

# Street Patio Standards and Application Guide

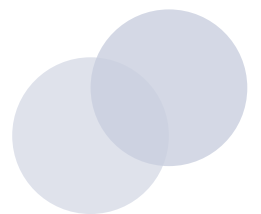
For patios and other seating arrangements located within the public realm.



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# 1. Introduction

## 1.1 Overview

The City of Kingston's Street Patio Program provides an opportunity for businesses to operate a serving or non-serving patio on municipal property, including on public sidewalks and within on-street parking spaces. Whether you operate a restaurant, café, or bar, or are just looking to add public seating near your business, the Street Patio Program offers several benefits, including:

- More options for outdoor dining
- Greater seating capacity and employment opportunities
- More vibrant and attractive streets
- Increased tourism and economic growth
- Greater foot traffic near businesses
- More active, pedestrian-friendly spaces

Together, these spaces play an important role in creating a unique and enjoyable experience for residents and visitors alike.

## 1.2 About This Guide

This guide is intended to clearly outline the processes, minimum standards, and operational requirements for patios in the public realm. It does not apply to patios located on private property, such as rooftop patios or those located behind an establishment.

This guide has been developed with input from local businesses and is intended to be the primary resource for those interested in operating a street patio. The guide includes information on the following:

- Different types of street patios
- Patio season dates
- Application process
- Technical and design standards
- Operational and maintenance requirements
- Applicable fees

The location of each business and the surrounding streetscape is unique. The City will work with applicants to communicate and inform of any changes that may be required; however, approval is not guaranteed. There are some instances where a street patio may not be feasible due to space or other site constraints. This guide is intended to be your starting point and will help determine whether a street patio may be feasible for your business. The City reserves the right to deny an application if it is determined that the patio does not meet the standards established in this guide.

## 1.3 Goals

The Street Patio Program has four main goals:

### **Accessibility**

Ensure street patios can be enjoyed by all.

### **Safety**

Ensure patrons and pedestrians feel safe in and around street patios.

### **Design**

Ensure street patios are visually appealing and enhance the public realm.

### **Culture**

Establish a vibrant patio culture that is welcoming to residents and visitors.



# 2. How to Join the Program

## 2.1 Application Steps

Looking to renew a street patio that was previously approved? If your layout, design, and materials haven't changed from the previous year, you may not need to complete a new application. Reach out to [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca) to let us know you would like to renew your patio under the previously approved application.



### Step 1: Review the Document

Review all of the contents in this document, including:

- Permitted street patio configurations and operating periods
- Technical standards
- Design standards
- Operation and maintenance requirements
- Program fees



### Step 2: Complete the Application Form

Fill out the Street Patio Program Application Form and select the patio configuration(s) best suited to the location of your business, keeping in mind the flow of pedestrians and any existing streetscape elements in the vicinity of the proposed patio.



### Step 3: Take Photos

Take photos of the area intended to be occupied by the patio and include adjacent properties for context. Ensure that the photos capture the entrances of buildings and any streetscape elements on the sidewalk.



## Step 4: Prepare Your Plan

Prepare an overhead plan of the proposed patio configuration using Google Maps or other tools and clearly show:

- Entrances to the patio and surrounding buildings
- Adjacent property lines
- The dimensions of the patio area, including the location of any fencing (corners should be angled to minimize the impact on pedestrian flow where necessary)
- The clear path of travel for pedestrians (minimum 1.83 metres and no 90-degree turns)
- The location and spacing of all tables and chairs
- The location of other patio furnishings, such as host stands or planters
- The location of nearby streetscape elements (trees, planters, light standards, sign posts, utility poles, parking meters, fire hydrants, utility covers and hydro vaults, maintenance holes, catch basins, utility valves, bicycle parking racks, benches, gas/electric/ phone/internet equipment, and waste receptacles)
- The location of nearby commercial loading zones, accessible parking, and transit stops

Your plan must clearly show the total number of tables and chairs that you intend to include within your patio. Hand-drawn overhead plans will not be accepted.

If you are interested in operating a sidewalk patio during the shoulder season (October 1 to November 30), you must also include a second overhead plan for your shoulder

season patio layout that clearly shows the location of any heating devices that will be used during the colder weather.

A patio agreement authorized by the City is only valid if the setup of your street patio is representative of the approved layout(s). Modifying the layout of a patio after it is approved requires an amendment to the approved plan and may be subject to additional fees.



## Step 5: Draft Your Design

Collect photos of the design features for the proposed patio, including fencing, tables, chairs, umbrellas, host stands, lighting, planters, heaters, and other decorative elements. You may take photos of these design features or use pictures that are available online. It is recommended that the photos are included as part of a single document.

If your business is located in the Downtown Area and you would like assistance designing your street patio, you can reach out directly to the Downtown Kingston Business Improvement Area (BIA) for recommendations on patio furnishings and materials.



## Step 6: Certify Your Platform (if applicable)

If you are proposing to construct a platform as part of your patio set-up, you must provide drawings that are designed, signed and stamped by a professionally licensed designer (i.e. Professional Engineer or Registered Architect) to demonstrate the platform is structurally sound and can accommodate the intended load.





### Step 7: Obtain Letters of Support (if applicable)

If the location of the proposed street patio is within the Downtown Kingston BIA, share your completed patio plan including pictures of the proposed design features with the Downtown Kingston BIA association by email ([member@downtownkingston.ca](mailto:member@downtownkingston.ca)) to receive feedback. A letter of support from the Downtown Kingston BIA association is required as part of your completed application if the proposed street patio is within this area.

Patios located on the **sidewalk** that extend in front of an adjacent business must also receive a Letter of Support from the adjacent establishment prior to approval by the City.

Patios located within **on-street parking spaces** positioned in front of an adjacent business that have patio elements that are greater than 1.2 metres in height (such as umbrellas) must also receive a Letter of Support from the adjacent business prior to approval by the City.



### Step 8: Submit Your Complete Application

Submit your completed application to [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca) in advance of any applicable deadlines, including:

- Street Patio Program Application Form
- Photos of the proposed patio location and surrounding streetscape
- Overhead patio plan(s)
- Pictures of the patio furnishings and materials
- Stamped platform drawings (if applicable)
- Letters of Support from the Downtown Kingston BIA or adjacent businesses (if applicable)



### Step 9: Licence Your Patio (if applicable)

Liquor sales licencees and manufacturers that hold a by-the-glass endorsement who want to operate a street patio must notify the Alcohol and Gaming Commission of Ontario (AGCO) by making a submission on the iAGCO portal before selling or serving liquor on the street patio.

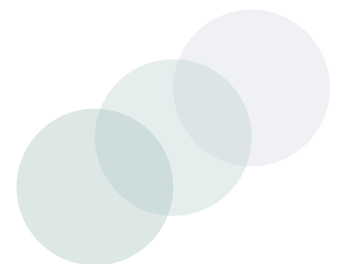
## 2.2 Review Process

Various City departments and partners may be involved in reviewing your application and providing feedback for any revisions required before approval. To determine approval, City staff will evaluate your application based on:

- Compliance with the standards outlined in this guide
- Suitability of the location and any impacts on existing services
- Accessibility of the patio and surrounding area
- Safety of the patio set-up, location, and materials
- Design quality and functionality of the patio layout

The applicable fees for operating the street patio will be determined based on the type and size of the patio. If the proposed patio is approved, you will need to pay the applicable fees and submit Proof of Insurance before receiving a permit and/or legal agreement needed to operate your street patio. Once the street patio is constructed during the patio season, it may be subject to inspections by Transportation Services staff to ensure compliance.

The City reserves the right to reject a street patio application if the proposal does not meet the minimum standards outlined in this guide or if there are specific issues with the proposed site that would preclude the installation of a street patio.



# 3. Street Patio Configurations

## 3.1 Overview

The Street Patio Program offers four patio configurations depending on your needs and context of the street. Selecting the appropriate configuration for your location is key to ensuring your patio can meet the minimum standards, operate safely, and maintain an accessible, clear path of travel for pedestrians. When choosing your configuration, consider the space in front of and adjacent to your business, the surrounding streetscape elements, and the flow of pedestrians.

Street patios fit into two broad categories:

- A. **Sidewalk patios** that are contained entirely on the sidewalk with no impact to on-street parking.
- B. **Pop-up patios** that require the use of on-street parking, or a combined use of on-street parking and the sidewalk.

There are two potential configurations for each category (four in total), which are summarized in the following tables and described in detail in the following sections.

1. Café-Style Patio (sidewalk patio)
2. Frontage Patio (sidewalk patio)
3. Parking Space Patio (pop-up patio)
4. Patio with Pedestrian Bypass (pop-up patio)

Note: the following graphical depictions are conceptual renderings and not intended to be to scale. Additional materials (e.g., concrete barriers) may be required for pop-up patios to separate the patio area from adjacent lanes of travel or adjacent parking spaces, and will be determined by the City based on an assessment of the adjacent roadway. Please refer to [Section 5](#) and [Section 6](#) for the technical and design standards associated with each layout.



**Legend**

- Sidewalk Patio
- Pop-Up Patio

## Sidewalk Patio Overview

Patio Configuration	1. Café-Style Patio	2. Frontage Patio
Location	Against building or along curb	Against building
Minimum site requirements	> 3 metres of sidewalk width	> 4 metres of sidewalk width
Operating Period	January 1 to December 31 (year-round)	April 1 to September 30 (standard season) October 1 to November 30 (optional shoulder season extension)
Fees	Based on number of tables	Based on patio area
Standard Length	Business frontage	Business frontage
Permission Needed to Extend Beyond Frontage	✓	✓
Serving Patio	X	✓
Ramp or Platform Required	X	X
Fencing Required	X	✓
Nightly Furniture Removal Required	✓	X





## Pop-Up Patio Overview

Patio Configuration	3. Parking Space Patio	4. Patio with Pedestrian Bypass
Location	On-street parking	Against building and on-street parking
Minimum site requirements	On-street parking nearby	> 3 metres of sidewalk width and on-street parking nearby
Operating Period	May 15 to September 15 (pop-up season)	May 15 to September 15 (pop-up season)
Fees	Based on patio area	Based on patio area
Standard Length	Minimum of one parking space	Business frontage
Permission Needed to Extend Beyond Frontage	X	✓
Serving Patio	✓	✓
Ramp or Platform Required	✓	✓
Fencing Required	✓	✓
Nightly Furniture Removal Required	X	X

## 3.2 Sidewalk Patios

### 3.2.1 Café-Style Patio

A café-style patio is a simple, unenclosed patio set-up for non-serving uses consisting only of tables, chairs, and umbrellas. It is located on the sidewalk along the frontage of the building or the curb. You are responsible for maintaining the patio area and adjacent sidewalk.

-  **Location:** On the sidewalk along the building frontage or curb.
-  **Suitable Application:** Where the width of the sidewalk is sufficient to accommodate a small amount of seating.
-  **Potential Operators:** Cafés and takeaway food establishments interested in operating a non-serving patio.
-  **Operating Period:** Available for use year-round (see [Section 4](#) for more information on winter operational requirements).



#### Size & Alignment:

- Limited to the width of the frontage of your business, unless permission to extend the patio area is received from the adjacent establishment.
- Must maintain a minimum 1.83-metre pedestrian clearway, including offsets from streetscape elements such as fire hydrants and waste receptacles.
- When located along the curb, a 0.5-metre buffer from the inside edge of the curb must be maintained.



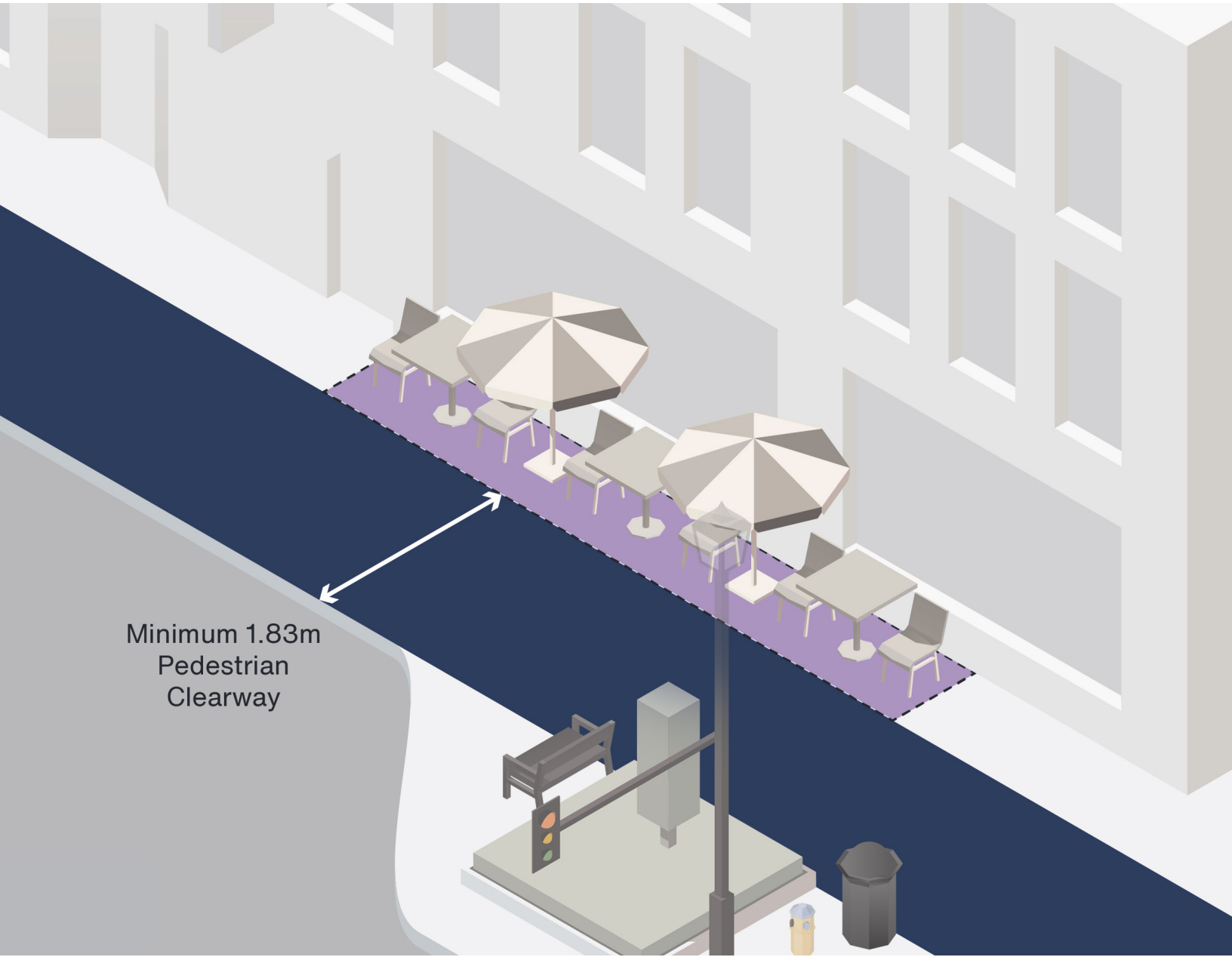
**Perimeter Treatment:** No fencing is required. However, patio furniture must remain within the approved area.



**Fees:** Fees are calculated based on the number of tables to be set up in the patio area.





**Additional Considerations:** All tables, chairs, and umbrellas must be removed from the sidewalk at the end of each business day and may only be placed on the sidewalk at the start of your business hours.



Minimum 1.83m  
Pedestrian  
Clearway

**Legend**

-  Patio
-  Pedestrian Clearway



## 3.2.2 Frontage Patio

Located on the sidewalk along the frontage of the building, a frontage patio is an enclosed patio suitable for serving. It consists of fencing, tables, chairs, umbrellas, host stands, plants, lights, and/or other patio furnishings. You are responsible for maintaining the patio area and adjacent sidewalk.

-  **Location:** On the sidewalk along the building frontage.
-  **Suitable Application:** Where the width of the sidewalk is sufficient to accommodate the enclosed patio area along the building frontage without conflicting with streetscape elements or the pedestrian clearway.
-  **Potential Operators:** Restaurants, pubs, and bars interested in operating a street patio for up to eight months per year.
-  **Operating Period:**
  - Standard period of six months from April 1 to September 30.
  - Optional shoulder season extension for two months from October 1 to November 30, subject to meeting additional requirements.



### Size & Alignment:

- Limited to the width of the frontage of your business, unless permission to extend the patio area is received from the adjacent establishment.
- Must maintain a minimum 1.83-metre pedestrian clearway, including offsets from streetscape elements such as fire hydrants and waste receptacles.
- Patio perimeter must include angled patio corners where appropriate to limit the need for pedestrians to deviate from their path of travel.
- Must retain unobstructed access to the building and adjacent establishments.
- Align the patio entrance with the main entrance of your business where possible.



**Perimeter Treatment:** Enclosed by a stable, secure fence that delineates the patio area from the streetscape.

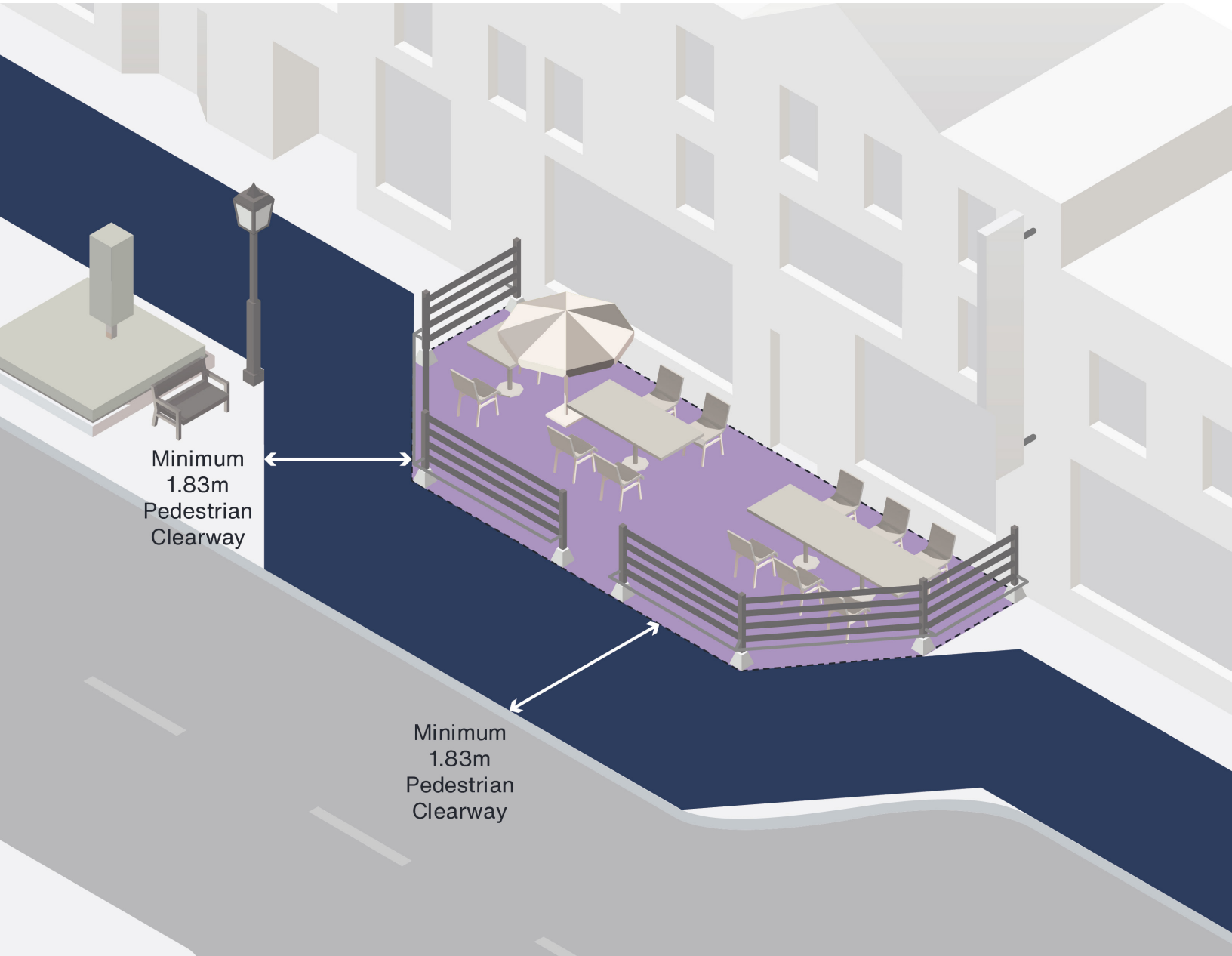


**Fees:** Fees are calculated based on the total area of the patio.





### Additional Considerations:

- A platform may be used to provide a level patio surface where a slope is present, subject to additional requirements and approvals.
- Patios near corners and intersections have additional requirements to ensure the increased activity will not interfere with pedestrian flow and safety.




**Legend**

-  Patio
-  Pedestrian Clearway

## 3.3 Pop-up Patios


### 3.3.1 Parking Space Patio

A parking space patio is a seasonable patio suitable for serving and is located in one or more on-street parking spaces. It consists of fencing, tables, chairs, umbrellas, host stands, plants, and/or other patio furnishings. A ramp or platform at-grade with the curb is required to provide access to the patio area. Additional materials may be provided by the City to separate the patio area from the adjacent lane of traffic based on a review of the site. You are responsible for maintaining the patio area and adjacent sidewalk.

 **Location:** On-street parking within a parking layby or parking lane.

 **Suitable Application:**

- Where the width of the sidewalk may be limited and on-street parking is available adjacent to the curb.
- Only permitted on roadways with a speed limit of 50 km/h or less and on-street parking adjacent to the curb.

 **Potential Operators:** Restaurants, pubs, and bars interested in operating a pop-up patio during the summer.

 **Operating Period:** Four months from May 15 to September 15.

 **Size & Alignment:**


- The patio must occupy a minimum of one parking space, measuring approximately 6 metres in length.
- The adjacent sidewalk space must be maintained, with a minimum 1.83-metre pedestrian clearway located between the on-street parking and surrounding buildings.
- The patio may be extended onto the sidewalk to create a larger patio area if the minimum 1.83-metre pedestrian clearway can be maintained.
- The patio area may be extended beyond the width of the frontage of your business without permission from

adjacent establishments if the patio is contained within the on-street parking. However, a Letter of Support from the adjacent establishment is required if you wish to set up umbrellas in front of their building.

- The occupied parking should be as close to your business as possible.
- Align the patio entrance with the main entrance of your business where possible.

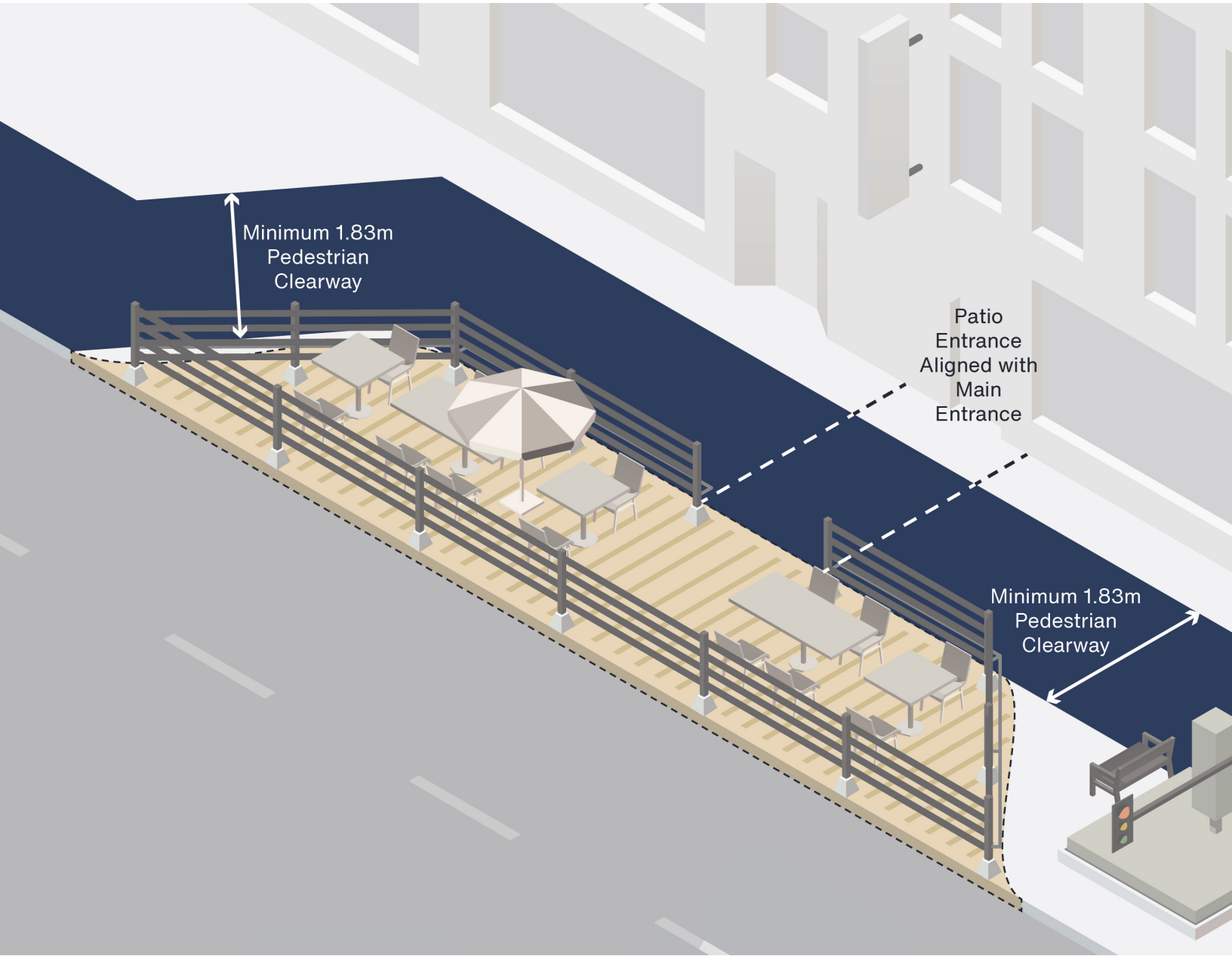
 **Perimeter Treatment:**

- Enclosed by a stable, secure fence that delineates the patio area from the streetscape.
- If the patio area is not at-grade with the curb, fencing is required to separate the patio area from the adjacent sidewalk.
- Where the City provides additional materials (e.g., concrete barriers) to separate the patio area from the adjacent lane of traffic, additional fencing on the sides of the patio facing the street may be required.

 **Fees:** Fees are calculated based on the total area of the patio.

 **Additional Considerations:**

- The City strongly encourages applicants to construct the patio surface to the same height as the sidewalk via a platform, with minimal gaps between surfaces.
- If you are unable to provide a raised platform, you must provide a ramp to access the patio area.
- Your business must ensure a sufficient landing space is maintained at the top and bottom of the ramp.
- Patio set-ups that use a combination of the sidewalk and on-street parking may only operate for a period of four months from May 15 to September 15.




### Legend

- Patio
- Pedestrian Clearway


### 3.3.2 Patio with Pedestrian Bypass


A patio with a pedestrian bypass is a seasonal patio suitable for serving that is located on the sidewalk along the frontage of the building. It consists of fencing, tables, chairs, umbrellas, host stands, plants, and/or other patio furnishings, and requires an adjacent temporary pedestrian bypass that occupies on-street parking. A platform at-grade with the curb is required to provide access to the pedestrian bypass. Additional materials may be required to separate the pedestrian bypass from the adjacent lane of traffic. You are responsible for maintaining the patio area and pedestrian bypass.

 **Location:** On the sidewalk along the building frontage, with the pedestrian clearway diverted onto on-street parking to maintain adequate clearway width.

 **Suitable Application:**

- Where the combined width of the sidewalk and adjacent on-street parking space is sufficient to accommodate a patio and a minimum 1.83-metre pedestrian clearway.
- Sidewalk should be free of streetscape elements that would interfere with the patio.
- Only permitted on streets where there is a speed limit of 50 km/h or less and on-street parking adjacent to the curb.

 **Potential Operators:** Restaurants, pubs, and bars interested in operating a pop-up patio during the summer.


 **Operating Period:** Four months from May 15 to September 15.

 **Size & Alignment:**

- Patio area (not including the pedestrian bypass) is limited to the width of the frontage of your business unless permission to extend the patio area is received from the adjacent establishment.
- Must retain unobstructed access to the building and adjacent establishments.
- Align the patio entrance with the main entrance of your business where possible.

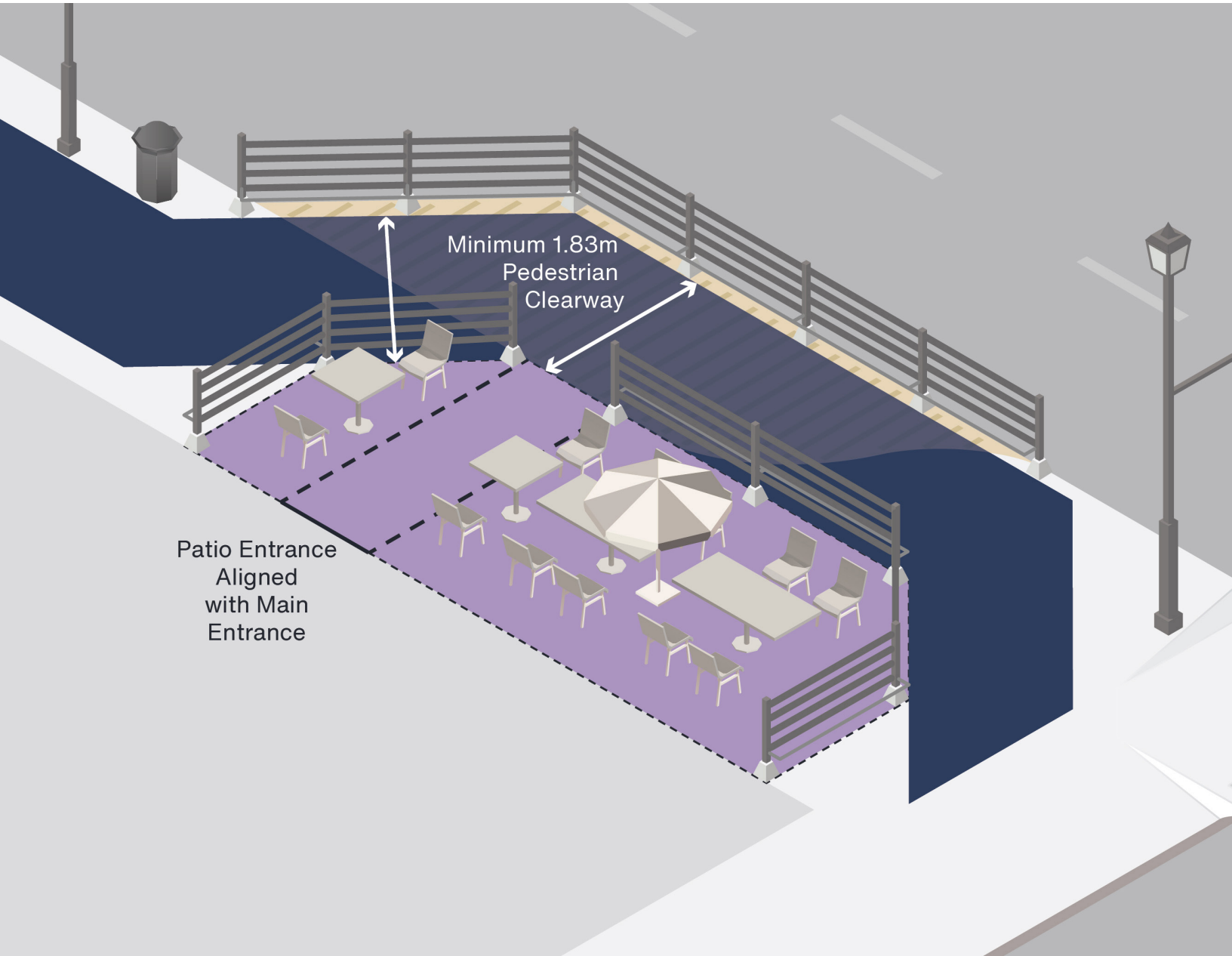
 **Perimeter Treatment:**

- Enclosed by a stable, secure fence that delineates the patio area from the streetscape.
- Patio perimeter must include angled patio corners where appropriate to limit the need for pedestrians to deviate from their path of travel.



 **Fees:** Fees are calculated based on the total area of the patio.

 **Additional Considerations:**

- You are required to provide a platform at-grade with the curb to provide access to the pedestrian bypass. Detailed measurements and other product specifications are required as part of your application.



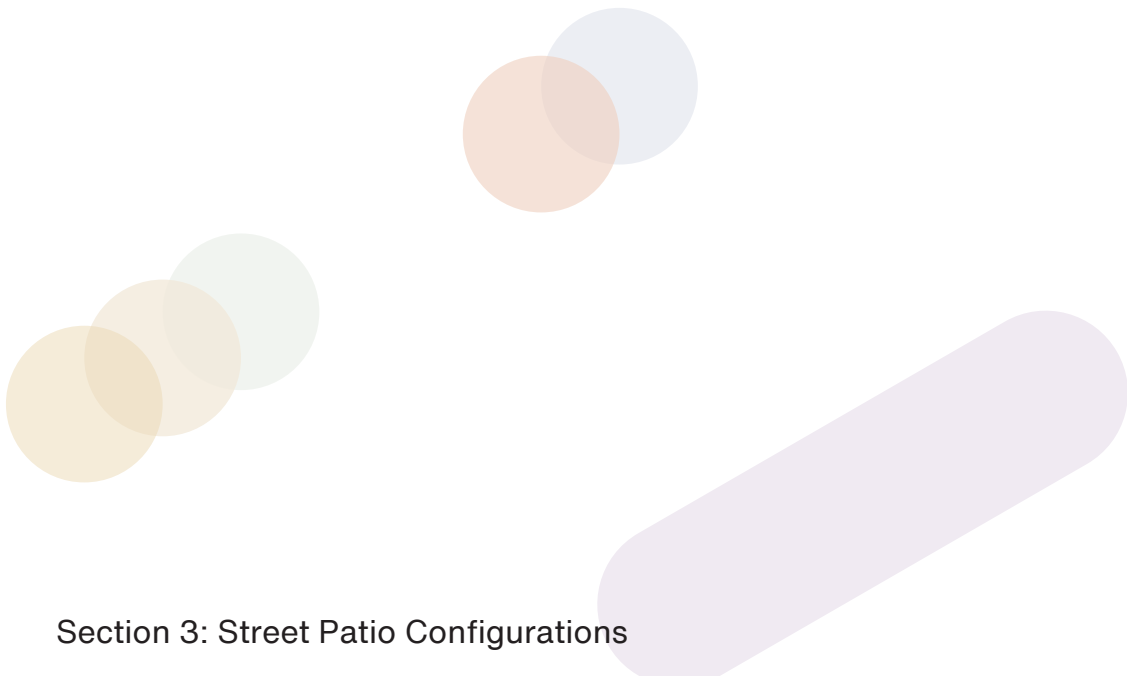
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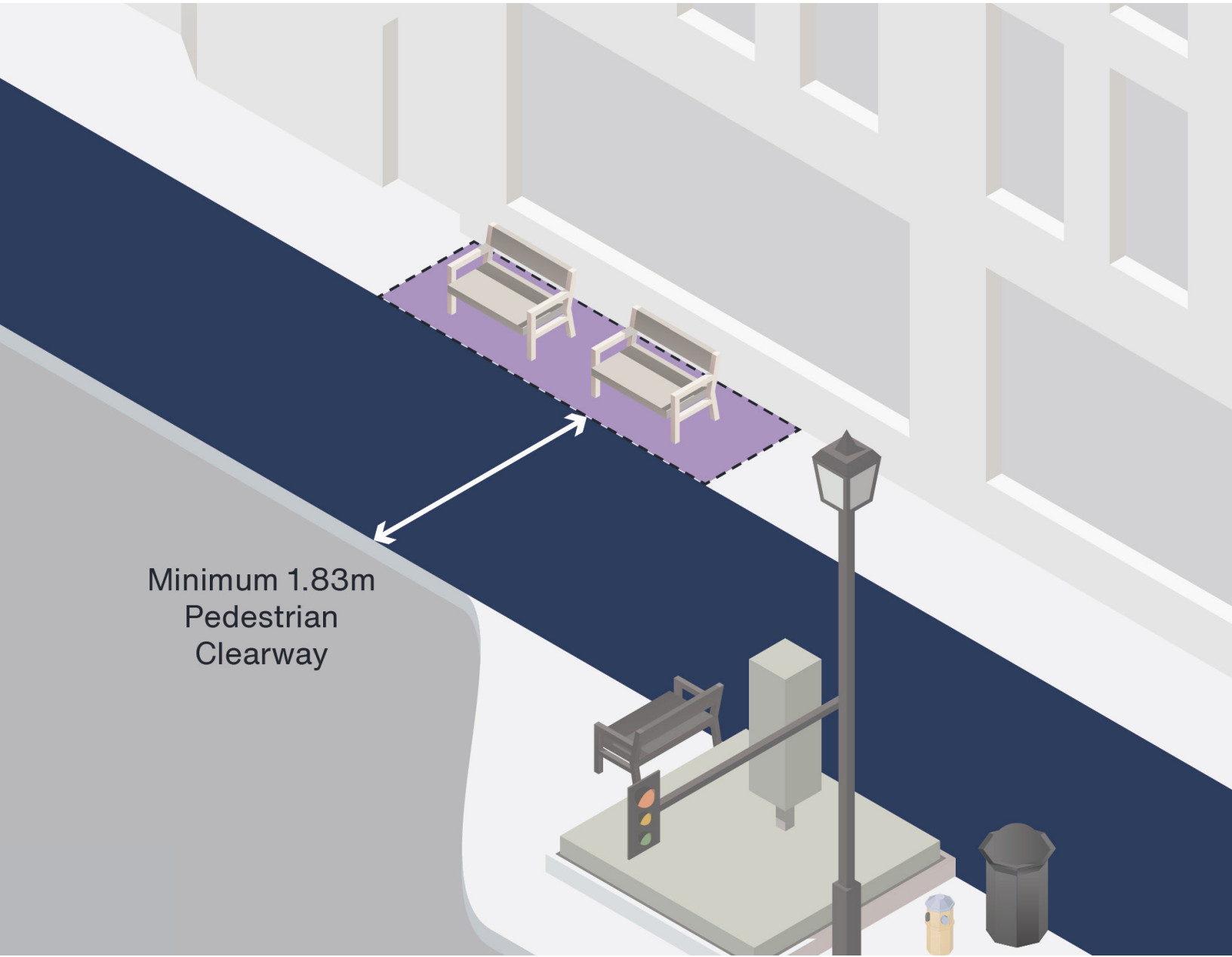
-  Patio
-  Pedestrian Clearway

## 3.4 Public Seating

If you would like to add public seating in front of your business (limited to 1-2 benches or 1-4 small outdoor chairs) please reach out to the City at [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca). You will be required to provide the product specifications of any benches or chairs and where they are proposed to be positioned. A small one-time fee is required.



A minimum 1.83-metre pedestrian clearway must be maintained around the seating. Fencing, tables, umbrellas, and other patio furnishings are not permitted. You are responsible for maintaining the public seating area and adjacent sidewalk.





Minimum 1.83m  
Pedestrian  
Clearway

**Legend**

-  Patio
-  Pedestrian Clearway



## 4. Winter Patios

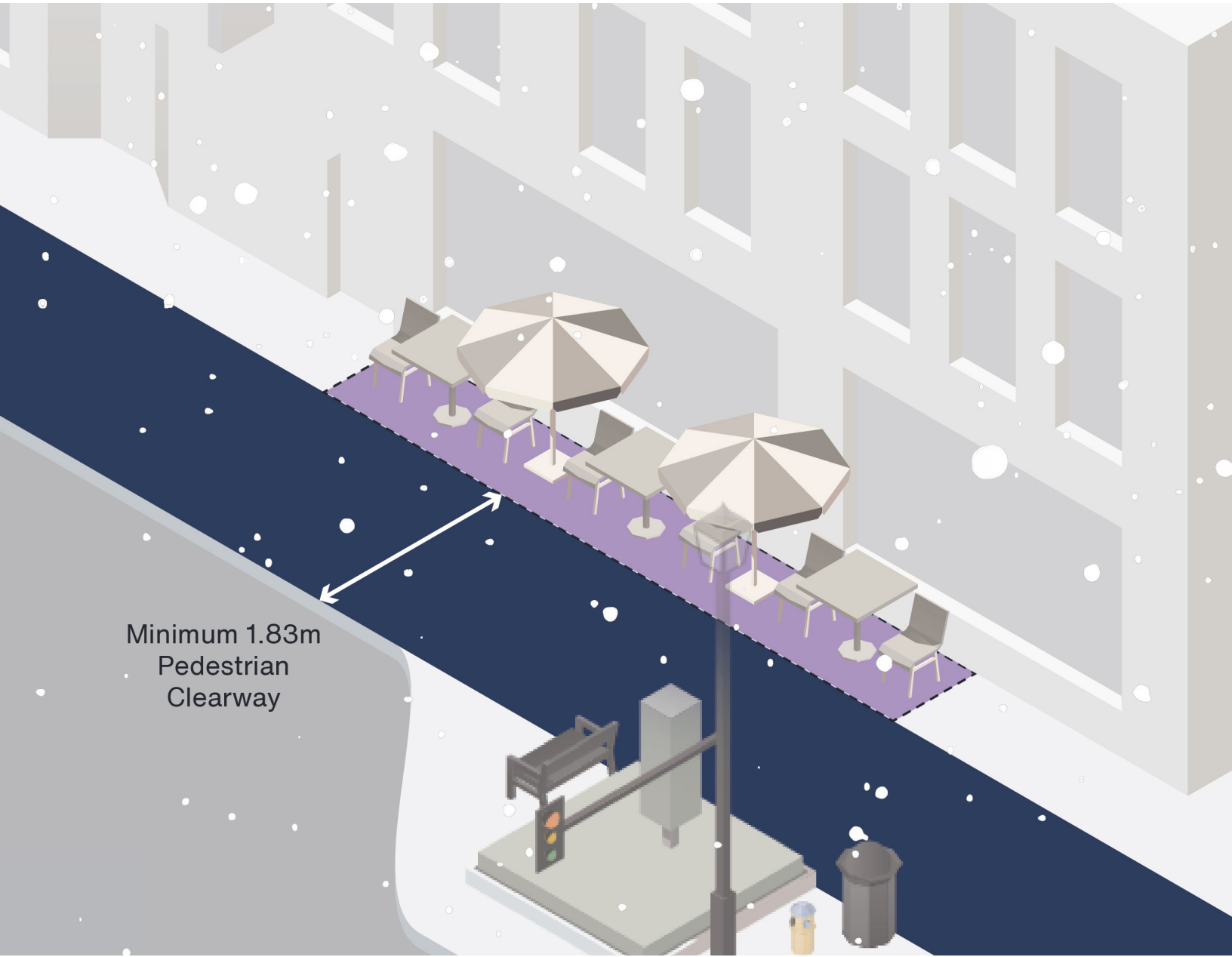
### 4.1 Café-Style Patios

Businesses may operate a café-style patio during the winter months. These are street patios with a simple tables-and-chairs setup (no fencing) that is removed from the street daily prior to the closure of the business, and no later than 10:00 pm. You are responsible for the removal of all snow and ice from the patio area for winter maintenance, including keeping the sidewalk clear of all snow and ice as soon as is practicable, and not later than 12 hours after the end of the precipitation that caused the snow and ice. A minimum 1.83-metre pedestrian clearway must be always maintained around the seating and must account for the presence of snowbanks that may further reduce the available clearway width.

Please indicate if you are interested in operating a café-style patio during the winter months when filling out the Street Patio Program Application Form to ensure your patio does not conflict with winter maintenance plans.



### 4.2 Winter Event Patios

Businesses may apply for an encroachment permit to temporarily set up a street patio for events during the winter months. The street patio must be installed and removed during the specified period. To receive an encroachment permit, you must fill out an Encroachment Application Form available on the City's website and submit the completed form to [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca).



Minimum 1.83m  
Pedestrian  
Clearway

**Legend**

-  Patio
-  Pedestrian Clearway

# 5. Technical Standards

The following technical standards are in place to ensure:

- Street patios are accessible and can be enjoyed by all.
  - Existing pedestrian and vehicle flows are respected and considered in the design of street patios.
  - Patrons and pedestrians feel safe in and around street patios.
  - Emergency services, municipal operations, and ongoing maintenance are not impeded by street patios.
- 

## 5.1 Patio Access

### 5.1.1 Entrance

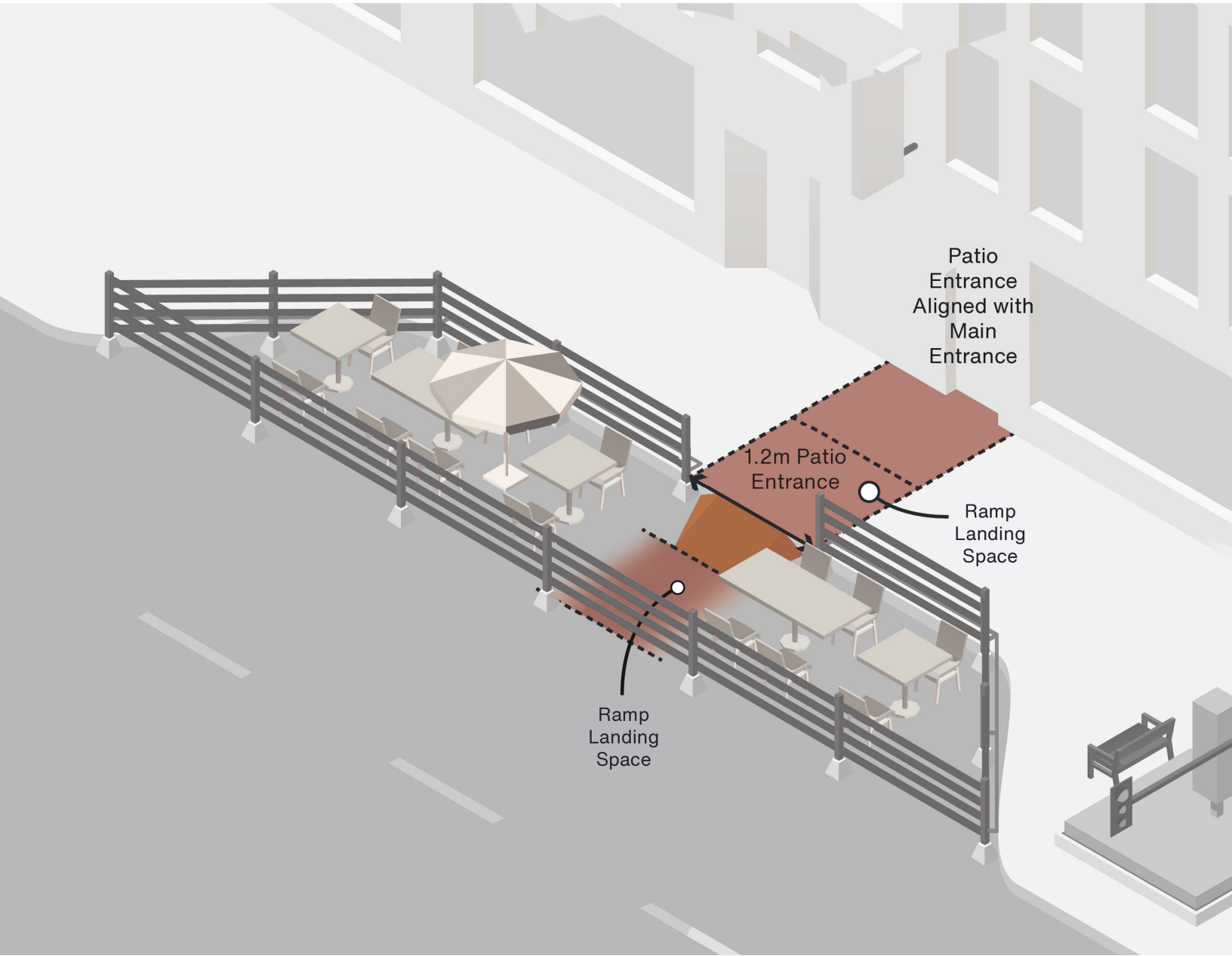
- Patios with fencing are required to have an open, unobstructed entrance from the sidewalk that is fully accessible.
- The patio entrance must have a minimum width of 1.2 metres.
- The patio entrance should align with the entrance of the applicable business whenever possible.
- No signs, menu stands, host stands, or any other objects can impede the entrance such that the clear width is less than 1.2 metres.
- The patio design and set-up must not interfere with any existing accessible entrance or accessibility features of the establishment's premises.

### 5.1.2 Aisles and Occupant Loads

- A minimum 1.1-metre aisle shall be provided at all times from the patio entrance to the building entrance.
- Approved occupant load limits of the patio area must be adhered to at all times. The combined occupancy of the Restaurant Unit and the exterior outdoor patio area cannot exceed the posted occupant load limit for the Restaurant Unit.

### 5.1.3 Ramps

- If the patio entrance is not at-grade with the sidewalk, either by being located in on-street parking or on an elevated platform on the sidewalk, a ramp must be present.
- Ramps must be provided by the patio operators.
- Ramps must be hard-surfaced and slip-resistant.
- Ramps must be stable such that they do not shift or move when used.
- A sufficient landing space must be maintained at the top and bottom of the ramp.
- Ramps shall not be affixed to the sidewalk, road, or curb edge with screws, bolts, adhesives, or any other materials.



Patio  
Entrance  
Aligned with  
Main  
Entrance

1.2m Patio  
Entrance

Ramp  
Landing  
Space

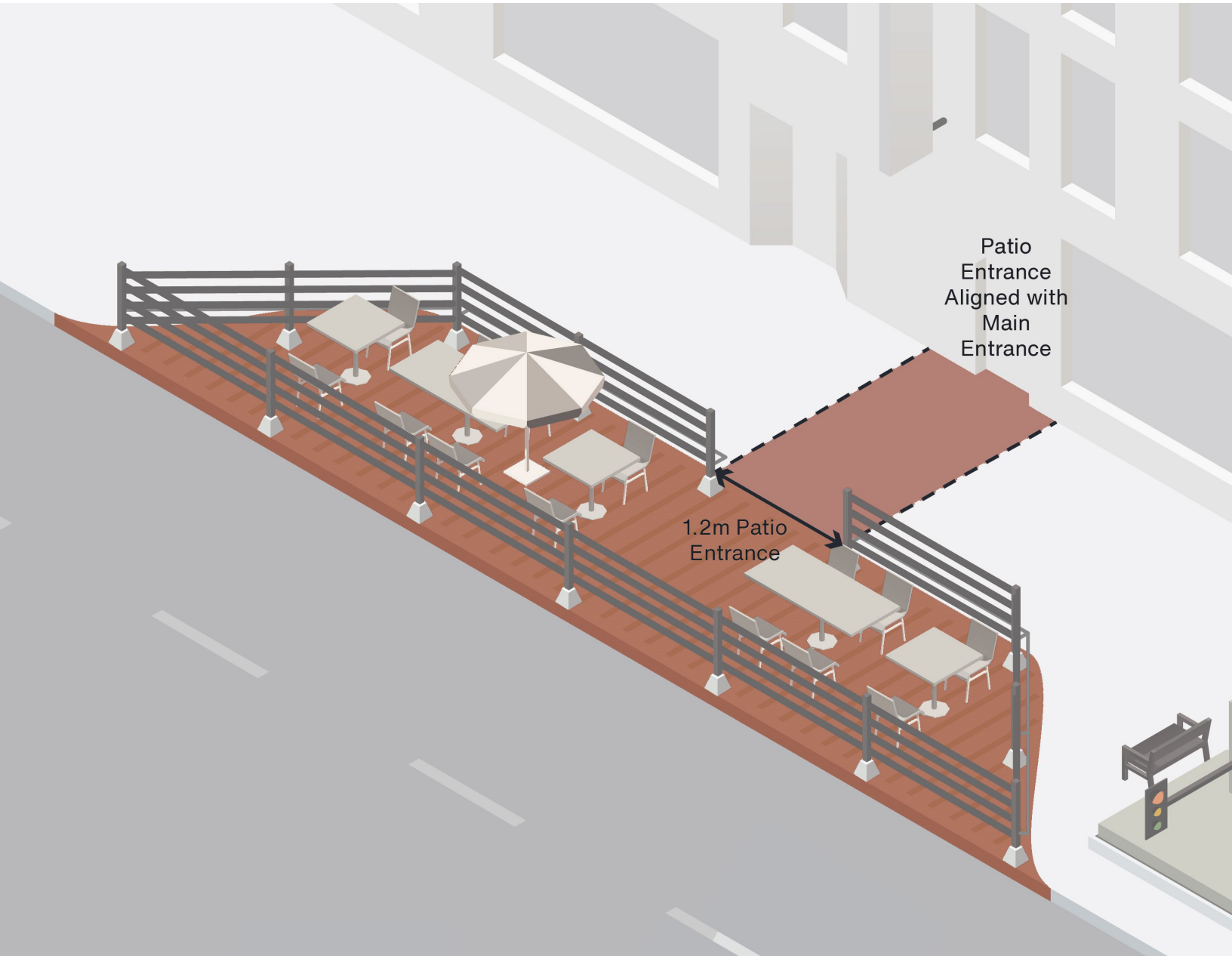
Ramp  
Landing  
Space

## 5.1.4 Platforms

The City strongly encourages applicants interested in a pop-up parking space patio to deploy a platform to bring the patio surface at grade with the sidewalk, with minimal gaps between surfaces. Platforms may also be used on the sidewalk to provide a level surface for the patio. If you are proposing to construct a platform as part of your patio set-up, you must provide drawings stamped by a Professional Engineer.

Platforms must meet the following standards:

- Platforms must be firm, flat, stable, and have a non-slip, level surface.
  - Composite, metal, or wood decking is preferred.
  - Spaces between decking should be no more than 1 centimetre in width so as not to allow canes, walkers, wheels, or other mobility assistance devices from becoming lodged or stuck between them.
  - All platforms must have entrances that are fully accessible.
  - Platforms must have fencing along the perimeter where there is a change in elevation between the adjacent surface.
  - Platforms must not damage the underlying surface or obstruct on-site drainage.
- Platforms should be sectional to facilitate easy removal for storage off-site during the off-season.
  - Skirting should be applied to the exposed side of the platform to screen structural elements.
  - Platform surfaces exceeding 600 millimetres (mm) above the adjacent surface of the sidewalk are subject to the applicable provisions under the Ontario Building Code, including the requirement for a Guard.
  - Platforms shall not be affixed to the sidewalk, road, or curb edge with screws, bolts, adhesives, or any other materials.
  - No roofs, roof supports, retractable roofing, poles, pergolas, arches, trellises, tents, or tent-like structures are permitted, whether constructed of rigid or pliable materials, unless express written approval is granted by the City and all necessary structural permits are obtained and valid.



Patio  
Entrance  
Aligned with  
Main  
Entrance

1.2m Patio  
Entrance

## 5.2 Pedestrian Clearway

### 5.2.1 Minimum Width

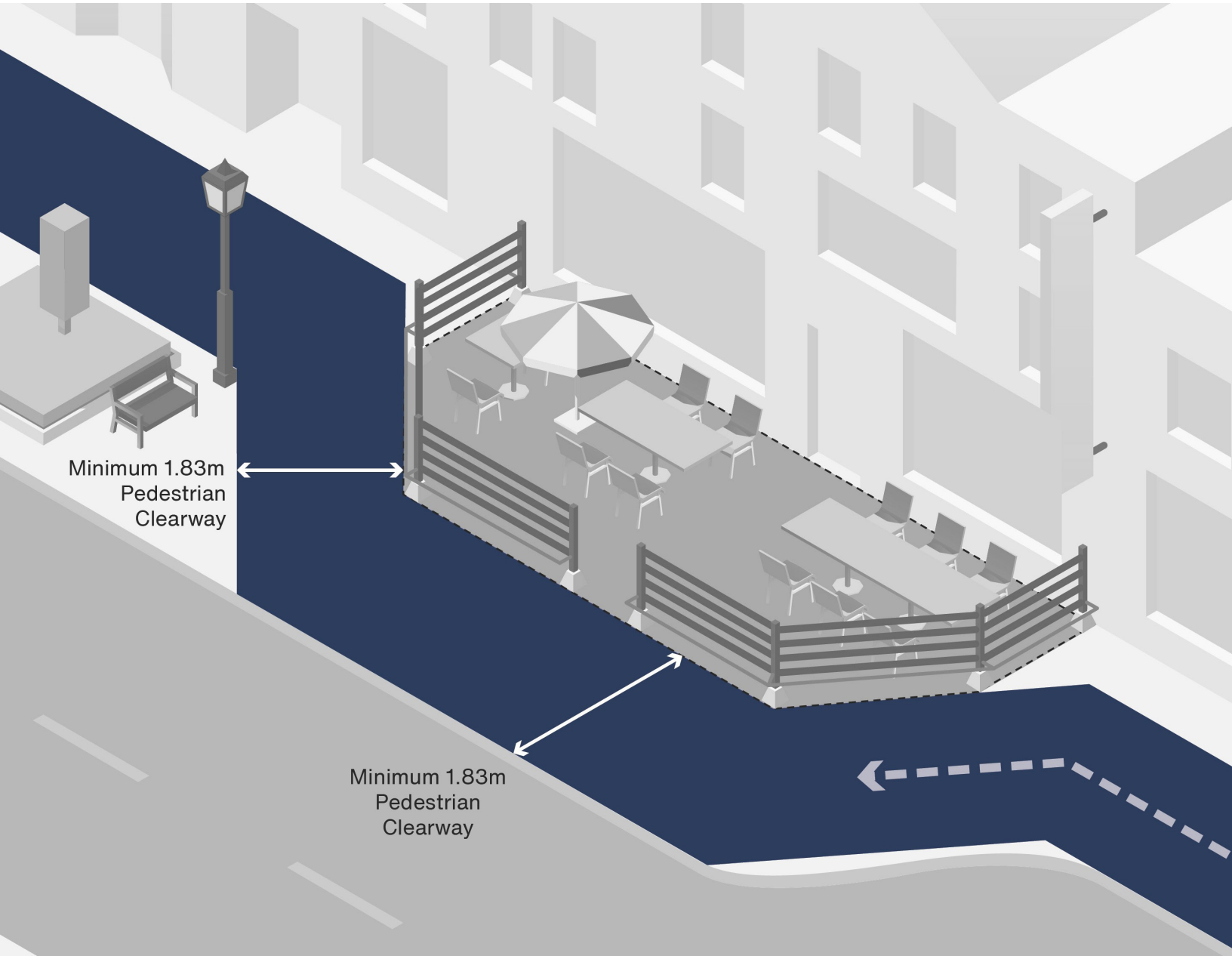
- An unobstructed pedestrian clearway of at least 1.83 metres must be maintained at all times.
- The pedestrian clearway is measured from the inside edge of the curb or any nearby streetscape elements to the perimeter of the patio area.
- The location of the pedestrian clearway relative to the patio will depend on the patio layout and any surrounding streetscape elements.
- The queuing of customers is not permitted in the pedestrian clearway.
- Electrical power cords or any other patio elements are not permitted to cross the pedestrian clearway.

### 5.2.2 Path of Travel

- If the pedestrian clearway is required to deviate around the patio, the corners of the patio must be at an angle that is in line with the adjacent curb.

### 5.2.3 Streetscape Elements

- Fixed streetscape elements that interfere with pedestrian flow, such as light posts, sign posts, street tree grates, parking meters, bike racks, fire hydrants, waste receptacles, benches, mailboxes, and utility boxes, are not permitted within the minimum 1.83-metre pedestrian clearway.



Minimum 1.83m  
Pedestrian  
Clearway

Minimum 1.83m  
Pedestrian  
Clearway

### Legend

 Pedestrian Clearway



## 5.3 Road Safety

### 5.3.1 Location Criteria

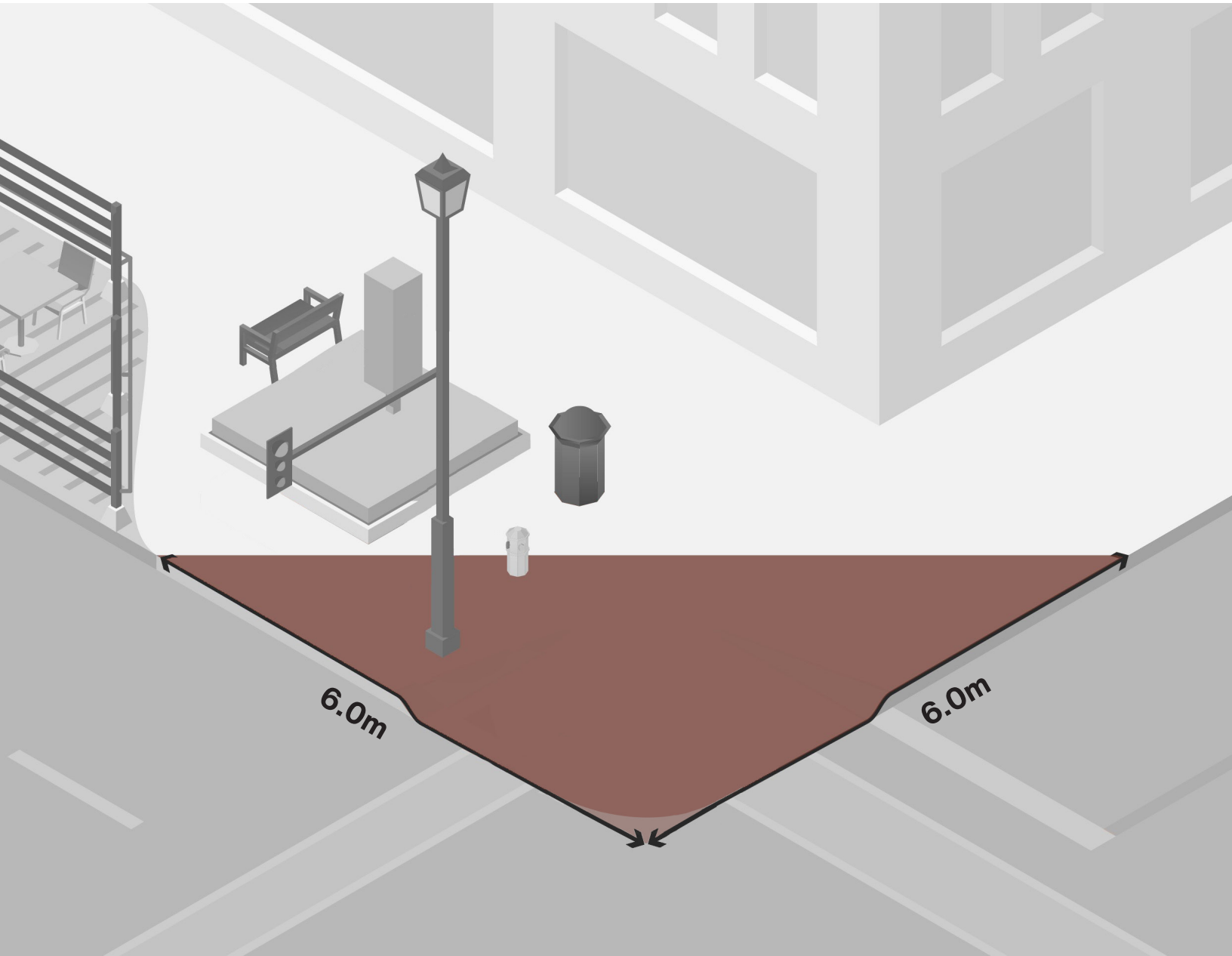
- Pop-up patios that occupy on-street parking are only permitted on roads where each of the following conditions are met:
  - A speed limit of 50 km/h or less
  - No more than 2 lanes of traffic (1 lane in each direction or 2 lanes in the same direction)
  - On-street parking in the form of parking laybys or parking lanes

### 5.3.2 Additional Materials for Pop-up Patios

- Additional materials (e.g., concrete barriers) required to separate the patio area from adjacent lanes of travel and any upstream or downstream parking spaces will be determined by the City based on an assessment of the roadway (if applicable).
- Applicants will be informed of the required materials (to be provided by the City) and the installation plan prior to approval.

### 5.3.3 Sightlines

- Patios proposed near intersections may be subject to further layout restrictions to maintain visibility and clear space at the intersections.
- A 6-metre by 6-metre sightline triangle must be maintained at intersections.
- Patios are not permitted within the sightline triangle.
- Patio furnishings, including umbrellas, fences, plants, and any other opaque materials, shall not obstruct vehicular or pedestrian sightlines, visibility, or movement.
- Where a pop-up patio in an on-street parking space is located in front of an adjacent business, umbrellas and any other patio furnishings that are more than 1.2 metres in height from the surface of the patio area are not permitted in front of the adjacent business without written permission.



### Legend

 Sightline Triangle

## 5.4 Fire Safety

### 5.4.1 General

- Patios are subject to all applicable regulations, including the Ontario Fire Code and the Ontario Building Code.
- Tents and other coverings are required to meet flame-resistance certifications (CAN/ULC-S109, or NFPA 701) unless express written approval is granted by the City and all necessary permits are obtained and valid.
- Shall not have any power cords or electrical wires that cross a municipal sidewalk or roadway.
- Must be used in compliance with all of the manufacturer's instructions for required clearances above, around, and underneath heaters.
- Must be designed for outdoor use only.
- Must be placed in a well-ventilated area.

### 5.4.2 Emergency Access

- The City and all public utility agencies retain the right to access the patio area without notice in the case of an emergency.
- The City retains a right of access over, to, and upon a street patio for emergency vehicle access.
- Fire hydrants and other fire connections must be visible from the street and accessible at all times.
- Fire routes must not be obscured by a street patio.
- If a street patio is longer than 15 metres, a review may be conducted by the local fire department to determine whether any emergency access points are required.
- Must be free-standing, with a minimum height of 1.6 metres and a maximum height of 3 metres.
- Must have an anti-tilt feature that automatically shuts off the heater.
- Must be installed on a flat, solid, non-combustible surface (i.e., not on grass or uneven sidewalk).
- Must be properly secured to adequately protect against wind and other potential weather hazards.
- Must maintain a minimum 1-metre clearance from the base of the unit to any combustible material.
- Must be accompanied by a fire extinguisher that is located near the patio area (e.g., within the nearest building entrance).

### 5.4.3 Portable Heating Devices

- Must conform to the safety standards established by the Canadian Standards Association (CSA) and be certified by the Underwriters' Laboratories of Canada (ULC).
- Must meet the requirements of the Ontario Technical Standards and Safety Act, 2000.
- Shall not be placed in or above any parking spaces and are only permitted in patios located on a sidewalk.
- Must be turned off and allowed to cool sufficiently before moving.
- Shall not be placed underneath any combustible structure, including combustible umbrellas and awnings, with the exception of commercial grade and professionally installed electric heaters.
- Shall not be placed near any air intakes.
- Shall not obstruct any fire escapes/exits or hinder access to any fire department connections.

## 5.5 Buffers

### 5.4.4 Propane Tanks

- Must be used in compliance with all the manufacturer requirements for transportation, operation, and storage.
- Must be out-of-sight and locked in an outdoor vented structure when not in use.
- Must be stored upright and protected against tampering, unauthorized movement, dropping or vehicle impact that could result in a leak or fire.
- Must be moved cautiously to avoid dropping or impact.
- Must be disconnected before storing any patio heaters indoors.
- Must be 9 kg (20 lb) or less.

### 5.4.5 Open-Flame Devices

- No open flames are permitted within the patio area, including cooking devices, open-air fires (e.g., bonfires, solid, gel or liquid fuel burning), and tabletop heating devices.

- Patios must allow sufficient space for City staff, contractors, and utility companies to service, access, repair, or maintain trees/plants, fire hydrants and connections, electricity elements, natural gas connections, waste receptacles, and other street assets.
- Patios must not interfere with pedestrian crossing areas, transit stops, vehicle access points, stormwater drainage, or other necessary roadway elements.
- For café-style patios located along the curb, a 0.5-metre buffer must be maintained between the patio area and the inside edge of the curb.
- Gas assets or meters require a buffer of 0.6 metres from the patio limits.
- Parking meters and maintenance holes require a buffer of 1 metre from the patio limits.
- Fire hydrants and other fire connections, utility vaults, and public waste receptacles require a buffer of 1.5 metres from the patio limits.
- Streetscape elements that require public access, such as parking meters, waste receptacles, and benches, are not permitted within the patio area.
- Street trees may be incorporated into the patio area.

In limited instances, the City may approve a street patio that is unable to meet the buffer requirements outlined above.

# 6. Design Standards

The following design standards are in place to ensure:

- Street patios are visually appealing and enhance the public realm.
  - Patio furnishings and materials are functional and of high quality.
  - Street patios add to the street activity and are not enclosed or separated.
  - A vibrant patio culture is established.
- 

## 6.1 General

- Patio furnishings and materials must be removable and not permanently fixed in place.
- Patio furnishings and materials shall not interfere with the visibility of adjacent businesses.
- All objects associated with the patio must be contained within the approved patio area and must not interfere with the adjacent pedestrian clearway or vehicle travel lane.
- Patios should integrate with the streetscape and be free of any enclosures, unless express written approval is granted by the City and all necessary permits are obtained and valid.
- The design of street patios, including fencing, tables, chairs, umbrellas, and plants, must promote high-quality design and **requires written approval by the Downtown Kingston BIA** if the business is located in this area.
- The City encourages creativity and the development of unique outdoor dining spaces within the established design standards.



## 6.2 Fencing

- All serving patios require fencing that forms a fully enclosed perimeter that delineates the patio area, except for the patio entrance.
- Fencing must have a minimum height of 0.9 metres and a maximum height of 1.2 metres from the surface of the patio.
- Fencing must be free-standing through the use of weighted footplates or alternative supports and cannot be anchored or affixed in any way to municipal property or other infrastructure, including sidewalks.
- Fencing must be of sturdy construction and secured in such a fashion that it will support the weight of an individual should it become necessary to use the fence to brace oneself to prevent a fall.
- Self-supporting plates shall not create a trip hazard or project beyond the limits of the approved patio area.
- Fencing must be open and transparent to maintain visibility from the street and reduce the risk of high winds moving the patio structure.
- Fencing must be constructed of metal, wood, or composite materials.
- Metal and composite fencing must be dark or neutral in colour (preferably black).
- Fabric, canvas, rope, and other non-rigid materials are not permitted to be used as fencing.
- Fencing must have a solid continuous line that would allow pedestrians to follow along the edge of the patio area.
- Fencing adjacent to the pedestrian path of travel must have a fixed and continuous cane-detectable lower railing with a height between 75 mm and 150 mm above the sidewalk surface.
- Planters can be used in combination with fencing to define the patio area, provided that the planters have a solid base that is cane-detectable and continuous with the fence line.
- Planters can be used in combination with fencing to define the patio area, provided that the planters have cane-detectable railing as described previously.
- Fencing may be required where the City has provided additional perimeter materials for pop-up patios in on-street parking, such as concrete barriers.
- No advertisements are permitted to be affixed to the patio fence, including signs or banners.
- Fencing for licenced patios may be subject to additional requirements set by the AGCO.

## 6.3 Tables and Chairs

- A mix of two and four-seat tables should be provided in the patio area to offer a variety of seating options.
- All tables and chairs must be made of durable, weather-resistant materials that are easily cleaned.
- Tables and chairs must be made of matching sets and be consistent throughout the patio.
- Tables and chairs must be moveable and of a solid weight for stability.
- Tables and chairs must be able to be arranged to be accessible for patrons utilizing mobility devices, with consideration for knee and toe clearance, forward approach, turning radius, and transfer option

## 6.4 Menus and Signage

- Menu boards, sandwich board signs, and snap frame signs are permitted within the patio area, provided they meet the requirements of By-Law Number 2009-140, the Signs By-Law, as applicable.
- Menus and signage are not permitted within the pedestrian clearway adjacent to the patio area.
- Menus and signage boards may not extend above 1 metre from the surface of the patio area and cannot obstruct views.
- Menus and signage are not permitted to be affixed to buildings or fences unless express written approval is granted by the City and all necessary permits are obtained and valid.

## 6.5 Host Stands and Garbage Receptacles

- Host stands are permitted within the patio provided they are contained within the permitted area.
- Garbage receptacles are permitted within the patio provided they are located with host stands and are not a prominent feature within the space.

## 6.6 Plant Materials

- Plant materials must be healthy, living, and maintained throughout the patio season.
- Plant materials may be affixed to fencing provided they do not protrude more than 100 mm horizontally from the cane-detectable railing and do not interfere with the minimum pedestrian clearway of 1.83 metres.
- The required minimum clearway is measured from the furthest protruding point, including the foliage of the plant materials as applicable.

- Plant materials along the perimeter of the patio may extend to a maximum height of 1.5 metres above the surface of the patio provided they do not interfere with sightlines.

## 6.7 Lighting

- Lighting is permitted provided it is contained within the boundaries of the patio and does not infringe on the adjacent pedestrian clearway.
- The brightness of the lights should be sensitive to the uses surrounding the patio and should be directed onto the patio, away from neighbouring properties and the street.
- Lighting must not create glare that impedes the safety of motorists and other public realm users.
- Lights are not permitted to be attached to trees, utilities, or other street elements.
- Lighting must comply with all applicable safety standards.
- Lighting must use the main electrical panel or a metered power source that the patio operator is responsible for. City-owned power receptacles cannot be used under any circumstances.
- String lights must be high enough so that patrons can move freely beneath them. No part of the string lighting may hang less than 2.1 metres above the ground.



## 6.8 Umbrellas

- Umbrellas must have a minimum height of 2.1 metres above the surface of the patio.
- Umbrellas must be fully contained within the patio area and not protrude into the roadway or pedestrian clearway.
- In limited instances, the minor encroachment of an umbrella may be considered over a public sidewalk subject to City approval.
- Umbrellas are not permitted in front of an adjacent business unless written permission is received.

## 6.9 Surface Coverings

- Only the sidewalk, on-street parking, or constructed decking is permitted to be used as the surface of the patio area.
- The installation of outdoor carpeting, artificial turf, or other surface coverings is not permitted in the patio area unless express written approval is granted by the City.

## 6.10 Screens

- Screens are not permitted along the perimeter of the patio unless express written approval is granted by the City.

## 6.11 Temporary Structures

- Temporary structures, such as tents, domes, vestibules, and wooden frameworks, are not permitted on municipal sidewalks or within on-street parking spaces unless express written approval is granted by the City and all necessary structural permits are obtained and valid.



# 7. Operation and Maintenance Requirements

Patio operators must adhere to the following operation and maintenance requirements to maintain good standing. If you do not comply with the standards and requirements of this guide, you will first be given a warning detailing the issues and a timeline to fix the problem. The City may terminate a street patio agreement immediately upon written notice to the patio operator for breach of any provisions. The City may also deny the renewal of a street patio agreement for patio operators that fail to maintain good standing.

At any time, the City may request the removal of a patio for any reason, including safety, construction, or community needs.

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## 7.1 Insurance

- Patio operators are required to obtain and maintain commercial general liability insurance in the minimum amount of \$5,000,000, including the City of Kingston as an additional insured.
- Insurance must be maintained for the entire duration of the patio operating period.
- Insurance may not be cancelled, lapsed, or materially changed without the insured giving a 30-day notice to the City.
- A signed and stamped Certificate of Insurance must be provided by the applicant after a street patio is approved or before a previously approved street patio is renewed in a subsequent year.

## 7.2 Liquor Sales Licencing

- Liquor sales licencees and manufacturers that hold a by-the-glass endorsement who want to operate a street patio will need approval from the City of Kingston prior to making a submission to the AGCO.
- Upon obtaining approval from the City of Kingston, licencees must notify the AGCO by making a submission on the iAGCO portal before selling or serving liquor on the street patio.
- The AGCO will require the following information:
  - The start date that liquor will be sold and served on the street patio.
  - How many months per year you have been approved to operate the street patio.
  - The months that you intend to operate the street patio.
  - The expiry date of your approval.
  - A description of the location and dimensions of the street patio.
  - Any conditions that have been imposed.
- Street patios with a liquor sales licence or by-the-glass endorsement may only operate for a maximum of eight months per calendar year.



## 7.3 Installation and Removal

- Frontage patio operators may commence construction of their patio on the Monday of the last full week of March.
- Patio operators must disassemble the street patio and remove all furnishings and materials from the right-of-way on the final day of the specified operating period (or earlier).
- Patio operators must return the street, sidewalk, and/or other municipal property to its original condition at the end of the operating period to the satisfaction of the City.
- Patio operators must obtain written approval prior to implementing any changes to the approved patio design and layout, including the addition of heaters or other patio furniture.
- Patio operators are not permitted to cook or prepare food in the patio area.
- Patio operators are solely responsible for any repairs to the patio during the operating period.
- Patio operators must ensure noise levels comply with the regulations outlined in By-Law Number 2004-52, the Noise By-law, as applicable.

## 7.4 Daily Operation

- Patio operators must ensure the street patio continues to be used in adherence with the standards outlined in this document.
- Operators of parking space (pop-up) patios must have regular business hours that align with operating the street patio for a minimum of five days per week during the patio season.
- Operators of parking space (pop-up) patios that are found to be operating their patio less than five days per week (weather permitting) will receive a warning, and may subsequently be required to remove their patio.
- Patio operators must maintain the adjacent pedestrian clearway, including the removal of any garbage or debris (e.g., cigarette butts, spilled food, or liquids).
- Patio operators must assume the responsibility of refuse disposal and must not dispose of waste using public waste receptacles.
- Patio operators must secure or store the patio furniture when not in use outside the hours of business operation.
- Patio operators must ensure the patio area and a 9-metre radius surrounding the patio remains free of smoking, vaping, or the use of cannabis, in accordance with the Smoke-Free Ontario Act.



## 8. Program Fees

The fees required to apply and participate in the Street Patio Program are outlined in By-Law Number 2005-10, the Fees and Charges By-law, which is available on the City's website. The fees can be quickly found within the by-law by searching for "patio". The Street Patio Program fees outlined in the Fees and Charges By-law are subject to change in accordance with any amendments to the by-law.

## 9. Contacts

For general inquiries about the street patio program or any questions about the information included in this document, please contact [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca).

For assistance with the design of your street patio and selection of furnishings and other materials, please contact [member@downtownkingston.ca](mailto:member@downtownkingston.ca).





