



Temporary Outdoor Dining Guidelines

GUIDANCE FOR TEMPORARY ESTABLISHMENT OF
DINING WITHIN THE PUBLIC RIGHT OF WAY AND
ONSITE PARKING AREAS

In response to the three phase reopening of businesses in North Carolina, the Town of Matthews has implemented temporary measures to allow for additional outdoor seating areas for food and beverage establishments. In accordance with a resolution passed by the Matthews Town Board of Commissioners on June 8, 2020, additional outdoor seating may be allowed in one of the following circumstances:

- In downtown, within the right-of-way with the approval of Town Staff
- In private, off-site parking areas, with the approval of a sketch indicating the location of proposed temporary outdoor dining



Image Courtesy OpenNorfolk

Program Guidelines - Downtown

1. Businesses may request the usage of either additional sidewalk space or up to two parking spaces.
2. Town staff will evaluate each location and determine what safety measures shall be implemented.
3. Businesses must adhere to all current social distancing protocols, CDC recommendations and health department requirements. Visible social distancing guidance shall be displayed both indoors and outdoors.
4. ADA accessibility shall be maintained at all times.
5. A minimum of 5' of sidewalk clearance must be maintained.
6. Once the space has been defined, businesses are encouraged to embellish the area with potted plants, umbrellas or other decorative elements.
7. Approvals shall be made in 30 day increments and may be extended on a month to month basis during phase 2.
8. Businesses are responsible for keeping the area clean and free of litter.
9. Staff reserves the right to deny requests due to safety or other concerns. Town staff will indicate what safety measures, such as planters, water barriers or visual indicators will be required.
10. Signage – Temporary outdoor banners and A-frame signage will be allowed and shall be consistent with the Matthews UDO

Program Guidelines – Onsite Parking Dining

1. Businesses may request a reduction of up to 25% of required onsite parking in the areas immediately adjacent to the building.
2. Drive aisles and accessible parking spaces must be maintained at all times.
3. A sketch showing the location of temporary outdoor dining must be submitted for review and approval by Town staff prior to installation.
4. The business or property owner is responsible for all costs associated with temporary outdoor dining.
5. Businesses must adhere to all current social distancing protocols, CDC recommendations and health department requirements. Visible social distancing guidance shall be displayed both indoors and outdoors
6. Once the space has been defined, businesses are encouraged to embellish the area with potted plants, umbrellas or other decorative elements.
7. Approvals shall be made in 30 day increments and may be extended on a month to month basis during phase 2.
8. Staff reserves the right to deny requests due to safety or other concerns.
9. The 25% reduction will be calculated based on seating provided prior to the pandemic. For instance, a 60 seat restaurant with 10 employees on the busiest shift would be required to provide 25 parking spaces. The new temporary dining could occupy 6 of these required spaces.

Business Checklist and Tips

- Check with insurance regarding liability
- Will alcohol be served in the area? If so, the area should be defined using retractable barrier stanchions, rope, fencing or other methods.
- Maintenance of the area include removal of trash and litter will be the responsibility of the business.
- Check for current guidance from health department and CDC
- Hand sketch or Polaris 3g map showing proposed area and approximately how many tables will be provided
- Review current ABC Commission guidance for extension of on premise alcohol consumption:

<https://portal.abc.nc.gov//Lists/Web%20Announcements/Attachments/275/Temporary%20Extension%20of%20Premises%20Guidelines%20for%20Phase%202.pdf>

Temporary Sidewalk or Parking Space Dining Application

Business Name: _____

Address: _____

Location Requested (downtown right of way or parking lot):

Phone Number and Email Address: _____

Applicant Name and Signature:

Date:

Site Sketch (may attached separate drawing or map)

