

OPEN FOR BUSI- NESS



JUNE 2020

A guide to reopening businesses
in a safe manner that protects
the patrons and employees.



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COVID OUTDOOR DINING APPROVAL PROCESS

5

Are you interested in operating an outdoor dining area?

Follow these steps below



1

Review the design packet and understand the criteria and guidelines



2

Gather/ order the needed furnishings



3

Notify the City of your intent to take advantage of outdoor dining using this link:
Detroitmeansbusiness.org



4

Set up!



5

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



6

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

*If you are interested in using the parking spaces in front of your business (as pictured and described in the guidelines) to set up additional tables, please indicate this on the above link, but **DO NOT set up in the street until approved by the Department of Public Works.** Parklets need 3 business days for review.



OPEN DETROIT INTRODUCTION

In an effort to support the restaurant businesses in the City of Detroit, new temporary guidelines and allowances are being enacted to ensure the reopening of businesses in a safe manner that protects the patrons and employees. **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 or Wayne County roads may need additional approvals).** Using these guidelines and following the protocols will help achieve a safe environment for businesses interested in operating outdoor dining in new ways:

Sidewalks

Private use of sidewalk space has typically required Sidewalk Café permit per City Ordinance. The City of Detroit is temporarily suspending the requirement to apply for a permit and now allowing businesses to temporarily use sidewalks for additional restaurant seating where appropriate. Adequate width (Minimum of 6 feet) of ADA compliant sidewalk shall be available for pedestrians at all times. Adequate pedestrian pathway must be provided as described on page. 22.

Parklets

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

Restaurant Recovery Zones

The City has designated a number of Café & Retail Zones where the City

will close selected portions of an entire street and require detours for vehicles. These zones will provide the maximum additional space, serve many businesses in a concentrated area, and will be installed 24 hours per day/7 days per week, for the duration of this pilot program. In the interest of public safety, full street closure locations and hours of operation are approved and deployed by the City of Detroit in advance. The City will provide the maintenance of traffic plan to close the roadway for vehicles and deploy necessary detours and signs to direct traffic away from the closure. It is the responsibility of the business to activate these spaces with temporary materials such as tables and chairs, umbrellas, and visual/physical barrier materials.



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, and social distancing requirements that provide at least 6 feet spacing between backs of chairs.

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.



RESTAURANT OPERATION GUIDELINES

- All staff shall wear a mask
- It is encouraged that all staff be tested for COVID 19 before returning to work.
- Only sit-down dining will be permitted, no standing or bar seating.
- Only sitting customers and staff are allowed in outdoor café area, no gathering or socializing in standing groups.
- Patrons shall be encouraged to wear a mask until seated at their tables.
- There must be at least 8 feet between tables, with the people at different tables at least 6 feet from each other.

See diagram on page 22.

- If carry-out service is conducted in addition to patio or dine in service, ensure that there is adequate space to allow all types of customers to remain spaced out at least 6'
- Reservations and call ahead seating is encouraged to avoid excessive numbers.
- If walk up seating is allowed by the restaurant, they should have a plan on how to prevent excessive crowds



- When customers make their reservation, ensure that the customer understands that if anyone in their party is exhibiting any symptoms such as cough, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell that they are prohibited from dining in and if someone appears to exhibit any symptoms then they will be asked to leave.
- A sign posted at the entrance informing patrons that if they are exhibiting any symptoms such as cough, fever, chills, muscle pain, headache, sore throat or new loss of taste or smell, we are requesting that you do not enter the establishment or area.
- An employee must clean and sanitize tables and chairs between each party.
- Patrons must remain in their cars or outside the facility until their reservation time. Set up a system that will make it easy to let people know when a table is ready (cell phone call or text message for example)
- Use verbal or disposable Menus and single service condiments
- No re-use food containers and utensils but bio-degradable single-service items are encouraged.
- Overhead protection is required over outdoor service areas.

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:

- The maximum size tents that may be placed within sidewalks and parking spaces will be 10-foot by 10-foot.
- 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:

- 5 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, parks, or street closures (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.
- 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

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 22.
- 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

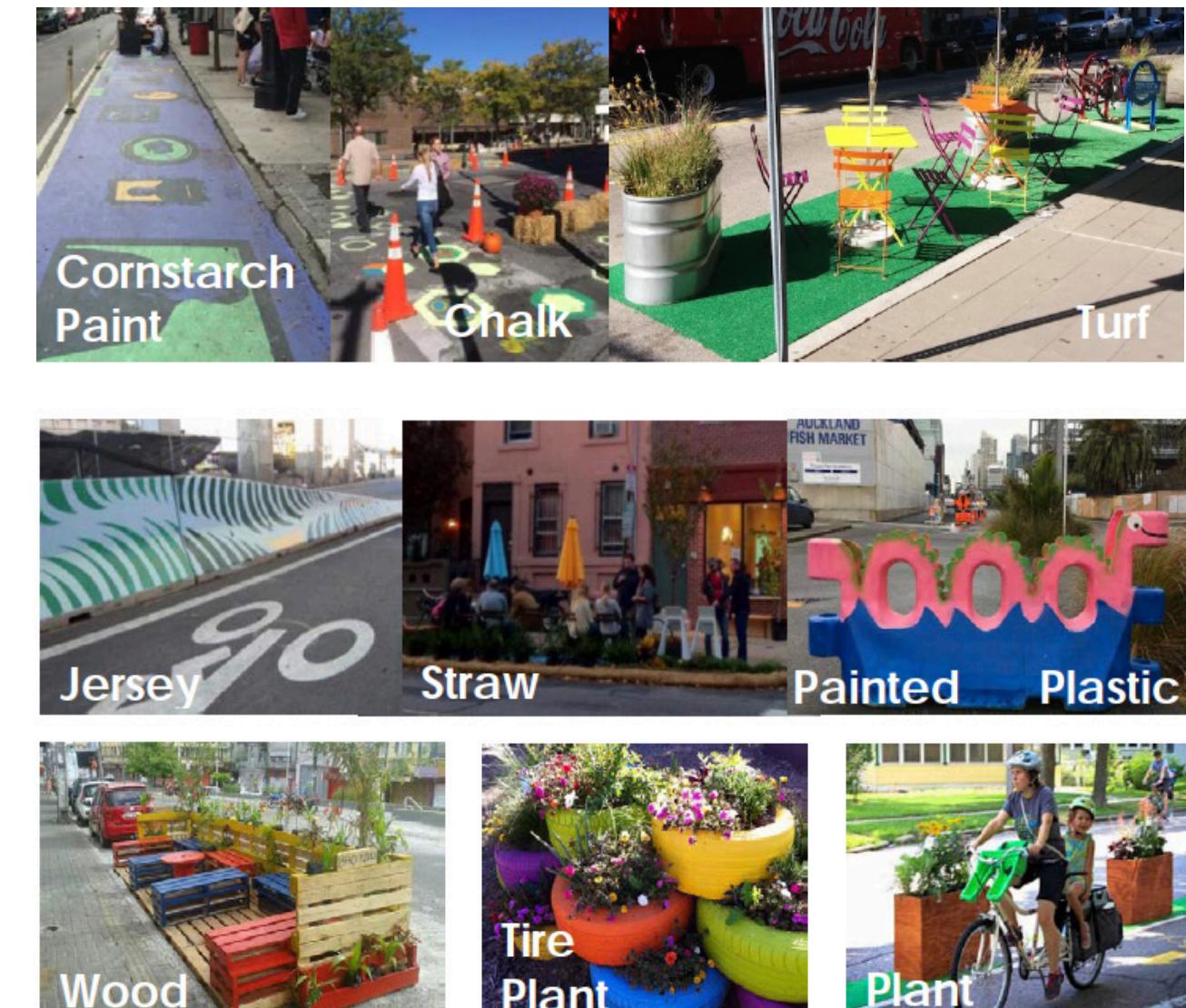
The width of the sidewalk café or retail space is restricted as follows:

1. a.The width shall not exceed the width of the sidewalk frontage of the subject property. However, the area of the permit may be extended up to a maximum of fifty (50) feet on one (1) side of the subject location, subject to the provisions of subsection b. of this section.

1. b.The sidewalk café may extend by a maximum of fifty (50) contiguous feet in the public right-of-way on one (1) side and/or the other side of the private property so long as the property directly abuts the public right-of-way, with the permission of the adjacent business.
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:
 - a.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.
 - b. 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 or temporary surface materials below.
 4. Dining tables must be set back 2 feet from edge of outdoor dining limit (See diagram on page 22)
 5. Chairs against the edge should have their backs to the rest of the sidewalk
 6. Transparent sneeze guards could be installed as barrier between dining area and pedestrian path to allow for additional seating against barrier
 7. Signs should be installed reminding the general public not to socialize along the dining area

TEMPORARY SURFACE MATERIALS

All outdoor dining spaces **MUST** be delineated. Where alcohol is not being served, 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 20.**



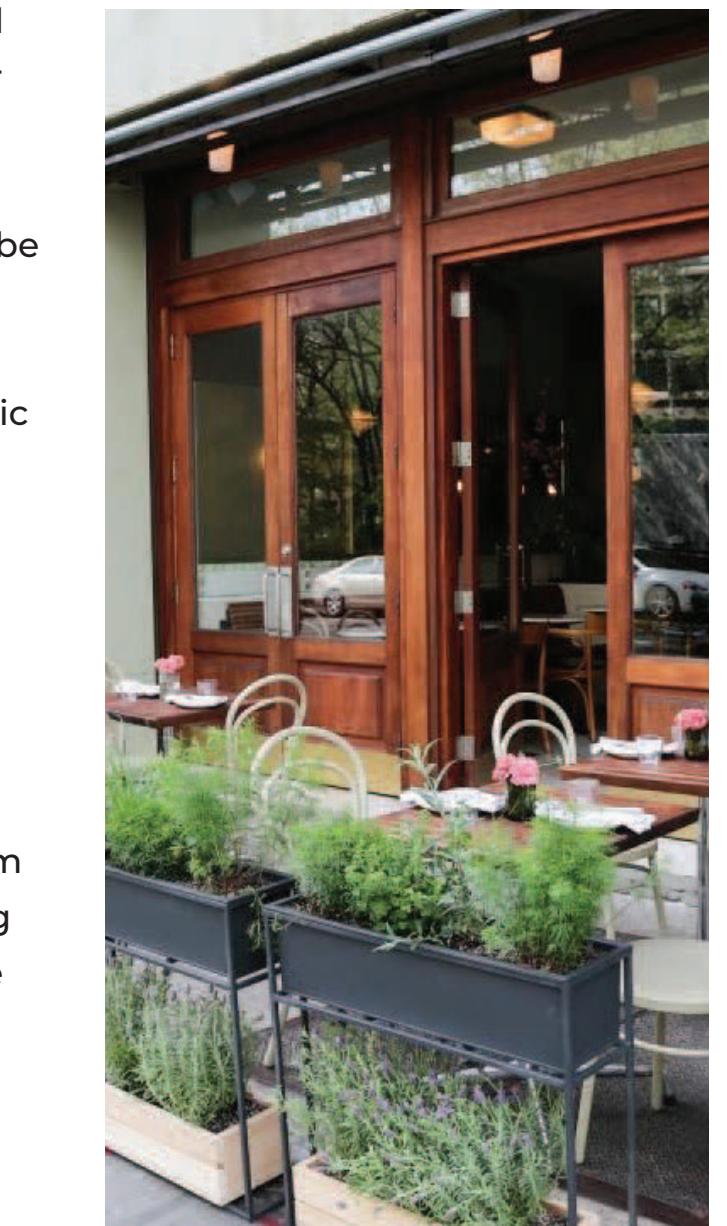
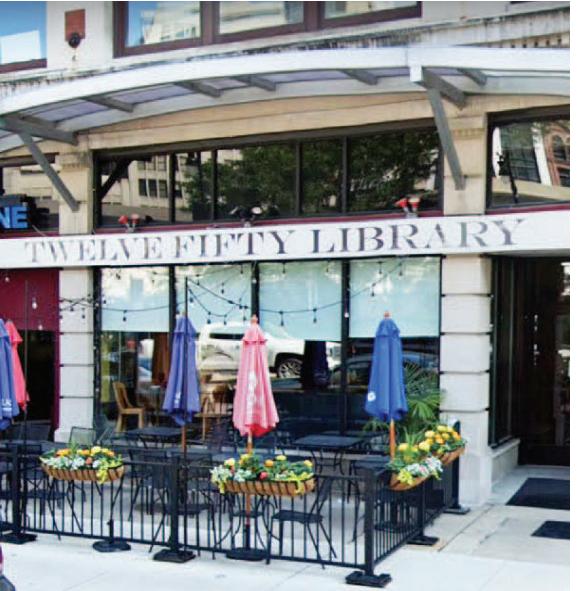
PARKLET GUIDELINES

Businesses interested in expanding their outdoor dining capacity to the curb lane as a Parklet, should indicate the desire to do so on the registration web form: <https://detroitmeansbusiness.org/2020/06/city-relaxing-outdoor-seating-restrictions/>. Parklets will need to follow the general guidelines outlined in this document, but have additional steps that need to be taken. Once the request is received the Department of Public Works will review the request within 3 business days and respond to business owner indicating permissions and requirements for set up. Additional 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 by building a platform to sidewalk level or constructing a ramp down to street level. See diagram on pg 22.



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, within parklets and within Restaurant Recovery Zones that have been closed to traffic by the City of Detroit. 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.

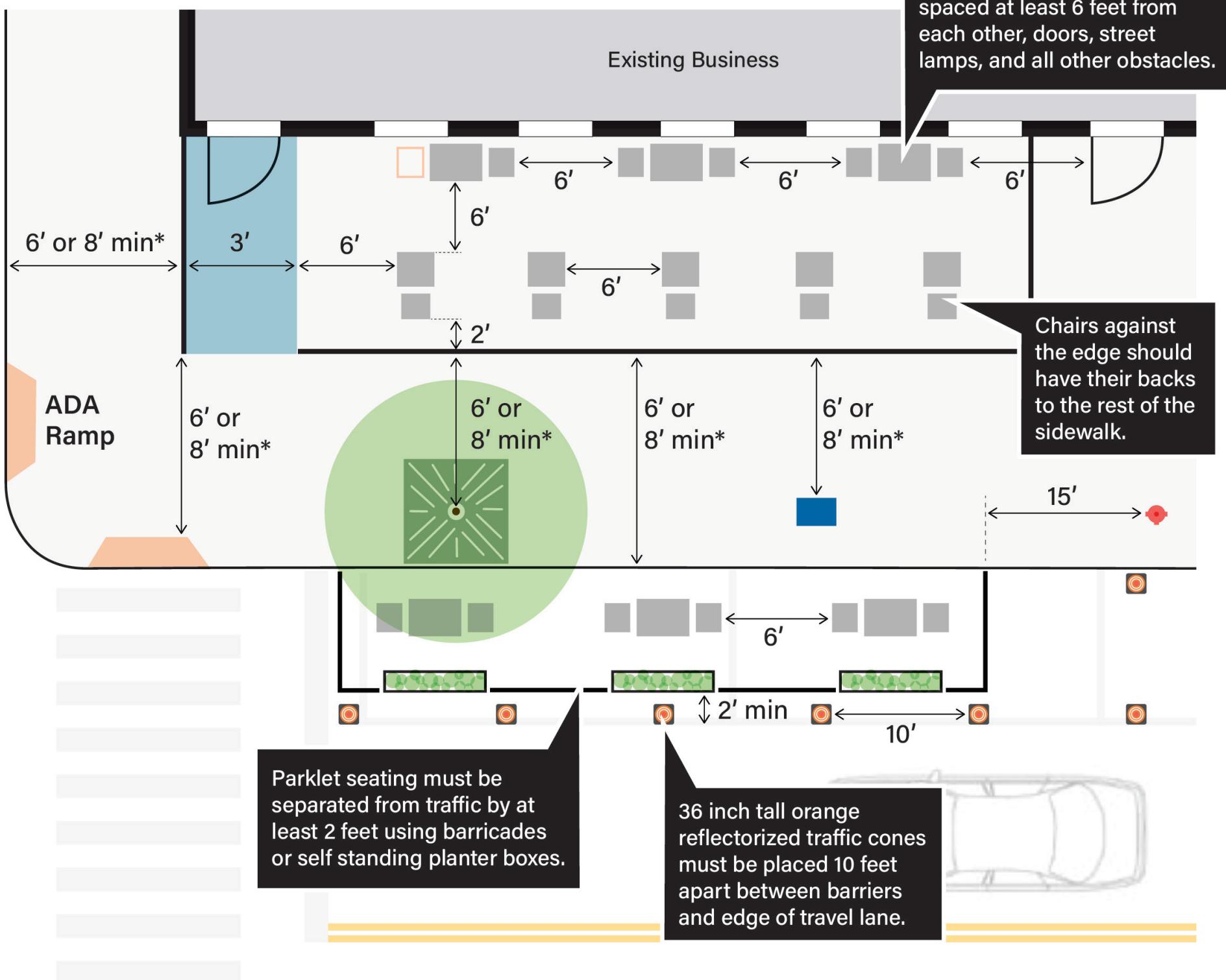
Barriers may not be anchored to the city right-of-way and should be weighted down when needed.

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.
 - Transparent sneeze guards could be installed as barrier from sidewalk to allow for additional seating against outdoor cafe barrier.
 - Signage should be installed reminding the general public not to congregate along the dining area.



Area where servers are allowed

ADA Accessible Seating

