

## 2022 Downtown Banff Pedestrian Zone Guidelines – Retail Operators

**Timeline:** Setup starting Friday May 20 (8:00AM – 5:00PM), with the street opening Saturday, May 21. Ending Monday, October 10, 2022, Banff Avenue open to traffic on October 14, 2022 (projected). Approved street patios may operate from 7am to 10pm, 7 days a week.

**Scope:** 100 and 200 blocks of Banff Avenue and portions of Caribou and Wolf Street.



### Application Process

Applicants must submit a completed Outdoor Merchandising Application form, with proposed layout and furniture plan to Planning and Development. The application form can be found [here](#), and **must be submitted by May 2**. The application will be reviewed and a temporary permit issued if it meets Town and AHS requirements.

Prior to applying, we encourage retail operators to first contact building owners to discuss the availability of street space. Restaurants (including second storey and basement tenants) are being given first opportunity and priority to apply for space on Banff Avenue. All applications require the signature and permission of the building owner.

NEW in 2022\* Fees will be in accordance with the Fees and Charges Bylaw which was recently updated:

Outdoor Merchandise Display, CD District - Private Lands	per square metre per year	\$32.39, or \$210, whichever is greater
Outdoor Merchandise Display, CD District - Public Lands	per square metre per year	\$32.39, or \$210, whichever is greater

## Space Allocation

The same approach as was used in 2021 will be used in 2022 to allocate space on the public street for business use:

1<sup>st</sup> Priority - At-grade food and beverage operators will be given first priority and are permitted to occupy the outside driving lane and layby for the width of their business frontage, with an optional extra 25% width with the adjacent property owner's permission where available.

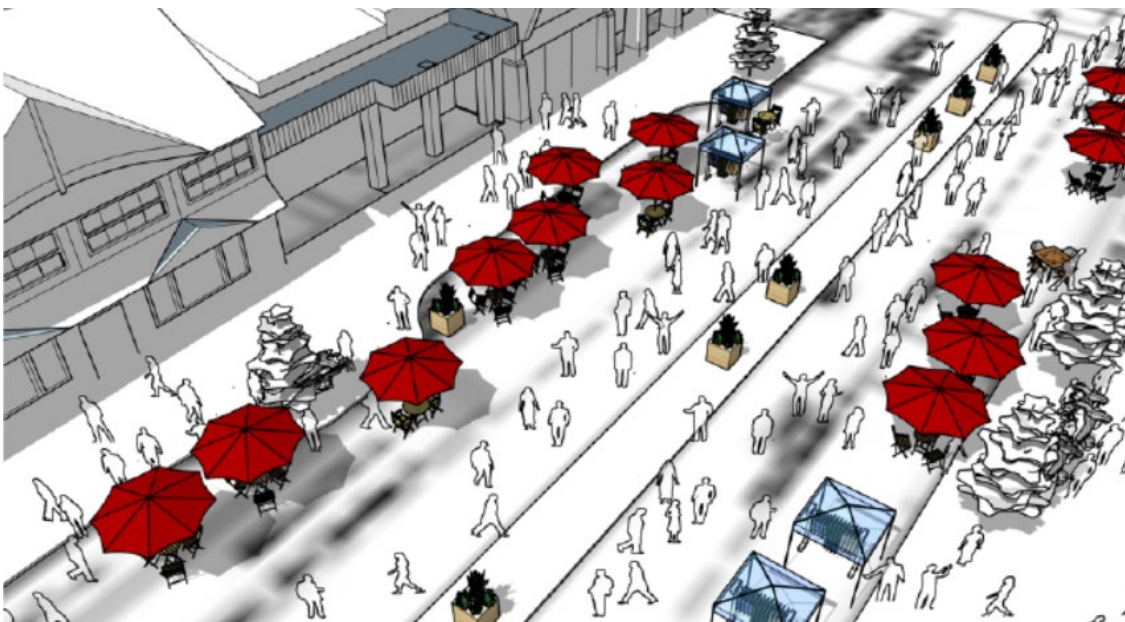
2<sup>nd</sup> Priority - Second storey and basement level food and beverage operators will be given second priority to occupy street frontages not utilized by at-grade food and beverage operators, including retail store frontages.

3<sup>rd</sup> Priority – At-grade retail stores will be permitted a maximum 10' x 10' space, if the space is not utilized by food and beverage operators.

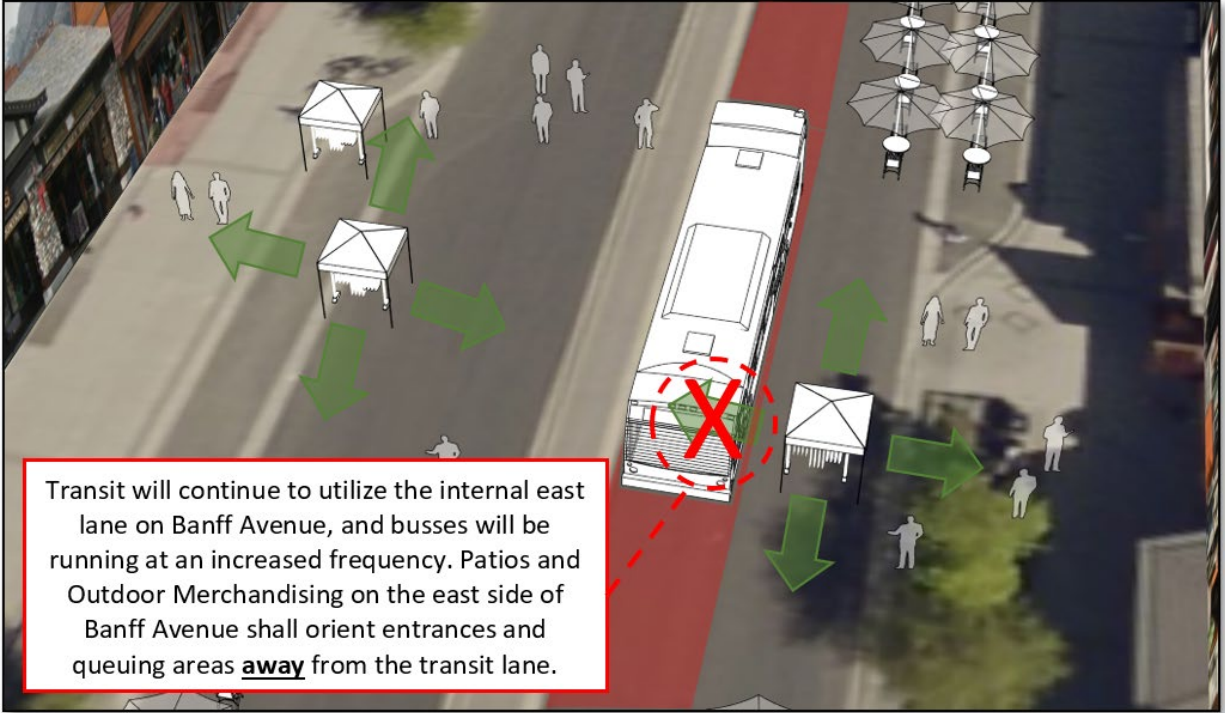
Based on the above, retailers with at-grade business frontage are eligible to occupy a maximum 10' x 10' space in front of their building unless otherwise allocated to a food and beverage operator, or required for transit stops, pedestrian access, or circulation.

The Banff Avenue configuration can be seen on the image below. Operation will be the same as last year:

- One traffic lane will be kept clear for pedestrian access of both the East and West sides of Banff Avenue with Business limited to the outside (curb) driving lanes and parking laybys. The inside driving lanes will be for pedestrian, cyclists and ROAM transit.
- ROAM Transit will be operating in the east inside driving lane (maximum speed of 5km/hr). There will be an increased frequency of busses in 2022.
- Cyclists are permitted within the pedestrian zone.



*Configuration of Banff Avenue – business space in outside driving lanes, inside lanes for pedestrian, cycle, and transit movement*



NEW in 2022\*

## Design Standards

Furnishings must follow the Town of Banff Design Guidelines and Alberta Health Services requirements.

### Weather Protection:

- Acceptable weather protection is limited to a single maximum size 10' x 10' tent, with no sides or walls, or a free-standing, single-support umbrella.
- Tents should utilize neutral and muted colours (ie: no bright colours).
- Tent canopies may include business branding, but may not include any third party branding.
- Anchoring and tent supports must be discreet, contained within the 10' x 10' area and not create a tripping hazard.

### Furnishings

- Retail displays and furnishings should adhere to a high-quality rustic design standard, and include natural materials and other decorative elements where possible (wood, landscaping, table coverings, etc.)
- Flowers and landscape planters are encouraged to improve the appearance of retail displays;
- All displays are required to be under the care and control of the respective business (staffed and monitored) and comply with AHS requirements for cleaning.



*Flowers and rustic decorative elements encouraged*

### Props, Vehicles, Carts, and Alternative Displays

- Any props, vehicles, carts, and alternative displays must fit within a 10' x 10' area, and will be considered by the Town of Banff on a case-by-case basis. Priority will be given to public safety and pedestrian movement.

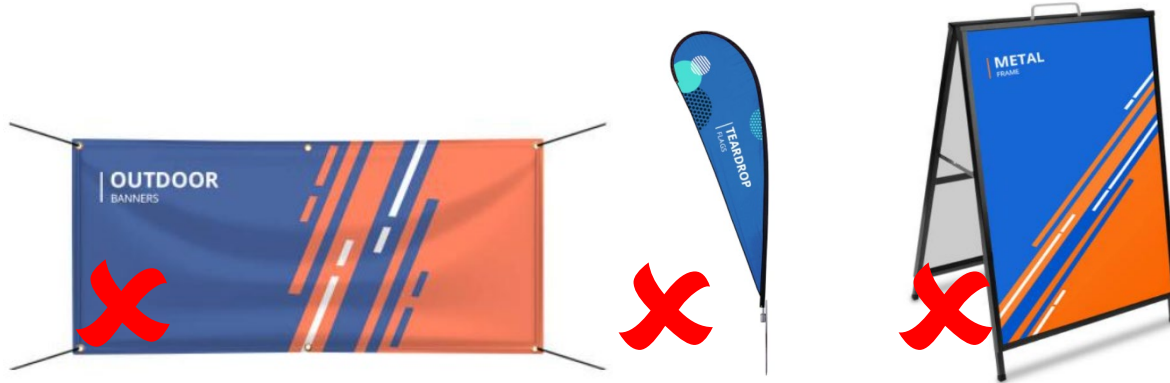


*Carts and displays to fit within 10x10' area.*

### Signage

- Due to the unique circumstances presented by COVID-19, signage standards were relaxed for 2020/2021. Summer 2022 will see a return to the signage requirements in the Outdoor Merchandising Display Policy.
- For the Banff Avenue pedestrian zone, signage must be limited to a maximum of 0.6 m<sup>2</sup> per business, and must be incorporated into the furniture (tent canopy, table covering, etc.)
- No third-party branding is permitted;
- Signs should be coordinated with those of the principal business.
- Free-standing, sandwich boards, banners, and flag signage are not permitted.
- Under no circumstances shall the use of paint or any other permanent markings be used on a public street or sidewalk.





*Banners, flags, and A-frames not permitted*



*Maximum 0.6m<sup>2</sup> store branding included in tent canopy*

### Lighting and Music

- Electricity for lighting or point of sale may be obtained on request through street light infrastructure.
- No extension cords on the sidewalk will be permitted.
- Canned or live music will not be permitted.

### General

In addition to the above, street furnishings:

- must be removed and safely stored when not in operation;
- should be secured to ensure that they can withstand the effects of wind; and, be uniform in style and design;
- shall not be permanently affixed to the road surface;
- shall be provided in a manner that access to Fire Department connections, public utilities, and exits from adjacent buildings are respected; and,
- shall be cleaned and swept daily.

## Insurance and Disclaimer

The permit holder is required to obtain and carry valid comprehensive general liability insurance which includes the following:

- a. Provides a loss payable clause in the interest of the Town of Banff & Her Majesty the Queen in Right of Canada as represented by Parks Canada on the policy;
- b. States the period covered by the insurance policy i.e. commencement date and expiration date of policy;
- c. Be for a minimum amount of \$5,000,000 in respect of any single occurrence;
- d. Indemnify the Town of Banff against all claims of any kind arising from any negligent act either by the permit holder or the permit holder's agents; and,
- e. Be in a form and with an insurer to the satisfaction of the Town of Banff.

Due to the ongoing uncertainty of the global pandemic, the Town of Banff and Alberta Health Services cannot guarantee that restrictions and requirements will remain unchanged throughout the duration the 2022 pedestrian zone closure.

## Contact

Town of Banff Planning and Development – Main point of contact - Kathleen Gallagher, [kathleen.gallagher@banff.ca](mailto:kathleen.gallagher@banff.ca) or 403-762-1102.

Alberta Health Services – Kori Woodard, [Kori.Woodard@albertahealthservices.ca](mailto:Kori.Woodard@albertahealthservices.ca), or 403-762-3517