



# REPORT

## Development Services - Planning

**TO:** Planning and Economic Development Committee

**FROM:** Jennifer Beer, Permits & Approvals Analyst

**DATE:** March 18, 2024

**REPORT: DS 17/24** **FILE NO.**

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**SUBJECT:** Temporary Patio Policy

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### **BACKGROUND:**

In 2023, Report DS 19/23 was presented to Council in respect to the processing of Temporary Patio Applications for restaurants in the 2023 season.

Development Services Staff identified the history of processing Temporary Patio Applications and sought Council's support and approval to maintain an interim process for permitting temporary patios for the 2023 season. The extension of the interim process was being requested to allow staff time to develop a Temporary Patio Policy to establish a streamlined approach and process for the review and approval of temporary seasonal patio applications beyond the 2023 patio season.

Department staff informed Council that a first draft of the policy had been produced, and further that the investigation of the policies and fees of surrounding municipalities had been completed.

A final draft of the Temporary Patio Policy was produced and circulated to stakeholders for their review and comment. Stakeholders engaged in the review of the Policy were as follows: Uxbridge Business Improvement Area (BIA), the Economic Development Advisory Committee, the Uxbridge Downtown Revitalization Committee, Region of Durham Works Department Staff and local area Councillors.

In addition to the engagement of Stakeholders, a sample of businesses within the Uxbridge Urban Area were consulted and encouraged to review and comment on the new policy to be instituted. Engaging local area businesses was vital as this new

policy would directly affect businesses in the area that maintained seasonal temporary patios.

Staff amassed comments following the engagement of stakeholders and local area businesses and a final version of the new Temporary Patio Policy was formed. Development Services Staff are presenting the new **Temporary Patio Policy (see attached under Appendix 'A')** for Council's consideration and adoption to regulate the issuance of Temporary Patio Permits for the 2024 patio season, and future years moving forward, as an optimized method to effectively process seasonal patios being constructed in the Uxbridge Urban Area.

## **DISCUSSION:**

Township staff identified the importance of implementing a Temporary Seasonal Patio Policy as it was essential to establish guidelines for a fair and equitable process to everyone maintaining these seasonal patios.

A key measure for establishing a Temporary Patio Policy is that it sets out cohesive framework to ensure the safety of patrons and businesses throughout the season and where temporary patios have been added. The policy further enforces limitations for restaurants to ensure temporary patio spaces are to be safe and accessible for all visitors to enjoy while attending local urban restaurants in Uxbridge.

Moreover, seasonal patios being applied for are subject to reviews by the Building Department for compliance with building standards and the Accessibility for Ontarians with Disabilities Act, the Fire Department for compliance with the Ontario Fire Code, and Regional Government reviews where a road occupancy permit may have been required. Conformity and compliance reviews has required a considerable amount of staff time and therefore an enhanced process and the implementation of a policy to guide applicants in their development of a compliant patio as well as necessitated an annual fee, was appropriate.

## **RECOMMENDATION**

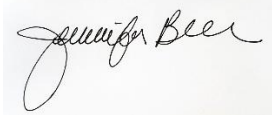
THAT Report DS 17/24 of Jennifer Beer, Permits & Approvals Analyst re: Temporary Patio Policy be received for information;

AND THAT Council adopt the new Temporary Patio Policy effective March 1, 2024, including the annual seasonal patio fee to be imposed of \$150 for new applications, and \$100 for renewals;

AND THAT restaurant owners continue to apply for seasonal temporary patios through the Township's e-permitting platform and pay the required annual fee;

AND THAT successful applicants who pay the required fee and that comply with the policy be granted a temporary patio permit provided that Development Services, the Uxbridge Fire Department and any other authority's comments are satisfied.

Respectfully submitted by:



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Jennifer Beer  
Permits & Approvals Analyst  
Development Services Department  
Township of Uxbridge

Approved by:



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J. Kyle Rainbow  
Director  
Development Services Department  
Township of Uxbridge

**APPENDIX 'A'**  
**TEMPORARY PATIO POLICY**  
*(see attachment on eSCRIBE)*