INTRODUCTION

At the onset of the COVID-19 pandemic, City Council acted swiftly to enable staff to develop a streamlined process to allow our businesses, including restaurants, to temporarily expand their outdoor operations under modified standards.

The City’s temporary outdoor expansion permits remain in effect and are currently conditioned to expire thirty (30) days after all applicable Orders of the Ventura County Health Officer restricting full use of existing interior and exterior dining areas are rescinded. Many local businesses have expressed desire to transition their temporary outdoor dining arrangements into permanent features.

THE CITY WELCOMES THIS INTEREST TO ASSIST BUSINESSES IN PROVIDING MORE OUTDOOR SPACE FOR OUR RESIDENTS AND VISITORS

The information provided in this document provides initial guidance for those establishments considering this modification.
ALL SITES ARE UNIQUE

All sites are unique and require site-specific assessment to identify potential options and associated next steps. Contact the City of Thousand Oaks Economic Development team to share your ideas and schedule a site visit.

AUTHORIZATION IS NEEDED

If you are a tenant, contact your landlord or property owner to share your interest and ideas for permanent modifications. The City cannot process outdoor dining permits without prior authorization from property owners.

REVIEW CONDITIONS OF OTHER AGENCIES

Review conditions of, and expiration dates relating to, any other relevant permitting agencies currently waiving certain permit standards for your business operations to mitigate COVID-19-related financial impacts. This may include agencies such as the California Department of Alcoholic Beverage Control (ABC), County of Ventura Environmental Health Division, among others.

CITY STANDARD PROCESS

The City’s Municipal Code contains an existing process for establishing permanent outdoor seating. In summary, all outdoor seating requires (at minimum) the completion of a Minor Modification application AND written authorization for the proposed outdoor customer dining area from either the property owner, owner’s agent, or property manager. There are also a series of design standards that must be met. For a complete and detailed list, see Municipal Code Sec. 9-4.2523 or contact the City of Thousand Oaks’ Economic Development Team.

PARKING CONSIDERATIONS

Outdoor seating that exceeds 5 tables with 4 chairs each will require the provision of additional parking; except within the Thousand Oaks Boulevard Specific Plan (SP 20) area, where outdoor dining areas are permissible up to 500 square feet (or 8 tables with up to 4 chairs each) before additional parking must be provided.

For further questions or guidance, please visit www.toaks.org/econdev or contact the City of Thousand Oaks Economic Development Team.