

Procedure to Allow Outdoor Sales and Use of Alcoholic Beverages on Street Right-of-Way (Sidewalks)

Applications are considered a ***Minor Review*** and require a submittal fee (currently \$100). **Twenty (20) copies** of your site plan are required to be submitted with your application. The submittal shall include a dimensioned site plan showing proposed design of the sidewalk area dining facility (i.e. layout of tables, chairs, planters, fencing or other barricades, lights, signs, relationship to entrances and other street level physical features of the associated building, etc.) and a written plan of operation. The plan of operation at a minimum shall indicate:

- The expected starting date and ending date of the sidewalk area dining facility;
- The proposed daily hours;
- The planned capacity of the sidewalk area dining facility; and
- Whether any of the proposed sidewalk area dining facility improvements would be physically attached to public infrastructure and if so, how.

Other criteria that is required of the applicant or be shown on the site plan:

- Sidewalk area dining is limited to the public ROW immediately abutting the establishment with which it is affiliated;
- A “through sidewalk passage” for general public use must be maintained at all time. This passage should be no less than four (4) feet wide and must be kept clear of all obstructions or obstacles;
- A removable divider or fencing must be provided to separate the dining area from the sidewalk passage and to prevent patrons from leaving the dining area and enter the public ROW;
- All materials and equipment used should be of such weight or be secured to prevent being blown over by winds or being easily displaced;
- All food and beverages should be stored and prepared within the establishment. No storage or preparation should take place in the sidewalk dining area;
- The sidewalk dining area operator shall maintain the premises in a neat and clean condition at all time; and
- Cash register operators must be located within the establishment.

Once approved by the Plan Commission and the Common Council, a right-of-way license shall be granted; which shall be renewed annually (current fee is \$20). Prior to the issuance of the permit, a certificate of insurance naming the City of Port Washington as an insured party shall be submitted.