

NO: R075

COUNCIL DATE: April 12, 2021

REGULAR COUNCIL

TO: Mayor & Council **DATE: April 8, 2021**

FROM: General Manager, Parks, Recreation & Culture **FILE: 1850-01**
General Manager, Finance
General Manager, Engineering
General Manager, Planning & Development

SUBJECT: Community Enhancement Partnership Program and Parking to Patio Program for Outdoor Patio Enhancements

RECOMMENDATION

The Parks, Recreation & Culture Department, the Finance Department, the Engineering Department and the Planning & Development Department recommend that Council:

1. Receive this report for information;
2. Approve the temporary allowance of the Community Enhancement Partnership Program (“CEP”) Façade Enhancement Grant to include a provision for restaurant patios in response to recent Public Health Order restrictions related to the COVID-19 pandemic as generally described in this report;
3. Delegate authority to the General Managers of Parks, Recreation & Culture and the Finance Departments until December 31, 2021, to approve grant requests under the CEP program for the Façade Enhancement Grant; and
4. Approve changes to the Parking to Patio program as generally described in this report.

INTENT

The purpose of this report is to provide Council with information on the CEP’s Façade Enhancement Grant and to attain Council approval to broaden the eligibility of support for the provision of temporary restaurant patio enhancements in response to the COVID-19 pandemic and related Public Health Order restrictions to indoor restaurant services.

BACKGROUND

Façade Enhancement Grant

In January 2010, Council adopted the CEP Program, which is intended to provide financial support for projects focussed on community engagement and neighbourhood enhancement. Under the CEP Program, residents, businesses and community groups may apply to the City for a grant under three separate categories, these being:

- **Small Project Grants** - to support in planning, organizing and implementing projects intended to directly improve the physical aesthetic appeal of a neighbourhood.
- **Partnership Grants** - to support projects that build community relationships through celebration and activity.
- **Façade Enhancement Grants** - enable small businesses or commercial property owners to apply for funding to renovate or improve their building facades.

The Façade Enhancement Grant provides an incentive for owners to conduct building improvements that improve the appearance of streetscapes and attract people and businesses to their area. Through this program property owners are encouraged to renovate building façades, with the City providing grant funding of up to 30% of eligible costs, up to a maximum of \$3,000.

An overview and guidelines for the Façade Enhancement Grant are attached as Appendix “I”.

The community has been notified of the Façade Enhancement Grant through Business Improvement Association member mail-outs, the City’s website, the Love Where You Live campaign, and community association meetings. A Grant Selection Committee has been established, with representation from various City departments, and is responsible for assessing grant applications that are received under the CEP program.

Parking to Patio Program

Due to the impacts of COVID-19, restaurateurs and business associations requested municipalities support opportunities for flexible, innovative, and expanded outdoor seating areas. This included businesses to expand their operations onto privately-owned parking lots and City Road Right-of-Way (“RoW”), including sidewalks, boulevards and on-street parking, in order to help local businesses, recover from the COVID-19 impacts while still maintaining physical distancing requirements.

In response, Council endorsed the Parking to Patio Program, a program that permitted the use of temporary outdoor areas via Corporate Report No. Ro86; 2020 (attached as Appendix “II”). Since that time, the City has processed 18 applications, with 15 being endorsed within five days and three recent applications are currently in process.

DISCUSSION

In 2020 and 2021, the restaurant and food services industry has been impacted significantly by health directives to prevent and reduce the spread of COVID-19. In addition, recent PHO's have mandated that all indoor dining be suspended to at least April 19, 2021. To support local businesses and help mitigate these impacts and create more vibrant outdoor spaces, it is recommended that two strategies are approved to support the creation of temporary patios:

1. Expand the list of eligible enhancements under the Façade Enhancement Grant to include support for temporary patios; and
2. Reduce requirements of the Parking to Patio Program to include the use of temporary fencing and continue to target issuance of endorsements within three working days.

Façade Enhancement Grant

Expanding the list of eligible enhancements will enable the CEP's Façade Enhancement Grant to be used to support restaurants to build temporary patios to provide safe outdoor seating, but also to support an attractive streetscape by beautifying the temporary outdoor area. Providing restaurants this support will help to ensure an attractive and welcoming public realm and will ultimately beautify struggling business areas which is a goal of the City's civic beautification and enhancement initiatives.

Under the current CEP Program Guidelines, grants funding over \$2,000 must be approved by Council. Grants under \$2,000 are approved by the General Manager of Parks, Recreation & Culture and the General Manager of Finance. To reduce the processing time of the requests, it is recommended that temporary authority is delegated to the General Manager of Parks, Recreation & Culture and the General Manager of Finance to approve successful grant applications over \$2,000 to a maximum of \$3,000.

If approved by Council, the temporary allowance and delegated authority will be in place until the end of December 2021. Other existing eligibility requirements for grant applicants and design guidelines will continue to apply.

Parking to Patio Program

In addition to temporarily expanding the CEP Program to accommodate applicants seeking to apply for the City's Parking to Patio program, staff have re-evaluated the initial requirements for on-street Parking to Patio applications as outlined in Corporate Report No. Ro86; 2020 (attached as Appendix "II").

To minimize the financial burden already faced by the businesses, staff are recommending the following revisions to the Parking to Program requirements:

- Waiver of the \$200 Application Fee;
- Waiver of the refundable \$500 Security Deposit for approved on-street applications; and
- Continued waiver of City Road & Right of Way Use and Traffic Obstruction permit fees.

Of the 18 processed application, three were located in the City's road allowance and included the requirement for concrete barriers as a road safety measure since the applications were on moderately-volume roads. The concrete barriers were installed by City staff, with a 50% cost-recovery from the applicant at an average cost of approximately \$665 per application.

Staff have re-evaluated the requirement and cost allocation for concrete barriers, and the ability for applicants to provide their own patio infrastructure that would be more aesthetically appealing to their customers whist provide a safe and physical barrier from road traffic. Staff are recommending revisions to the requirement for concrete barriers but allowing applicants to instead utilize 1.2m high, temporary fencing or structures, on most roads in the City. Applicants will be responsible for providing, installing and removing their own patio infrastructure, in accordance with the Parking to Patio Digital Submission Guidelines.

The use of concrete barriers may only be required for any potential on-street applications on high-volume MRN arterial roads (King George, Scott Road, etc.) and spaced in a manner to provide an adequate level of safety while minimizing financial impacts on the applicant.

The City will keep a dedicated team to streamline the processing of applications and will not be collecting an application fee for this year's program.

The Parking to Patio Program will be available until October 31, 2021 in accordance with Liquor and Cannabis Regulation Branch ("LCRB") regulations, and at that time business owners will be required to remove any modular fencing, furniture, and other patio infrastructure. Should the LCRB extend that date, the City will review at that time and possibly extend the program. This update to the On-Street Parking to Patio program will be effective immediately and we encourage business owners to apply if they wish to take advantage of this program.

FUNDING

Façade Enhancement Grant

Funding for the Façade Enhancement Grant comes from the Community Enhancement Partnership Program. Appendix "III" provides information on the status of funding for the CEP. Currently the CEP has available to distribute \$143,328 which represents the annual allotted budget plus unused funds carried forward from prior years.

SUSTAINABILITY CONSIDERATIONS

The objectives of this report support the objectives of the City's Sustainability Charter 2.0 by encouraging social connections, community pride, community ownership, placemaking at the neighbourhood level, fostering a culture of collaboration and the generation of new ideas, and continued prosperity and thriving livelihoods and a strong, equitable and diverse economy. In particular, this work relates to Sustainability Charter 2.0 themes of Inclusion and Public Safety and Economic Prosperity and Livelihood. Specifically, this project supports the following Desired Outcomes ("DO") and Strategic Directions ("SD"):

- Community Pride and Engagement DO20: Surrey residents are proud of their community;
- Innovation D17: Surrey is a leader in social enterprise and social innovation;
- Community Pride and Engagement SD15: Work at the neighbourhood level to empower local clubs, groups, individuals, and agencies to contribute to a vibrant community;
- Community Pride and Engagement SD19: Support placemaking opportunities at the neighbourhood level and the creation of community gathering spaces; and
- Social Infrastructure and Innovation SD20: Foster a culture of collaboration and the generation of new ideas and methods for solving complex social issues.

CONCLUSION

Based on the above discussion, it is recommended that Council approve an inclusion of temporary patios for restaurants to the Façade Enhancement Grant, delegate authority to the General Manager, Parks Recreation & Culture and General Manager, Finance to approve eligible Façade Enhancement grants applications until December 31, 2021 and adjustments to the Parking to Patio Program.

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Appendix "I": Façade Enhancement Grant Overview and Guidelines

Appendix "II": Corporate Report No. Ro86; 2020

Appendix "III": 2021 Financial Report – Community Enhancement Partnership Program Funding

Façade Enhancement Grant Overview and Guidelines

The City of Surrey’s Façade Enhancement Program encourages commercial property owners to invest in their buildings through façade renovations. Property owners are encouraged to renovate building façades, with the City providing grant funding of up to 30% of eligible costs, up to a maximum of \$3,000. Through the Façade Enhancement Program, property owners will help to improve the streetscape of the local community, attracting residents, businesses and customers to the area.

PROGRAM GOALS

The program addresses the following objectives:

1. Make city streets a more inviting and interesting place to walk and shop;
2. Build civic pride within the local business community;
3. Contribute to the quality of life of residents, workers and visitors in Surrey; and
4. Promote the marketability of local business areas.

GRANT ALLOCATION

The program can provide grants of up to 30% of the cost of eligible improvements, to a maximum of \$3,000 per building. Any fees required for City permits can be included in addition to the grant. Program participants are eligible for reimbursement upon the completion of their approved project. Applications will be reviewed on an ongoing basis. Applicants are encouraged to apply at any time.

Council approval for the Façade Enhancement Grant must be given prior to any work being performed. Grants will not be awarded to Façade Enhancement projects that are already under construction or completed.

Façade and storefront enhancement proposals will be:

- Reviewed on a case by case basis
- Subject to approval by the Project Review Committee
- Subject to a legal agreement between the property owner and the City of Surrey
- Subject to the availability of funding

Eligible Applicants

- The applicant must be a property owner. If the applicant is the business owner/tenant, the applicant must have the approval of the property owner in writing
- Applicant must be current on all property tax obligations
- Business owners must have a valid Surrey Business License

DESIGN GUIDELINES

Façade renovations must involve the general upgrading of a building's external appearance focusing on the following guidelines:

- Contribute to the pedestrian environment by improving the aesthetic impact of the façade thus adding visual interest to the streetscape;
- Provide year-round impact and permanent impact;
- Complement the original design of the structure;
- Contribute to the building's character; and
- Encourage other restoration or redevelopment within the downtown area.

Eligible Enhancements

A façade is defined as the portion of a building that faces the public right-of-way and is fronted by a sidewalk or similar pedestrian-oriented pathway. Façade enhancements restore or redesign existing storefronts. Renovations should improve the interface between the public right-of-way and commercial spaces, and enhance the overall streetscape.

All Façade enhancements should be compatible with applicable zoning by-laws, satisfy building permit requirements, and conform to any other relevant regulations.

Eligible Façade enhancements include:

- Restoration of exterior finishes and/or repainting of exterior façades;
- Repair and/or replacement of frontage windows and doors;
- Exterior lighting;
- Repair and/or replacement of signs and other fixtures;
- Installation and/or repair of awnings;
- Addition of patio areas and/or permanent landscaping elements;
- Removal of barriers to access for people with disabilities and mobility challenges;
- Repair or restoration of Façade masonry, brickwork, or wood; and
- Enhancement & removal of safety grilles.

REIMBURSEMENT

- Funded projects must be completed within one year of Council approval, unless otherwise authorized by City staff. If the project is not completed by the deadline, the City's obligation to reimburse the owner or tenant for the project is terminated and funds will be reallocated for other grant applicants.
- Applicants must provide proof of payment (receipts, paid invoices, etc.) for all eligible enhancements within 30 days of project completion. Reimbursement for approved façade renovations is subject to final inspection.



CORPORATE REPORT

NO: R086

COUNCIL DATE: May 25, 2020

REGULAR COUNCIL

TO: Mayor & Council

DATE: May 21, 2020

FROM: General Manager, Engineering
General Manager, Planning & Development

FILE: 5480-01

SUBJECT: Parking to Patio Program and Sidewalk Queuing Space Program – Use of
Outdoor Areas in Support of COVID-19 Physical Distancing Requirements

RECOMMENDATION

The Engineering and Planning & Development Departments recommend that Council:

1. Receive this report for information; and
2. Authorize staff to initiate the Parking to Patios and Sidewalk Queuing Space program through a pilot program that will permit the use of temporary outdoor areas, as generally outlined in this report.

INTENT

The purpose of this report is to authorize staff to initiate a Parking to Patios and Sidewalk Queuing Space program in order to support local businesses complying with physical distancing and reduced occupancy requirements required due to COVID-19.

BACKGROUND

Businesses are emerging from COVID-19 quarantine restrictions in response to the Provincial Government's "BC's Restart Plan" Phase 2. Under the Phase 2 plan, highly impacted sectors including retail, hair salons, barbers, personal service establishments, restaurants, cafes, and pubs are now permitted to operate under enhanced protocols which include increased physical distancing and reduced occupancy loading (currently at 50% of maximum occupancy).

Restaurateurs, the Surrey Board of Trade ("SBOT"), Surrey Downtown Business Improvement Association and members of the Food and Beverage Association have approached the City to request that the City support flexible, innovative, and expanded outdoor seating areas. This could include permitting businesses to expand their operations onto privately-owned parking lots and City Road Right-of-Way ("RoW"), including sidewalks, boulevards and on-street parking, in order to help local businesses recover from the COVID-19 quarantine while still maintaining physical distancing requirements.

DISCUSSION

The general use of sidewalks and Road RoW to support businesses complying with physical distancing requirements can be generally grouped into business categories as follows:

General Business Category	Anticipated Use of Road RoW
Essential Services (e.g., groceries, pharmacies)	Customer Queuing
Non-Essential Retail Services (e.g., retail, personal services)	Customer Queueing
Eating Establishment – No Alcohol (e.g., fast food chains)	Outdoor Seating Area
Eating Establishment – Food Primary (e.g., restaurants)	Outdoor Seating Area
Liquor Primary (e.g., breweries, pubs, etc.)	Outdoor Seating Area

Customer Queuing

As local businesses return to operations through BC's Restart Plan, they may request and/or be required to have customers queue outside their business to maintain mandated reduced occupancy requirements. For businesses with their primary access onto the street, this may result in customers queuing on sidewalks as they wait to enter the business.

Should line-ups and queues extend onto the sidewalk, the customer queue will have to be implemented in a safe manner that does not impede or obstruct other pedestrians from safely passing at the two-metre recommended width.

Outdoor Seating Areas

The food and beverage industry, including restaurants, bars and tasting lounges (the "hospitality industry"), has seen some of the most significant negative economic impacts as a result of COVID-19 physical distancing requirements. Job losses for the restaurant industry are estimated at over 121,500 (out of the total 192,000 food service employees in BC). Expanding areas for outdoor seating allows businesses to replace seats reduced through mandated 50% occupancy requirements. Outdoor seating can also enhance the customer experience and increase public confidence in returning to the hospitality industry.

Current Outdoor Seating Process

The licensing and permitting of food and beverage service outdoors is a carefully controlled process. Typically, these applications include the construction of a physical patio, and are therefore addressed through a Building Permit. The Building Permit and plan submissions clearly outline the area of food service and guarantee compliance with building and fire codes (including number of washrooms and location of emergency exits). The Planning & Development Department has an existing guide for Outdoor Seating for an Eating or Licensed Beverage Establishment, a copy of which is attached as Appendix "I".

When liquor is involved, the process becomes more complicated and currently involves the Liquor & Cannabis Regulation Branch ("LCRB") which requires that:

- Licensed premises have a defined area for liquor service;
- Licensed patios need an occupant load and a red-line area with the number of occupants;
- and

- Liquor primary’s license includes a notification process which is staff-delegated and does not require Council’s endorsement.

These requirements are currently the same regardless of whether the patio space is in private property or on sidewalks/City Road RoW. The number of eating establishments in the City that do not have a liquor license versus those that have a Food Primary or Liquor Primary license are shown below:

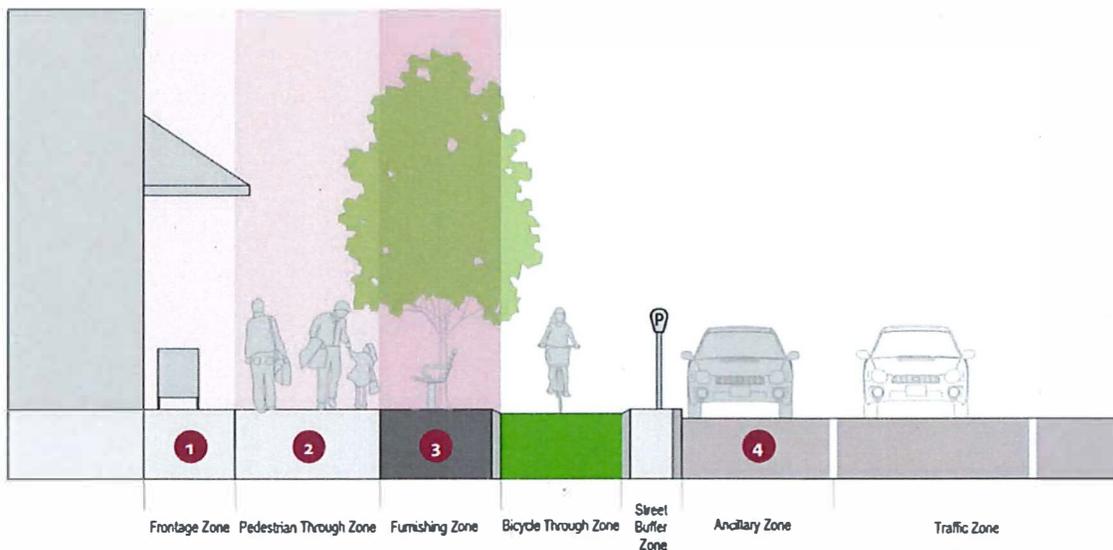
Eating Establishment Type	Totals
Restaurant – No Alcohol	799
Liquor License - Liquor Primary (Class A & D)	38
Liquor License - Food Primary (Class B)	284
TOTAL	1,121

The Province has committed to ensuring that eating establishments requesting patios will not face unreasonable delays. It is anticipated that the exact details of the expedited processing will be announced shortly and may include direction to local municipalities.

Consideration for Use of City Road Right-of-Way

The boulevard in urban areas can be described as four zones, as illustrated below:

1. Frontage Zone (Setback);
2. Pedestrian Through Zone (Sidewalk);
3. Furnishing Zone (Boulevard/Utility Strip); and
4. Reallocated road space (On-street Parking and potentially cycling lanes).



Principles have been established to consider the potential Road RoW space that can be reallocated. The first principle will be accessibility and pedestrian safety, ensuring a minimum 2.0 metre clearance and accessibility throughway width. The second principle is patron safety and vehicle mobility, including emergency access being maintained in travel lanes. The third principle is business support and mitigating impacts on adjacent business.

Road Space Reallocation

Reallocating Road RoW to accommodate increased physical distancing requirements for pedestrians is occurring in cities across the world. To support customer queuing areas and outdoor seating areas, the City will consider reallocating road space under the following recommended conditions, following the aforementioned principles:

- Safe pedestrian and traffic movements can be maintained;
- On all classifications of roads (Local, Collector and Arterial), ensuring emergency access and existing two-way traffic movements; and
- Reallocation of road space is limited to parking and potentially cycling lanes.

A general criterion of minimum widths for the various zones are as follows:

	Sidewalk Pedestrian Through Zone	Furnishing Zone	Reallocated Space
Customer Queuing Area	2.0m width (unobstructed)	<ul style="list-style-type: none">• No use of landscaped areas• Bus stops and benches to remain accessible	1.5m width for patrons. 0.5m buffer from travel lane
Outdoor Seating Area	2.0m width (unobstructed)	<ul style="list-style-type: none">• No use of landscaped areas• Bus stops and benches to remain accessible	2.5m width for patrons. 0.9m buffer from parking/travel lane

To streamline the review process, the following items will be the focus of Engineering's site-specific reviews:

- Avoiding or obstructing access to driveways and business entrances/exits;
- Maintaining sightlines for motorists and pedestrians;
- Providing reasonable access to utilities or fire hydrants; and
- Accessibility ramps between sidewalk and street.

Consideration of use of Private Parking

The *Surrey Zoning By-law, 1993, No. 12000, as amended*, establishes minimum parking requirements for all buildings based on the uses permitted by the applicable zone. Compliance with minimum parking requirements is confirmed as part of the Development Application and business licensing processes. When a relaxation to the minimum parking requirements is requested, typically a Development Variance Permit ("DVP") is required, which must be reviewed by staff and approved by Council.

As a result of COVID-19, there has been an observed and measurable reduction in vehicle traffic and business occupancy. This has resulted in temporary reduction in on-site parking demands, which could potentially be temporarily repurposed for outdoor seating. A DVP would not be considered a requirement for this temporary use of stalls.

A general criteria for the use of private parking would be to maintain designated accessible stalls, to provide a minimum level of protection of customers from vehicles through the use of curb stops, and that no more than 50% of the stalls on-site could be utilized for customer queuing areas and outdoor seating. This would be consistent with current Provincial mandated maximum occupancy loads.

Parking to Patios Program

Staff recommend Council support the implementation of the Parking to Patios program to allow eating establishments to easily add or expand outdoor seating areas. This program will create a simple and flexible process that will allow eating establishment to provide increased physical distancing opportunities in outdoor spaces adjacent to their businesses, while maintaining a minimum level of safety and regulatory approval through a streamlined municipal process.

General Conditions

- Use of on-street parking and/or boulevards will be considered for:
 - Restaurants with no liquor licenses; and
 - Class A, B and D licenses (food primary and liquor primary);
- Extent of outdoor seating areas cannot extend beyond immediate business frontages unless approved by the City;
- A minimum 2.0 metre pedestrian corridor must be maintained;
- Streamlined Traffic Obstruction Permit for all roads;
- Completion of the Parking to Patio Application Form is required; and
- Proposals must be in compliance with Provincial Fraser Health and the LCRB requirements.

Off-Street Parking Removal Considerations

- Removal of accessible parking spaces is not permitted;
- A curb stop is required for parking spaces backing onto active drive aisles to maintain a minimum level of safety;
- Sides of parking spaces or entire parking areas may be blocked off with pylons and/or sawhorse barriers; and
- A maximum of 50% of on-site parking stalls may be converted to outdoor seating areas.

On-Street Parking Removal Considerations

- Use of parking space fronting businesses will be eligible, whereas the use of cycling lanes will require assessment on a case by case basis;
- Proposals will be reviewed and accepted by Engineering staff for impacts to site lines, driveway access and other engineering issues;
- Arterial roads and higher travelled roads will require a greater level of protection, including jersey barriers and signage along the entire use area due to higher operating speeds and traffic volumes; and

- Provision of accessible access is encouraged (e.g., ramps).

What is Required?

To ensure a commitment to legitimate use and to maintain minimal regulatory oversight, business owners will be required to complete a digital application form for submission to the City's Building Division for review, referrals and approval. The application form will be provided in a short, fillable format that can be submitted electronically to avoid the need for business to come to City Hall. The following minimum submission requirements are anticipated:

- Business name and verification of business license;
- Simple sketch plan of proposed outdoor space to be converted to seating;
- Landowner approval for the reallocation of parking stalls for outdoor seating;
- Proof of Insurance as part of the application; and
- Indemnification Waiver in regard to indemnities and liabilities.

What is Permitted?

To maintain simplicity and to allow for expedited approvals, businesses applying to the Parking to Patios program will be permitted to install the following:

- Tables and chairs;
- Temporary fencing (to a maximum 1.2 metres in height and not affixed to the ground);
- Temporary landscaping;
- Patio umbrellas, canopies, and bases (without obstructing 2.0 metre wide clear zone);
- Propane patio heaters; and
- Ramps to allow accessible access from sidewalk to street level.

Business owners will not be permitted to install structures requiring a Building Permit, wash stations, outdoor kitchens, portable generators, electrical connections, or large tents under this accelerated Parking to Patios program. They will be required to follow the standard submission requirements outlined through Outdoor Seating Guidelines.

What does it Cost?

To minimize the financial burden already faced by businesses, staff are recommending:

- A \$200 application fee for the Parking to Patios program applications;
- Waiving the City Road & Right of Way Use Permit and associated fees; and
- Waiving Traffic Obstruction Permit fees.

The direct costs to business owners would result from a one-time application fee and the installation of permitted street furniture (i.e., tables and chairs) and accessibility ramps.

For local and low-volume Collector roads, businesses would require a minimum level of off-street and on-street traffic control devices, such as traffic cones, tall pylons and temporary signage, at an estimated cost of \$500. For Arterial and high-volume Collector roads, enhanced safety measures for public protection are required. This would include the installation of jersey barriers at a cost of approximately \$1,400 per parking stall, which the City would equally share the costs (50/50) installing and removing the works.

To confirm legitimate interest and participation by business owners, a nominal \$500 refundable deposit per application is recommended. This will ensure businesses remove all street furniture and parking stall protection at the end of the Parking to Patios program (removal is the responsibility of the business owners who, upon satisfactory completion, will have their deposits returned).

How Long is this Permitted?

Use of parking stalls under the Parking to Patios program would be available until September 30, 2020. Business owners are then to remove installed furniture on-site/off site, after which Engineering Operations will notify business owners, remove the jersey barriers and refund any deposits.

Sidewalk Queuing Space Program

This program would have the primary purpose of allowing all other retail businesses to meet increased physical distancing requirements and reduced occupancy requirements and would accommodate regular customer line-ups in outdoor spaces adjacent to businesses. Similar to the objective of the Parking to Patios program, the Sidewalk Queuing Space program is to maintain a minimum level of safety and regulatory approval while providing a streamlined application, approval and monitoring process.

Conditions

Most of the general conditions for this program would be similar to the Parking to Patios program, with the following exceptions:

- All businesses are eligible to apply;
- No street furniture is permitted as the area is for customers standing and waiting in line;
- Pavement markings, including tape, spray paint or equivalent, are acceptable to mark out physical distancing requirements; and
- Signage indicating the business that the line-up is for is permitted.

How will Staff Support the Parking to Patio and Sidewalk Queuing Space Programs?

A commitment to make the City review process streamlined is needed to make these programs viable. Staff are committed to providing a three-day approval process for valid Parking to Patio and Sidewalk Queuing Space applications. The general actions and functions of staff review will include, but not be limited to, the following:

- Planning & Development:
 - Reviewing parking lot circulation; and
 - Confirming maximum occupancy load for business is not exceeded.
- Surrey Fire Services - Fire Prevention:
 - Maintaining access for emergency traffic on all roads;
 - Maintaining BC Building Code and BC Fire Code requirements for Fire Department access; and
 - Ensuring fire hydrants, Fire Department connections and means of egress are maintained and free of obstructions.
- Engineering Department:
 - Reviewing proposed on-street parking stall locations;
 - Developing the necessary traffic control plans; and
 - Installing traffic control barriers on a “next day service”, as available.
- Bylaw Services:
 - Review of business licenses and tracking;
 - Monitoring of compliance, as required; and
 - Enforcement of non-compliance, as required.

Implementation

To ensure the success of these programs, it is recommended that the initial intake process be focused on the initial 10 applicants/businesses requesting off-street parking and five requesting on-street parking reallocation. After such time, staff evaluate the process and seek opportunities for further streamlining and improvements as more businesses apply.

This approach would enable staff to retain flexibility and review the proposed general guidelines and criteria as it is applied for each business. Revisions and modifications to improve the program would then be applied.

FUNDING

The typical use of Road RoW for private use comes with fees and charges, as outlined in the City's *Highway and Traffic By-law, 1997, No. 13007, as amended*. For an average, business owners utilizing two parking stalls for four tables, the City's standard Road RoW fees would equate to \$1,100 to \$1,500 over a three-month duration. Additionally, if there is paid on-street parking that is impacted, revenue that is lost is recovered through user fees, calculated on average utilization and observed revenues.

Expenses to the City will be incurred by not requiring a cost-recovery application fee to cover staff nor the standard road fees, and will also include the 50% cost-share for installation of jersey barriers on Arterial and major routes. This is estimated to vary per business, but could range from \$1,000 to \$3,000 per location. To support this initiative and local businesses in their re-emergence from COVID-19, these fees could be waived, as appropriate, for the duration up to September 30, 2020.

SUSTAINABILITY CONSIDERATIONS

The Parking to Patio and Sidewalk Queuing Space programs supports the objectives of the City's Sustainability Charter 2.0. In particular, the programs relate to the Sustainability Charter 2.0 theme of Economic Prosperity and Livelihoods. Specifically, these programs support the following Desired Outcomes ("DO"):

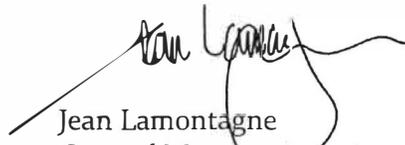
- Economy DO5: Locally owned companies are thriving, creating a robust local economy and retaining wealth and jobs in the community; and
- Economy DO9: Surrey's economy is able to adapt and thrive in response to external forces, such as the changing climate.

CONCLUSION

The Parking to Patio and Sidewalk Queuing Space programs will create a simple and flexible process that allows businesses to provide increased physical distancing opportunities in outdoor spaces to meet Provincially mandated maximum occupancy reductions as part of the Provincial Government's "BC's Restart Plan" Phase 2. The programs will ensure that a minimum level of safety is maintained while providing for a regulatory approval through a streamlined process.



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General Manager,
Engineering



Jean Lamontagne
General Manager,
Planning & Development

DM/cc

Appendix "I" - Guide for Outdoor Seating for an Eating or Licensed Beverage Establishment

APPENDIX “III”



2021 FINANCIAL PLAN COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM

Description	Amount	Allocation to date	Remaining
Carried Forward from Prior Year	\$ 98,328		
2021 Adopted Budget	<u>\$ 45,000</u>		\$ 143,328
Grants Awarded in 2021 (to date)			
1. Spirit Garden Inground Irrigation Project (Proposed)		<u>\$ 3,000</u>	
Allocations for 2021		<u>\$ 3,000</u>	\$ 140,328