



Entrance Features in Municipal Road Right of Way

POLICY NUMBER: PD-014

CURRENT AS OF: February 5, 2019

1. POLICY STATEMENT

The Town's objective is to ensure that a consistent and clear process is in place for evaluating and processing requests for installing private entrance features within municipal road right of way (MROW).

2. PURPOSE

The purpose of this policy is to establish criteria for evaluating requests to install private entrance features in MROW.

3. DEFINITIONS

3.1. The terms relevant to this policy include:

- a) ***Entrance Features:*** means permanent private, directional or wayfinding signage located at the entrance to a subdivision.
- b) ***Municipal Road Right of Way (MROW):*** means roads, sidewalks and boulevards, as defined in the Traffic Safety Act, under municipal control and management.

4. APPLICABILITY OF POLICY

4.1. This policy applies to Entrance Features proposed within MROW.

5. ENTRANCE FEATURES IDENTIFICATION, EVALUATION, AND CONDITIONS FOR APPROVAL

5.1. Identification of Entrance Features

To identify Entrance Features early in the planning process, the following steps will be undertaken:

- a) At the policy or plan stage, for example the development of an Area Redevelopment Plan (ARP) or Area Structure Plan (ASP), the policy or plan shall include high-level direction regarding the design goals and objectives for Entrance Features. Identifying specific locations or detailed designs for Entrance Features is not appropriate at this stage.
- b) At the detailed design stage, for example with a conceptual plan, subdivision or development permit application, an applicant shall identify Entrance Features as part of their application.

5.2. Criteria for Evaluating Entrance Features

The following criteria shall be used to evaluate applications for Entrance Features:

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- a) applicants must demonstrate that there is no suitable location for the Entrance Features on private property;
- b) the proposed Entrance Features align with the Engineering Design and Construction Guidelines, the Integrated Transportation Plan, and any future design objectives under consideration for the MROW;
- c) the proposed Entrance Features will not inhibit the Town's ability to maintain the MROW;
- d) the proposed Entrance Features are in accordance with any relevant area or redevelopment plan;
- e) the proposed Entrance Features are in accordance with the Land Use Bylaw, specifically that they:
 - i) conform with the Design Objectives (i.e. materials and colours) of Section 10 Signage of the Land Use Bylaw; and
 - ii) do not exceed the maximum height and signage area permitted for freestanding signage in Section 10 Signage of the Land Use Bylaw, unless directed otherwise by a relevant ASP or ARP;
- f) the Chief Administrative Officer (CAO) will evaluate the location, massing, amount of landscaping and number and type of Entrance Features using the professional renderings, elevations, and landscaping plans included with the developer's application. There will be no minimum or maximum, rather, the CAO will ensure that these elements are designed appropriately to the streetscape and adjacent uses and do not dominate the streetscape and adjacent development.

5.3. Conditions for Approval of Entrance Features

Upon written notice to the applicant that their Entrance Features application is approved, an Entrance Features Agreement shall be executed between the Town and the legal entity, such as a homeowners' association or condominium corporation, that oversees the subdivision. Terms of the agreement shall include:

- a) construction and exclusive maintenance obligations;
- b) indemnity and insurance obligations;
- c) security amount to ensure adherence to obligations;
- d) annual municipal right of way usage fees; and
- e) termination and removal clauses if obligations are not met.

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6. RESPONSIBILITIES

- 6.1. The CAO is responsible for rendering decisions on Entrance Feature applications.
- 6.2. The CAO is responsible for creating and maintain any procedures necessary for compliance with this policy.
- 6.3. Council is responsible for rendering decisions on disputed Entrance Feature applications.

7. VISION ALIGNMENT

Not applicable.

8. RELATED DOCUMENTS

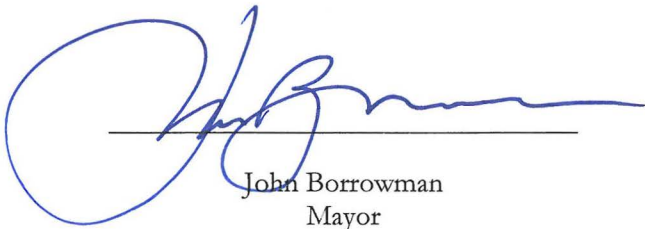
- 8.1. Town of Canmore Land Use Bylaw
- 8.2. Town of Canmore Engineering Design and Construction Guidelines
- 8.3. Town of Canmore Integrated Transportation Plan
- 8.4. Town of Canmore Traffic and Road Use Bylaw

9. ATTACHMENTS

None

REPEALS POLICY: N/A

AUTHORIZATION:



John Borrowman
Mayor



Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Policy Name	Status	Date
Entrance Features in Municipal Road Right of Way PD-014	Active	2019-02-05
Protocol for Entrance Features and Subdivision Signs within a Municipal Road Right of Way	Superseded	2019-02-05

Policy approved by: CTT JB