



A Resident's Guide to the Rezoning Process

Information Bulletin

Revised: August 2022



Zoning Bylaw No. 0265 regulates land use within the City of West Kelowna. View [Zoning Bylaw No. 0265](#) online or through the Development Services Department.

Any property owner may apply to amend the Zoning Bylaw (also called Rezoning) to:

- Change the zone of a property
- Add or restrict a permitted use to a specific property
- Increase or decrease the maximum density allowed on a specific property

Applications for rezoning are made to the Development Services Department, and must be approved by City Council through an amendment bylaw. All bylaws go through three readings before being adopted by Council, land use bylaws also provide an opportunity for public input at a Public Hearing.

Zoning Amendment Process Summary

Pre-Application

- 1 • Preliminary discussions regarding a potential application

Formal Application Submission

- 2 • An application is a proposal, subject to review and changes throughout the process.

Notice of Application Signs

- 3 • Provides initial public notification of a proposal soon after an application is made.

Technical Review

- 4 • Proposal is reviewed by City departments and external agencies.
 - Changes to proposal or additional information may be required.

First and Second Readings

- 5 • First Reading is Council's introduction to a proposal.
- 6 • Second Reading provides discussion and support in principle, subject to hearing from the public.

Public Hearing

- 6 • Public invited to address Council in writing or in person.
 - No decisions (approval or denial) are made during a public hearing

Third Reading

- 7 • Third Reading is approval in principle of an application.
 - Conditions or expectations for final approval are established

Final Approval/Adoption

- 8 • If Council is satisfied that all conditions have been met, the application may receive final approval.



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The Stages in a Rezoning Process

- 1 Pre-Application**
Preliminary Discussions or meetings between applicants and City staff about their development proposal must occur before making a formal application.
- 2 Formal Application Submission**
Once an **Application is Made**, staff will review development applications for completeness and a file manager will be assigned. When the City accepts an application as complete, this does not indicate approval.
- 3 Application Signage**
A **Notice of Application Sign** will be posted on the property (or properties) to notify other property owners and residents in the area of the proposal. Signs must be posted within two weeks from the file manager accepting the application as complete.
- 4 Technical Review**
A **Technical Review** of rezoning proposals is initiated by staff with other City Departments and outside agencies or stakeholders. Staff may require additional information during this review period and changes to a proposal may be made by the applicant.
- 5 First Reading and Second Reading**
Staff will prepare a report to Council providing background information and a recommendation on the application. The Zoning Bylaw Amendment is introduced and Council may give First and/or Second Readings, which may occur at the same meeting.

The **First Reading** of a bylaw is the **Introduction to Council**. Council has the opportunity to ask questions and seek clarification from staff (and sometimes the applicant) on matters related to the proposal.

The **Second Reading** of a bylaw provides **Support in Principle** for the project, subject to hearing from the public through a Public Hearing and resolution of outstanding technical items. Second Reading does not mean Council intends to approve a proposal.

If Council moves an application forward to a Public Hearing, the date and place will be published in the local newspaper and written notice will be given to surrounding properties.



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6 Public Hearing

Public Hearings provide Council the opportunity to listen openly to the public through written submissions or in person. This assists Council in determining if the proposal has any positive or negative impacts on the surrounding neighbourhood. Applicants are encouraged to address neighbourhood concerns prior to the Public Hearing.

How to Participate in a Public Hearing

In order for written submissions to be published on the agenda for the Public Hearing they must be submitted by 4:00 p.m. the day before the hearing. At the Public Hearing, residents are welcome to make a verbal submission before Mayor and Council if they choose; no advance notice is required.

View public notices and staff reports online at:

www.westkelownacity.ca: **City Hall – Agendas & Minutes**

The most effective submissions are ones that deal with specific issues relating to the proposal.

Council does not make any decisions during a Public Hearing. Once a Public Hearing is complete, Council may not hear further representations on the rezoning proposal, either formally or informally, before voting on its approval or rejection.

7 Third Reading

Following the Public Hearing, Council reviews all the information received on a rezoning proposal and after a final discussion may decide to:

- Approve the application
- Approve the application with conditions
- Postpone the application pending clarification of specific issues
- Require amendments to an application which requires a subsequent Public Hearing
- Deny the application

Third Reading of a bylaw provides **Approval in Principle** of the rezoning proposal and establishes conditions or expectations for Final Approval.

8 Final Approval/Adoption

Final Approval and Adoption of a bylaw takes place once all of Council's conditions or expectations are met. This may happen at the same meeting as Third Reading if there are no conditions.

Online CityView Portal - Stay Up-to-Date

CityView Portal is available to provide the general public with the ability to track development applications within the City of West Kelowna. Visit the City's website to register for an account through [CityView Portal](#).