



JUNE 2020

# A GUIDE FOR EXPANDED OUTDOOR SPACES

## Restaurants & Retail Spaces

*The Town of Windsor encourages retail businesses and restaurants to increase their capacity by embracing the public right of way adjacent to their business location. The Town guidelines allow usage of public right of way between the hours of 6 a.m. and 12 a.m. We encourage you to think creatively to make this a welcoming and fun experience for the public while maintaining a safe shopping or dining distance for your customers.*

# A GUIDE FOR EXPANDED OUTDOOR SPACES

## *Restaurants & Retail Spaces*

### Private & Public Parking Lots

Public and private parking spaces may be converted to outdoor dining when the lot is immediately adjacent to the property. The converted use must be in conformance with all Fire safety requirements for building accessibility and public health and governor orders for social distancing requirements. There must be at least six feet spacing between tables and pathways. Pursuant to ADA requirements, no parking for disabled persons may be repurposed or replaced in parking lots for restaurant use.

### Setbacks on Private Property

Any permanent structures being proposed to expand the seating area for outdoor seating must meet required setbacks. Temporary placement of equipment such as wash stations and hand sanitizing stations or stations for staff set up and service do not need to meet required setbacks.

### Tents & Other Shade Structures

Tents that are less than 700 square feet may be erected in parking spaces to provide shade for the dining area. Any tent or air supported membrane structure greater than 700 square feet requires a tent permit. The Windsor Fire Authority has a policy which provides details for International Fire Code compliance and can be obtained at 301 Walnut St., or on line at [www.Windsorgov.com](http://www.Windsorgov.com)

### Temporary Outdoor Dining in Rights-of-Way

Outdoor seating within sidewalks and public rights of way shall maintain adequate pedestrian flow of at least 6'; access to public utilities, building entrances, crosswalks, bus stops and transit entrances; and shall maintain pedestrian and traffic safety and aesthetic compatibility with the surrounding area.

Businesses are encouraged to develop plans that use the public sidewalk space adjacent to their front door, public or private parking spaces adjacent to their business entrance or frontage of neighboring businesses with their permission. Temporary usage of adjacent alley space may be considered in the application. However, this will be done on a case by case basis. Retailers or restaurants can present a joint plan to share a right of way.



# SPECIFIC LOCATION REQUIREMENTS

*A clearly marked, unobstructed, and durable pedestrian right-of-way meeting ADA requirements, shall be maintained for each outdoor restaurant area and shall adhere to the following standards:*

## Pedestrian Paths

The pedestrian path shall maintain a minimum of six (6) feet from large obstructions (bus stop shelters or any other object fifteen (15) square feet in area). No tables, chairs, umbrellas or other fixtures shall be permitted within six (6) feet of a pedestrian crosswalk or corner curb cut. For the purposes of this section, large obstructions shall be bus stops shelters, newsstands, existing planters or any other object greater than fifteen (15) square feet in area.

## Responsibilities in Public ROW

The Town reserves the right to remove an outdoor restaurant space or objects that create an obstruction to, or cause congestion of, pedestrian or vehicular traffic due to existing conditions on the surrounding public right-of-way if it finds the installation represents a danger to the health, safety or general welfare of the public. Any temporary permit granted under the program is revocable at any time.

## Pedestrian Access

Access to fire hydrants, fire hose connections for sprinkler systems, and entrances and exits of all buildings shall not be obstructed at any time by barriers or seating. The fire lane shall not be obstructed at any time. There should be a minimum of forty (40) inches in distance separating the edge of a table or chair to a fire department connection.

## Business Responsibilities for Street Use

It shall be the responsibility of the business to activate the spaces with temporary materials such as tables and chairs, umbrellas, and visual/physical barrier materials as needed per site specific conditions. Maintenance (daily upkeep, litter cleanup, etc.) associated with business operations is the responsibility of the business. The State Liquor Enforcement Division established regulations to allow businesses to apply for temporary modifications regarding these changes.

# OUTDOOR DINING DRAWING SAMPLE

## Restaurants & Retail Spaces

### Drawing Key



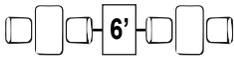
TEMPORARY FENCE  
& LIQUOR LICENSE AREA



TEMPORARY ADA  
ACCESSIBLE RAMP (6' WIDE MIN.)



ADA ENTRANCE TO ESTABLISHMENT  
AND RESTROOM ACCESS



ALL SEATING MUST BE  
AT LEAST 6' APART

