

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, your business must be within the Main Street Business Improvement District, have a valid Park City Business license and you must complete a Participation Form.

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. Stores with Main Street frontage will be prioritized. 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 10 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.

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, 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 whether 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.

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 Only Where Expressly Permitted

Individual businesses are responsible for adding any temporary space to their premises for purposes of DABC licensing. Currently, only restaurants with approved Dining Decks leases and proper DABC permits may serve alcohol outdoors. All restaurants shall be responsible for following DABC 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 for review no later than the Tuesday each week for participation by the following weekend. City staff will respond with approval or concerns 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 of 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, whether you are a local, business or visitor is incredibly important... and it's just a 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 we should be sharing or have a business story you want to share? Email lynn.ware-peek@parkcity.org

Utah Leads State Recovery Guidelines

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

Summit County

www.summitcounty.org

Summit County Health Department

www.summitcountyhealth.org

Park City Municipal & Office of Economic Development

www.parkcity.org

Jonathan Weidenhamer, Economic Development Manager jweidenhamer@parkcity.org

Jenny Diersen, Special Events & Economic Development Program Manager 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.

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 and 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.

What are the hours of the Main Street closure?

Main Street will close at 11 a.m. to cars and reopen at 10 p.m. Heber Avenue will remain open to traffic. Parking on Heber Avenue will be for Drop and Load/Curbside pickup.

Can vehicles park on Main Street before 11 a.m.?

Yes, vehicles can park on Main Street until 10:30 a.m. If a car remains after that time, the City will work to find the owner. If the owner cannot be found, the car will be relocated (customer required to pay relocation fee).

Can a restaurant serve alcohol on the sidewalk and street?

No, current regulations prohibit this. The HPCA and Restaurant Association are working with the State to pass temporary regulations allowing this due to COVID-19.

How will curbside pick-up work on Sundays?

The City has designated curbside pickup/ drop and load locations for Sundays. At these locations, the driver shall remain in the car and business should come to the car to drop off preordered merchandise or purchased food. Please remember to be idle free and please pull to curb as to not block traffic. Locations include: Heber Avenue, 9th Street Turnaround, Brew Pub Parking Lot (north, closest section to Brew Pub restaurant), Bob Wells (south section closest to parking deck) and Swede Alley parallel spaces behind Post Office.

Do I need to begin operations on Sunday, June 14 to be able to participate?

No, businesses can determine week by week if they would like to operate either on the sidewalk or street each Sunday.

Can I allow another business from outside the BID to utilize my sidewalk or space on Main Street?

Only businesses with licenses in the BID can utilize outdoor areas. No additional vendors are permitted. We want businesses to get creative, but businesses should 'stay in their lane' of business.

Can I allow a musician or artist to occupy my sidewalk or space on Main Street?

Yes. These uses can receive tips or be compensated by the merchant allowing the use of space. Music must remain within the noise allowance (65 decibels). Acoustic music is strongly preferred. If you plan to have these types of activations, please include this on your participation form.

Can I use a 10 x 10 tent on Sundays?

Umbrellas are encouraged. Tents are not allowed. Umbrellas need to be properly weighted.

How big is the parklet? Can I extend past the parklet?

Each parklet is about 10 feet wide. Please do not extend your business past this, as the 'center' of the street is used as an emergency access lane and pedestrian walking area.

Are bikes or skateboards allowed on the street?

Yes. We do ask that bikers and skate boarders slow their roll. Look for bike racks scattered around Main Street to lock up your bike (remember your bike lock).



Park City Municipal Corporation

Participation Application 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 for review no later than the Tuesday each week for participation by the following weekend. City staff will approve participation or respond with concerns to be addressed by Friday evening. 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, the Guidelines and Regulations outlined in this document, and the provisions below.

Business ("Applicant") 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

Customer Lounge

Expanding Retail Space – Sidewalk Sales etc...

Other Please Specify:

Do you anticipate having any temporary structures outside? If so, describe and 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, 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. Applicant is responsible for any modification to their DABC license(s) prior to selling alcoholic beverages. Additionally Applicant acknowledges that they have read the guidelines as outlined in this documents and will comply with them. Applicant 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. 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. 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 form 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 Sections 63G-7-101, 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 Applicant.

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

I declare under criminal penalty under the law of Utah that the information provided is true and correct and that I have the authority to sign this document. Signed on the ___ day of _____, 2020, at _____ (insert State and County here).

Printed name _____

Signature: _____