

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 2, 2025

RE: Official Community Plan (OCP) – Electoral Area “E” (E2025.005-ZONE)

Administrative Recommendation:

THAT the Electoral Area “E” Official Community Plan Amendment Bylaw No. 3010.04, 2025, be read a third time and adopted.

Purpose:

The proposed amendments to the Electoral Area “E” Official Community Plan (OCP) Bylaw No. 3010, 2023, are intended to provide exemptions for the temporary placement of metal storage containers on parcels designated as being within the Naramata Village Centre Development Permit Area.

Strategic Priorities: 5.1 Establish Regional Policy Framework

Background & Analysis:

On August 19, 2025, a Public Information Meeting (PIM) was held online via Webex and was attended by approximately three (3) members of the public.

At its meeting of September 4, 2025, the Regional District Board resolved to approve first and second reading of the amendment bylaws and scheduled a public hearing ahead of its meeting of October 2, 2025.

All comments received to date in relation to this application are included with this report.

Approval from the Ministry of Transportation and Transit (MoTT) is not required prior to adoption as the proposed amendments relate to an Official Community Plan (OCP) bylaw.

Analysis:

In considering this issue, Administration notes that the temporary use of metal storage containers can support pop-up shops, seasonal markets, or small-scale entrepreneurial ventures. By exempting these types of containers from formal development permit requirements, creative short-term economic activity that adds vitality and diversity to commercial areas of Naramata *may* be encouraged.

Administration also considers that requiring a DP for a short-term, commercial use that is likely to utilize a metal storage container *may* be disproportionate to the scale and impact of the activity and that an exemption *may* streamline administrative processes (e.g. for property owners and staff).

Importantly, the temporary nature of a metal storage container’s use coupled with its removability, means the long-term impact on community aesthetics in Naramata town and village centres zoned *should* be minimal.

This is contingent, however, on conditions such as duration and location mitigating visual impacts and ensuring that the land on which the container is to be placed remains available for more permanent development in future and in accordance with the uses and densities contemplated by the NVC zone.

Accordingly, Administration favours the following exemption being introduced into the Naramata Village Centre development permit area.

Alternative:

Conversely, the option to maintain the status quo is available to the Board and this would require that any proposal to temporarily place a metal storage container within Naramata Village Centre development permit areas obtain a permit.

Based upon previous experience, a typical metal shipping container is prefabricated, industrial in appearance, and difficult to modify extensively without significant cost and expecting them to meet the detailed design guidelines typical associated with a “form and character” DP Area (e.g., façade articulation, roof forms, materials, pedestrian experience) is often unrealistic.

Alternately, there is an argument to be made that a “form and character” development permit adds costs and delays for applicants (e.g., needing to hire consultants or prepare plans), and consumes limited staff resources for minimal public benefit and that the Naramata Village Centre development permit area designation should be repealed.

Administration notes that, in the past 25 years, approximately six (6) “form and character” development permits have been issued in the Naramata Village Centre area.

Removing this permitting process would be consistent with the general intent of the province’s direction on Small-Scale Multi-Unit Housing (SSMUH) implementation and removing barriers to development.

However, it is recognised that “form and character” development permits are generally seen to be a safeguard encouraging higher quality urban design.

Summary:

In summary, and for the reasons outlined above, Administration is supportive of the proposed amendments.

Financial Implications:

Financial implications have been considered and none were found.

Communication Strategy:

The proposed bylaw amendment(s) have been notified in accordance with the requirements of the *Local Government Act* as well as the Regional District’s Development Procedures Bylaw No. 2500, 2011.

Alternatives:

1. THAT first and second readings of the Electoral Area “E” Official Community Plan Amendment Bylaw No. 3010.04, 2025, be rescinded and the bylaws be abandoned.

Will a PowerPoint presentation be presented at the meeting? No

Respectfully submitted:




Tharini Prakash
Planning Technician

Endorsed By:



C. Garrish
Senior Manager of Planning

Endorsed By:



'Allen Fillion'
A. Fillion
Managing Director, Dev. & Infrastructure

Attachments: No. 1 – Naramata Village Centre Development Permit Area Designation Map

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