



Dear Business Owner:

Subject: Outdoor Café in Designated On-Street Parking Areas Permit

Thank you for your interest in adding to our community by providing a positive contribution to our outside dining environment! Enclosed are guidelines and a permit application to place an outdoor café in a designated on-street parking area in conjunction with selling and consuming food and/or alcohol. This permit is available April 1 until November 1 of each year with the possibility of a longer season, if approved, based on weather.

Traverse City Code of Ordinances Chapter 1020 details the requirements for operating a café in an on-street parking area, and can be viewed in its entirety at:

https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTTENSTUT_PUSECO_TITWOSTSIAR_CH1020ST_1020.10OUCADEREPAAR. Below are highlights of the requirements to consider.

- The City Clerk may only issue a maximum of 15 permits within the Downtown Development Authority District.
- The café shall be located within designated street parking areas where 50 % or more of the parking space is in front of the food service establishment being permitted.
- All platforms shall be removable and must be approved by the City Planning Director, City Engineer, City Department of Public Services, City Fire, and Grand Traverse County Construction Code.
- All drawings and plans for platforms must be drafted by a registered design professional.
- All outdoor café owners shall enter into an agreement with the City further specifying the terms and conditions of the permit.

We hope this information is helpful. The City of Traverse City looks forward to working with you to compliment the dining experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or by email at tcclerk@traversecitymi.gov.

Most sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Marentette".

Benjamin Marentette, MMC
City Clerk

This general overview is not intended to substitute the ordinance, and may not contain all provisions as noted in the ordinance. All applicants should familiarize themselves and adhere to the Traverse City Code of Ordinances Chapter 1020, Sections 1020.07, 1020.08 and 1020.10 which can be viewed in their entirety at https://www.municode.com/library/mi/traverse_city/codes/code_of_ordinances.

Purpose

Outdoor Cafés in designated on-street parking areas, similar to Sidewalk Cafés, contribute to a vibrant urban culture and make the streets of Traverse City more dynamic places to walk, socialize, and dine. Outdoor Cafés are temporary dining areas that occupy designated parking areas during dining establishment hours, with the outdoor café, closing by 11:00 p.m. each night. This document is a guide to creating temporary outdoor cafés that are safe and attractive to the restaurant patrons and pedestrians.

The City of Traverse City encourages the use of durable and high-quality outdoor furnishings and materials to increase the safety and comfort of those utilizing of outdoor cafés. Please contact the City Planning Department to discuss aesthetic requirements of the platform at 231-922-4464.

Additional Requirements

The Café shall be separated from vehicular traffic with a one inch perimeter and surrounded by a barrier generally 36 inches in height and be approved by the City Planning Director, City Engineer, City Department of Public Services, City Fire, and Grand Traverse County Construction Code, which will remain in place at all times when the café is in operation, and shall include markings or other devices or decorations to make the barrier clearly visible at all times. Planters are required.

The platform shall not be placed in the designated on-street parking spaces sooner than April 1 each year and shall be removed no later than November 1 each year, At the discretion of the City Clerk, the time frame when the platform may be placed in the designated on-street parking spaces may be extended.

The Café shall conform to the site plan which shall be incorporated as part of the permit. Such site plan shall show the following: the design, relevant details and location of all temporary structures, including the dimensions of the removable platform, planters, landscaping, railings, tables, chairs and lighting. Permitted materials include, wood, metal, cast iron, steel, and high quality recycled plastic.

Smoking shall be prohibited; and a sign shall be posted within the platform indicating smoking is prohibited.

Serving Alcohol

In every case where alcoholic beverages are being served and sold, a one square foot sign must be posted in a prominent location that indicates “No Beverages beyond the Barrier of this Café.” A copy of this sign shall be attached to the application. Outdoor Cafes serving alcohol must also be designed and operated in accordance with Michigan Liquor Control Commission (LCC) requirements. *Please determine the applicable requirements before preparing or submitting your Outdoor Café Application Form by contacting the LCC office. They may be reached by telephone at: 1-866-813-0011.*

Fees Required

The application fee for an outdoor café permit is \$350.

There is a \$10/day fee charged for the use of the public parking space.

A right-of-way permit, land use permit, and fire permit fee may be charged (fees vary by project) – contact the Zoning Administrator at 231-922-4464.

The Grand Traverse County Construction Code office is required to review your application and inspect your café – a fee may be associated with this – contact their office at 231-995-6044 for further details.

Insurance Coverage

All Outdoor Café applicants are required to provide a certificate of General Liability in the amount of \$1 Million per occurrence, naming the City of Traverse City as additional insured, as well as provide an **Endorsement** to the policy naming the City of Traverse City as additional insured.

For those Outdoor Café applicants who are requesting permission to sell and serve alcohol, you are also required to provide Liquor Liability coverage in the amount of \$1 Million per occurrence, also naming the City of Traverse City as additional insured.

Further Review of Café

A right-of-way permit, land use permit, and fire permit will be required **ANNUALLY** for your outdoor café. By contacting the City Engineering Department at 231-922-4467, you can determine whether or not one is required.

The Grand Traverse County Construction Code is also required to review your application and inspect your café **ANNUALLY** and a fee may be associated. For further information, contact their office at 231-995-6044.

Renewal of Permit

Outdoor Café Permits are valid from April 1 to November 1 of each year, and must be renewed annually. If you had two or more violations in the previous permit year, the City is unable to renew your permit.

More Information

For more information, visit www.traversecitymi.gov. On our website, you can access the ordinance sections pertaining to Outdoor Cafés, the application packet, and contact information for all City Departments involved in approving Outdoor Café applications.

**CITY OF TRAVERSE CITY
APPLICATION FOR OUTDOOR CAFÉ
IN DESIGNATED ON-STREET PARKING AREAS**



This application is for the placement of tables and chairs, planters, and windscreens on City property designated as on-street parking areas for selling and consuming food, beverages and alcoholic beverages at a food service establishment (this permit is not for preparation of food and beverages, only for the sale and consumption).

Name of Food Establishment: _____

Address: _____

E-mail address: _____

Name of Owner: _____ Phone No: _____

Name of Manager: _____ Phone No: _____

Business hours: _____

How many on-street parking spaces will you be utilizing (maximum of two)? _____

Have you reviewed the guidelines for Outdoor Cafés and the Outdoor Café Ordinance?

Yes No

Will you be serving/selling alcoholic beverages?

Yes No

Is a copy of your required one square foot sign stating “No Alcoholic Beverages beyond the Barrier of this Café” attached?

Yes No N/A

Is a copy of your required one square foot sign stating “No Smoking” attached?

Yes No

Has the appropriate fee been paid?

Yes No

Have you attached the required insurance coverage naming the City of Traverse City as additional insured and the endorsement which also names the City of Traverse City as additional insured?

Yes No

Did you attached a site plan prepared by a registered design professional showing the outdoor cafés relative location to buildings, location of barriers, entryway to café, tables, chairs, planters, wait staff stations, etc.

Yes No

- Is the café separated from vehicular traffic with a one inch perimeter? and surrounded by a barrier generally 36 inches in height?

Yes No

- Is the café surrounded by a barrier generally 36 inches high that has devices or decorations to make it visible at all times?

Yes No

- Are the required planters included in your site plan?

Yes No

- Does your site plan detail the design, relevant details and location of all temporary structures, including the dimensions of the removable platform?

Yes No

- Does your site plan detail the design and relevant details and location of the planters, landscaping, railings, tables, chairs and lighting?

Yes No

- Will your platform be constructed of the permitted materials (wood, metal, cast iron, steel, and/or high quality recycled plastic)?

Yes No

Will you be operating your outdoor café in conjunction with a sidewalk café?

Yes No

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief. The undersigned further says that he/she will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested. The undersign further agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the

defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date

Signature of Applicant