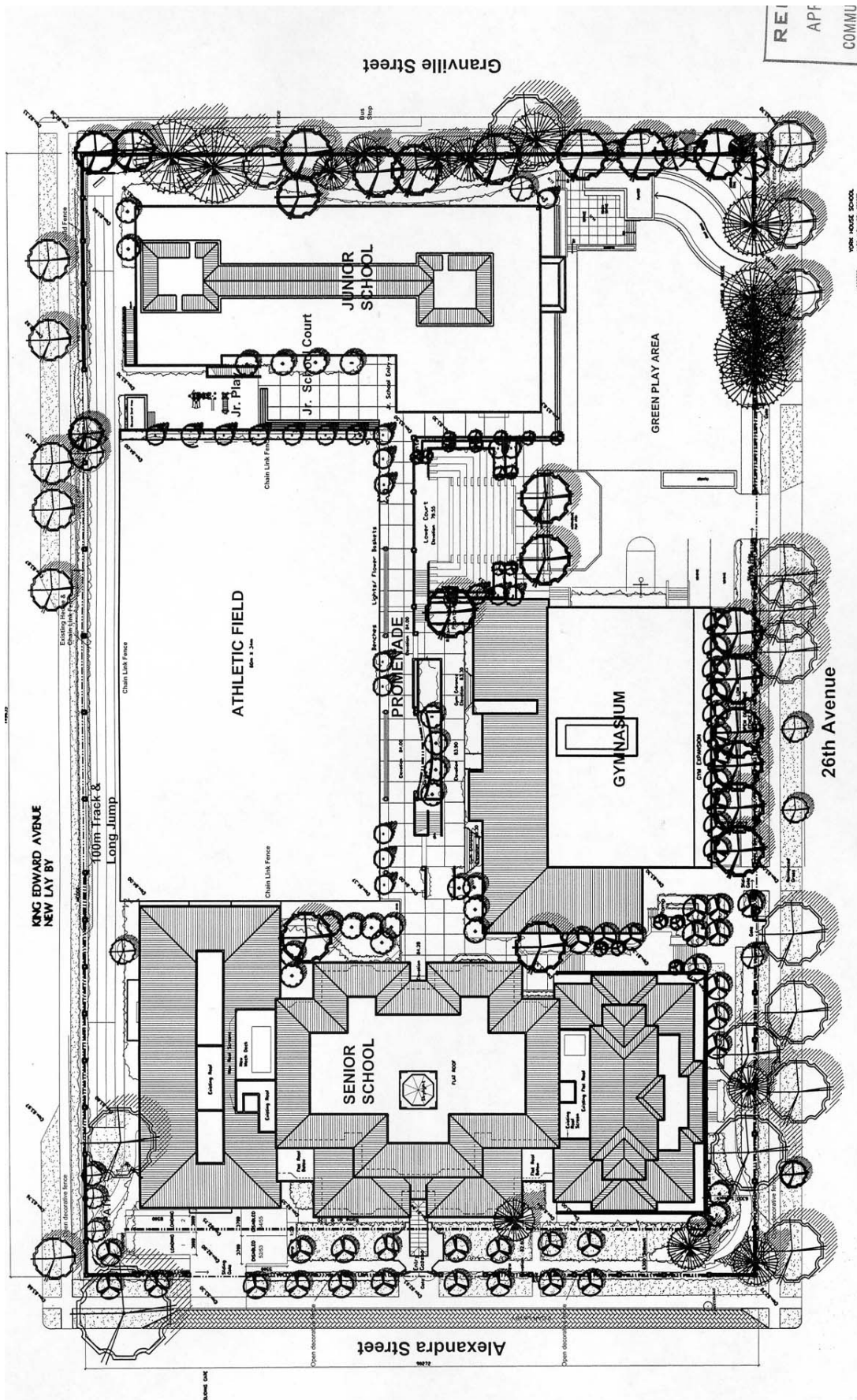


PARKING SUMMARY
81 STALLS
+ 2 DISABLED STALLS
+ 4 LOADING STALLS

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APR 26 2005
COMMUNITY SERVICES

PHASE 3 PROPOSAL

YORK HOUSE SCHOOL
Vancouver, British Columbia



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NEW UNDERGROUND STALLS
TOTAL UNDERGROUND STALLS
TOTAL STALLS
TOTAL STALLS
TOTAL STALLS

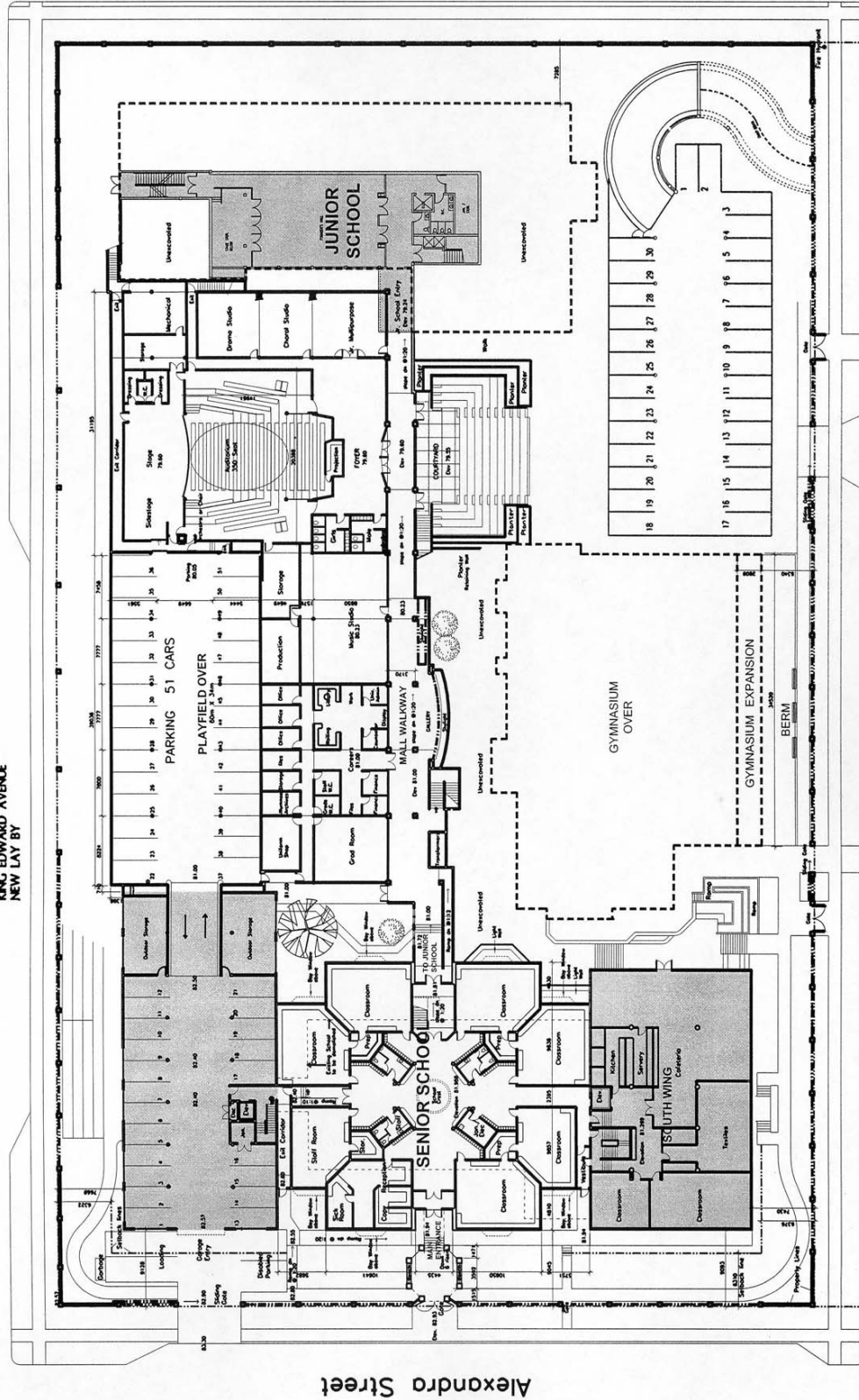
NEW UNDERGROUND STALLS	81
TOTAL UNDERGROUND STALLS	4
TOTAL STALLS	85
TOTAL STALLS	85

4 LOADING SPACES

SITE PLAN & ROOF PLAN SCALE 1:200

YORK HOUSE SCHOOL PROPOSAL

C-JP ARCHITECTS REVISED APRIL 2005



26th Avenue

LOWER FLOOR PLAN SCALE 1:200

YORK HOUSE SCHOOL PROPOSAL

CJP ARCHITECTS REVISED APRIL 2005

NOTE:
SHADED AREAS REPRESENT EXISTING BUILDING AREAS

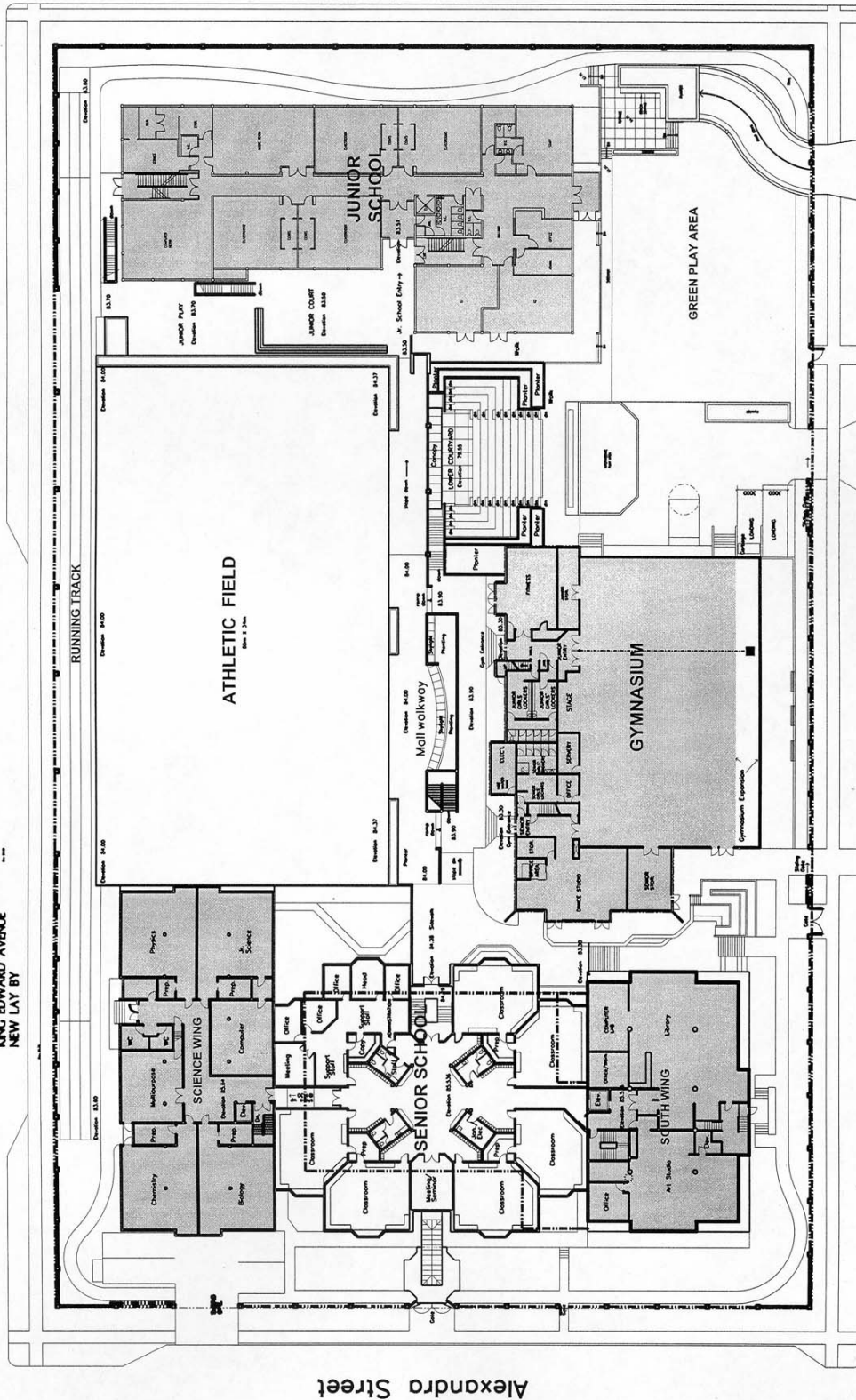
PARKING SUMMARY:

81 UNDERGROUND STALLS	81
2 DISABLED	83
TOTAL	85
4 LOADING	

REC'D
APR 2
COMMUNITY



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APR 26
COMMUNITY



NOTE:
SHADED AREAS
REPRESENT
EXISTING
BUILDING AREAS

26th Avenue

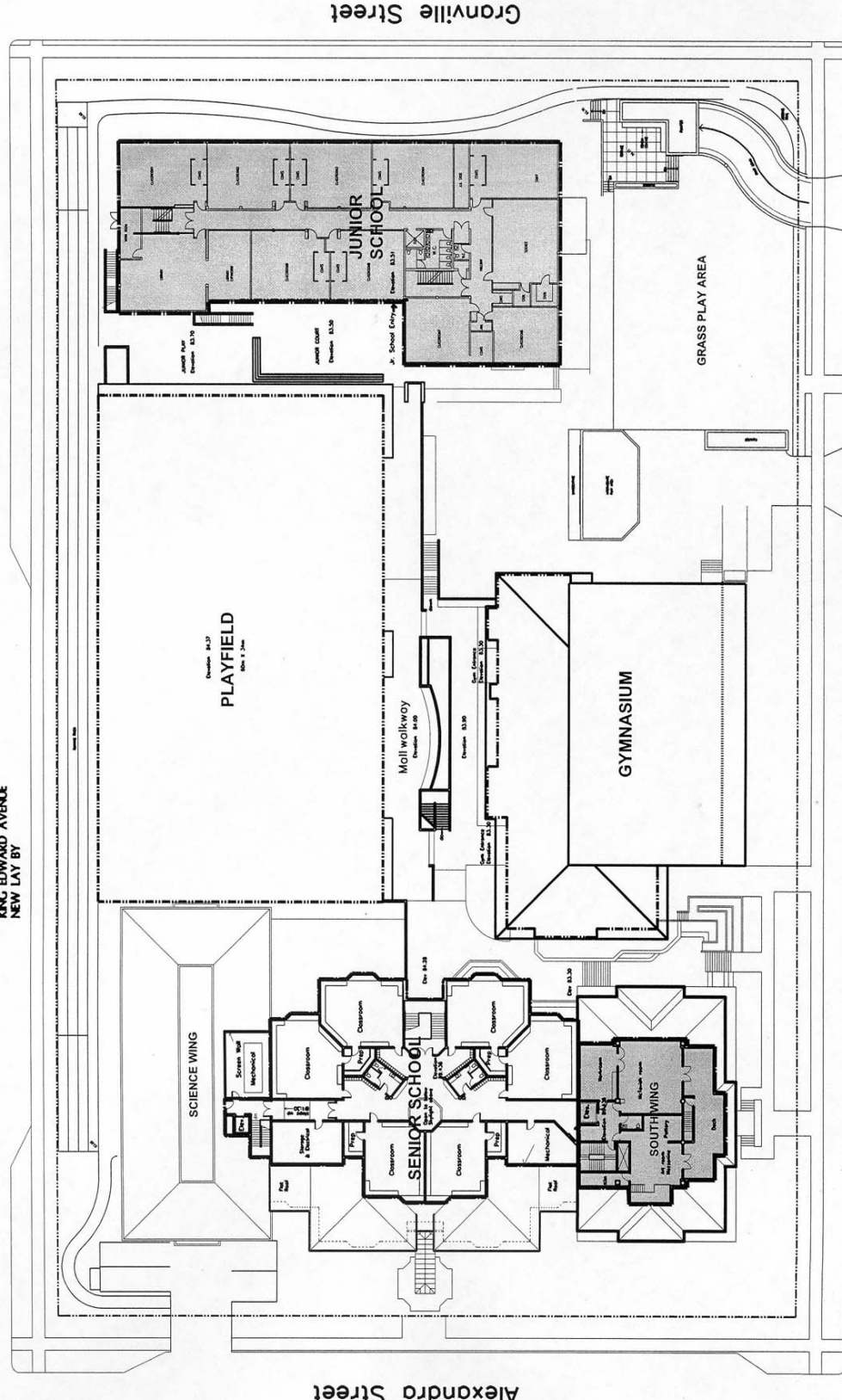
GROUND FLOOR PLAN SCALE 1:200

YORK HOUSE SCHOOL PROPOSAL

C-JP ARCHITECTS REVISED APRIL 2005



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COMMUNITY



NOTE:
SHADED AREAS
REPRESENT
EXISTING
BUILDING AREAS

26th Avenue

UPPER FLOOR PLAN SCALE 1:200

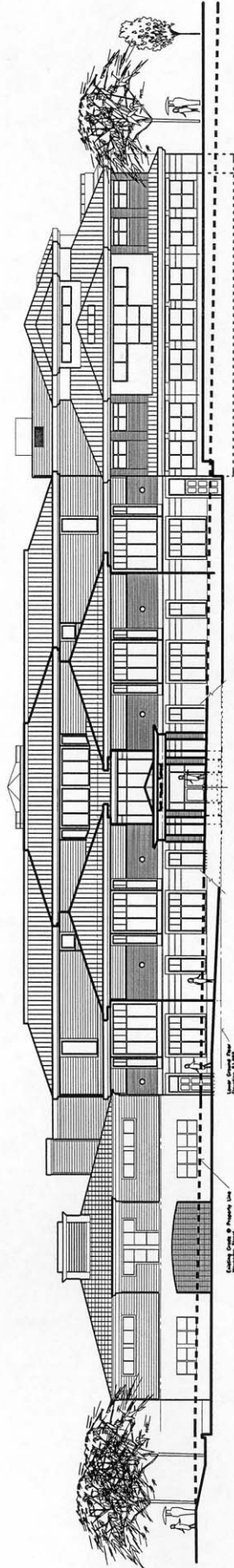
YORK HOUSE SCHOOL PROPOSAL

CJP ARCHITECTS REVISED APRIL 2005

South Wing
Existing

Senior School
Addition

Science Wing
Existing



West Elevation
SCALE 1:100

YORK HOUSE SCHOOL PROPOSAL

C-JP ARCHITECTS NOVEMBER 2003

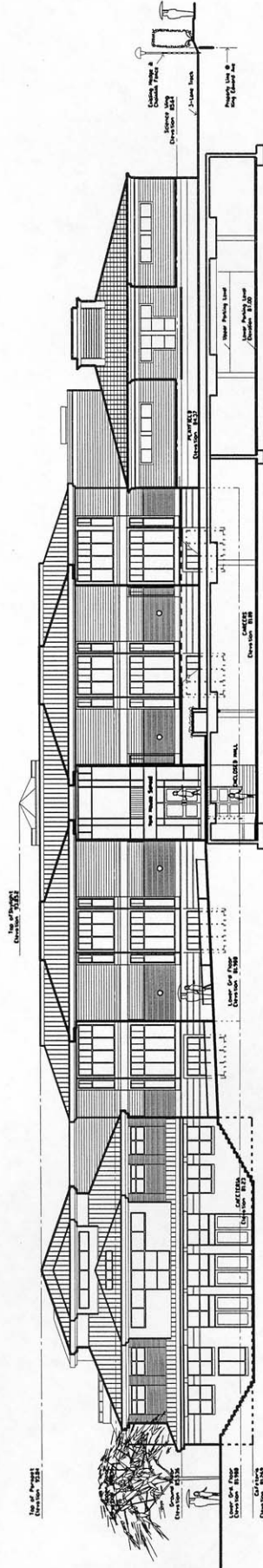
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Science Wing
Existing

Senior School
Addition

South Wing
Existing



East Elevation
SCALE 1:100

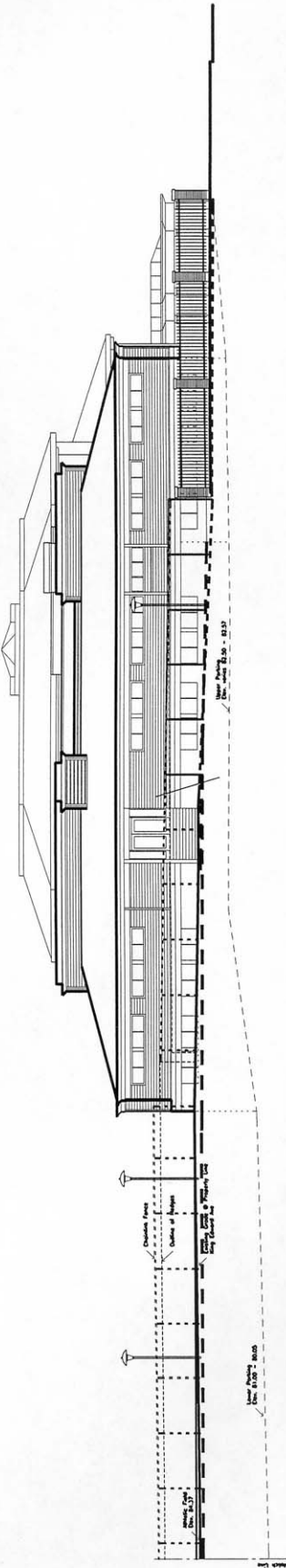
YORK HOUSE SCHOOL PROPOSAL

CJP ARCHITECTS NOVEMBER 2003

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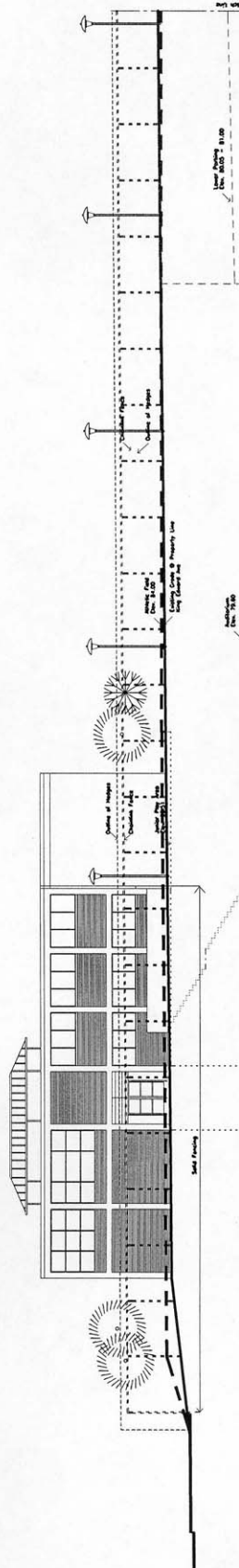


SENIOR SCHOOL/SCIENCE WING



North Elevation
SCALE 1:100

JUNIOR SCHOOL



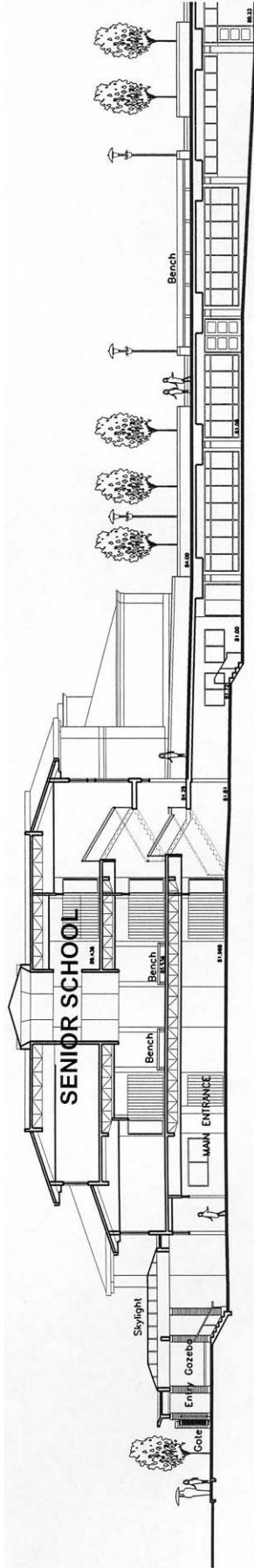
North Elevation (continued)
SCALE 1:100

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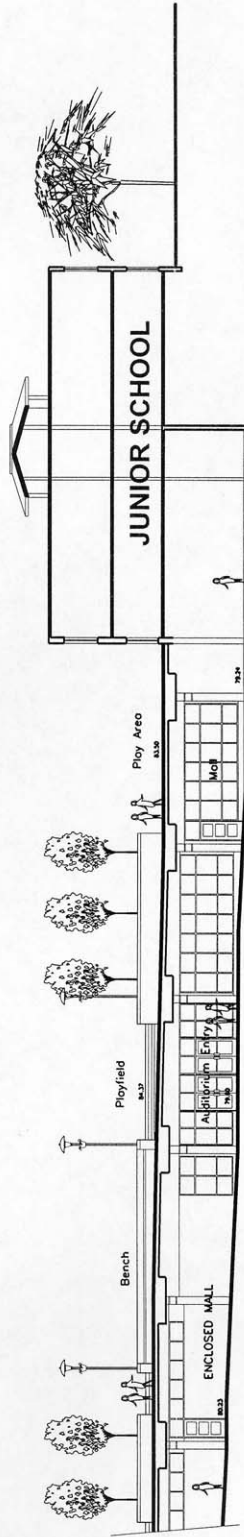
YORK HOUSE SCHOOL PROPOSAL

CJP ARCHITECTS NOVEMBER 2003



Longitudinal Section

SCALE 1:100



Longitudinal Section through Lower Mall

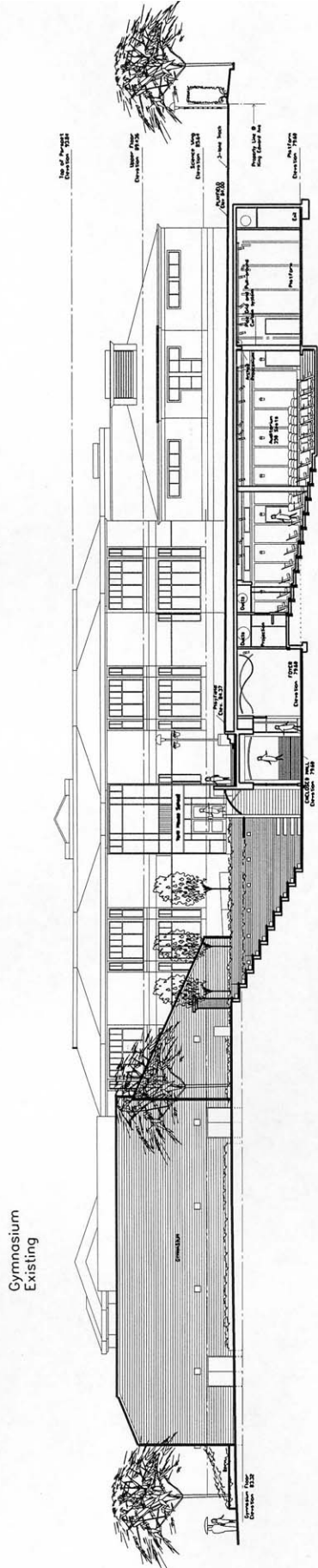
SCALE 1:100

YORK HOUSE SCHOOL PROPOSAL

CJP ARCHITECTS NOVEMBER 2003

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APR 26 2003
COMMUNITY SERVI





East Elevation
SCALE 1:100

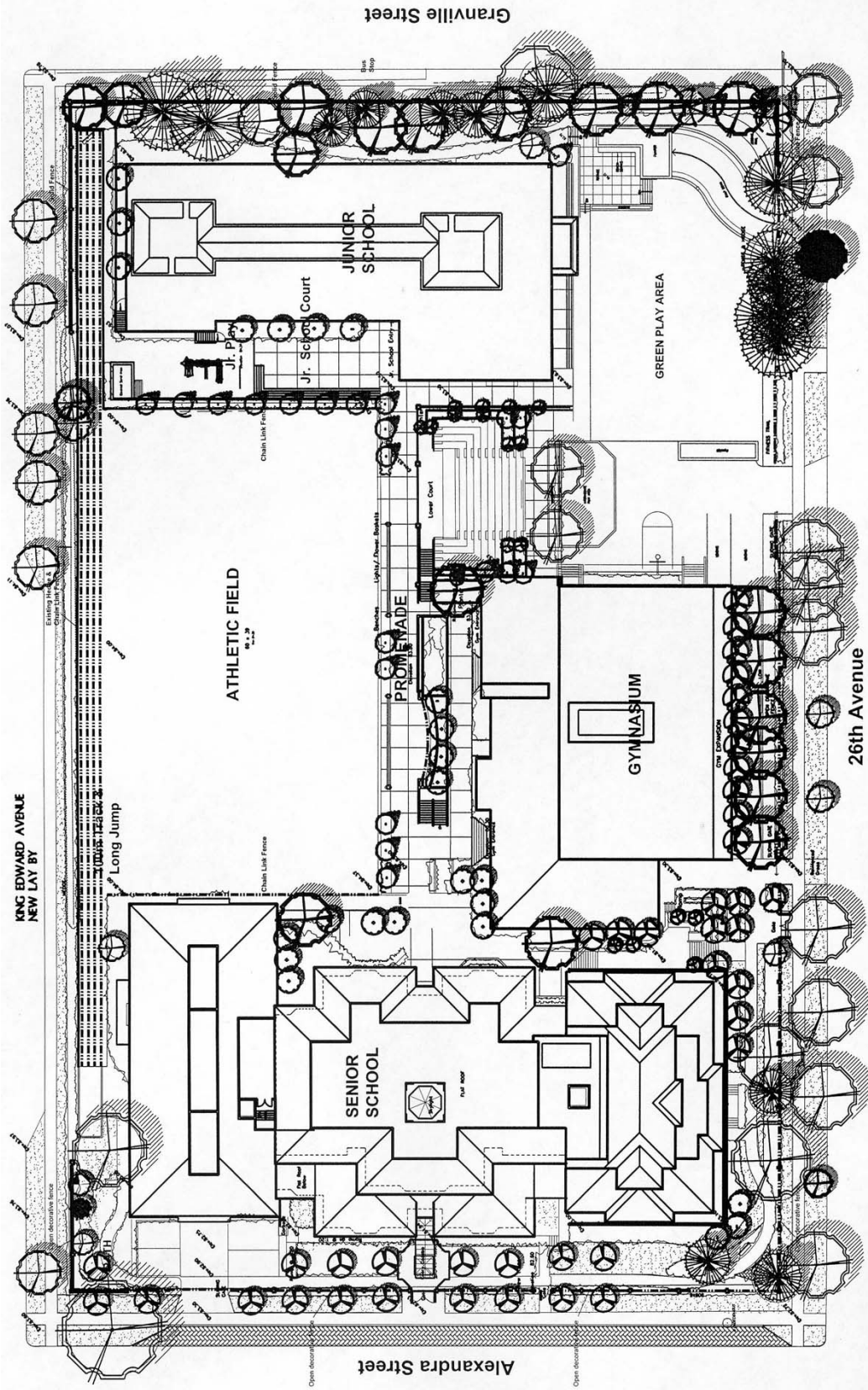
Cross Section Through Auditorium
SCALE 1:100

YORK HOUSE SCHOOL PROPOSAL

CJP ARCHITECTS NOVEMBER 2003



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YORK HOUSE SCHOOL
1115 ALEXANDRA STREET
STONINGHAM, MASSACHUSETTS 01906

LANDSCAPE CONCEPT PLAN
SCALE 1:200

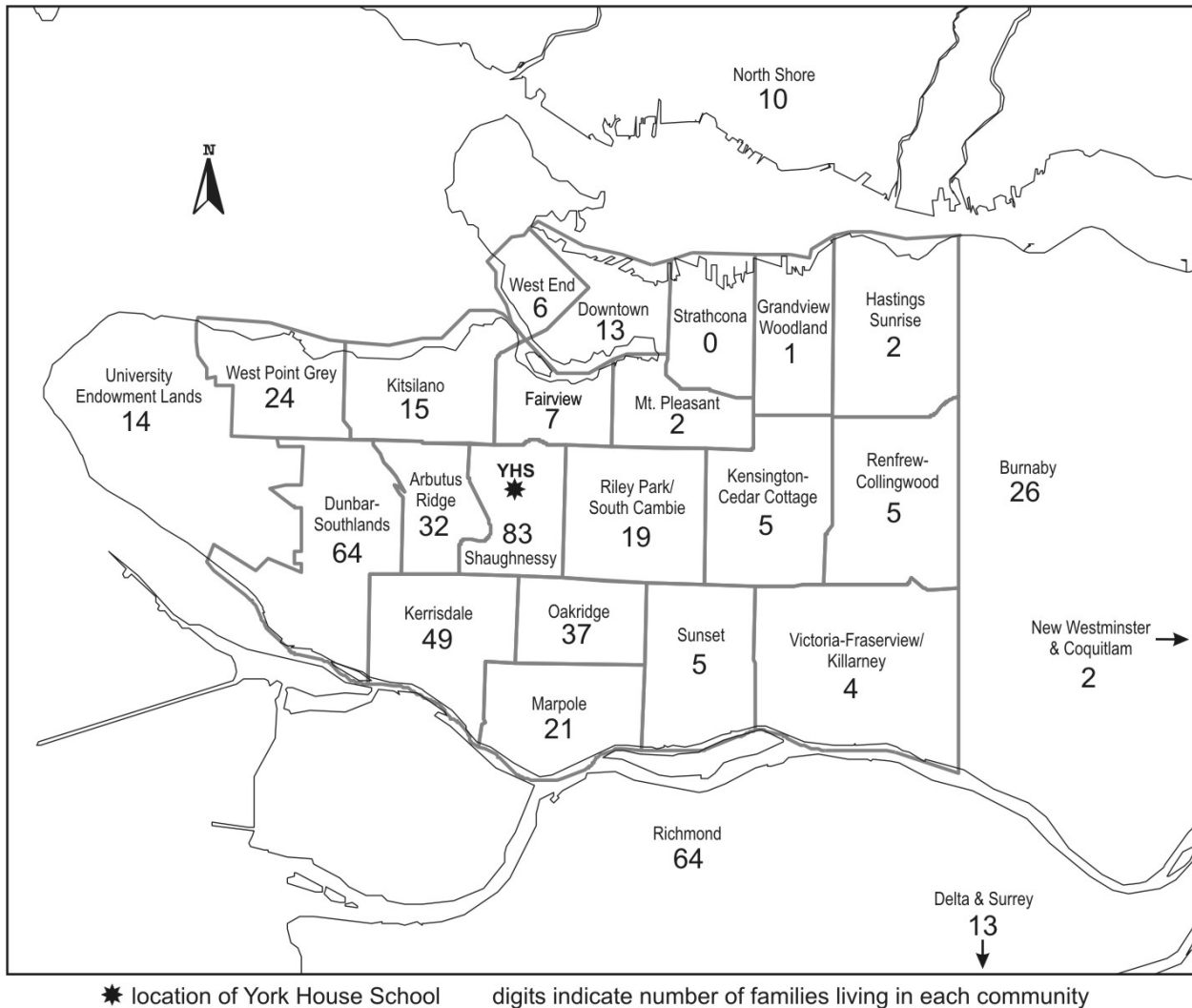
YORK HOUSE SCHOOL PROPOSAL

DMG LANDSCAPE ARCHITECTS
REVISED APRIL 2005



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Figure 1 – Where York House School families live
data from 2003-04 school year — total families = 523

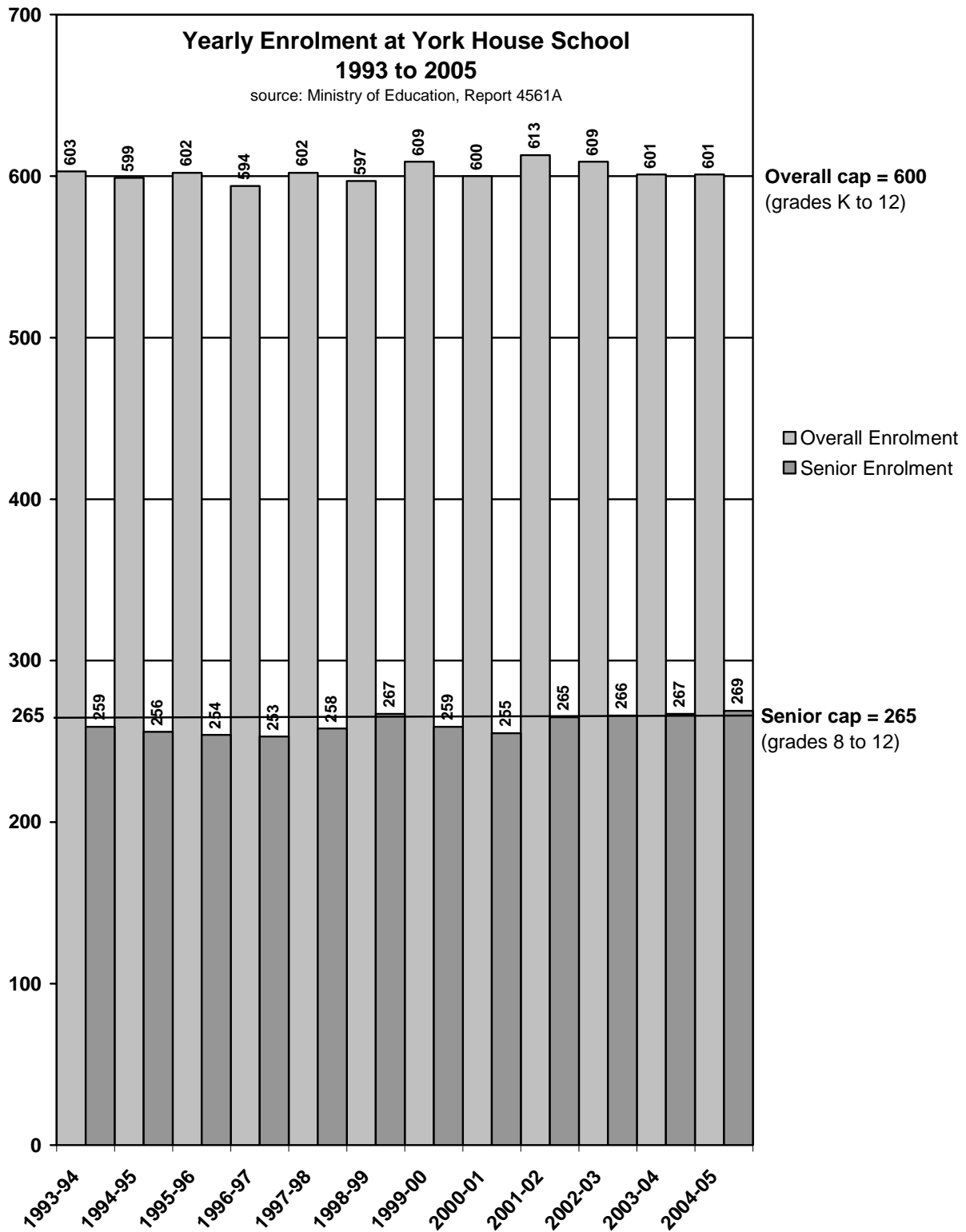


- 75% of York House School families live in the City of Vancouver, mostly west and south of the School
- 16% live in Shaughnessy
- 12% live in Richmond and 5% live in Burnaby

Figure 2 – School clusters in Vancouver

School Cluster	Number of Students 2004-05		
	Elementary	Secondary	Total
York House/Little Flower Acad./Shaughnessy Elem.	826	734	1,560
Lord Byng Secondary/Quesnel Elem.	384	1,214	1,598
Point Grey Secondary/Quilchena Elem.	355	1,305	1,660
Magee Secondary/Maple Grove Elem.	401	1,274	1,675
Churchill Secondary/Laurier Elem.	339	2,003	2,342

Figure 3

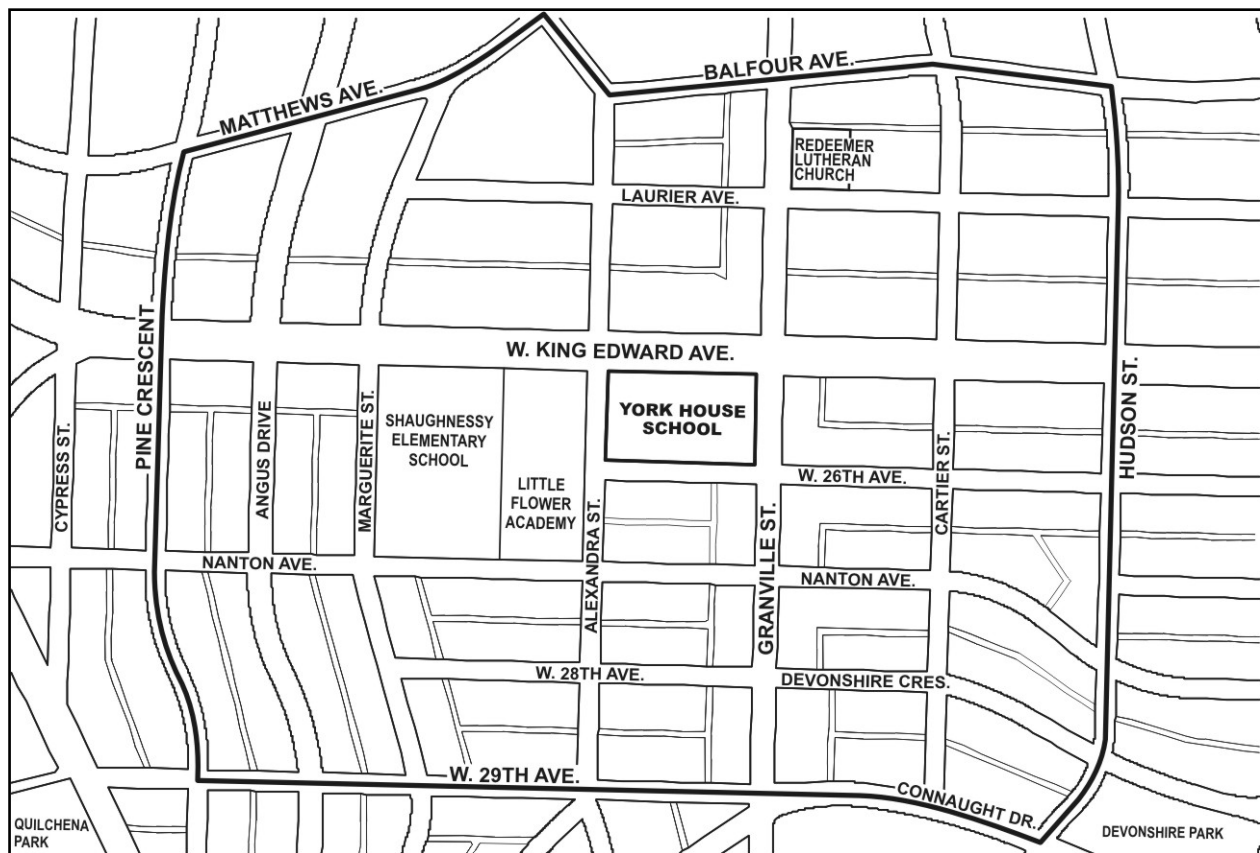




York House School

Good Neighbour Pledge *Draft April 2005*

Figure 1 – York House Neighbourhood Area



1. Introduction

Background

York House School was founded in Shaughnessy in 1932 and has been in its current location since 1939. Adjacent to York House School (YHS) are Little Flower Academy (founded in 1928) and Shaughnessy Elementary (founded in 1920). Since their inception, York House and the adjacent schools have been an integral part of the character of this neighbourhood.

This neighbourhood is a residential area which includes the three schools, two churches and a park. Many resident homeowners and their families have lived in the area for several decades while, each year, new homeowners move into the area. The school and the residents share a desire to preserve the peaceful character of the neighbourhood.

The goal is for the school and its neighbours to work together to encourage widespread understanding and support for this Good Neighbour Pledge (Pledge) and all that it contains.

Purpose

The purpose of this Pledge is to provide a framework within which YHS will work with its neighbours to pursue common goals and to resolve differences in the best interests of the school and the neighbourhood.

This Pledge will work under the following Guiding Principles:

- To provide open and effective communication
- To promote good neighbour practices
- To minimize impacts on the neighbourhood
- To reflect and respect the objectives of the City of Vancouver, our neighbours and YHS.

Definition of Neighbourhood Area

For the purposes of this Pledge, the neighbourhood area is defined as persons and property located on and within the following street boundaries (and as shown in Figure 1):

- Northern boundary - Balfour Ave.
- Southern boundary - W. 29th Ave.
- Western boundary - Pine Crescent
- Eastern boundary - Hudson St.

Components of the Good Neighbour Pledge

The Pledge is comprised of the following components:

- Protocol for Neighbour Communications
- Transportation Management Plan
- Facilities Use Plan

2. Protocol For Neighbour Communications

York House School Pledges to:

Implement and maintain protocols for Neighbour Communications that:

- inform the neighbours in advance of events and long-term plans
- facilitate a process where issues that arise can be identified and discussed
- provide a mechanism by which documents can be reviewed on an annual or an as needed basis
- Provide opportunities for dialogue between the school and its neighbours.

1. Neighbour Liaison: Eve Hunnings – 604-736-6551

Neighbours are encouraged to contact the Neighbour Liaison on an individual basis with any questions or concerns regarding the school's operations. The Neighbour Liaison will receive, record and respond to the neighbours' concerns as soon as possible within two school days. All callers are required to provide their name, home address and daytime telephone number to the Neighbour Liaison for follow-up. If their concern is regarding a parked car, the neighbour is requested to provide the license plate number(s) of the offending vehicles(s) in order to allow for prompt action. Note: if the car is illegally parked, the neighbours are encouraged to report the vehicle directly to the City of Vancouver Parking Enforcement Office (Enforcement Requests 604-257-8727).

The Neighbour Liaison contact information (name and phone number) is also posted on the school's website Neighbour Relations Page and will be updated as necessary

A written log is kept of all calls. At the end of the year a summary of the calls will be prepared as part of the Annual Evaluation of the Pledge.

2. Regular Communication with Neighbours

The York House website – Neighbour Relations Page is the main communication tool used to provide ongoing information to the neighbourhood. Paper copies of any material on the Neighbour Relations Page will be available upon request. The Neighbour Relations Page will include, but not be limited to the following information:

- A Calendar of Events for the school. The Calendar will be updated at the beginning of each term to ensure notification in as timely fashion as possible regarding upcoming school events. In developing the annual calendar, York House will coordinate with Little Flower Academy in an effort to minimize the overlap of major events.
- The Good Neighbour Pledge and the Annual Evaluation of the Pledge.

3. Annual Open Session With Neighbours

In the late spring of each year, the school will hold an open and inclusive forum in order to provide all neighbours with the opportunity to come and discuss their concerns and ideas regarding the school's Good Neighbour Pledge. During this open forum YHS will provide a draft of the evaluation of the Pledge which will include the annual review of the Traffic Management Plan and Facilities Use plan as well as any recommendations for improvements. Neighbours at this time will be encouraged to comment on the draft evaluation and make their suggestions for improvements to the Pledge. The comments raised during the open session will be documented and included in the annual evaluation report. The annual report will be forwarded to the City of Vancouver and posted on the school's website.

Note: At present, YHS has an application for rezoning with the City of Vancouver. As all communications regarding this application are directed through the City, this third item – Annual Open Session with Neighbours - will not be implemented until after the application process has been completed.

4. Issue Resolution

Should an impasse arise from the Annual Open Session with Neighbours between the school and any of its neighbours, the following steps will be taken¹:

- The school will conduct a hand delivered survey to all neighbours requesting their input on the issue in question.
- If, after survey results and extensive communication between affected parties, fail to bring resolution, the issue may be referred to mediation, either by York House School or the affected neighbours:
 - City staff will be approached to suggest a mediator.
 - The mediator shall determine the process and procedures of the mediation but shall, at a minimum, permit each party to the dispute an opportunity to be heard.
 - The cost of a mediator shall be shared equally between the affected parties of the dispute – half of the costs by neighbour(s) and half by YHS.
 - The selected mediator will determine the amount of the required funds to be deposited prior to the mediation process. This deposit shall be shared equally between the parties to the mediation. Should the mediation not occur or should there be any funds remaining following payment of the mediator's fees, the funds remaining shall be returned equally to the parties of the dispute.
 - Where a resolution is not achieved during the mediation process, the mediator shall provide to the parties to the dispute, in writing, his or her recommendations for resolution to the dispute.

5. Annual Evaluation of the Good Neighbour Pledge

On an annual basis, YHS will undertake a review of its Good Neighbour Pledge, and will make improvements to the Pledge as identified through this review and at the annual open session with neighbours. The evaluation will include:

- An assessment of the Traffic Management Plan conducted by an independent consultant (see section 2)
- An assessment of the Facilities Use Plan including an estimate of attendance at all major events.

This evaluation will be conducted during the early spring and as noted above the draft evaluation will be presented and discussed at the annual open session with the neighbours. The timing allows for timely and appropriate implementation of improvements for the upcoming school year. The final evaluation report which will include the comments raised at the annual session with the neighbours will be submitted to the City of Vancouver and posted on the school's website.

Summary of Neighbour Communications

Ongoing Concerns	Neighbours can contact school at anytime through Neighbour Liaison
September	Calendar of Events posted
January	Calendar of Events posted
April	Calendar of Events posted Assessment of TMP & FUP undertaken
May	Open Session with Neighbours
June	Final Evaluation report submitted and posted on website Improvements to TMP/FUP put in place over summer months for upcoming school year.
End August/Sept.	Letter sent out to parents informing them of any changes to TMP/FUP plan

¹ City Bylaw enforcement issues are not subject to this mediation process. These issues will be dealt directly with the City of Vancouver and the neighbour(s).

3. York House School Transportation Management Plan

Purpose

To manage traffic volume and parking generated by the YHS community such that it minimizes the impact upon the neighbourhood and provides for the safety of YHS and its neighbours.

Background & Development of Plan

This Transportation Management Plan represents a revised and enhanced version of the 1992 approved Traffic Management Plan. It was developed by the school and was reviewed by City of Vancouver staff in August 2003. This revised plan will be monitored and reviewed on an annual basis.

This plan will respond to any future requirements generated by the school and these revisions will be developed in consultation with the City and provided to the Neighbours for input.

Mode of Travel

Objective 1: The primary objective is to reduce the number of vehicles coming to the school on a daily basis. The secondary objective is to minimize the impact of the vehicles that do come by discouraging cars from driving through side streets. Where safe and efficient, we will encourage drop-off and pickup on arterial streets.

In the spring of 2003, a survey was taken to establish benchmarks of current mode of travel. York House School in collaboration with its traffic consultants and the City of Vancouver Engineering staff established targets to reduce the number of private automobile trips to the school. The benchmarks and targets are provided below:

Table 1 – Travel Mode of Students and Staff

	YHS – Junior K-6		YHS – Senior 7-12 ²		YHS – Staff	
	285 students		315 students		74 full-time equiv.	
	Benchmark	Target	Benchmark	Target	Benchmark	Target
Drop-Off	80%	65%	57%	37%	2%	2%
Car Pool	12%	15%	15%	20%	0%	3%
Transit/Shuttle	2%	12%	15%	26%	10%	16%
Walk	5%	7%	6%	8%	12%	13%
Bike	1%	1%	0%	2%		
Drive and park	0%	0%	7%	7%	76%	66%

Each year York House will undertake an evaluation of the Traffic Management Plan by an independent consultant. This evaluation will include an assessment of how YHS is meeting its targets for mode of travel to the school. (See Objective 6).

Actions:

1. Encourage car-pooling

- The school provides an ongoing address matching service.
- In September, letters are sent to families in the same neighbourhood to encourage car-pooling, walking together or taking transit together. The names and phone numbers of all families within the neighbourhood are provided.

2. Encourage Walking & Biking

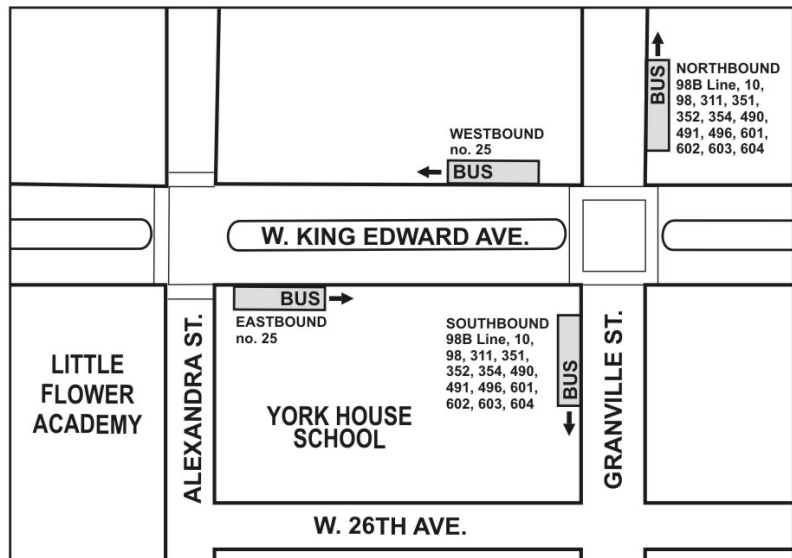
- Approximately 16% of the families live within the area from 16th to 41st and Arbutus to Oak.

² York House School's senior levels include grades 7 to 12, while the senior enrolment cap of 265 students in the CD-1 By-law applies to grades 8 to 12.

Figure 2 – Alternate Travel Modes to York House School

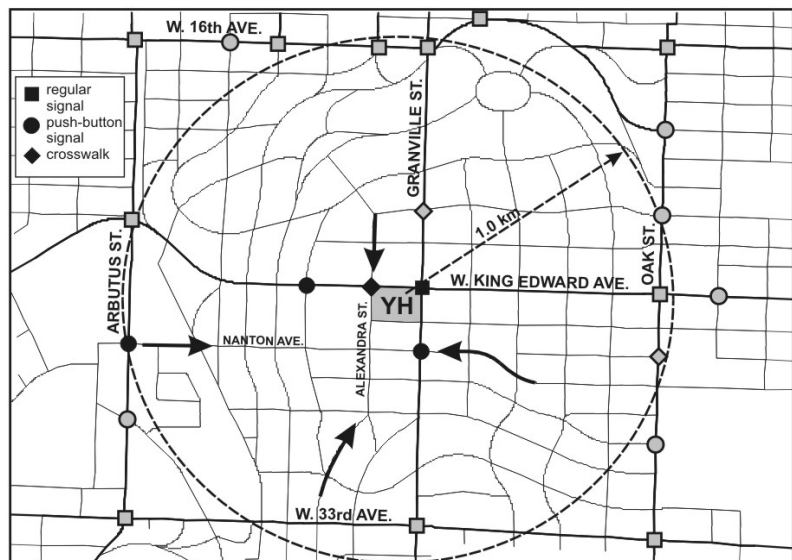
1. Transit

York House is well served by numerous Translink bus routes and good connections. The bus stop locations shown here are close to the school and all have shelters.



2. Walking

York House is accessible on foot from surrounding neighbourhoods by local residential streets. Push-button activated signals help for crossing arterials. “Walk Pools” can be organized to ensure students walking get to and from school safely.



3. Biking

The communities to the west and south of the school are where most York House families live. These communities are within cycling distance of the school. The City of Vancouver has a system of Bikeway routes designed to make cycling safer. There are a number of existing and proposed routes for biking to York House. “Bike Pools” can be organized to ensure students cycling get to and from school safely.



Each year a letter is sent to families within walking distance to encourage them to walk or bike to school and to consider a 'walk-pool' to ensure the safety of the children. This letter includes a list of all families that live within this area and a map of the bikeways and all pedestrian crosswalk locations within the area.

- A parent volunteer will work with the school to set up and promote a 'walking/biking pool' for junior students.
- The school currently provides bike racks for student and staff use. It will increase the number of bike racks as required. Students and staff are provided with access to the school's shower facilities.

3. Encourage Use of Bus Transit

- Use of Public Transit is targeted for senior students and staff. In January 2005 the school initiated a trial bus pass subsidy program students in grades 5 to 12.
- Bus passes for school staff are fully funded by the school provided the staff do not drive their vehicles to school on a regular basis
- In 2003/2004 the school initiated a private bus shuttle for its Richmond students. Expansion of this service is being explored for 2004/2005 school year. This service was offered to students at LFA in 2003/2004 and will continue to be offered to LFA students each year.

Traffic Flow – YHS Pick-up and Drop-off During Regular School Hours:

Objective 2: YHS will continue to promote and facilitate traffic flow in a clockwise manner around the school.

Drop-off and pick-up traffic is directed in a clockwise flow around the school, where cars enter off Granville St. and travel west along W 26th Avenue and then turn right onto Alexandra Street where they exit the neighbourhood.

The current drop-off areas are staggered:

- Grades K-3 use the Junior School parking area turn-around
- Grades 4-12 use the northwest end of 26th towards Alexandra St.

The times for drop-off & pick-up are staggered:

- Grades K-6 – classes start at 8:40 a.m. and end at 2:55 p.m.
- Grades 7-12 – Advanced Placement classes start at 8:00 a.m., the remainder start at 8:30 a.m. and all classes end at 3:10 p.m.

Drop-off drivers proceed to the drop-off zone and students get out of the car.

Pick-up drivers are directed to continue circulating around the school block if their student(s) are not standing in the pick-up zone.

Each year the traffic flow around the school will be assessed as part of the traffic evaluation undertaken by the school's traffic consultants (see Objective 6)

Actions:

1. Promoting Traffic Flow Patterns

- YHS has in place an in-house communication strategy to promote the procedures for traffic pick-up and drop-off. The communication strategy is noted under Objective 5.

2. Facilitate Traffic Flow

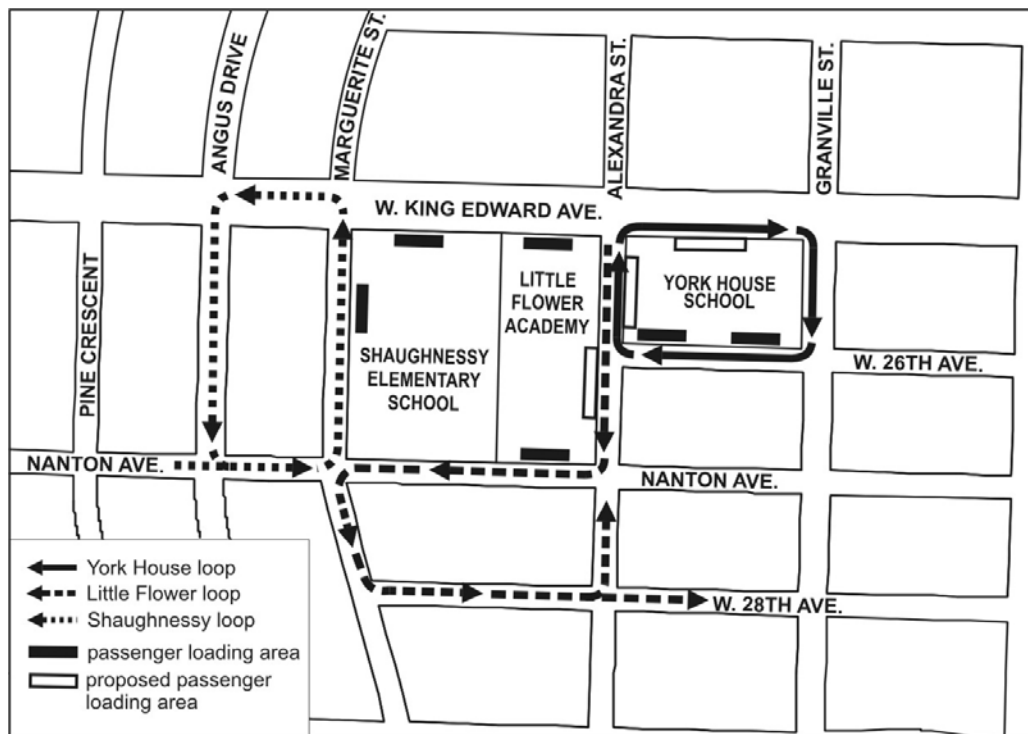
- Each morning and afternoon a staff person is assigned to facilitate traffic flow along W. 26th Ave. This individual is located at the Junior cross walk area during junior drop-off and pick-up times and at the senior pick-up area at the end of the day.

- In the fall of 2004, the school initiated a program where security guards assist the school with traffic flow and street crossing during morning drop-off and afternoon pick-up hours.
- Parent volunteers are provided for the Junior School drop-off and pick-up areas. These volunteers help with the loading and unloading of students. The YHS Parents' Association is responsible for the scheduling and education of these parent traffic volunteers.

3. Discourage Counter Flow Traffic

- Through the communication strategy, parents are discouraged from traveling against the flow pattern around the school.
- Parent volunteers are reminded to discourage parents from stopping in non-stopping areas and to encourage students to cross at cross walk areas.

Figure 3 – School Loops for passenger pick-up and drop-off



Parking:

Objective 3: To regulate staff and student parking so that parking is discouraged on local streets and to encourage parents and visitors to refrain from parking on local streets and lanes.

Both staff and students of driving age are encouraged under Objective 1 to use alternative modes of transportation. For those individuals where driving to the school is necessary, the following actions are implemented:

Actions:

1. Staff Parking Policy

- The policy encourages alternative modes of travel and determines a priority based on need for being assigned a parking space.
- Staff, who require their vehicles, are assigned specific parking spots.
- Substitute teachers who require parking are assigned a vacated spot.

- Those staff members who are part time share parking spots where possible.
- Parking spots are reassigned each fall when final staff numbers are finalized.

2. Student Parking Policy

- The policy discourages students from driving to school and encourages the use of alternative modes of transportation.
- Students are not allowed to park on local streets and are directed to use the student-parking plan.
- Students that do drive are required to register and place decals on any of the cars that they will be driving. They are required to indicate where they park.
- Parents of students who have just turned 16 receive a letter from the Head of School explaining the student parking policy.
- At the beginning of each year, student drivers are required to provide in writing the location of their parking spot. Acceptable spots are the Redeemer Lutheran Church or written approval of a resident for the student to park in front of their home.

3. Parent & Visitor Day Parking

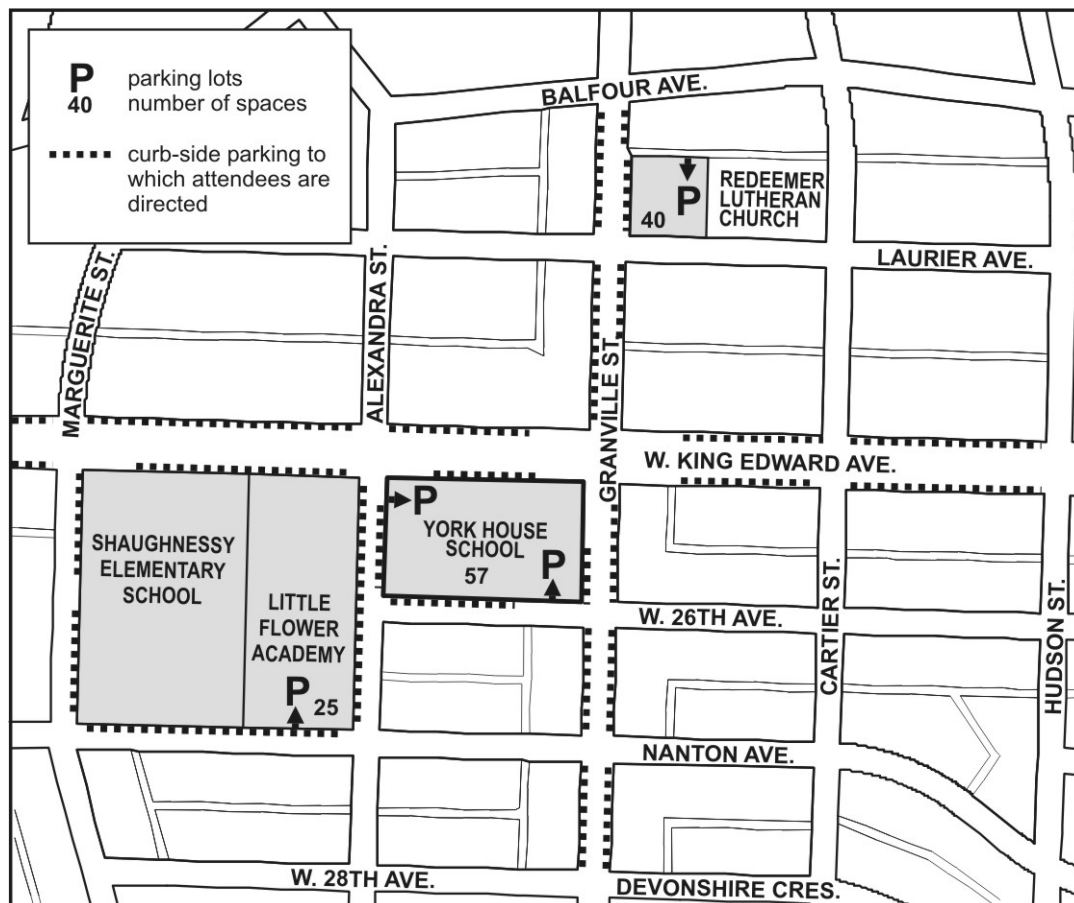
This applies to those parents and guests who are visiting the school. It does not include those parents who park and walk to the school for pick-up and drop-off.

- Parents and guests who are visiting the school are discouraged from parking on local streets and lanes.
- A parking plan for day and evening use is included as part of the traffic information provided to YHS parents and posted on the school's website. For visitors, this information is provided to them prior to their arrival to the school.

4. Event Parking Policy

- For large events at YHS, a parking plan is included with the event notification. This parking plan may vary for each event depending on availability of other parking facilities. *The plan will have the following areas to choose from*
 - York House School – 57 vehicles (increasing to 69 after Phase 1 and to 83 after Phase 3, if plans are approved by City Council)
 - Little Flower Academy – 25 vehicles currently available (LFA has submitted a development application and, if approved, it will increase to 42).
 - Redeemer Lutheran Church parking – 40 vehicles
 - Street Edges abutting the three schools – 110 vehicles – to supplement the above if required.
- For smaller events where up to 50 families are invited (and not all attend); parents are directed to park on-site and on the street edges fronting the three schools. A parking plan is included with the meeting notification.
- The school calendar of major events is reviewed and coordinated with LFA and Shaughnessy with the aim of minimizing the overlap and conflict of major events and to facilitate the sharing of on-site parking areas.
- Incentives to encourage the use of this event parking policy will be developed.
- The school will endeavour to schedule these evening events to start after 6pm so that parking is allowed on arterial streets.
- Parents and staff will be reminded at each event that upon leaving the event they should go quietly and directly to their cars to minimize disruption in the neighbourhood.

Figure 4 – Parking locations for special events



Traffic Safety

Objective 4: To encourage traffic safety for the YHS community and its neighbours.

Actions:

1. Support traffic safety at drop-off and pick-up times
 - Parents are reminded through regular written communication (See Objective 5) and via the daily traffic guards (both paid staff and volunteers) to abide by the following safety rules:
 - No-mid-block crossing
 - Students and parents to cross at assigned crosswalk areas
 - No U-turns as means to change direction

Communicating the Transportation Management Plan

Objective 5: To prepare and implement an in-house communication strategy to promote the objectives and actions stated above.

Actions:

This strategy will include but not be limited to the following actions:

- Parent, student and staff at the start of the school year are provided with descriptions of the pick-up and drop-off procedures. Included with this is a map showing where to pick-up and drop-off.
- Reminders are sent out on an as-needed basis throughout the year.
- Each invitation for outside school hour events will include the event-parking plan.
- Reminders of where to park will be attached to agendas for regular meetings held at the school (Board meetings, Parents' Association meetings, etc.).

Monitoring and Reviewing the Transportation Management Plan

Objective 6: This plan will be monitored and revised if required on an annual basis.

Actions:

1. Neighbour Liaison

The staff person assigned is Eve Hunnings and the school contact number is 604-736-6551. All callers are required to provide their name, home address, daytime telephone number as well as the license plate number(s) of offending vehicles(s) in order to allow for prompt action.

2. Monitoring The Plan

On an annual basis an independent consultant will evaluate the Traffic Management Plan. This evaluation will be included as part of the annual evaluation of the school's Good Neighbour Pledge. This evaluation will be conducted in the spring of each year so that recommendations for improvements can be implemented for the upcoming school year. The evaluation will include the following:

- Travel modal survey of all parents and staff to measure the effectiveness of the school in meeting its modal targets.
- Traffic flow counts at key locations around the school and within the neighbourhood to evaluate the effectiveness of the pick-up and drop-off locations.
- Review of the Neighbour liaison records of calls to identify improvements and areas of concern with respect to traffic management.
- Survey of attendees at major events to assess the effectiveness of parents adhering to the event parking plan.

This evaluation will be reviewed as part of the annual session with the neighbours to discuss concerns and identify areas for improvement to minimize the impact on the neighbourhood. The annual evaluation is submitted to the City of Vancouver and posted on the school's website.

4. Facilities Use Plan

York House School has the following major facilities on site:

- Junior School
- Senior School; and
- Gymnasium

As well, the school currently has a proposal under review with the City of Vancouver to build an underground facility which will house:

- Administration Offices
- Counseling Centre
- Music Teaching Area
- Auditorium

This Facilities Use Plan clarifies the intended use of the school's facilities.

School Enrollment

The school enrollment was set at 600 students in 1985 and in 1992 this enrollment cap was incorporated into the school's CD-1 (288) Bylaw. The school acknowledges that since 1992 it has exceeded the 600 cap by less than 1% on average. Enrollment is not an exact science as families register with the school and may drop out just prior to school start-up or during the school year. The school recognized the need for it to better manage its enrollment and has made improvements to its admissions and re-registration procedures. In December of 2002 the school added a staff person who is tasked with managing admissions.

School Events

School events are listed in Table 2. For some of these events, the anticipated attendance has the potential to impact upon the neighbourhood with respect to parking and traffic. In order to minimize the impact of school events on its neighbours, YHS has implemented the following policies:

1. School Event Parking

The parents and visitors are requested and encouraged not to park on local streets. Presently there are a total of 122 parking spots located off of the streets and with the proposed facilities upgrading at both York House School and Little Flower Academy this will increase to 163 on-site parking stalls.

Parents and visitors are directed to the following areas for parking:

- York House School – 57 vehicles (increasing to 69 after Phase 1 and to 83 after Phase 3, if plans are approved by City Council)
- Little Flower Academy – 25 vehicles (currently available, LFA has submitted a Development Permit and if approved will increase to 42).
- Redeemer Lutheran Church parking – 40 vehicles
- Street Edges abutting the three schools (W. King Edward, W. 26th Ave. and Alexandra St.) – 110 vehicles, to supplement the above if required.

2. School Event Hours

Use of any facility will not occur beyond 11 p.m. Events held in the auditorium/gymnasium will end by 10:30 p.m., with the exception of dances held in the gym which will end by 11 p.m.

3. Neighbour Notification.

As per the Neighbour Communication Protocol a calendar of events will be posted on the school's website (See Section 2)

Table 2: Annual School Events – Estimate of Attendance

Annual Events	Month	Time	Estimate of Families Attending (2004/05)
Senior School Parents Information Night	Sept	7-9:30 p.m.	145
Junior School Parents Information Night	Sept	6:30-8:30 p.m.	140
Founders Day	Sept	2-3 p.m.	100
New Parents' Dinner	Oct	6-9 p.m.	104
York House Market	Oct.	10 a.m. – 4 p.m.	3,000 people
Open House	Nov	6-8 p.m.	150
Senior Music Concert** - off site	Nov	7-9:30 p.m.	175
YHS Alumnae Association AGM	Nov.	7:30-9 p.m.	15
YHS Foundation AGM	Nov	7-8:30 p.m.	30
Junior Parent/Teacher Interviews	Nov. – 2 nights	1-6 p.m.	40*
YHS Society AGM	Nov.	7:30-8:30 p.m.	30
Junior Music Concert	Dec	7-9 p.m.	125
Parents' Association Holiday Market	Dec	2-4 p.m.	40
Junior Parent/Teacher Interviews	Dec	3-6 p.m.	30*
Senior Parent/Teacher Interviews	Dec	2-8 p.m.	45*
Drama Production**	Feb – 3 nights	7-10 p.m.	150-200 per night
Recitation Evening	March	7 –9 p.m.	50
Talent Show	March	7-8 p.m.	40
Senior Parent/Teacher Interviews	Apr	4-7 p.m.	40*
Junior Parent/Teacher Interviews	Apr	3:15-6 p.m.	30*
Drama Night	Apr	7-9:30 p.m.	40
Grandparents Day	Apr	9-11 a.m.	80
New Parents Information Meeting	May	5:30- 8 p.m.	45
Junior Music Concert	May	7-9 p.m.	125
Fashion Show	May	7:30-9 p.m.	50
YHS Spring General Meeting	May	6:30-8:30 p.m.	30
Senior Music Concert** - off site	June	7-9:30 p.m.	175
Grade 12 Graduation 4 p.m.	June	4 –7:00 p.m.	50
Grade 7-11 Prize Giving Ceremony	June	4-5:30 p.m.	100
Additional Events (not annual)			
Ivy League University Visit***	Sept	Weekend	350
Newman FISA Debating***	Nov	Weekend	100
Speaker Series	Oct – 2 nights	7:30-9 p.m.	35
Speaker Series	Jan	7-9 p.m.	35

* Parent teacher interview nights are nights when parents come and have an individual interview with the teacher. The estimate of 40 assumes that at any given time 20 interviews are being conducted and 20 additional families are either arriving or leaving.

** These events are currently held off site and if the proposed auditorium is approved then they will be moved back and held in the new auditorium.

***Both of these events occur once every 8-10 years. As a member of FISA YHS is expected to take it's turn hosting these events (they rotate between the FISA members).

4. School Collaboration

Each year when the school calendar is being prepared York House school will contact Little Flower Academy and Shaughnessy Elementary to co-ordinate event calendars with the aim of minimizing the overlap and conflict of major events.

5. Calendar of Events

The calendar of school events is posted each year on the Neighbours Relations Page of the school's website. The list of annual school events and an estimate of attendance is provided in Table 2.

Additional events may include up to a total of 10 for educational lectures, seminars or performances, but would typically be much less (in 2004/2005 there were a total of 3 special lectures for parent education). As well the Board of Governors may require the need to call an extraordinary General Meeting of its membership. Typically this would not be more than once a year, on an as-required basis (the last time this was exercised was in 1996).

Proposed Auditorium

The intended use of this facility is strictly for educational and school related purposes. The auditorium will not be rented out. The majority of the activities that are proposed for this facility currently occur in the gymnasium or other meeting areas within the school. The intent is to relocate the existing activities to a facility that will support and enhance the education of the students and honour their efforts³. These activities include:

- Student Use – primary use of facility is for student instructional purposes including but not limited to assemblies, music and drama teaching, full grade and multi-grade lectures by staff and guest speakers, professional development training sessions for staff.
- School events – some school events listed in Table 2 would use the auditorium.

Gymnasium

The gymnasium will be used for all indoor physical education, sports and athletics training, practices and competitions.

Parents picking up students attending after school activities in the gymnasium are required to use the current Junior School parking lot and the school side of W. 26th and Alexandra St. If the proposed facilities are approved and built, pick-up of students will be relocated to the proposed lay-by on Alexandra St. away from homes on W. 26th Ave.

YHS, as part of its competitive sports program, occasionally holds sports tournaments. Typically, school participants of these tournaments arrive in their own school vans and the visitors are accommodated on site. Parking information is provided to all participating schools. For events that may be larger, the school event parking policy will be in effect and participants will be requested to not park on local streets.

The gymnasium is also made available to sports leagues in which YHS students participate. Real Basketball Girls' League and Vancouver Sportive Baton Club are two such groups that have used the gym in recent years.

³ The school events that are to be relocated to the proposed auditorium are events that are school wide and would still require the gymnasium for presentation purposes (i.e. Parent information evening would start in the proposed auditorium for presentations by the Head of School and the gymnasium would be used for smaller presentations by the physical education staff).

Summer Use

During the summer months YHS is open to the administrative staff. In the past a small two-week summer program for younger children was offered to YHS students (an average of 40 students per week). This program has not been offered in the past two years. In the summer of 2003 Real Basketball League held 3 one-week camps and a parking plan was included with the use agreement. The School's physical education staff use the gymnasium for personal training of student athletes.

Evaluation of Facility Use

As part of the annual evaluation of this Good Neighbour Pledge the school will undertake an evaluation of the use of its facilities after school hours. This evaluation will include:

- Attendance and parking assessment of attendees at major school events
- List of actual events held
- Use of school facilities by sports leagues in which YHS students participate

This evaluation will be reviewed as part of the annual session with the neighbours to discuss concerns and identify areas for improvement to minimize the impact on the neighbourhood. The annual evaluation is submitted to the City of Vancouver and posted on the school's website.

APPLICANT, PROPERTY AND DEVELOPMENT PROPOSAL INFORMATION

APPLICANT AND PROPERTY INFORMATION

Street Address	4176 Alexandra Street (1500 West King Edward Avenue)
Legal Description	Block 670, Lot 526, Group 1, NWD; PID: 007993811
Applicant	CJP Architects
Architect	CJP Architects
Property Owner	York House School
Developer	York House School

SITE STATISTICS

	GROSS	DEDICATIONS	NET
SITE AREA	13 444 m ² (144,715 sq. ft.)	0	13 444 m ² (144,715 sq. ft.)

DEVELOPMENT STATISTICS

	DEVELOPMENT PERMITTED UNDER EXISTING ZONING	PROPOSED DEVELOPMENT	RECOMMENDED DEVELOPMENT (if different then proposed)
ZONING	CD-1	CD-1 Amended	add newly-defined use "Accessory Auditorium"
USES	School - Elementary and Secondary	School - Elementary and Secondary	
MAX. FLOOR SPACE RATIO	0.70 FSR	0.85 FSR	
MAXIMUM HEIGHT	10.7 m (35 ft.)	10.7 m (35 ft.)	
PARKING SPACES	57 min. required	83 (69 min. required)	
FRONT YARD SETBACK (Alexandra Street)	6.3 m (20.7 ft.)	6.3 m (20.7 ft.) exempt entry structure	
NORTH SIDEYARD SETBACK (King Edward Avenue)	6.3 m (20.7 ft.)	6.3 m (20.7 ft.)	
SOUTH SIDEYARD SETBACK (W. 26th Avenue)	6.3 m (20.7 ft.)	6.3 m (20.7 ft.)	
REAR YARD SETBACK (Granville Street)	6.3 m (20.7 ft.)	6.3 m (20.7 ft.)	