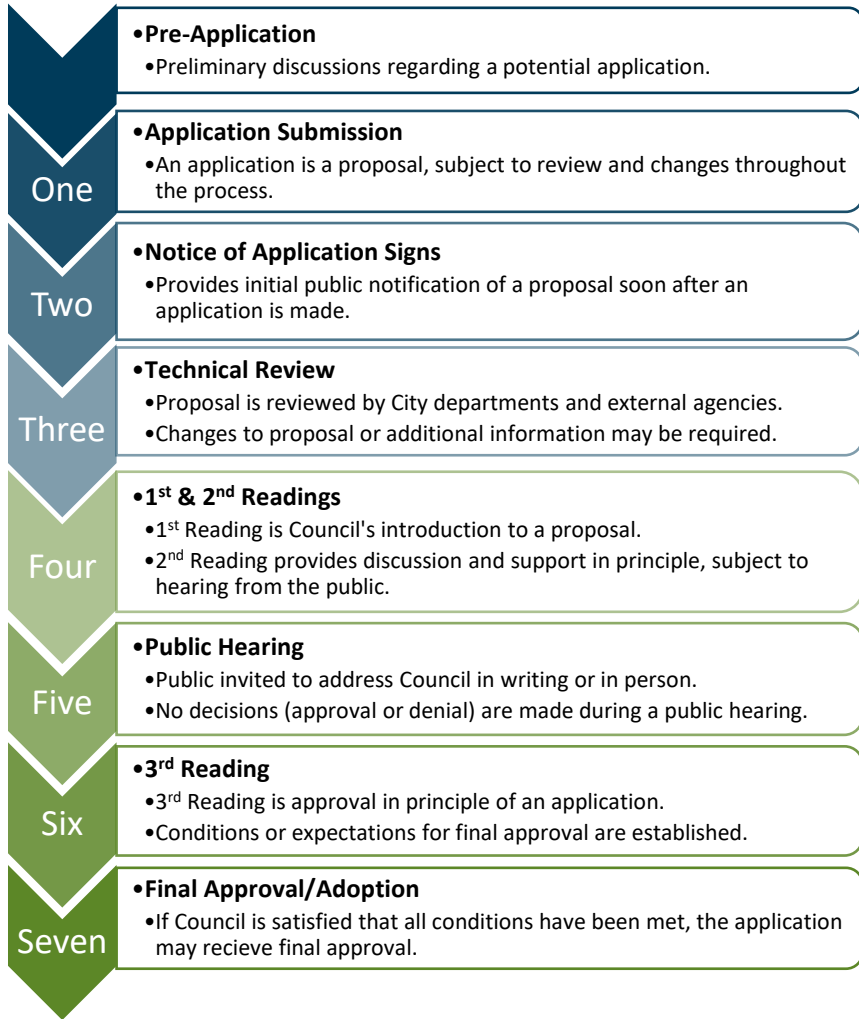


Zoning Amendment Process Summary



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](#). Then sign up for Community Notification automated emails based on the neighbourhoods or activities you're interested in.

A Resident's Guide to the Rezoning Process

The City's Zoning Bylaw No. 0154 regulates land use within the City of West Kelowna. The [Zoning Bylaw](#) may be viewed 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, or
- Increase or decrease the maximum density allowed on a specific property.

Applications for Rezoning are made to the Development Services Department, 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 opportunity for Public input at a Public Hearing.

City of West Kelowna
Development Services Department
2760 Cameron Road
West Kelowna, BC, V1Z 2T6
Phone: (778) 797-8830
Email: dev.services@westkelownacity.ca
Website: www.westkelownacity.ca



The Stages in a Rezoning Process

- One** **Pre-Application**
Preliminary Discussions or meetings between Applicants and City Staff about their development proposal before making a formal application.
- Two** **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.
- Three** **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.
- Three** **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.
- Four** **1st Reading (Introduction to Council) & 2nd Reading (Support in Principle)**
Staff will prepare a report to Council providing background information and a recommendation on the application. The bylaw amending the Zoning Bylaw is introduced and may be given first and/or second readings by Council. *1st and 2nd Readings may occur at the same Council Meeting.*
1st Reading of a bylaw is the **introduction to Council**. This provides Council the opportunity to ask questions and seek clarification from staff (and sometimes the applicant) on matters related to the proposal.
2nd 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. *2nd Reading of a bylaw does not mean there is intent for Council to approve a proposal.*
If Council moves an application forward to a Public Hearing, the date and place of the Public Hearing will be published in the local newspaper and written notice will be given to surrounding properties.

- Five** **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 pm 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.

Public notices and staff reports can be viewed 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.

- Six** **3rd Reading (Approval in Principle)**
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 that require a subsequent Public Hearing; or
 - Deny the application.

3rd Reading of a bylaw provides **approval in principle** of the rezoning proposal and establishes conditions or expectations for Final Approval.

- Seven** **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 3rd Reading if there are no conditions.