

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: November 4, 2025
Meeting Type: Regular Council Meeting

Prepared by: Jason Tran, Planner
Department: Planning and Development

Title: Development Variance Permit | DVP00421 | 11735 Okanagan Centre Rd W
Description: To request a variance to the allowable maximum floor area of a secondary suite.

RECOMMENDATION

THAT Development Variance Permit DVP00421 (Attachment A to the Report to Council dated November 4, 2025) for the property located at 11735 Okanagan Centre Rd W, legally described as Lot A Section 20 Township 20 Osoyoos Division Yale District Plan KAP76397 (PID: 026-068-168), to vary the allowable maximum floor area of a secondary suite, be approved.

EXECUTIVE SUMMARY

The subject property is a previously developed residential lot located within the District of Lake Country; the property currently contains a single-family dwelling. The applicant would like to construct an addition, which would include an attached garage to replace surface parking and a secondary suite.

To proceed with the proposed development, the applicant is requesting to vary Zoning Bylaw No. 561, 2007 by increasing the maximum allowable floor area of a secondary suite to 126 m².

The proposal aligns with the objectives and policies outlined in the Official Community Plan (OCP). Staff are in support of the requested variances.

BACKGROUND INFORMATION

Table 1: Application Information

Application Information			
Application Type	Development Variance Permit	Application Date:	July 8, 2025
Applicant:	LAMBERT, SCOTT	Owner:	HINES, COREY J MORTON, ROBIN T
Application Description	Request to vary the 90 m ² in the zoning bylaw (Section 10.7.3) The existing home is 3400 ft ² (lower 1200 ft ² , main 1450 ft ² , upper 750 ft ²). The proposed secondary suite is only 28% and remains under 40% of the total area of the total area of the principal building. The secondary suite is 1,350 ft ² ; however, it exceeds the zoning regulation of 90 m ² (970 ft ²) by 380 ft ² .		
Variances	❶ Indicates requested variance to the maximum floor area of a secondary suite from 90 m² (970 ft²) to 126 m² (1350 ft²) or 39% more.		

Table 2: Property Information: General

Property Information: General	
Folio/Roll #:	02730.088
Legal Description	Lot A Section 20 Township 20 Osoyoos Division Yale District Plan Kap76397
PID	026-068-168
Civic Address:	11735 Okanagan Centre Rd W

Table 3: Property Information: Land Use

Property Information: Land Use		
OCP Designation:	Urban Residential	
Zoning Designation:	RR3 – Rural Residential 3	
Land Use Contract	n/a	
ALR:	n/a	
Parcel Size:	~0.5 ha/1.236 ac	
Development Permit Areas:	Stability & Erosion Hazard	
Adjacent Land Summary:	Zoning:	Use:
<i>North:</i>	RR3 – Rural Residential 3	Residential
<i>East:</i>	RR3 – Rural Residential 3	Residential
<i>South:</i>	RR3 – Rural Residential 3	Residential
<i>West:</i>	W1 – Recreational Water	Okanagan Centre Rd W; Okanagan Lk

Table 4: Property Information: Infrastructure And Development Engineering

Property Information: Infrastructure and Development Engineering	
Road Network	Minor Connector (Street)
Driveway Access	Will be required at building permit phase
Water Supply:	Municipal (Source: Okanagan Lake/Beaver Lake)
Sewer:	On-site Septic
Drainage / Stormwater	Ditch Drainage
Comments:	Easement for driveway access should be formalized to accurately show crossing through adjacent properties, terminating at Okanagan Centre Road W.

ANALYSIS

The subject property, located at 11735 Okanagan Centre Rd W (Attachment B), contains a single-family dwelling. The applicant would like to construct an addition, which would include an attached garage and a secondary suite (Attachment C).

The site layout keeps the existing access road and uses the new construction as retaining walls to guide surface drainage. At the lower level, the existing house and addition connect to form a shared, south-facing amenity space including the garage. The upper floor of the addition would contain the secondary suite. This design supports a flat, landscaped second-storey area for landscaping (an orchard), and would visually and physically link the existing building and the addition to each other and the surrounding landscape.

To facilitate this proposed development, the applicant has requested a variance to the Zoning Bylaw No. 561, 2007:

1. **Floor Area:** An increase in the maximum allowable floor area for a secondary suite from 90 m² (or 40% of the total area of the principal building) to 126 m².

The RR3 zone does not have a maximum size for a principal building, except for site coverage, which is not an issue with this proposal.

Upper & Lower Service clarification: there is a lower service area, or mechanical area, that is being added for the use of the entire single family dwelling (SFD and secondary suite). The site plan references the area of an upper service area, however this is a roof top amenity space.

This proposed renovation aims to address the applicant's family housing needs during the ongoing housing crisis. The existing dwelling lacks sufficient space to accommodate the applicant's extended family and friends. The current home does not provide enough bedrooms, amenities, or living space as noted in the applicant's variance rationale. (Attachment D).

Servicing Information

The existing principal dwelling is currently serviced by the municipal water system.

The applicant proposes to connect the secondary suite to the same onsite septic system that services the principal dwelling, ensuring consistency with existing infrastructure and compliance with DLC servicing standards. During the building permit review, the applicant would need to provide confirmation from an on-site wastewater practitioner stating that the existing system is sufficient for the additional load, or alternatively provide confirmation on any upgrades required.

Official Community Plan (OCP)

The property is designated Urban Residential under the District's OCP. The proposal aligns with the objectives and policies outlined in Section 16 – Urban Residential, which support secondary suites within single-unit dwellings (S. 16.1.4 d.). Staff consider the proposed variance to be consistent with the intent of the OCP.

Zoning Bylaw 561, 2007

The property is zoned RR3 – Rural Residential 3. To proceed with the proposed secondary suite, the applicant seeks one variance (see *Table 1 & 5*):

1. **Maximum Floor Area** - Section.10.7.3:
Increase from **90 m²** (970 ft²) or 40% of building to **126 m²** (~1,350.00 ft²), a variance of **36 m²**.

Table 5: Development Regulations

DEVELOPMENT REGULATIONS		
CRITERIA	RR3 ZONE REQUIREMENTS	PROPOSAL
Secondary Suite	Section 10.7.3. The maximum floor area of a secondary suite shall not exceed the lesser of 90 m ² or 40% of the total floor area of the principal building.	① 126 m ² floor area (rounded to 126m ²)

Staff Rationale for Supporting Variance Application

District staff recommend approval of the requested variances based on the following considerations:

- Outdated Zoning Bylaw Regulation: The 90 m² minimum floor area requirement for secondary suites was established under earlier versions of the BC Building Codes. Although the Building Code was updated in 2018 to remove this requirement, the Zoning Bylaw was not amended to reflect this change.
- Support for Housing Objectives: Approving the variance supports the District's broader housing goals by facilitating the development of additional secondary suites in a variety of building types. This contributes to increasing the local housing supply while maintaining acceptable standards of health and fire safety.
- Limited Visual Impact: The proposed building site is situated above Okanagan Centre Road W and the addition would not be visible from the road, minimizing its visual impact on the surrounding area. While the proposed development would be visible from the adjacent lots, the building site is located significantly lower than the adjacent road to the east (Hare Road) and the impact to the adjacent residents is likely to be minimal.

Staff are of the opinion that the proposed development supports the District's objectives for housing diversity and affordability. Furthermore, the proposal complies with all other applicable regulations under the Zoning Bylaw.

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Other (see below)

COMMUNICATION

- This application was referred to internal departments and had no comments.

-
- Neighbour Consultation was completed by the applicant, and the applicant noted that no comments were received by the neighbours consulted.
 - Staff completed Statutory Notification requirements where properties within 100m were notified, and a Development Notice Sign was placed on the subject property.

ALTERNATE RESOLUTION OPTION(S)

1. THAT Development Variance Permit DVP00421 (Attachment A to the Report to Council dated November 4, 2025) for the property located at 11735 Okanagan Centre Rd W, legally described as Lot A Section 20 Township 20 Osoyoos Division Yale District Plan KAP76397 (PID: 026-068-168), to vary the allowable maximum floor area of a secondary suite, not be approved.
2. THAT Development Variance Permit DVP00421 (Attachment A to the Report to Council dated November 4, 2025) for the property located at 11735 Okanagan Centre Rd W, legally described as Lot A Section 20 Township 20 Osoyoos Division Yale District Plan KAP76397 (PID: 026-068-168), to vary the allowable maximum floor area of a secondary suite, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,

Jason Tran, Planner

Report Approval Details

Document Title:	DVP00421 - 11735 Okanagan Centre Road W.docx
Attachments:	- Attachment A - DVP00421-Draft DVP.pdf - Attachment B - Location Maps.pdf - Attachment C - Site Plan and Floor Plans.pdf - Attachment D - Rationale Letter.pdf
Final Approval Date:	Oct 29, 2025

This report and all of its attachments were approved and signed as outlined below:

Steven Gubbels, Development Engineering Manager - Oct 28, 2025 - 2:25 PM

Carie Liefke, Manager of Current Planning - Oct 28, 2025 - 4:22 PM

Jeremy Frick, Director of Development Approvals - Oct 29, 2025 - 12:59 PM

Reyna Seabrook, Director of Corporate Services - Oct 29, 2025 - 1:05 PM

Paul Gipps, Chief Administrative Officer - Oct 29, 2025 - 1:16 PM

Makayla Ablitt, Manager of Corporate Administration - Oct 29, 2025 - 1:42 PM