



WINTER DINING * * *

GUIDELINES & UPDATES

**SELECT INFORMATION FOR THE USE OF
PUBLIC RIGHTS-OF-WAY IN WINTER MONTHS.**

- VESTIBULES
- DOME / MEMBRANE ENCLOSURES
- SEATING AREAS
- PATIO HEATERS
- ADDITIONAL ITEMS



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DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

October 24, 2022

Jeremy Robinson
Commissioner

Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

RE: Café Seating – Seasonal Extension

The City of Syracuse Department of Public Works will allow the continued use of permitted Café Seating areas in the public Right-of-Way until further notice.

Any Café Seating areas must have all appropriate documents approved, on file, and current, with the Permits Desk and DPW. Please be advised that any violations and/or non-compliance with the requirements in the Winter Dining Guide will be enforced.

Café Seating Extension:

- No changes to Café Seating area dimensions are allowed. 6' (six feet) of unobstructed concrete sidewalk space is required at all times.
- Any business utilizing Café Seating areas must have an approved site plan, insurance, and other documents on file and approved with the Permits Desk and DPW.
- Vestibule enclosures and other temporary items are not permitted under this extension or under Café Seating permits. Separate guidance will be issued on these items.
- Businesses must clear all snow from their sidewalks and ensure that pedestrians have a minimum 6' (six feet) path clear of snow and ice at all times that Café seating materials are set on the sidewalk. Café Seating areas are not to interfere with supplemental services such as sidewalkplowing.
- The 6' (six feet) unobstructed pedestrian space may not incorporate snow storage areas regardless of material, and is not to be located at or immediately adjacent to the curb line.
- In order to take advantage of the extension businesses must contact the Permits Desk at 315-448-8600.

Dept. of Public Works
1200 Canal St. Extension
Syracuse, N.Y. 13202

Office 315 448-2489
Fax 315 448-8531

www.syr.gov.net



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CITY OF SYRACUSE, MAYOR BEN WALSH

October 24, 2022

Jeremy Robinson
Commissioner

Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

RE: Parklets Used For Street Seating - Extension

The City of Syracuse Department of Public Works will allow the continued use of permitted Parklets used for street seating until further notice.

Any Parklet placed in the public Right-of-Way must have all appropriate documents approved, on file, and current, with the Permits Desk and DPW.

Prior to the first plowable snow event DPW will issue a notice to Parklet owners to remove the items for the season.

Parklets for Street Seating Extension:

- The Department of Public Works will provide notice to all Parklet owners when the extension period will end. Parklet owners will have 24 hours to remove all items from the Right-of-Way.
- No changes to Parklet dimensions are allowed.
- Meter rentals and other fees still apply as part of any extension.
- At the conclusion of the extension period all Parklet items are to be stored on private property until the 2022 Café Seating season, at which time owners may reapply.
- In order to take advantage of the extension businesses must contact the Permits Desk at 315-448-8600.

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DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

RE: Parklet Design Guide

Jeremy Robinson
Commissioner

Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner



Parklets are seating platforms that convert curbside parking stalls into comfortable areas for people. Parklets are the product of a partnership between the city and local businesses and organizations.

The City of Syracuse Department of Public Works will dictate all measurements, design, duration, and location for any parklet installation.

Parklets are to be temporary in their design and are to be removed no later November 1st of each year to facilitate winter maintenance of streets. This office may require an earlier removal date as necessary for any reason.

Parklets must be permitted each outdoor dining season and require explicit consent from this department prior to being installed. These items are subject to inspection without notice and must be removed within 24 hours if a determination is made by the Commissioner that a removal is necessary for any reason.

Parklet spaces must be kept clean and orderly at all times and are to adhere to following design requirements on page 2.

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Parklet Design Requirements:

- The parklet seating platform must not be wider than **6.5 feet**, in order to be narrower than surrounding parked cars.
- Waterfilled barriers are to be located "in front" of the edges of the seating area that is perpendicular to curb or parking and travel lanes. Barriers must be filled and incorporate reflective markings and be 36"H X 72"L or of similar size.
- Waterfilled barriers are to extend **6"** beyond the "outer edge" of the parklet that is parallel with the curb or travel lane.
- DPW will assess each site and will determine necessary traffic safety improvements, including but not limited to, street regulation signs, traffic markings, flexible bollards, and wheel stop bars. Items will be the responsibility of the applicant as directed.
- The parklet platform must be as flush with the sidewalk as possible. The platform must be flush with the sidewalk to comply with ADA guidelines.
- Curbside drainage must not be impeded.
- The parklet must allow for easy access to the space underneath (e.g. manhole covers.)
- The parklet platform must be able to support at least **75** pounds per square foot
- The parklet must have fixed vertical elements (e.g. planters, umbrellas) so that it is visible from vehicles.
- The parklet must include engineer grade reflective tape/markings along edges/corners facing the street.
- The parklet must include a continuous physical barrier/solid wall along the street-facing perimeter.
- The physical barrier/solid wall must not be higher than **36" tall**, excluding plantings and other amenities
- The sidewalk-facing side of the Street Seat must be open to pedestrians at all times.
- All items must fit within a typical parallel parking space, not to exceed **20'** in length as

measured along the curbline, or exceed **6.5'** as measured outwards from the curbline.

- Any parklet that exceeds **20'** in length (proposed or measured in field) will be subject to fees for two spaces. No parklet is to exceed **40'** in length.
- The City may request plans be stamped by licensed design professionals.
- All parklets should include planters with appropriate plant materials.

- *These design guidelines are subject to change.*
- *A parklet may be subject to additional requirements as determined by this Department.*

NB 2/25/21



DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

October 24, 2022

Jeremy Robinson
Commissioner

Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

RE: Winter Vestibules, Membrane Structures, and Awnings.

The City of Syracuse Department of Public Works will review all measurements, design, duration, and location for any temporary vestibules, membrane structures, or awnings within the public Right-of-Way. Not all establishments will have the necessary sidewalk space to allow for these items.

Vestibules, membrane structures (domes, or other), and awnings are to be temporary in design and be installed no earlier than October 15th and removed no later March 31st each year. The City may require an earlier removal date as deemed necessary.

Winter vestibules and awnings must be permitted via [Liability Waiver](#) prior to each winter season with explicit consent from this department. These items are subject to inspection without notice and must be removed within 24 hours if a determination is made that a removal is necessary for any reason.

Spaces in and around the structures must be kept free of snow and ice, and be clean and orderly at all times. **Please be advised that any violations and/or non-compliance with the requirements outlined in the Winter Dining Guide will be enforced.**

Winter Vestibule, Enclosure, and Awning Design Features:

- Any and all manufacturer cut-sheets, documents, and other information are to be included with the Liability Waiver application.
- A site plan drawn to scale is required. This plan must accurately depict and dimension property lines and Right-of-Way boundaries, buildings and structures, sidewalks, brick banding areas, curb lines, and any other features such as light poles, parking meters, trees, etc.
- The vestibule, structure or awning area must not reduce the uninterrupted pedestrian through zone (usable sidewalk area) to less than 6' (six feet) for any reason. Proposals that do not provide 6' wide concrete sidewalk space for the traveling public will not be allowed.

Dept. of Public Works
1200 Canal St. Extension
Syracuse, N.Y. 13202

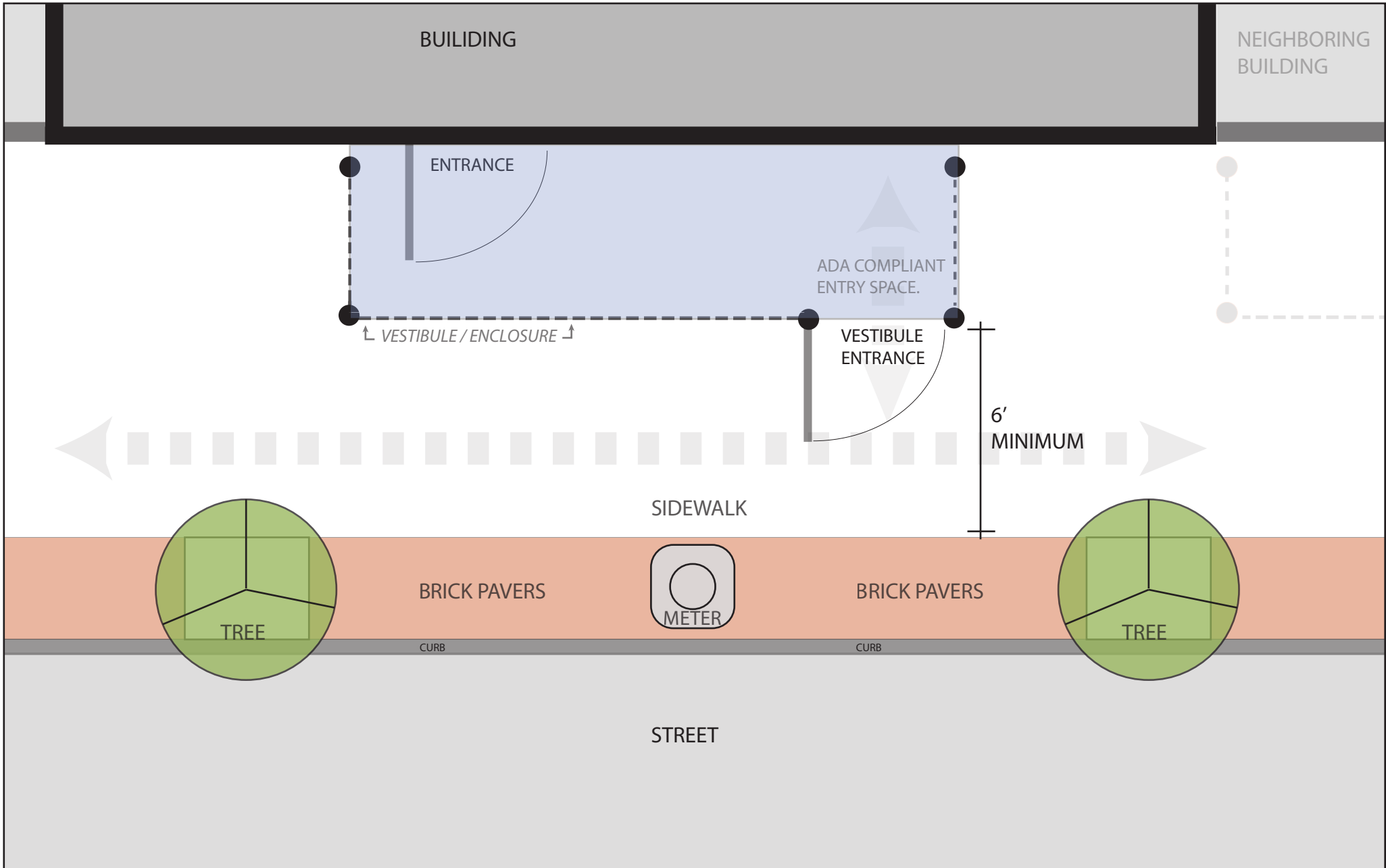
Office 315 448-2489
Fax 315 448-8531

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Topic: Winter Vestibules, Membrane Structures, and Awnings

- Any vestibule, membrane structure, or enclosed area must have “window” areas of non-opaque materials along any frontages that meet the sidewalk, and within any of the structures door(s.) Non-opaque material should encompass at least 35% of all vertical walls/panels.
- Any membrane-structure must incorporate stanchions, post & chain, or other physical delineator between the 6’ open sidewalk space and the area housing the enclosure.
- All dimensions of the objects to be erected, and the area to be enclosed or covered, (Length, Width, Height) must be included in the site plan including portable heaters.
- Doorway/entrance transitions must be as flush as possible with the ground plane to ensure ADA compliant access to/from any enclosed/covered area. Doors must match or exceed the existing door dimensions to the building and match any egress hardware.
- Erection of items are not to impede proper function of entry/exit areas, sidewalks spaces, or promote dangerous conditions (including, but not limited to; pooling water, ice, hard packed or uncleaned areas of snow)
- Erection of these items may not interfere with snow clearing operations, including any supplemental sidewalk snow clearing provided by the City or other entities.
- Fire Department Connections are not to be enclosed.
- Any use of any “patio heater” or similar item is subject to Fire Department review and requires a Propane Permit.
- Any door or gate to the vestibule or enclosed area that swings outwards must automatically retract to a closed position via spring hinge, hydraulic assembly or other mechanism, and is to remain closed at all times.
- Structures must be weighted to counteract wind or other forces as specified by the manufacturer, NYS Building Code, or any other applicable guidance.
- The City may request plans be stamped by licensed design professionals.
- These design guidelines are subject to change.
- Vestibules and awnings may be subject to additional requirements as determined by or other City Departments.

VESTIBULE CONCEPTUAL DIAGRAM

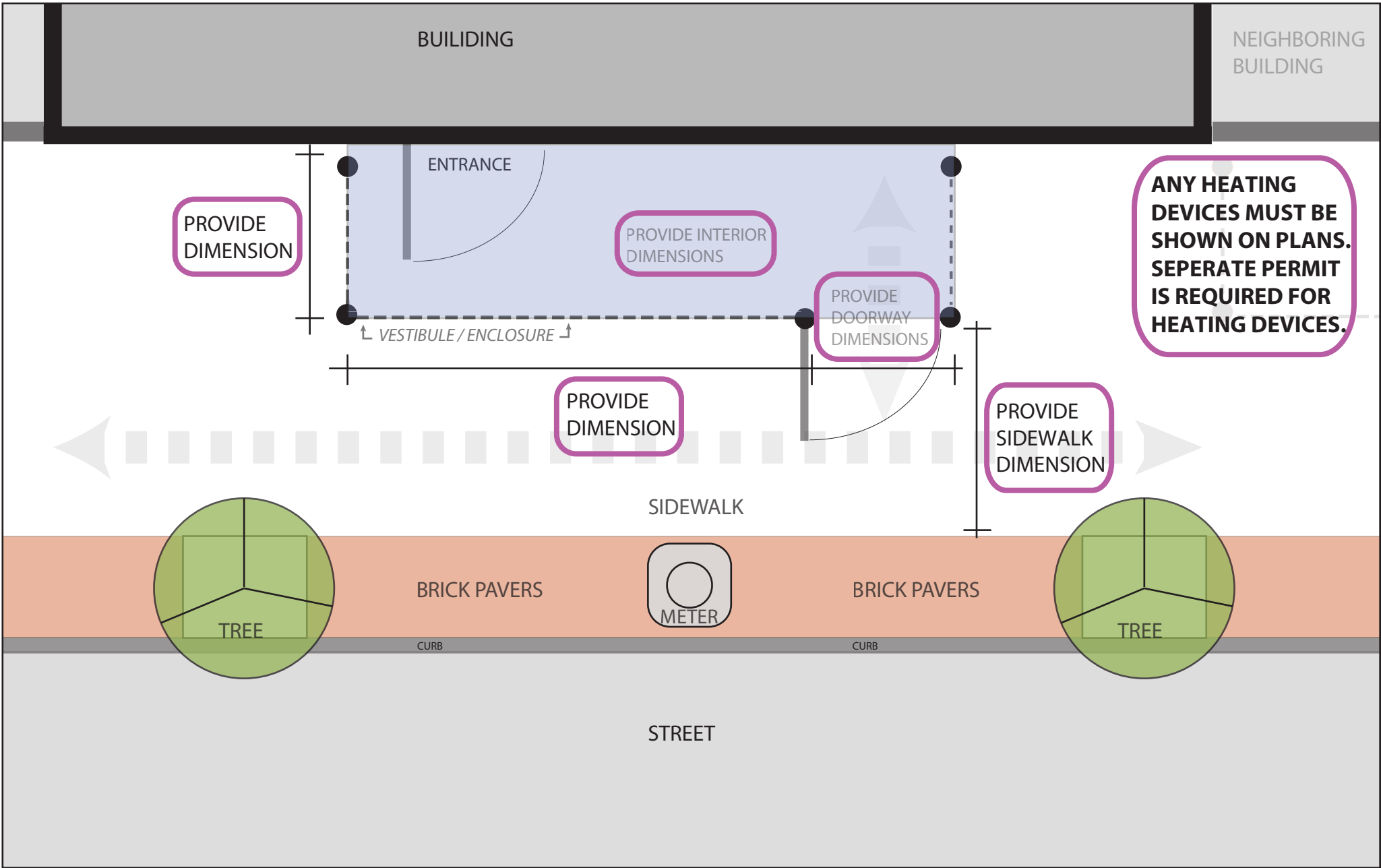


NOT TO SCALE
CONCEPTUAL DRAWING ONLY
SITE CONDITIONS AND LAYOUT MAY VARY

6' OPEN CONCRETE SIDEWALK SPACE REQUIRED.
BRICK PAVERS, TREE PITS, AND OTHER FEATURES
ARE NOT "SIDEWALK SPACE."



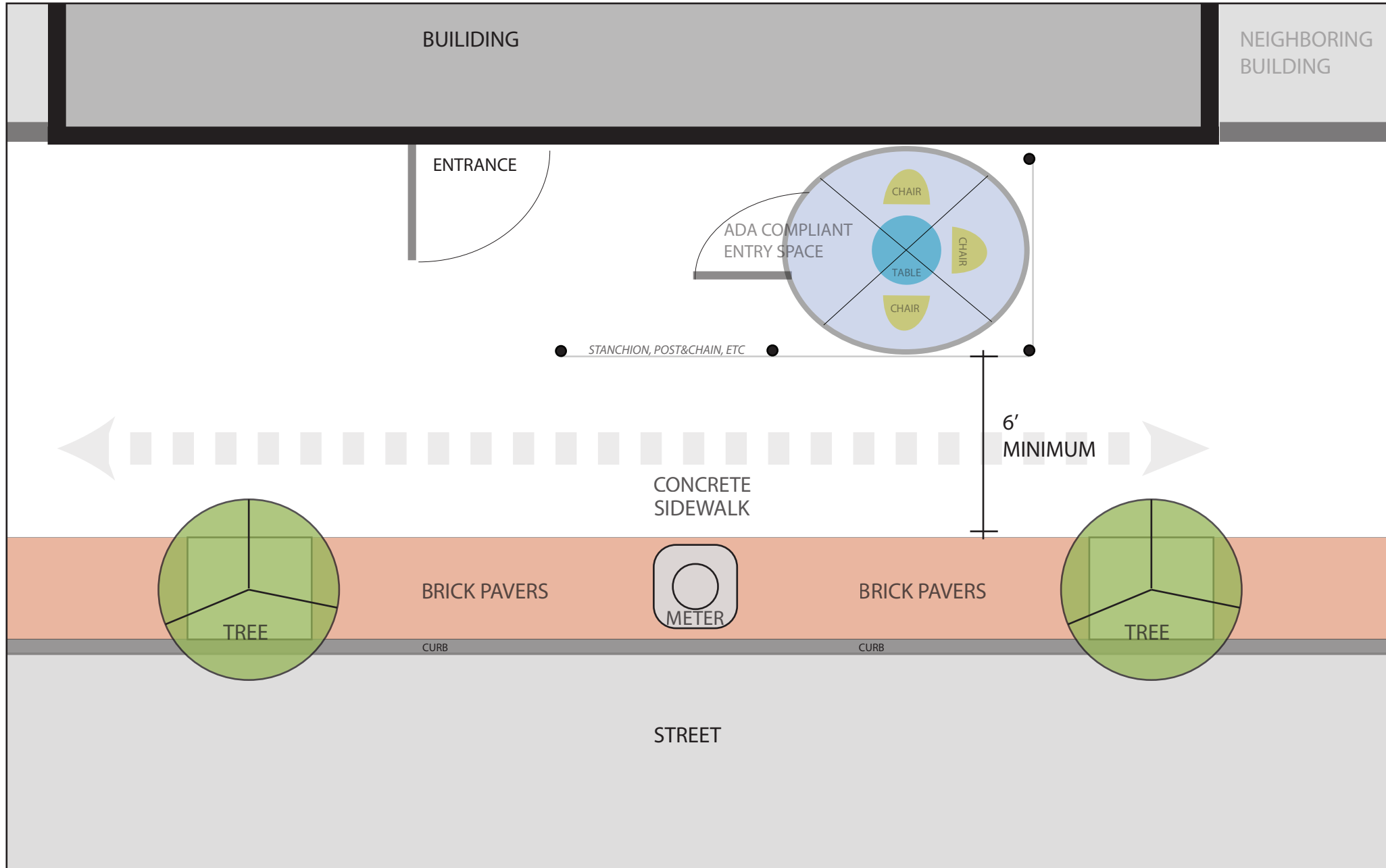
VESTIBULE CONCEPTUAL DIAGRAM - SITE PLAN INFORMATION



NOT TO SCALE
CONCEPTUAL DRAWING ONLY
SITE CONDITIONS AND LAYOUT MAY VARY



DOME / MEMBRANE ENCLOSURE CONCEPTUAL DIAGRAM

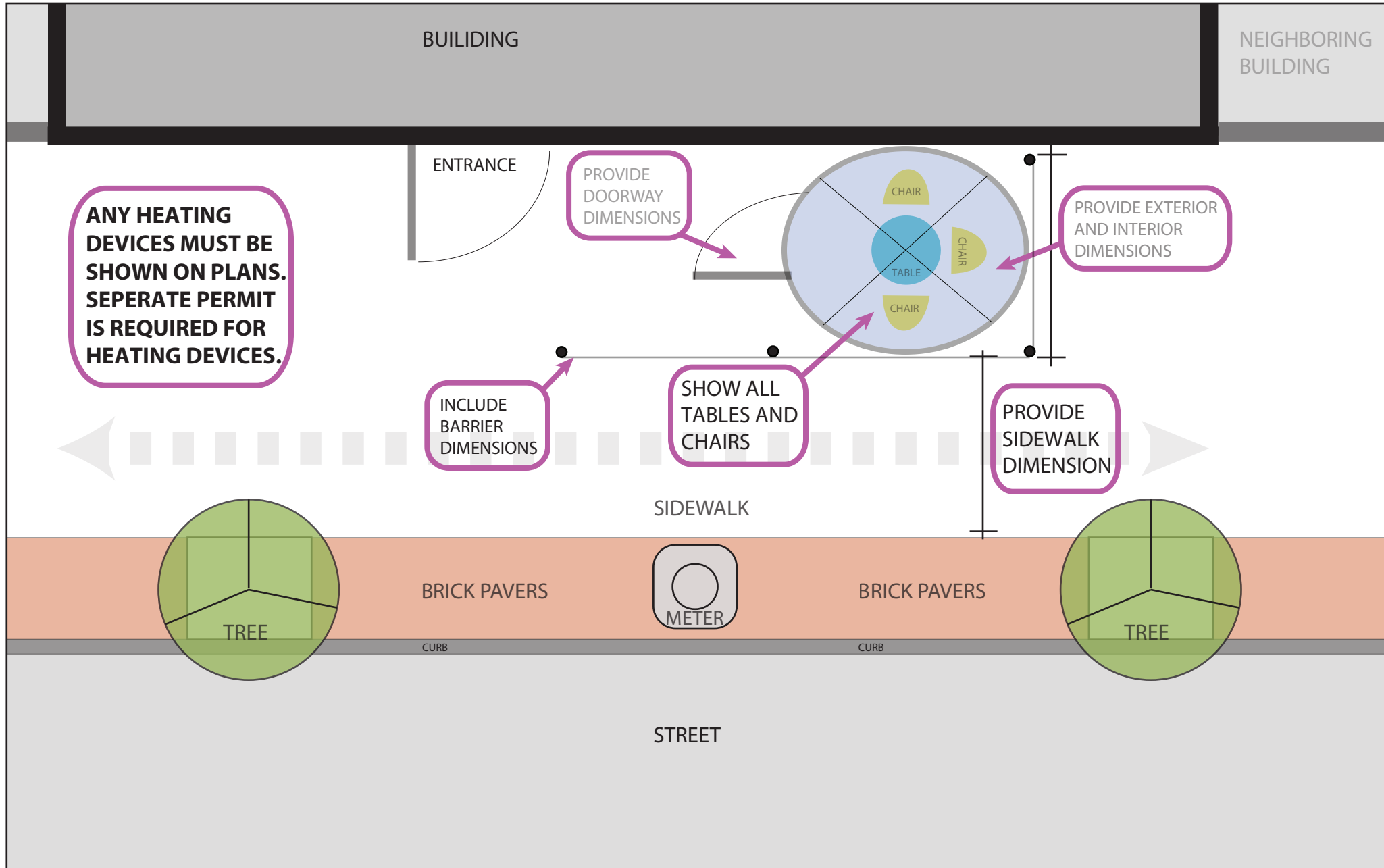


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SYRACUSE FIRE DEPARTMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

PORTABLE OUTDOOR GAS-FIRED HEATING APPLIANCES (PATIO HEATERS)

Michael J. Monds
Chief of Fire

Daniel Downes
First Deputy Chief

Richard Kisselstein
Executive Deputy Chief

Deputy Chiefs
Elton Davis
James Farewell
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Leonard Danielewicz
Nicholas Pagano

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SFDsprinkler@syrqov.net

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Purpose

The intent of this policy is to provide the minimum guidelines for the use of outdoor gas-fired heating appliances (patio heaters) and establishment of general safety requirements for the storage and use of such heaters.

Scope

This policy applies to the use of outdoor gas-fired heating appliances, also called patio heaters, being utilized in outdoor areas of restaurants, sidewalk cafes, hotel dining areas, outdoor smoking areas and retail sites. This policy does not apply to patio heaters being utilized at 1 and 2 family residences.

References

2020 Fire Code of New York State
Property Conservation Code of the City of Syracuse (PCCCS)

Propane Permit

A propane permit is required to operate all Portable Outdoor Gas-Fired Heating Appliances (patio heaters) in a commercial setting. One propane permit will cover up to 5 (five) Portable Outdoor Gas-Fired Heating Appliances (patio heaters) per address. If the number of appliances operated at the address exceeds 5 (five), an additional propane permit will be required.

Propane permit applications should be completed online at the City of Syracuse's [Online Permit Portal](#) or at <https://www.syr.gov/Departments/Central-Permit-Office>.

- Propane permits for Portable Outdoor Gas-Fired Heating Appliances are valid from October 15 until March 31.
- Propane Placards must be posted in a conspicuous place and provided upon request of the Syracuse Fire Department. Failure to post the Propane Permit Placard or produce placard upon request will result in the appliance(s) being shut down until the existence of a valid permit is verified.

- A minimum of one (1) portable fire extinguisher with a 4-ABC rating shall be available for immediate utilization. The extinguisher must be located in the vicinity of the appliance(s).

Prohibited Locations and Clearances

The approved appliance(s) may **not** be placed or located:

- Inside any occupancy when connected to the fuel gas container.
- Inside tents, under canopies or membrane structures.
- On exterior balconies.
- On any combustible surface (decks, porches, tables, etc.)
- Less than 5 feet from any building or per manufacturer's instructions, whichever is greater.
- Beneath or closer than 5 feet to combustible decorations, overhangs, awnings, sunshades, or similar combustible attachments to a building or per manufacturer's instructions, whichever is greater.
- Within 5 feet of exits or exit discharge or per manufacturer's instructions, whichever is greater.
- Less than 5 feet from a Fire Department Connection or fire hydrant.

Installation and Operation

- Only listed and approved portable outdoor gas fired heating appliance, utilizing a fuel gas container that is integral to the appliance, shall be used.
 - a. **Natural gas shall not be used as the fuel source**
 - b. **Outdoor electric heaters require pre-approval from a city Electrical Inspector**
- Appliances must be installed and maintained in accordance with the manufacturer's instructions.
- **Patio heaters shall be equipped with a tilt or tip over switch that automatically shuts off the flow of gas if the appliance is tilted more than 15 degrees.**

- **Check the manufacturers' instructions to determine if your patio heater is equipped with this feature! Patio heaters not equipped with an automatic tip over switch will not be permitted.**
- The heating element or combustion chamber of the unit must be permanently guarded to prevent accidental contact by persons or materials.

Fuel gas containers and Refill Operations

- Only approved fuel gas containers shall be used.
- The maximum individual capacity of any gas container used in connection with the appliance shall not exceed 20 pounds.
- Indoor storage of gas containers is prohibited.
- Replacement of fuel gas containers shall not be conducted while the public is present. The appliance being serviced must be moved to a nonpublic area or the area in which it is being used must be cleared of patrons while the container exchange is in progress.

Extinguishment Authority

Where a gas-fired heating appliance (patio heater) creates or adds to a hazardous situation, causes property damage, personal injury, is deemed a nuisance or a required permit for the appliance has not been obtained, the Chief of Fire, or his designee is authorized to order the operation of said appliance to cease until such condition has been rectified.

If you have any questions regarding this or any other fire safety concerns, contact the Syracuse Fire Department – Fire Prevention Bureau at 315-448-4777 or FirePrevention@syrgov.net

Syracuse Fire Department
Fire Prevention Bureau
October 2022