



City of Florence

Restaurant Parking Café Program Application

May 1 - October 30

The City of Florence has created the Restaurant Parking Café Permit Program (FCC 8-2-4-1-C) to allow restaurants to expand their existing Sidewalk Café into the parking right-of-way to provide more outdoor seating for their restaurant patrons. This program is in coordination with the City of Florence's current Sidewalk Café program (FCC 8-2-4-1-B), which permits restaurant seating in the pedestrian right-of-way. Restaurants who wish to participate in the Parking Café program must have a current Sidewalk Café permit and business license. **The program will begin on May 1 and expire on October 30, each year, weather permitting.** Restaurants may apply for a permit before May 1; however, barriers will not be placed by the City of Florence's Public Works department until after May 1.

Program Requirements:

- Restaurants who wish to participate in the Restaurant Parking Café Program must have an up-to-date business license and an annual Sidewalk Café permit through the City of Florence
- Restaurant must have at least **four days of the week** where they are open to the public with **at least 6 hours open** for food or beverage service
- Each table in the expanded outdoor seating area is served using table-service method
- Each table in the outdoor seating area will be within visual sight of the interior of the restaurant
- At the end of the day, chairs will be staked and tables secured
- Written permission from property owner (if different from business owner)
- A general liability insurance policy with at least \$1,000,000 in coverage
- \$117 Permit fee - fee must be paid to the City of Florence before permit is issued
- Right-of-Way must be in City of Florence's domain - excludes restaurants with frontage on Highway 101 and Highway 126.

Approval Process:

Once a complete parking café application is submitted, City staff will verify that the program requirements listed above and the following conditions are met:

- The applicant assumes all risks associated with the use of the right-of-way
- The applicant obtains liability insurance in a form and amount determined by the City Manager
 - General Liability Insurance policy with at least \$1,000,000 in coverage is required
- The applicant lawfully operates a restaurant adjacent to the right-of-way for which the applicant seeks a permit

- The owner of the restaurant property consents to the issuance of the permit
- The applicant demonstrates the use of the right-of-way will not interfere with existing utilities, pedestrian use of the right-of-way, nor pose a hazard to vehicular traffic
- The applicant shall obtain and maintain compliance with all other necessary federal, state, and local permits and licenses
- The restaurant is located continuous to the right-of-way to be used for sales
- The applicant demonstrates that seating in the right-of-way will be provided for no more than 20 patrons

Once City staff have verified program requirements have been met, the City of Florence will issue a written approval letter, which must be displayed at the approved restaurant during the program season, until October 30.

Termination and Revocation of Permit:

The City of Florence’s Restaurant Parking Café permit may be revoked by the City of Florence City Manager if:

- The operator of the parking café violates the City Code or state or federal law
- If the conditions specified in the program requirements are not being met
- If the operator of the parking café permit presents a danger to person or property

The **Restaurant Parking Café program will terminate on October 30**; however, if a restaurant wishes to remove their barriers earlier, they may contact the City of Florence and the barriers will be removed within 3 business days.

Application Submittal:

Questions about the program can be submitted to the City of Florence’s Economic Development Analyst Chantelle Meyer at chantelle.meyer@ci.florence.or.us. To submit, email all application materials to CityFinance@ci.florence.or.us.

Required materials include:

- Program Application
- Proof of Insurance (At least \$1 Million General Liability Policy)
- Written Permission from Property Owner (if different than business owner)
- \$117 Permit Fee

More information about the Café Seating Program can be found on the City of Florence’s website:

www.ci.florence.or.us/economicdevelopment/restaurant-cafe-seating-program