



Outdoor Retail Sale Program-2020 Summary, Application & Checklist

City of Glenwood Springs
101 W 8th Street
(970)384-6411

PROGRAM OVERVIEW

The city of Glenwood Springs recognizes on-going challenges of reopening retail businesses in the midst of the COVID-19 pandemic. Through 2020, the City offers use of public outdoor spaces for expanded retail use. This program is intended for all licensed retail businesses. Mobile vendors are not eligible for this program.

Outdoor Retail Location

- Your expanded outdoor retail area may be located on the sidewalk directly in front of your building, or in one or two of the parking spaces immediately adjacent to your building, commonly referred to as “parklets”.
- Other ideas? We encourage you to share your ideas. We are in this together and are here to help.



Source: livinggreenwich.com

General Guidelines

- Ensure that there is a minimum 6-foot wide walkway or path for pedestrians, and to maintain proper social distancing.
- Locate your expanded retail area so that it does not encroach into the public frontage of another property or business.
- Design your expanded retail area so that the outer limits can be detected by visually impaired pedestrians.

Sidewalk Sales

- Temporary use of the public sidewalk for retail sales does not require a permit as long as you adhere to the rules / regulations in this policy document.
- All tables, racks and other furnishings placed on the public sidewalk must be removed each day at the close of your business.



Source: visitalexandriava.com

Parklets

- Your parklet must be defined in some manner. Consider a decorative fence, flowerpots and planters, tables, or bollards.
- Barriers must be sturdy, stable and of sufficient weight so as not to tip or be upended in the wind.
- In no case can barriers be bolted or permanently adhered to the street.
- Your parklet including all furnishings and barriers must be removed when not in active use during those days approved in your License. In no case can the parklet be used for storage.

Tents, Umbrellas & Furnishings

- If tents or umbrellas are used, ensure that they provide at least 8 feet of headroom, as measured from the sidewalk or pavement surface to the bottom of the tent or umbrella valance. If used in a parklet, the tents or umbrellas must not overhang the parklet.
- All furnishings must be secured and be sturdy enough to withstand weather and high winds.
- Furnishings must not be roped, cabled or otherwise secured to trees, streetlights, street signs, hydrants or any other infrastructure, both during operating hours or at times when your business is closed.
- In some cases, you may be required to complete a separate tent application for the Fire Department. This will be determined on a case-by-case basis.



Source: warwickcc.org

Sanitation

- For the safety of all, clean and sanitize your tables, chairs and all high-touch areas.
- Your outdoor retail area must remain clear of litter at all times.
- No trash container shall be stored in the outdoor retail area when your business is closed. City-owned and maintained trash containers must not be used for waste associated with your business.

Application & License Required

Use of streets, alleys and other property owned or under the control of the City of Glenwood Springs requires -

- A completed application; and
- A scaled diagram of the expand retail area.
- If you have a parklet, you will be required to execute a License to Encroach agreement and provide evidence of liability insurance in the amount of \$1 million, with the City of Glenwood Springs named as an additional insured party.



Source: rutlandvermont.com

Review Process

Expanded outdoor retail applications are reviewed and approved by City staff. Please allow at least one week for city review.



Outdoor Retail Sale Program Checklist & Application

Please submit the following information to the Community Development Department. City staff will review your information for compliance with the eligibility criteria, applicable Municipal Code requirements, and program guidelines. To avoid delays, it is imperative that you provide an application that contains all of the required information.

____ Planning Application:

- Complete and sign the Planning Application form, [available here](#).

____ Narrative description:

- Provide a brief written description of how you intend to utilize the outdoor retail area. For instance, discuss days and hours of operation; location of your outdoor retail area; how you intend to display your merchandise; how will the furnishings be secured; do you plan to have music; will you be adding lighting, if so, where will the fixtures be located and how will you obtain electricity. If you intend to occupy parking spaces (parklet) include information about your barrier or how you will define and protect your area. and whether you will be constructing a platform.

____ Diagram:

- Provide one or two diagrams to scale that include the following -
 - ✓ North arrow & property lines.
 - ✓ Dimensions of proposed expanded retail area and length of building frontage.
 - ✓ Location and width of sidewalk or pedestrian pathway.
 - ✓ Tables and chairs, racks and other furnishings in your outdoor retail area.
 - ✓ Location of building entrance.
 - ✓ Barrier, with dimensions (provide height, width and length), if using parking spaces.

____ Construction details:

- If your project involves construction of a temporary platform, you will need to submit a building permit application and construction drawings. Building permit applications are [available here](#).

____ Insurance:

- Provide proof of liability insurance in the amount of \$1 million, with the City of Glenwood Springs named as an additional insured party.

____ Application Fee: \$0

If you have questions, contact Gretchen Ricehill at 970-384-6428 or email to Gretchen.Ricehill@cogs.us

Email your completed application to Gretchen.Ricehill@cogs.us.