



# **CITY OF EAST LANSING**

2021 APPLICATION

TEMPORARY OUTDOOR AREA EXPANSION AND  
BEAUTIFICATION PROGRAM

**Department of Planning, Building, & Development**  
*Division of Planning & Zoning*

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## Applicability

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All business types located within the East Lansing Downtown Development Authority district seeking approval to expand or beautify their outdoor dining, seating, shopping, and/or service areas in the public right of way or private property must complete this 2021 Temporary Outdoor Area Expansion Application and Beautification (Application) and supporting documentation for consideration by City staff.

**Note:** Restaurants that have already obtained approval for a **2020 or 2021 Temporary Expansion of Restaurant Service to Outdoor Areas Application** and wish to extend the duration of their outdoor dining season to March 14, 2022, do not need to complete this application. Instead, those restaurants must complete the Snow Removal Plan by October 15, 2021.

## Resources

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For a complete list of local requirements, please reference:

- [Policy Resolution 2020-10](#)
- [Policy Resolution 2020-4](#)
- [Policy Resolution 2014-5](#)
- [Ordinance 1326](#)
- [Snow Removal FAQs](#)
- [Outdoor Fires & Contained Outdoor Fires](#)

## Michigan Liquor Control Commission

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**Restaurants:** If alcohol is being served in the new temporary outdoor seating area, the restaurant must comply with the Michigan Liquor Control Commission's (MLCC) licensing and regulations, including the requirement for local approvals. Written approval from the city of East Lansing is required before an application to MLCC can be considered for the use of public property. Please reference MLCC's [Reopening Frequently Asked Questions document](#) for more information on complying with MLCC licensing and regulatory requirements.

## Applicant Instructions

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To consider an application for a temporary outdoor area expansion and beautification project, applicants must complete, sign, and submit this 2021 Temporary Outdoor Area Expansion and Beautification Application. Applications, including any required attachments, must be submitted to:

Darcy Schmitt  
Department of Planning, Building & Development  
City of East Lansing, Room 217  
410 Abbot Road, East Lansing, MI 48823  
Fax: (517) 337-1607  
E-mail: [dschmitt@cityofeastlansing.com](mailto:dschmitt@cityofeastlansing.com)

## Part I. General Information

### A. Property Information

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Please provide the requested property information below for the location of the application for temporary outdoor area expansion and beautification projects. Do not leave any section blank.

<b>Property Address</b>	
<b>Parcel ID(s) (if known)</b>	
<b>Owner Name</b>	
<b>Owner Mailing Address</b>	
<b>Contact Person Name</b>	
<b>Contact Person Email</b>	
<b>Contact Person Phone</b>	

### B. Business Information

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Please provide the requested business information below for the business requesting approval of a temporary outdoor area expansion and beautification application. If the business information is the same as the property owner information entered above, check the box below and leave this section blank.

Check this box only if the business information is the same as the property owner information.

<b>Business Name</b>	
<b>Business Phone</b>	
<b>Contact Person Name</b>	
<b>Contact Person Email</b>	
<b>Contact Person Phone</b>	
<b>Legal Standing</b>	

### C. Design Consultant

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Please provide the requested design consultant information below for this temporary outdoor area expansion and beautification projects. If no design consultant was used, check the box below and leave this section blank.

Check this box only if a design consultant was not used consulted.

<b>Business Name</b>	
<b>Mailing Address</b>	
<b>Contact Person Name</b>	
<b>Contact Person Email</b>	
<b>Contact Person Phone</b>	

## Part II. Existing Conditions

### A. Existing Conditions

Please provide the requested information below for existing property conditions. If a condition, such as indoor seating, does not apply, then enter 0 for each attribute.

	Square Feet	Dimensions	Occupancy Limits
Existing Indoor Seating			
Existing Outdoor Seating			

Are you currently using the public right of way for outdoor dining, seating, shopping, or any other type of service?

Yes	No
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## Part III. Proposed Outdoor Area Expansion and Beautification Project

### A. Private Property

Will private property be used for the temporary expansion of services to outdoor areas?      Yes      No

- If **NO**, skip to Part III.B.
- If **YES** (private property will be used), then answer the following questions:

Are any of the following items being proposed for use in the public right of way? Enter the quantity of each item as applicable.	Y/N	Quantity
Stanchions or similar items		NA
Tables		
Seating/chairs/stools/benches		
Lighting		NA
Umbrellas/shade structures		
Planters/planter boxes		
Signage/a-frames/sidewalk chalk boards		

Will the temporary expansion of restaurant service to outdoor areas occur on any adjacent, private property other than the property listed above in Part I.A?      Yes      No

- If **NO**, skip to Part III.B.
- If **YES** (adjacent private property will be used), then provide the following information and reference the supporting documentation requirements in Part IV. Attachments:

<b>Property Address</b>	
<b>Parcel ID(s) (if known)</b>	
<b>Owner Name</b>	
<b>Owner Mailing Address</b>	
<b>Contact Person Name</b>	
<b>Contact Person Email</b>	
<b>Contact Person Phone</b>	

**B. Use of Right-of-Way**

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Will the public right-of-way be used for the expansion of services to outdoor areas or placement of beautification infrastructure?      Yes      No

- If **NO**, skip to the Part III.C.
- If **YES** (public right of way will be used), then answer the following questions:

How many square feet of public right-of-way will be used?

Will 5 feet of the public right-of-way be maintained for safe pedestrian access?      **Yes**      **No**

<b>Are any of the following items being proposed for use in the public right of way? Enter the quantity of each item as applicable.</b>	<b>Y/N</b>	<b>Quantity</b>
Stanchions or similar items		NA
Tables		
Seating/chairs/stools/benches		
Lighting		NA
Umbrellas/shade structures		
Planters/planter boxes		
Signage/a-frames/sidewalk chalk boards		

List your typical hours of operation below for each day of the week

	<b>Open</b>	<b>Close</b>
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Are you requesting alcohol service for the right-of-way?      Yes      No

**Proof of insurance** is required when expanding in the public right-of-way. The City of East Lansing must be listed as the certificate holder on the proof of liability insurance and only needs to be listed as an additional insured if the expansion is on City property.

### C. Proposed Use of Parking Spaces

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Will any parking spaces be used for the expansion of services to outdoor areas?      Yes      No

- If NO, skip to the Part III.D.
- If YES (parking spaces will be used), then answer the following questions:

How many parking spaces will be used for the expanded outdoor seating area?		
How many parking spaces will remain for vehicular use?		

### D. Project Description

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Please provide a brief description of the proposed temporary outdoor area expansion and beatification project.



## Part IV. Attachments

Please check each document that is being submitted with this application:

### Site Plan Drawing (required)

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All site plans must demonstrate social distancing requirements as established by the most recent Executive Orders. The drawing should include detailed dimensions and be at a scale of not less than 1" equals 20'. It must show the businesses adjacent to the space in question, the doorways, trees, trash receptacles, signs, utility poles, parking meters and other public and private amenities that are within twenty feet of the space to be used. If a fence is to be used to enclose the space, a drawing of the fence showing the height, material, design and method of fastening must also be included. Applicants will be required to resubmit the drawing if it is not complete which will delay the review of the Right-of-Way Application.

### Proof of Current Liability Insurance (if applicable)

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Proof of current liability insurance is **only required for applicants requesting the use of the public right-of-way** (City property) for expanded outdoor service areas. The City of East Lansing must be listed as the certificate holder on the proof of liability insurance and only needs to be listed as an additional insured if the expansion is on City property

### Legal Lease Agreement (if applicable)

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This is a formal legal agreement between the adjacent, private property owner and the business owner submitting a temporary expansion of restaurant service to outdoor areas onto adjacent, private property. The legal lease agreement must be signed and notarized.

## Part V. Acknowledgements/Signatures

By the signature(s) below, I (we) certify that the information provided in this application, including the accompanying plans and other documentation is, to the best of my (our) knowledge, true and accurate.

I (we) hereby grant permission for members of the East Lansing City Council, its Planning Commission, its staff and its consultants the right to enter onto the property described in this application in my (our) absence for the purpose of gathering information, including but not limited to the taking and use of photographs.

I (we) understand that approval of this application assumes that occupancy limitations and social distancing guidelines required by any Public Health Orders related to the COVID 19 pandemic will be followed.

I (we) will comply with all federal, state, and local laws, regulations, and ordinances including, but not limited to, Fire Code requirements for outdoor heating elements.

**Signature:**

\_\_\_\_\_  
Property Owner  
(required)

**Signature:**

\_\_\_\_\_  
Business Owner  
(if different from property owner)

**Print Name:**

**Print Name:**

**Date:**

**Date:**