



COUNCIL REPORT

To: Mayor and Council

Date: December 9, 2025

From: Ron Bowles, Chief Administrative Officer

File No: 3900-20

Subject: **Traffic Bylaw Amendment Options**

Report Prepared by: Evan Sun, Infrastructure Engineer

Report Reviewed by: Brent Magnan, General Manager of Community Development

RECOMMENDATION 1:

THAT Council direct staff to proceed with Option 1 of a Single 8-metre driveway and Two 4-metre driveways for SSMUH developments as identified in the staff report dated December 9, 2025;

AND THAT Council direct staff to proceed with a 1.5-metre parking buffer.

RECOMMENDATION 2:

THAT "Traffic Bylaw No. 0331, 2025" be read a first, second, and third time;

AND THAT "City of West Kelowna Bylaw Notice Enforcement Amendment Bylaw No. 0093.57, 2025" be read a first, second, and third time;

AND THAT "City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.55, 2025" be read a first, second, and third time;

AND FURTHER THAT "City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.84, 2025" be read a first, second, and third time.

STRATEGIC AREA(S) OF FOCUS

Invest in Infrastructure – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

BACKGROUND

On November 4, 2025, staff presented council with comprehensive updates to the City's Traffic Bylaw. The bylaw amendments were developed primarily to address new requirements resulting from provincial Small-Scale Multi-Unit Housing (SSMUH)

legislation and to modernize standards that were largely unchanged since the bylaw's adoption in 2009. The recommendation included two driveway scenarios: a single shared 8m driveway and two 4m driveways with a 0m vehicle parking buffer distance from driveways.

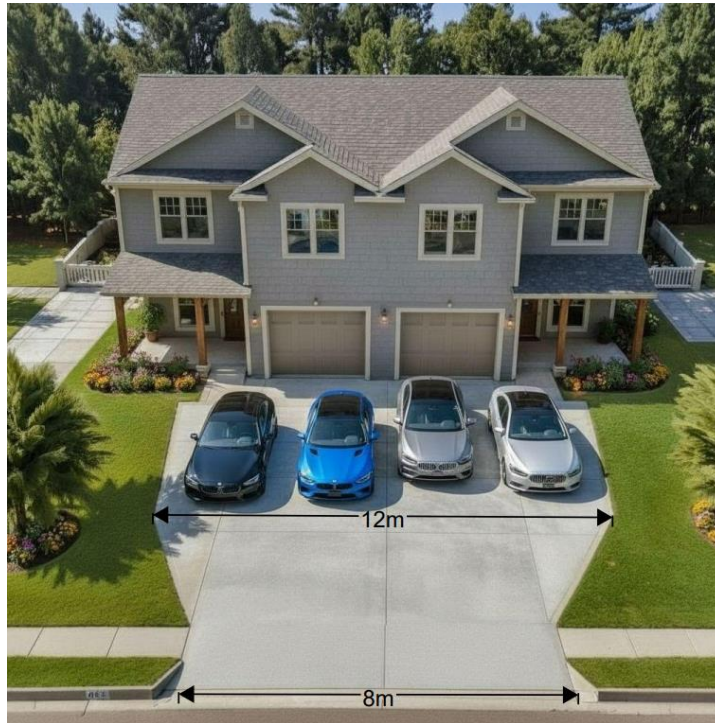
Council requested that staff return with a comprehensive review of options for driveway configurations and parking buffer requirements to ensure the bylaw balance safety, property owner flexibility, on-street parking, neighbourhood character, and development feasibility for SSMUH developments. Residential driveway access standards for single detached dwellings are not proposed to change and follow the existing driveway requirements of a maximum width of 6 metres.

This report presents three driveway access options and three parking buffer distance options for Council's consideration. Additionally, this report clarifies the Road & Right of Way Usage Permit fee structure that will be implemented through the Fees and Charges Bylaw amendments.

DRIVEWAY ACCESS OPTIONS

The evaluation in this report is focused on duplex building form, as this is the predominant SSMUH development trend observed in our community. The driveway access options and standards would apply equally to triplexes and quadplexes, meaning each building would be permitted a single shared driveway or individual driveways to each unit, consistent with the selected council option. The following driveway width options pertain specifically to driveway access points located within the City's road right-of-way. While these options address curb cuts and frontage impacts, on private property homeowners can widen their driveways to accommodate additional parking as illustrated in Figure 1.

Figure 1 – Driveway Access Widening on Private Property



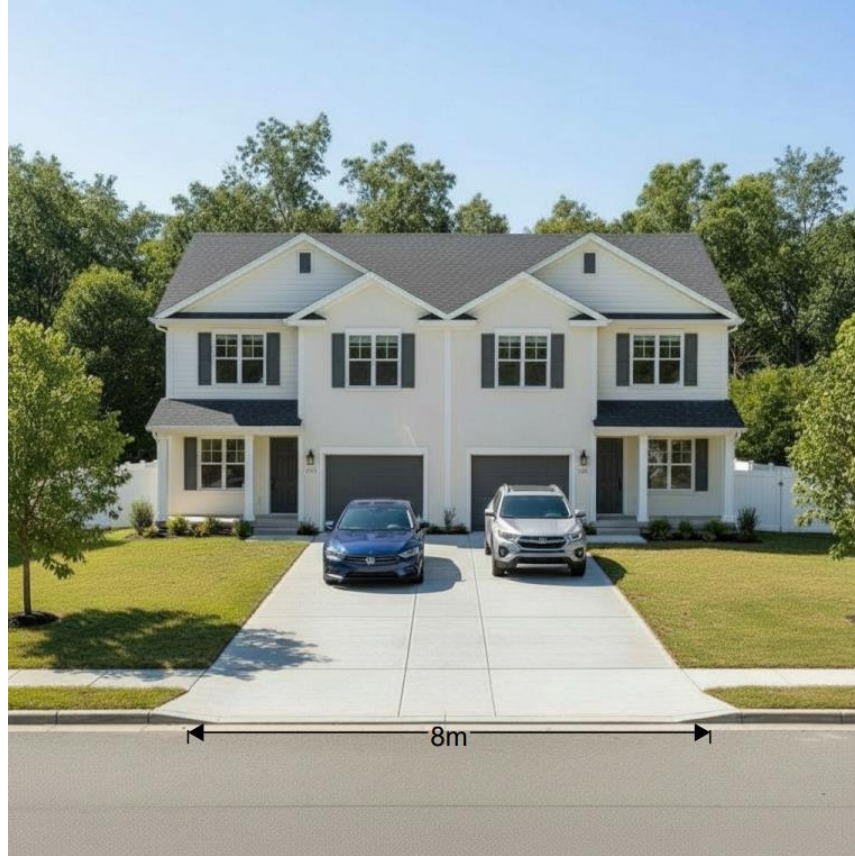
Three driveway options have been developed for Small-Scale Multi-Unit Housing (SSMUH) developments. These options include single shared driveways at widths of 8m, 10m, or 12m with corresponding individual driveway options of two 4m, two 5m or two 6m driveways. Each option presents different advantages and disadvantages relating to street aesthetics, stormwater management, snow storage, vehicle and pedestrian safety, on-street parking impacts, traffic calming impacts and property utilization.

Each driveway access option is based on a standard R1 lot with minimum frontage of 16m, which represents the typical minimum standard and common development pattern for Small-Scale Multi-Unit Housing in West Kelowna. While RC1 and RC2 lots have frontages of 9m and RC3 lots have 12m, the R1 lot (single detached and duplex residential zone) is the typical and most common parcel type in established neighbourhoods within West Kelowna and serves as the baseline for this assessment. An average vehicle length of 6m was used for comparing on-street parking, about the size of a large van or pick-up truck.

Increasing driveway width produces a sliding scale effect as it reduces available on-street parking, while narrower driveway configurations preserve more curb space and on-street parking. Compatibility with the selected parking buffer option is identified for each scenario to highlight how driveway layout and buffer standards combine to affect practical parking outcomes and site functionality.

Option 1: Single Shared 8m Driveway / Two 4m Driveways

Figure 2 – Option 1A: Single Shared 8m Driveway



Advantages:

- **Compatible with 0m and 1.5m parking buffer**
- Preserves maximum on-street parking
- Provides sufficient frontage to place garbage and recycling carts
- Single conflict point with street traffic and pedestrians
- Minimizes pedestrian crossing distance, reducing exposure to vehicle conflict (safety)
- Supports continuous boulevard for trees and stormwater infiltration, reducing stormwater infrastructure impacts
- Encourages traffic calming, with on-street parking
- Snow storage is available on either side of the access

Considerations:

- Shared maintenance among property owners (e.g. snow clearing)
- Limited on-site parking availability

Figure 3 – Option 1B: Two 4m Driveways (6m of available curb



Advantages:

- **Compatible with 0m parking buffer**
- Provides single vehicle individual access for each unit
- Provides some on-street parking opportunities (0m buffer)
- Clear individual maintenance and snow clearing responsibilities for driveways
- Provides sufficient frontage to place garbage and recycling carts

Considerations:

- **No parking is available between driveways with a 1.5m buffer**
- Creates two conflict points with street traffic and pedestrians
- Shared responsibilities for green space between driveways
- Interrupts boulevard continuity

Option 2: Single Shared 10m Driveway / Two 5m Driveways

Figure 4 – Option 2A: Single Shared 10m Driveway



Advantages:

- **Compatible with 0m parking buffer**
- Provides easier vehicle access to the property
- Provides sufficient frontage to place garbage and recycling carts

Considerations:

- Shared maintenance among property owners (e.g. snow clearing)
- Reduced boulevard greenery and impervious surfaces, which impacts stormwater management
- No on-street parking availability & reduces traffic calming from on-street parking
- Increases pedestrian crossing distance over driveway, increasing exposure risk

Figure 5 – Option 2B: Two 5m Driveways (4m of available curb



Advantages:

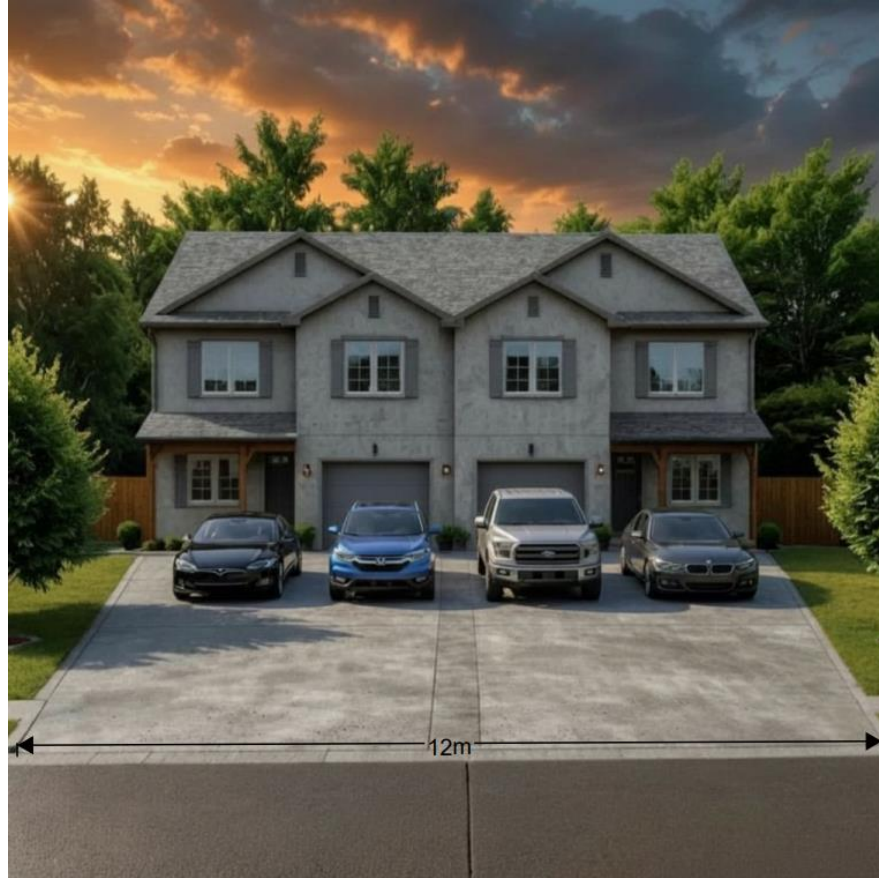
- Clear maintenance and snow clearing responsibilities
- Provides sufficient frontage to place garbage and recycling carts

Considerations:

- **No on-street parking is available**
- Two conflict points, increasing safety risks
- Shared responsibilities for green space between driveways
- No on-street parking availability & reduces traffic calming from on-street parking

Option 3: Single Shared 12m Driveway / Two 6m Driveways

Figure 6 – Option 3A: Single Shared 12m Driveway



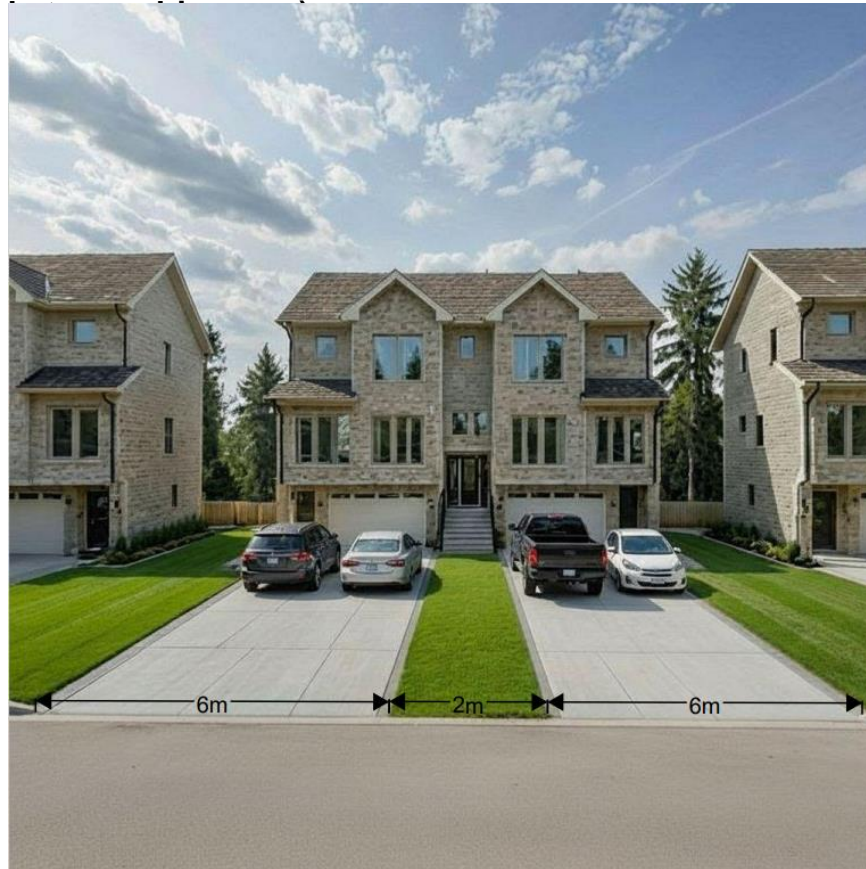
Advantages:

- Provides easier vehicle access to the property
- Suitable for higher-density developments

Considerations:

- **No on-street parking is available**
- Shared maintenance among property owners (e.g. snow clearing)
- Reduced boulevard greenery and impervious surfaces, which impacts stormwater management & impacts neighbourhood character
- Reduces traffic calming from on-street parking
- Widest pedestrian crossing distance, which increases the risks of vehicle conflicts
- Minimal snow storage space
- Does not provide sufficient frontage to place garbage and recycling carts (minimum 1m clearance is required from RDCO)

Figure 7 – Option 3B: Two 6m Driveways (2m of available curb



Advantages:

- Clear maintenance and snow clearing responsibilities

Considerations:

- **No on-street parking is available**
- Two conflict points, increasing safety risks
- Shared responsibilities for green space between driveways
- Reduces traffic calming from on-street parking
- Larger impervious surface area, which increases stormwater management needs and detracts from neighbourhood character
- Does not provide sufficient frontage to place garbage and recycling carts (minimum 1m clearance is required from RDCO)
- Minimal snow storage space

PARKING BUFFER OPTIONS

The parking buffer distance determines how close vehicles may park to an access and influences on-street parking availability and sightlines. The existing Traffic Bylaw prohibits parking “in front of or within 3 metres of a public or private driveway” in residential zones. Most of the public is unaware of a City’s parking buffer requirements and use common sense to avoid blocking driveways or sightlines. The presence of on-

street parking has a traffic calming effect, influencing vehicle speeds and neighbourhood livability.

Option A: 0m Buffer

Advantages:

- Maximizes on-street parking availability
- Simple to understand and enforce
- Maintains natural traffic calming by supporting more on-street parking
- Reflects practice already observed

Considerations:

- May create sightline challenges
- More difficult for vehicles to access properties
- Does not provide sufficient frontage to place garbage and recycling carts (minimum 1m clearance is required from RDCO)

Option B: 1.5m Buffer

Advantages:

- Improved sightlines
- Balances parking availability with sightlines
- Allows drivers some visibility of approaching traffic and pedestrians
- Improves RDCO garbage and recycling cart requirements

Considerations:

- Removes 3m of potential on-street parking per driveway

Option C: 3m Buffer

Advantages:

- Provides ideal sightlines for exiting vehicles
- Maximum safety for all road users (vehicles, cyclists, pedestrians)
- Improves vehicle access to properties
- Meets RDCO garbage and recycling cart requirements

Considerations:

- May generate unnecessary complaints
- Not compatible with SSMUH driveway options
- Removes 6m of potential on-street parking per driveway
- More restrictive than most neighbouring municipalities
- Excessive for low-traffic residential streets
- Higher vehicle speeds due to reduced traffic calming from less on-street parking

On-Street Parking Capacity

The following table provides a summary of on-street parking for four adjacent SSMUH lots (eight duplex units) under the various SSMUH driveway and parking buffer configurations using a standard vehicle length of 6m. The only split-driveway scenario that supports on-street parking is the two 4-metre driveways with a 0-metre buffer, where the area between two driveways can accommodate a single on-street parking spot.

Table 1: On-Street Parking Capacity for Four Adjacent Lots (8 Duplex Units).

Option	Driveway Configuration	On-Street Capacity		
		3 m	1.5 m	0 m
1A	Single 8m	0	2	4
1B	Two 4m	0	0	4
2A	Single 10m	0	0	4
2B	Two 5m	0	0	0
3A	Single 12m	0	0	0
3B	Two 6m	0	0	0

Recommended Approach to Driveways and Parking Buffers

Option 1 of a single 8m wide driveway and two 4m wide driveways is recommended for Council’s consideration as it offers a balanced approach to driveway access for SSMUH developments. Driveways can be widened on private property, which maximizes the off-street parking capacity for duplex units while still accommodating some on-street parking to promote traffic calming. Overall, this option provides the best neighbourhood aesthetics and functionality for SSMUH developments.

A 1.5-metre Parking Buffer from a driveway is recommended for Council’s considerations as the preferred city-wide standard for on-street parking. This 1.5-metre buffer configuration preserves sightlines and curbside safety benefits compared to a 0-metre buffer.

ENGINEERING PERMIT FEES

The proposed changes to the Road & Right of Way Usage Permit Fees are regionally aligned with Kelowna’s current fee structure for non-excavation, excavation and hoarding activities within the City right-of-way. Previously, our permit structure only required collecting a single \$75 application fee, regardless of traffic or pedestrian impacts or project duration. Introducing daily, weekly and monthly permit fees more accurately reflects the scope and duration of work undertaken.

The updated fee structure is organized into three distinct permit fee categories:

- Traffic & Public Impedance permit fee: For non-excavation disruptions within the City right of way that impede regular traffic or pedestrian movement (staging, lane/sidewalk closures, or scaffolding).

- Road Work & Closures permit fee: For all excavation activities whether that is manual, mechanical or full or partial road closures required for utility installations, repairs, or major construction within the City right of way.
- Hoarding permit fee: For any occupation of the right-of-way (temporary fencing, barriers, or structures for safety or construction material storage).

Adopting these changes aligns with regional practices, resulting in improved cost recovery, administrative clarity, and fairness for all applicants. This system will require additional random inspections by the Engineering Technologist responsible for Road & Right of Way Usage Permits, particularly during the spring and summer construction season when they must also balance capital project delivery, public inquiries, and other operational duties. Overall, these permit fee updates reflect the staff time required for permit review, align our structure with regional standards for cost recovery, and incentivize timely project completion through clear and consistent fee categories.

Table 2: Proposed Road & Right of Way Usage Permit Fees

Type of Fee	Fee	
Permits	Application Fee	Permit Fee
Traffic & Public Impedance	\$75.00 per application	\$50 per week
Road Work & Closures	\$75.00 per application	\$25 per day
Hoarding	\$75.00 per application	\$8 per Sq m per month
NOTE: Includes permits for construction access and works on a municipal right-of-way.		

ALTERNATIVE MOTIONS

Alternative Motion for SSMUH Driveways

THAT Council direct staff to proceed with Option 2 of a Single 10-metre driveway and Two 5-metre driveways

OR

THAT Council direct staff to proceed with Option 3 of a Single 12-metre driveway and Two 6-metres driveways

Alternative Motion for Parking Buffer

THAT Council direct staff to proceed with a 0-metre parking buffer.

OR

THAT Council direct staff to proceed with a 3-metre parking buffer.

PowerPoint: Yes No

Attachments:

1. Traffic Bylaw Tracked Changes
2. Traffic Bylaw No. 0331
3. Bylaw Notice Enforcement Bylaw No. 0093.57 – Schedule 16
4. Ticket Information Utilization Bylaw No.0095.55 - Schedule 16
5. Fees and Charges Bylaw No.0028.84 – Schedule 4