Outdoor Dining Program
Summary, Application & Checklist

City of Glenwood Springs
101 W 8th Street
(970)384-6411

OUTDOOR DINING 2020 - PROGRAM OVERVIEW

The city of Glenwood Springs recognizes on-going challenges of reopening restaurants in the midst of the COVID-19 pandemic. Through 2020, the City offers use of public outdoor spaces for expanded dining. This program is intended for all licensed retail food establishments (as defined by 6CCR 1010-2) and retail establishments that serve specialty foods and beverages (e.g. ice cream shops, coffee houses, bars/brew pubs). Mobile food vendors are not eligible for outdoor dining under this program.

Outdoor Dining Location

- Your dining area may be located directly in front of your restaurant, either attached to your building or detached from it, or in a nearby public plaza.
- Your dining area may also be located in the street. Commonly referred to as "parklets", these seating areas occupy one, two or three of the on-street parking stalls adjacent to your business. Parklets require that you design a barrier to separate your customers from vehicles, such as those shown below.
- Other ideas? We encourage you to share your ideas. We are in this together and are here to help.

Charlotte, North Carolina
Source: https://ui.uncc.edu/story/tactical-urbanism-can-it-come-charlotte-north-carolina

Santa Monica
Source: http://smartgrowth.org/re-blog-tactical-urbanism-big-city-placemaking-small-communities/

General Guidelines

- Ensure that there is a minimum 6-foot wide walkway or path for pedestrians and to maintain social distancing.
- Locate your seating area so that it does not encroach into the public frontage of another property or business.
- Design your seating area so that the outer limits of your dining area can be detected by visually impaired pedestrians.

Tables, Chairs, Umbrellas

- Tables, chairs, umbrellas and other furnishing must be fully contained in your seating area and be sturdy enough to withstand weather and high winds.
- Furniture must not be roped, cabled or otherwise secured to trees, street lights, street signs, hydrants or any other infrastructure, both during operating hours or at times when your restaurant is closed.

Barriers

- Your outdoor dining area must be defined in some manner. Consider a decorative fence, flower pots and planters, and bollards.
- Barriers must be sturdy, stable and of sufficient weight so as not to tip or be upended in the wind.
- In no case can barriers be bolted or permanently adhered to the public sidewalk or street.
- Your outdoor dining area may not be used for storage.
- If your seating area is directly adjacent to and extends 3 feet or less from your building, no barrier is required.

Lockport, New York
https://livablewny.org/2018/09/22/lockport-tactical-urbanism-event-saturday-september-29/

King Street Toronto
Source: Twitter @moore_oliver

Serving Alcohol:

- If you want to serve alcohol, you are required to barricade or fence your dining area. Your barrier must -
    - Be at least 30 inches tall;
    - Fully enclose the dining area;
    - Include one access point with a gate that swings outward.
- You will be required to amend your liquor license to include your outdoor dining area. For application information contact Catherine Fletcher, City Clerk, at 970-384-6403.
- If your seating area is separated from your licensed premises the City will grant an easement which will allow your servers to cross the public sidewalk with alcoholic beverages.

Sanitation

- For the safety of all, clean and sanitize your tables, chairs and all high-touch areas.
- Your outdoor dining area must remain clear of litter at all times. No trash container shall be stored in the outdoor dining area when your restaurant is closed.
- City-owned and maintained trash containers must not be used for restaurant waste.

Application & Lease required

Use of sidewalks, plazas, alleys and other property owned or under the control of the City of Glenwood Springs requires -

- A completed application;
- A scaled diagram of the lease area;
- Execution of a non-transferrable or non-assignable lease & indemnification agreement; and
- Evidence of liability insurance in the amount of $1 million, with the City of Glenwood Springs named as an additional insured party.
- Note: In some cases, the Fire or Building Department may require inspection of your exhaust hood to ensure proper cleaning and ventilation.

Review Process

Outdoor seating applications are reviewed and approved by City staff. Please allow at least two weeks city for review. If you need to amend your liquor license, you will need to budget additional time for State of Colorado review.

Outdoor Dining Program
Checklist & Application

Please submit the following information to the Community Development Department. City staff will review your information for compliance with the eligibility criteria, applicable Municipal Code requirements, and program guidelines. To avoid delays, it is imperative that you provide an application that contains all of the required information.

_____Planning Application:

- Complete and sign the Planning Application form, available here.

_____Narrative description:

- Provide a brief written description of your restaurant and how you intend to utilize the outdoor dining area. For instance, discuss hours of operation; location of your outdoor dining area; how many tables and chairs will you be adding; how will the furnishings be secured; do you plan to have music; will you be adding lighting, if so, where will the fixtures be located and how will you obtain electricity; are you constructing a platform; will you be adding any signs; and any other information that you want to include to help the City understand how you intend to utilize the outdoor space.

_____Diagram:

- Provide one or two diagrams to scale that include the following -
    - ✓ North arrow & property lines.
    - ✓ Dimensions of proposed dining area and length of building frontage.
    - ✓ Location and width of sidewalk or pedestrian pathway.
    - ✓ Tables and chairs, and other furnishings in your outdoor dining area.
    - ✓ Location of building entrance.
    - ✓ Barrier, with dimensions (provide height, width and length).

_____Photos, Drawings, or Cut Sheets:

- Provide photos, drawings of manufacturer cut sheets of the furnishings you propose using in your outdoor dining area (ex: tables, chairs, barriers, umbrellas, light fixtures, and heaters).

_____Construction details:

- If your project involves construction of a temporary or permanent platform, you will need to submit a building permit application and construction drawings. Building permit applications are available here.

_____Insurance:

- Provide proof of liability insurance in the amount of $1 million, with the City of Glenwood Springs named as an additional insured party.

_____Application Fee: $0

If you have questions, contact Gretchen Ricehill at 970-384-6428 or email to Gretchen.Ricehill@cogs.us

Email your completed application to Gretchen.Ricehill@cogs.us.