

# Memo

**ATTACHMENT A**

This forms part of application  
# Z25-0050

Planner Initials CM

City of Kelowna  
COMMUNITY PLANNING



**Date:** January 29, 2026  
**File No.:** Z25-0050  
**To:** Development Planning Dept (CM)  
**From:** Development Engineering Dept  
**Subject:** Development Permit Comments – 1238 Kyndree Ct

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The Development Engineering Department has the following comments associated with this Rezoning Application to rezone the subject property from the RR1 - Large Lot Rural Residential zone to the RU1 - Large Lot Housing zone.

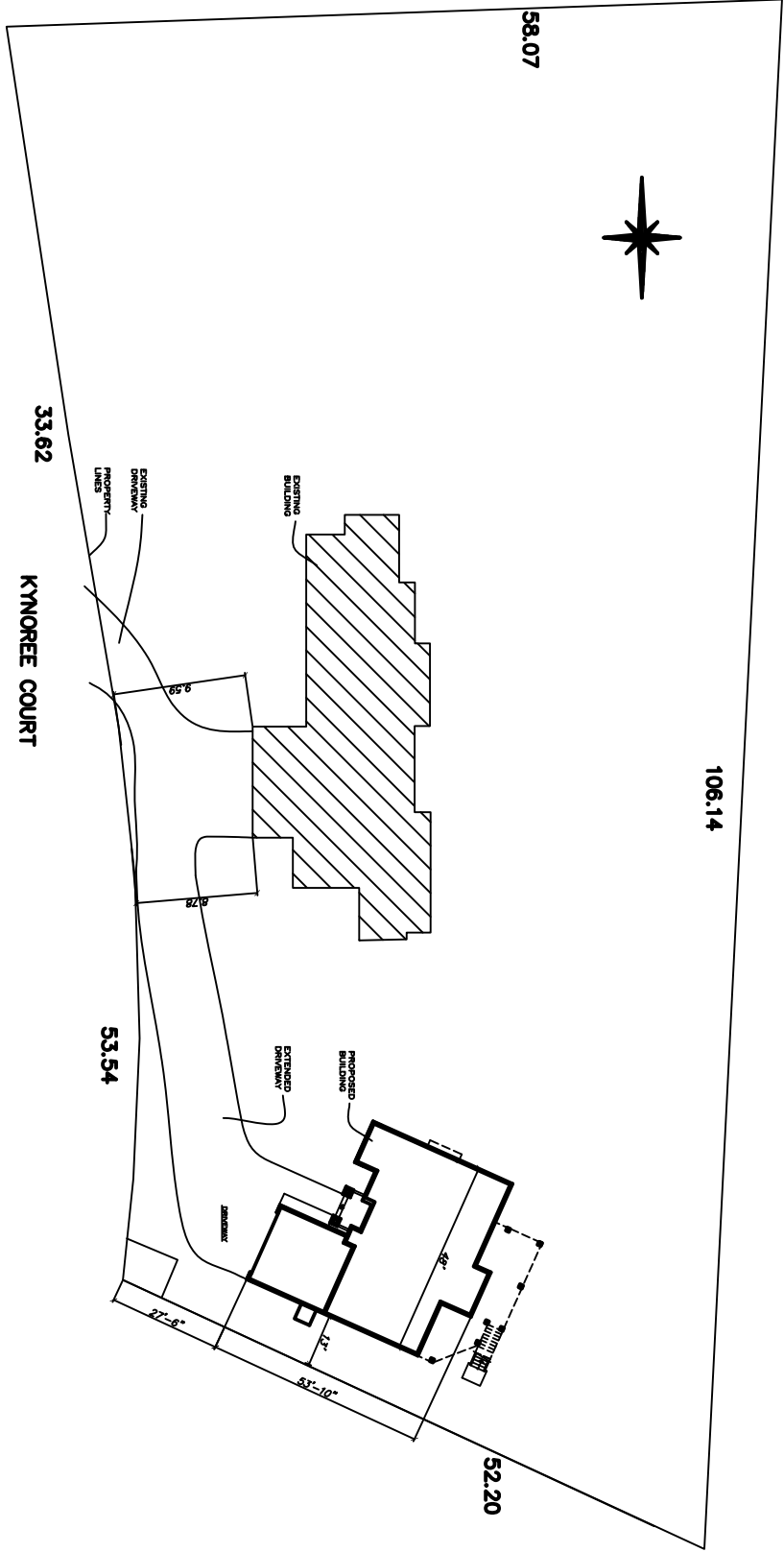
The Development Engineering Technologist for this file is Cindal McCabe (cmccabe@kelowna.ca).

## 1. REQUIREMENTS APPLICABLE PRIOR TO BUILDING PERMIT ISSUANCE

- a. Offsite Works and Services will be necessary to service the proposed development to the standards outlined in [Subdivision, Development & Servicing Bylaw No. 7900](#). A Works Permit for construction of offsite Works and Services will be required prior to making an application for Building Permit. Please contact the assigned Development Engineering Technologist for more information.
- b. The property is subject to a Latecomer Agreement to pay for a portion of the sanitary forcemain benefiting the neighbourhood installed by a neighbouring property owner. That Latecomer Agreement is from 2020 and the fee must be paid prior to Building Permit approval. The cost is **\$23,550.49 plus 5% annual interest.**

M Hobbs

Melissa Hobbs, P.Eng, PMP  
Development Engineering Dept.  
CM



**ATTACHMENT B**  
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# SITE PLAN

*This drawing is provided for general lot information only. The lot purchaser is responsible for verifying all information shown, including but not limited to dimensions, elevations, geotechnical requirements and service locations.*

**ATTACHMENT C**

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January 2026

Dave and Cassie Mann  
1238 Kyndree Court  
Kelowna, BC

Rezoning Application at 1238 Kyndree Court  
City Application No. Z25-0050

Dear Neighbour,

We are pleased to announce our proposal to add a second dwelling to our property. As part of the development process, the City of Kelowna requires we inform the neighbours of our development plans.

The purpose of this application is to rezone the subject property to the RU1 – Large Lot Housing zone, bringing the property into alignment with the current future land use designation in the Official Community Plan (Suburban Residential). The existing zone is RR1 – Large Lot Rural Residential. When the Zoning Bylaw was updated to 12375, several properties in the neighbourhood were automatically rezoned to RU1 due to their pre-existing sewer connection. Any properties without sewer connections such as 1238 Kyndree Court were left as RR1. It is our intention to connect the property to sanitary sewer along with the proposed Rezoning application.

If you have any questions about our plans, please contact us directly at (250) 808-9494 or [mannerhomes@gmail.com](mailto:mannerhomes@gmail.com). The City of Kelowna Planner assigned to the project is Carson Mackonka. He can be reached at (250) 469-8468 or [cmackonka@kelowna.ca](mailto:cmackonka@kelowna.ca).

Your Neighbours,

Dave and Cassie Mann

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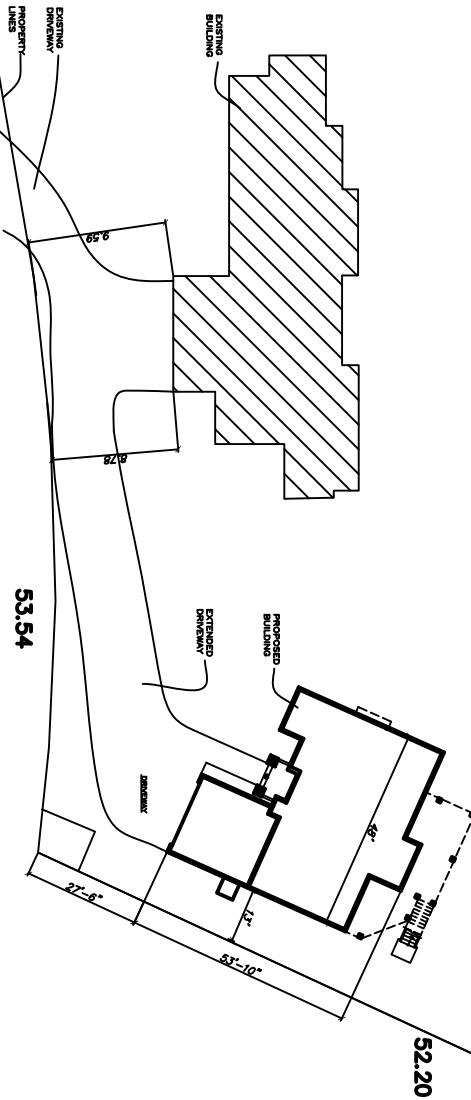


City of  
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58.07  
106.14  
33.62  
KYNOREE COURT  
53.54



## SITE PLAN

*This drawing is provided for general lot information only. The lot purchaser is responsible for verifying all information shown, including but not limited to dimensions, elevations, geotechnical requirements and service locations.*

DATE	NOV. 2023
SCALE	N/A
SHEET	1 OF 1
PLAN NUMBER	MAIN SITE
DRAWN	TAJ
CHECKED	
DATE	
SCALE	
SHEET	
PLAN NUMBER	
MAIN SITE	
DATE	
SCALE	
SHEET	
PLAN NUMBER	
MAIN SITE	



# JENISH HOUSE DESIGN LIMITED

HEAD OFFICE:  
505-1550 COMMERCE AVE  
KELOWNA, B.C., V1X 8W9  
(250) 489-3346  
TOLL FREE 1-800-458-9235

# Neighbour Notification Form (Council Policy No.367)

*A summary of neighborhood notification efforts, feedback and response must be provided to City staff, identifying how the efforts meet the objective of this form of notification. This information must be provided to City staff a minimum of 20 days prior to Council initial consideration of the application(s) for inclusion in the report to Council or this information must be provided to the delegate authorized to issue minor Development Variance Permits 14 days prior the decision of the delegate.*

I, Urban Options Planning Corp., the applicant for Application No. Z25-0050

for Rezoning to RU1  
(brief description of proposal)

at 1238 Kyndree Court have conducted the required neighbour  
(address)  
notification in accordance with Council Policy No. 367.

- My parcel is located **outside** of the Permanent Growth Boundary and I have notified all owners & occupants within a 300m radius
- My parcel is located **inside** of the Permanent Growth Boundary and I have notified all owners & occupants within a 50m radius

I have notified property owners and occupants by doing the following: \_\_\_\_\_

Mailout to all addresses in a 50m radius

Please initial the following to confirm it has been included as part of the neighbour notification:

- JP Location of the development site
- JP Detailed description of the proposal including specific changes proposed
- JP Visual rendering or site plan of the proposal (if available)
- JP Website for the proposal (if available)
- JP Contact information for the applicant
- JP Contact information for Staff
- JP For Development Variance Permits - Delegated Minor, the neighbour notification must include details on how to provide feedback to Staff by a deadline that is at least 14 days after the notification is sent out

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*Please return this form, along with any feedback, comments, or signatures to the File Manager 20 days prior to the anticipated initial consideration by Council date or 14 days prior to the delegates decision. On the back of this form please list those addresses that were notified.*

**NEIGHBOURHOOD CONSULTATION:** Required by City of Kelowna Council Policy #367 – Public Notification & Consultation for Development Applications

**SUBJECT PROPERTY:** 1238 Kyndree Court

**APPLICATION NUMBER:** Z25-0050

**PROPOSAL:** Rezoning to RU1.

*The City of Kelowna requires that property owners inform the immediate neighbourhood of their development plans. No signature is required. Project rationale and drawings explaining the proposal with contact information available.*

Neighbour Address	Informed of Proposal (note date)	Feedback
1222 Kyndree Court	Jan 21, 2026 via email	
1231 Kyndree Court	Jan 21, 2026 via email	
1238 Kyndree Court	Jan 21, 2026 via email	
1252 Kyndree Court	Jan 22, 2026 hand delivered	
380 Lochview Road	Jan 21, 2026 via email	

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