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URBAN RENEWAL AGENCY CHAIRPERSON

Jason Shelton

TO: Owners/ operators of business and assembly occupancies

FROM: Village of Victor Code Enforcement Office

DATE: June 4, 2020

RE: Temporary uses due to COVID re-opening

As New York State allows non-essential businesses to re-open, the Village of Victor recognizes businesses, particularly restaurants, may need temporary changes in layout and/or to utilize outdoor seating. The following re-opening guidelines do not reduce or remove existing site and building approvals.

The Code Enforcement Office has an interim procedure to assist these businesses with getting temporary approvals.

Indoor spaces

The NY State Uniform Code has not changed the requirements for maximum occupancy or required building features such as bathrooms, storage rooms, elevators, etc. If you wish to re-purpose rooms, you must first secure a building permit from our office.

Determining maximum occupancy in order to maintain social distancing is challenging. Our advice is to lay out social distance markers for cash out lines, aisles, or waiting areas, and rearrange tables and chairs to provide adequate separations. The number of 'markers' and chairs could then be considered "full occupancy" for adherence to your written re-opening plan.

Outdoor spaces

If your operation requires curbside service, please mark out parking spaces for these deliveries in existing spaces, after checking with your landlord. Do not situate in drive and/or fire lanes, and accessible parking must be maintained.

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If you wish to temporarily use outdoor parking and sidewalk areas for seating, you must secure an *operating permit* from our office. The application must address the following:

- Firm timeline of the temporary use. In no event can our office allow the use to extend past September 15, 2020, without Planning Board approval.
- Copy of your re-opening plan.
- Proposed layout of tables that demonstrates social distancing requirements.
- Proposed means to protect the public from vehicular traffic and maintain pedestrian traffic.
- If using a tent or canopy over 400 sq. ft., certificate of flame resistant treatment compliant with NFPA 701.
- If you serve alcohol, documentation of compliance to applicable liquor authority requirements, including barrier requirements. You can find information from the NYSLA website at <https://sla.ny.gov/>. Temporary barriers acceptable to them is accept to the Village.
- An acknowledgement that future outdoor uses will be required to go to the Planning Board and this approval cannot be used as precedence to support future applications.
- Applications will be reviewed, but permits cannot be issued until the business type will be authorized to open under the designed phase.

For outdoor spaces, we ask you use the "special event/festival" application. For indoor spaces, we ask you to use "building permit" application. Both of these forms can be found on our town website:

<https://www.victorny.org/351/Village-Forms---Building-Planning-Zoning>

Please contact our office at 585-924-3311 or codes@villageofvictor.org for any questions.