

## Temporary Outdoor Space Expansion Program for Local Businesses — Phase 2 Guidelines

### 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.

### 1. Guidelines for Phase 2 – Untraveled Portions of City Road Right of Way

This stream will enable a greater range of uses on City-owned rights of way, specifically parking lanes and on the edges of City-owned sidewalks. These options, such as **patio expansions** and **parklets** (or “streeteries”) will be made available to street-fronting businesses on suitable roads.

### 2. Overall Guidelines

The City is offering a flexible approach to businesses interested in activating portion of the road right of way and including it within their operating area. Potential activations exist on a spectrum ranging 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 “parklets”).

Simple activations will be reviewed in accordance with these guidelines with the goal of a 2-day turnaround for complete applications. In order to qualify as a simple activation, all furniture must be removed outside of the sponsoring businesses hours of operation. A fee of \$125 will apply for the review of a simple activation.

More complex activations such as traditional parklets and fenced in sidewalk cafes will also be considered in the context of this program but will require a more detailed permit and a longer review. While *Reopening Coquitlam* is geared towards enabling rapid implementations that fall within the “simple activation” category, the City is also pleased to support businesses wishing to advance a more conventional design. Businesses interested in establishing a conventional parklet can contact Planning and Development at [planninganddevelopment@coquitlam.ca](mailto:planninganddevelopment@coquitlam.ca) to explore potential options

#### General:

- **Keep it clean:** Both curbside activations, such as parklets, and patio expansions should remain clean, free of debris and other obstructions
- **Outdoor furniture:** Unfixed furniture (e.g. tables and chairs must be removed from public property after business closes for the day)
- **An increase in space, not capacity:** For food services, businesses cannot utilize additional Parklet or patio space to exceed licensed capacity of the business

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- **Sufficient insurance:** the business operating in the space bears all responsibility and liability for activities occurring in the space and should hold sufficient liability insurance of \$5 million

### 3. Curbside Activation Guidelines

Eg. Simple activation



Eg. Conventional parklet



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

#### Location requirements

- Business must be located on and front a collector class street or lower. In order to confirm your street's classification please go to [Qthemap](https://qthemap.com) and click transportation -> road classification: [shorturl.at/abxN9](https://shorturl.at/abxN9)

#### Positioning

- To be installed by fronting business
- Maintain a 0.3 m buffer from the travel lane
- Consider incorporating planter boxes that can function like bollards, buffering the seating area from the travel lane and adding visual appeal to the space, in addition to other landscaping elements that can add visual appeal.

#### Other general guidelines

- Installation must be able to be completely removed within 24 hours for City works
- Installation shall not introduce any obstructions into sidewalk or travel lane
- Permeability - The activation must not restrict water cross-flow from the street surface towards the curb and catch basin.
- Drainage (for parklets) – Because the parklet is situated adjacent to the curb, a drainage channel must be built into the design of the parklet to retain the existing flow of curbside drainage. The drainage channel must also be designed in such a way that regular clearing of debris is possible so that a clear route to the nearby catch basins can be maintained.

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- Moveable umbrellas should be secured during the day and either locked down at night or removed and safely stored
- Any overhead elements must be a minimum 2.1m above the platform
- Visual connection is required between the activation and sidewalk.

### **Safety**

- The design must ensure visibility to passing traffic and maintain clear sightlines at intersections and crossings at all times. Landscaping cannot visually screen the interior of the activation. Sightlines from the road through the space should be maintained through a majority of the installation
- Curbside activation must be separated from the travel lane by perimeter fence or structure that clearly delineates the interior edge

### **Consider Mobility**

- The design should consider travel patterns and behaviour of people walking and biking in order to minimize potential conflicts and maximize contribution to public life and public realm.

### **Installation**

- All structures shall be freestanding and not require anchoring into the City sidewalk or street.

### **Accessibility**

- Activations should attempt to be barrier-free, enabling universal access and opportunities for all types of users, including those who:
  - use mobility devices such as wheelchairs, walkers and canes,
  - are blind or visually impaired
  - *Businesses using a platform* should ensure it is flush with the curb and minimizes the gap between the curb and the parklet
  - *Businesses not using a platform* should provide a secure curb ramp
  - The BC Building Code should be referenced for accessibility requirements. There are a number of features that are required in the design of your curb lane activation, including:
    - A minimum 1.5 m to 3.0 m wide clear access path onto the operating area from the adjoining sidewalk (depending on estimated pedestrian volume)
    - A clear turning area measuring a minimum 1.5m diameter located within the operating space

### **Lighting**

- Lighting may be allowed on activations on a case-by-case basis. Lighting should be used to highlight features or provide low level illumination for pedestrians and business patrons

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### **Consideration for City works:**

- A minimum 5 metres clearance on either side of any fire hydrant
- A minimum 1 metre clearance from all poles (e.g. street lighting and traffic signals)
- A minimum 2 metre clearance from all traffic signal controller boxes and electrical kiosks
- A minimum 1 metre clearance from the edge of access chambers, manhole lid openings, valves, grates, etc.
- Activations must not block access to Fire Department or utility connections (e.g. sewer, water, gas connections), or fire exits from adjacent buildings
- Curb and roadside drainage must be maintained; street drains must not be blocked

### **4. Sidewalk Patio Expansion**

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 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.

#### **General**

- All furniture shall be moveable and unfixed to the boulevard
- Any overhead structures shall be clear of City trees and be contained within the footprint of the boulevard
- Due to limited sidewalk space and public safety imperatives, operations cannot result in queuing, congregating or the browsing of goods that interferes with the sidewalk travel lane
- **Location requirements**
  - Business must front a public street
  - All structures and furnishings must be within the boulevard area, retaining a minimum sidewalk travel area of 2 m or the existing sidewalk width (whichever is lesser)
- **Positioning**
  - Service area within the boulevard should be within the boundaries of the associated business’s unit frontage. Consideration may be given to expanding beyond the boundaries of the business’, should other affected businesses agree
  - Sidewalk pathway must remain clear at all times