

Guidelines for the Placement of Temporary Objects on Downtown Sidewalks

Preserving the Accessibility of the Town's Sidewalks

The Town of Carleton Place supports and encourages improved accessibility and inclusion for all members of the community. As well, the Town supports the continued success and efforts to promote downtown businesses through signage, beautification and improved accessibility. This document seeks to find a way to achieve these goals through guidelines which will address the placement of temporary objects on downtown sidewalks.

The Town of Carleton Place has worked together with the Accessibility Advisory Committee and the BIA to improve the placement of temporary objects (sandwich board signs, merchandise displays, moveable seating and tables, planters and removable accessibility ramps) in the downtown. This will be achieved through the on-going development of these guidelines, seeking input from community stakeholders and communicating the adoption of these guidelines to downtown businesses. Providing a clear path along our sidewalks through managing the placement of temporary objects, will ensure that all residents and visitors can enjoy year-round access to our local downtown business.

Providing guidance to business owners about the requirement to maintain clear routes will enhance the economic advantages of accessible business practices.

Placement Guidelines for Temporary Objects

Placement

Objects must be placed on either the inner or outer sidewalk. Businesses can use the following guidelines:

1. **Inner Sidewalk** – Temporary objects should touch the side of the building.
2. **Outer Sidewalk** – Temporary objects must be away from the curb so they do not impede traffic or parking.

Objects must be placed so that they provide a minimum pedestrian clearway (the area of sidewalk reserved for pedestrian traffic) of 1.5 meters in a straight line along the block to the best extent possible, taking into consideration permanent structures and existing infrastructure.

In all cases, pedestrians need to be able to travel in a straight line without any further obstruction caused by temporary objects.

Objects must be placed within the street front of the business and all temporary objects on a given block must be placed on the same side, whichever provides the maximum area for pedestrians.

Exceptions may be granted for access ramps, where the building frontage allows, and any other requests for exemption, will be addressed on a case-by-case basis in consultation with Town staff and the business owner.

Temporary objects must not be placed within three metres (3 m) of an intersecting street as measured from the curb (site-triangle), or where there is no curb, as measured from the edge of the roadway.

Restrictions

Temporary objects must be removed outside of business hours.

All temporary objects must be removed if Environment Canada issues a Storm Advisory or Storm Warning.

Temporary objects must not be placed on the sidewalk during periods of snow and ice accumulation or when the Town is undertaking snow removal activities. The Town accepts **no responsibility or liability** for objects (including accessibility ramps) damaged by snow clearing operations.

Enforcement

The sidewalk is a public space which is accessed by all and is part of the public right of way. As such, it is the prerogative of the municipality to remove any article that:

- a) obstructs the safety of the public, or
- b) affects the safety of vehicular traffic or pedestrian traffic; or
- c) overhangs, or encroaches upon any sidewalk or pavement or traveled portion of any street or highway posing a safety risk to pedestrians and motorists; or
- d) is located in a sight triangle with a height higher than 0.8 metres (2.62 feet);
- e) obstructs an accessibility ramp;
- f) obstructs snow removal.

Upon the first offence, businesses will receive a formal letter notifying them about the guidelines for the placement of temporary objects and a warning that in the future items may be removed by the Town's by-law department.