

## Guidelines for Expansion on Public Property

**Disclaimer:**

All businesses are required to operate in compliance with orders from the Provincial Health Officer and meet operational requirements enforced by local and provincial authorities. The following guidelines are offered to support businesses in maintaining physical distancing and in no way supersede any requirements from the Provincial Health Officer, Fraser Health and the Liquor Control Branch.

### Expanding Your Outdoor Business Space on City-Owned or Controlled Property – Guidelines

Coquitlam is offering a flexible approach to businesses interested in using a portion of the City’s road right-of-way as space to operate their business. Potential options can vary from simply adding a few bistro chairs and tables (“simple activation”), to more elaborate designs that may include platforms with gardens, lights and other features (called “complex activation”).

<p><b>Simple Activation</b> Reviewed in accordance with the guidelines</p>	<ul style="list-style-type: none"> <li>❖ Goal two-day turnaround time for complete application.</li> <li>❖ In order to qualify, must remove all furniture when closed or not operating.</li> <li>❖ Minimum fee charged is \$125.</li> </ul>
<p><b>Complex Activation</b> (such as use of a parking area on a City street or installing a fenced-in sidewalk café)</p>	<ul style="list-style-type: none"> <li>❖ Requires a more detailed permit and longer review.</li> <li>❖ Fee charged on a sliding scale from \$125 to \$375, depending on complexity.</li> </ul>

Examples could include:

- Restaurant or table seating;
- Merchant displays (e.g. clothing racks, outdoor tables, etc.);
- Pick-up or drop-off kiosk or customer queuing; or
- Checkout areas.

#### 1. GENERAL REQUIREMENTS

<p><b>Keep it Clean</b></p>	<p>Whether you choose a simple or a more complex option the space must remain clean, free of garbage or other obstructions.</p>
<p><b>Outdoor Furniture</b></p>	<p>Unfixed furniture (e.g. tables and chairs must be removed from public property after business closes for the day).</p>
<p><b>An Increase in Space, not Capacity</b></p>	<p>For food services, businesses cannot utilize additional outdoor space to exceed licensed capacity of the business.</p>

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<b>Sufficient Insurance</b>	<p>Applicant must provide proof of third-party liability insurance coverage with an insurance company licensed to operate in British Columbia:</p> <ul style="list-style-type: none"> <li>○ A minimum per occurrence coverage of \$5 million;</li> <li>○ The City listed as additional insured; and</li> <li>○ A 30-day cancellation provision that requires prior notice be given by the insurer to the City.</li> </ul>
<b>Rules and regulations</b>	<p>All outdoor business spaces must comply with City Bylaws, Policies and Regulations. It is the applicant's responsibility to seek any necessary approvals from their strata or any other external agencies.</p>

### 2. CITY SIDEWALK USE FOR OUTDOOR BUSINESS EXPANSION GUIDELINES

Where a business has already exhausted any patio space opportunities within the private property outside their unit, an expanded patio over the space between the sidewalk and the curb -the City boulevard - provides another opportunity to expand the business's operating area and promote physical distancing.

Due to the relatively small size of sidewalk boulevards, this stream may be limited in the types of business services it can support.

<b>General</b>	<ul style="list-style-type: none"> <li>❖ All furniture must be moveable and unfixed to the boulevard.</li> <li>❖ Any overhead structures must be clear of City trees and be contained within the footprint of the boulevard.</li> <li>❖ Due to limited sidewalk space and public safety requirements, business operations cannot result in line-ups, groups congregating or any browsing of goods that interferes with the sidewalk travel lane.</li> </ul>
<b>Location Requirements</b>	<ul style="list-style-type: none"> <li>❖ Business must front a public street.</li> <li>❖ All structures and furnishings must be placed within the boulevard area and a minimum sidewalk travel area of 1.5 metres to 3.0 metres (or the existing sidewalk width) must be maintained.</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>❖ The outdoor expansion area should be directly adjacent to the business and not impact a neighbouring business.</li> <li>❖ The sidewalk pathway must remain clear at all times.</li> </ul>

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### 3. CURBSIDE (USE OF THE PARKING AREA ON THE CITY STREET) ACTIVATION GUIDELINES

The following guidelines have been developed to support a safe and successful business expansion to the parking area.

<b>Location Requirements</b>	<ul style="list-style-type: none"> <li>❖ Curbside expansions will not be permitted on a major road, such as Pinetree Way.</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li>❖ Must be installed directly in front of the business.</li> <li>❖ Maintain a 0.3 metre buffer from the vehicle travel lane.</li> <li>❖ Consider incorporating planter boxes, or other landscaping elements, that can function like barricades, buffering the seating area from the travel lane while also adding visual appeal to the space.</li> </ul>
<b>Other General Guidelines</b>	<ul style="list-style-type: none"> <li>❖ Must be completely removable within 24 hours if needed for City works.</li> <li>❖ Must not cause any obstructions into sidewalk or travel lane.</li> <li>❖ Must not restrict water cross-flow from the street surface towards the curb and catch basin.</li> <li>❖ A drainage channel must be built into the design in order to maintain the existing flow of water. The drainage channel must also be designed in such a way that regular clearing of leaves, garbage or other debris will be possible to maintain a clear route to the nearby catch basins.</li> <li>❖ All items, such as umbrellas, must be secured during the day and either locked down at night or removed and safely stored.</li> <li>❖ Any overhead elements must be a minimum 2.1 metres above the platform.</li> <li>❖ If there is a transition, it must be clearly marked/identified.</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>❖ The design must ensure visibility to passing traffic and maintain clear sightlines at intersections and crossings at all times.</li> <li>❖ Sightlines from the road through the space must be maintained.</li> <li>❖ Curbside activation must be separated from the vehicle travel lane by perimeter fence or structure that clearly delineates the interior edge.</li> </ul>
<b>Consider Mobility</b>	<ul style="list-style-type: none"> <li>❖ The design should consider impacts to pedestrians and cyclists.</li> </ul>
<b>Installation</b>	<ul style="list-style-type: none"> <li>❖ All structures shall be freestanding and not require anchoring into the City sidewalk or street.</li> </ul>

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<p><b>Accessibility</b></p>	<ul style="list-style-type: none"> <li>❖ Activations should be barrier-free and enable universal access and opportunities for all types of users, including those who:             <ul style="list-style-type: none"> <li>○ use mobility devices, such as wheelchairs, walkers, canes or strollers.</li> <li>○ are blind or visually impaired.</li> </ul> </li> <li>❖ <i>Businesses using a platform</i> should ensure it is flush with the curb and minimizes the gap between the curb and the platform.</li> <li>❖ <i>Businesses not using a platform</i> should provide a secure curb ramp that does not impact drainage.</li> <li>❖ The <i>BC Building Code</i> should be referenced for accessibility requirements. There are a number of features that are required in the design of your curb lane activation, including:             <ul style="list-style-type: none"> <li>○ A minimum 1.5-metre to 3.0-metre-wide clear access path onto the operating area from the adjoining sidewalk (depending on estimated pedestrian volume).</li> <li>○ A clear turning area measuring a minimum 1.5 metre diameter located within the operating space.</li> </ul> </li> </ul>
<p><b>Lighting</b></p>	<ul style="list-style-type: none"> <li>❖ Lighting may be allowed on a case-by-case basis. Lighting should be used to highlight features or provide low level illumination for pedestrians and business patrons.</li> </ul>
<p><b>Consideration for City Works:</b></p>	<ul style="list-style-type: none"> <li>❖ Minimum 5-metre clearance on either side of any fire hydrant.</li> <li>❖ Minimum 1-metre clearance from all poles (e.g. street lighting and traffic signals).</li> <li>❖ Minimum 2-metre clearance from all traffic signal controller boxes and electrical kiosks.</li> <li>❖ Minimum 1-metre clearance from the edge of access chambers, maintenance hole lid openings, valves, grates, etc.</li> <li>❖ Activations must not block access to Fire Department or utility connections (e.g. sewer, water, gas connections), or fire exits from neighbouring buildings.</li> <li>❖ Curb and roadside drainage must be maintained; street drains must not be blocked.</li> </ul>