



# Recovery: Temporary Outdoor Dining Permit

Some restaurants in Redmond may be able to expand their seating capacity during modified Phase 1, Phase 2 and Phase 3 of the *Stay Home, Stay Healthy* order through a temporary permit for outdoor café seating. This will provide space for outdoor dining so that restaurants can follow physical distancing guidelines while resuming operations.

Outdoor café seating may be made up of a combination of sidewalk space, private parking, and on-street parking. Outdoor seating cannot not to exceed 50% of a restaurant's total seating capacity, and no more than 25% of a restaurant's parking facilities may be converted to outdoor dining.

To reach the 50% capacity maximum for outdoor seating, the applicant must first look to implement café seating on sidewalks, followed by converting private parking spaces, before potentially converting on-street parking into café seating. In most cases, only one on-street space will be allowed to be converted, but unique circumstances may be evaluated for additional capacity.

Once the 50% lost indoor capacity in outdoor seating has been reached, no additional outdoor seating may be added. Not all restaurants will be able to reach the 50% capacity through space on sidewalks, private parking, and public right of way.

## EXAMPLE

A restaurant's pre-COVID capacity was 40 patrons. Under *Stay Home, Stay Healthy* the restaurant may now serve 20 patrons inside (50%), with an additional 20 patrons outside (50%). The City of Redmond will allow these 20 outdoor seats **if it is possible** through a combination of adapting sidewalk space, parking space in a private lot or in the street into seating.

## Can I Get a Temporary Outdoor Café Seating Permit?

If you can answer yes to the questions in the sections below, you may be able to add outdoor seating to your restaurant. A full list of requirements and conditions for each type of outdoor café seating on page 5.

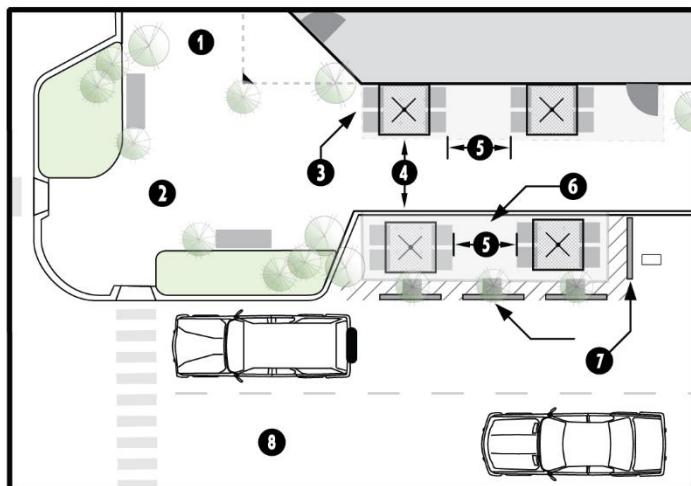
Sidewalk Space Converted into Café Seating	Convert Private Parking into Café Seating	Convert <u>Downtown</u> Public, On-Street Parking into "Parklet"
<input type="checkbox"/> With the addition of café seating, the sidewalk next to restaurant can still provide a five-feet minimum clear walkway  <b>See diagrams below</b>	<input type="checkbox"/> Private parking is next to restaurant entrance or exit <input type="checkbox"/> A maximum of 25% parking would be used for seating <input type="checkbox"/> Property owner approves of converting some parking to seating <input type="checkbox"/> Proposed outdoor café area will not impact ADA spaces and an accessible route will be maintained	<input type="checkbox"/> Inset parking is adjacent to restaurant <input type="checkbox"/> Café seating in the street can be physically blocked from traffic (required) <input type="checkbox"/> Proposed outdoor café area will not impact ADA spaces and an accessible route will be maintained  <b>See diagrams below</b>
If you can answer "yes" to the above, sidewalk seating may be an option for your restaurant	If you can answer "yes" to the above, adding seating to your private parking may be an option for your restaurant	If you can answer "yes" to the above, adding seating in the public right of way may be an option for your restaurant

If you are seeking a traditional annual café seating permit only with permanent demarcations, you will need to apply separately through the ROW permit applications and must meet all requirements of the annual permit. All permits applied for and issued as part of this Temporary Outdoor Dinning Permit program are issued for a period of six months at a time with an opportunity to extend depending on the current statuses of the Stay Home Stay Healthy order. All activities approved by permits issued as part of this program must be discontinued when the restrictions of the Stay Home Stay healthy order limiting capacity are no longer in-place.

## Diagrams:

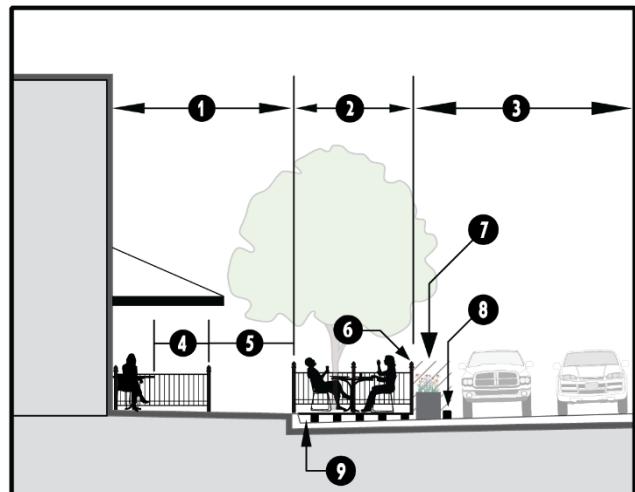
The images below show potential layouts for sidewalk cafes and outdoor seating in on-street parking spaces or “parklets”. The diagrams show the clearance that is needed for pedestrians (60”) and demonstrate the “inset parking” or “curb bump outs” that are required for potentially converting public parking into café seating.

**Diagram 1**



- ① Sidewalk
- ② Bump-out
- ③ Sidewalk cafe seating
- ④ 48" width clear path  
(Where sidewalk is too narrow, may be reduced to no less than 36"; maintain 6' social distancing while applicable)
- ⑤ 6' min back of chair to back of chair
- ⑥ Parklet cafe seating
- ⑦ Wheel-stop to create a 2' clear zone from travel lane (no seating)
- ⑧ Vehicle travel lanes

**Diagram 2**



- ① Sidewalk
- ② Parklet cafe seating, raised level to sidewalk
- ③ Vehicle travel lanes
- ④ If sidewalk seating is fenced, maintain 48" min for ADA access and clear path
- ⑤ 48" width sidewalk clear path  
(Where sidewalk is too narrow, may be reduced to no less than 36"; maintain 6' social distancing while applicable)
- ⑥ Barrier from travel lane
- ⑦ 2' clear zone (no seating)
- ⑧ Wheel stop
- ⑨ Keep 6" clear from curb for stormwater flow to drain

## Outdoor Café Seating Guidelines for Social Distancing

If outdoor space is available for your business to create temporary outdoor café seating, it must follow all guidance from the State of Washington *Stay Home, Stay Healthy* order during the Phase we are currently operating in. For Phase 2, this includes having tables be placed 6 feet apart when measured from occupied chair to occupied chair, and tables would seat no more than 5 people (see Diagram 1). More information available at <https://coronavirus.wa.gov/information-for/business>.

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## Temporary Outdoor Dining Permit

### Application Type: Select all that apply

Café Seating     Temporary repurposing of private parking     Temporary repurposing of on-street parking stall(s)

### Temporary Outdoor Dining Permit Applicant Information:

Is your application for a Temporary Outdoor Café Seating Permit in Response to COVID-19 restrictions?

Yes     No

(if no, please apply for standalone café seating permit Permit or Temporary Use Permit. This permit is only for businesses seeking outdoor dining area to recover lost capacity due COVID-19 reopening restrictions)

### Applicant Information

Restaurant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Redmond, WA 98052

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Temporary Outdoor Dining Information

Observing Stay Home, Stay Healthy Guidelines what is your proposed capacity in these areas of your restaurant?

A. Restaurant Capacity (Inside)	B. Current Sidewalk Café Capacity	C. New sidewalk café seating capacity	D. Private Parking Café Seating Capacity	E. On-Street Café Seating (Parklet) Capacity	F. TOTAL OUTDOOR CAFÉ SEATING (B+C+D+E,)	G. TOTAL RESTAURANT CAPACITY (A+F)
20 people	5 people (2 tables)	5 (2 tables)	10 (3 tables)	0	20 people (7 tables)	40 people

# of Private Parking Spaces Available: \_\_\_\_\_ # of On-Street Spaces Adjacent to Restaurant: \_\_\_\_\_

### Temporary Outdoor Café Seating Location Description:

#### 1. Sidewalk Café:

Distance between curb and building: \_\_\_\_\_ Proposed dimensions of Café Seating: \_\_\_\_\_ Does this leave 5' clear walkway for pedestrians and ADA accessibility? Yes, \_\_\_\_\_ feet  
The proposed sidewalk café stays within the front of my business \_\_\_\_\_ Yes \_\_\_\_\_ No

#### 2. Café Seating in Private Parking:

Proposed dimensions of café seating in private parking lot: \_\_\_\_\_

Is proposed café seating adjacent to restaurant entrance or exit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is space for vehicle maneuvering still available with proposed seating location? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of parking spaces converted to café seating? \_\_\_\_\_ How many remain available? \_\_\_\_\_

Are you maintaining your ADA spaces and walkway \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Café Seating in On-Street Parking Spaces (“Parklet”):

Proposed dimensions of Café Seating in on-street parking spaces: \_\_\_\_\_

Are parking spaces on a block with “inset parking” (see diagram) \_\_\_\_ Yes \_\_\_\_ No

How many public parking spaces would be converted to café seating? \_\_\_\_\_

Are you maintaining your ADA spaces and walkway: \_\_\_\_ Yes \_\_\_\_ No

**Certificate and Hold Harmless Agreement**

I certify that the information contained in this application and other materials submitted in the course of my application for a Temporary Outdoor Café Seating Permit is true to the best of my knowledge.

I shall hold the City of Redmond, its officers, agents and employees, and the adjacent property owner(s) free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

**Owner or Authorized Agent:**

*By signing this document, I agree to its terms and conditions.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Application Submittal Checklist:**

- Temporary Outdoor Dining Permit Application (this document)
- Temporary Outdoor Dining seating site plan drawing, diagram or photograph. A diagram, drawing or photograph of the planned outdoor space must include:
  - Building outline, including location of entrance/exit doors
  - Location of curbs and sidewalks (include the widths from building face to curb)
  - Location of private parking that is adjacent to any entrance/exit that might be used for outdoor café seating
  - Location and measurements of on-street parking that is proposed for outdoor café seating
  - Dimensions & measurements of proposed Temporary Outdoor Dining Seating area
  - Proposed layout of tables and chairs that meet the State of Washington Guidelines for social distancing (<https://coronavirus.wa.gov/information-for/business>)
  - Names of streets in the drawing and locations of any crosswalks
  - Other structures (fire hydrants, mailboxes, traffic signals, streetlights, cabinets, signs, planters, bike racks, etc.)
  - Photos or drawings of proposed fencing (if needed for sidewalk café seating only, barriers required for repurposing of parking areas)
  - Images or drawings of barriers with dimensions
  - Proposed platform and height to meet curb edge.
  - Location of any known utilities or utility covers (manholes, meters etc..)
- Certificate of Insurance and Endorsement
- Liquor Control Board Approval Letter (if alcohol is being served)
- Unobstructed photos of areas proposed for use

## Temporary Outdoor Dining Permit Conditions and Requirements

### Sidewalk Café Seating is Allowed:

- Where a business is conforming with current zoning code
- Where the sidewalk is wide enough for Sidewalk Café Seating
  - See Pedestrian Clear Zone requirements (City of Redmond Standard Details DG12)
  - Five-feet minimum clear zone. A reduction to 48 inches wide clear zone can be requested with a detailed justification but will require additional review and processing time.
- Café space is limited to the space adjacent to the front of the establishment.
- Fencing is optional, pavement demarcations are required for all café seating areas which are provided by the City at time of approved site area inspection.

### Seating in Private Parking Lots is Allowed When:

- The temporary use will not impair the normal, safe, and effective operation of a permanent use on the same site.
- The temporary use will not significantly impact public health, safety or convenience, or create traffic hazards or congestion, or otherwise interrupt or interfere with the normal conduct or uses and activities in the vicinity.
- The temporary use will not be materially detrimental to the surrounding uses in terms of traffic, noise, and other external effects.

### General Condition of Private Parking Conversation to Outdoor Café Seating:

- A temporary use conducted in a parking facility shall not occupy or remove from availability more than 25 percent of the spaces required for the permanent use.
- Each site occupied by a temporary use must provide or have available enough parking and vehicular maneuvering area for customers or other users. Such parking need not comply with RZC 21.40.010.G, *Parking and Storage of Recreational, Utility, and Commercial Vehicles and Vessels in Residential Neighborhoods*, but must provide safe and efficient interior circulation and ingress and egress to and from public rights-of-way.
- The temporary use shall comply with all applicable standards of the Seattle-King County Health Department.
- All temporary uses shall obtain, prior to occupancy of the site, all applicable City of Redmond permits, licenses and other approvals (e.g., business license, building permit, administrative approvals, etc.).
- The applicant for a temporary use shall supply written authorization from the owner of the property on which the temporary use is located.
- Each site occupied by a temporary use shall be left free of debris, litter, or other evidence of the temporary use upon completion of removal of the use.
- All materials, structures, and products related to the temporary use must be removed from the premises between days of operation on the site, provided that materials, structures, and products related to the temporary use may be left on-site overnight between consecutive days of operation. By virtue of having been in consistent operation prior to the existence of the ordinance codified in this chapter, the open air craft and farmers market operation, commonly known as the Saturday Market, shall be allowed to store structures on-site between weekly activity of the market, but such structures must be reviewed by the Administrator annually and permission to leave them in place between market sessions may be denied if they become a visual blight, safety, or health problem. They shall be removed at the end of the permit period.
- Additional conditions may be established as necessary to ensure land use compatibility and to minimize potential impacts on nearby uses. These include, but are not limited to, time and frequency of operation, temporary arrangements for parking and traffic circulation, requirement for screening or enclosure, and guarantees for site restoration and cleanup following temporary uses.

## Converting On-Street Spaces to a Parklet is Allowed When:

- Sidewalk & private parking options for café seating have been exhausted to meet lost indoor dining due to current reopening phase directive from the state and outdoor seating capacity still exists.
- Inset parking is available along the frontage of the establishment and are located outside of sight distance triangles (intersection visibility area).
- If multiple applicants would like to convert parking to outdoor café seating, the City shall evaluate potential for shared parklet space between businesses

## General Conditions of On-Street Parking Conversion to Parklet/Outdoor Café Space

- On-Street Café Seating shall be restricted to two (2) parking spaces ( $2 \times 20 = 40$  feet) of the frontage of the establishment to which the permit is issued.
- No more than four (4) parking spaces per block may be used by restaurants. Shared parklet space may be evaluated by City of Redmond staff.
- The proposed site shall be located at least one parking space, approximately twenty (20) feet, in from any corner or intersection and must be protected by a bollard, sidewalk, or other similar feature.
- Parklets shall be located on parking lanes only, without any encroachment on driving lanes.
- To locate café seating in the public right of way, the parking space must be a part of a street with inset parking or “curb bump outs”. **See diagram for example.**
- There shall always be a sixty (60) inch wide clear path on abutting sidewalks for pedestrians. A reduction to 48 inches wide clear zone can be requested with a detailed justification but will require additional review and processing time.
- The proposed location shall have a posted speed limit of 30 mph or less. Streets with a higher speed limit may be considered on a case by case basis.
- The proposed street shall have parking lanes that will not become a tow away lane during morning or afternoon peak hours, and the Parklet shall provide a minimum clearance of 12" from the edge of any existing parking apron.
- No parklet shall interfere with the sightlines of driveways and street intersections.
- Parklets may be located on only on streets with a slope less than five (5) percent.
- The Parklet shall be constructed and/or installed to conform to the applicable rules, regulations and guidelines of the City of Redmond building Code, the Americans with Disabilities Act (ADA) and any other applicable federal or state law or regulations.
- Parklets shall be required to have soft hit posts, wheel stops, and barriers on all edges of the platform (such as planters, railings or cables.)
- Parklets shall not be allowed in front of a fire hydrant, or over a manhole, public utility valve or cover. A clearance of fifteen (15) feet shall separate parklets from fire hydrants. Applicant may can be request approval to place parklet over a manhole with a detailed justification but will require additional review and processing time. Approval is not guaranteed.
- All parklets and private parking areas temporarily repurposed for outdoor dining shall only be used with the understanding that the city may require immediate access to utilities or other infrastructure for the purpose of maintenance or emergency.
- Maintenance access. Parklets must be designed to provide access under the platform to allow for maintenance (i.e. repairs or clearing debris). If the platform base is not a solid mass, access can be provided through access panels, removable pavers, or other means. All parklets must provide access through the parklet platform or threshold to the gutter adjacent to the curb.
- Parklets cannot impede the flow of curbside drainage. A 6 inch by 6 inch minimum clear gutter space must be provided along the entire length of the parklet adjacent to the curb. Openings at either end of the parklet may be covered with screens to prevent debris buildup beneath the deck and in the gutter. See Diagram 2 on page 2.