



TEMPORARY

WESTMINSTER
COLORADO



outdoor dining

Design Handbook

Guidelines

The City of Westminster is implementing a temporary program to allow food and beverage service businesses to temporarily expand their areas of service in order to promote social distancing and public health measures related to COVID-19. The following guidelines are intended to answer basic questions and provide guidance on the program.

Temporary Use Application

All businesses interested in expanding areas of service must submit a temporary application here.

There is no application fee. Processing time is one week. Please note: depending on plans, additional permits/licenses might be required (i.e. liquor license or building permit). Staff will guide applicants as appropriate.

Who Is Eligible to Apply?

Applicants can include places of public accommodation offering food, beverages or alcoholic beverages for public consumption (restaurants, coffee houses, brew pubs, etc.). Applicants must be in compliance with existing business license and liquor license requirements. Applicants must also comply with all applicable zoning, building and fire codes.

What is Allowed?

Allowed activities include sit-down service, customer pick-up and carryout.

What is Not Allowed?

Any activity that promotes congregating is not allowed, including live music, yard games, etc.

How are Applications Reviewed?

A cross-disciplinary team of city staff will review each application in regards to life safety, public health, emergency access, mobility and other applicable code and license requirements. An on-site inspection will be performed before approval is issued.

Owner's Permission

For any proposed expansion on private property, an applicant must provide proof of owner's consent and permission through the online application form.

Zone Districts: Where is Expanded Outdoor Service Allowed?

This service is permitted in all non-residential zone districts/land use areas where restaurants and drinking establishments are permitted and currently in operation.

Can I Expand Onto Public Property?

The city's written consent through a license agreement or otherwise is necessary for any expansion onto right-of-ways, sidewalks, streets, etc.

Where Is Expanded Food and Beverage Service Allowed?

In general, this expanded service is allowed in areas adjacent to the tenant's business, including:

- Alley
- Landscaping/Patio/Plaza
- Parking Spaces
- Sidewalk

What is the Occupancy Allowed for Expanded Outdoor Service?

Per State Order, indoor dining service must be limited to no more than 50% of the indoor posted occupancy code limit, with no more than 50 people total, whichever is less. Temporary outdoor service expansion areas may account for the lost 50% indoor occupancy so long as social distancing practices are observed.

What Are Allowed Hours for Expanded Outdoor Service?

There is a daily 10:00 pm curfew for any expanded outdoor service.

How Do I Know If My Application Is Approved?

An inspection ticket will be provided on-site during the required city inspection. A confirmation email will also be sent to the primary contact listed on the application.

When Does the Temporary Use Expire?

The program permitting the temporary use for expanded food and beverage service will end on Wednesday, September 30. The city will re-evaluate the program leading up to this expiration date.

Signs

City enforcement of the sign code will be focused on public safety (i.e. preserving sight distance triangle at intersections, visibility, etc.).

Safety Guidelines for Temporary Use of Outdoor Space

- Temporary outdoor dining areas must not block egress from the building. Exiting is allowed through the temporary outdoor space as long as the exit path is defined and remains clear.
- Gates (if provided) in temporary outdoor barriers must remain unlocked and should not have any latching device.
- Parking stalls designated for the disabled must remain accessible, including any ramps or accessible routes into the building.
- Smoking is prohibited in all temporary outdoor spaces.
- All exterior electrical wiring must be approved for exterior use and suitable for wet locations (including proper GFCI protection). Electrical wiring must be properly supported, be protected from physical damage and not create a tripping hazard.
- Heating devices of any type are not allowed under tents or umbrellas.
- A minimum of 6-foot pedestrian pathway must be maintained through sidewalk dining.
- Spacing of tables should be a minimum of 8-feet edge to edge to ensure proper social distancing.
- Ensure there is access for all modes of transportation, including pedestrians and cyclists.
- If dining in parking spaces, the area shall be delineated with some form of barrier, such as a rope, chain or planter, to ensure dining will be maintained outside of driving space.
- If an outdoor service area is proposed inside a parking area, a parking plan may be required. In some cases, a parking agreement may need to be provided.

Guidelines for Safe Operation of Outdoor Service Areas

- Party sizes are limited to 8 people.
- Patrons in different parties must be a minimum of 6 feet apart.
- All employees must wear masks and gloves and follow all State protection requirements.
- You can find additional information on the State's Public Health Order outlining requirements for restaurants and outdoor dining here.
- Tri-County Health or Jefferson County Public Health may have additional helpful guidelines and resources regarding outdoor food and drink service.

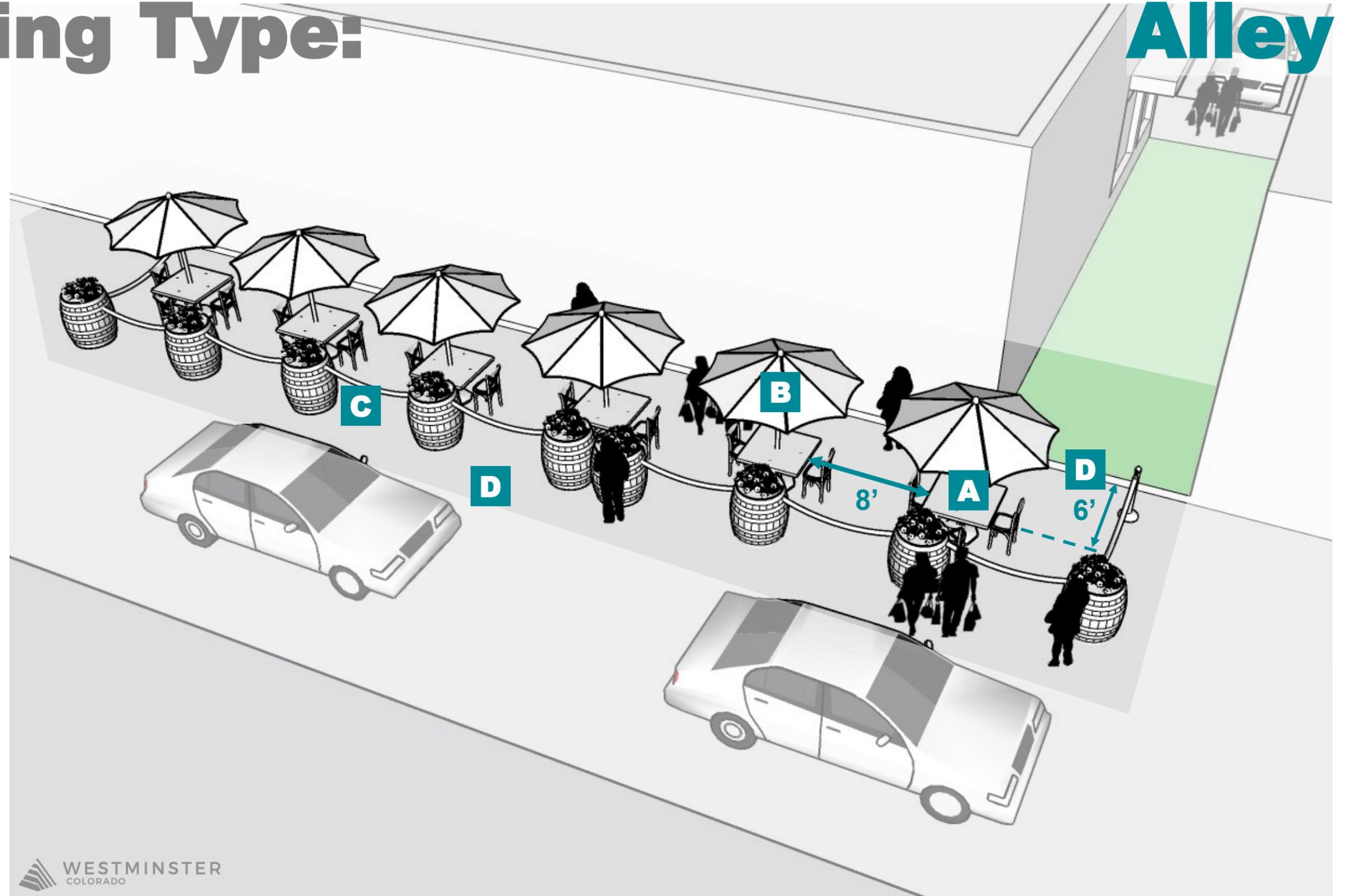
Additional Permits

- Building permits will not be required for most temporary outdoor improvements.
- No building permit is required for installation of Plexiglas barriers, such as at checkout counters.
- Generally, cosmetic changes do not require permits.
- Permits are required for tents: Over 400 square feet in size unless they are open on all sides; Over 700 square feet regardless if they are open on all sides.

Outdoor Dining Type:

Alley

- A Tables**
 - Provide 8' separation between tables
- B Weather/Sun Protection**
 - Table umbrellas
 - Picnic shade tent
 - Secure with sturdy materials, i.e. sand bags
- C Barrier Protection**
 - Theater ropes
 - Chains between barrels
 - Garden fencing
- D Circulation/Access**
 - Do not use more than half of the alley - must maintain one-way travel
 - Provide access for all modes of pedestrian movement, including pedestrians and cyclists
 - Min. 6' pedestrian travel path
- E Lighting**
 - Portable table lights



Outdoor Dining Type:

Landscape Area

Patio/Plaza

A

Tables

- Provide 8' separation between tables
- If grass, use well balanced tables as area may be uneven
- Be mindful of sprinkler heads

B

Weather/Sun Protection

- Table umbrellas
- Picnic shade tent
- Secure with sturdy materials, i.e. sand bags, or stakes

C

Barrier Protection

- Poles with chains (shown)
- Chains between barrels
- Garden fencing

D

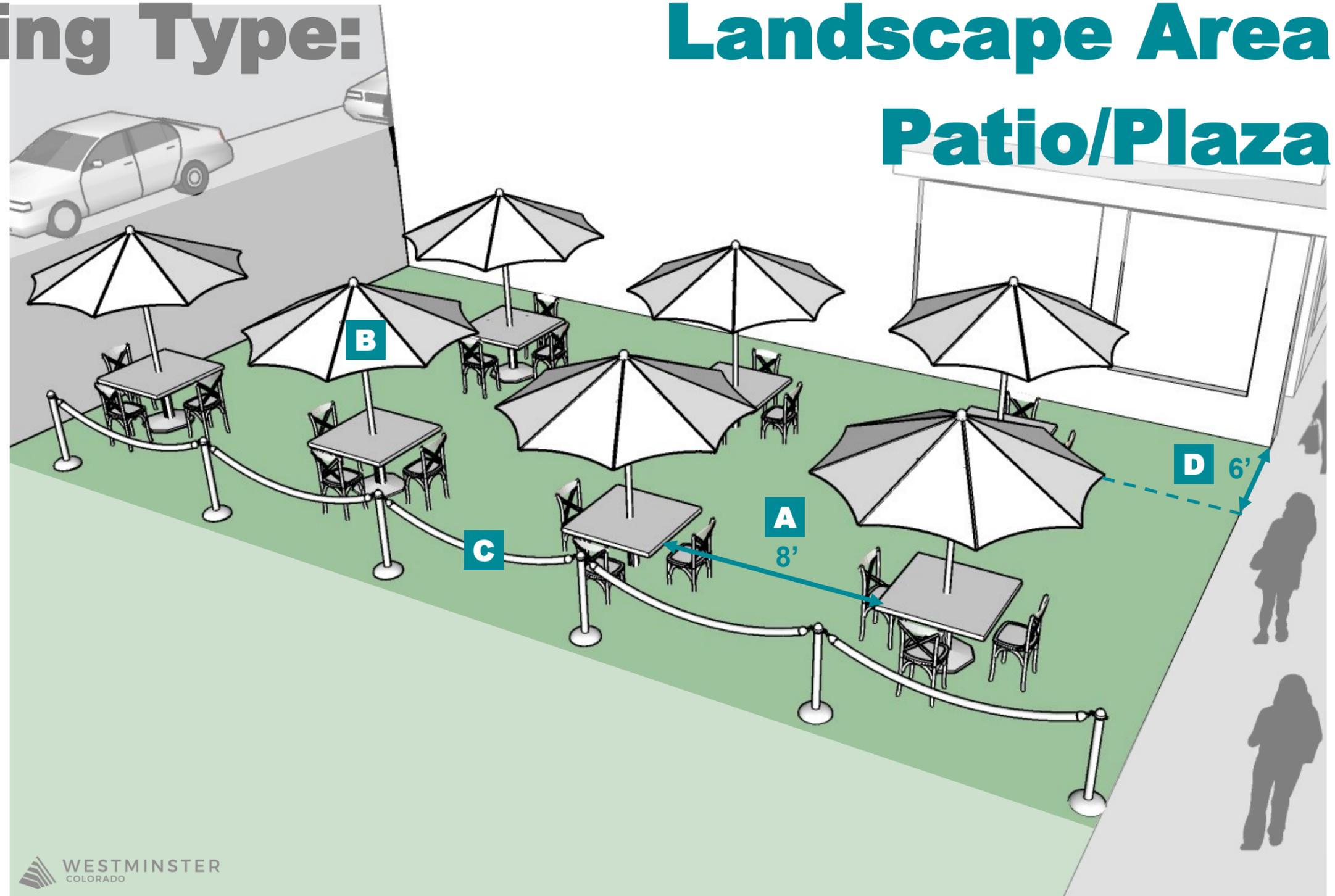
Circulation/Access

- Allow tables closest to hard surface to be accessed by all modes of travel
- Min. 6' pedestrian travel path between tables and building

E

Lighting

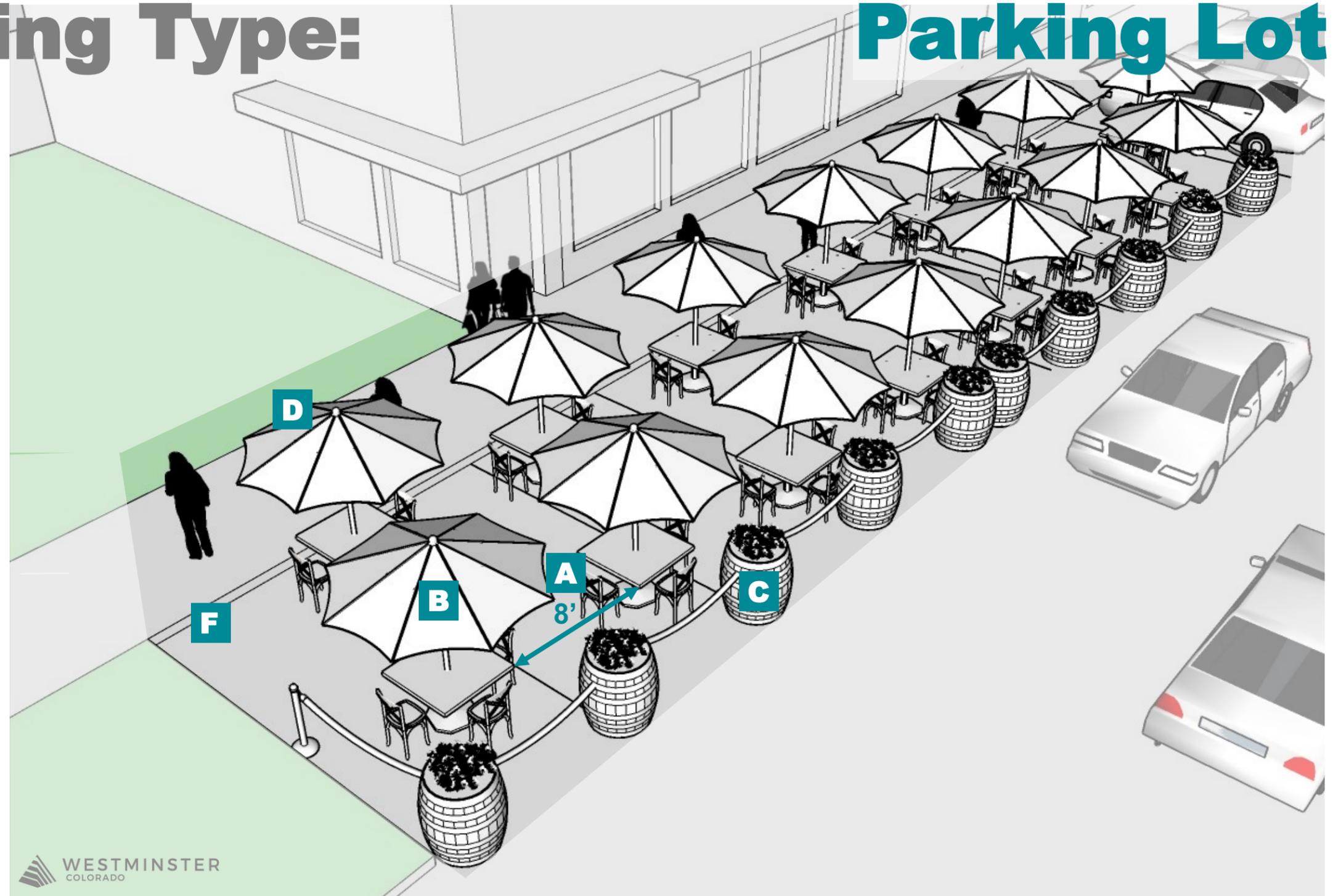
- Portable table lights



Outdoor Dining Type:

Parking Lot

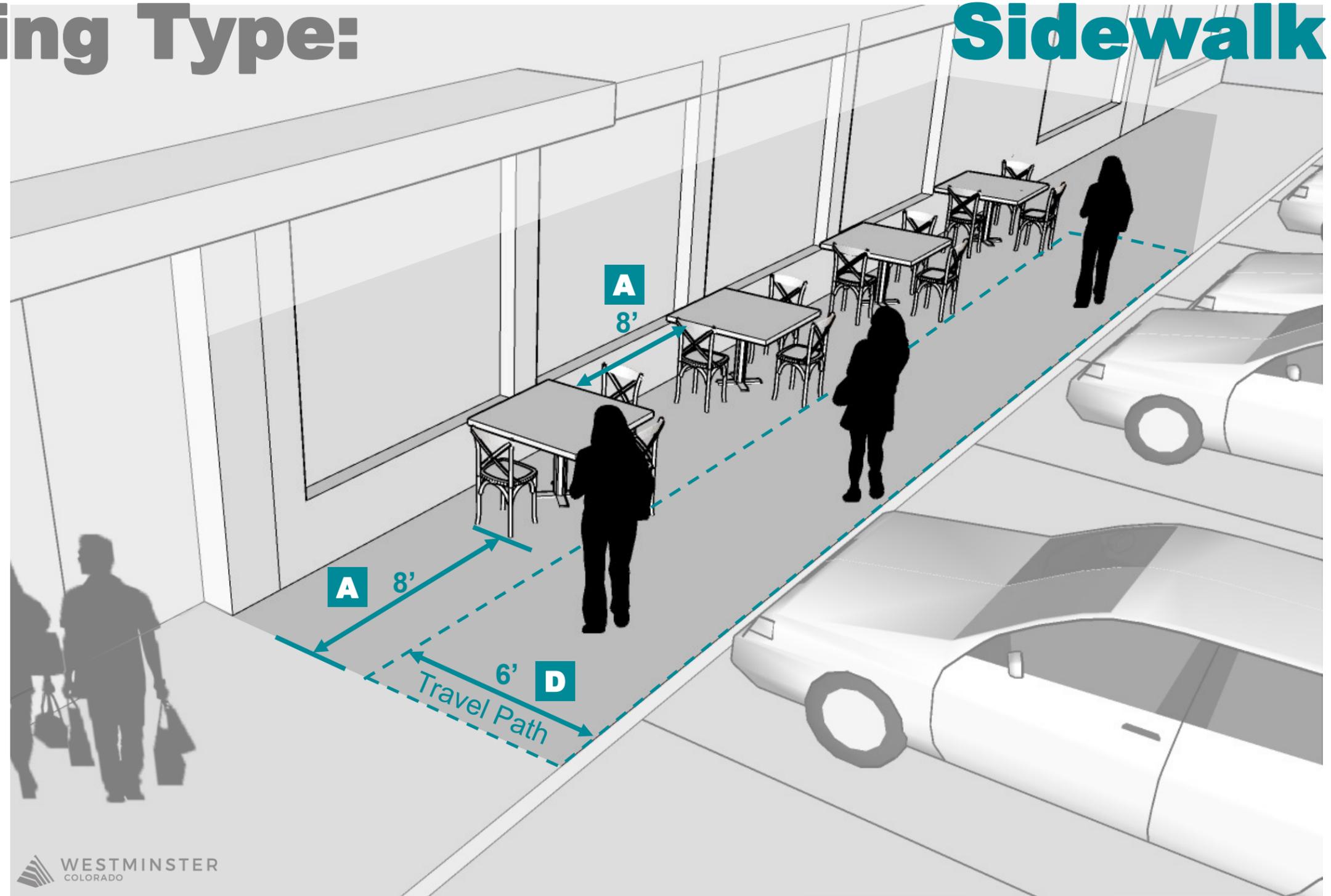
- A Tables**
 - Provide 8' separation between tables
- B Weather/Sun Protection**
 - Table umbrellas
 - Picnic shade tent
 - Secure with sturdy materials, i.e. sand bags
- C Barrier Protection**
 - Theater ropes
 - Chains between barrels
- D Circulation/Access**
 - Provide access for all modes of pedestrian movement, including pedestrians and cyclists
 - Use hard surface flooring if possible
- E Lighting**
 - Portable table lights
- F Drainage**
 - Keep storm drains free from obstructions



Outdoor Dining Type:

Sidewalk

- A Tables**
 - Provide 8' separation between tables and from door opening
- B Weather/Sun Protection**
 - Table umbrellas
 - Picnic shade tent
 - Roman sails (if attached to building, need Building Permit)
 - Secure umbrella and tent with sturdy materials, i.e. sand bags
- C Barrier Protection**
 - Because of the narrow space, if a barrier is needed, portable posts and ropes are recommended
- D Circulation/Access**
 - Provide access for all modes of pedestrian movement, including pedestrians and cyclists
 - Min. 6' pedestrian travel path
- E Lighting**
 - Portable table lights



Contact Information

Building Department (303) 658-2075

<https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/Building>

City Clerk (303) 658-2161 - Liquor License

<https://www.cityofwestminster.us/Government/Departments/CityClerk/LiquorLicenses>

Code Enforcement (303) 658-4432

<https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/CodeEnforcement>

Engineering/Streets (303) 658-2120

<https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/Engineering>

Fire Department (303) 658-4500

<https://www.cityofwestminster.us/fire>

Jeffco Public Health

<https://www.jeffco.us/public-health>

Planning Department (303) 658-2092

<https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/Planning>

Police Department (303) 658-4360

<https://www.cityofwestminster.us/police>

Tri-County Health (303) 220-9200

<https://www.tchd.org/>

