

RESOLUTION NO.16062

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY APPROVING AND ADOPTING AMENDMENTS TO 2019 ENGINEERING STANDARDS ADDING TO VOLUME III (DESIGN CRITERIA) THE OUTDOOR BUSINESS ACTIVITY PROGRAM GUIDELINES FOR THE CITY OF REDWOOD CITY

WHEREAS, on November 25, 2019, the City Council adopted Resolution No. 15802 approving those certain documents entitled “Standard Technical Specifications”, “City Standard Details”, and “Design Criteria” collectively described as “Engineering Standards for the City of Redwood City”; and

WHEREAS, the City Engineer recommends amending the Engineering Standards for the City of Redwood City to add the Outdoor Business Activity Program Guidelines as Attachment V, under Part XII, within Volume III: Design Criteria; and

WHEREAS, the Outdoor Business Activity Program Guidelines provide businesses guidelines to construct, install, or implement Parklets and/or Sidewalk Cafes, and incorporate a cohesive design throughout the City of Redwood City to enable an attractive streetscape environment; and

WHEREAS, the proposed amendments to the Engineering Standards for the City of Redwood City are attached as Exhibit A – Outdoor Business Activity Program Guidelines – May 9, 2022; and

WHEREAS, the City Council reviewed and considered the proposed amendments to the Engineering Standards for the City of Redwood City as attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

1. The proposed amendments to the Engineering Standards for the City of Redwood City to add as Attachment V, under Part XII, within Volume III: Design Criteria the Outdoor Business Activity Program Guidelines dated May 9, 2022, attached as Exhibit A and on file with the City of Redwood City’s Community Development and Transportation Department, are hereby approved and adopted as the City’s minimum standards. Nothing herein contained shall be deemed to limit the authority of this Council, or any commission, board or officer of the City to require higher or different standards as may be otherwise

duly authorized or required.

2. The City Manager or his/her designee and any all other duly authorized officers of the City of Redwood City are hereby authorized and directed to implement the revised standards.

3. This Resolution shall be effective conditioned upon the effectiveness of the Ordinance implementing the Outdoor Business Activity Program, and shall have the same effective date as same Ordinance.

* * *

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 27th day of June 2022 by the following votes:

AYES: Aguirre, Espinoza-Garnica, Gee, Howard, Reddy, Smith
and Mayor Hale

NOES: None

ABSENT: None

ABSTAINED: None

RECUSED: None



Giselle Hale
Mayor of the City of Redwood City

Attest:

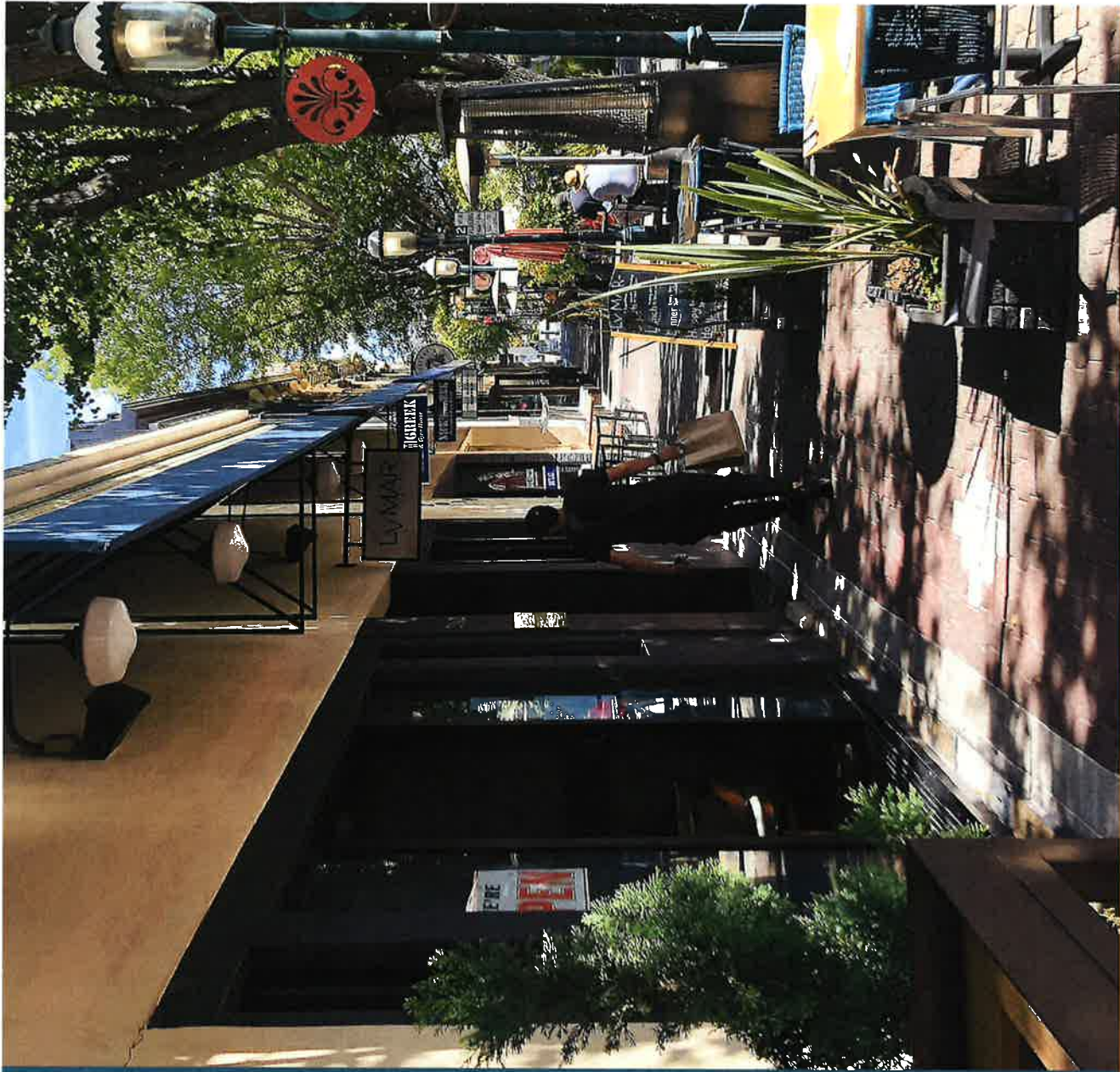


Pamela Aguilar, CMC
City Clerk of Redwood City

I hereby approve the foregoing resolution this
29th day of June 2022.



Giselle Hale
Mayor of the City of Redwood City



OUTDOOR BUSINESS ACTIVITY

Program Guidelines For Parklets
and Sidewalk Cafes

May 9, 2022



DESIGN IN THE PUBLIC REALM

PUBLIC SPACE POLICY

In September 2001, the City Council adopted a policy directing that high priority be given to creating comfortable, enjoyable, and aesthetically pleasing public spaces in the design of public and private projects. This directive was further solidified in the 2010 update of the City's General Plan, under the General Plan Goal BE-17: Develop and enhance successful, vital, and engaging centers of activity in Redwood City. Building on the City Council's 2001 action, General Plan Policy BE-17.1 states:

Accommodate outdoor cafes and similar neighborhood-serving uses in the public right-of-way as a means of promoting pedestrian activity and center vitality. Ensure that access and noise considerations relative to surrounding uses are sufficiently addressed.

OUTDOOR BUSINESS ACTIVITY LOCATION

Outdoor business activity may be located within two areas of the right-of-way. One is the **sidewalk** area between the curb and the building or parcel frontage. The other is the **roadway**, which is generally the area between two curbs providing travel lanes and in many cases parking stalls.

DOCUMENT ORGANIZATION

This document provides guidelines and requirements for outdoor business activity in areas of the public right-of-way. The first section provides details for the installation, operation, and maintenance of a parklet. The second part of the document provides the details for the installation, operation, and maintenance of a sidewalk cafe. In some locations, there may be opportunities to utilize both a sidewalk and an on-street parking space into a combined operation. This type of hybrid condition is described in the Parklet program and requires compliance with both the sections of this document.

The policies, guidelines, requirements, and operational rules for both Outdoor Business Activity programs have been prepared in the spirit of implementing General Plan policies and the vision for vibrant commercial areas throughout the city.

PUBLIC REALM ZONES

The public realm is categorized into the zones listed below to designate areas suitable for outdoor activities and identify clearances that shall be maintained in each zone. These zones are illustrated on page 3.

ADJACENT ZONE

This zone applies to buildings with recessed entries (minimum 2 feet) that can accommodate cafe seating with tables.

- There shall be a minimum of 5 foot clear path from any entrance/exit door, which may overlap with the 5 foot pedestrian path clearance.
- A minimum 5 foot clear wide path shall remain open between the cafe entrance door and the sidewalk/pedestrian zone. This includes all emergency exits and other doorways.

Depending on the physical configuration of the site and building, the above requirement may be varied by the City at the issuance of an encroachment permit.

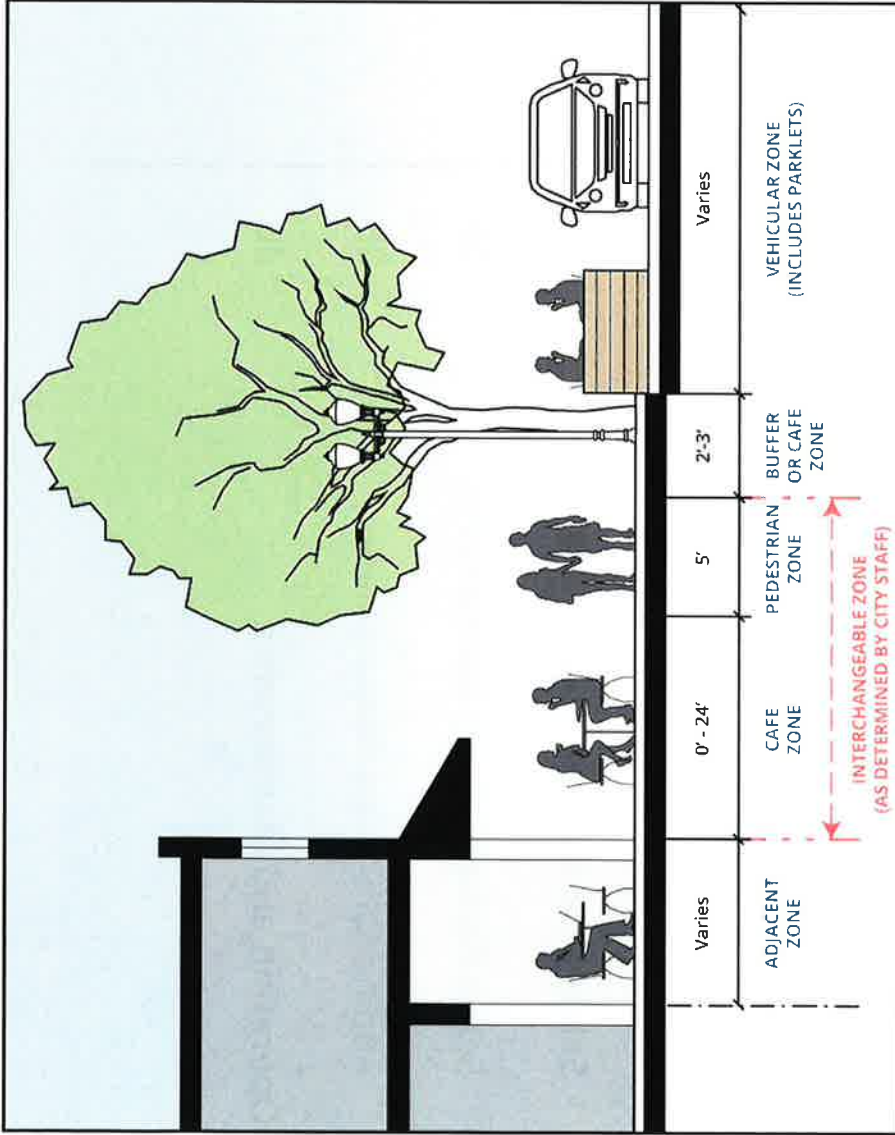
PEDESTRIAN ZONE

As a public sidewalk, this zone is for the safe and unimpeded passage of pedestrians, wheelchairs, baby carriers, etc. This zone may include existing trees, lampposts, benches, bike racks, or other pieces of public infrastructure.

- A minimum of 5 foot clear path shall be maintained at all times.
- All crosswalks must intersect with the Pedestrian Zone, maintaining a minimum 5 foot width.

CAFE ZONE

This zone allows for the temporary installation of sidewalk cafe improvements, such as tables, chairs, umbrellas, or portable heaters. This zone may include existing trees, lampposts, benches, bike racks, or other pieces of public infrastructure. The number of tables and chairs installed in the public right-of-way will depend on the physical configuration of the site and will be determined by the City at the time of issuance of an encroachment permit.



THE BUFFER ZONE

This zone allows for the visual and physical separation between the vehicular travel lane and the pedestrian or cafe zone. Improvements may be located within the Buffer Zone consistent with the following conditions:

- Improvements are required to be located a minimum of 6" from the edge of curb.
- For blocks with parallel parking, no flower boxes or planters may be placed in the Buffer Zone.
- For the 2600 block of Broadway, the Buffer Zone must be a minimum of 2 feet parallel to the edge of curb.
- For the 2000-2500 blocks of Broadway, the Buffer Zone must be a minimum of 3 feet parallel to the edge of curb.

THE VEHICULAR ZONE

This zone refers to the vehicular travel lane and the on-street parking adjacent to the edge of curb. Parklets may be located in this zone in on-street parking spaces and on streets closed to vehicular traffic. Crosswalks are considered within the Vehicular Zone and pedestrian access must extend to the Pedestrian Zone.

OUTDOOR BUSINESS ACTIVITY GOALS

These Goals can be implemented by both Outdoor Business Activity programs.

- 1 Activate the Public Realm
- 2 Maintain Physical and Visual Access to Businesses
- 3 Provide Safe, Attractive, and Accessible Spaces for Outdoor Uses

- 4 Provide Accessible Amenity Areas for Private Businesses During Operating Hours
- 5 Support the Economic Vitality of Businesses and the City

TABLE OF CONTENTS

This document is organized into two sections. The first section is applicable to applicants who are proposing to use a parklet. The second section is applicable to applicants proposing to use a sidewalk cafe. If an applicant proposes to use both a parklet and sidewalk cafe, then both sections shall be consulted. Information regarding the operations and maintenance for both programs can be found on page 40.

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OUTDOOR BUSINESS ACTIVITY REVIEW AND APPROVAL PROCESS

PARKLETS AND STRUCTURES*

Pre-Planning	Application Submittal and Review	Building Permit Review and Approval	Installation/Construction	Post-Installation
<p>(2 to 4 weeks)</p> <ol style="list-style-type: none"> 1 Review Outdoor Business Activity Program Guidelines and forms, identify your template, and ask City any questions 2 Talk with your neighboring businesses, landlord, and property owner 3 Establish your budget, develop your drawings, and reach out to a contractor 	<p>(Approximately 2 to 4 weeks)**</p> <ol style="list-style-type: none"> 1 Outdoor Business Activity Permit Application Form & Fees Dues (Encroachment Permit) 2 Site Plan Checklist 3 Site Plan (to scale) 4 Parklet Elevation Checklist 5 Parklet Elevation Drawing (to scale) 6 Site Photos 	<p>(Approximately 2 to 4 weeks)</p> <ol style="list-style-type: none"> 1 Apply for Building Permit and all other relevant permits (electrical, plumbing, mechanical or other improvements such as cooling, heating, lighting, or affixed roof structures) 	<p>(Within 90 days-***)</p> <ol style="list-style-type: none"> 1 Install / Construct Parklet 2 Inspection(s) with City staff 	<p>(Ongoing)</p> <ol style="list-style-type: none"> 1 Operate and Manage Parklet 2 Clean and Maintain 3 Outdoor Business Activity Permit Annual Renewal 4 Parklet Removal or Relocation (only if necessary)
<p>APPLICANT</p>			<p>PARKLET APPROVAL & PERMIT FEE PAYMENT</p>	
<p>CITY STAFF</p>			<p>PERMIT(S) ISSUED</p> <ol style="list-style-type: none"> 1 Inspect structures to ensure work is completed according to approved plans 2 Issue Final Approval 1 Annual Site Inspections 2 Outdoor Business Activity Program Enforcement (only if necessary) 	

* Process required for any proposal to construct within the City's right of way

** For templates selected from the Outdoor Business Activity Program guidelines. Designs that deviate from the template, including roof structures, will necessarily require more review time.

*** Once issued, building permits are valid for one year. However, it is in the business' best interest to expedite construction of the parklet, as temporary parklets must eventually be removed.

SIDEWALK CAFE ONLY

Pre-Planning	Application Submittal and Review	Implementation and Post Implementation
<p>(2 to 4 weeks)</p> <ol style="list-style-type: none"> 1 Review Outdoor Business Activity Program Guidelines and forms and ask City any questions 2 Talk with your neighboring businesses, landlord, and property owner 	<p>(Approximately 1 to 2 weeks)</p> <ol style="list-style-type: none"> 1 Outdoor Business Activity Permit Application Form & Fees Due (Encroachment Permit) 2 Site Plan Checklist 3 Site Plan (to scale) 4 Site Photos 	<p>(Within 90 days)</p> <ol style="list-style-type: none"> 1 Implement Sidewalk Café 2 Operate and Manage Sidewalk Café 3 Clean and Maintain 4 Outdoor Business Activity Permit Annual Renewal 5 Inspection(s) with City staff
<p>APPLICANT</p>	<p>SIDEWALK CAFE APPROVAL & PERMIT FEE PAYMENT</p>	<p>CITY STAFF</p>
<p>PERMITS(S) ISSUED</p> <ol style="list-style-type: none"> 1 Application Review 2 Site Plan Review 3 Elevation Review 4 Review by Building, Engineering, and Fire 5 Issue Outdoor Business Activity Permit 		<p>Annual Site Inspections</p> <ol style="list-style-type: none"> 2 Outdoor Business Activity Program Enforcement (only if necessary)

PARKLET PROGRAM OVERVIEW

PURPOSE

The purpose of the Redwood City Parklet Program Guidelines is to ease the approval process for parklets by establishing parklet template design solutions for an applicant to select that meet design, locational, and permitting requirements of the City.

GUIDELINES

The Parklet Program Guidelines provide design guidelines and requirements for Redwood City merchants to use in the preparation of an application to construct a parklet on a public parking space under City control in any commercial district. A parklet is a sidewalk extension, typically installed on public parking spaces, that provides more space and amenities for outdoor business activity operated and maintained by the business establishment conducting the outdoor business activity.

RELATION TO SIDEWALK CAFE PROGRAM

The Parklet Program accompanies the Sidewalk Cafe Program to facilitate additional outdoor dining, retail, and social gathering spaces in the public realm. Businesses that will only implement a sidewalk cafe should use the Sidewalk Cafe Program and may proceed to Sidewalk Cafe Program section of this document on pages 36 through 39. Businesses that desire to implement a parklet should follow the Parklet Program Guidelines contained in this document. Where both a parklet and an adjoining sidewalk cafe are planned, both sections should be consulted.



Parklet
Image Source: <https://www.shiftspacedesign.com/portfolio/parklet/>

SUBMITTAL REQUIREMENTS CHECKLIST

APPLICATION PACKET INCLUDES:

- Encroachment Permit Application Form
- Fee Schedule
- Parklet Program Guidelines (From *Outdoor Business Activity Program Guidelines for Parklets and Sidewalk Cafes*)
- Sample Site Plan (Included in *Outdoor Business Activity Program Guidelines for Parklets and Sidewalk Cafes*)
- Sample Endorsement Form
- Hold Harmless Agreement Form

INSURANCE REQUIREMENTS

INSURANCE CATEGORY	MINIMUM LIMITS
Workers' Compensation	Statutory Minimum
Employer's Liability	\$1,000,000.00 per accident for bodily injury or disease
Commercial General Liability	\$1,000,000.00 (\$2,000,000.00 for parklets) per occurrence for bodily injury, personal injury and property damage

- Completed Hold Harmless Agreement (review requirements listed)
- Insurance Endorsement Form
- Insurance Certificate (must name the City as additional insured, see Hold Harmless form)

ADDITIONAL SUBMITTALS FOR PERMANENT/SEMI-PERMANENT IMPROVEMENTS

- Construction Permit Fee Payment
- Permanent/Semi-permanent Improvements Site Plan
- Construction Permit/Revocable Encroachment Permit
- License Agreement

SUBMITTALS:

The following items shall be submitted to the Engineering Department in order to process an application.

- Completed Application Form
- Proof of Business Tax Receipt/Business License
- ABC License/Conditional Use Permit (if applicable)
- Site Plan (scaled - i.e. 1/8" = 1'10" | dimensioned - i.e. 5'0" clearance path)
- Site Plan Checklist
- Elevation Drawing
- Elevation Drawing Checklist
- Parklet Design Components Checklist (Please write in any unlisted components that the applicant would like to include)
- Photograph of Proposed Design Components
- Photograph of Proposed Parklet Location (showing the front and side views along the business frontage)
- Encroachment Permit Fee Payment

The encroachment permit and license agreement are revocable. Compliance with Parklet Program Guidelines in this document is required.

SITE PLAN CHECKLIST

The Site Plan Checklist provides information required to be shown on the Parklet Applicant's submitted site plan. The Checklist includes information for the existing site conditions for the desired parking space and Parklet location requirements to verify that the proposal is suitable along the business frontage. Example site plans that include the Checklist items are provided in the following section for each parklet template.

EXISTING SITE CONDITIONS	
Applicant building and adjacent businesses (with entry doors shown)	<input type="checkbox"/>
Existing sidewalk width(s)	<input type="checkbox"/>
Existing curb cuts and driveways	<input type="checkbox"/>
Adjacent bicycle lane or auto traffic lane	<input type="checkbox"/>
Existing parking spaces, ADA spaces, and loading zones with dimensions	<input type="checkbox"/>
Existing parking meters and meter numbers	<input type="checkbox"/>
Other existing sidewalk features (e.g. fire hydrants, street-lights, planters, bike racks, bus shelters, outdoor dining, trees, signs, etc.)	<input type="checkbox"/>
Existing utility valves, panels, inlets, and manholes in the street and on the sidewalk	<input type="checkbox"/>
All color curb zones (red, yellow, green, white, blue)	<input type="checkbox"/>
Scale	<input type="checkbox"/>
North Arrow	<input type="checkbox"/>
Name and location of adjoining streets or alleys	<input type="checkbox"/>
Adjacent existing parklets	<input type="checkbox"/>

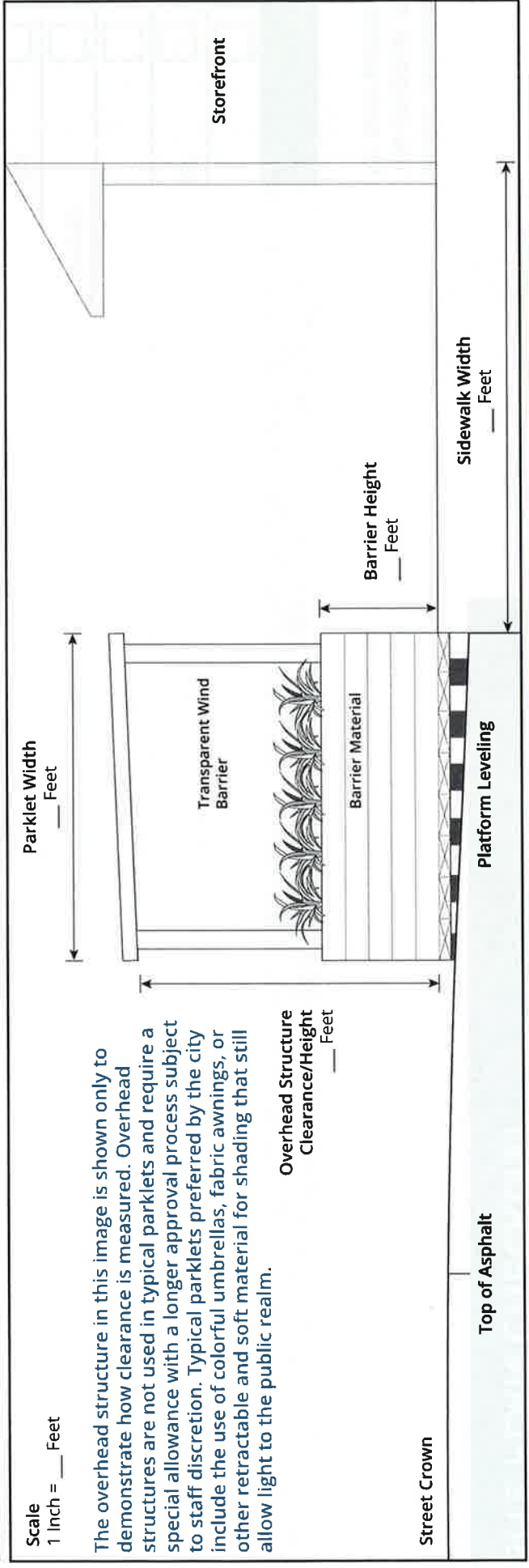
PROPOSED PARKLET INFORMATION	
Proposed parklet footprint and dimensions	<input type="checkbox"/>
Number of parking spaces that the parklet will occupy	<input type="checkbox"/>
Parklet setbacks	<input type="checkbox"/>
Minimum 3 feet from adjacent parking spaces	<input type="checkbox"/>
Minimum 1 foot from adjacent bicycle lane or auto traffic lane	<input type="checkbox"/>
Minimum 2 feet from fronting driveways (if applicable)	<input type="checkbox"/>
Distance from the proposed parklet to the nearest cross-walk or intersection	<input type="checkbox"/>
Location and spacing of parklet tables, chairs, and other furnishings	<input type="checkbox"/>
Additional bike racks adjacent to the parklet (if applicable)	<input type="checkbox"/>
Light posts (if applicable)	<input type="checkbox"/>
Portable heaters and power source (if applicable)	<input type="checkbox"/>
Cafe counter: A long flat-topped fixture for dining (if applicable)	<input type="checkbox"/>
Benches (if applicable)	<input type="checkbox"/>

PARKLET ELEVATION CHECKLIST

The Parklet Elevation Checklist provides information required to be shown on the Parklet Applicant's submitted parklet elevation drawing. The Checklist includes information for the proposed parklet that demonstrates conformity with design criteria in this document, such as the maximum barrier height and vertical clearance for overhead elements. An example of a side view elevation drawing is shown below.

PROPOSED PARKLET BARRIER AND STRUCTURE INFORMATION	
Parklet Width	<input type="checkbox"/>
Barrier Height	<input type="checkbox"/>
Barrier Materials: Including planters, railings, and soft posts (if applicable)	<input type="checkbox"/>
Overhead Structure (If approved as a special allowance)	<input type="checkbox"/>
Overhead Structure Minimum 7-foot clearance	<input type="checkbox"/>
Overhead Structure Height	<input type="checkbox"/>

PROPOSED PARKLET PLATFORM AND OTHER INFORMATION	
Platform Support	<input type="checkbox"/>
Platform Leveling (i.e. Pedestal or other means)	<input type="checkbox"/>
Drainage Clearance	<input type="checkbox"/>
Existing Asphalt and Street Crown	<input type="checkbox"/>
Sidewalk Width	<input type="checkbox"/>
Storefront	<input type="checkbox"/>



DESIGN REQUIREMENTS

SELECT A PARKLET TEMPLATE

Options for a parklet are organized by three conditions:

- A Parklet in a parallel parking space
- A Parklet in a diagonal parking space
- A Special Condition Parklet, which includes four alternative conditions

Each template reflects conditions that generally exist for on-street parking spaces in commercial areas. The applicant shall select a parklet template based on the existing conditions along the site frontage. Special condition parklets allow for unique or site-specific conditions. Each special condition template has a unique icon that is used throughout these guidelines to indicate where a program requirement is specific to that special condition parklet.

Once the applicant has selected a parklet template, the applicant may then select an option for each of the design components listed on page 26. These include enclosure or platform materials, seating options, and other considerations. Parklets shall meet all additional design requirements listed on page 28.

PARKLET TEMPLATES

A - Parallel Space Parklet

- A-1 One-Space
- A-2 Two-Space

B - Diagonal Space Parklet

C - Special Condition Parklet

- C-1 Parklet/Sidewalk Cafe Combination
- C-2 Parklet/Sidewalk Cafe Curb Extension Combination
- C-3 Theatre Way Parklet
- C-4 Parklet/Pedestrian Street Combination

SPECIAL CONDITION PARKLETS



C-1 PARKLET/SIDEWALK COMBINATION



C-2 PARKLET/SIDEWALK CAFE CURB EXTENSION COMBINATION



C-3 THEATRE WAY PARKLET

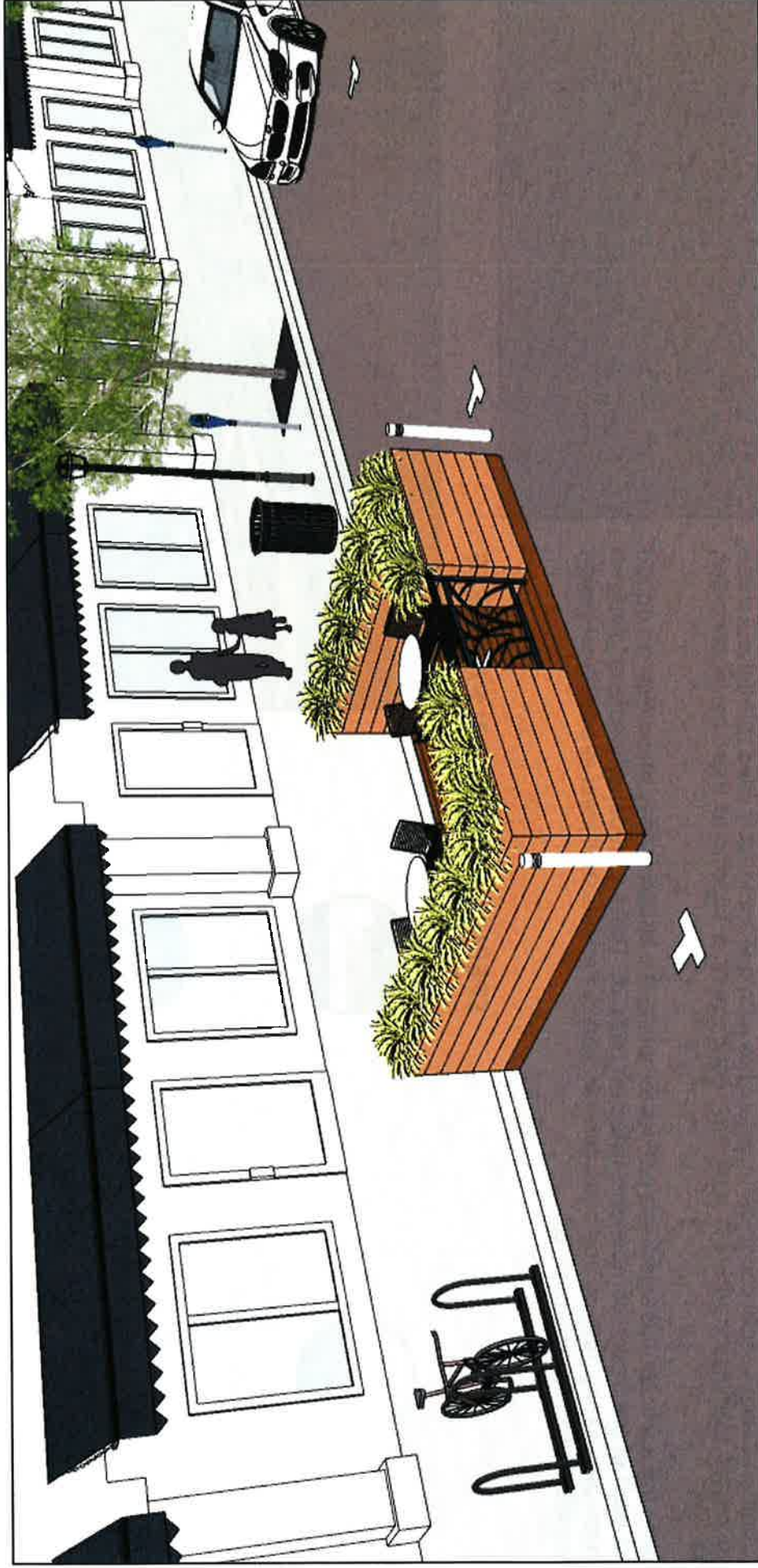


C-4 PARKLET/PEDESTRIAN STREET COMBINATION



Special Condition Theatre Way Parklet

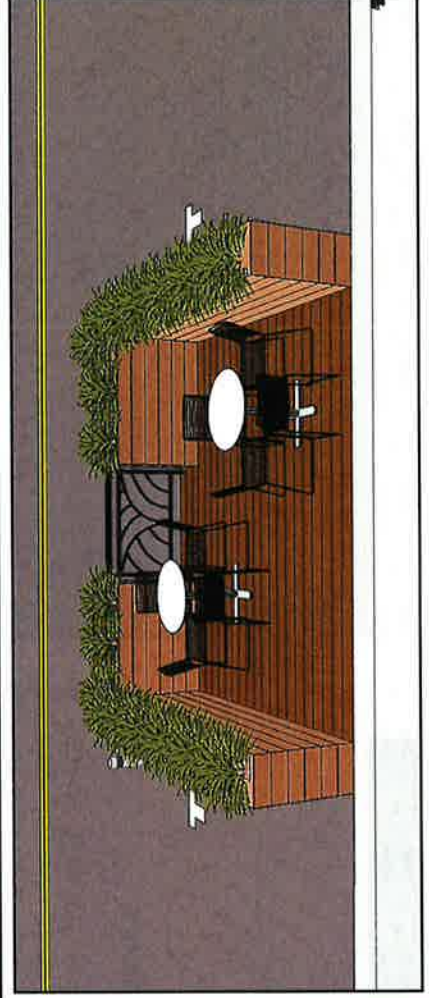
A-1 PARALLEL SPACE PARKLET (1 Parking Space)



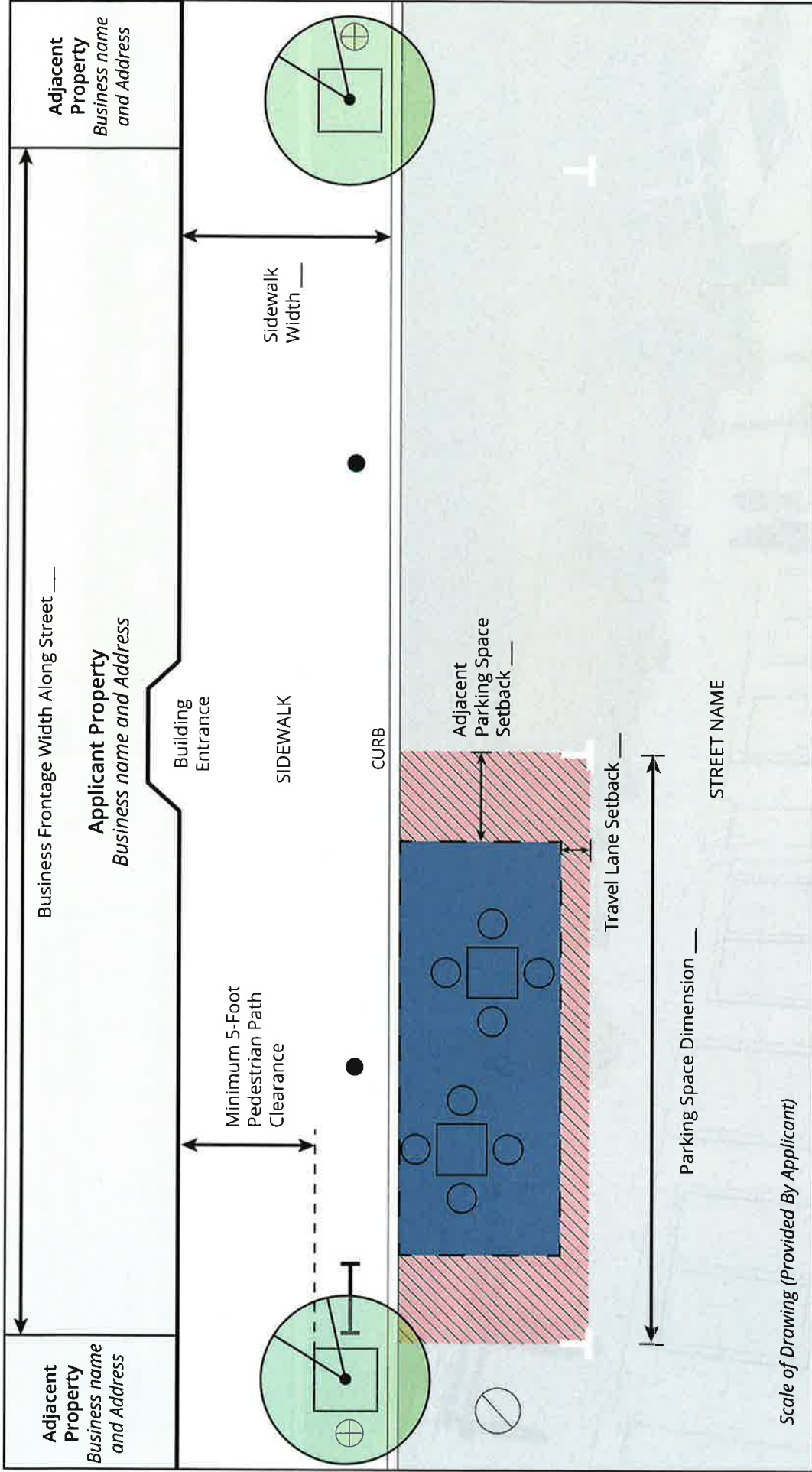
A-1 PARKLET DESCRIPTION

The Parallel Parklet template occupying one parking space is a compact parklet that provides an intimate outdoor dining setting. This template limits the maximum parklet area to one parking space and can be utilized in areas where available on-street parking spaces are limited.

Parklets proposed for a perpendicular parking space can use a modified version of this template.



SAMPLE SITE PLAN | A-1 PARALLEL SPACE PARKLET (1 Parking Space)



	Existing Street Light		Existing Utilities		Parking Space Marking		Proposed Parklet Location and Dimensions
	Existing Street Tree		Existing Parking Meter		Bike Rack		Required setbacks
	Parklet Table		Parklet Chair		Fence/Barrier		

Example site plan for illustrative purposes only; complete site plan requirements provided on page 9.

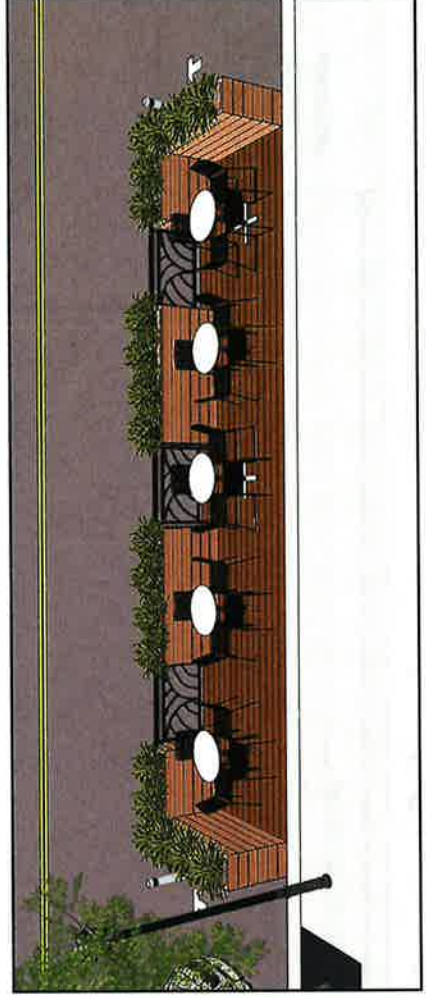
A-2 PARALLEL SPACE PARKLET (2 Parking Spaces)



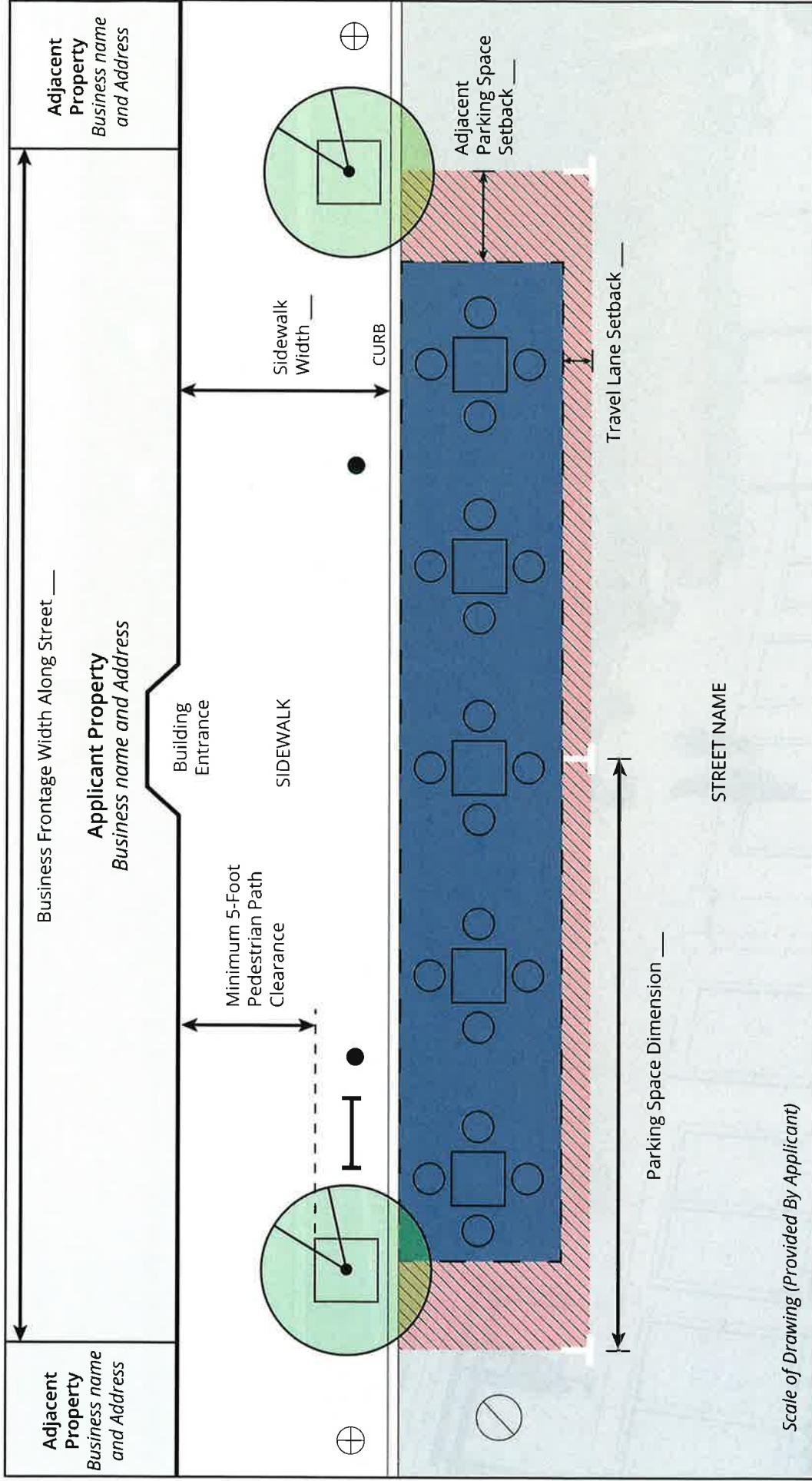
A-2 PARKLET DESCRIPTION

The Parallel Parklet template occupying two parking spaces provides a larger outdoor dining setting. This template limits the maximum parklet area to two parallel parking spaces.

Parklets proposed for perpendicular parking spaces can also use a modified version of this template.



SAMPLE SITE PLAN | A-2 PARALLEL SPACE PARKLET (2 Parking Spaces)



Scale of Drawing (Provided By Applicant)

- Existing Street Light
- Existing Utilities
- Existing Street Tree
- Existing Parking Meter
- Parklet Table
- Parklet Chair
- Parking Space
- Parking Space Marking
- Proposed Parklet Location and Dimensions
- Required setbacks
- Bike Rack

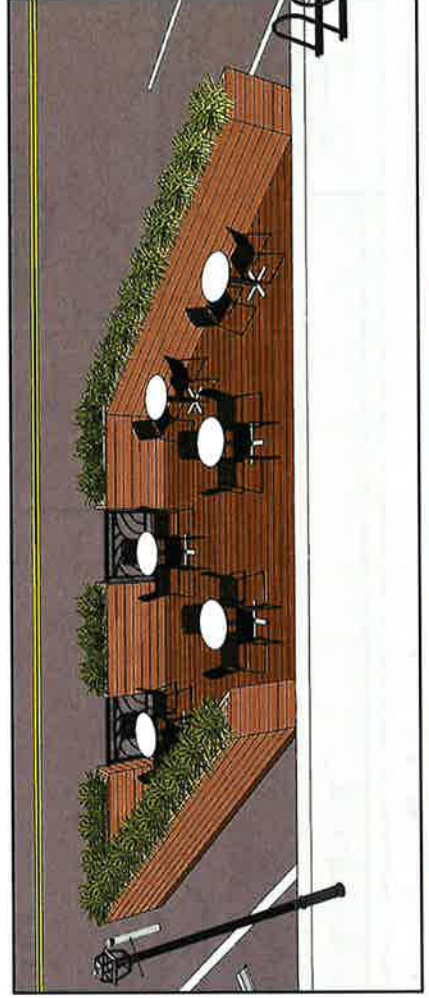
Example site plan for illustrative purposes only; complete site plan requirements provided on page 9.

B-DIAGONAL SPACE PARKLET

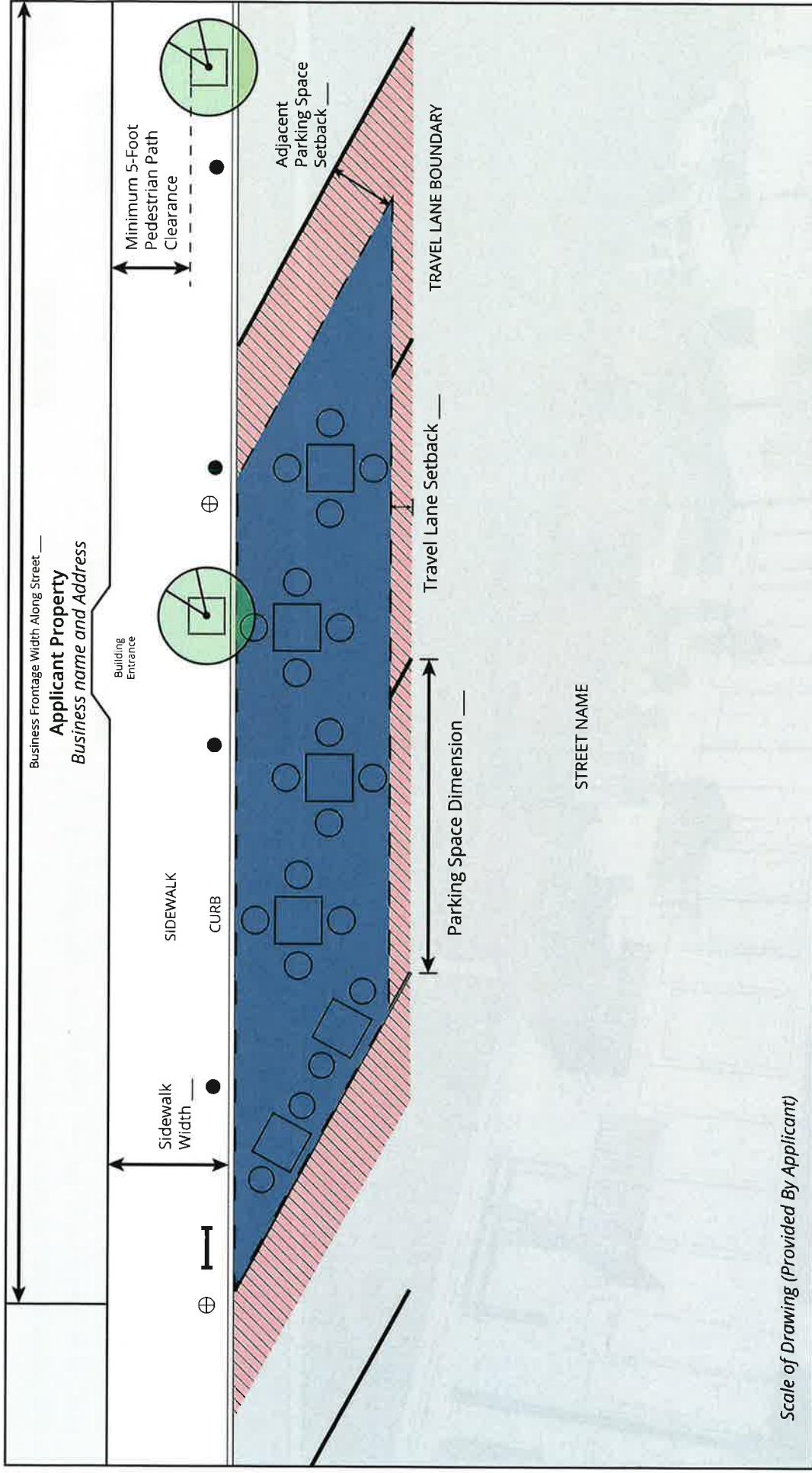


B PARKLET DESCRIPTION

The Diagonal Space Parklet template provides a larger outdoor dining setting. When including the necessary setbacks, this template would need three spaces.



SAMPLE SITE PLAN | B-DIAGONAL SPACE PARKLET



Scale of Drawing (Provided By Applicant)

- | | | | | | | | |
|--|-----------------------|--|------------------------|--|-----------------------|--|--|
| | Existing Street Light | | Existing Utilities | | Parking Space Marking | | Proposed Parklet Location and Dimensions |
| | Existing Street Tree | | Existing Parking Meter | | Bike Rack | | Required setbacks |
| | Parklet Table | | Parklet Chair | | Fence/Barrier | | |

Example site plan for illustrative purposes only; complete site plan requirements provided on page 9.

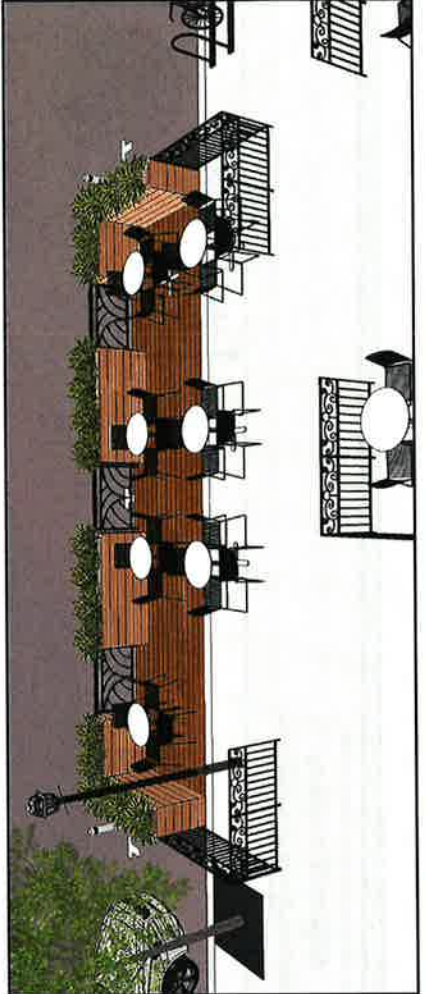


C-1 PARKLET/SIDEWALK CAFE COMBINATION



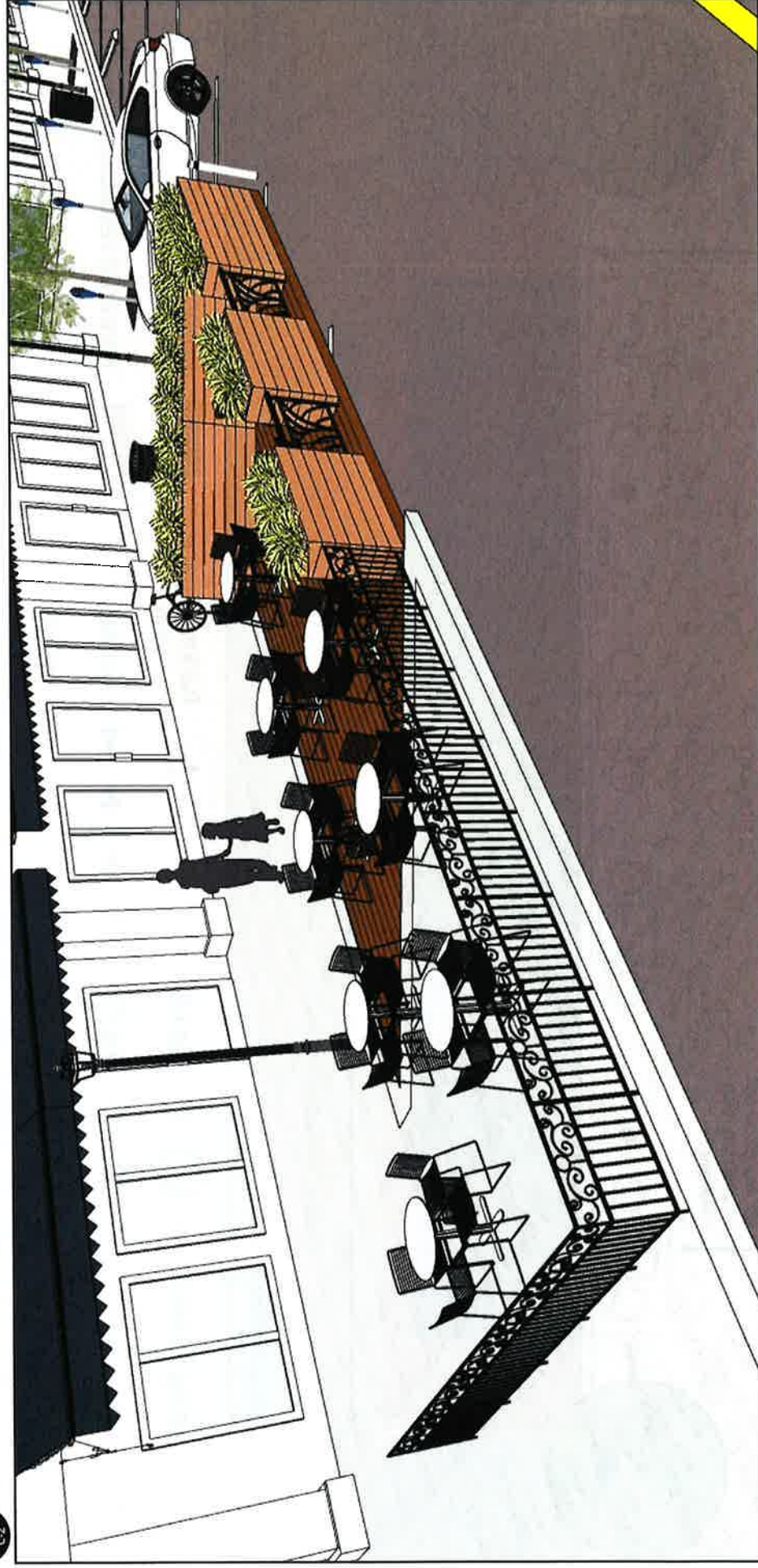
C-1 PARKLET DESCRIPTION

The Parklet/Sidewalk Cafe Combination template is for conditions where an applicant has the opportunity to incorporate both a sidewalk cafe and a parklet for a combined space. This Special Condition template can be used in either a parallel parking or diagonal parking site. The combined space should be designed as a comprehensively planned singular space.



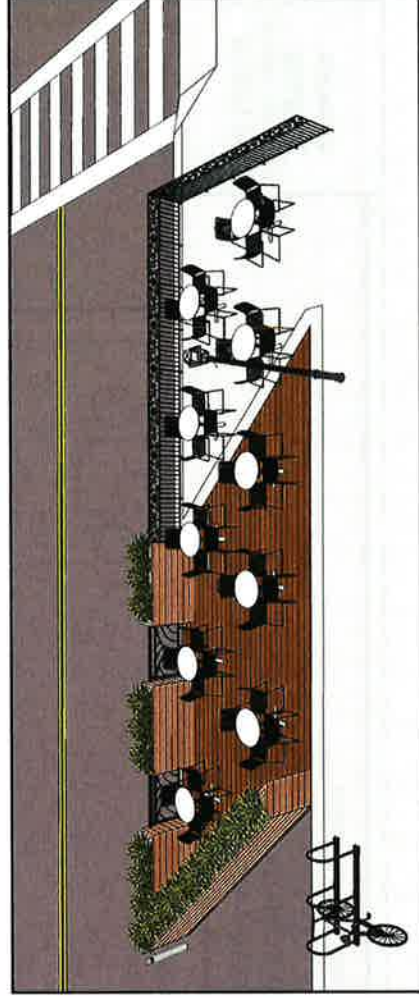


C-2 PARKLET/SIDEWALK CAFE CURB EXTENSION COMBINATION

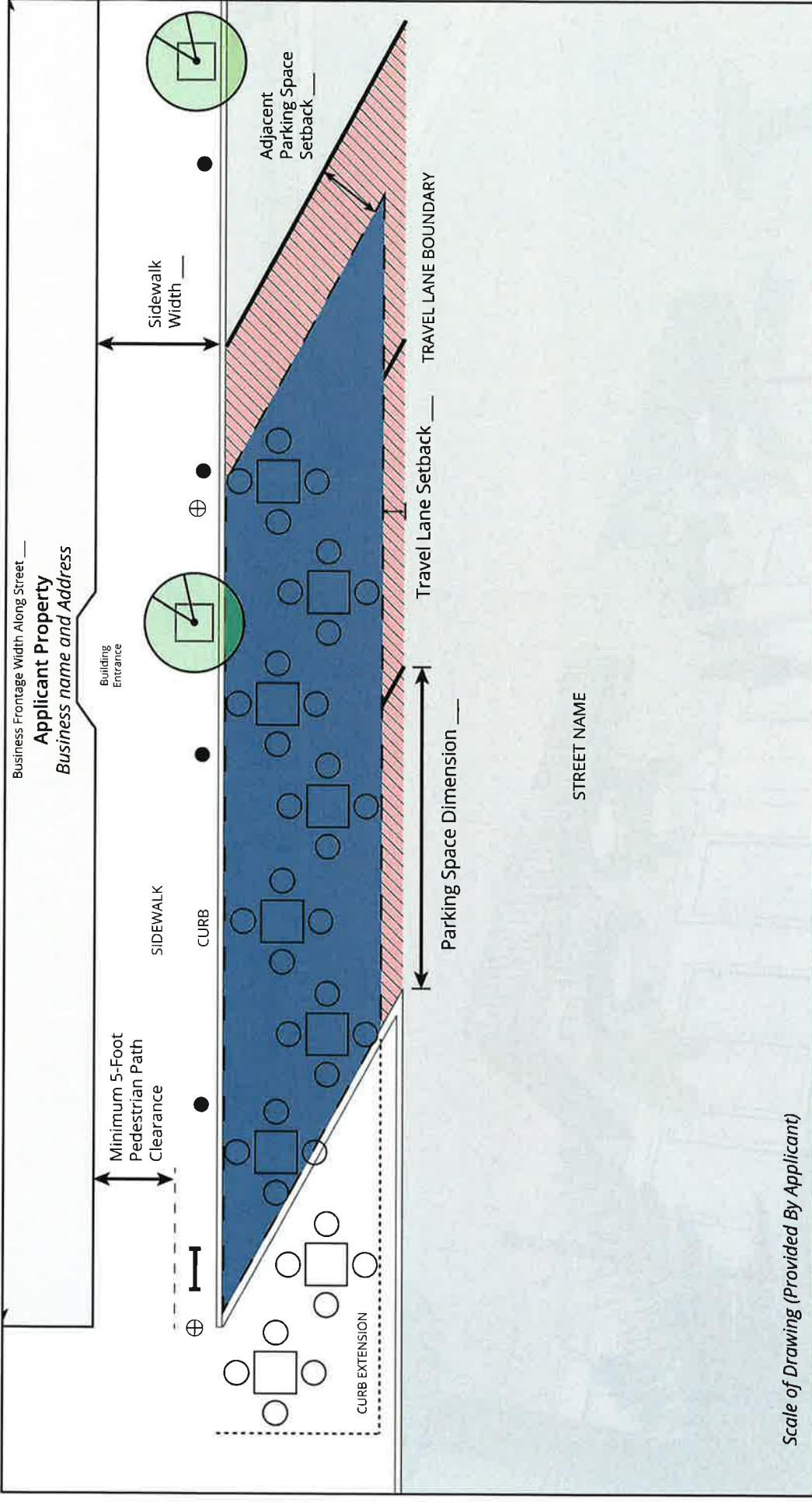


C-2 PARKLET DESCRIPTION

The Parklet/Sidewalk Cafe Curb Extension Combination template is provided for sites where a business would like to incorporate a sidewalk cafe on an adjacent curb extension with a parklet. This Special Condition template can be used in either a parallel or diagonal parking site adjacent to an intersection. The combined space should be designed as a comprehensively planned singular space.



SAMPLE SITE PLAN | C-2 PARKLET/SIDEWALK CAFE CURB EXTENSION COMBINATION

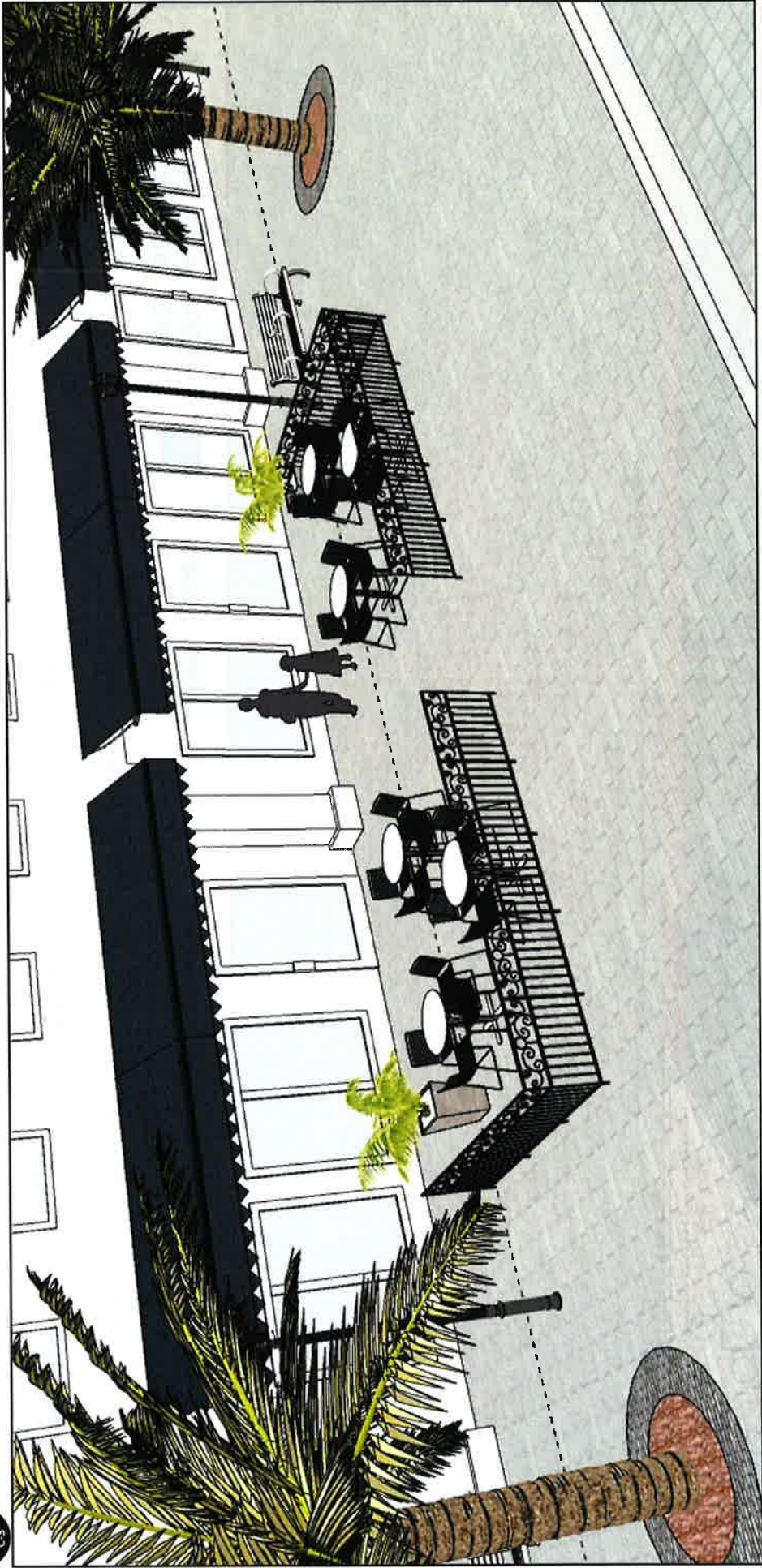


Scale of Drawing (Provided By Applicant)

- Existing Street Light
- Existing Street Tree
- Parklet Table
- Existing Utilities
- Existing Parking Meter
- Parklet Chair
- Parking Space and Dimensions
- Required setbacks
- Parking Marking
- Bike Rack
- Fence/Barrier

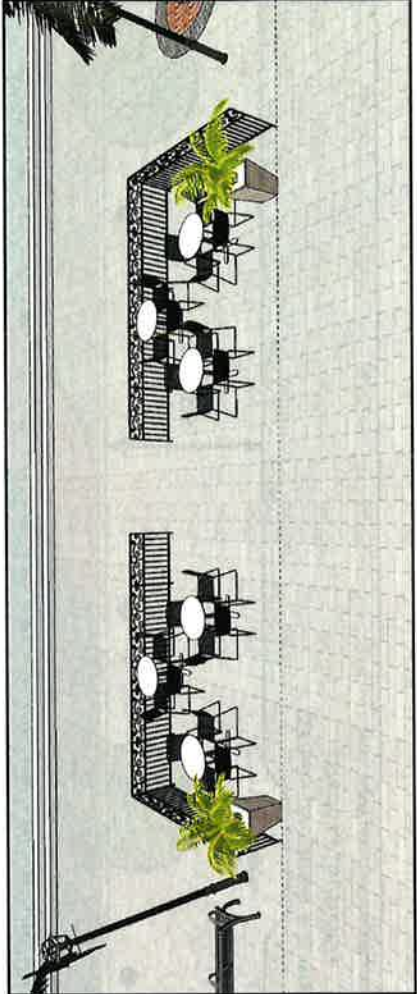
Example site plan for illustrative purposes only; complete site plan requirements provided on page 9.

C-3 THEATRE WAY PARKLET

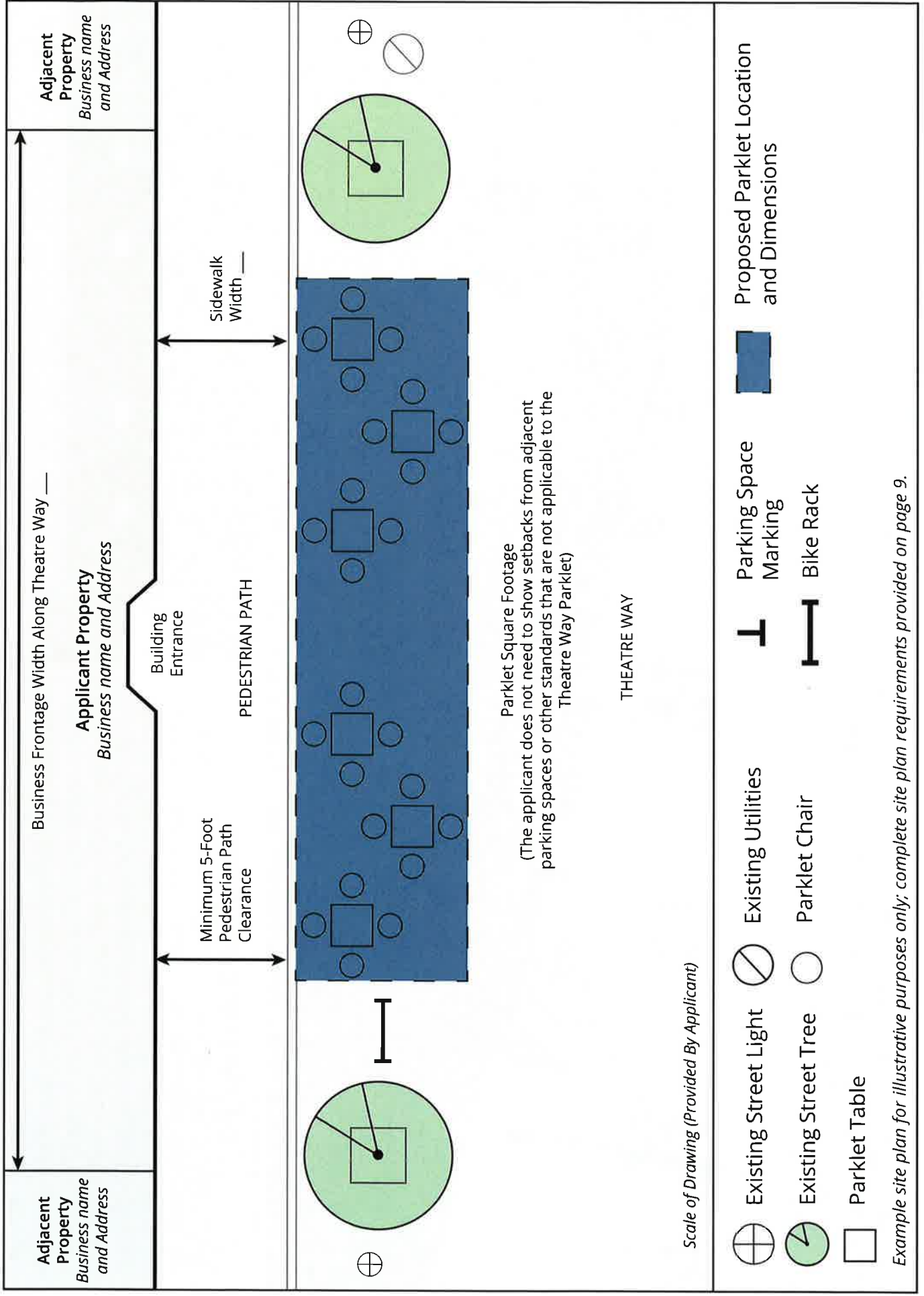


C-3 PARKLET DESCRIPTION

The Theatre Way Parklet template is designed for parklets proposed along Theatre Way. This Special Condition template provides a design template for the unique condition and pedestrian-oriented use of Theatre Way.

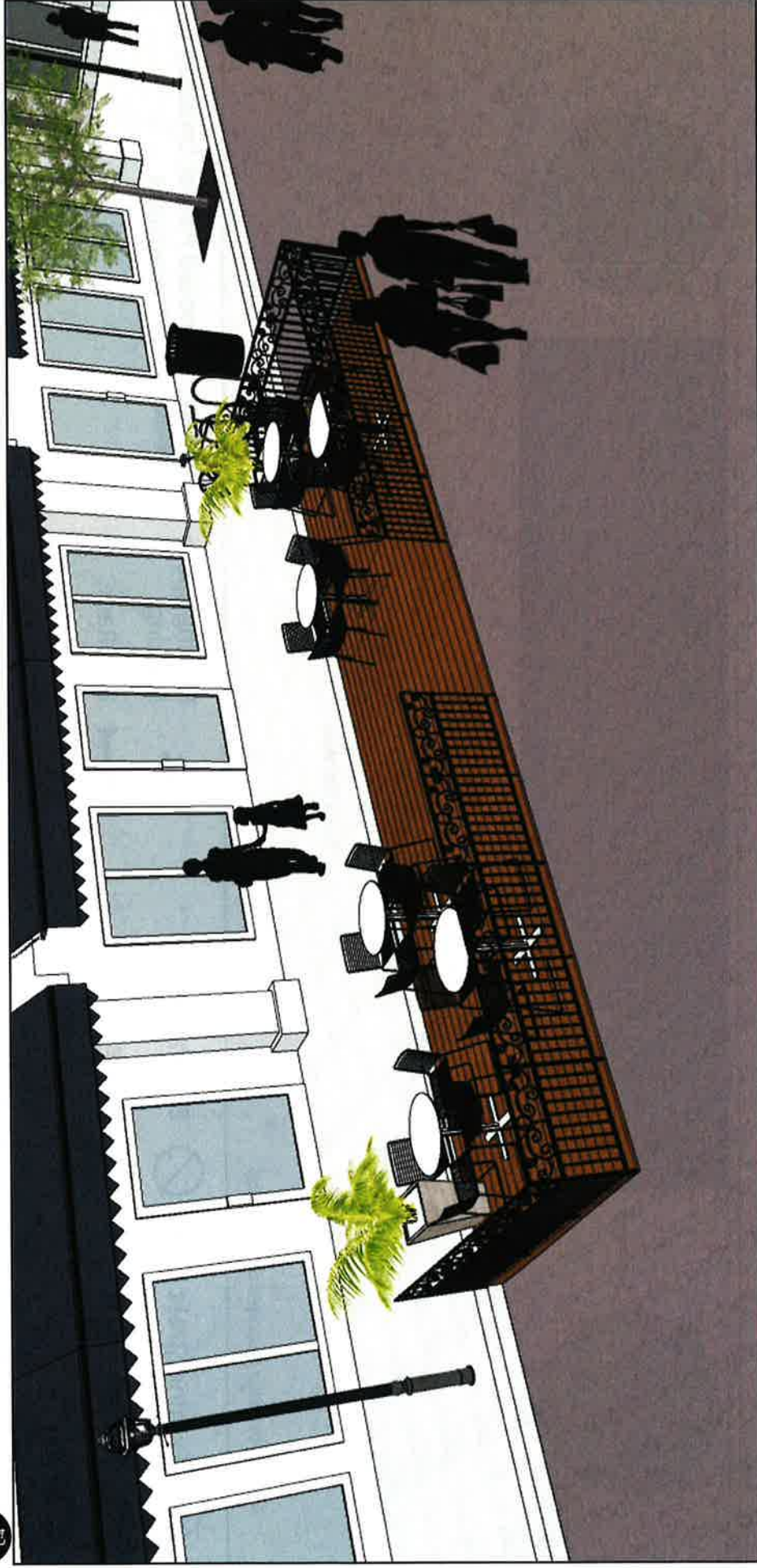


SAMPLE SITE PLAN | C-3 THEATRE WAY PARKLET



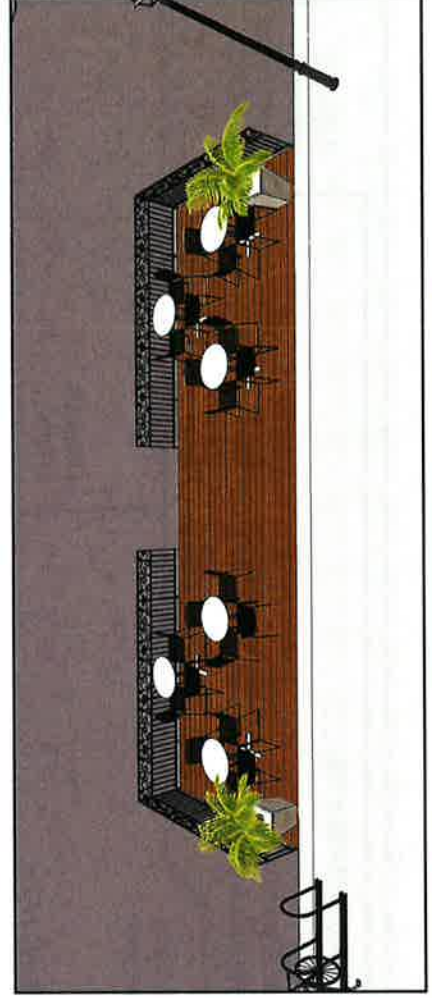


C-4 PARKLET/PEDESTRIAN STREET COMBINATION

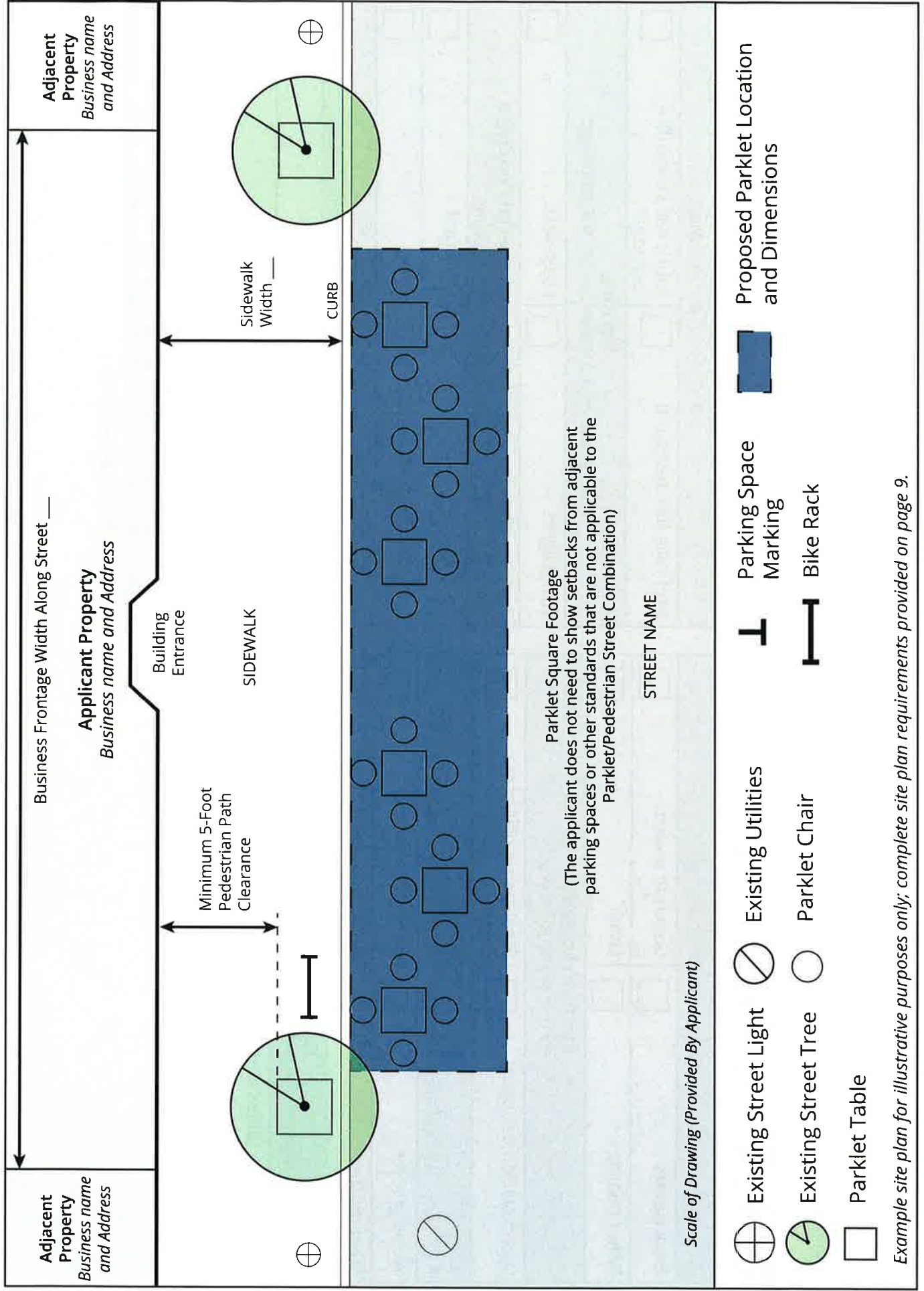


C-4 PARKLET DESCRIPTION

The Parklet/Pedestrian Street Combination template is designed with flexibility for parklets that are proposed on streets the City has permanently closed to vehicular through-traffic to enable pedestrian access and circulation. This template shall not be used where streets are only temporarily closed. Expanded seating areas would not be allowed unless the supplementary seating is specifically reflected in plans submitted and approved by the City.



SAMPLE SITE PLAN | C-4 PARKLET/PEDESTRIAN STREET COMBINATION



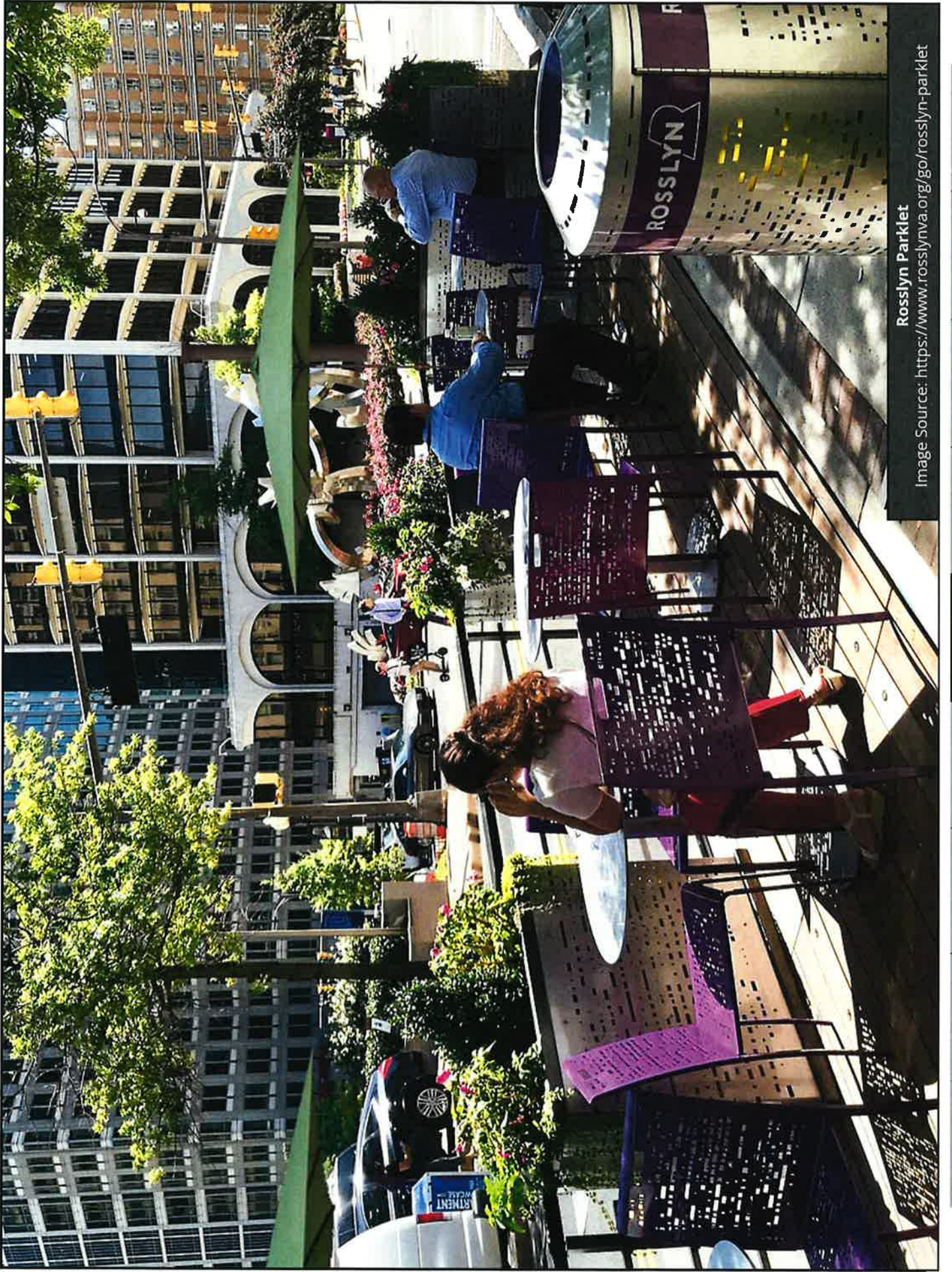
SELECT PARKLET DESIGN COMPONENTS

Each of the Parklet templates can be constructed with a series of components to ensure quality design and an enhancement of the public realm. The applicant shall select a feature from the Required Design Components, below, and then select additional, optional design features provided on the following pages. The applicant may propose to use an alternative material that may be approved upon review by City staff. The photo on page 27 demonstrates some typical park design components listed below.

REQUIRED DESIGN COMPONENTS	
Platform <i>Select one of the following:</i>	
Brick pavers	<input type="checkbox"/>
Concrete pavers	<input type="checkbox"/>
Wood boards	<input type="checkbox"/>
Other	<input type="checkbox"/>
Platform Support <i>Select one of the following:</i>	
Wood platform support	<input type="checkbox"/>
Steel-frame platform support	<input type="checkbox"/>
Barriers <i>Select one or a combination of the following:</i>	
Wood planter	<input type="checkbox"/>
Concrete planter	<input type="checkbox"/>
Steel planter	<input type="checkbox"/>
Perforated-steel railing	<input type="checkbox"/>
Tables and Seating <i>Select one or a combination of the following:</i>	
Movable cafe tables and chairs	<input type="checkbox"/>
Metal benches	<input type="checkbox"/>
Wooden benches	<input type="checkbox"/>
Cafe counter	<input type="checkbox"/>

OPTIONAL DESIGN COMPONENTS	
Shading <i>Select one of the following:</i>	
Umbrella (fire resistant)	<input type="checkbox"/>
Fabric sail shade (fire resistant)	<input type="checkbox"/>
Lighting <i>Select one or a combination of the following:</i>	
String lights	<input type="checkbox"/>
Light post	<input type="checkbox"/>
Overhead Structures as a Special Condition <i>Select one of the following:</i>	
Pergola	<input type="checkbox"/>
Solid roof	<input type="checkbox"/>
Tent/Membrane Structure	<input type="checkbox"/>
Other	<input type="checkbox"/>
Other <i>Select one or a combination of the following:</i>	
Additional planters	<input type="checkbox"/>
Bike rack	<input type="checkbox"/>
Portable heaters	<input type="checkbox"/>

A building permit is required for the installation of any platform, electrical, plumbing, mechanical, or other improvements such as cooling, electric heating, lighting, or roof structures. Heating devices are prohibited inside of cloths, umbrellas, tents, canopies, and membrane structures.



Rosslyn Parklet
Image Source: <https://www.rosslynva.org/go/rosslyn-parklet>

ADDITIONAL DESIGN REQUIREMENTS

This section provides additional requirements that are applicable to all parklet templates. These requirements are established to achieve the Outdoor Business Activity goals on page 3 by maintaining safety, accessibility, and an enhanced design that connects the public realm. The applicant's compliance with these requirements shall be shown on the applicant's site plan, submitted as part of the parklet permit application.

A. Location Requirements

1. The parking space(s) utilized for a parklet shall be generally aligned with the applicant's business frontage. Where specific conditions exist, such as a fire hydrant, loading zone, accessible parking space, or other existing impediment, the applicant shall work with City staff to identify an approved alternative parking space proximate to the applicant's business.
2. A typical parklet occupies no more than 360 square feet (the space of 2 parallel parking spaces). Parklets that occupy more than 360 square feet may be approved at the City's discretion.
3. A parklet located in a diagonal space shall occupy a minimum of 3 diagonal parking spaces to allow for sufficient buffering to vehicles parking in adjacent parking spaces. This may be reduced to 2 diagonal parking spaces where a parklet is proposed in combination with a curb extension.

4. A parklet shall maintain the following minimum setbacks:

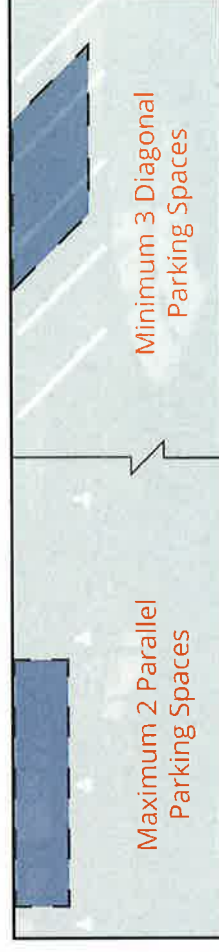
- a. 2.5 feet from driveway flare.
- b. 1 foot from the travel lane, measured from the parking striping adjacent to the travel lane. Where parking striping does not exist, the applicant shall confirm with City staff the width of the travel lane measured from the street centerline and provide the setback from the identified travel lane edge.
- c. 1 foot from a bike lane
- d. 3 feet from the adjacent parking space, parallel or diagonal. Where parking striping does not exist, the applicant shall confirm with City staff the width and location of each parking space and shall measure the setback from the identified parking space location.

5. A parklet is generally not required to provide setbacks from an immediately adjacent parklet. The City has discretionary review of a parklet proposed adjacent to an existing parklet, and may require setbacks and access clearances between long expanses of adjacent parklets for pedestrian access or access to any utilities (e.g. fire sprinkler risers), especially for a proposed Theatre Way or Pedestrian Street Parklet.

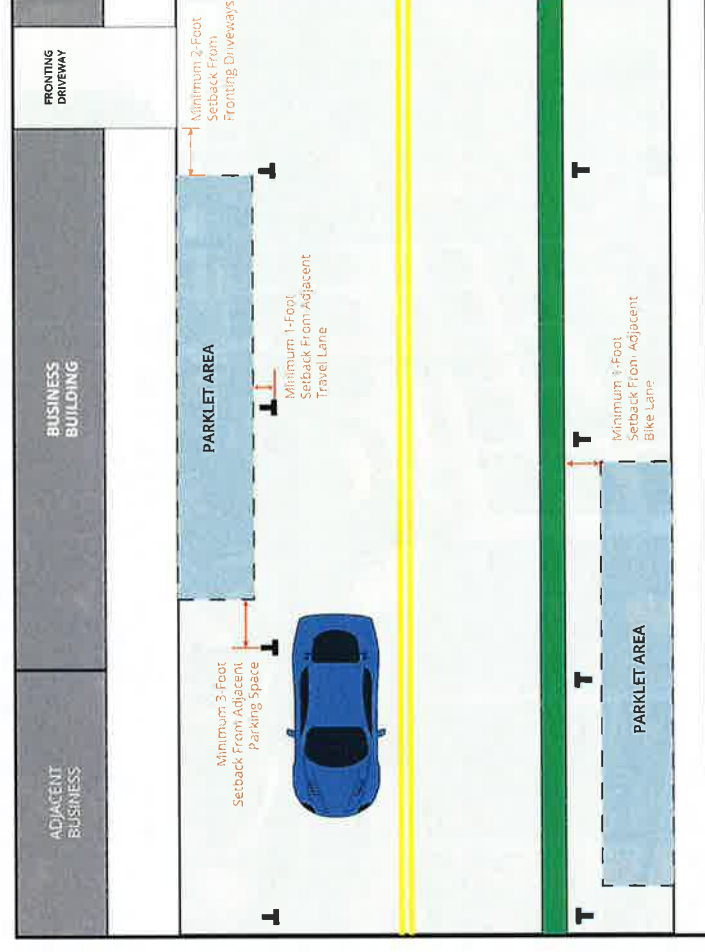
6. The portion of a Parklet/Sidewalk Cafe Combination site that is located on the sidewalk shall conform to the Sidewalk Cafe portion of this document on pages 36-39.



PARKLET PARKING SPACES



PARKLET SETBACKS





7. A Theatre Way Parklet shall maintain a minimum pedestrian path clearance of 5 feet between the building and the parklet.



8. A Theatre Way Parklet shall maintain at all times a clearance of 20 feet between the parklet and the curb opposite of the parklet to accommodate service vehicle and emergency access.



9. The city will review parklet applications along Theatre Way to ensure that sufficient utility and emergency service access is provided, including locations for the deployment of fire prevention equipment.

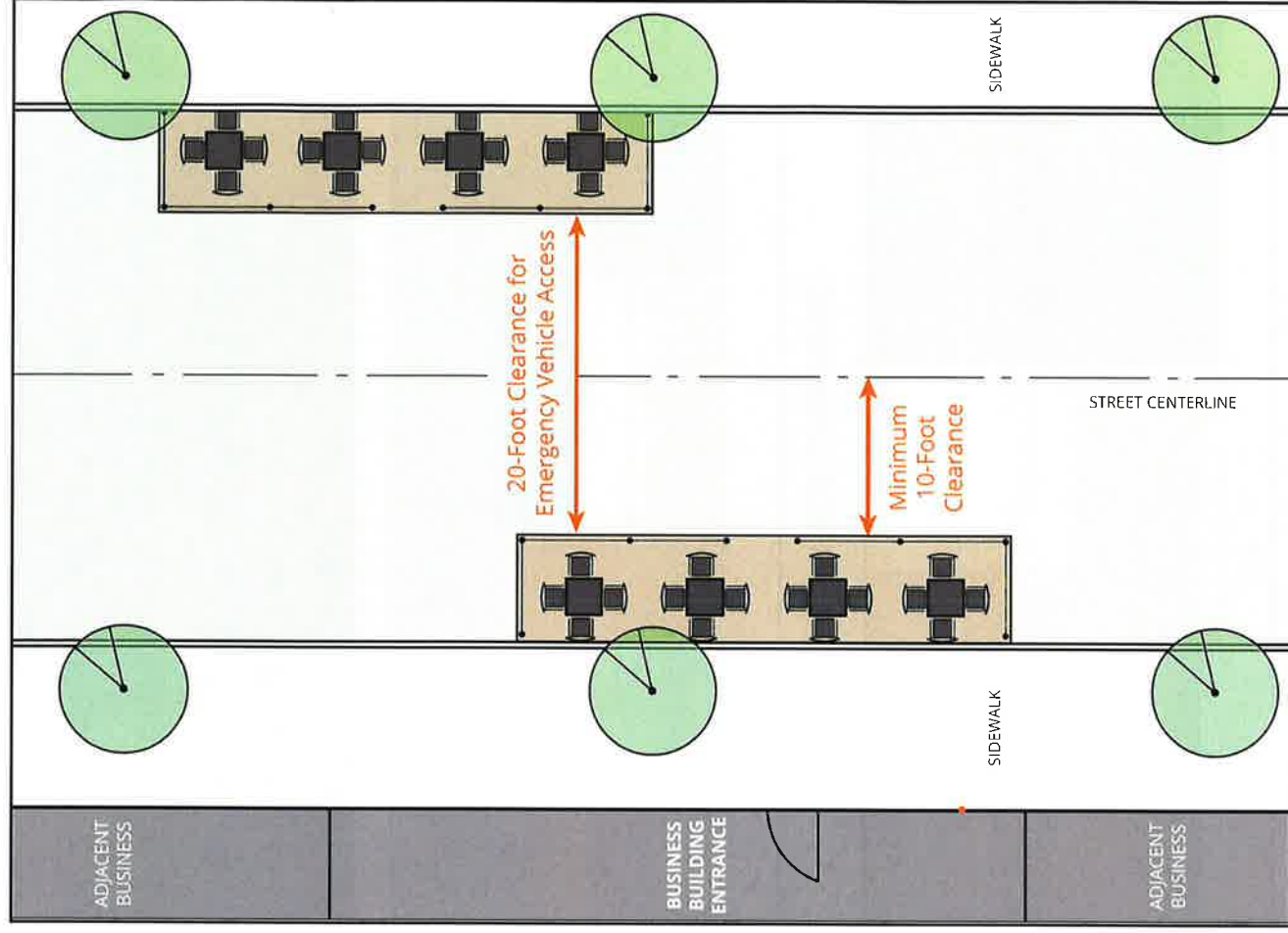


10. Any parklet that is not located within clearly defined parking stalls, such as the Theatre Way or Pedestrian Street typologies, may not exceed a maximum square footage of 360 square feet (the area of two parking stalls).

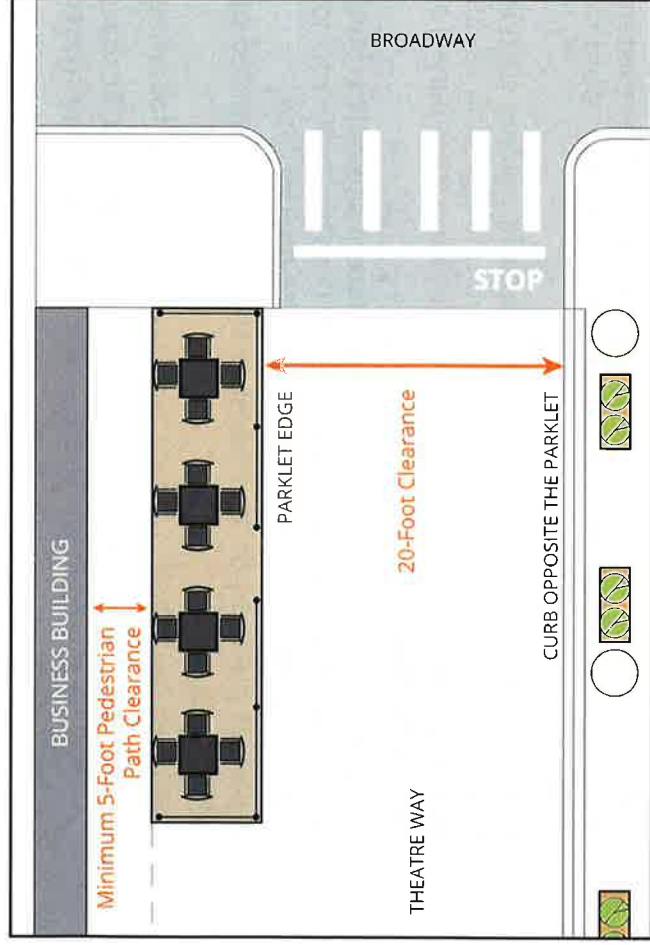


11. A parklet on a Pedestrian Street shall maintain a minimum 10-foot clearance from the street centerline to allow a 20-foot street clearance for emergency vehicle and utility access.

PARKLET/PEDESTRIAN STREET COMBINATION STREET CLEARANCE



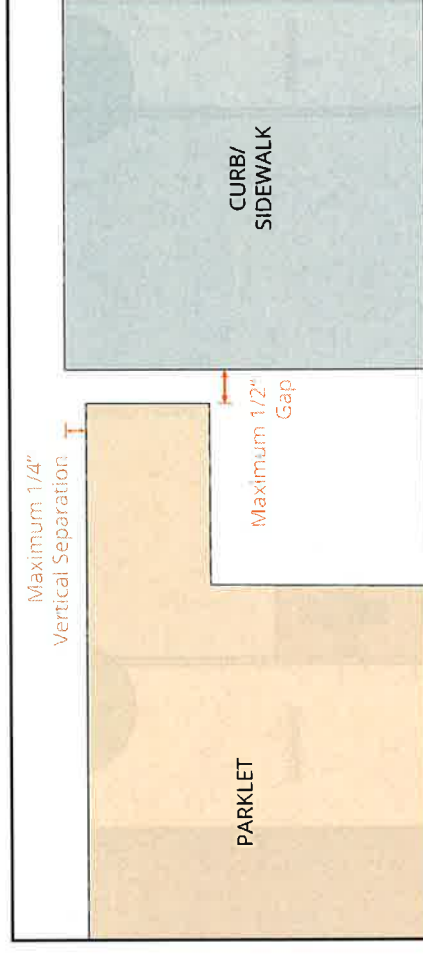
THEATRE WAY CLEARANCE



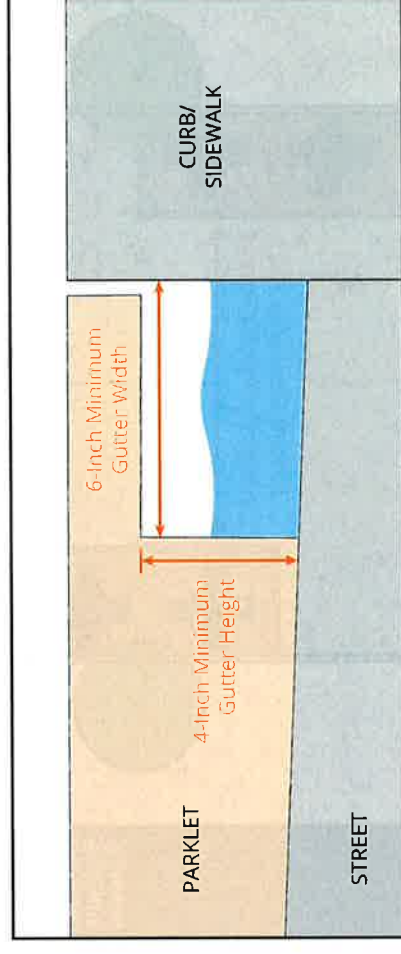
B. Platform Design

1. Platforms shall be constructed of durable, fire-resistant materials able to withstand the effects of the outdoor environment.
2. Platforms shall allow for access to site-specific utilities, such as storm sewer covers, utility cabinets, and underground vaults, by employing in their design and construction access panels or removable pavers.
3. The platform shall be flush with the adjacent sidewalk ground plane and must not leave a gap greater than one half inch, nor a vertical differentiation greater than one quarter inch.
4. A parklet platform or its enclosure shall not be mounted on wheels.
5. Platforms shall allow curbside drainage flow with the following:
 - a. A 4-inch height by 6-inch width minimum clear gutter space shall be provided along the entire length of the proposed parklets.
 - b. Openings at either end of a parklet shall be covered with screens to prevent rodent access and debris buildup beneath the platform and in the gutter.
 - c. The parklet permittee shall clean covers or screens to prevent any blockage of flow in the gutter.
 - d. All parklets shall provide access through the parklet platform or threshold to the gutter adjacent to the curb. Access may be provided through removable panels, pavers, or other means.

PLATFORM AND SIDEWALK LEVELING



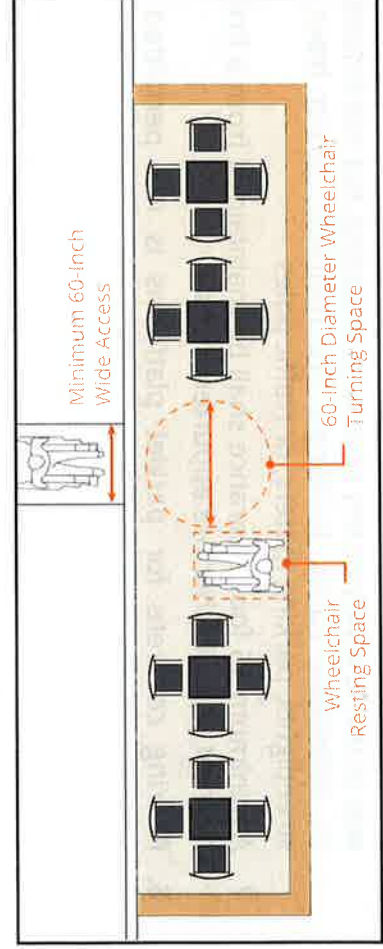
CURBSIDE DRAINAGE



Platform Leveling and Drainage

9. Access to the proposed parklet platform shall be designed, constructed, and in conformance with the applicable provisions and guidelines of the California Building Code and the Americans with Disabilities Act (ADA) accessibility requirements. Compliance with accessibility requirements is required of all application submittals.
 - a. Access to wheelchair turning spaces and wheelchair resting spaces on the parklet shall be level.
 - b. The maximum cross slope of the platform access shall not exceed 2 percent.
 - c. Accessible entryways to a parklet shall be a minimum 60 inches wide.
 - d. Parklet access shall be connected to provide access from the sidewalk to the parklet entrance, platform surface, wheelchair turning space, and wheelchair resting place.
 - e. Wheelchair turning spaces shall:
 - i. Be 60 inches in diameter
 - ii. Located entirely upon the platform
 - iii. Provide a maximum 12-inch overlap on the curb and sidewalk
 - f. Parklets on pedestrian streets shall provide an ADA accessible ramp for any egress point into the parklet from the street that is not level with the street surface plane.

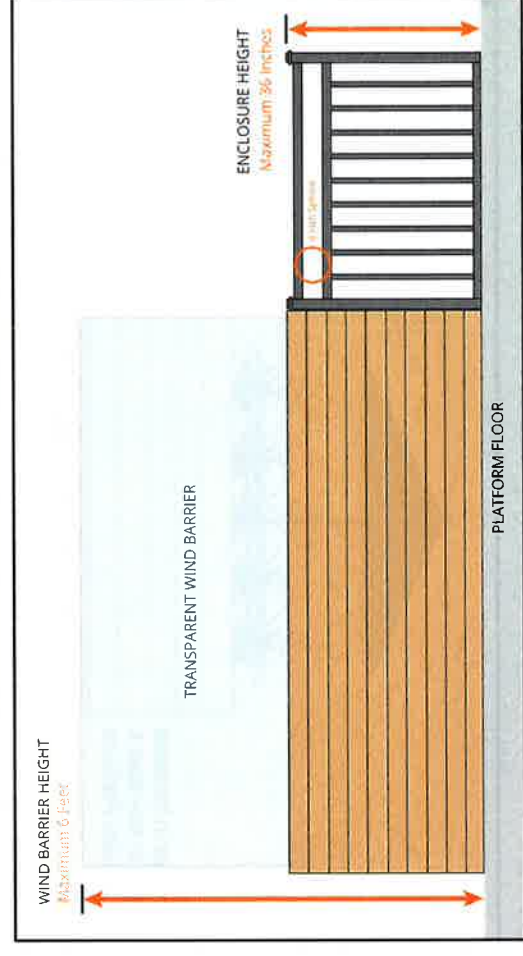
WHEELCHAIR ACCESS



C. Platform Barriers

1. The parklet barriers shall be stable and able to withstand 250 pounds of force without falling or being pushed over. The Theatre Way and Pedestrian Street templates are exempt from this requirement.
2. Openings in rails shall prevent passage of a 4-inch sphere.
3. Barrier heights, except for wind barriers mentioned in C.4. below, shall not exceed 36 inches from the parklet platform floor to the top of the railing.
4. Wind barriers taller than 36 inches may be installed and shall be engineered to withstand wind loads, in conformance with any necessary building permit. Wind barriers shall incorporate transparent materials such as acrylate, plexiglass, or plastic films. Solid columns or beams that are not transparent may be incorporated to support the wind barrier. Any wind barrier shall have a maximum height of 6 feet unless it is designed within an overhead structure per requirements for overhead structures on page 33.
5. To accommodate seasonal conditions, the applicant may propose alternative platform and wind barrier materials and designs for review and approval by the City.

PLATFORM BARRIER HEIGHT



6. Barriers shall not block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices.
7. The Theatre Way and Pedestrian Street templates shall allow at least one opening along both sides of the parklet length to maintain connectivity and access throughout each space.

D. Overhead Structures as a Special Allowance

Overhead structures are not used in typical parklets and require a special allowance with a longer approval process subject to staff discretion and a higher construction cost. Typical parklets preferred by the city include the use of colorful umbrellas, fabric awnings, or other retractable and soft material for shading that still allow light to the public realm. Where allowed, overhead structures are located on either side of the sidewalk, preferably adjacent to the building (see Overhead Structure Clearances Diagram).

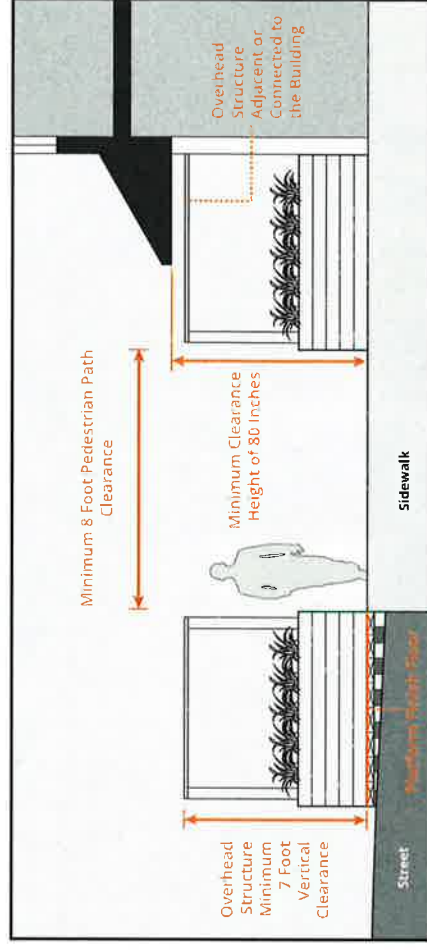
1. A building permit is required for the installation of any roof or overhead structure and is subject to review by the City.
2. A site plan and elevation drawing of the parklet shall be provided with a structural engineer or architect's stamp if the applicant proposes to include an overhead structure, such as a pergola or other affixed roof structure. Umbrellas or fabric sail shades are not considered overhead structures.
3. The City will review any proposed overhead structures to ensure that sufficient visibility for pedestrians, traffic, businesses, and other site-specific conditions, are properly maintained. The City may require modifications or deny the proposed overhead structure.

4. The minimum vertical clearance for an overhead structure within the parklet's footprint, a sidewalk cafe, or curb extension is 7 feet above the finished floor level.
5. In order to ensure motorist sightlines at street intersections, overhead structures or other parklet feature higher than 36 inches are prohibited within a 30-foot vision triangle measured from the intersection of the curb or curb extension line.
6. Parklets with overhead structures may only be placed where a minimum 8 foot pedestrian clearance is provided along the pedestrian path. No portion of the structure may encroach within this clearance.

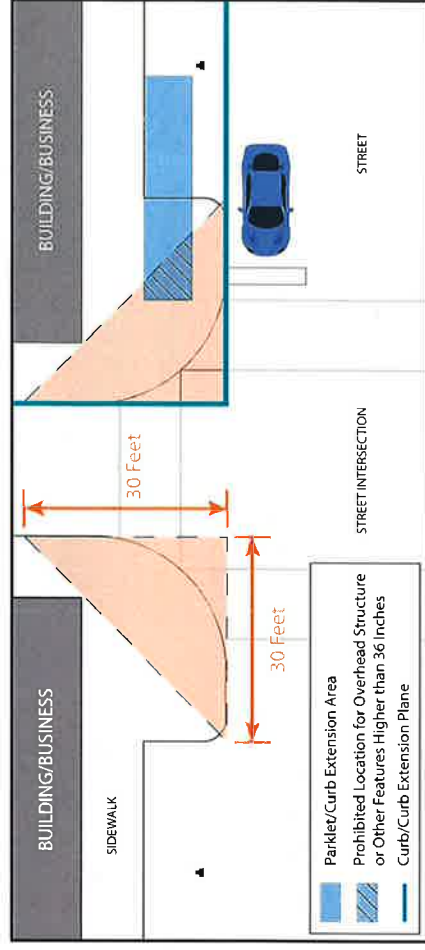
7. Overhead structures shall maintain a visual connection to the street by designing the structure to provide some opacity with transparent wind barriers required in C.4. on page 32 or with openings in the enclosure. Shading materials should be soft to reduce prominence and retractable so it can be pulled back when not in use or when more light is desired in the space.

8. Any fabric, membrane shade, or other weather protection, including umbrellas and tents of any size, needs to be constructed of fire-resistant treated material as per the California Code of Regulations, Title 19, Division 1, Section 315(a). Heating devices within overhead structures shall meet requirements on page 35.

OVERHEAD STRUCTURE CLEARANCES



VISION TRIANGLE





Milagros Restaurant, Redwood City, California
Overhead Structure with Soft and Retractable Materials



Saul's Restaurant, Berkeley, California
Image Source: <https://www.berkeleyside.org/2020/02/21/berkeleys-favorite-jewish-deli-is-changing-hands-but-current-owners-say-sauls-is-staying-sauls>

The photos on this page are examples of overhead structures that maintain visual connections between the street, adjacent pedestrian paths, and the storefront. These examples incorporate retractable and soft materials that can be used to provide shade while reducing the visual prominence of the structure. Overhead structures and shading elements should not enclose the parklet and block views along the street and adjacent pedestrian path. Retractable shading and structures are preferable to allow more light in to the space when the structure is not in use or when more sunlight is desired. They also maintain visibility to the storefront from the street to increase business exposure.



E. Traffic Protections

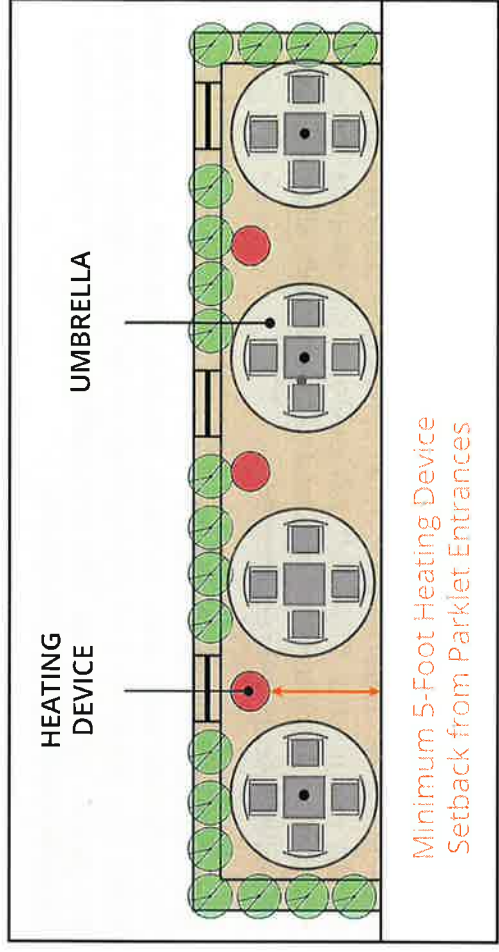
A parklet shall provide posts or soft posts placed 2 feet from the edge of the parklet on both ends of the parklet. Soft posts are not traffic related and serve as visual cues to deter collisions with parklet structures. The Theatre Way and Pedestrian Street templates are exempt from this requirement.

F. Furnishings and Features

1. Furnishings, fixtures, and features in the parklet shall comply with California Building Code, California Fire Code, and the Americans with Disabilities Act accessibility requirements.
2. Any fabric, membrane shade, or other weather protection, including umbrellas and tents of any size, needs to be constructed of fire-resistant treated material as per the California Code of Regulations, Title 19, Division 1, Section 315(a). Fire-resistant materials must have documentation of a California State Marshal's Seal on all panels, or meet NFPA 702 testing requirements by a NRTL, or meet CPAI 84 standards.
3. Heating devices in a parklet may be electric, propane, or natural gas-powered, and shall meet the following requirements:
 - a. Heating devices are prohibited inside of tents, canopies, and membrane structures.
 - b. A minimum 5-foot clearance shall be provided between a building and the heating device.
 - c. A minimum 5-foot clearance shall be provided between combustible materials and a heating device.
 - d. A minimum 5-foot clearance shall be provided between exits or exit discharges and a heating device.
 - e. Propane or natural gas heating devices shall have a tip-over switch that shuts off the flow of gas.
 - f. Propane or natural gas heating devices shall have a maximum of 20 pounds capacity gas container.
4. Candles and open flames are prohibited within a parklet.
5. Round tables shall be no larger than 2.5 feet wide in diameter. Square tables shall be no wider than 3 feet.

6. Accessible seating shall be provided and comply with the following California Building Code Sections:
 - a. 11B-305 Clear floor space of 30" by 48" at 5% of seating
 - b. 11B-306 Minimum knee and toe clearances
7. Electrical service to any parklet requires a permit. Electrical extension cords between buildings and a parklet are not allowed.
8. Lighting is encouraged and may be provided through separately permitted electrical connections to the building. Solar powered lighting is strongly encouraged.
9. Lighting shall not be directed towards the roadway to avoid causing glare for vehicles.
10. Generators shall not be allowed in association with a parklet.
11. Non-illuminated signs are allowed. Portable signs shall not exceed six feet (6') in height from sidewalk grade, three feet (3') in width at its widest point and twelve (12) square feet in area.
12. Lighting, flags, decorations, and any other parklet features shall not be connected to trees, streetlights, sign poles, or other City infrastructure.

HEATING DEVICES



SIDEWALK CAFE PROGRAM OVERVIEW

PURPOSE

The purpose of these guidelines is to help clarify and provide standards for sidewalk cafe uses in order to enhance the quality and safety of the pedestrian experience and reinforce a sense of place and economic vitality. These guidelines and requirements are established to achieve the Outdoor Business Activity goals on page 3 by maintaining safety, accessibility, and an enhanced design that connects the public realm. Compliance with all applicable sections of these guidelines is required at all times.

DEFINITION OF A SIDEWALK CAFE

An outdoor area located on the public right-of-way within the sidewalk area which is used to provide more space and amenities for outdoor business activity operated and maintained by the business establishment conducting the outdoor business activity.

SIDEWALK CAFE AREA

The sidewalk cafe area can be defined as one or a combination of:

1. The space delineated by the facade of the building to the adjacent street, perpendicular to the public right-of-way;
2. The recessed entries immediately adjacent to the outdoor sidewalk cafes;
3. Certain alleys determined by the City that are adjacent to the operating business.

SIDEWALK CAFE ZONES

Any sidewalk cafe area may be viewed as containing five 'Zones of Function' or 'Activity' which must be respected at all times. These zones include: Adjacent Zone, Cafe Zone, Pedestrian Zone, Buffer Zone, and Vehicular Zone. Understanding these zones will assist the applicant in determining the best layout for their sidewalk cafe area. (See diagram on page 3 of this document)

SIDEWALK CAFE AREA CLEARANCE REQUIREMENTS

The cafe operators are required to maintain all minimum distances and clearance requirements at all times (see diagram on page 38 of this document). City staff will perform compliance inspections. Application submittals are required to comply with all Americans with Disabilities Act (ADA) requirements.

MOVEABLE IMPROVEMENTS

The sidewalk cafe area contains various sidewalk patterns which affect the placement of improvements such as tables and chairs in the public right-of-way. The installation of these improvements is considered temporary in nature.

The operator shall locate moveable flower boxes or planters adjacent to the street in such a way as to visually define and contain the sidewalk cafe area. The sidewalk cafe improvements shall be set up during the applicable hours of operation.

PERMANENT IMPROVEMENTS

Unless the applicant obtains a building permit and a revocable license agreement, the operator shall not make any permanent changes, such as building structures or bolting tables to the ground. Permanent improvements within sidewalk areas must be in conformance with the applicable provisions and guidelines of the California Building Code and the Americans with Disabilities Act (ADA) accessibility requirements, and all other life, health, and safety requirements.

SUBMITTAL REQUIREMENTS CHECKLIST

APPLICATION PACKET INCLUDES:

- Encroachment Permit Application Form
- Fee Schedule
- Sidewalk Cafe Guidelines (From *Outdoor Business Activity Program Guidelines for Parklets and Sidewalk Cafes*)
- Sample Site Plan
- Sample Endorsement Form
- Hold Harmless Agreement Form

INSURANCE REQUIREMENTS

INSURANCE CATEGORY	MINIMUM LIMITS
Workers' Compensation	Statutory Minimum
Employer's Liability	\$1,000,000.00 per accident for bodily injury or disease
Commercial General Liability	\$1,000,000.00 (\$2,000,000.00 for parklets) per occurrence for bodily injury, personal injury and property damage

- Completed Hold Harmless Agreement (review requirements listed)
- Insurance Endorsement Form
- Insurance Certificate (must name City as additional insured, see Hold Harmless form)

SUBMITTALS:

The following items shall be submitted to the Engineering Department in order to process an application.

- Completed Application Form
- Proof of Business Tax Receipt/Business License
- ABC License/Conditional Use Permit (if applicable)
- Site Plan (scaled - i.e. 1/8" = 1'10" | dimensioned - i.e. 5'0" clearance path)
- Photograph of Furniture
- Encroachment Permit Fee Payment

ADDITIONAL SUBMITTALS FOR PERMANENT/SEMI-PERMANENT IMPROVEMENTS

- Construction Permit Fee Payment
- Permanent/Semi-permanent Improvements Site Plan
- Construction Permit/Revocable Encroachment Permit
- License Agreement

The encroachment permit and license agreement are revocable. Compliance with Sidewalk Cafe Program Guidelines in this document is required.

CAFE FURNITURE DESIGN GUIDELINES

All cafe furniture shall meet the following design standards:

TABLES AND CHAIRS

Tables and chairs shall match and be made of safe, sturdy and durable material, such as wood, steel, plastic, and wrought iron. All furniture shall be commercial grade and manufactured for outdoor commercial use. Vinyl tablecloths are not recommended.

SEATING

Small round or square tables shall seat no more than four people unless otherwise approved by the City, subject to compliance with the clearance requirements. Tables and chairs shall match. Use of larger tables may be granted by the City provided that all clearance requirements are met.

SIZE

As a general recommendation, round tables should be no larger than 2½ feet wide and square tables should be no larger than 3 feet wide. Tables shall meet clearance requirements on page 39 of this document

SHADING

Individual canvas or other non-vinyl umbrellas of a compatible design may be permitted in the right-of-way and shall not extend over the Pedestrian Zone. Umbrellas shall be made for outdoor commercial use subject to City approval. Any fabric, membrane shade, or other weather protection, including umbrellas and tents of any size, needs to be constructed of fire-resistant treated material as per the California Code of Regulations, Title 19, Division 1, Section 315(a). Fire-resistant materials must have documentation of a California State Marshal's Seal on all panels, or meet NFPA 702 testing requirements by a NRTL, or meet CPAI 84 standards.

PLANTING AREAS

All planters and planting areas must contain seasonal blooming live plants year round. The cafe owner shall be responsible for the prompt removal of all empty or poorly maintained planting areas.

FLOWER BOXES AND PLANTERS

The cafe owner may use flower boxes or planters to define the boundaries of the cafe seating area. To avoid blocking the patron's vision while seated, the combined height of the planters and live plants shall not exceed 4 feet from sidewalk grade. The boxes or planters shall be no greater in height than 2½ ft. and no wider than 2 ft. at the base. Plant materials and containers shall remain at or below shoulder height of a seated person so as to not block visibility of the seating area. The flower boxes, planters, and storage bins shall be portable and be made of safe, durable and attractive material such as wood or steel.

FENCES/BARRIERS

Barriers should provide visual and physical connections with the surrounding public realm. Barriers should have a low height that allow views into and out of the space with at least one opening between barriers for an area of passage. The use of barriers should be limited and only occur where needed. All in-ground improvements require a building permit and/or license agreement which are subject to approval by the Engineering Department. All barriers and fences shall be shown on the application site plan and are subject to approval by the City.



Cafe Furniture

Image Source: <https://www.gordonramsayrestaurants.com/news-and-press/join-us-for-all-fresco-dining-at-gordon-ramsay-restaurants/>

PORTABLE HEATERS

Heating devices in a sidewalk cafe may be electric, propane, or natural gas-powered, and shall meet the following requirements:

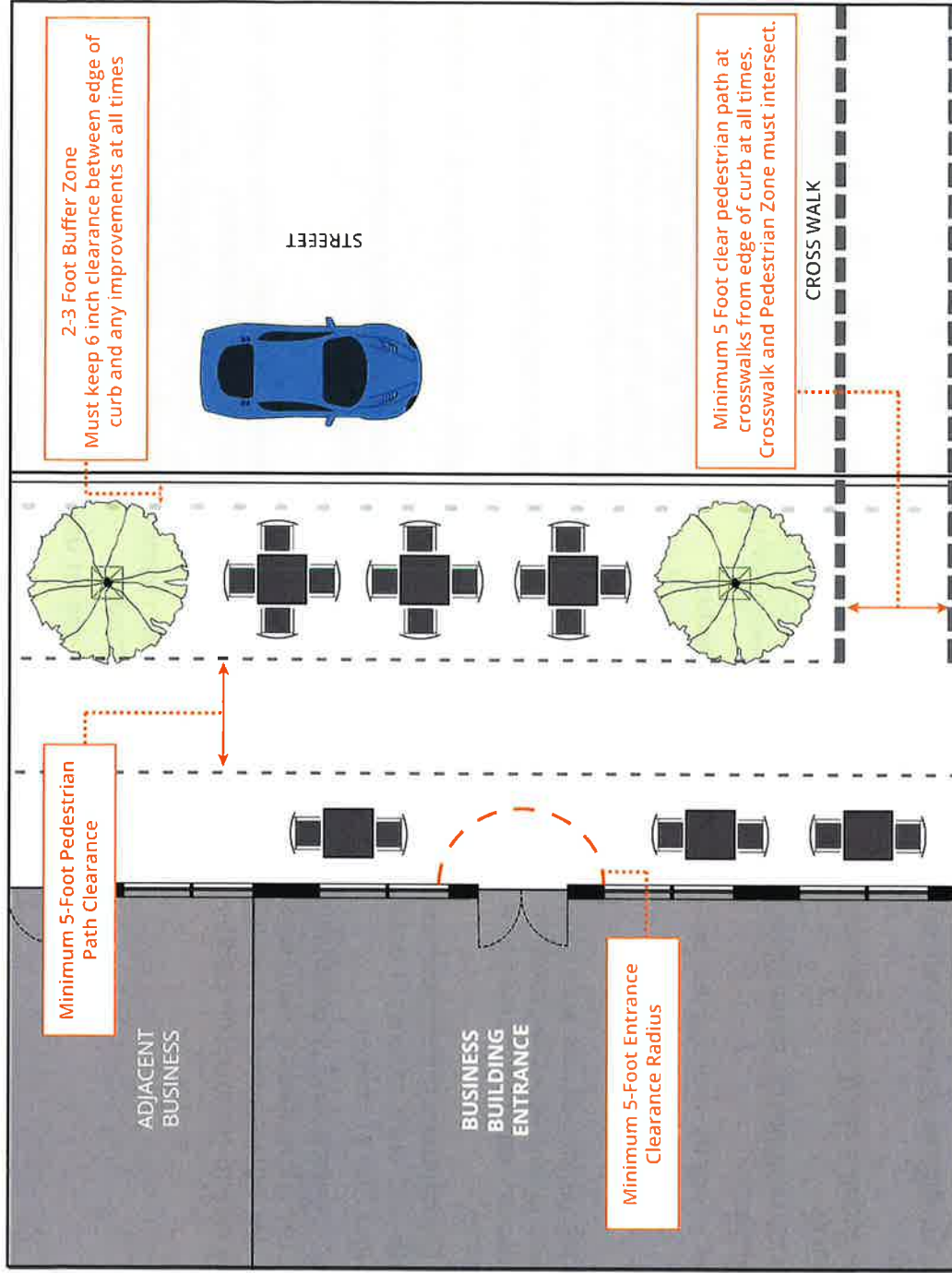
1. Heating devices are prohibited inside of tents, canopies, and membrane structures.
2. A minimum 5-foot clearance shall be provided between a building and the heating device.
3. A minimum 5-foot clearance shall be provided between combustible materials and a heating device.
4. A minimum 5-foot clearance shall be provided between exits or exit discharges and a heating device.
5. Propane or natural gas heating devices shall have a tip-over switch that shuts off the flow of gas.
6. Propane or natural gas heating devices shall have a maximum of 20 pounds capacity gas container.

MENU BOARDS AND SIGNS

Menu boards, both portable and on walls, shall be subject to sign permit approval and shall comply with the Redwood City Sign Ordinance.

TRASH RECEPTACLES

The number, type, and location of trash receptacles shall be determined by the City and shall comply with the public right-of-way access code. Trash receptacles shall be made of durable material to match the existing facade and shall be commercial grade as determined by the City.



OPERATION AND MAINTENANCE FOR PARKLETS AND SIDEWALK CAFES

A. Hours

The use of a parklet or sidewalk cafe shall be limited to the hours of operation of the business, except no outdoor business activity shall occur beyond 11pm on weeknights, 12am on Saturday, and 10pm on Sunday.

B. Furniture and Storage

1. Applicants may store parklet or sidewalk cafe tables, chairs, portable heaters, umbrellas, and other furnishings within the business, parklet, or cafe area. No storage containers shall be allowed in the parklet or cafe area.
2. Storage of furnishings shall not be allowed along the sidewalk or any required pedestrian clearances.
3. Furnishings shall not be secured to lampposts, streetlights, trees or any other public street furniture.
4. All approved furnishings shall be properly maintained and cleaned regularly.

C. Maintenance

1. The permittee is required to keep the parklet or cafe area safe, free of debris, grime, and graffiti, and to keep any plants in good health. The permittee shall also be required to clean tree grates, the gutter, and drainage inlets.
2. The permittee with is required to maintain the pedestrian access clearances in sidewalk cafe and curb extension area and keep these areas safe, clean, and free of debris.
3. Failure to maintain the cleanliness, safety, and accessibility of a parklet or cafe may subject the permittee to violations and fines. If maintenance issues are not resolved, a parklet permittee may be required by the City to remove the parklet at the permittee's expense.

D. Alcohol

Businesses shall comply with all applicable laws and local ordinances regarding the sale and service of food and beverages to the public, including the Alcohol and Beverage Control requirements for serving alcohol and applicable County Health Regulations.

E. Permit Renewal

The fee to renew a parklet or sidewalk café permit is set by the fee schedule and may be adjusted annually.

F. Landscaping

The cafe operator shall maintain the flower boxes and planting areas unless otherwise determined by the City. All boxes, planters and planting areas shall be planted with seasonal blooming or ornamental evergreen live plants year round.

G. Sidewalk Cleaning

The permittee shall comply with all State and local regulations related to water disposal including the National Public Discharge Elimination System (NPDES) and the California Stormwater Quality Association (CASQA) as follows:

Pollution Prevention (visit www.cabmphandbooks.com for more information)

- Use dry cleaning methods whenever practical for surface cleaning activities.
- Use the least toxic materials available (e.g water-based paints, gels or sprays for graffiti removal).

Surface Cleaning

- Regular broom (dry) sweep sidewalk, plaza, parklet, and parking areas to minimize cleaning with water.
- Dry cleanup first (sweep, collect, and dispose of debris and trash) when cleaning sidewalks or plazas, then wash with or without soap.
- Block the storm drain or contain runoff when cleaning with

H. Public Safety Emergencies and Removal

1. Because a parklet may be installed above underground utilities, there may be occasions in which a parklet may need to be removed with little or no notice. In the event of a utility failure, such as a gas leak or similar threat to public safety, the City or a utility provider may remove a parklet with little or no notice. Sidewalk cafes may also be removed with little or no notice where there is a threat to public safety. The parklet or sidewalk cafe permittee is responsible for the cost of re-installing and restoring any damage to the parklet or sidewalk cafe.
2. When the permittee removes their parklet or sidewalk cafe, the permittee shall be responsible for notifying the City and removing the parklet at the permittee's expense.
3. If the business associated with a parklet or sidewalk cafe ceases operation, changes its business name or type of use permit, or decides to no longer maintain its parklet or sidewalk cafe for more than 30 days, the City may remove and dispose of the parklet or sidewalk cafe at the permittee's expense.
4. The permittee shall be responsible for any surface restoration required after the parklet or sidewalk cafe removal.

