

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Restaurant Outdoor Dining Information Sheet

Restaurants may operate an outdoor dining area in all commercial zoning districts in Oak Park after receiving city approval.

Approval Process

New breweries, distilleries, wineries, and restaurants

- Submit a *Site Plan Review Application* to begin the approval process.
- The Planning Commission reviews and approves outdoor dining as part of site plan review.

Existing breweries, distilleries, wineries, and restaurants

- Apply through the city's administrative approval process.

General Standards

1. Outdoor dining shall only be permitted between March 1 and Nov. 30.
2. All furniture and fixtures, including tables, chairs and waste receptacles must be removed after Nov. 30.
3. The hours of operation for the outside dining area shall be consistent with the hours of operation inside the restaurant.
4. Outdoor dining areas with more than 20 seats may require additional off-street parking.
5. Tables, chairs, umbrellas and other objects used in outdoor dining areas shall be of good quality and of a durable material such as wood or metal. The design, materials and workmanship of these items should ensure the safety and convenience of the users and enhance the visual and aesthetic quality of the outdoor area.
6. No table umbrella or other outdoor fixture in the outdoor dining area shall contain any sign or advertising matter.
7. Outdoor dining area lighting shall be shielded downward and away from adjacent properties or passing traffic.
8. The restaurant shall clean the entire outdoor dining area and all other adjacent landscaped and sidewalk areas by removing debris, trash, sweeping and washing down the area each day. The cleaning shall be conducted more frequently if necessary to prevent debris and trash from being blown or scattered onto other properties. A thorough sweeping and cleaning shall be conducted at the close of business each day.
9. Where alcoholic beverage are served outdoor dining areas will be enclosed per LARA guidelines. Enclosures shall be metal railing, wood railing, brick walls or other materials approved by the Planning Commission or administratively.
10. No food preparation, preparation equipment or bars shall be permitted in the outside dining area, including heating or cooking on open flames.

(Cont.)

Additional Requirements for Outdoor Dining Areas Located on a Public Sidewalk

1. Maintain a minimum clear pedestrian path of five feet, free of obstructions such as light poles, trees, or fire hydrants.
2. Outside dining areas on a public sidewalk or within any public right-of-way require approval by the controlling jurisdiction (City of Oak Park, MDOT, Road Commission of Oakland County). A license agreement in a form deemed acceptable to the City attorney's office shall also be required.
3. Restaurants approved to operate an outdoor dining area on a public sidewalk shall pay an annual sidewalk dining license fee to the Planning Department. City Council establishes the fee by resolution.
4. Outdoor dining areas located on a public sidewalk require Provide a current certificate of insurance that:
 - Names the city as additionally insured
 - Includes workers' compensation coverage
 - Includes liquor liability coverage if serving beer or wine
 - Is issued by a company authorized to operate in Michigan
 - Provides **15 days' written notice** to the city manager before cancellation

Required coverage amounts are set by City Council resolution. Restaurants may not operate sidewalk dining without active insurance. Failure to maintain insurance will result in immediate suspension of sidewalk use.

5. The restaurant owner is fully responsible for damage to public property caused by outdoor dining operations and must repair any damage at their expense.

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Outdoor Dining Application

Permit fee = \$150

Date of application: _____

Section one – Applicant’s Information

Business name: _____

Applicant’s name: _____

Business address: _____

Telephone: _____ Email address: _____

I acknowledge that I will promptly remove waste or food from the right-of-way area and will clean the area daily, pursuant to the City of Oak Park Code of Ordinances.

Applicant’s signature: _____

Section two – Property owner’s information

If the property owner is not the applicant, this section must be completed and signed by the property owner or a designated representative.

Property owner’s name: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____ Email address: _____

I affirm that I am the owner of this property, or the owner’s authorized representative, and I give permission for the applicant to operate a sidewalk café there.

Signature of property owner _____

Section Three - Design

Is this an application for a new sidewalk café? _____ Yes _____ No

Will alcoholic beverage be served? _____ Yes _____ No

(Cont.)

Is your site plan attached? _____ Yes _____ No

If not, on what date will it be submitted? _____

Number of outdoor seats: _____ Total square feet: _____

Hours of operation of sidewalk café: _____

Description of business and type of food and drink offered: _____

Attach one set of scale drawings clearly illustrating:

- a. The appearance of the premises with the outdoor cafe in place;
- b. The number, type, materials, color and location of all tables, chairs, umbrellas or other furnishings or fixtures. (Note: Advertising in the public right-of-way is prohibited. Tables, chairs, umbrellas or other furnishings or fixtures shall not have imprints that could be construed as advertising.);
- c. The location of all doors from abutting buildings to the outdoor dining area;
- d. The number of feet and location of unobstructed, paved space permitting free passage of pedestrian traffic around or through the outdoor dining area;
- e. The type of protective barrier separating the eating and serving area of the outdoor dining area from pedestrian traffic. The barrier shall be portable and approximately three feet tall.
- f. The type and location of any existing or proposed outdoor lighting fixtures.
- g. The type and location of any existing or proposed heating elements, tents or other structures. Please include product specifications of each.