



TEMPORARY OUTDOOR DINING USING PRIVATE PARKING AREAS COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • landuse@monroewa.gov

The City Council wishes to encourage business activity consistent with the Safe Start requirements and to make restaurants and taverns safer to operate by leveraging available private and public space to be used as additional outdoor areas for dining activity while maintaining social distancing requirements. They believe that allowing food and beverage establishments to expand their business footprint onto privately-owned parking facilities where they may not be permitted by city code otherwise will support the Governor's Safe Start plan, encourage compliance with social distancing requirements, and promote business operation and economic recovery while maintaining the focus on core public safety principles;

INSTRUCTIONS:

Below is a checklist of items that must be submitted as part of your application for a Temporary Outdoor Dining Permit. Plan sheet requirements below outlines the minimum information that must be provided on your plan sheets.

If an applicant desires to include a temporary membrane (e.g., a canopy or tent) for the temporary outdoor dining area, the City's existing temporary membrane permit application and review process shall be incorporated into this temporary outdoor dining area permit. While this Ordinance remains in effect, the current IFC operational permit fee established in the fee resolution for a temporary membrane is waived for temporary outdoor dining areas.

SUBMITTAL CHECKLIST

- ◇ Combined Permit Application Form signed by the property owner and business owner, or authorized agents. (Authorized agent must provide evidence that they are authorized to sign on behalf of the property owner.)
- ◇ Vicinity Map (on 8½" X 11")
- ◇ Written Narrative (description of proposal including how the dining area will be delineated, the number of parking spaces temporarily displaced, and the occupant load of the restaurant)
- ◇ Site plan (Drawn to scale on minimum 11"x17", including furniture layout, proposed canopies and accessible routes to restrooms)

Application Instructions

(There is no application fee for a Temporary Outdoor Dining permit.)

SPECIFIC REQUIREMENTS AND RESTRICTIONS

- A. The permittee shall maintain the temporary outdoor dining area and all adjoining and abutting public places free of all refuse of any kind generated from the operation of the temporary outdoor dining and the permittee's business.



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- B. Only materials and supplies used by the permittee for the daily operation of the temporary outdoor dining may be located within the private parking area and the permittee shall not store other supplies or other materials in the adjoining public places unless authorized by separate City permit or approval.
- C. The permittee shall temporarily remove the sidewalk café and clear the public place as the authorizing officials deem necessary to temporarily accommodate access to abutting properties or utilities.
- D. The permittee is responsible for ensuring that the temporary outdoor dining does not encroach into the roadway or cause pedestrians to divert from the pedestrian zone.
- E. The permittee shall not operate the temporary outdoor dining in a way that restricts or interferes with access to the abutting property; prevents the use of pedestrian traffic, including without limitation use by disabled persons; creates a nuisance or hazard to public health, safety, or welfare; increases traffic congestion or delay; or constitutes an obstruction for fire, police, or sanitation vehicles.
- F. The permittee shall immediately remove the temporary outdoor dining when ordered by the authorizing officials or the police chief.
- G. Liquor, as defined in RCW 66.04.010(25), as now existing or as amended, may only be used or sold at a temporary outdoor dining area if authorized by approvals issued by the Washington State Liquor Control Board.

REQUIREMENTS AND RESTRICTIONS:

Following are the regulations for the Temporary Outdoor Dining areas utilizing private parking areas. All permit submittals must comply with the following requirements and restrictions:

- A. Outdoor seating in private parking areas may be utilized only to support additional tables and chairs for food and beverage establishment seating.
 - New outdoor operations cannot result in a total occupancy greater than originally approved occupancy limit for food and beverage establishments, unless explicitly authorized by the Building Official and Fire Marshal.
 - All outdoor seating shall be spaced at least 6 feet apart measured from back or side occupied chair to back or side of occupied chair.
- B. The converted use must be in conformance with all City buildings and fire requirements for building accessibility and emergency access.
 - Fire hydrants and fire apparatus access roadways must not be blocked, and required fire access must be maintained.
 - Outdoor seating shall not block or otherwise restrict access to designated disabled parking spaces.
 - Outdoor seating shall not block any required exits from any building.
 - ADA and other access standards and guidance apply.



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- C. Other limitations on placement of outdoor dining areas.
- Outdoor seating cannot be located within required landscaping, stormwater facilities, critical areas, or private streets.
 - Temporary placement of outdoor seating areas and/or equipment such as wash stations and hand sanitizing stations or stations for staff set-up and service do not need to meet required setbacks.
 - The outdoor dining area may expand past the food or beverage establishment's façade with the neighboring business's permission.
- D. A current City of Monroe business license is a prerequisite to being issued a permit as provided for in this Ordinance.
- E. Any other requirements or restrictions deemed necessary by the Community Development Department and/or the Fire Marshal. In particular, in order to allow the greatest flexibility in implementing the additional outdoor dining areas authorized by this Ordinance, the Community Development Director and the Fire Marshal have discretion to modify or change these regulations and restrictions to address any changes or modifications to the Safe Start phased reopening requirements and restrictions.



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Operational [] See permit types listed on
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Spray Booth attached form
[] Plumbing [] Utility Service [] Tents & Canopies [] Other
[] Racking [] Other [] Other
[] Residential Remodel
[] Other

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location:

Size of site (acre/square feet):

Assessor's Tax Parcel Number (14 digits):

Applicant: Phone # ()

*Signature: Printed Name:

Mailing Address: Fax # ()

City State Zip E-mail

Property Owner: Phone # ()

**Signature: Printed Name:

Mailing Address: Fax # ()

City State Zip E-mail

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

City of Monroe
Land Use Permit Application- Page 2



Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

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Planning Application Fee: _____ Publication Fee: _____
Fire Plan Check Fee: _____ Mailing Fee: _____
SEPA Fee: _____ Technology Fee: _____

Hearing Examiner Deposit required (\$2,500.00):

Consultant review fee (if applicable) – Deposit for estimated cost + 10% Admin fee:

TOTAL FEES: _____