



## THE GREENLEAF PROMENADE

OUTDOOR DINE & SHOP PROGRAM

## City of Whittier Temporary Outdoor Dining & Expansion Guidelines

### Instructions

The City of Whittier has authorized the temporary expansion of outdoor dining and business operations on public property in response to economic hardship and capacity limitations due to COVID-19. To obtain a permit, please submit a completed application with all materials as described in the Guidelines.

The Greenleaf Promenade is designed to be a low-cost alternative to help reestablish businesses' customer base by accommodating business expansion to achieve social distancing. Normal encroachment permit/sidewalk permit fees will be waived for the Greenleaf Promenade temporary permit.

To utilize the public right of way for outdoor dining, including sidewalks and on-street parking, please obtain a Temporary Outdoor Dining & Expansion Permit application by visiting [www.cityofwhittier.org/greenleafpromenade](http://www.cityofwhittier.org/greenleafpromenade), and submit the completed application to:

City of Whittier  
Economic Development  
Attn: Katie Galvin-Surbatovic  
13230 Penn Street  
Whittier, CA 90602

Or by email to:  
Katie Galvin-Surbatovic at [kgalvin-surbatovic@cityofwhittier.org](mailto:kgalvin-surbatovic@cityofwhittier.org)

Once your application is approved, your Temporary Outdoor Dining & Expansion permit will be in effect through the evening of Sunday, October 25, with equipment and set-up to be removed no later than Monday, October 26, 2020.

### SUBMITTAL REQUIREMENTS – CHECKLIST

\_\_\_\_ Completed Permit Application: To utilize public property for outdoor dining, or for applicants who wish to use a private parking lot or sidewalk to further their operations, please submit the attached Temporary Outdoor Dining & Expansion Permit Application.

\_\_\_\_ Site Plan: Please provide the following legible, accurately drawn/scaled exhibits:

- i. Existing site plan or recent google map image (staff to inspect for accuracy);
- ii. Proposed site plan showing the layout of all furniture and other items proposed for the public right-of-way, including all existing features within the abutting right-of-way including trees, sign posts, street lights, traffic signals, parking meters, landscape planters, drive way, etc. and indicate number of tables to be used.
- iii. Photos of existing parking lot/outdoor area.

\_\_\_ Operational Plan: services provided (in conjunction with existing CUP), service hours, and set-up/clean-up hours (operations may not begin before 8:00 a.m. and must cease by 10:00 p.m.)

\_\_\_ Evidence of acceptable insurance (*Coverage must include \$1M per occurrence and \$2M aggregate*)

\_\_\_ For restaurants serving alcohol: a copy of existing or modified ABC license.

## **GUIDELINES & PROCEDURES**

### **Permit Requirements**

To assist restaurants with the loss of potential indoor capacity due to COVID-19, the City of Whittier launched the Greenleaf Promenade Program. Businesses may expand their dine-in service to the public rights-of-way, while adhering to public safety and physical distancing requirements. This program only applies to businesses identified by the State of California as “lower risk businesses.” For more information, visit the website at [www.covid19.ca.gov](http://www.covid19.ca.gov).

To promote public safety, applicants must adhere to the Outdoor Dining Requirements as detailed by the County of Los Angeles, including, but not limited to:

- Physical distancing measures will be in place.
- Face coverings shall be worn by wait staff; patrons are required to wear cloth face coverings when they are not seated at their tables.
- Outdoor seating and curbside pick-up are prioritized.
- Reservations will be highly encouraged.
- Post signage to remind people about face coverings, social/physical distancing, and staying home when sick or exhibiting symptoms of illness.
- Designate staff to help monitor social/physical distancing practices during busy times.

For the detailed protocol visit: <http://publichealth.lacounty.gov/media/coronavirus/> or for a list of specific industry reopening protocols visit <https://covid19.lacounty.gov/recovery/>

\*\*\*Please be aware that each restaurant is expected to adhere to reopening protocols and social distancing measures by ensuring six feet of space between all diners and pedestrians. For specific questions relative to your proposed set-up, feel free to contact the LA County Health Department Norwalk/Whittier office at (562) 345-6800.

### **Program Locations**

Businesses may obtain a temporary, no-fee permit to expand operations into:

- Greenleaf Avenue, which will be closed between Wardman Avenue and Hadley Street, with cross-traffic allowed along Philadelphia Street and Bailey Street. Expansion is limited to the storefront width continued into the public street, and subject to emergency and pedestrian access as determined by the Public Works Department (note: it is the responsibility of each business or

restaurant to provide their own tables, chairs, planters, etc.; maintenance and upkeep will be the responsibility of the participating establishments)

- Limited publicly-owned rights of way
- Public sidewalks outside of the Uptown Core provided ADA and pedestrian access, public safety, and public health and ABC licensing requirements can be satisfied
- Private sidewalks and/or parking lots

### **Temporary Expansion on Private Property**

Restaurants with access to private sidewalks or private parking lots may utilize these areas for dining in accordance with guidelines published by California Department of Public Health: <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>. (Dine-in Restaurants)

Those wishing to utilize private property or parking lots must be granted additional approval by the City's Planning Division as part of the Temporary Outdoor Dining & Expansion Permit process.

A sidewalk dining facility must comply with the following requirements:

1. All sidewalk dining chairs, tables, fences, planters, barriers, and related furnishings and equipment, collectively, the "Sidewalk Dining Furniture and Equipment," must be placed within the sidewalk dining facility area. All sidewalk dining furniture and equipment (including umbrellas and outdoor heaters) cannot encroach into the required unobstructed pedestrian path.
2. No sidewalk dining furniture and equipment placed in the public right-of-way may be fastened to the sidewalk or paseo, and it must not cause any damage to the sidewalk or paseo.
3. No furniture and/or other items except umbrellas or outdoor heaters may exceed 42 inches in height.
4. Fire Department approval is required for outdoor heaters in a sidewalk dining facility.
5. Open umbrellas require a minimum vertical clearance of seven (7) feet, and they cannot extend outside of the area approved for sidewalk dining.

Alcoholic Beverages may be served within the expanded service area if the business has a current State ABC license:

- a. Requires a prominently posted sign stating: "Alcoholic Beverage Consumption Is Permitted Only Within Designated Sidewalk or Paseo Dining Facilities. G.M.C. Section 9.20.140."
- b. The perimeter of a sidewalk dining facility approved for alcoholic beverage service must have removable physical barriers to prevent the unrestricted movement of people to and from the outdoor dining area except through the approved entrance/exit
- c. Applicant must coordinate directly with ABC, and adhere to all required ABC requirements, including notifying the City of Whittier should their existing ABC license be modified. A copy of the business' ABC license is required as part of this application.

### **Permit Revocation**

Temporary Outdoor Dining & Expansion Permits are licenses to use City property and do not bestow or vest a permanent property right; these permits are revocable. The City reserves the right, in its sole and absolute discretion, to revoke a permit, and to remove a sidewalk dining space that, (i) obstructs or causes congestion to pedestrians and by so doing creates a danger to the health, safety, or general welfare of the public, (ii) where the City requires the removal for redevelopment or improvements of the street or sidewalk, or for utility repairs, or (iii) where a business violates the requirements of these Guidelines or State or local laws, regulations, ordinances or orders. Any costs incurred by the City for removal or storage of sidewalk tables, chairs, and other equipment as a consequence of permit revocation shall be the responsibility of the business, and shall be promptly paid to the City upon request for reimbursement. The City is not responsible for any damages or loss of equipment removed pursuant to this subsection.

### **Questions**

Inquiries regarding application requirements should be directed to the City's Business Development Manager at (562) 567-9351 or by email to Katie Galvin-Surbatovic at [kgalvin-surbatovic@cityofwhittier.org](mailto:kgalvin-surbatovic@cityofwhittier.org). Once your permit is approved, be sure to follow @WhittierCityGov on social media and share that your business is up and running outdoors. Don't forget to use the #GreenleafPromenade!