

CITY OF FARMINGTON

CITY COUNCIL GUIDELINES

OUTSIDE DISPLAY AND SALES

Zoning regulations of the City Code require that the City Council review requests for outside sales in CED and C2 zoned districts. The following is a list of criteria that the City Council may consider in evaluating requests for the commercial display of materials located on sidewalks or parking lots in commercial districts of the City. The Council may add or delete criteria as individual situations may warrant.

1. **SALES/DISPLAY AREA** should be within confines of the proponent's building or lease space. This may include sidewalk and parking lot areas in front of the proponent's building.
2. **SIDEWALK DISPLAY AREAS**
 - a. Walkways adjacent to displays shall have at minimum **3' clearance in front or between displays**. If two-way sidewalk movement is required, 5' to 6' clearance is then suggested. Support posts and other fixed objects should not infringe on these clear walkway areas.
 - b. Displays shall not obstruct doors or other required means of ingress or egress to a building at any time.
 - c. Hanging displays above sidewalks are suggested to have a **minimum clearance of 6' 8" from the walkway to the bottom of the hanging display**. They shall not interfere with walkway areas.
 - d. Sidewalk displays shall be maintained on approved platforms, racks, baskets or tables.
 - e. Sidewalk displayed materials shall not be maintained on wooden pallets.
 - f. Sidewalk displayed materials shall not be maintained in metal carts.
 - g. Materials displayed above surface areas (racks or shelving) shall be made of durable materials, aesthetically compatible with front building architecture, and shall be reviewed for safety and stability by the Building Official.
 - h. Electrical cords, hoses or other materials crossing walkways shall be properly secured, or if temporary, shall be continually supervised until removed.

CITY COUNCIL GUIDELINES FOR OUTSIDE DISPLAY AND SALES
PAGE -2-

3. PARKING LOT DISPLAY AREAS

- a. An application shall be filed with the City Manager's office for parking lot display/sales and approved by City Council.
- b. The property owner shall be a co-applicant with lessee if the situation exists. The property owner must grant approval for an application to be considered.
- c. All parking lot display areas of 5 days or more shall be enclosed by a wrought iron type fencing that shall be mounted in concrete blocks approved by the Building Department. All fences shall be a minimum of 4'.
- d. The pedestrian walkways should be striped for high visibility in those areas where pedestrians cross driveway areas to access display enclosures.
- e. Proper signs for vehicular direction, i.e. stop, slow, pedestrian crossing, etc., shall be required in driveways adjacent to displays.
- f. The use of tents as part of parking lot displays shall also require inspection and approval by the Fire Marshal of the Public Safety Department.
- g. Minimum number of available parking spaces (including handicapped) required by ordinance shall be maintained unless modified by the Board of Zoning Appeals.

4. **LITTER CONTAINERS** shall be required in the immediate area of the display, and the applicants shall be responsible for continual maintenance of the area for litter and other debris.
5. **VIOLATIONS** - The City Council may attach the automatic revocation of any outside sales approval in the event two or more violations are received in any 12 month period. Notification of this revocation will be handled through the Building Department.
6. **COMMUNITY SAFETY** - All requests for display areas will be reviewed by the Council with emphasis on community safety.

CITY OF FARMINGTON

OUTSIDE SALES APPLICATION

This application shall be completed in full for outside sales requests located on private or public areas when approvals are required by the City Council or Planning Commission.

An application for outside sales shall include all requests for outside sales for the following 12 month period.

The application shall provide a drawing, including dimensions, of the total area of outside sales in relationship to adjacent building and parking lots, including references to all applicable criteria as established in the "Guidelines for Outside Display and Sales".

The application requires that both the property owner and lessee request approval. The City Council has established that the property owner shall be required to be the co-applicant (in those situations where property owner and business operator are not the same) with the tenant/lessee. The property owner review and approval of the application shall be done in consideration of any outside sales requests pending or approved on the same property and in consideration of all applicable City ordinances and zoning requirements.

BUSINESS NAME: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER:

Name: _____

Address: _____

Business Phone: _____ Home Phone: _____

As property owner, I have reviewed this application by the tenant/lessee as it affects the property management and City ordinances and request formal consideration of this request by the City of Farmington. I hereby certify that the contents of this application are true and accurate.

Signature: _____

CITY OF FARMINGTON - OUTSIDE SALES APPLICATION
PAGE -2-

TENANT/LESSEE:

Name: _____

Business Address: _____

Residence Address: _____

Business Phone: _____ Residence Phone: _____

As tenant/lessee, this outside sales application/request has been presented to the property owner for review. As tenant/lessee this request has been prepared in accordance with applicable City ordinances and special direction (if any) of the City Building Department/Ordinance Officer. I hereby certify that the contents of this application are true and accurate.

Signature: _____

OUTSIDE SALES LOCATION PLAN:

Provide **12 SETS** of plan drawings describing the following for each request for any 12 month period:

- * Display time period (day/date to day/date)
- * Location
- * Materials to be displayed
- * Sidewalks
- * Display racks
- * Display platforms
- * Sales areas (cash register)
- * Safety measures (stop signs, crosswalks, etc.)
- * Fencing (height & description)
- * Storage areas if any (extra materials)
- * Lighting
- * Hours of operation
- * Dimensions of all affected areas
- * Any additional information required in the “Guidelines for Outside Display and Sales.”

**OUTSIDE SALES APPLICATION
PAGE -3-**

BUILDING DEPARTMENT REVIEW/RECOMMENDATION

APPROVED _____

NOT APPROVED _____

COMMENTS: _____

CITY COUNCIL APPROVAL (If applicable) YES _____ NO _____

PLANNING COMMISSION APPROVAL (If applicable) YES _____ NO _____

DATE OF CONSIDERATION: _____