



DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

MEMORANDUM

TO: Mayor and City Commission
Economic Development Task Force

FROM: Anthea Giannotes, Development Services Director 

DATE: September 17, 2020

SUBJECT: Standalone Bar Temporary Use Conversions

Businesses that are currently licensed as Standalone Bars may change their use either permanently or temporarily to a Restaurant, sandwich shop / deli, or other food service establishment using the following process:

1. Submit a Zoning Certificate of Use (ZCU) application detailing the change in use; please indicate in writing on the form whether the change in use is permanent or temporary. The ZCU application is available on the Development Services website:
<https://www.delraybeachfl.gov/home/showdocument?id=8270>
 - a. Temporary Changes in Use are \$50.
 - b. Permanent Changes in Use are \$150.
2. Submit a copy of the Permanent Food Service License from the State.
3. Submit a floor plan sketch, which includes the location and type of kitchen equipment and the layout of the tables and chairs that will be provided for customer seating.
4. Submit a copy of the menu/food service that will be offered.
5. The ZCU is administratively reviewed by staff; no board meetings are required for approval. Please note, if the change in use is intended to be temporary, the standalone bar business location will be reserved for the same business until such time that bars are fully open or allowed to be open in equal capacity as restaurant uses, at which time, a declaration of the final use of the property will be required within three months.
6. Any temporary use granted via this process is conditional upon compliance with all State, County, and City rules, regulations, and guidelines, whether permanent, temporary, or emergency in nature. Failure to comply with this condition can result in the revocation of the permitted temporary use without notice.

New Outdoor Use Area.

If new outdoor use areas are desired as part of the change to a food service establishment use, please submit a separate Temporary Outdoor Use Area application, which is available on the Development Services website: <https://www.delraybeachfl.gov/home/showdocument?id=8306>. No fee is currently charged for this application; however, Sidewalk Café areas have a fee that is assessed annually. Please note that Standalone Bars are not currently allowed to operate outside of an enclosed building.