

GUIDELINES FOR EXTENDED LOBBIES

Definition and Purpose

An Extended Lobby is defined as the extension of a retail establishment onto the adjacent public road rights-of-way, requiring no permanent construction.

The purpose of these guidelines is to provide criteria for the review of applications for the use of public road rights-of-way (which may include sidewalks and/or boulevards) for commercial purposes to display and sell wares from the adjacent business.

The City supports proposals to encourage street level pedestrian activity. This must be accomplished in a way that ensures that pedestrian movement is unobstructed. These guidelines establish reasonable conditions for judging whether proposals for the use of public space are acceptable.

Required Approvals from the City of Edmonton

Permission to Use Sidewalk or Boulevard from the Transportation Department

1. Upon receipt of an application, complete with an application fee of \$50.00 (plus GST), a representative of the Transportation Dept. will meet with the applicant on-site to review the proposal and to define the area available for use. If the proposal meets these Guidelines, the Transportation Department will prepare an Extended Lobby Licence. If the proposal does not meet these Guidelines, the Transportation Department will advise the applicant and will suggest measures to make the proposal conform to the City's requirements.

2. An Extended Lobby Licence must be entered into. The Licence formalizes the temporary use of public road rights-of-way and establishes certain conditions for the operation of the extended lobby and is granted by the Transportation Planning Branch Manager.

The Licence has a five (5) year term to reduce the paperwork for both parties. The Licence fee will be based on a market value appraisal of the neighbourhood. Fees will be charged for each summer for the period from June 1 to September 30. Additional months can be authorized if the Licencee desires for the payment of a small monthly amount detailed in each Licence.

Other Permits

3. No other permit is required, unless the applicant wishes to construct a canopy or awning extending from the building face. A Building Permit and an Encroachment Agreement would be required from the Planning and Development Department for any canopy or awning.

Guidelines

- Planning/Design Considerations 4. Tables or racks should be of uniform style and design and may not be anchored to the sidewalk.
- Unobstructed Sidewalk Width 5. In heavy pedestrian areas, the extended lobby area must be set back a minimum of 3.5 meters from the curb, or provide a minimum of 3.0 metres of unobstructed sidewalk width. In light pedestrian areas, the area should be set back 2.0 metres from the curb, or provide a minimum of 1.5 meters of unobstructed sidewalk width. The business shall provide unobstructed access to the entrance to the building, and to adjacent businesses.
- Liability Insurance 6. The applicant will be required to maintain Liability Insurance as a condition of the Extended Lobby Licence (minimum of one million dollars coverage).
- Location 7. Extended lobbies are not permitted where a service grate exists.
8. Siamese fire connections must be unobstructed and accessible at all times.
9. Extended lobbies will not be permitted in locations, which, in the opinion of the Transportation Planning Branch Manager, obstruct sightlines at an intersection, or cause any operational or safety problem on the public road rights-of-way.
10. Extended Lobby Licences will only be granted to businesses located on the ground floor of the adjacent building.
- Enforcement 11. Extended lobbies operating on public road rights-of-way without a valid Extended Lobby Licence will be subject to various forms of enforcement which can be initiated by the Transportation Department. Enforcement measures can include a verbal warning from authorized City personnel, a tag being issued for obstructing a highway without a permit (\$110.00 fine per occurrence under Traffic Bylaw 5590, Section 1301), and/or removal of the obstructions (including tables, racks, or any other item placed on the road right-of-way) by City forces.
12. Businesses that default in the performance of any of the obligations of the Extended Lobby Licence after it is issued will be given seven days to rectify the problem. If the problem persists, the Licence shall be terminated and the Transportation Department could initiate enforcement measures.

Prepared by:

Transportation Department
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