

# SIDEWALK, PARKLET & CURBSIDE CAFE GUIDELINES

## GENERAL CAFE REQUIREMENTS

1. Cafe Seasons
  - a. Parklet & Curbside (detoured walkway) Cafe season – April 1<sup>st</sup> to November 15<sup>th</sup>
  - b. Standard Sidewalk Cafes
    - i. 3 Season Sidewalk Cafe – March 1<sup>st</sup> to November 30<sup>th</sup>
    - ii. Year Round – January 1<sup>st</sup> to December 31<sup>st</sup> (1 heater per 10 person capacity is required)
2. Certificate of Insurance is required, satisfactory to the Risk Management Division within the Legal Department
3. Applicant must hold a valid Business License for the subject address
4. Unobstructed emergency response access must be maintained at all times
5. Cafe layouts must accommodate wheelchairs, must not impede wheelchair access to the related building or to neighbouring buildings or businesses and must comply with the Accessibility for Ontarians with Disabilities Act (AODA)
6. Cafes shall not impede on sightlines to vehicular traffic and neighbouring properties
7. Businesses may serve liquor within all cafe types if they hold a valid liquor license

## FIRE REQUIREMENTS

1. Patio heaters are permitted as per the Sidewalk Cafe Handbook
2. Propane cylinders cannot be stored indoors and must be in a locked cage outdoors, 1.5m from any building opening
3. No open flames permitted on Parklets or Curbside Cafes
4. Heaters (if propane or natural gas fueled) cannot be in a tent with closed sides
5. Fire safety plans are to be reflective and apply to the outdoor space

## LIGHTING REQUIREMENTS

1. A lighting plan must be submitted and approved by Administration, complete with product information sheets if any temporary lighting is desired
2. Temporary fixtures shall not be mounted within the right-of-way or road
3. No power cables across pedestrian walkways
4. Must avoid casting glare onto adjacent roadway and properties
5. May not be affixed to City owned infrastructure

## TENT REQUIREMENTS

1. Included in the application package, a drawing shall be provided outlining the tent dimensions (overall L x W x H), height of opening, material type and offset dimensions from any building or structure.
2. Site reviewed and approved by Administration, Fire & the Windsor Essex County Health Unit prior to placement
3. Tents and coverings must meet Fire NFPA certification 701 or 705 material rated for commercial use, shall not block the primary entrance or impede exiting and shall adhere to the Fire Requirements set out in this document
4. Outdoor dining areas at establishments must comply with the Regulations under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, any other relevant legislations, as well as Public Health Directives issued by the local Medical Officer of Health.
5. A sightline review will be conducted as required, confirming that sightlines to vehicular traffic and neighbouring properties will not be compromised
6. Installation of tents within the right-of-way shall adhere to Part 3, 3.14 of the Ontario Building Code - Tents and Air Supported Structures, which may require a professional design or design by a professional engineer, depending on the proposed size and intended use.

## DRAWING REQUIREMENTS (SEE SAMPLE DRAWINGS BELOW)

1. Provide the following information within the drawing:
  - a. All Cafes (Standard, Parklet & Curbside):
    - i. Plan view of Cafe outlining the overall dimensions (length and width)
    - ii. Dimensions from back of curb to building
    - iii. Clearance dimensions from any vertical object
    - iv. Exits and door openings on patio and building (cafe openings must be between 5'-0" - 6'-6")
    - v. If a tent or lighting is proposed, include all supporting information required under the tent and lighting sections of this document
  - b. **Additional** Parklet & Curbside Cafe Drawing Requirements:
    - vi. Three (3) photos of the proposed location: one face on, and the others from each side of the sidewalk
    - vii. Elevations (front and side) with dimensions
    - viii. Dimension from edge of Parklet Cafe/Detoured Walkway to driving lane - 0.3m (1'-0") Typ.
    - ix. Confirm clearance from fire hydrants (16'-4" Min.), fire connections (1'-8" Min.) & driveways/alleys (6'-0" Min.)
    - x. Barrier locations and proposed type (ie. bumper block, large planter box, jersey barrier, etc)
    - xi. Object marker sign shown on the elevation drawing, at the top outer edge of the patio facing oncoming traffic
    - xii. Directional signage to be included on Curbside Cafes, leading pedestrians to the detoured walkway

## PARKLET & CURBSIDE CAFE CONSTRUCTION REQUIREMENTS

### GENERAL:

1. If a detoured walkway is built through a parking lane (on a roadway) to accommodate a sidewalk patio, the detoured sidewalk must be the entire width of the parking stall and meet the minimum unobstructed 1.8m (6'-0") walkway clearance for pedestrians
2. Parklet and curbside cafes shall not block any stormwater drainage or flow of water on the street, with a drainage channel designed to allow for maintenance and clearing of debris in the gutter
3. Retro-reflective marking tape is required along curb lines adjacent to the platform
4. The applicant is responsible for maintaining the perimeter and underside of the patio free from any garbage or debris for the duration of the permit
5. Parklet and curbside cafes shall not block or impede on litterbins and waste collection
6. A Traffic Plan in accordance with OTM Book 7 shall be required for the setup and takedown of any structures or materials within the parking stall (barricades, barrels, pylons, signs, erection, monitoring and removal is the sole responsibility of the BIA/business owner)
7. Object marker signs (Wa-33L or Wa-33R) are required in accordance with OTM Book 6 and shall be outlined on the drawing and affixed to the outside corner of the patio facing oncoming traffic

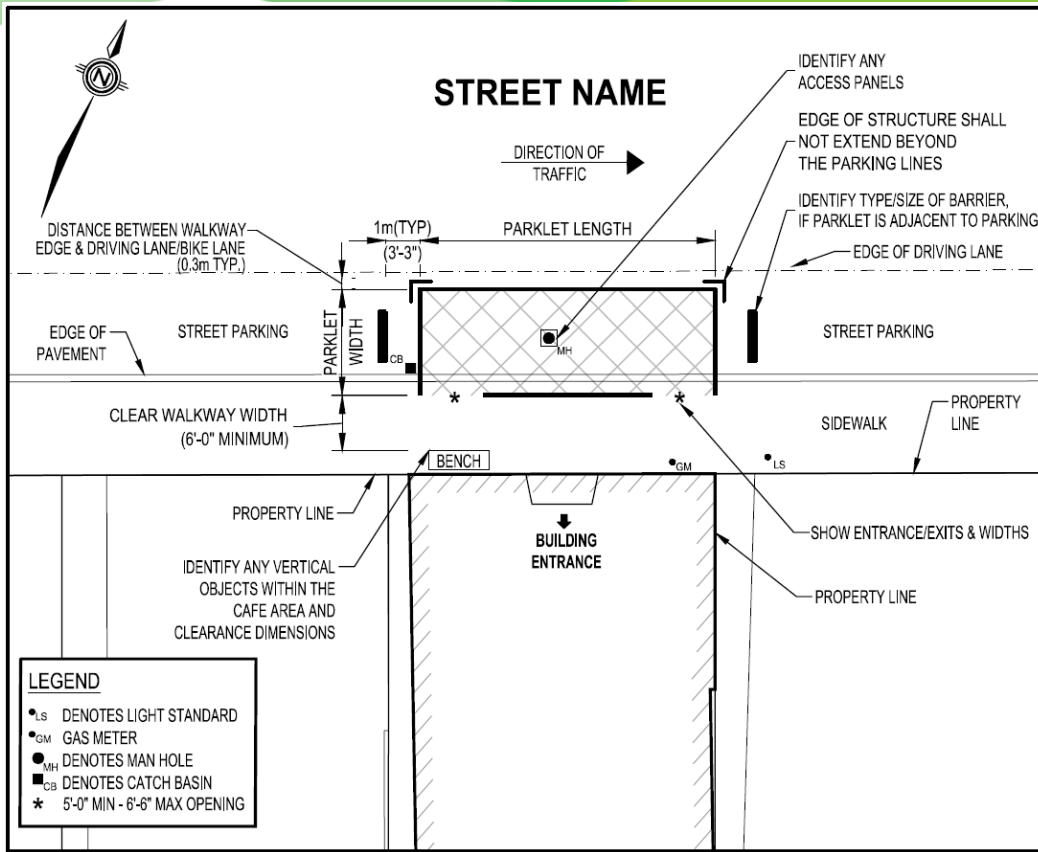
### PLATFORM:

8. Patio Dimensions:
  - Length - No more than 12m (39'-4") continuous along any street block
    - 1m buffers on either end (bumper blocks may be required for patron safety and will be determined through the permit process)
  - Width - Platform should maximize the width of the parking stall, maintaining 0.3m to 0.6m (1'-0" to 2'-0") buffer between the outer edge of patio and edge of adjacent travel lane, depending on the speed and volume of the adjacent street
9. Platform must be level with the sidewalk with a maximum cross slope of 2%, maximum running slope of 4% and a horizontal or vertical separation no greater than ½ inch
10. Structure must be free standing and not fastened to the road, sidewalk or boulevard
11. Vertical separation from any object shall be 2.1m (6'-11") and elements (i.e. umbrellas) within the patio shall maintain 0.6m clearance from any limits of the patio enclosure
12. Access panels to be installed over any catch basins, manholes and utility access panels

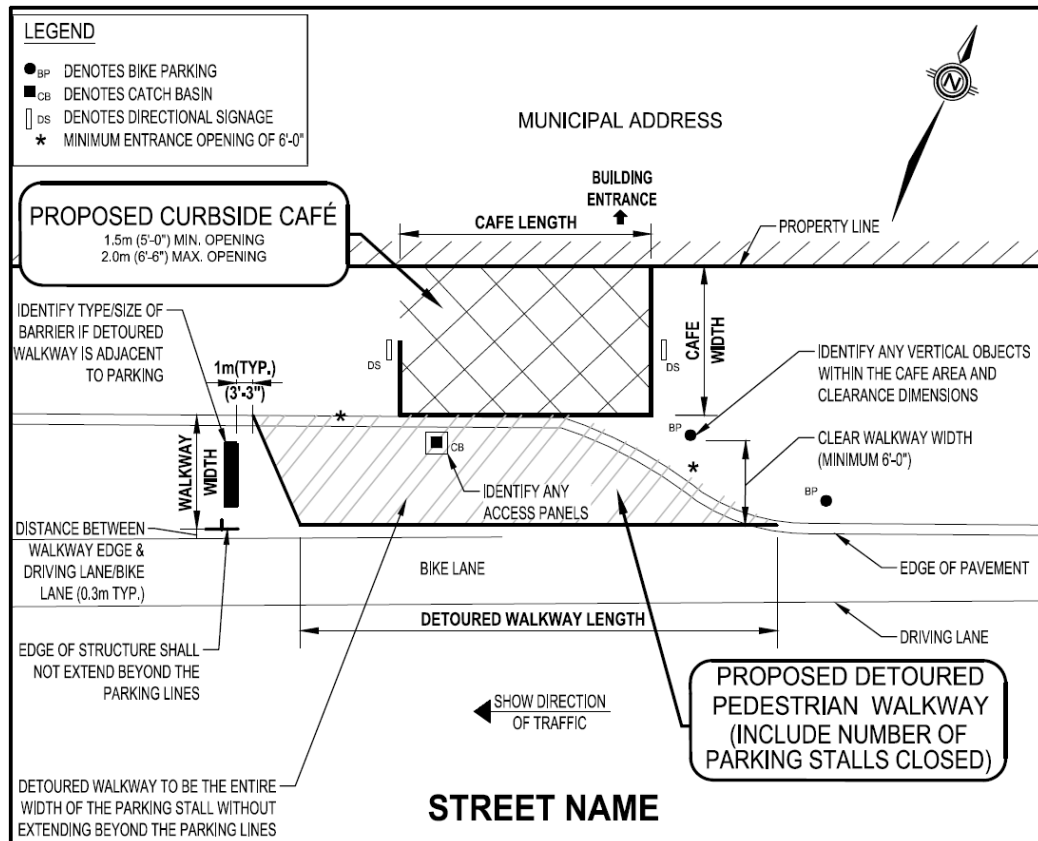
### RAILINGS:

13. Railings shall conform to the requirements of the Sidewalk Cafe Handbook with the following exceptions:
  - a. Railing height shall be 42" from the base of the patio
  - b. In addition to Galvanized HSS steel, wood railings are also permitted

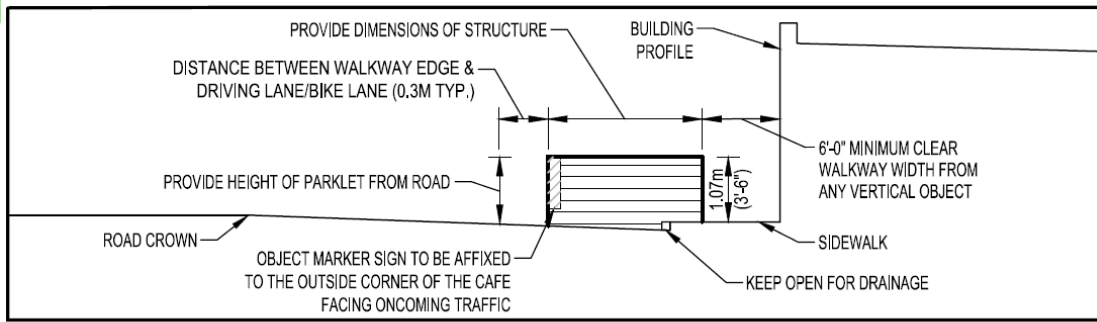
# PARKLET CAFE SAMPLE DRAWING & REQUIREMENTS



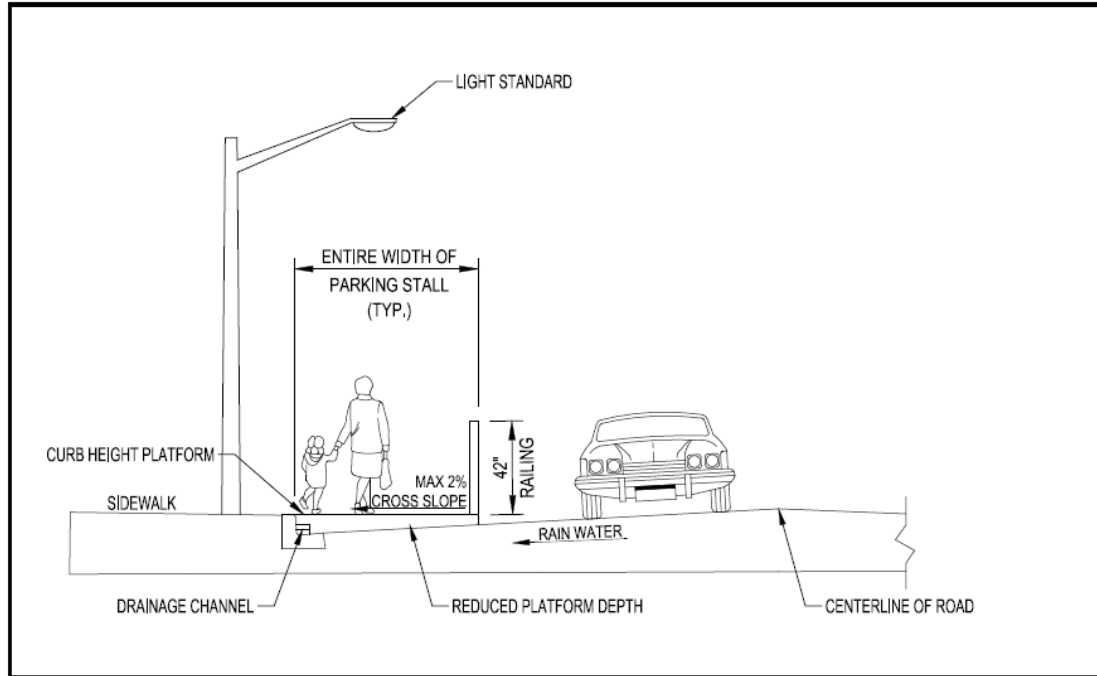
# CURBSIDE CAFE SAMPLE DRAWING & REQUIREMENTS



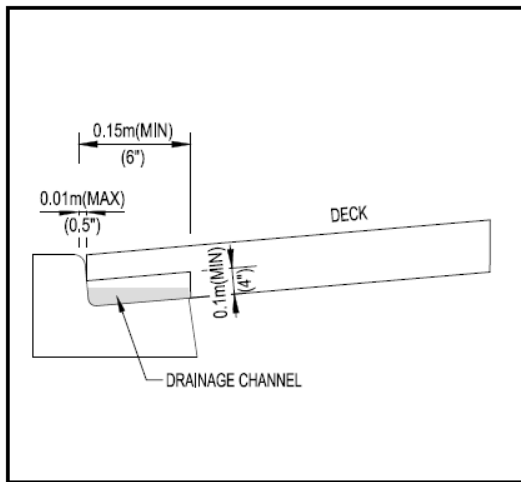
# PARKLET & CURBSIDE CAFE DETAILS



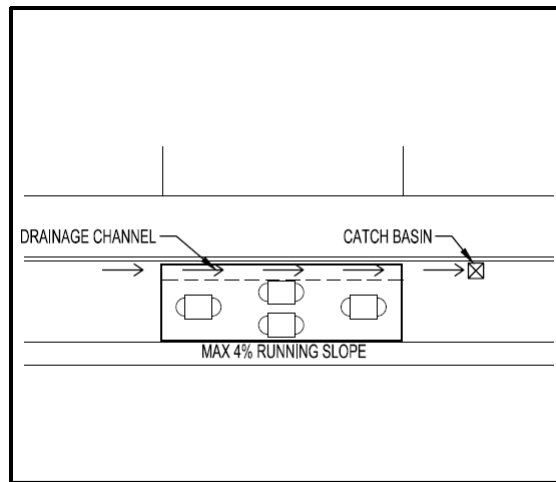
**SIDE ELEVATION** N.T.S.



**CROSS-SECTION** N.T.S.



**CURB DETAIL** N.T.S.



**PLAN** N.T.S.