

City of Medford

2025 Season Outdoor Dining License Requirements

1. Licensee must provide all equipment referenced in approved plans, including, fencing, ramps and platforms.
2. Licensee may provide barriers or request barriers be provided by the City.
3. Seats, tables, barriers, signs, stands, etc. must be located in the public way according to the plans in the approved license.
4. Outdoor dining furniture must be locked or stored inside during non-business hours.
5. Licensee shall provide and maintain trash receptacles, including clearing them daily at the end of service. Receptacles provided by the licensee must be stored inside during non-business hours.
6. All building entrances, crosswalks and adjacent sidewalks shall be connected by an accessible walkway (521 CMR 20 & 22).
7. Licensed areas shall only be located in front of, behind, or beside/alongside the licensee's storefront, unless written permission is granted by the neighboring storefront and/or property tenant, and the neighboring property owner.
8. The standard accessible route width along pedestrian sidewalks shall not be reduced to less than 48".
9. The standard access aisle between tables and through the seating area shall not be reduced to less than 36".
10. Public Street Seating that remains at roadway grade (typically 3" - 6" below sidewalk grade) or is not level with the sidewalk shall include a temporary curb ramp. When temporary modifications are utilized to overcome level changes created by curbs. Ramps shall not exceed a maximum slope of 8.3% (521 CMR 24).
11. Public Street Seating, including the plastic or concrete barrier, shall not extend any further into the roadway than the painted parking lane lines or 7', whichever is greater.
12. All elements of the Public Street Seating shall remain a minimum of 6" in distance away from the outside edge of the adjacent bike or travel lane. If different, this minimum shall govern the parklet seating width stated previously.
13. Public Street Seating shall include barriers separating the seating from the roadway. Generally, an angled concrete barrier should be used at the front edge of the parklet (from an oncoming driver) to redirect errant vehicles. Barriers alongside the parklet and at the back end (after a vehicle has passed) of the parklet shall be required. Some exceptions apply and will be evaluated on a case-by-case basis. Required barrier types shall include solid concrete and/or water filled plastic

(white or orange).

14. Public Street Seating may not be located within 10' of a fire hydrant.
15. Public Street Seating may not be located within a vehicle, bicycle or any other travel lane. In some cases, there may be opportunities to shift travel lanes, typically by restricting parking on the opposite side of the street as well. This situation may occur where a parklet is located at a corner where the side street may be suitable to accommodate this. Mid-block parklets are typically not conducive to this type of treatment. The City shall assess travel lane adjustments on a case-by-case basis.
16. Public Street Seating may not be located within 5' of a crosswalk. Certain treatments may be added/included to allow for flexibility to this guideline.
17. Public Street Seating within 20' of a crosswalk may not have any objects taller than 42 inches from sidewalk elevation. In certain instances, the City may require lower barriers for traffic or public safety purposes.
18. Public Street Seating and Sidewalk Seating must not interfere with clear sight distances within the sight triangle for approaching or departing sight triangles for turning and stopping. Maintenance of clear sight distances will be assessed on a case-by-case basis by the City.
19. Public Street Seating must include removal sections to access all utility manholes and access structures.
20. Public Street Seating must maintain a clear drainage path beneath the structure and under any temporary accessible ramps to seating in the street level; area beneath must be cleaned on a monthly basis.
21. Use of flashing, yellow, blue, or red lights is prohibited within or on Parklet or Sidewalk Seating installations. Additionally, the City reserves the right to also prohibit any other lights or flashing lights that may be a deterrent from safe driving, cycling, etc. within the street right of way.
22. Business signs and marketing materials may not be posted on Public Street Seating or Sidewalk Seating installations. Artwork is permissible (for example, installations may include painted jersey barriers). Certain colors may be prohibited on the exterior of the barrier. Dark colors such as black are not advised due to not being as visible at night.
23. Nothing shall hang over the sidewalk (umbrellas, signs etc.) below seven 7'.
24. Outdoor food preparation shall not be allowed unless approved by the Board of Health in accordance with their procedures and regulations.
25. If using a heater, businesses must adhere to the [City of Medford Outdoor Heater Safety Rules and Guidelines](#) for storage and operation.
26. All signs and markings (used for warning vehicles, cyclists, or peds.) shall include the appropriate colors and materials, etc. per the Manual on Uniform Traffic Control Devices.

27. Licensees with a license that includes dog seating must enforce the following:
- a. Every dog must be leashed and licensed.
 - b. Licensee shall provide bowls of water for the sole use of dogs.
 - c. Employees are not allowed to touch, pet, or handle dogs.
 - d. Dogs are not allowed on furniture.
 - e. Dogs are not allowed to eat from plates.
 - f. Post a conspicuous sign to designate the outdoor dog area.

2025 Season Outdoor Dining License Design Guidelines

1. Barriers should be made of weather resistant material, including concrete, wood, metal, plastic, or composites. Barriers may be decorated with art or other features. Wood can be painted or stenciled. Barriers should be sturdy and substantial - outdoor dining occupants should not be able to move or topple a barrier.
2. Painting, art, landscaping, and planters are encouraged as decoration. Planters may be added to or integrated into a barrier but must not impede sightlines or the structural integrity of a barrier.
3. A canopy may be attached to a barrier for weather protection, provided there is an unencumbered opening from the top of the barrier to the edge of the canopy that provides sufficient sightlines for pedestrians, cyclists, and vehicles. A building permit is required to build a roof or canopy of any size. Heaters cannot be located under a canopy, roof or tent.
4. Umbrellas are encouraged but must be fully secured and/or brought inside when they are not in operation. When open, they cannot extend over the boundaries of the approved outdoor dining area.
5. Flooring is strongly encouraged for parklet seating. It should not be used for sidewalk seating areas. Flooring should be made of sturdy durable materials. Avoid materials that create slippery conditions in wet weather. Flooring must meet MAAB requirements for accessibility and provide access to utilities.
6. Any lighting on a barrier should be directed at outdoor dining occupants, not the roadway. Solar lighting is encouraged. Outdoor-rated, decorative low voltage, plugin lighting (any lighting or equipment that uses 50 volts of electricity or less) does not need an electrical permit.
7. An electric permit is required for wiring that is being run from a building to a seating area, when there are other types of lighting used, or when electric outlets are provided.
8. All decorations, materials, lighting, structural and design aspects must be included in the initial license application.