



**CITY OF WEST KELOWNA**  
**MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING**

Wednesday, November 16, 2022  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Anthony Bastiaanssen, Chair  
Joe Gluska  
Briane Simpson  
Andrew Smith  
Melissa Smith

MEMBER ABSENT: Nicole Richard, Vice Chair

Staff Present: Jayden Riley, Planner III  
Dallas Arcangel, Planner II  
Yvonne Mitchell, Planner II  
Natasha Patricelli, Recording Secretary

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**1. CALL THE ADVISORY PLANNING COMMISSION MEETING TO ORDER**

The meeting was called to order at 9:30 a.m.

This meeting was open to the public. This meeting was webcast live and archived on the City's website.

**2. INTRODUCTION OF LATE ITEMS**

**3. ADOPTION OF AGENDA**

It was moved and seconded

**THAT** the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Advisory Planning Commission meeting held  
Wednesday, July 20, 2022 in the City of West Kelowna Council  
Chambers**

It was moved and seconded

**THAT** the minutes of the Advisory Planning Commission meeting held Wednesday, July 20, 2022 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**5. PRESENTATIONS**

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

**8. REFERRALS**

**8.1 Z 22-02; Zoning Bylaw Amendment; 3746A Wetton Road**

Highlights of the presentation include:

- Subject property is located in Goats Peak/Gellatly Neighbourhood;
- Surrounding uses include: Parks and Open Space Zone (P1), Agricultural Zone (A1), Smith Creek, Low Density Multiple Residential Zone (R3);
- Property currently has a quadplex and backs onto Smith Creek;
- Site Specific Text Amendment proposed to increase permitted density in the R3 zone from .75 FAR to .95 FAR to accommodate future development of 12 townhouse units on the property;
- Current Zoning: Low Density Multiple Residential Zone (R3);
- Land Use Designation: Low Density Multiple Family;
- Referral provided to internal departments and external agencies - no concerns identified;
- Development Permits will be required for future development.

Question on the presentation:

- 2 parking spaces per townhouse unit would be required? Yes or variance would be required.

Highlights of the discussion include:

- Densification of single family lots is beneficial;
- Opportunity to provide more diverse housing.

It was moved and seconded

**THAT** the Advisory Planning Commission recommend support for file Z 22-02, Zoning Bylaw Amendment, 3746A Wetton Road.

CARRIED UNANIMOUSLY

## **8.2 Z 22-11; Zoning Bylaw Amendment; 3575 Elliott Road**

Highlights of the presentation include:

- Located in Westbank Centre Neighbourhood;
- Current Zoning: Westbank Centre Compact Residential (RC1);
- Land Use Designation: Low Density Residential;
- Surrounding uses include: Westbank Centre Compact Residential (RC1), Single Detached Residential (R1) and Agriculture (A1);
- Property currently has a single detached dwelling with secondary suite and accessory building;
- Proposal is a Site Specific Text Amendment to allow a secondary suite and carriage house on the same parcel;
- Rationale includes no major building necessary, adequate parking space, green space and separate entrances;
- Proposal is consistent with the Land Use Designation in the Official Community Plan;
- Zoning Bylaw permits only one secondary suite or one carriage house per parcel;
- Referral provided to internal departments and external agencies with no concerns identified and no submissions have been received;
- Adequate parking exists to support single detached dwelling, carriage house and secondary suite.

Questions on the presentation:

- Will a Zoning amendment be needed to allow secondary suite and carriage house on a parcel? Applicant is only looking to change zoning for this specific site, larger provision wouldn't be changed;
- Is it a requirement that parking has to be paved? Yes, that's correct;
- Does the carriage house have separate sewer and water services? Connection to services already exist to the proposed carriage house; Engineering will be reviewing the application;
- How are secondary suite and carriage house already built? Proposed carriage house is currently used as an accessory building; not considered carriage house until proper approvals are in place;
- Have there been other applications like this? This is unprecedented.

Highlights of the discussion include:

- Comment to have two parking spots per accommodation;
- Suggestion for Zoning bylaw to accommodate permitted use of secondary suite and carriage house;
- Caution the idea of trying to change the bylaw; Preference to look at applications on an individual basis;
- Three families coming and going from a single family lot can be busy however the proposal makes sense for this location;
- Consideration that additional parking needs to be paved;
- More than enough parking within the property;
- Buildings are already in existence no building necessary;
- If this is approved, other people could look to do the same thing;
- Suggestion to consider maximum number of bedrooms on the property;
- Opens the door and recognizes the need;
- Unique size of the property, very site specific application.

It was moved and seconded

**THAT** the Advisory Planning Commission recommend support for file Z 22-11, Zoning Bylaw Amendment, 3575 Elliott Road.

CARRIED UNANIMOUSLY

### **8.3 LUCA 22-01; Land Use Contract Discharge; 753 Lindsay Court**

Highlights of the presentation include:

- Subject property is located in the Lakeview Heights neighbourhood;
- Zoning is Single Detached Residential Zone (R1);
- Land Use Designation is Single Family Residential Designation (SFR);
- Surrounding uses include: Agricultural (A1) and Single Family Residential (R1);
- Property contains a single family dwelling with detached accessory building (outbuilding for storage);
- Proposal to discharge the existing Land Use Contract to allow underlying R1 zoning to guide development and allow for the legalization of a carriage house;
- No change to Land Use Designation or existing Zoning;
- Land Use Contracts were created in the 1970's and will be terminated on June 30, 2024;
- When Land Use Contract is discharged existing R1 zoning will be in effect;
- Proposed application meets parcel size, floor area and existing services regulations for Carriage Houses in the Zoning Bylaw;
- The property is not subject to any development permit areas;
- Referral provided to internal departments and external agencies - no responses received;
- Application provides infill housing and increased density within an existing neighbourhood.

Questions on the presentation:

- Applicant wants to move forward with application instead of waiting 1.5 years for the Land Use Contract to expire? Correct;
- Diagram shows parking at the front of the house. Pathway down the side? Two parking spaces in the garage and two on the front for the carriage house however only one parking space will be required for the one bedroom carriage house.

Highlights of the discussion include:

- Recommendation to have two parking spaces per bedroom.

It was moved and seconded

**THAT** the Advisory Planning Commission recommend support for file LUCA 22-01, Land Use Contract Discharge, 753 Lindsay Court.

CARRIED UNANIMOUSLY

#### **8.4 Z 22-12; Zoning Bylaw Amendment; 1620 Stevens Road**

Highlights of the presentation include:

- Located in the West Kelowna Business Park Neighbourhood;
- 34.4 ha parcel area - application seeking to rezone 1.2 ha;
- Currently used for gravel extraction and asphalt plant;
- Property has Aquatic and Hillside Development Permit Areas;
- Surrounding uses include: Timber Processing and Manufacturing (I3), Rural Residential Large Parcel (RU4), Light Industrial (I1), Manufactured Home Park (RMP) and Gravel Extraction (I4);
- Split zoned parcel hooked across Shannon Lake Road and Bartley Road; Site specific area is SW portion of parcel area;
- Proposal to rezone a 1.2 ha portion of the subject property from Gravel Extraction (I4) to Light Industrial (I1) to accommodate future construction of a multi-tenant light industrial building and retail/equipment supply shop;
- Site Plan provided is conceptual only and would require a Development Permit;

- Proposed zone is consistent with existing Industrial OCP Land Use Designation;
- Split zones shall be considered a single parcel for density and parcel coverage and for subdivision based on most stringent zone's regulations. Each zone to be considered separately for parking, development regulations, siting, principal uses, related accessory uses;
- Technical reports include: Functional Servicing Report (Roads, Sanitary Sewer, Storm Sewer and Water), Environmental Assessment Report (due to McDougall Creek), Traffic Impact Assessment Report;
- Application is currently under review with multiple external agencies and internal departments and committees;
- Public Hearing to come at a future date after receiving first and second reading by Council.

Question on the application:

- Is the gravel extraction complete on the parcel? Applicant, Greg Asling with Emil Anderson Construction, responded that the gravel extraction is complete in the areas proposed for Light Industrial (I1).

Highlights of the discussion include:

- Comment made for Council to consider extending 100 m Public Hearing notice by mail area to include mobile home park and care home. In this circumstance, very few residents within the public hearing 100m notification area;
- Staff Liaison spoke to advertising requirements including: signage installed on the property, advertisement in the newspaper and 100m is a mail-out notice;
- No concern with advertisement because no exclusions for people wishing to speak at the public hearing;
- Good to do something to benefit other members of the community;
- Gravel extraction can only happen for so long;
- Maximum height in the I1 zone is 12 meters for light industrial buildings;

- Would be developed into something more valuable.

It was moved and seconded

**THAT** the Advisory Planning Commission recommend support for file Z 22-12, Zoning Bylaw Amendment, 1620 Stevens Road.

CARRIED UNANIMOUSLY

## **9. CORRESPONDENCE AND INFORMATION ITEMS**

**9.1 Decision Letter - Z 22-03, Zoning Bylaw Amendment, 3654 Old Okanagan Highway**

**9.2 Decision Letter - Z 22-07 & DVP 22-08, Zoning Bylaw Amendment, 1195 Industrial Road**

## **10. OTHER BUSINESS**

Suggestion for Advisory Planning Commission to create areas of interest topics to discuss and share with Council. Staff to look into this further.

### **10.1 Advisory Planning Commission Meeting Schedule 2023**

It was moved and seconded

**THAT** the 2023 Advisory Planning Commission meeting schedule be deferred to the next meeting.

CARRIED UNANIMOUSLY

## **11. ADJOURNMENT OF THE MEETING**

The meeting adjourned at 10:34 a.m.

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CHAIR

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RECORDING SECRETARY