



# Information Bulletin

## Temporary Patio/Retail Space Program

Last Updated:  
April, 16 2021

### Temporary Program

The City of West Kelowna is looking to support businesses who have been impacted by the pandemic by providing a simple, cost-effective and streamlined way to increase outdoor patio and retail areas on a temporary basis. These expanded outdoor areas will help businesses operate effectively while maintaining physical distancing for their customers. Temporary patios and retail areas will be allowed to operate until **October 31, 2021**.

### General Information

If you're interested in a temporary outdoor patio or retail expansion on private land, the process is fast and easy. Just follow these steps to help make your temporary space successful and safe:

#### 1. Talk with the landowner(s) and other affected businesses

If you are a commercial tenant, it is your responsibility to ensure that the landowner consents to your proposal. Also, if there are other businesses on the property that could be affected by your proposal, make sure that they are aware of your proposal.

#### 2. Choose your location

Identify where you plan on creating your temporary patio or retail area. Create an informal site plan by finding your property using [WestMap](#) and outlining the proposed temporary patio or retail area (clear, detailed, hand drawn site plans are acceptable). A few things to consider as you pick your area:

- Check property lines to ensure that you're not encroaching on public land or neighbouring landowners;
- Avoid occupying any universally accessible parking stalls designated for persons with disabilities;
- Ensure that pedestrians and vehicles can still move around safely;
- Keep a safe distance from utility infrastructure, such as transformer boxes; and,
- Avoid landscaped areas. Removing or destroying required landscaping will trigger a Development Permit Amendment application and bonding to ensure that the landscaping is restored.

#### 3. Decide whether you plan on serving liquor

If you plan on serving liquor in your temporary patio area, make sure that it is consistent with your Liquor License. If you have any questions about if this proposal may affect your liquor license, contact the *Liquor and Cannabis Regulation Branch* or your liquor inspector.

This bulletin is for informational purposes only. For any immediate questions please contact: [dev.services@westkelownacity.ca](mailto:dev.services@westkelownacity.ca)  
778-797-8830

#### Development Services

City of West Kelowna  
2760 Cameron Road  
West Kelowna BC  
V1Z 2T6

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### 4. Consider safety, visibility, and signage

Ensure your proposal protects customers and the public from traffic and other hazards. Patios should not be built on the edge of roadways and should not push pedestrians into roadways. Maintain building exits and access to standpipes or fire hydrants. Tents and temporary heaters must be installed according to the manufacturers' recommendations.

If you're going to use fencing around your temporary outdoor space, use low fencing (1 m or less) that is see through. Fencing that you can see through helps to promote safety and increases visibility. Also, ensure that any new signage is kept to a minimum and is temporary. All signage must comply with the City's Sign Bylaw.

### 5. Confirm that this is temporary

This program is for outdoor retail and patio expansions that are temporary only and must be removed by **October 31, 2021**. All materials and furniture used must be temporary in nature so that they can be removed easily, and the area can be restored to its original condition. Temporary supported and unsupported materials may include:

- ✓ Patio Stones
- ✓ Landscaping Material
- ✓ Fake Grass
- ✓ Fencing / Barriers
- ✗ Decking
- ✗ Structures attached to a building

### 6. Submit your information to the City of West Kelowna

This process is meant to help you plan out a successful and safe temporary outdoor space. Ensuring that your temporary outdoor patio or retail area is safe and functional for you, your customers, and the businesses around you is your responsibility. Once you are ready to go with your plans, please submit this checklist to [dev.services@westkelownacity.ca](mailto:dev.services@westkelownacity.ca). Once submitted, it may take up to 5 - 10 business days to receive approval before you can begin setting up and using a temporary outdoor patio or retail space.

### 7. If your proposal does not meet the Temporary Program criteria

If your proposed patio is not located on private property (i.e. the proposed patio area is within City Road Right of Way) or includes a permanent structure (i.e. includes decking or would be affixed to a building), you may not be eligible for the temporary program. A Municipal Highway Permit or Building Permit may be required which will require additional application materials, review and time to receive approvals to begin work.

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# Application & Checklist

## Temporary Patio/Retail Space Program

Please complete the following checklist and submit to [dev.services@westkelownacity.ca](mailto:dev.services@westkelownacity.ca) for approval of your temporary patio/retail space. All items must be completed and submitted prior to approval.

<b>Applicant Contact Information</b>	<b>Name:</b>	
	<b>Business Address:</b>	
	<b>Phone Number:</b>	
	<b>Email:</b>	
<b>Business Name:</b>		
<b>Liquor License #:</b>		

- The landowner(s) consents to the proposed patio / retail area, and adjacent tenants (if any) have been notified of the proposed patio / retail area.
- A photo of the proposed location is attached.
- A site plan outlining the temporary patio / retail area is attached.
- If liquor is being proposed on the patio:
  - I have confirmed this proposal is consistent with my Liquor Licence. \_\_\_\_\_ (Initial)

As the applicant, I confirm that I have read the **Temporary Patio/Retail Space Program Information Bulletin** and that this application is in conformance with the Bulletin. I have attached to this application the information required in this Checklist. Further, I understand and agree that all materials used in the construction of the temporary patio / retail area are fully removable and that the area will be restored to its original condition no later than **October 31, 2021**.

I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of B.C., and is open for inspection by the public.

I understand that I am responsible for obtaining any required authorizations and permissions from BC Hydro, FortisBC, Shaw Cable, and Telus.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_