



Temporary Outdoor Dining

June 18, 2020



TEMPORARY OUTDOOR DINING

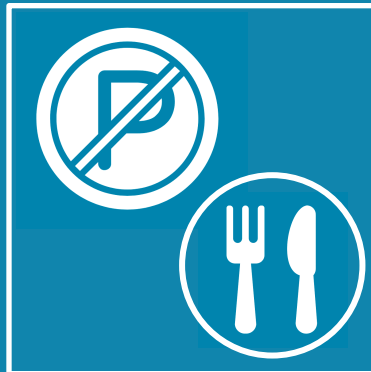
The logo consists of the letters "ABQ" in a bold, white, sans-serif font, centered within a white square border.

ABQ

CABQ
OUTDOOR DINING



SIDEWALK DINING



PARKING LOT
DINING



PARKLETS



STREET DINING

CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

PROGRAM GOAL

- Reinvigorate restaurants by expanding areas available for COVID-Safe outdoor dine-in services and to help promote the health, safety, and general welfare of restaurant staff and their customers.

OBJECTIVES

- Rapid permitting of outdoor dining (sidewalks - parking lots, parklets, street closures) areas for existing restaurants in locations that would otherwise be required for parking, setbacks, or landscaping on a property for the duration of the COVID-19 Public Health Order
- Collaborative approach to streamline permitting process.
- Assist participating restaurants with logistics and associated costs.

STAKEHOLDERS

City of Albuquerque

- Economic Development Department
- Metropolitan Redevelopment Authority
- Planning Department
- Environmental Health Department
- Department of Municipal Development
- Cultural Services Department

Main Street + Neighborhood Groups

- Nob Hill (MS)
- Downtown (MS)
- Baretas (MS)
- EDO
- Neighborhood Associations

Restaurant Groups

- New Mexico Restaurant Association

PUBLIC HEALTH ORDER

COVID-SAFE REQUIREMENTS – 5.27.2020

OPERATING REQUIREMENTS

- Restaurants may offer dine-in service in outdoor seating areas up to 50 percent of the outdoor occupancy.
- Restaurants may offer indoor seating and 50 percent of the maximum occupancy.
- Bars remain closed.

COVID-SAFE PRACTICES

- Tables places 6' or more apart (measure from back of chairs)
- No more than 6 patrons to a table
- No bar, counter, or standing service
- No self-service stations
- Increase cleaning and sanitization especially in high-touch areas and on reusable items (menus, cutlery, pens, credit card machines etc.)
- Face coverings must be worn in public

A full list of the COVID-Safe practices from the State can be found [here](#).



CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS



SIDEWALK DINING

- Allowing restaurants to utilize/expand sidewalk space in front of restaurant to offer outdoor dining space for customers.
- Permit secured through Planning Department.

PARKLETS OR “PARQUITOS”

- Allowing restaurants to convert on-street parking spaces (parallel, angled, perpendicular) into defined parklets.
- Permit secured through Planning Department, vetted for safety by transportation.

PARKING LOT DINING

- Allowing restaurants to convert (private) parking areas and sidewalks into outdoor dining space for customers.
- Permit secured through Planning Department.

STREET DINING

- Temporary closing of a street(s) allows for the use of additional street space to expand outdoor dining options for restaurants.
- Any individual, restaurant, or organization can apply for a special events permit to request street closure.
- Permit secured through Cultural Services Department.

ABQ

CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

PERMIT APPLICATION SAMPLE



city of albuquerque

Temporary Outdoor Dining Area Permit

☐ Approved ☐ Disapproved

Case # _____ Date _____ Man# _____

Officers Signature _____

- For Information email: tempchangeinfo@cabq.gov or call 505-924-3611
- Send Application to: tempchangepermit@cabq.gov

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the layout coincides with the approved plans. This Permit can be revoked at any time.

Revised: 5/27/2020

Information

Event Name	
Company Name	
City	State
Street Name	Quadrant
Street Number	Zip Code
Contact Name	
Contact Phone	
Emergency Phone	
Contact Email	
Start Date	
End Date	This Permit is good for the length of the Covid-19 Governor restrictions
Permit Applicant	
Company Name	
City	State
Street Name	Quadrant
Street Number	Zip code
Contact Name	
Contact Phone	
Emergency Phone	
Contact Email	
Inspection Date	
Inspection Time	
Total Square Footage	
Tents or Canopies	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Temporary Outdoor Dining Area Requirements

SITE PLAN / CONSTRUCTION DOCUMENTS Detailed site plan for the assembly area shall be provided with each application for approval. The site plan shall indicate means of egress, seating arrangement, heating and electrical equipment, exit signs, fire extinguishers, cooking equipment, and exhibits. (ORD 105.4)

OUTDOOR ASSEMBLY OCCUPANT LOAD The fire code official shall establish an occupant load for the assembly area. (ORD 8104.2)

POSTING OF OCCUPANT LOAD A copy of the site plan with the occupant load shall be posted in a conspicuous place near the main entrance. (IFC 1004.3)

OCCUPANT LOAD MAINTAINANCE The approved occupant load shall be maintained by the permit holder. For access-controlled events such as "beer gardens" a plan shall be submitted with the application stating how the occupant load will be maintained. (ORD 8104.2.1)

COOKING Cooking shall not be allowed in temporary outdoor dining area.

VEGETATION AND WASTE Combustible vegetation and waste shall not be allowed to accumulate in the assembly area. (IFC 304.1)

ELECTRICAL EQUIPMENT Electrical equipment and installations shall comply with the National Electrical code. (ORD 8104.6)

GENERATORS All generators shall be isolated from the public by fencing or by other approved means, a minimum of 3Ft. from the generator. One 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan. (ORD 8104.8.2)

FIRE EXTINGUISHERS A Fire Extinguisher shall be provided for every 1500 square feet within the space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Extinguishers shall be indicated on the floor plan. (ORD 8104.5)

NUMBER OF EXITS Exit's shall be remote from each other. The number of exits shall be as follows: occupant load of 50-500=2 exits, 501-600=3 exits, 6001 or more= 4 exits. (ORD 8104.3)

EXIT WIDTH The aggregate clear width of exits shall be a minimum of 3 feet for every 500 people. (ORD 8104.301)

EXIT SIGNS Exits shall be identified with signs that read EXIT. The signs shall be weather resistant with red lettering on a contrasting background. The lettering shall be of sufficient height and brush stroke to be immediately visible from 75 feet. (ORD 8104.3.2)

EXTENSION CORDS Only approved UL, FM, or NRTL, three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. (IFC 605.5)

ACCESS All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum of 20 feet. (IFC 503.1)

CHAIRS Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor. (IFC 1029.14)

PERMITS All outdoor assemblies require a permit. (ORD 105.6.37.1)

PERMIT FEES \$60.00 (ORD 105.6.50)

ADDITIONAL FEES Additional fees may apply to all after hour inspections. (ORD 8306.1)

INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, merchandise, appliances, and equipment shall be set in place prior to inspection. (ORD 8104.9)

Barriers Barriers are required and will be temporary in nature. No affixed barriers will be used. Eg. affixed fencing, mounted railings.

Alcohol Alcohol may not be served or consumed in a temporary outdoor dining area unless approved by the City of Albuquerque and the State of New Mexico. Information on how to obtain an alcohol permit, please email: donna@cabq.gov or 505-768-3147

Duration of Temporary Outdoor Dining Area Permit This Permit is good for the length of the Covid-19 Governor restrictions.

Parking Parking must follow all set requirements set forth by the Building Department

Disclaimer

The undersigned hereby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved plot plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved plot plan and floor plan. All disapprovals will be indicated on the tops of each page and all violations will be indicated with a check mark on this disclaimer. All information must be submitted to process this application. Revised 5/27/2020.

APPLICANT NAME: _____ (PLEASE PRINT)

PHONE NUMBER: _____

APPLICANT SIGNATURE: _____

DATE: _____

Name, Signature and Date -

Fire Marshal's Officer _____
 For questions: 505 - 924 - 3611
 Zoning Officer _____
 For questions: 505 - 924 - 3860
 Building Officer _____
 For questions: 505 - 924 - 3320
 Environmental Health _____
 For questions: 505 - 768 - 2738

OFFICERS COMMENTS:

Temporary Outdoor Dining Area Permit

☐ Approved ☐ Disapproved

Case # _____ Date _____ Man# _____

Officers Signature _____

OCCUPANT LOAD:

EXAMPLE



CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

THINGS TO KNOW

City is temporarily waiving permit fees

- To ease the financial burden on restaurants, CABQ is waiving typical permit application fee; providing support for other fees
 - \$500 application fee waived
 - Annual permit fee remains (\$2.50/sf used for sidewalk & parklet space used)
 - Permits for parking lots and private areas are good for 10 years.

For outdoor street dining areas, food preparation and cooking are NOT allowed unless a special outdoor food prep station is requested and a temporary food permit is granted in the special event permit and inspected/approved by the Environmental Health Department prior to use

WHAT TO HAVE PREPARED

- Determine which permit(s) you desire to establish your outdoor dining expansion
- Prepare supporting information:
 - Site plan of proposed use (photos of space help)
 - Proof of insurance (\$1,000,000)



CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

SIDEWALK DINING

Restaurants are encouraged to utilize the outdoor sidewalks in front of their establishment to offer outdoor dining for patrons while observing the specific COVID requirements set by the Governor.

Permits are good for 10 years.

PROCESS

- To obtain necessary applications visit: www.cabq.gov/coronavirus-information/temporary-outdoor-dining
- Application will need to include:
 - Site plan showing the location of the business and the area of the public sidewalk to be used for tables/chairs.
 - ALL sidewalk dining plans must indicate how the intended use of space preserves the required 4 feet ADA compliant path.
 - An annual charge of \$2.50 per square foot for the area of the public sidewalk to be used for tables/chairs.
 - A copy of a \$1,000,000 liability insurance policy indemnifying the City of Albuquerque.
- Schedule site inspection by Fire Marshal.

NOT ALLOWED

- Outdoor cooking;

CONTACT

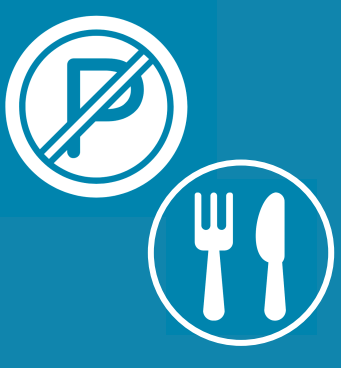
- For more information/questions: Charlotte LaBadie, Planning Department clabadie@cabq.gov



CITY OF ALBUQUERQUE OUTDOOR DINING OPTIONS

SIDEWALK DINING EXAMPLE





CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

PARKING LOT DINING

Restaurants are allowed to utilize up to 25% of their private parking areas to offer temporary outdoor dining for patrons while observing the specific COVID requirements set by the Governor.

Businesses may not increase the overall seating capacity of the restaurant beyond the general capacity limitations absent COVID-19 public health order limitations.

Permit for use during COVID restrictions.

PROCESS

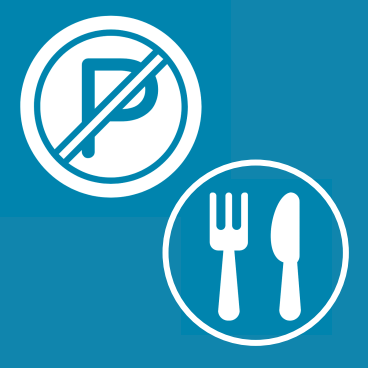
- To obtain necessary applications visit: www.cabq.gov/coronavirus-information/temporary-outdoor-dining
- Application must include:
 - Detailed site plan identifying the proposed space to be used, include means of egress, proposed seating arrangement(s), heating and electrical equipment needs, and locations of exit signs and fire extinguishers.
- Submit application to CABQ Planning Department via email at: tempchangeinfo@cabq.gov
- Schedule inspection by Fire Marshal

NOT ALLOWED

- Outdoor cooking
- flammable vegetation/debris
- obstruction of fire hydrants or other fire equipment or fire department access

CONTACT

- For more information/questions: tempchangeinfo@cabq.gov or call 505-924-3611



CITY OF ALBUQUERQUE OUTDOOR DINING OPTIONS

PARKING LOT DINING EXAMPLE





CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

PARKLET OR “PARQUITO” DINING

Restaurants may convert curbside parking space(s) in order to offer temporary outdoor dining for patrons while observing the specific COVID requirements set by the Governor.

Permits are good for 10 years.

PROCESS

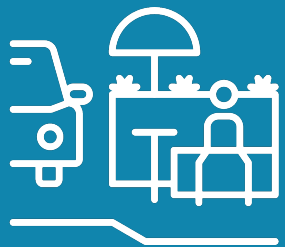
- A detailed exhibit showing the City right-of-way encroachment in detail including the total square footage of encroachment
- Upon completion of the construction and installation of the parklet, the City must be provided with one set of reproducible as-built, record drawings, reflecting construction and installation as actually accomplished.
- A remediation agreement and plan for returning the site to its pre-existing condition, including but not limited to the re-installment of landscaping and parking displaced by the parklet.

NOT ALLOWED

- Outdoor cooking

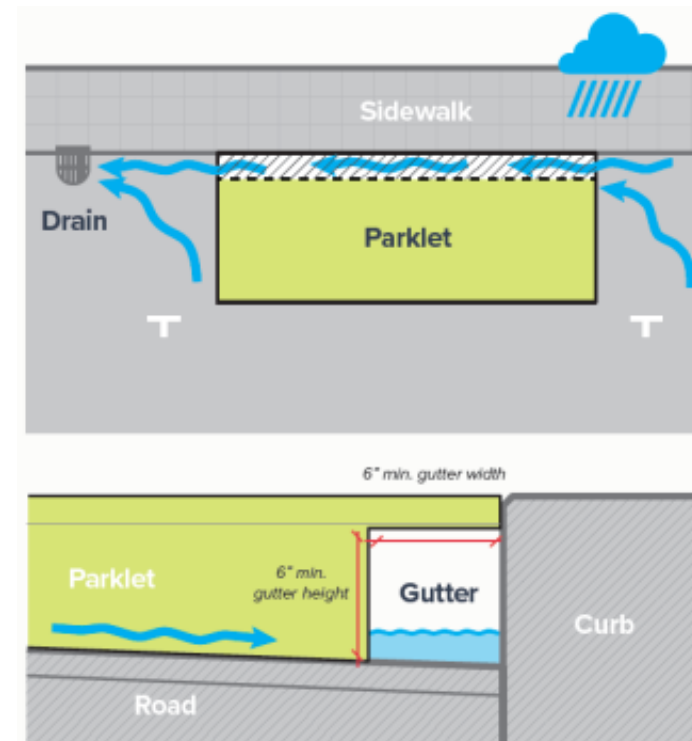
CONTACT

- Parklets require Coordination with the Parking Division, including agreement over fees associated with lost parking revenue. They also require approval by the City Engineer and a revocable permit to convert a public parking space for commercial use.
- Contact Jeremy Keiser with the Parking Division of Municipal Development Department via email at: jkeiser@cabq.gov to understand revenue impact that must be mitigated
- Submit parklet request to Charlotte LaBadie, Planning Department clabadie@cabq.gov



CITY OF ALBUQUERQUE OUTDOOR DINING OPTIONS

PARKLET OR “PARQUITO” DINING EXAMPLE



<https://groundplaysf.org/publication/san-francisco-parklet-manual/>



CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

STREET DINING

Restaurants, business districts, and neighborhoods may request to close a city street (non-thoroughfare) in order to offer temporary outdoor dining for patrons while observing the specific COVID requirements set by the Governor.

PROCESS

- Reach out to your local Main Street and/or neighborhood organization to discuss your plan and seek support for your application and planned activities
- Visit <https://specialevents.cabq.gov/> to begin the permit application process
- Upload or provide information on activity details
- Submit your permit application and it will be routed to the appropriate departments for questions or approvals
If any of the departments approving your permit have questions, they will contact you directly through the permitting system
- After your permit has been completely approved, a permit will be generated and provided to you. This is the final approval.

CONTACT

- For more information/questions: Contact Mike Trissell via email at: mtrissell@cabq.gov



CITY OF ALBUQUERQUE

OUTDOOR DINING OPTIONS

STREET DINING EXAMPLE





To obtain necessary applications visit:
www.cabq.gov/coronavirus-information/temporary-outdoor-dining

or Contact

Planning Department
505.924.3860

Cultural Services Department
505.768.3556

Department of Municipal Development
505.768.3830

Economic Development Department
505.768.3270

Metropolitan Redevelopment Authority
505.924.3397

Environmental Health Department
505.768.2738