



CITY of HIGHWOOD

Incorporated 1887

Sidewalk Café and Outdoor Seating Application

\$150 Application Fee

Licenses Expire Annually on June 30th

| | |
|--|---|
| Name of Business for Sidewalk Café: | |
| Name of Applicant: | |
| Applicant Phone Number: | |
| Applicant Email: | |
| On-site Operator Owner/Manager Name: | |
| On-site Operator Owner/Manager Cell Number: | |
| On-site Operator Owner/Manager Email: | |
| Restaurant License Completed: | YES NO |
| Business License Completed: | YES NO |
| Description of Sidewalk Cafe: | |
| Required Attachments: | <input type="checkbox"/> Diagram of Café (location of tables, seating etc.). <input type="checkbox"/> Description of materials. <input type="checkbox"/> Photos of materials. <input type="checkbox"/> Certificate of insurance if required. <input type="checkbox"/> Application Fee. <input type="checkbox"/> ARC Approval |
| Applicant Signature: | _____ |

Design Guidelines Attached

City of Highwood

DESIGN GUIDELINES FOR OUTDOOR SEATING AREAS

SUMMARY

The following guidelines are provided to assist petitioners in preparing applications before the City of Highwood Appearance Review Committee, Planning and Zoning Commission, and City Council when applying for approval for all outdoor seating areas. Examples of desired materials, landscaping, etc. are attached.

DEFINITION – OUTDOOR SEATING AREAS

An *Outdoor Seating Area* is defined as any grouping of tables, chairs and related furnishings intended typically for the purpose of consuming food and beverages by patrons of an immediately adjacent business within the City's commercial zoning districts. Outdoor seating areas include larger outdoor dining spaces, beer gardens, as well as, simple areas with a small number of bistro tables and chairs. Outdoor Seating Areas include all *Curbside Cafes* and *Sidewalk Cafes* as regulated by the City of Highwood

SITE DESIGN GUIDELINES - GENERAL

1. An outdoor seating area should contribute to the aesthetic of the community and commercial districts.
2. An outdoor seating area should be designed to minimize pedestrian and vehicular conflicts.

MATERIALS GUIDELINES

1. General
 - A. All materials should be durable and of high quality.
 - B. All materials should be water resistant and of significant mass to withstand gusty winds.
 - C. All materials (fencing, furniture, planters, umbrellas, etc.) should work within a similar palette and complement one another in terms of coloring, style, and design.
2. Fencing/Barriers
 - A. Fencing and barrier materials should be of high quality and durability such as wrought iron, aluminum, heavy gauge metal framed vinyl, and steel.
 - B. All fencing should incorporate plates or other integrated weighted bases for stability.
 - C. The coloring and design of any barriers and fencing, rails, or posts should mirror and/or complement the coloring of the building, signage, furniture, planters, umbrellas, and theme of the associated business.
3. Planters
 - A. Planter materials should be of high quality and durability such as stained wood, metal, ceramic, heavy plastic composites or similar materials.
 - B. Planters should not exceed two (2) feet in height when located within any public right-of-way.
 - C. The coloring and design of any planters should mirror and/or complement the coloring of the building, fencing, signage, furniture, umbrellas, and theme of the associated business.

4. Furniture

- A. Furniture, including tables, chairs, benches, etc., should be of high quality and durability including but not limited to: iron, aluminum, steel, finished wood, heavy duty plastic composites and other similar materials.
- B. Picnic benches are permitted on private property but are discouraged within the public right-of-way.
- C. The coloring and design of any furniture should mirror and/or complement the coloring of the building, fencing, signage, planters, umbrellas, and theme of the associated business.

5. Umbrellas

- A. The use of umbrellas is encouraged.
- B. Umbrellas should be of high quality and in good repair.
- C. Umbrellas should be appropriately weighted and fastened to avoid blowing away.
- D. Thematic, subdued colors are encouraged for both the fabric and business logo.
- E. The coloring and design of any umbrellas should mirror and/or complement the coloring of the building, fencing, signage, furniture, planters, and theme of the associated business.

6. Heaters

- A. Portable heaters are permitted.
- B. Heaters should be of high quality and significant weight and used per manufacture's specifications.

LANDSCAPE - GUIDELINES

- 1. Incorporation of plantings, annuals, and small shrubs is encouraged, however, plantings should not overwhelm the outdoor seating area or create sight line issues for pedestrians or vehicles.
- 2. Plantings should not exceed four (4) feet in height when located within any public right-of-way.
- 3. Plastic or other fake plants are discouraged.
- 4. All plant materials should be properly maintained for a healthy and neat appearance.

LIGHTING - GUIDELINES

- 1. Proper lighting should be provided to allow for safe use of the outdoor seating area.
- 2. Lighting should not spill over into the street or roadway and shall be directed downward into the seating area.

DISCOURAGED MATERIALS AND INSTALLATIONS - GUIDELINES

- 1. Unfinished and pressure treated wood fencing.
- 2. Support posts permanently attached to City sidewalks or bump-outs.
- 3. Posts mounted into buckets with concrete.
- 4. Light weight plastic chairs and tables.
- 5. Plastic or other fake plants.
- 6. Plastic chain and rope fencing.

STORAGE OF MATERIAL

- 1. Fencing, furniture, landscaping and all other materials should not be stored in any public right-of-way between November 1 and April 1.

IDEA PALETTE

Suggested furniture, fencing, umbrellas, planters, heaters, and other elements for an appropriate *Outdoor Seating Area*.

