



CITY OF WEST KELOWNA

MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING

Wednesday, January 15, 2025
COUNCIL CHAMBERS
3731 OLD OKANAGAN HWY, WEST KELOWNA, BC

MEMBERS PRESENT: Jeff Bjorgan
Terri Lam
Kimberly Roger, Chair
Jenelle Salanguit
Michael Warkotsch
Lisa Wilson

MEMBER ABSENT: Tina Bisson

Staff Present: Chris Oliver, Planning Manager
Carla Eaton, Senior Planner - Long Range
Casey Loudoun, Planner I
Natasha Patricelli, Recording Secretary

1. CALL THE ADVISORY PLANNING COMMISSION MEETING TO ORDER

The meeting was called to order at 9:33 a.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

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

1.1 Commission Introductions

Carla Eaton, Staff Liaison, welcomed the commission members and started the introductions before each commission member introduced themselves with a brief description of their background and experience.

5. PRESENTATIONS

5.1 Orientation to the Advisory Planning Commission

An introduction and overview of the Advisory Planning Commission process was provided to commission members.

The orientation reviewed the scope and purpose of the commission, City of West Kelowna bylaws, interactive maps, public process, conducting commission business and procedures.

Chris Oliver, Planning Manager, welcomed the commission members and provided a brief introduction of the Development Services division and the value of the Advisory Planning Commission.

3. ADOPTION OF AGENDA

It was moved and seconded

THAT the agenda be adopted as amended.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Advisory Planning Commission meeting held Wednesday, November 20, 2024 in the City of West Kelowna Council Chambers

It was moved and seconded

THAT the minutes of the Advisory Planning Commission meeting held Wednesday, November 20, 2024 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

1. CALL THE ADVISORY PLANNING COMMISSION MEETING TO ORDER

1.2 Appointment of Chair

It was moved and seconded

THAT Kim Roger be appointed as Chair for the Advisory Planning Commission for 2025.

CARRIED UNANIMOUSLY

1.3 Appointment of Acting Chair

It was moved and seconded

THAT Jenelle Salanguit be appointed as Acting Chair for the Advisory Planning Commission for 2025.

CARRIED UNANIMOUSLY

8. REFERRALS

8.1 Z 24-05; Zoning Amendment; 2885 Weatherhill Rd

Casey Loudoun, Planner I, provided a brief introduction prior to presenting the application.

Highlights of the presentation include:

- Subject property is located in the Lakeview Heights neighbourhood;
- Land use designation is Low Density Residential;
- Surrounding uses include: developed Single Family Residential (R1) lots and Kalamoir Regional Park (P1);
- Property contains Wildfire, Hillside and Sensitive Terrestrial Development Permit Areas;
- Property is currently vacant 1.27 acre property with building permit to demolish house and tree removal conducted;
- The proposal is a Zoning amendment from Large Parcel Single Detached and Duplex Zone (R1L) to Single Detached and Duplex Residential Zone (R1);
- Applicant rationale is to rezone to allow for future subdivision of smaller lots to provide infill opportunity;
- Housing Strategy, Official Community Plan, Zoning Bylaw have been reviewed;
- Geotechnical, Functional Servicing Report and Emergency Egress reviews have been undertaken and updates are required;
- Proposed rezoning is consistent with OCP and Housing Strategy.

Questions on the presentation:

- Is there protection for the park? Zoning Bylaw regulations require chain link fencing to be installed on parcels abutting parkland and are typically required at subdivision. Geotechnical report provides recommendations that minimize disturbance related hazards to further protect the park;
- Does City allow for wildlife corridor? The subject property is not located in a Sensitive Terrestrial Development Permit Area therefore an environmental report was not required for this application. The abutting Kalamoir Park is intended to act as a Wildlife corridor in this area;
- Any bylaw for the developer to pay into green space fund? Potential Parkland dedication or Cash in lieu, as per the *Local Government Act* is considered at time of subdivision;
- What is the requirement for FireSmart at time of development? FireSmart is considered during rezoning, subdivision and at building permit through wildfire covenant registration and through building code to ensure FireSmart guidelines are being met for both construction and landscaping;
- Was tree removal part of FireSmart requirement? FireSmart requirements do speak to tree removal and other fuel mitigation measures that can be conducted but the trees removed on the subject property were not removed as a FireSmart requirement. The trees were located outside the Sensitive Terrestrial Area and are permitted to be removed without a development permit if in compliance with municipal, provincial and federal legislation;
- Was this area considered in the Transportation Master Plan? At time of subdivision, some offsite improvements related to transportation may be necessary, but this application did not trigger a traffic impact assessment due to the number of lots proposed;
- How are cumulative impacts determined for that area? In general, Master Plans address network system design at a neighbourhood scale for cities infrastructure including transportation, drainage etc. For the subject property, technical reports to speak to potential impact on surrounding areas based on the proposal;

- How has the public been engaged with this application? A sign has been posted on the property and the public can contact the City with enquiries. These enquiries are considered informal but are reviewed by the file manager and are considered as part of the technical review process. Formal feedback through the public notification process has not yet occurred for this application but will occur prior to first reading. Council will review all feedback from the formal notification process;
- Is there any public feedback that have any long term benefits or costs for this application? As the public notification process has not yet occurred, all feedback has not fully been reviewed yet; Preliminary public feedback was included as part of the technical review. Concerns that have been noted include: storm water, permitted uses and emergency egress;
- From the Infill Housing Strategy, what does the number 290 represent? 290 is the estimated dwelling units required to support the projected population growth in our City and includes various housing types;
- Will the subdivision application come back to Advisory Planning Commission? Subdivisions are not reviewed by the APC as per the APC Bylaw. Subdivisions are a technical matter and regulated by municipal bylaws and provincial legislation that guides the actions of the Subdivision Approving Officer.

Highlights of the discussion include:

- A change from a single unit to multiple units would not impact the traffic at this location;
- APC members requested that future presentations speak to how proposed applications align with Master Plans such as Transportation Master Plan and Parks Master Plan;
- APC members expressed interest to learn more about municipal and provincial regulations that guide the development review and application consideration processes in West Kelowna;
- APC members requested that future staff presentations include the application next steps on the presentation slides.

It was moved and seconded

THAT the Advisory Planning Commission recommend support for file Z 24-05, Zoning Amendment, 2885 Weatherhill Road with considerations related to wildlife in Kalamoir Park and ensure FireSmart is part of the technical review.

CARRIED UNANIMOUSLY

10. OTHER BUSINESS

10.1 Draft Advisory Planning Commission Meeting Schedule 2025

A poll will be conducted to determine the dates and times that work best for the Commission members prior to creating the 2025 schedule.

11. ADJOURNMENT OF THE MEETING

The meeting adjourned at 12:14 p.m.

CHAIR

RECORDING SECRETARY