



DRAFT

Streateries Guidelines and Manual

NORFOLK, VIRGINIA

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Approval Process
and Operational
Requirements

THE CITY OF
NORFOLK

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The Streeteries Guidelines and Manual were developed by the City of Norfolk City Planning Department and the Right of Way Administrator with assistance from the Downtown Norfolk Council.

Prepared for the City of Norfolk
by Work Program Architects.



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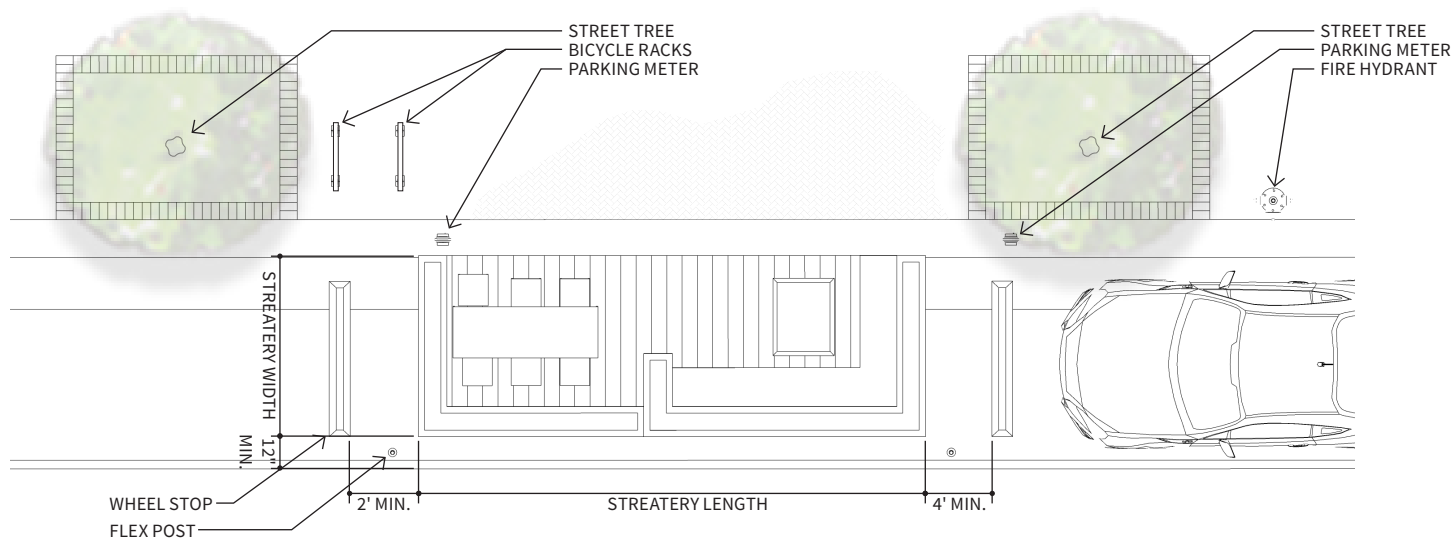
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Background:

A streateries is an outdoor dining or retail space within a public street, typically in a parking space or two. Unlike a parklet, a streateries is typically an extension of an existing restaurant's "dining room" and is not considered a public space. Streateries can be a great solution for locations that do not have wide enough sidewalks immediately adjacent to their businesses. Streateries allow for locations to take advantage of the outdoors by creating dining areas along the street in rented parking spaces. Streateries

in Norfolk must follow the application and approval process detailed in this document as well as the operational and design guidelines that follow as established by the City of Norfolk to ensure the safety of the public. **The Streateries Program is a pilot program and approved applications will be valid through the end of December, 2022. The program will be evaluated and new guidelines issued prior to the end of the program.**



Example Design Layout


Approval Process:

- Obtain and submit an application for a Street Use Permit by following the steps below. If you have any questions about the application process or the requirements, address them to the Right of Way Administrator by email at freda.burns@norfolk.gov.
 - Applicants will need to register to submit through PermitCity, which can be done here: <https://citizen.norfolk.permitcity.com/auth/register>
 - After registering as a user, applicants can log in and apply for and track their application as it goes through the approval process
- Submittals must include a design layout with as much detail as possible, including dimensions and noting all obstructions (trees, fire hydrants, parking meters, etc.) within 15 feet of the streateries and a construction schedule. We recommend that you work with an architect, professional engineer, or other registered design professional during the design of the streateries and consult the following design guidelines. This will assist you with the construction and design details.
 - City Planning staff will evaluate proposals for conformance with the Design Requirements outlined in the Streateries Guidelines.
 - Once approved, a streateries shall be permitted to remain year-round, excepting special event dates, and at the discretion of the Right of Way Administrator for needed street maintenance or other City operational requirements.
 - The operator must construct and complete (to include assembly, painting, signage, accessories, and landscaping) the streateries within 2 weeks of permit issuance, with pre- and post-construction inspection of the site by the Right of Way Administrator. Extensions of this time frame are at the sole discretion of the Right of Way Administrator.
 - The initial term of approval shall be until December 31, 2022. The operator must reapply no fewer than 60 days prior to the end of the initial term of approval for uninterrupted operation of the streateries to continue.

Operational Requirements

Once the Street User Permit application is approved, you will need to be sure to add the City of Norfolk as additional insured to your premises liability insurance and email a copy of the Certificate of Insurance (COI) to the City's Right of Way Administrator at Freda.Burns@norfolk.gov. This applies whether the streaterly will be placed in a previously approved outdoor dining encroachment area or not.

Note that compliance with the following operational requirements will allow the streaterly to operate without a Conditional Use Permit.

- Streateries shall comply with the performance standards for restaurants from the Norfolk Zoning Ordinance as follows (modified to be applicable to a streaterly):
 - An establishment whose function is the preparation and selling of unpackaged food and beverages, including alcoholic beverages, to the customer in a ready-to-consume state, where the customer consumes these foods and beverages while seated at tables or counters. The principal method of operation includes one or both of the following characteristics:
 - customers are normally provided with an individual menu and served their food and beverages by an employee of the restaurant at the same table or counter where the items are consumed; or
 - a cafeteria-type operation where food and beverages generally are consumed within the building. A restaurant shall not provide entertainment, but may play pre-recorded background music.
 - A food menu shall be provided at all times that alcohol is sold.
 - Streateries will close by midnight in the Downtown character district and 11 p.m. in the remainder of the city unless in proximity to residential as outlined in Neighborhood Protection Standards).
 - Streateries shall comply with any applicable building codes (including bathroom ratios), health department regulations and ABC requirements—the permittee is fully responsible for obtaining all required license additions or modifications from the ABC.
-  • Smoking and vaping are not permitted in streateries and operators shall post conspicuous signage to that effect.
 - The Operator must keep clean the area no longer accessible by street sweepers and clear debris from the gutter channel to maintain proper water flow.
 - Non-permanent furniture must be secured each night or operator bears risk of theft or vandalism.
 - The operator is responsible for the care and maintenance of all landscaping within the streaterly. Plants should be watered at least once a week and more often depending on the weather. Drought resistant plants should be considered when designing the streaterly.

Fire and Life Safety Requirements



- No cooking, open flame (candles, fire pits, etc) allowed inside streateries



- If a space heater of any type is used in the streatory, a fire extinguisher must be kept accessible in the streatory while in use with signage indicating the location of the fire extinguisher.
 - Propane or gas fired heaters may not be used in streateries which are enclosed with a roof of any type
 - All electric heaters must be kept 3 feet away from combustibile materials
 - All propane or gas fired heaters must be kept 20 feet away from combustibile materials
 - Electric heaters must be plugged directly in to approved GFCI protected receptacles; no extension cords are permitted
 - The heating element must have a guard against contact to prevent accidental contact by a person or a material
 - All heaters must be UL listed, labeled, and approved for outdoor use
- All electrical appliances and lighting must comply with the following requirements:
 - Must be installed and maintained according to the manufacturer's instructions
 - One appliance per receptacle (one heater per circuit, heaters must be by themselves on a circuit)
 - All wiring shall be protected from physical damage.
 - All non-metallic cables, rubber cords and extension cords shall be protected by ground fault circuit interrupter (GFCI)
 - All other wiring shall have GFCI protection for receptacles and equipment.
 - No exposed single conductor wiring above 50 volts is allowed.

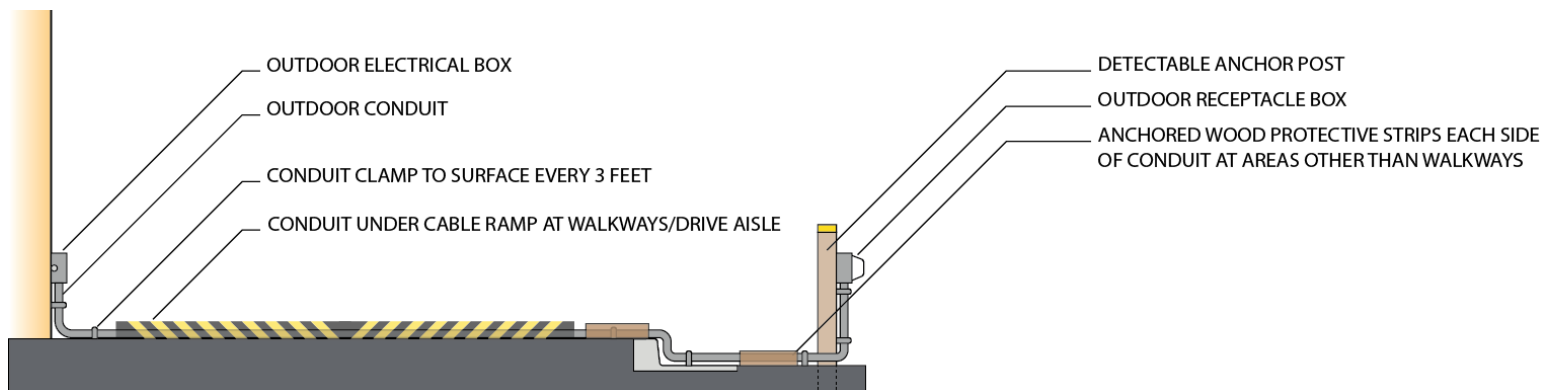


Diagram of approved electrical circuit extension across sidewalk for use with electric heaters and other appliances

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