



Guidelines for Use of Outdoor Space under “Safe Start – Stay Healthy” Phased Reopening

Purpose: The purpose of this handout is to provide guidance to businesses wishing to temporarily expand operations to outdoor spaces under King County’s Modified Phase 1 and Phase 2 “Safe Start – Stay Healthy” Phased Reopening plan and the City Manager’s direction to relax enforcement of certain code provisions to support implementation of this plan.

Expansion of Outdoor Space - Uncovered:

1. Businesses may temporarily place tables, chairs and other goods outdoor on walkways, sidewalks and parking areas without prior City approval provided:
 - The business complies with Governor Jay Inslee and King County orders for phased reopening of business activities;
 - All applicable Seattle-King County Health Departments requirements are followed;
 - Maintain safe pedestrian access including compliance with the American Disability Act (minimum 44 inches of unobstructed width for access);
 - Maintain clear fire lanes and follow all other fire and emergency response requirements;
 - Authorization from the Washington State Liquor and Cannabis Board is not required;
 - No cover is erected; and
 - The maximum area for outdoor business activity does not exceed 200 square feet in area.

2. Businesses may temporarily place tables, chairs and other goods outdoor on walkways, sidewalks and parking areas with prior City approval provided:
 - All of the conditions above are followed except the maximum area for outdoor business activity may exceed 200 square feet in area; and/or
 - Authorization from the Washington State Liquor and Cannabis Board is required to serve alcohol.

Please see “How to Get Started” below on obtaining City approval.

Expansion of Outdoor Space – Using Tents or other Covers:

3. Provided the use of a tent or cover complies with Governor Jay Inslee and King County orders for phased reopening of business activities; businesses may temporarily expand outdoors their business activities if all of the conditions above are followed; AND
 - If the cover is 100 square feet in area or less and is open-sided and complies with the conditions in Number One above, then no prior approval from the City is required;
 - For all other situations involving tents or other covers, prior approval from the City is required (Please see “How to Get Started” below on obtaining City approval).
 - *Please note that a permit is required for all temporary tents and other membrane structures 400 square feet in area or larger.*

How to Get Started:

- (A) Contact the city via email at planning@ci.woodinville.wa.us with a written plan.
- (B) Your written plan should include a brief description of what you are proposing and a drawing showing the layout of tables, chairs, temporary barriers, access points, etc.
- (C) Please indicate if the outdoor space will be covered or uncovered.
- (D) If you plan to place items on sidewalks and walkways, please include the width of unobstructed sidewalks and walkways. If you plan to use existing parking spaces, please indicate how many parking stalls will be used.
- (E) If a tent permit is required, please visit www.wf-r.org for application submittal requirements. Please send your application for a tent permit via email to Woodinville Fire and Rescue at Prevention@wf-r.org. If all required submittal information is included, tent permits will be expediated and can be processed in one to two business days. For more information regarding submittal requirements see the [Special Events Guidelines](#) handout.
- (F) Please be aware that if a tent is erected for more than six months, a building permit may be required.



City of Woodinville, Washington

MEMORANDUM

TO: City Staff **DATE:** 6/3/2020
FROM: Brandon Buchanan, City Manager
RE: Enforcement Guidance for Businesses Resuming or Expanding Operations Under “Safe Start- Stay Healthy” Phased Reopening

Governor Jay Inslee has issued Proclamation 20-25.4, transitioning Washington State from the prior stay-home orders to a phased reopening of business activities effective June 1, 2020. During a modified Phase 1, and through at least Phase 2, some businesses such as restaurants will be allowed to serve customers outdoors only. In order to accommodate the reopening of such businesses, I am directing City staff to relax enforcement of certain City code provisions and regulations, such as minimum parking requirements where outdoor seating can safely be expanded into the parking area, the strict enforcement of which would unreasonably impair businesses’ ability to reopen in accordance with the “Safe Start – Stay Healthy” phased reopening process. In order to take advantage of this enforcement relaxation, businesses must ensure that they fully comply with the Governor’s formal requirements for their specific activity and for the phase in effect at the time; fully comply with the fire code, including maintenance of fire lanes and other provisions for emergency access and response; comply with any permitting requirements for new temporary structures; and ensure that they have the property rights necessary to undertake the activity contemplated. This guidance will remain in effect for so long as is necessary in order to accommodate business operation under “Safe Start – Stay Healthy;” activity allowed during such time will not be deemed to be indefinitely permitted upon the lifting of such restrictions.

Signed: 
Brandon Buchanan
City Manager