

# A Guide for Expanded Outdoor Restaurant and Retail Space to elevate Park City's economy and businesses during Covid-19 recovery



## Acknowledgements

We'd like to recognize the City of Tampa for their quickly released and all-encompassing guidelines for expanding business operations outdoors. We have used their excellent guidebook as a template for our Local Economic Recovery Plan.

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## Park City Main Street Car Free Sundays – Shop, Dine and Stroll

Through a City Special Event Permit on Sundays, from June 14, 2020 through September 6, 2020 from 11 a.m. to 10 p.m. Park City’s Main Street will be car free to allow businesses to expand outdoors. Patrons will be able to support businesses in the additional outdoor space. Businesses that do not have a brick and mortar space within the Main Street Business District will not be permitted to participate.

We encourage businesses to get creative while preserving our small town character. Social distancing measures are paramount. We look forward to hearing your ideas. Please refer to the Participation Form and General Guidelines if you are interested in using a sidewalk or parklet to expand your business. To be eligible to participate, you must own a business within the Main Street Business Improvement District, complete a Participation Form with a valid Park City Business license.

## Temporary Outdoor Dining and Retail Activity in Public Rights-of-Way

Park City Municipal is allowing restaurants and retail businesses to expand into the public spaces adjacent to establishments on Main Street on Sundays from 11 a.m. to 10 p.m. This includes sidewalks, and parklets. Businesses are authorized to move operations outdoors into an adjacent public space. If businesses use a privately owned space (not public property), they must have the private property owner’s permission. Parking on Main Street will close on Sunday mornings at 10:30 a.m. and reopen by 11 p.m. on Sunday night.

### Types of public spaces used for this purpose:

#### *Sidewalks*

Main Street businesses are allowed to temporarily use sidewalks for additional restaurant seating, patron lounge, retail or light programming purposes.

#### *Parklets*

Parklets are on-street parking spaces that are temporarily converted for other uses, such as expanded outdoor dining, patron lounges, retail or light programming purposes.

#### *Other Public or Private Property within the Business Improvement District*

If you have identified another public property location where your business may want to operate outdoors and are part of the Main Street Business Improvement District, please contact Jenny Diersen at 435.640.5063 to discuss further.

Temporary barrier materials, such as those depicted below, are encouraged better define boundaries of extended business operations. Defined areas are only required for those serving alcohol. Safe pedestrian pathways, fire lanes and ADA requirements must be met at all times. For questions relating to barrier wall placement, please call the City Building Official’s office at (435) 645-5100.



## General Guidelines & Participation Form

### **Aesthetics & Getting to Know Your Neighbor**

Outdoor seating and retail displays must maintain aesthetic compatibility with the surrounding area. Such items should also be temporary in nature, so that in an event of an emergency, they can be easily and quickly removed. It is always a good idea to get know your neighbor and what they might be planning to look for ideas on how to collaborate.

### **Safety & ADA Requirements**

Sidewalks and Public Rights of Way must maintain an adequate pedestrian flow of at least 44" from fire hydrants, crosswalks, public utility access and building entrances. A 15' Firelane must be maintained at all times.

### **Sidewalk & Parklet Requirements**

Width shall not exceed the frontage of the business property without written permission from the adjacent property. Adjacent properties are strongly encouraged to coordinate. Only businesses that are serving alcohol are required to have defined barriers. A 44" pedestrian path should be maintained at all times. Each business is responsible for ensuring compliance with fire/emergency access and ADA requirements.

### **Temporary Structures & Signage**

Temporary structure such as umbrellas, planters or temporary barriers are allowed, but shall not be permanently affixed to public property. Such items shall be properly weighted and cannot be more than 80 inches above the sidewalk. Space heaters are permitted as long as they are at least 2 feet away from any flammable materials. Tents are not allowed on Main Street. Outdoor cooking is not permitted. Coolers or other displays may be allowed, but have to be easily moved and follow health guidelines for distribution.

An example of additional signage should be included on the Participation Form. Can't participate or not open yet? Be a good neighbor and post signage of how patrons can support your business or when you will be back. This helps make business districts more vibrant.

### **Deliveries, Set Up & Break Down**

We want you to be able to get your products to your business. Deliveries will be allowed on Main Street until 10 a.m. After 10 a.m., we will help facilitate these on Swede Alley and Brew Pub Parking Lot. Remember, double parking frustrates customers and creates dangerous pedestrian situations. When in doubt, pull to the curb.

### **Construction & Weather Impacts**

City Hall is working to make business districts aware of construction impacts in business districts. If you have questions about construction impacts, please call City Building Official's office at (435) 645-5100.

In Park City, weather can quickly change. Park City Main Street Car Fee Sundays are to be held rain or shine. Too hot outside, encourage customers to come in and cool off inside. If it's raining (or snowing in July – hey it happens every few years), you can choose rather you stay inside or participate outdoors, as long as you have completed the Participation Form.

### **Trash, Recycling & Waste**

Park City has the most ambitious climate goals in North America. Please consider your impact on our environment. All businesses are responsible for their own trash, waste and recycling. The City will continue to

maintain facilities on public, City owned properties. See an issue? Please contact [buildingweb@parkcity.org](mailto:buildingweb@parkcity.org).

### **Socially Responsible Distancing & Cleaning Common Surfaces**

Individual businesses are responsible for complying with Summit County Health orders and regulations. These rules are likely to change during the program. Paramount to our safety and staying open is taking responsibility for socially distancing. This includes wearing face coverings, sanitizing hands and staying home if you don't feel well.

Businesses are responsible for sanitizing any temporary tables, chairs, seating areas or other outdoor surfaces. Businesses are also responsible for ensuring they follow proper business protocols. It shall be the responsibility of the business to activate the spaces described in this section 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 shall also be the responsibility of the business.

The City has stepped up additional cleaning measures to serve our community. This includes: Common city owned surfaces like handrails, waste receptacles and benches are wiped down every 30 minutes. Public restrooms at the Old Town Transit Center and Miner's Park on Main Street are staffed with a restroom attendant Friday to Sunday from noon to 8 p.m. Monday to Thursday, these restrooms are cleaned 3x per day. More than 50 hand sanitizing stations have been placed around Main Street and Park City. Look for these around public parks, common areas and on light poles.

### **Alcoholic Beverages**

Individual businesses are responsible for adding any temporary space to their premises for purposes of DABC licensing. Only restaurants that have approved Dining Decks leases can serve alcohol outdoors as approved. All restaurants shall be responsible for following UDABC rules and regulations.

**Any business the Main Street Business Improvement District interested in participating in this program must show complete a Participation Form that includes a Park City Business License Number, which must be submitted to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) for review no later than the Tuesday each week for participation by the following weekend. City staff will respond by Friday morning if there are concerns to be addressed. As long as plans remain the same, businesses do not need to reapply each week. Due to timelines, the first week of the program, we will accept participation forms until noon on Thursday, June 11.**

## Transportation

**Park City has aggressive transportation goals to reduce use of single occupant cars. It's important to know how to get around. We need our community, businesses and visitors to all lead by example.**

### **Free Transit**

Free Park City Transit is available throughout Summit County. Check out [transit schedule](#) and all the things transit is doing to maintain social distancing, while we do the driving for you!

### **Bike & Walk**

Many businesses are within just feet of more than 100 miles trails and are in close distance from neighborhoods and lodging properties. Look for e-bike stations, or ride your own to one of our many bike racks (remember to bring your lock!).

### **Staff & Employee Parking**

All employees should be strongly encouraged not to park in residential areas. They should also be encouraged to carpool and park in areas further away from businesses. This leaves parking in front of businesses for the customer. For example, in the Main Street area, employees should park in China Bridge, to leave parking on Swede Alley and Main Street available to customers. Furthermore, instead of cutting through residential areas to get to work, use main roads that enter the commercial districts. Rates can vary depending on seasonality or events, however, at the time of this publication, all Public Parking is free. Time limits and parking in residential areas will be enforced.

### **Customer Parking**

Customers are welcome to park in various public and private parking areas, which in some cases may include on street parking. Rates can vary depending on seasonality or events, however, at the time of this publication, all Public Parking is free. Time limits and those parking in residential areas will be enforced. Additional ADA spaces are also available and clearly marked areas during Main Street Car Free Sundays.

### **Residential Areas**

Many business districts are close to residential areas. At all costs, please avoid cutting through residential areas and take main roadways when driving to and from business districts. Prioritize parking in public parking and private parking garages, before you consider parking in on street parking in front of a residential area. Those parking in residential areas without proper permitting will be enforced. Being a good neighbor, rather you are a local, business or visitor is incredibly important... and its just simple act of respect.

### **Drop and Load & Curbside Pick Up**

The City will continue to designate curbspace to Drop and Load and Curbside Pick Up. This will help facilitate business for those customers who are at risk and still want to support local businesses. The driver must pull to the curb and stay in their vehicle. Remember, turn your key and be idle free.

## Resources & Frequently Asked Questions

### Resources

Below is a list of helpful resources for your business. Have other helpful resources you think we should be sharing or have a business story you want to share? Email [lynn.ware-peek@parkcity.org](mailto:lynn.ware-peek@parkcity.org)

#### Utah Leads State Recovery Guidelines

<https://coronavirus.utah.gov/>

#### Summit County

[www.summitcounty.org](http://www.summitcounty.org)

#### Summit County Health Department

[www.summitcountyhealth.org](http://www.summitcountyhealth.org)

### Park City Municipal & Office of Economic Development

[www.parkcity.org](http://www.parkcity.org)

Jonathan Weidenhamer, Economic Development Manager [jweidenhamer@parkcity.org](mailto:jweidenhamer@parkcity.org)

Jenny Diersen, Special Events & Economic Development Program Manager [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)

### Personal Protective Equipment Availability

If your business is looking for PPE, the City, County and Chamber partnered to provide items at cost while supplies last. This includes Hand sanitizer from local business Alpine Distilling (\$36/gallon), Disposable Masks (\$57/50 pack), Vinyl Gloves (\$8.73/100 pack) and Thermometers (\$75). If you are interested in this product, please contact [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org).

The Park City Chamber and Visitors Bureau created a list of PPE providers to establish own supply chains which you can find [here](#).

## Frequent Questions

### **Do I need a permit or approval to add restaurant tables to the sidewalk in front of my business?**

You need to complete a Participation Form and follow the guidelines outlined in this document to participate.

### **Do I need to get approval to take over a public parking space in front of my business?**

Yes. Please complete the Participation Form and follow guidelines as outlined in this document.

### **What are the hours of operation allowed on sidewalks, parklets?**

The permitted business hours of operation for indoor portions of your business should remain consistent with your businesses typical hours of operations. If you are expanding operations outdoors, all temporary items must be clear of streets at sidewalks no later than 10 pm. Please be mindful of your neighbors and any additional noise that may be generated. All outdoor temporary structures must be removed each night for public safety and so that the City can perform street cleaning and maintenance.



Park City Municipal Corporation

## Participation Form

# Main Street Car Free Sundays

Any business in the Park City Main Street Business District interested in participating in this program must complete a Participation Form and include business license number and submit to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) for review no later than the Tuesday each week for participation by the following weekend. City staff will respond with concerns to be addressed by Friday morning. As long as plans remain the same, businesses do not need to reapply each week. Approval of participation is subject to the business's agreement to all terms and conditions of approval of the Special Event approval, Guidelines and Regulations as outlined in this document.

**Business Name:**

**Park City Business License Number:**

**Business Address/Location:**

**Business Owner Name:**

**Business Owner Contact Phone:**

**Business Owner Contact Email:**

**Name of Primary Contact for Day of Operations (if different than above):**

**Primary Contact Phone Day of Operations:**

**Primary Contact Email Day of Operations:**

**What is your primary purpose of expanding your business?**

Expanding Restaurant Seating

Expanding Retail Space – Sidewalk Sales etc...

Customer Lounge

Other (Please Specify)

**Do you anticipate having any temporary structures outside? If so, describe or attach a site plan illustrating all temporary structures and locations. If you have questions, reach out to Jenny Diersen.**

**Do you anticipate having temporary signage? If so, include signs in the site plan or add separate attachment. Signs must be removed no later than 10 p.m. each Sunday. If you have questions, please reach out to Jenny Diersen.**

By completing this Park City Municipal Corporation (Park City) form, the Applicant (Applicant) acknowledges their responsibility to maintain ADA and fire/emergency access and acknowledges they are required to follow the Utah Leads Recovery Guidelines and Summit County Health Department Guidelines. Applicants are responsible for any modification to their DABC license(s) prior to selling alcoholic beverages. Additionally the applicant acknowledges that they have read the guidelines as outlined in this documents and will comply with such requirements. The business has the right to use the expanded space pursuant to the approved Site Plan (Premise), also referred to as sidewalk or parklet unless otherwise delayed, suspended or terminated by Utah Leads Guidelines, Summit County health order(s) or City Council or their officials. Furthermore, Park City at any time in its sole discretion reserves the right to terminate, relocate or remove use of the sidewalk or parklet that:

- (i) creates an obstruction to, or causes congestion of, pedestrian or vehicular traffic due to existing conditions on the surrounding public right-of-way; or
- (ii) creates a danger to the health, safety or general welfare of the public; or
- (iii) fails to meet standards or Summit County health order(s) or guidelines; or
- (iv) if the City Council terminates the Special Event.

ACCEPT PREMISES AS IS/HOLD HARMLESS/INDEMNIFICATION. The applicant accepts the use of public property "as is" and without any warranties, express or implied, of fitness for particular purpose. Applicant shall inform the City of any dangerous condition is such develops during the course of the program. The applicant covenants and agrees to defend, indemnify, and hold Park City, its officers, agents and employees harmless from all claims, loss, damage, injury, liability, or expense (including reasonable attorneys' fees and costs and court costs), statutory or otherwise arising out of or incurred in connection with (i) the use, operation, occupancy or existence of the Premises or the presence of visitors, or any other person, at the Premises during the Term, (ii) any activity, work or thing done or permitted or suffered by Applicant in or about the Premises, (iii) any acts, omissions or negligence of Applicant, any person claiming through Applicant, or the contractors, agents, employees, members of the public, invitees, or visitors of Applicant or any other such person ("Applicant Party" or "Applicant Parties"), (iv) any breach, violation or nonperformance by any Applicant Party of any provision of this Lease or of any law of any kind, to the full extent permitted by law and/or the Utah Governmental Immunity Act, including reasonable attorney's fees, but excluding any liability resulting from negligence or intentional torts of Park City, its officers, employees or agents. Nothing herein shall be construed as a waiver of any of the rights or defenses under the Utah Governmental Immunity Act (Utah Code Ann. Sections 63-30-1, et seq.), as amended. The obligations hereunder shall be determined under principles of tort law including, but not limited to, the Governmental Immunity Act. In case of an emergency including but not limited to a flood, storm drain, or utility, the structure may be removed or damaged by response teams at the cost of the Tenant.

Applicant is solely responsible for insurance the Premises for Public liability and property loss.

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Name of Business Owner/Business Name (match Business License)

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Signature & Date of Business Owner