

Guidelines for Patios on Bridge Street

A Patio means a seasonal seating area for customers located on municipal property.

General Design Principles

- Outdoor patios, on Bridge Street, will enhance the vitality of the street environment provided a safe, secure and comfortable environment is maintained for pedestrian traffic;
- The outdoor patio shall not extend beyond the frontage of the restaurant;
- In order for the patio to be licensed, the regulations prescribed by the Alcohol and Gaming commission shall be adhered to;
- The applicant shall have public liability insurance additionally naming the Town of Carleton Place as a party insured in an amount satisfactory to the Town, being \$2 million dollars;
- The applicant shall enter into a Hold Harmless Agreement with the Town of Carleton Place;
- Outdoor patio applications will be required to be submitted and reviewed on an annual basis by the Town. The approval of an outdoor patio will be for one season only. There is no obligation to re-approve the patio in subsequent years;
- Any structures or furniture, associated with the outdoor patio, will not be permitted to be located on the sidewalk until such time as the Town is satisfied all requirements are met and the applicant has received the approval letter from the Town;
- The placement of furniture, fencing, planters, associated with the outdoor patio, will not be permitted prior to May 1st, and must be removed by October 15th;
- The applicant is responsible for any associated clean up required related to the outdoor patio;

Sidewalks

- The clear width of public sidewalks abutting outdoor patios is a minimum of 1.5 metres. This width may be reduced to minimum of 1.2 metres to accommodate selected obstructions (trees, signs, etc;) where site constraints do not allow the clear width of public sidewalks;
- The alignment of the public sidewalk should remain straight within the right of way except where existing street lights, trees or light standards are located;
- The public sidewalk shall be maintained as a clear and unobstructed area adjacent to the outdoor patio;
- The addition of 0.5 metres to the clear width of sidewalk may be required within 9 metres of an intersection in order to provide for increased pedestrian movement.

Use of Parking Area

- The sidewalk, in front of some buildings, is limited in width. No encroachment into a travel lane, of the roadway, will be permitted. However, encroachment into the parking area may be approved. To obtain approval the applicant shall request written comments from the two adjacent owners on the proposal to encroach into the parking area.
- The plan, submitted with the application, must show in detail how the patio area will extend into the parking area and how a continuous sidewalk, 1.5m wide, will be maintained around the patio area. All corners must permit movement of wheelchairs and strollers;
- All materials, used to extend the patio area and provide a continuous sidewalk, must be removable and the installation must comply with the Ontario Building code, including the accessibility provisions. A fence will be required to separate the sidewalk area from the vehicles;
- Upon receipt of the application, the merits of a patio vs parking will be evaluated to determine if the patio application should be approved;

Awnings, Umbrellas and Fences

- Awnings and umbrellas must be contained within the approved outdoor patio area and must comply with all other municipal by-laws; and
- Materials and colours should coordinate with the surrounding buildings and streetscape elements. They should generally contribute to the design theme of the street.

Fences and Planters

- A fence or other vertical barrier should be used to delineate the perimeter of the sidewalk patio area with exception to openings that are necessary to provide access;
- Outdoor patios shall have an access width acceptable to meet Ontario and municipal building codes;
- The Alcohol and Gaming Commission requires a minimum height for a perimeter fence around a patio. Fences or screens shall not exceed this minimum height;
- Fences and screens should be removable at all times;
- All components of the fence, including the support base structure, screens and associated planters whether attached or freestanding, will not be permitted to encroach into the minimum clear width of the public sidewalk;
- All components (awnings, planters, fence, and other structures) of the outdoor patio shall be shown on the plans that are submitted to the Town for approval. A cross section shall also be included to ensure the minimum clear width of the public sidewalk is maintained; and
- Planters should be integrated into the design of the fence in order to maintain a compatible design relationship and shall not infringe on pedestrian flow.

Maintenance and Operation

- The applicant is required to keep the outdoor patio area free from dust and rubbish of any kind;
- The applicant is required to maintain the public sidewalk adjacent to the outdoor patio and keep it free from dust and debris of any kind; and
- The patio area must close for business at 11:00 p.m. or earlier each evening.

Application Requirements

- Completed application form with fee of \$100.00;
- Site plan with detailed dimensions of area to be used for outdoor patio;
- Cross section showing dimensions of support structures of fence and planters;
- Material details related to awnings, umbrellas, planters and fence;
- Certificate of Insurance indicating the Town of Carleton Place as the additionally insured;
- Letters from adjacent owners if encroaching into parking space; and
- Pay an annual fee equal to the cost of one annual parking pass for each parking space occupied by a patio and for each parking space as required by the Zoning By-law for the seating on patio.

Application Process

- Complete application, with all of the above requirements, submitted to Planning Department;
- Planning Department ensures application is complete and circulates to:
 - Members of Council
 - the BIA
 - Public Works
 - Municipal Heritage Committee
 - Accessibility Advisory Committee
- Comments due in 10 days.
- Planning Department submits application and comments to Focus Downtown Committee for decision.