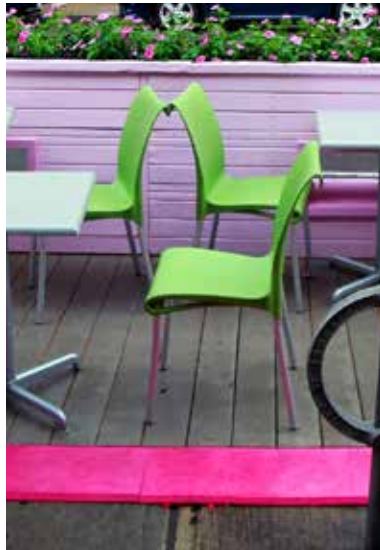


STREETSIDE SPOTS STANDARDS



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INTRODUCTION



Photo Credit: Seattle Department of Transportation
Parklet in Seattle

The primary purpose of streetside spots is to contribute to a vibrant and liveable community while sharing the right of way space with pedestrians of all abilities, cyclists and drivers. Streetside spots should look original, unique and create an inclusive atmosphere for all.

APPLIES TO

Small outdoor spaces created by temporarily repurposing on-street parking.

TYPES OF PERMITS

Streetside Parklet – For public use, could contain seating, shading elements, bike parking, or games table

Streetside Patio – For private use by patrons of applicant’s café, bar, or restaurant

Streetside Vending Stall – For private use for retail sales

The applicant shall apply for a permit each year they wish to install a streetside spot. The permit shall be valid from April 1 to October 31 of the calendar year.

The requirements in the Streetside Spots Standards apply equally to all types of permits.

LOCATION REQUIREMENTS



GENERAL

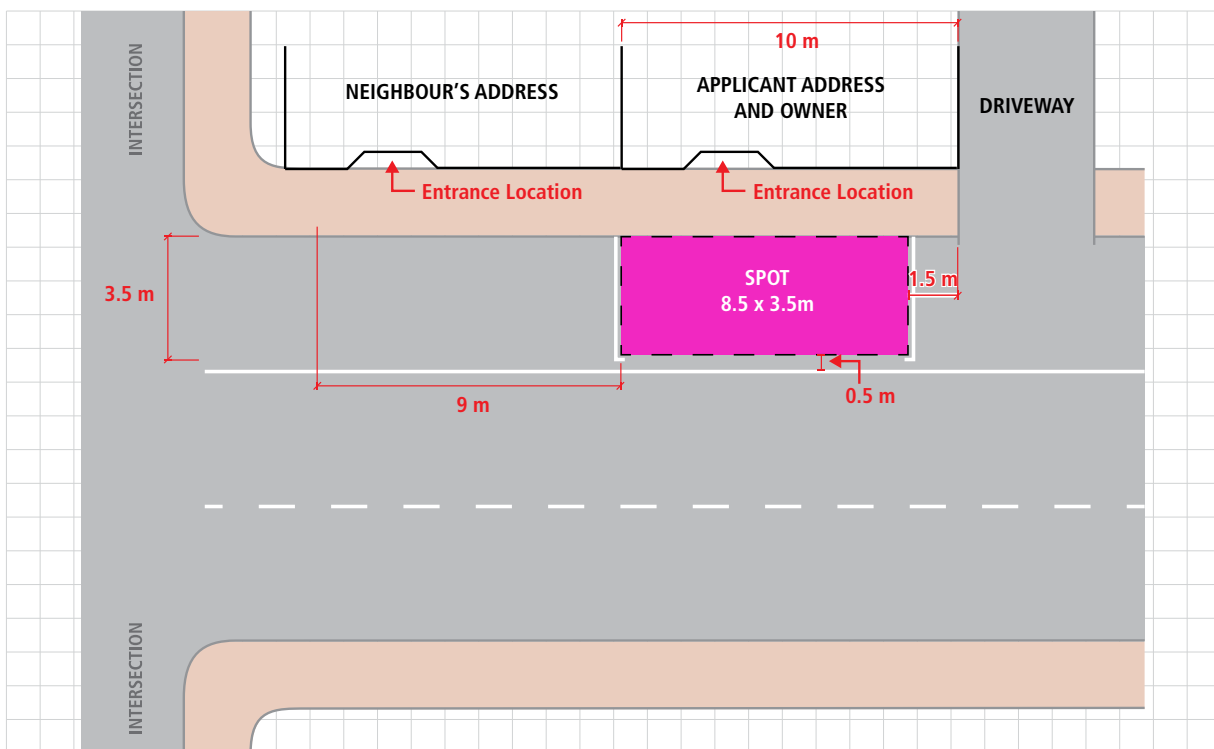
The City will only consider streetside spots at locations which satisfy all the following:

1. On a street with a speed limit of 50 km/h or less.
2. At a location where parking is allowed at all times. The lane cannot be a moving traffic lane at any time of the day.
3. At a location that does not have a ground floor outdoor patio and does not have the opportunity for one.

SITE SPECIFIC

1. The City will assess the proposed location based on operational, accessibility and safety considerations.
2. The maximum length of the streetside spot is the frontage of the applicant's business. Applicants who do not have street frontage or who wish to expand their streetside spot into the space in front of an abutting business, may do so with written permission provided by the business owner(s) along which the streetside spot fronts.
3. Running slope (along the road) of 5% or less and a cross slope (from curb to outer limit of the streetside spot) of 2% or less.

4. Where the streetside spot is located mid-block, a parking space of at least 6.7 metres in length must remain at each end.
5. Located a minimum of 9 metres away from the intersection. A bike corral, bulb-out, or other physical barrier that would protect the streetside spot in a corner location may allow the City to waive the minimum distance on a case-by-case basis.
6. If adjacent to a driveway entrance, must be setback a minimum of 1.5 metres from the driveway.
7. The streetside spot may be installed in front of a driveway with the written permission of the owner of the driveway and approval of Ottawa Fire Services.
8. Streetside spots are not permitted above a fire hydrant shut-off valve or over utility or manhole covers. If a fire hydrant is located within 3 metres of the spot, Ottawa Fire Services will review the location to ensure that there is sufficient space for their use.
9. Streetside spots are not permitted in bus zones as signed or identified in the Parking and Traffic Bylaw; however, they may be located adjacent to a bus zone.



Example drawing, illustrating several site specific criteria.

DESIGN REQUIREMENTS



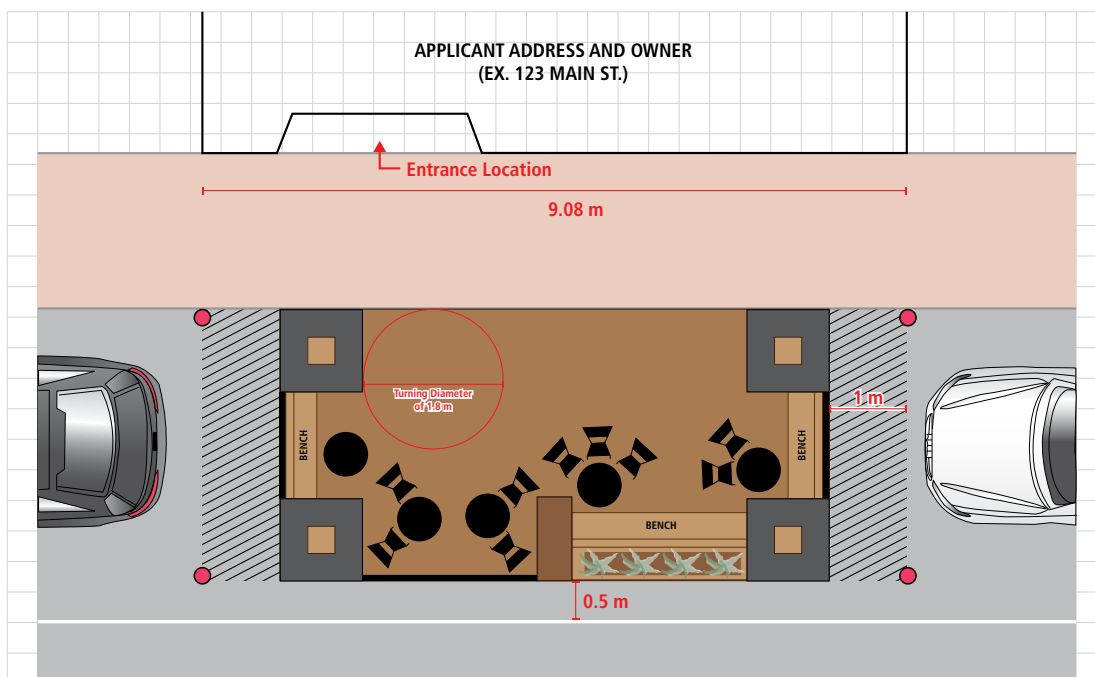
GENERAL

Streetside spots are to be well designed, accessible and safe. As such, they must comply with the following requirements:

1. Be created by a certified designer, contractor or architect.
2. Be designed for easy removal and must be of sturdy construction.
3. The platform cannot be fastened to the street or sidewalk.
4. Be compliant with the City of Ottawa Accessibility Design Standards.
5. The street underneath the platform surface must be accessible for emergency maintenance by any utility through access panels, or removable pavers.
6. The streetside spot cannot impede the flow of curbside drainage.
7. Live plants are required. These add an element which softens the urban environment.
8. Furniture and other appurtenances are not to be secured to trees, City street furniture, or buildings.
9. Use of environmentally sustainable and/or local material and technology is strongly encouraged. No pressure treated lumber is to be used in areas where it will be visible.

SAFETY

1. Reflective soft hit posts must be placed at the outside corners of the streetside spot and wheel stops used if adjacent to parking spaces.
2. The streetside spot is to be defined by a vertical barrier with a visible connection to the street.
3. The vertical barrier is attached to the platform and is a minimum of 1.06 metres in height.
4. The vertical barrier forms the outer limit of the streetside spot structure and must be minimum of 0.5 metres from the traffic lane and 1 metre inside each end. The 1 metre is not required on ends that are not adjacent to a parking space.
5. If a vertical barrier is used adjacent to the sidewalk, it shall be no more than 2 metres in height.
6. Any opaque portions of any barrier shall not be more than 1.06 metres in height, measured from the surface of the road. Fabric, canvas, or similar material is not to be used for the vertical barrier.
7. The clear height from the platform surface to any obstruction such as an umbrella must be a minimum of 2.13 metres.
8. Visible sight lines must be provided.



Example site plan, illustrating several site specific criteria.

9. If cable railing is used, spacing between cables cannot exceed 0.15 metres.
10. The adjacent sidewalk is to be kept clear of signage, plantings or other obstructions at all times to allow for unimpeded pedestrian movement.
11. Umbrellas must be secured to withstand against wind.
12. Furniture and other appurtenances associated with the streetside spot must be kept within the limits of the project at all times, including the canopy of umbrellas, and plantings.
13. Lighting cannot create a safety hazard for pedestrians or vehicles either through their positioning or intensity level.
14. Consideration must be given to ensuring any racks and merchandise are secured against the wind.
15. Racks and merchandise are to be removed or secured in a suitable manner to prevent theft or damage after operating hours.

ACCESSIBILITY

1. The streetside spot must be accessible and conform to the City of Ottawa Accessibility Design Standards for design standards which may be specific to your spot.
2. If a defined entrance is provided, it must be a minimum width of 1.5 metres.
3. The platform surface must:
 - a. be firm, stable and slip-resistant at all times;
 - b. have a matte finish to minimize glare;
 - c. be well-drained.
4. The top of the streetside spot platform must be flush with the sidewalk with a maximum vertical change of 0.006 metres, otherwise a slope or ramp is required.
5. The transition between the platform and sidewalk curb is to be 0.013 metres or less.
6. If tables are used, a minimum of one table or 20% of tables (whichever is greater) must be easily accessible to persons using mobility aids. If more than one accessible table is installed, they should be dispersed through the seating area.
7. Provide clear widths and turning radii to accessible seating.
8. The business's Accessible Customer Service policy and practices must extend or be updated to include the streetside spot.



Photo Credit: SPUR
Parklet in San Francisco



REQUIREMENTS OF THE APPLICANT

The applicant is responsible for the following:

1. Complying at all times with all applicable federal and provincial legislation or regulations and all applicable City by-laws (eg. Ontario Building Code, Liquor Sales Licence, Noise By-law, Ontario Health Protection and Promotion Act).
2. All costs associated with the application and submission requirements to the City. Application fees are non-refundable. Costs will also include construction, maintenance, materials and equipment, and removal of materials and equipment.
3. For winter maintenance purposes, removal of the streetside spot between November 1 and March 31. Availability of the streetside spot may be delayed past April 15, due to ongoing spring operations in the event of an extended winter season.
4. Post the streetside spot permit and other required signage in a prominent location.
5. Installation of the platform by a certified contractor.
6. Provide access to any City or public utility company that may have underground conduits beneath the streetside spot. Access may require temporary removal of all or a portion the constructed streetside spot. In cases of emergencies, little or no notice will be provided.
7. Ensure storm water drainage is not blocked at any time.
8. The streetside spot and all amenities are maintained in a safe condition at all times.
9. The streetside spot and its outside perimeter are kept clean and free of debris, including graffiti.
10. Plants are kept in good health and pruned as necessary and do not extend outside of the limits of the perimeter.
11. The applicant shall obtain and maintain during the continuance of the permit, the following insurance policies:
 - a. Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence for any negligent acts or omissions by the applicant relating to their obligations under this permit. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage; owners and contractors protective; occurrence property damage; products and completed operations; employees as additional insured(s); contingent employers liability; cross liability and severability of interest clause. Such insurance shall be in the name of the applicant and add the City of Ottawa as an additional insured.
 - b. Broad Form Property Insurance for the full replacement cost of the structures, equipment and other contents located in the streetside spot area and owned by the applicant.
 - c. All above policies shall contain an endorsement to provide the City with 30 days prior written notice of cancellation.
 - d. Evidence of such insurance shall be provided prior to the issuance of the permit and upon the anniversary date(s) of all applicable policies described herein.
 - e. The City reserves the right to amend the amount of the Commercial General Liability Insurance required based on the nature of the streetside spot.
12. At night, any non-permanent seating, tables and other appurtenances are to be moved indoors or secured in a suitable manner to prevent theft or damage.
13. At all times, ensure that smoking is not permitted and ensure that no ashtrays are placed or allowed to remain in place within the streetside spot.
14. Repairing any damage caused by the structure to the sidewalk or boulevard at their expense and to the satisfaction of the General Manager of Planning and Growth Management or their delegate and, if not, the work may be done by the City at the applicant's expense.

Resources

Ontario Building Code	codeinfo@ontario.ca 416-585-6666
Liquor Sales Licence	www.agco.on.ca 1-800-522-2876
Ottawa Public Health	3-1-1 613-580-6744

REVOCATION



Photo Credit: Seattle Department of Transportation
Parklet in Seattle

1. With due notice, the City reserves the right to revoke the streetside spot permit at any time in the following circumstances:
 - a. The streetside spot is not in compliance with all applicable federal, provincial or City regulations or by-laws.
 - b. The City or a public utility wishes to make use of that part of the highway on which the streetside spot is situated.
 - c. The applicant fails to maintain the streetside spot and keep in proper repair.
 - d. There are unresolved cases of noise complaints.
2. The applicant shall have no claim against the City for any loss or damage arising from the cancellation of the permit.
3. In all cases where a permit has been revoked, the streetside spot shall be removed within the time stipulated by the General Manager of Planning and Growth Management or their delegate. If not removed, the City shall reserve the right to remove all structures and appurtenances at the applicant's expense.



Questions?

Visit ottawa.ca/StreetsideSpots or e-mail StreetsideSpots@ottawa.ca for more information.

Photo Credit: Steve Chou
Parklet in Vancouver