OXFORD, MISSISSIPPI

SHARED SPACE PERMIT
&
DESIGN GUIDELINES
CONTACT INFORMATION

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Created:
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INTRODUCTION

Purpose of the Manual
The City of Oxford is opening public spaces in the Courthouse Square Historic District to make it possible for businesses to utilize outdoor space for the benefit of their patrons. Businesses may expand into the sidewalk directly abutting their locations. This permit is only applicable for the physical locations of existing or new businesses. For food truck or mobile food permitting, please consult the mobile food vendor application.
DECEIDE HOW TO UTILIZE YOUR SPACE

1. You can use the sidewalk for:
   - Seating or dining
   - Retail use

2. Reference the SHARED SPACE DESIGN GUIDELINES for ideas and design requirements

3. Create a site plan for the shared space you plan to use. This plan can be a hand drawn sketch or digital drawing and must be drawn to scale. The site plan must include:
   - The location of your business, sidewalk, shared use space – all location details
   - Clearly identify/label the space you plan on using
   - How many feet along the curb you want to use
   - If you are using the shared space for seating or dining, decide how many tables, chairs and other furniture or fixtures you will use and detail their locations and specifications
   - If you are using the shared space for retail use, how many square feet of display space you want to use
   - Identify locations and materials for barriers
   - Photos of your business and the sidewalk areas to be utilized
STEPS TO PERMITTING

1. **DECIDE HOW YOU WANT TO USE YOUR SPACE**
   You can use the sidewalk or private spaces for seating, dining, or retail use.

2. **COMPLETE AN APPLICATION**
   Considerations:
   - Will this location be serving alcohol?
   - Will there be anything affixed to the building?

3. **PROVIDE A SITE PLAN WITH APPLICATION**
   Reference detailed requirements per permit application

4. **PROVIDE LEGAL DOCUMENTS**
   Insurance documents as required per City Ordinance
   Signed Hold Harmless Agreement

5. **SUBMIT SIGNED APPLICATION**
   By Email (Preferred): planning@oxfordms.net
   By Mail:
   City of Oxford Planning Department
   107 Courthouse Square
   Oxford, MS 38655
   In Person: Application packages can be dropped off at City Hall between the hours of 8AM and 5PM at the Planning Department.

6. **RECEIVE A RECEIPT OF $25 PERMIT FEE AND ANY RENTAL FEE PER CITY ORDINANCES**
Use of Shared Space
- You may start using this space **ONLY** after receiving a signed permit from the City of Oxford Planning Department
- Planning Staff will contact you if we find issues with your application or insurance documents
- We may ask you to take a picture of your space and provide it to us

Expiration
This permit is valid for a year after which it may be extended annually with a fee

Enforcement
- City Staff may visit your business location to inspect your approved area
- The City may revoke your permit at any time
PERMIT PARAMETERS

Access Requirements
To use the sidewalk for a business activity, access requirements must be met for other uses:

• Maintain a clear travel path at least 5 feet wide for pedestrian through access
• Comply with the Americans with Disabilities Act (ADA) requirements
• Keep curb ramps, crosswalks, doors, driveways, fire escapes, fire hydrants and fire department connections free of obstructions
• Keep furniture in the approved area

Outdoor Furniture
Outdoor furniture such as tables, chairs and merchandise stands must stay in the approved areas. Other requirements include:

• Umbrellas and hanging or overhead objects must be at least 7 feet from the ground.
Signage
Businesses utilizing shared space for seating or dining may be allowed additional signage to indicate entrances to the shared use areas. All signage will require a sign permit and Certificate of Appropriateness (COA). All applicable standards for signage may be found inside of Section 7 of the Oxford Land Development Code. COA standards may be found in the Oxford Design Guidelines.

Serving Alcohol
All businesses wishing to serve alcohol outdoors must meet all Mississippi ABC requirements.

Retail Use
Retail use may be facilitated with this permit with the following requirements:

- Businesses are limited to two (2) square feet of display area for every one (1) linear foot of building frontage, not to exceed 50 square feet.
- All outdoor displays must be brought inside by the close of business.
DESIGN GUIDELINES

The design of each outdoor dining and retail area must comply with the following guidelines, which contain the requirements for furniture and fixtures considered acceptable within the architectural and cultural framework of the Courthouse Square Historic District.

See the Shared Space Permit portion of this document for the basic framework, forms, safety requirements, and permit parameters to utilize your outdoor space.

Compliance with the Courthouse Square Historic Preservation Commission and the Oxford Design Guidelines:
Any permanent fixtures such as retractable awning enclosures, televisions, speakers, heaters, menu board, fans, permanent decorative elements, lighting, etc. or any other fixed appurtenance to the existing building will require review & approval by the Courthouse Square Historic Preservation Commission. The City discourages businesses from affixing anything related to outdoor dining or retail to the existing building.

Barriers
Area barriers (fences, gates, ropes, etc.) separate the dining or retail area from the sidewalk. All barriers must be maintained in good visual appearance, without visible fading, dents, tears, rust, corrosion, or chipped or peeling paint.

If the business wishes to serve alcohol outdoors, barriers must meet the requirements of MS ABC.

Barrier Appearance
Fencing, barriers, or other enclosures must be at least 50 percent open(see-through) in order to maintain visibility of street level activity.

Barrier Designs
Sectional Fencing: Sectional fencing (generally defined as rigid fence segments that can be placed together to create a unified fencing appearance) is a desirable solution for outdoor seating areas using
Sectional Fencing ctd.
barriers. Such fencing is portable, but cannot be easily shifted by patrons or pedestrians, as can less rigid forms of enclosures.

Sectional fencing must be of metal (aluminum, steel, iron, or similar) or of wood construction and must be of a dark color (either painted or stained).

Rope or Chain Rails: Rope or chain-type barriers (generally defined as enclosures composed of a rope or chain suspended by vertical elements such as stanchions) are permitted if they meet the following guidelines:

Rope/Chain Diameter: The rope or chain must have a minimum diameter of 1 inch, in order to maintain detectability by the visually impaired

Posts: Vertical support posts (stanchions, bollards, etc.) must be constructed of wood or metal (aluminum, steel, iron, or similar)

Stanchion base must not be a tripping hazard. If a stanchion or other vertical supporting device is attached to a base, that base must be flat and must measure no more than one-half (½) of an inch above the sidewalk surface. No domed stanchion bases are permitted.

Freestanding: Any barrier (whether sectional fencing or rail-type) must be freestanding, without any permanent or temporary attachments to buildings, sidewalks, or other infrastructure

Prohibited Barrier Styles
Fabric Inserts: Fabric inserts (whether natural or synthetic fabric) of any size are not permitted to be used as part of a barrier

Chain Link and Other Fencing: The use of chain-link, cyclone fencing, chicken wire or similar appurtenances is prohibited. Materials not specifically manufactured for fencing or pedestrian control (including but not limited to buckets, food containers, tires, tree stumps, vehicle parts, pallets, etc.) and not expressly permitted elsewhere in these Guidelines may not be used as components of a barrier.
DESIGN GUIDELINES

**Planters**
Planters may be used in addition to or in place of other barrier designs. In addition, planters may be used in situations where no barrier is required (for example, where the outdoor dining area does not extend more than three feet into the sidewalk) in order to provide added visual interest and create a more attractive and welcoming atmosphere.

**Planted Material:** All planters must have plants contained within them. If the plants within a planter die, the plants must be replaced or the planter removed from the public right-of-way. Artificial plants; empty planters; or planters with only bare dirt, mulch, straw, woodchips or similar material are not permitted.

**Furniture and Fixtures**
A wide range of furniture styles, colors and materials are permitted. All furniture and fixtures must be maintained in good visual appearance, without visible fading, dents, tears, rust, corrosion, or chipped or peeling paint. All furniture and fixtures must be maintained in a clean condition at all times. All furniture and fixtures must be durable and of sufficiently sturdy construction as not to blow over with normal winds.

**Types of Furniture**
Furniture: Furniture and fixtures must not be secured to trees, lampposts, street signs, hydrants, or any other street infrastructure by means of ropes, chains or any other such devices, whether during restaurant operating hours or at times when the restaurant is closed.

**Tables**
Tables may be colored or of a natural unpainted material (i.e. wood, metal, etc.). Tables are not permitted to be white plastic or of any florescent or other strikingly bright or vivid color.

**Size and Shape**
The size and shape of tables strongly affects the functionality of an outdoor dining area. Restaurants should strive for space-efficient seating layouts and furniture configuration.
Smaller Tables and Chairs
Smaller tables work better than larger tables and are more efficient and flexible. Although optimal table size varies by each restaurant’s specific outdoor dining layout, smaller tables are preferred.

Chairs
Chairs may be colored or of a natural unpainted material (i.e. wood, metal, etc.). Chairs are not permitted to be white plastic or of any fluorescent or other strikingly bright or vivid color.

Upholstery: Upholstered chairs are permitted. Upholstery is not permitted to be of any fluorescent or other strikingly bright or vivid color.

Matching: All chairs used within a particular establishment’s outdoor seating area must match each other by being of visually similar design, construction, and color.

Umbrellas
Appropriately designed and sized umbrellas are permitted for use under this outdoor dining program. Umbrellas must be free of advertisements and contained within the outdoor dining area, and the lowest dimension of an extended umbrella must be at least 7 feet above the sidewalk surface. All umbrellas must comply with the following conditions:

Location and Dimension
Umbrellas must be contained within the outdoor seating area. All parts of any umbrella (including the fabric and supporting ribs) must be contained entirely within the outdoor seating area.

When extended, umbrellas must measure at least 7 feet above the surface of the outdoor dining area in order to provide adequate circulation space below.

Any part of an umbrella used in an outdoor seating area may not exceed a height of 120” (10 feet) above the level of the sidewalk.
DESIGN GUIDELINES

**Umbrella Design**
Umbrella fabric is not permitted to be of any fluorescent or other strikingly bright or vivid color. Umbrella covers must be of one solid color.

**Market-Style Umbrellas:** Those designed specifically for patio or outdoor restaurant use—are preferred for outdoor dining purposes.

Umbrella fabric must be of a material suitable for outdoor use, and must be canvas-type. No plastic fabrics, plastic/vinyl-laminated fabrics, or any type of rigid materials are permitted for use as umbrellas within an outdoor seating area.

**Umbrella Signage**
Umbrellas must not contain signage for the restaurant or for any other entity in the form of wording, logos, drawings, pictorial or photographic representations, or any other likewise identifying characteristic.

**Other Design Considerations**
Lighting, televisions, heaters, fans, and other conveniences are allowed, but their location must be designated on the provided site plan.

Trash cans may be incorporated into barrier design and must meet the barrier design standards, or they may be included in a service area as shown on the site plan.

**Circulation**
If a perimeter enclosure is used, adequate space must be provided within the enclosed outdoor dining area to permit movement of patrons and waitstaff. Waitstaff may not serve patrons from beyond the perimeter enclosure.
ELEMENT HIGHLIGHTS

1 **Planters**

Planters may be used in addition to or in place of other barrier designs. In addition, planters may be used in situations where no barrier is required (for example, where the outdoor dining area does not extend more than 3 ft. into the sidewalk) in order to provide added visual interest and create a more attractive and welcoming atmosphere.

All planters must have live plants contained within them.

2 **Umbrellas**

Umbrellas must be free of advertisements and contained within the outdoor dining area. Umbrellas must not contain signage for the restaurant or for any other entity in the form of wording, logos, drawings, pictorial or photographic representations, or any other likewise identifying characteristics.

Umbrella fabric is not permitted to be of any fluorescent or other strikingly bright or vivid color. Umbrella covers must be of one solid color.

3 **Tables**

Tables may be colored or of a natural unpainted material (i.e. wood, metal, etc.) Tables are not permitted to be white plastic or of any fluorescent or other strikingly bright or vivid color.

4 **Chairs**

Chairs may be colored or of a natural unpainted material (i.e. wood, metal, etc.) Chairs are not permitted to be white plastic or of any fluorescent or other strikingly bright or vivid color. Upholstered chairs are permitted. Upholstery is not permitted to be of any fluorescent or other strikingly bright or vivid color.

5 **Barriers**

Rope or chain-type barriers are permitted if they have a minimum diameter of 1 inch, in order to maintain detectability by the visually impaired. Vertical support posts must be constructed of wood or metal (aluminum, steel, iron, or similar).
6 **Signage**
Businesses utilizing shared space for seating or dining may be allowed additional signage to indicate entrances to the shared use areas. All signage will require a sign permit and Certificate of Appropriateness (COA).

7 **Trash**
Trash cans may be incorporated into barrier design and must meet barrier design standards, or they may be included in a service area as shown on the site plan.
This appendix includes a collection of examples of appropriate and inappropriate design elements to consider for shared space.

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