

THE CITY OF DETROIT

OPEN DETROIT



A guide for businesses to
safely expand dining
services.



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OUTDOOR DINING APPROVAL PROCESS



1



Review the
guidebook and
understand the
criteria and
guidelines



2



Notify the City
of your intent to
take advantage
of outdoor dining
by submitting an
application



3



Gather/order the
needed furnishings

Are you interested in operating an outdoor dining area?

Follow these steps below



4
○

Set up!



5
○

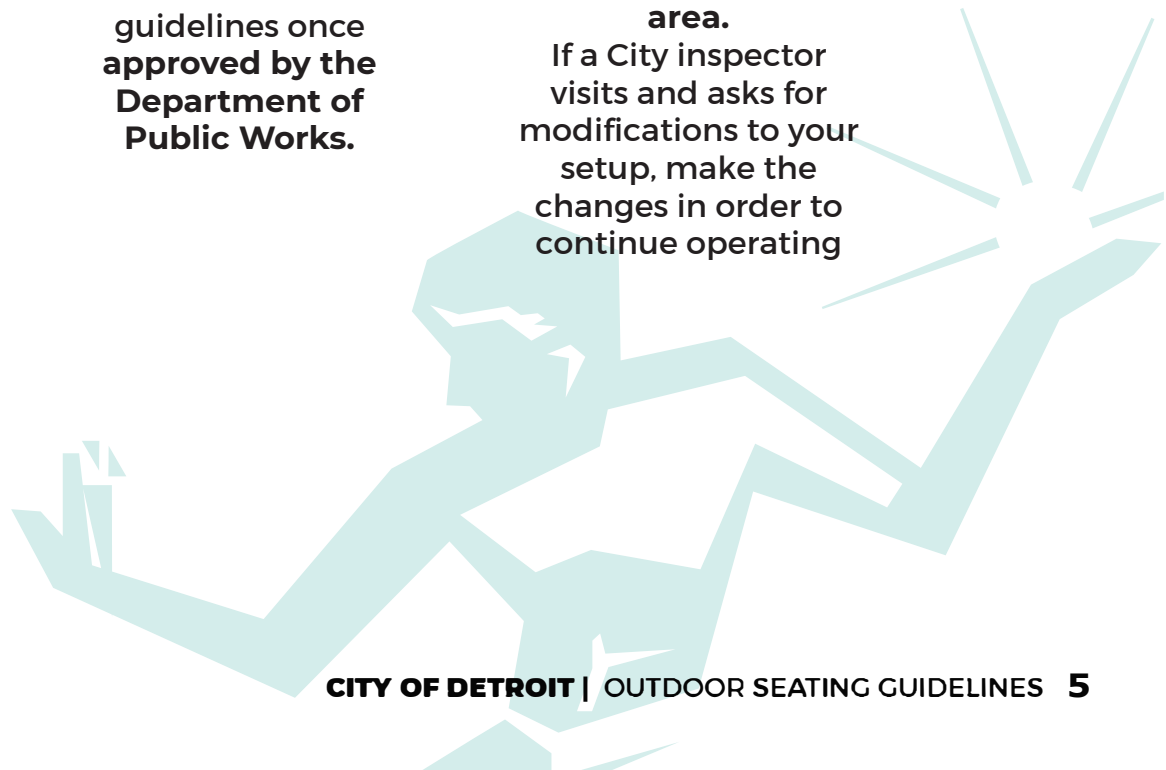
Begin operating within the rules of the guidelines once approved by the **Department of Public Works.**



6
○

Post your permit inside near the entrance in a visible area.

If a City inspector visits and asks for modifications to your setup, make the changes in order to continue operating



OPEN DETROIT INTRODUCTION

In an effort to offer continued support to restaurant businesses in the City of Detroit, guidelines and allowances for Outdoor Dining setups are being carried over to provide businesses with the opportunity to expand dining services into the outdoors.

Open Detroit is a program available for all business in the city of Detroit located along City of Detroit jurisdiction roads businesses located on State of Michigan roads can apply using this link: through the MDOT right-of-way page. The link can be found on the City of Detroit's Outdoor Dining webpage.

Using these guidelines will help achieve a safe environment for businesses interested in operating outdoor dining.

Sidewalks

Permitted sidewalk space adjacent to a business may be used for dining purposes. Adequate width (Minimum of 6 feet) of ADA compliant sidewalk shall be available for pedestrians at all times. Adequate pedestrian pathway must be provided.

Parklets

Parklets are on-street parking spaces that have been temporarily converted for other uses, such as expanded outdoor dining areas.

OPEN DETROIT INTRODUCTION

Private Parking Lots

Up to 50% of off-site private parking spaces counted for required parking may be converted to outdoor dining or retail space, when the lot is immediately adjacent to the parent property. The converted use must be in conformance with all Detroit requirements for building accessibility.

Additionally, no parking for disabled persons may be repurposed for restaurant or retail use. The required landscape and buffer areas for the off-site private parking spaces (Vehicular Use Areas), shall not be used as an expanded converted use for restaurants or retail operations. There shall not be parking, outside seating, or retail activities in these areas.

- **Businesses must have a temporary barrier of 36" or higher delineating the dining area.**
- **The dining area must not impede the flow of traffic in the parking lot.**



APPLICATION PROCESS & ASSOCIATED FEES

Application Requirements

The application for an Outdoor Dining setup will require the following materials:

- A site plan which includes: table layout, dimensions, barriers (if applicable), heater locations and specifications (if applicable), tent size (if applicable), ingress and egress, and any proposed structures. Example site plans can be found on [pages](#)
- A notarized indemnity agreement Indemnity Agreement
- If a heating apparatus is going to be used, the specifications of that apparatus must be submitted at time of application. This submittal shall also include the number of units and location of units.
- If a tent is proposed to be used, the manufacturer specifications, sizing and weighting must be supplied at time of applications.

Applications will be submitted through OpenGov. Instructions on how to use OpenGov use can be found [on the City of Detroit's Outdoor Dining webpage](#).

Application Timeline

An open application period for Outdoor Cafe permits will open up January 1st and end February 28th of every year. Late applications will be considered.

Outdoor Dining Seasons

Applicants can apply for an annual permit or a seasonal permit

Annual Permit

April 1st through March 31st of each calendar year

Seasonal Permits

Spring/summer: April 1st through November 15th of each calendar year

Fall/winter: November 16th through March 31st of each calendar year

*Outdoor cafes that employ any structures (anything more than tables and chairs, this typically includes barriers of any kind, heaters, and tents, should apply for a TMP (Temporary Use Permit) to adhere to Fire Department standards.

Fees

DPW fees

- Seasonal permit - \$175
- Annual permit - \$350

DFD fees

- Temporary Use permit (TMP) - \$187.
- Plan Review fee - \$150
- Inspection fee - \$128 (if initial inspection is necessary)
- Post and Measure (Capacity Card): \$214 (if no capacity is provided prior to inspection)

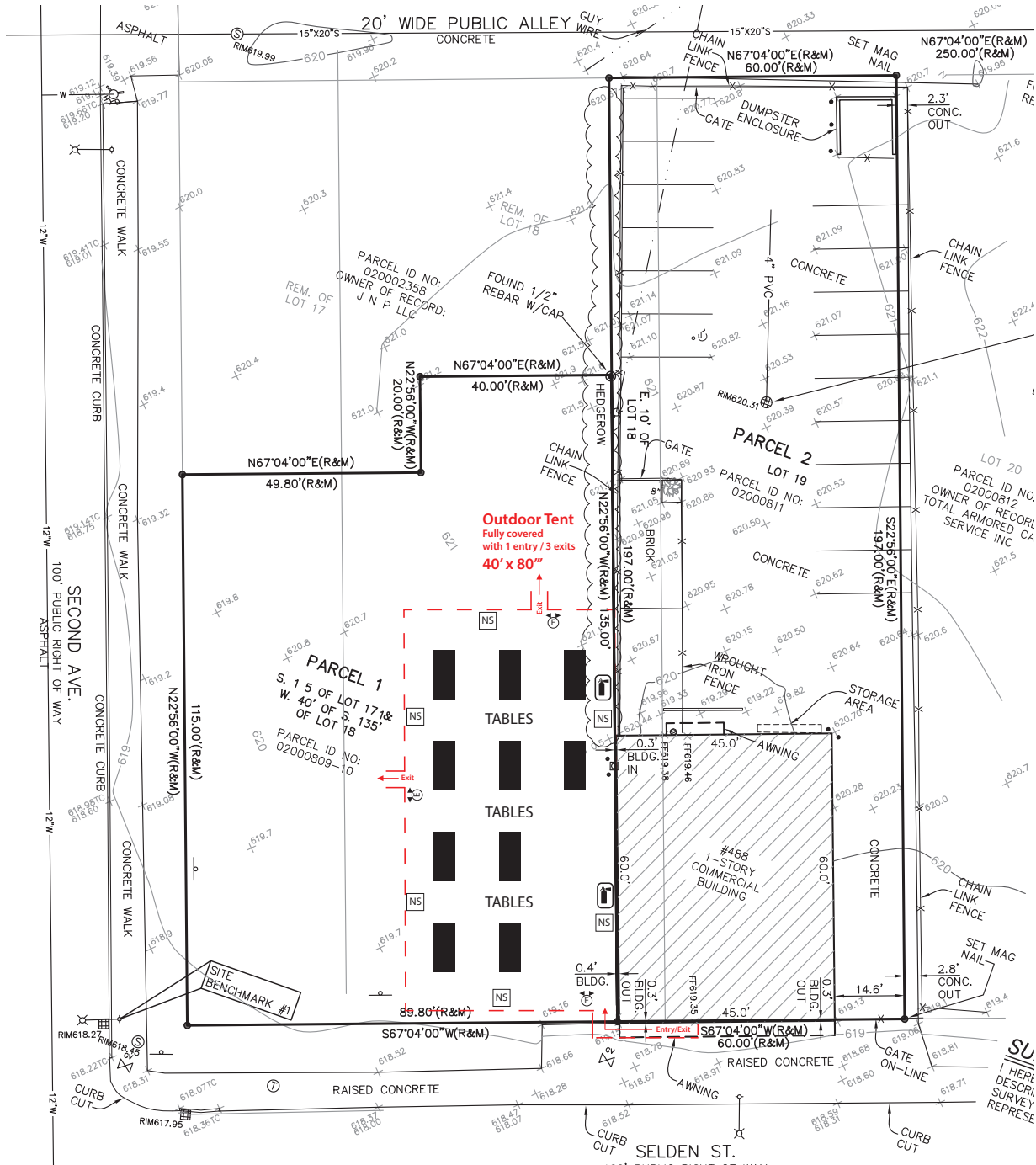
MPD fees

- For outdoor cafes that operate within metered parking spaces, \$1 per hour of operations will have to be paid.

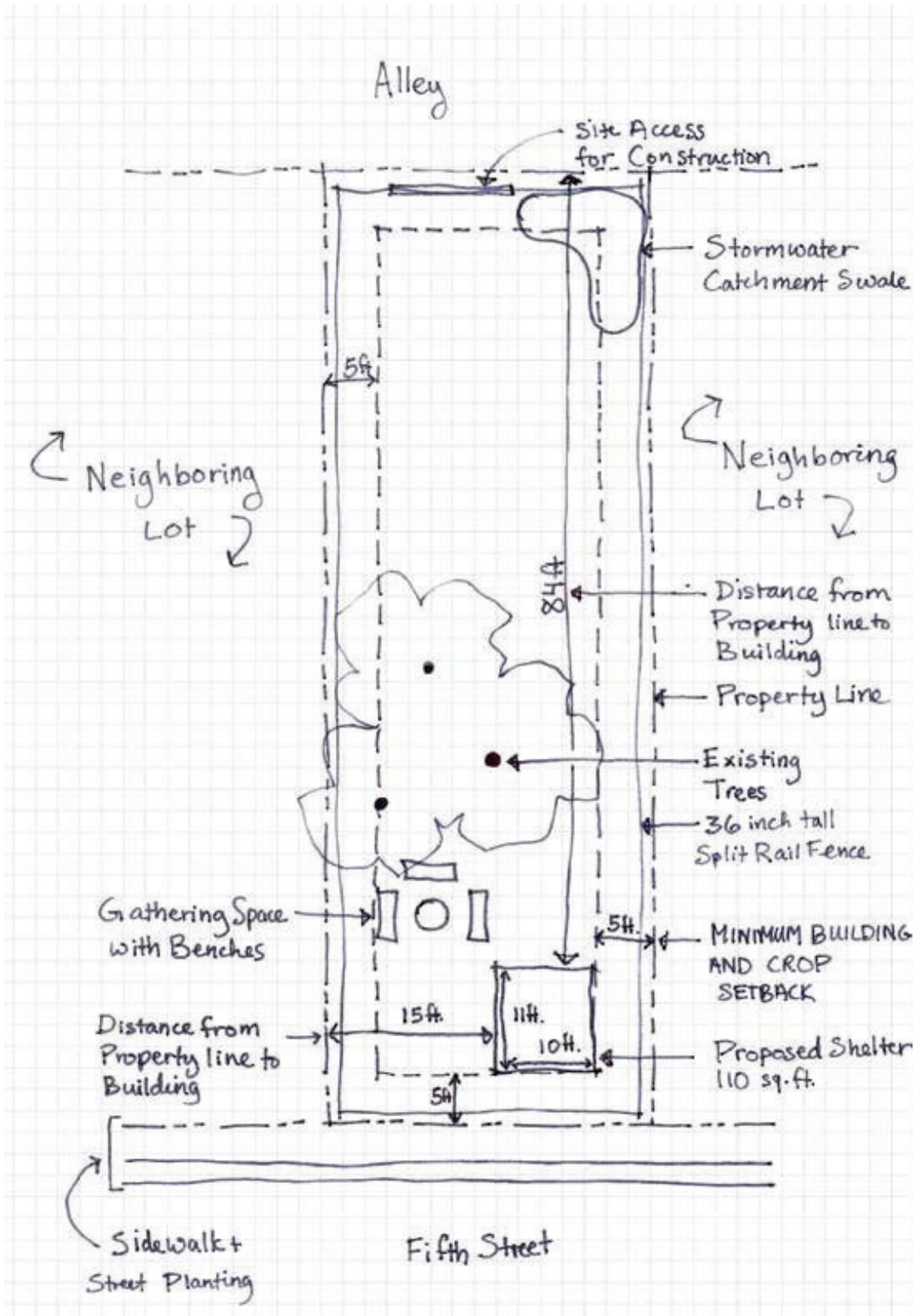
SAMPLE FLOOR PLAN / SITE PLAN

Floor / site plans may be digitally created or hand-drawn.

Below are two samples.



SAMPLE FLOOR PLAN / SITE PLAN





BUSINESS RESPONSIBILITIES FOR STREET ACTIVATIONS

It shall be the responsibility of the business to activate the spaces described in this section with **temporary materials** such as tables and chairs, umbrellas, and visual/physical barrier materials as needed per site specific conditions. Maintenance (daily up-keep, litter cleanup, etc.) associated with business operations shall also be the responsibility of the business.

Use of Tents or Shade Structures on Sidewalks, On-Street Parking Spaces, or Closed Streets

The following requirements shall apply to use of tents or shade structures within public spaces:

Tents will require submittal of manufacturer specifications and internal floor plans

- No staking of tents is permitted in public rights-of-way.
- All tent legs must be weighted
- Each leg must have a minimum of 40lbs.
- Weights must be securely attached to canopy roof and canopy leg separately
- Ropes and straps should be high quality
- Bungee or rubber straps are prohibited
- Weights must be on the ground and not dangling
- Weights and lines must not pose a hazard and be clearly visible
- For maximum safety, tents should be secured as soon as they are put up, and brought down as soon as weight is removed.

Do not leave unsecured tents at any time.

- Heaters of any kind shall not be used under tents or umbrellas.
- Smoking is prohibited under tents and shade structures.
- Tents must not have closed walls in place while open to the public, and all sides should be open for airflow.

Items that make acceptable weights:

- 55 gallon bucket full of water, sand, or concrete
- 4" PVC pipe at least 36" long filled with concrete
- Large commercially available tent weights
- Sandbags or salt bags 40lbs or heavier
- Requirements for tents larger than 10-foot by 10-foot:
 - Shall only be placed in private parking lots(not to be used on sidewalks)

GENERAL REQUIREMENTS

Outdoor Dining:

- Facility must have a valid State of Michigan food service License
- Food service provided to a temporary serving location does not need an additional license as long as it meets the requirements.
- **All components used for the dining space shall be temporary. This applies to fencing, any furniture used, tents and heaters. Fencing is not to be bolted in the public right-of-way. We encourage businesses to reference page 19 of the guidebook for examples of space delineation**
- No heating, cooking or open flames permitted in the outdoor dining area
- Serving only is allowed in the outdoor dining area
- No pets will be allowed in the outdoor dining areas, unless the pet is a Service Animal
- A notarized indemnity agreement must be included in application.
- Approved permits should be in a conspicuous location by the entrance in order to be visible to inspectors.

Outdoor café seating and retail operations within sidewalks and public rights of way shall maintain:

- An unobstructed pedestrian path of at least 6 feet; A graphic depicting outdoor seating parameters is attached to this guidebook on page 24.
- Access to public utilities, building entrances, crosswalks, bus stops and transient entrances;
- Pedestrian and traffic safety; and Aesthetic compatibility with the surrounding area.

Sidewalk café Requirements

The width of the sidewalk café or retail space is restricted as follows:

1. a. The width shall not exceed the width of the sidewalk frontage of the subject property.
2. A clearly marked, unobstructed, and durable pedestrian right-of-way, also known as the “pedestrian path”, that meets required accessibility standards, of no less than six (6) feet shall be maintained for each sidewalk café area and shall adhere to the following standards:
 - The minimum distance of said path shall be measured from the portion of the sidewalk café/retail space boundary which is nearest either the curb line or the nearest obstruction.
 - In no event may recesses in the sidewalk café/retail space boundary be used to satisfy this unobstructed width requirement
3. **Delineation** of dining space is required with use of fencing, planters, barriers of temporary surface materials below.
4. Dining tables must be set back 2 feet from edge of outdoor dining limit.
5. Chairs against the edge should have their backs to the rest of the sidewalk.



TEMPORARY SURFACE MATERIALS

Temporary surface materials, such as those depicted below, are permitted for application on sidewalks and parking spaces to delineate dining space. For establishments intending to serve alcohol physical barriers must be installed in accordance with page 19.



Cornstarch
Paint



Chalk



Turf



Jersey



Straw



Painted
Plastic



Wood



Tire
Plant



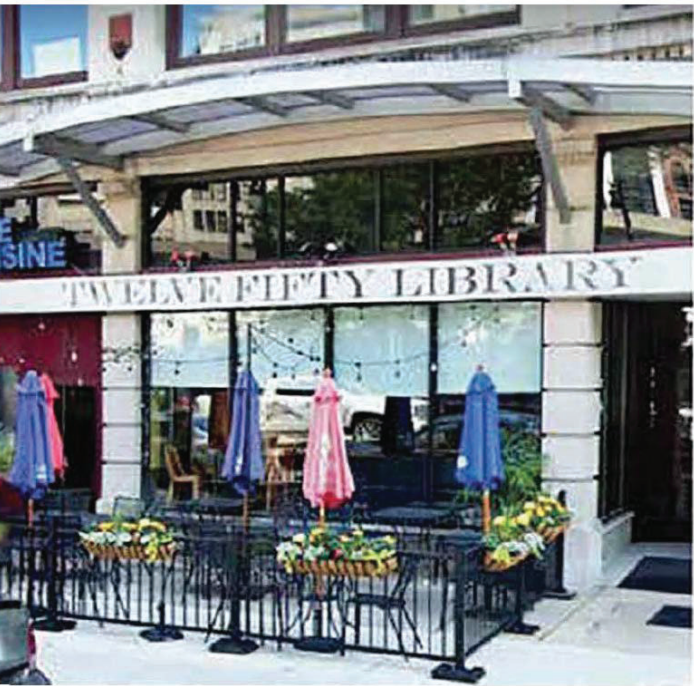
Plant

PARKLET GUIDELINES

Parklets will need to follow the general guidelines outlined in this documents.

Parklet requirements are as follows:

1. Spaces must be delineated with traffic control devices such as cones, barrels and water filled Jersey barriers as per the Michigan Manual on Uniform Traffic Control Devices Part 6 requirements. Traffic controls should be installed and maintained by the requester for the protection of the patrons. Adequate artificial lighting and protection from weather could be considered as factor for approval.
2. Spaces must be set up with tables and chairs while the traffic control devices are in place.
3. Any equipment or furniture placed in the parking space cannot be placed closer than 2 feet from the edge of the adjacent travel lane.
4. All Parklets must be made ADA compliant.

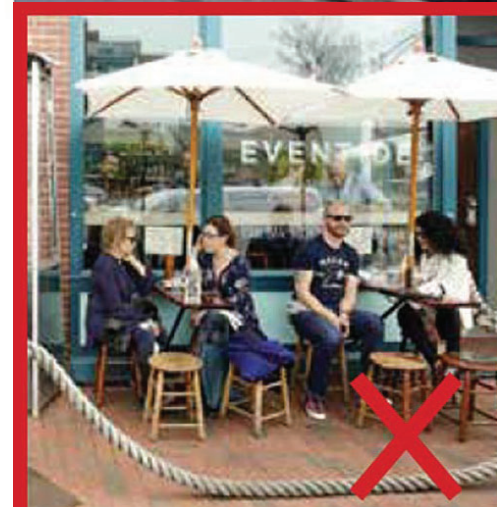
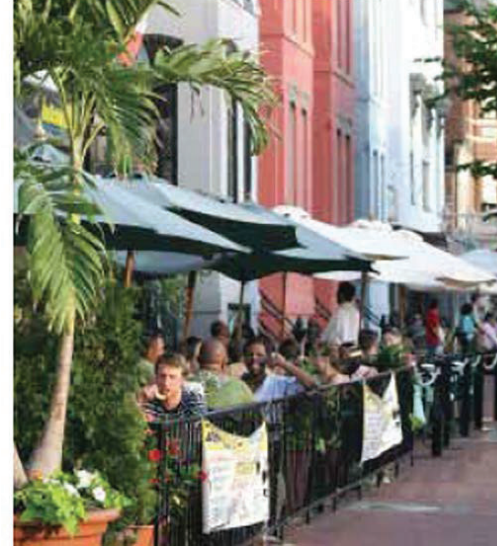


SERVING ALCOHOL OUTDOORS

Restaurants that are interested in serving alcohol outdoors, must have a liquor license that allows for outdoor alcohol sales.

Alcoholic Beverages

Restaurants and food establishments licensed under Michigan laws to serve alcohol outdoors, will be permitted to sell and allow on-premise consumption of alcoholic beverages within expanded dining areas on private property, on immediately adjacent sidewalks, and within parklets. Restaurants serving alcohol outdoors must provide a physical vertical barrier as described below:



Barriers Outdoor dining cafés serving alcohol must have a barrier (fence or planter). Sidewalk cafes not serving alcohol are not required to provide physical barriers. Barriers may be placed in the approved sidewalk/ street area when the sidewalk cafe is open for business.

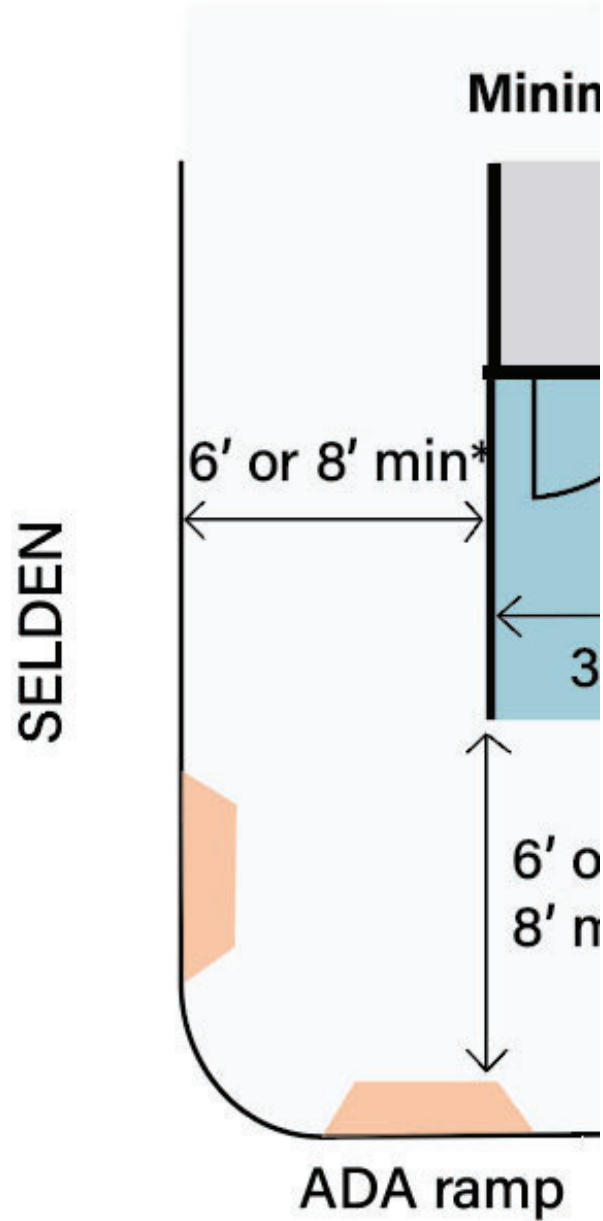
Barriers may not be anchored to the city right-of-way and should be weighted down when needed.

Generally barriers should be 36 inches in height, and must be free-standing, stable, and removable.

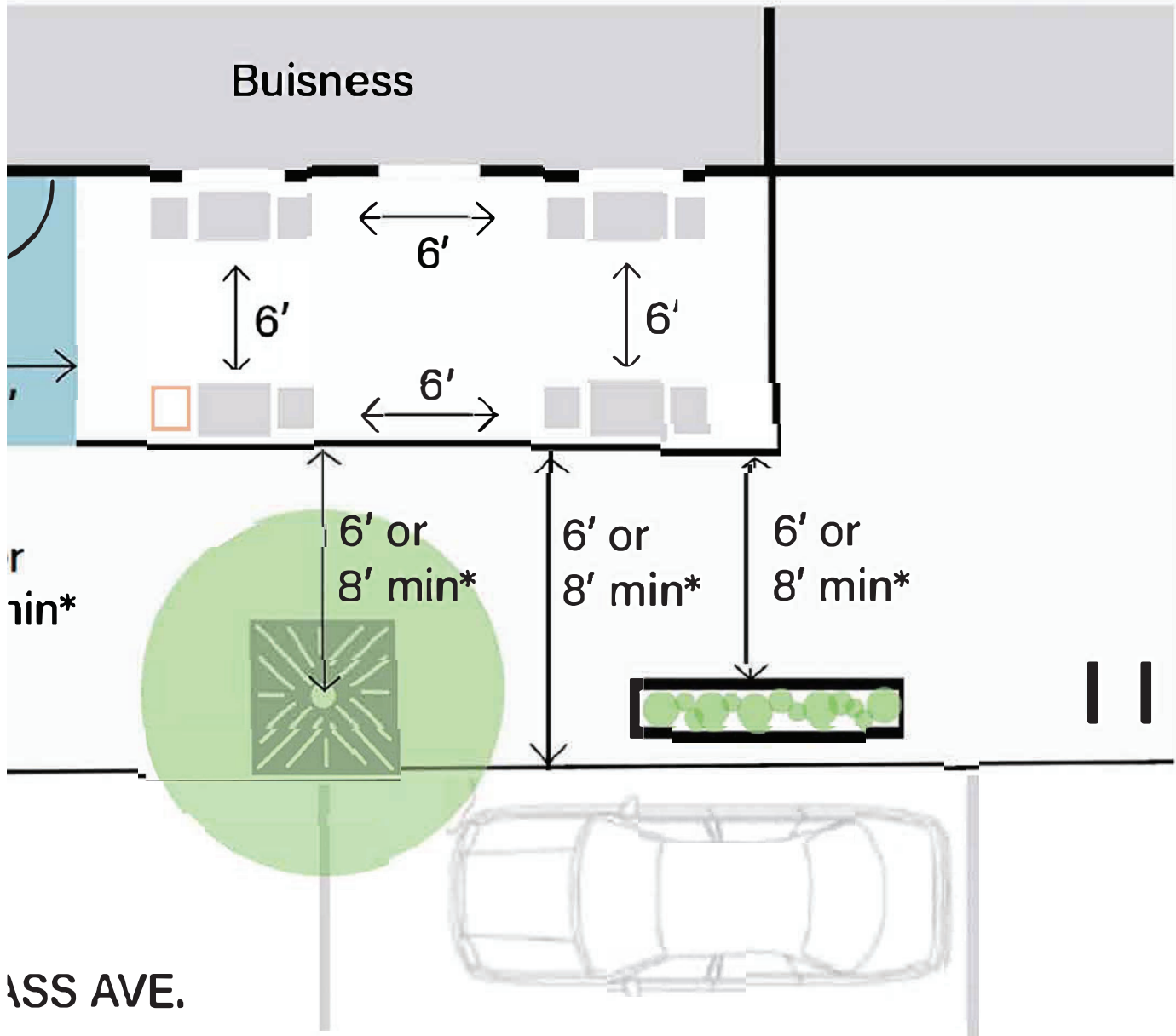
OUTDOOR SEATING GUIDELINES

GENERAL NOTES:

- Parklet should not be located within 15 feet of a fire hydrant or in front of a mailbox or bike rack.
- Maintaining at least 6ft of pedestrian walkway is required at all times.



Minimum required dimensions of a sidewalk cafe



Downtown Detroit
6' wider.

- area where servers are allowed.
- ADA accessible seating



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