



DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 10th, 2020

Jeremy Robinson
Commissioner

Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

RE: Winter Vestibules, Membrane Structures, and Awnings.

The City of Syracuse Department of Public Works will review all measurements, design, duration, and location for any temporary vestibules, membrane structures, or awnings within the public Right-of-Way. Not all establishments will have the necessary sidewalk space to allow for these items.

Vestibules, membrane structures (domes, or other), and awnings are to be temporary in design and be installed no earlier than October 15th and removed no later March 31st each year. The City may require an earlier removal date as deemed necessary.

Winter vestibules and awnings must be permitted via [Liability Waiver](#) prior to each winter season with explicit consent from this department. These items are subject to inspection without notice and must be removed within 24 hours if a determination is made that a removal is necessary for any reason.

Spaces in and around the structures must be kept free of snow and ice, and be clean and orderly at all times.

Winter Vestibule, Enclosure, and Awning Design Features:

- Any and all manufacturer cut-sheets, documents, and other information are to be included with the Liability Waiver application.
- A site plan drawn to scale is required. This plan must accurately depict and dimension property lines and Right-of-Way boundaries, buildings and structures, sidewalks, brick banding areas, curb lines, and any other features such as light poles, parking meters, trees, etc.
- The vestibule, structure or awning area must not reduce the uninterrupted pedestrian through zone (usable sidewalk area) to less than 6' (six feet) for any reason.

Proposals that do not provide 6' wide concrete sidewalk space for the traveling public will not be allowed.

Dept. of Public Works
1200 Canal St. Extension
Syracuse, N.Y. 13202

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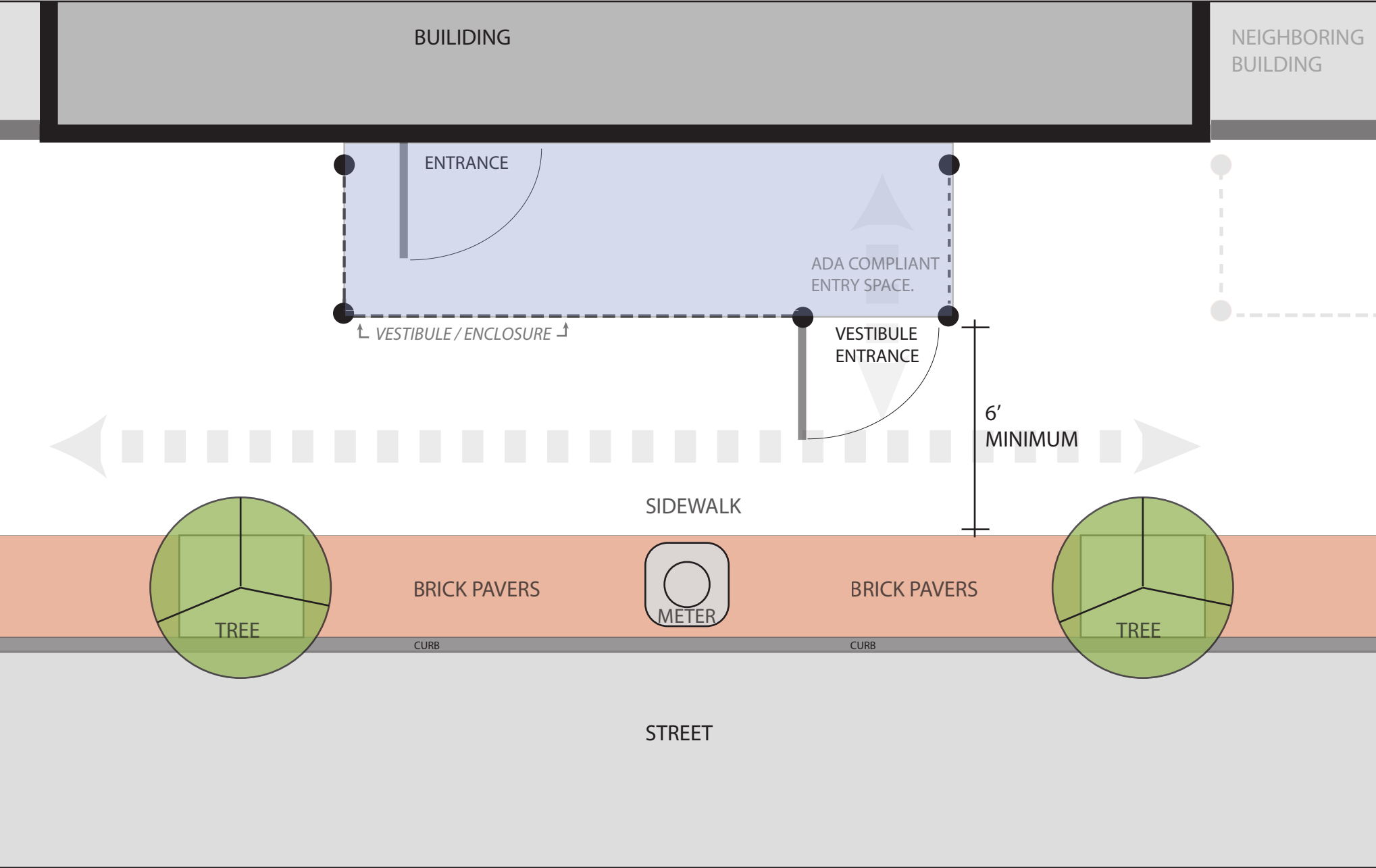
www.syr.gov.net

- Any vestibule, membrane structure, or enclosed area must have “window” areas of non-opaque materials along any frontages that meet the sidewalk, and within any of the structures door(s.) Non-opaque material should encompass at least 35% of all vertical walls/panels.
- Any membrane-structure must incorporate stanchions, post & chain, or other physical delineator between the 6’ open sidewalk space and the area housing the enclosure.
- All dimensions of the objects to be erected, and the area to be enclosed or covered, (Length, Width, Height) must be included in the site plan including portable heaters.
- Doorway/entrance transitions must be as flush as possible with the ground plane to ensure ADA compliant access to/from any enclosed/covered area. Doors must match or exceed the existing door dimensions to the building and match any egress hardware.
- Erection of items are not to impede proper function of entry/exit areas, sidewalks spaces, or promote dangerous conditions (including, but not limited to; pooling water, ice, hard packed or uncleaned areas of snow)
- Erection of these items may not interfere with snow clearing operations, including any supplemental sidewalk snow clearing provided by the City or other entities.
- Fire Department Connections are not to be enclosed.
- Any use of any “patio heater” or similar item is subject to Fire Department review and requires a Propane Permit.
- Any door or gate to the vestibule or enclosed area that swings outwards must automatically retract to a closed position via spring hinge, hydraulic assembly or other mechanism, and is to remain closed at all times.
- Structures must be weighted to counteract wind or other forces as specified by the manufacturer, NYS Building Code, or any other applicable guidance.
- The City may request plans be stamped by licensed design professionals.
- These design guidelines are subject to change.

- Vestibules and awnings may be subject to additional requirements as determined by this or other City Departments.

NB 11/10/20

VESTIBULE CONCEPTUAL DIAGRAM

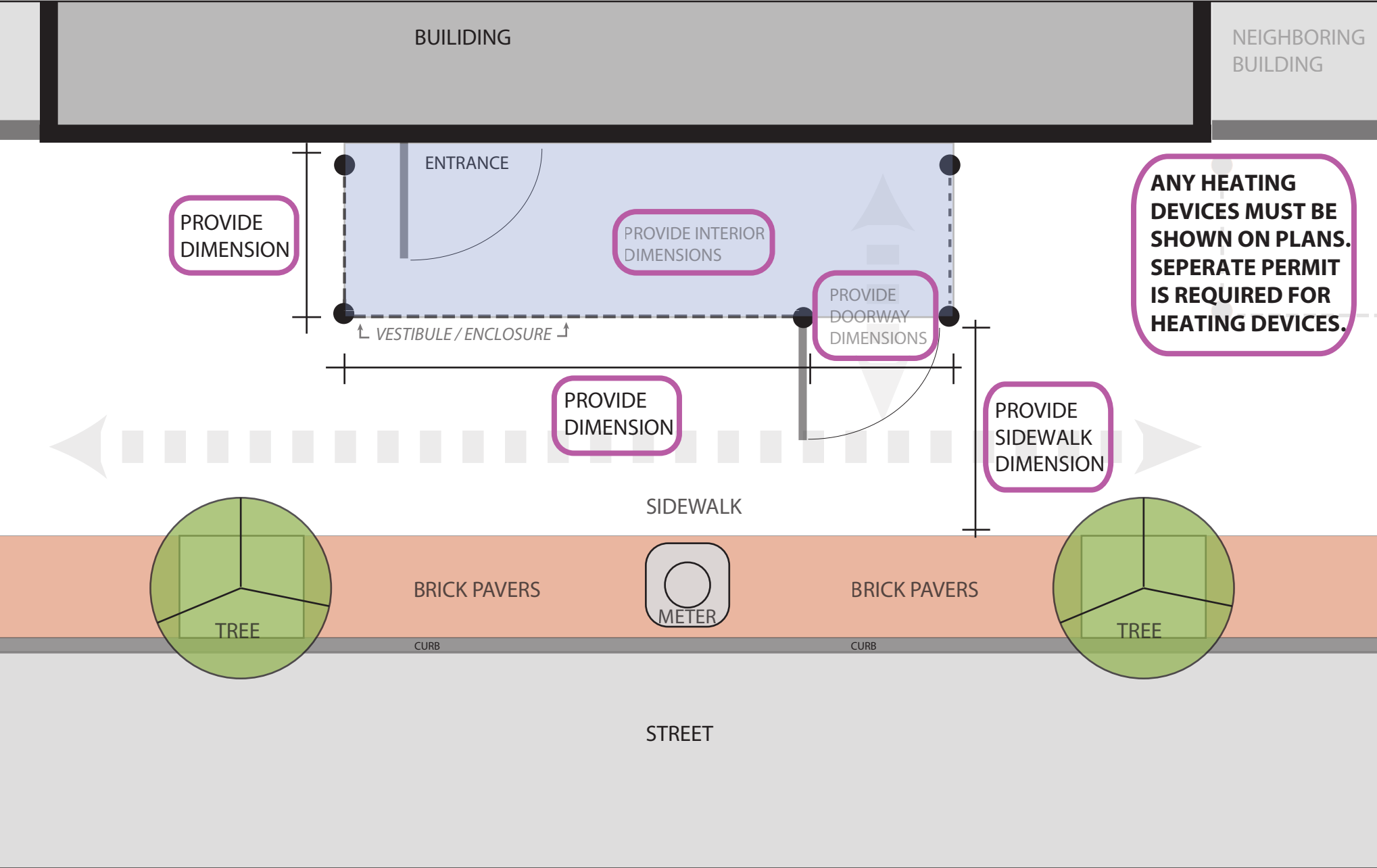


NOT TO SCALE
CONCEPTUAL DRAWING ONLY
SITE CONDITIONS AND LAYOUT MAY VARY

6' OPEN CONCRETE SIDEWALK SPACE REQUIRED.
BRICK PAVERS, TREE PITS, AND OTHER FEATURES
ARE NOT "SIDEWALK SPACE."



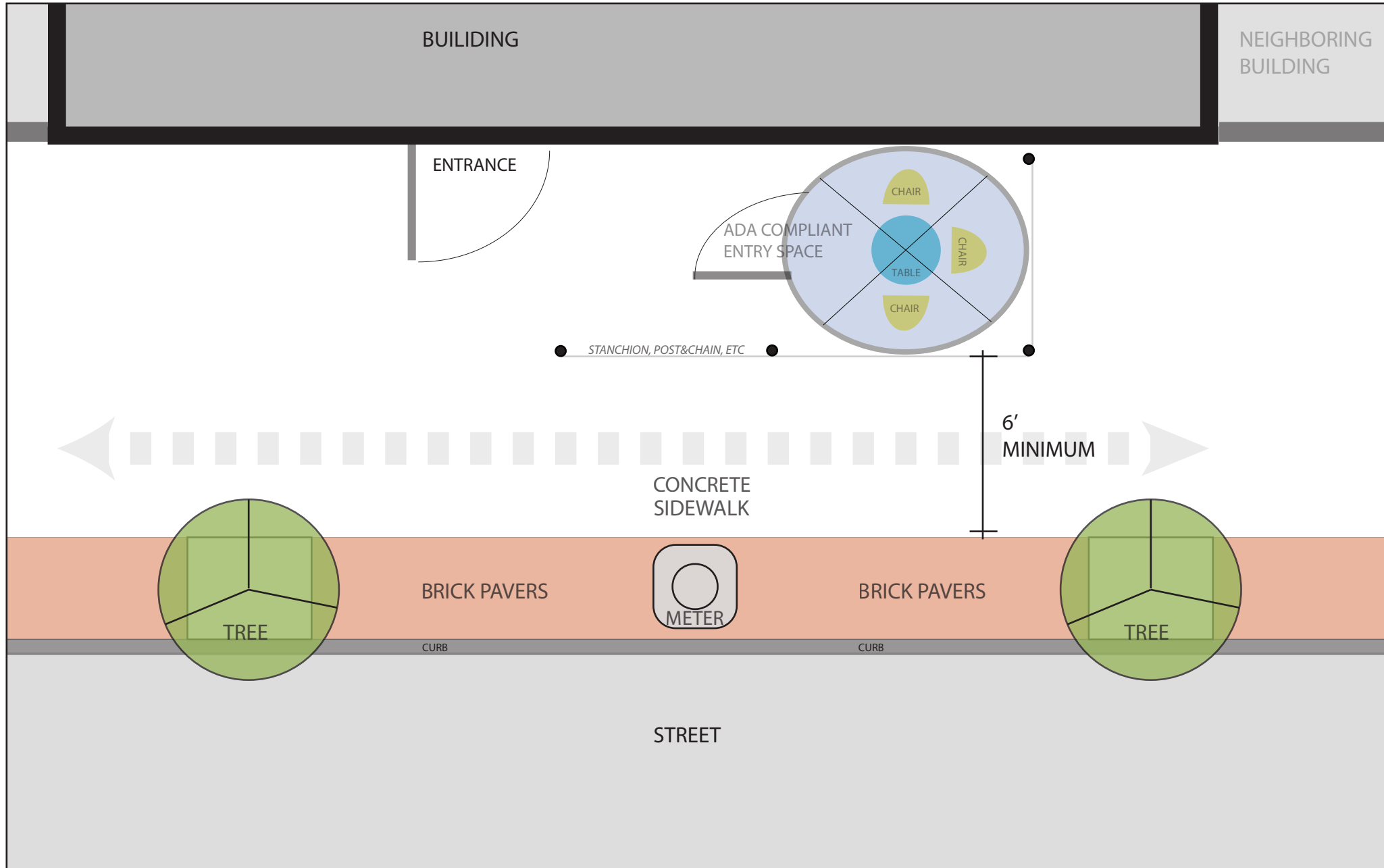
VESTIBULE CONCEPTUAL DIAGRAM - SITE PLAN INFORMATION



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DOME / MEMBRANE ENCLOSURE CONCEPTUAL DIAGRAM

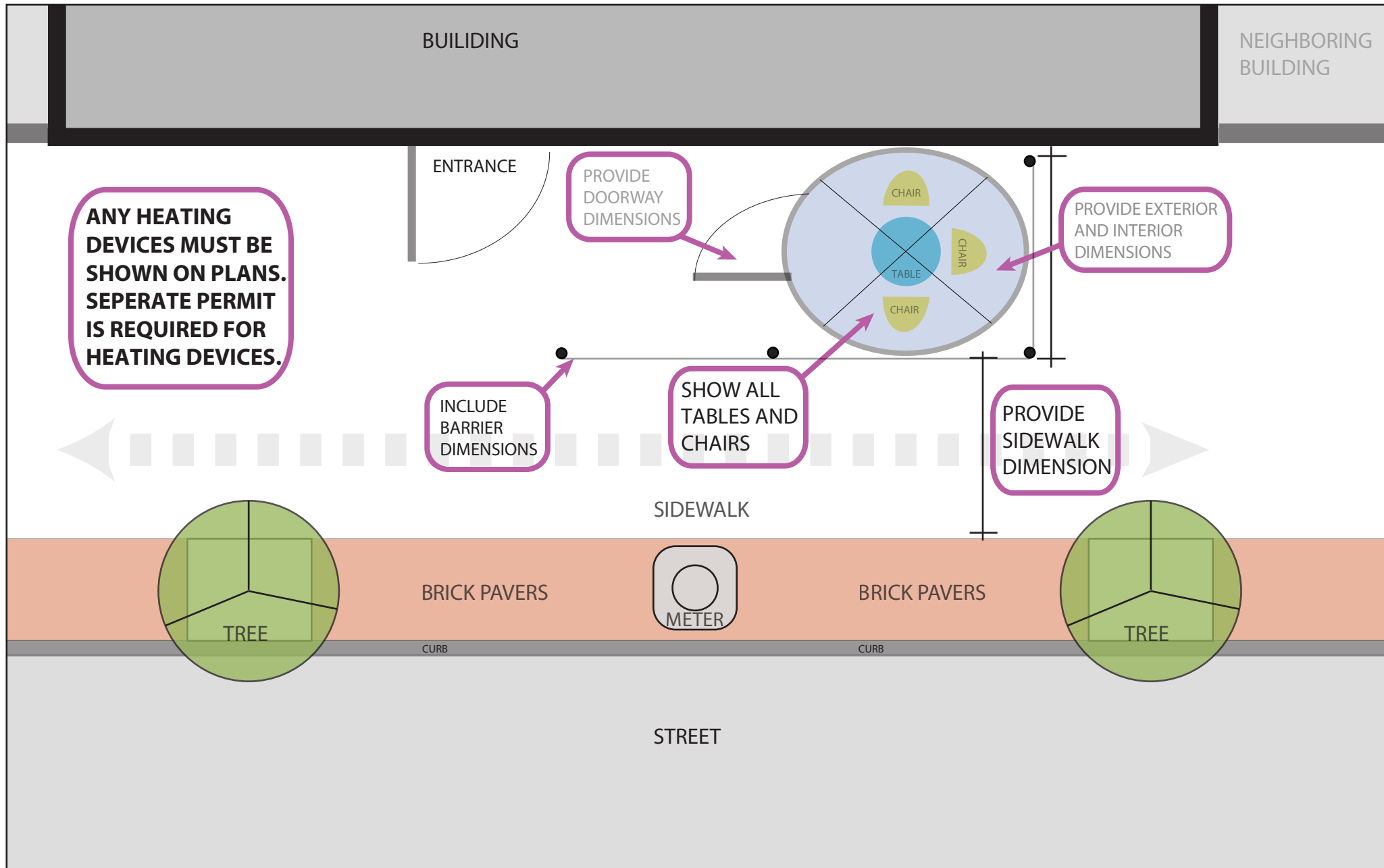


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