

Bulletin: Temporary Outdoor Patio & Retail Program on Private Land



Created: May 21, 2020

This bulletin is for informational purposes only. For any immediate questions please contact: planninginfo@kelowna.ca

Temporary Program

The City of 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 social distancing for their customers. Temporary patios and retail areas will be allowed to operate until **October 12, 2020**.

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:

Public Land:

If you're interested in a temporary outdoor patio or retail expansion on public land, such as plazas and parks, contact propertymanagement@kelowna.ca.

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 the [Kelowna Map Viewer](#) and outlining the proposed temporary patio or retail area. 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,

Development Planning

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- 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 require a new Liquor License, or a change to an existing Liquor License, contact our Development Planning Department at planninginfo@kelowna.ca

4. Consider visibility and signage

If you're going to use fencing around your temporary space, use low fencing (36" or less) that is not opaque. 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 12, 2020**. 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.

6. Submit your information to the City of 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 planninginfo@kelowna.ca. Once you have received an email accepting your checklist, you are ready to get moving!

Application Checklist:

Please complete the following checklist and submit to [Development Planning](#) for approval of your temporary outdoor patio or retail area. All items must be completed and submitted prior to approval.

Applicant Contact Information	Name	
	Address	
	Phone Number	
	Email	
Business Name		
Business Address		

- The landowner(s) consents to the proposed patio / retail area, and adjacent tenants (if any) have been notified of the proposed patio or retail area.
- A photo of the proposed location is attached.
- A site plan outlining the temporary patio / retail area is attached.
- Liquor is NOT being proposed on the patio.
 - If liquor is being served, please contact planninginfo@kelowna.ca.

As the applicant, I confirm that I have read the *Temporary Outdoor Patio & Retail Program on Private Land 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 12, 2020**.

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., is open for inspection by the public.

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

Signature: _____

Date: _____