Beverly Hills City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee will conduct a Special Meeting, at the following time and place, and will address the agenda listed below:

CITY OF BEVERLY HILLS
455 N. Rexford Drive
Beverly Hills, CA 90210

TELEPHONIC / VIDEO CONFERENCE MEETING

Beverly Hills Liaison Committee Meeting

https://beverlyhills-org.zoom.us/my/adhoc

Meeting ID: 549 782 5652
Passcode: 90210

You can also dial in by phone:
+1 669 900 9128 US
+1 877 853 5247 (Toll-Free)

One tap mobile
+16699009128,,5497825652# US
+18778535247,,5497825652# US (Toll-Free)

Wednesday, December 1, 2021
3:00 PM

Pursuant to Government Code Section 54953(e)(3), members of the Beverly Hills City Council Liaison / Design and Operating Standards Subcommittee Ad Hoc Committee and staff may participate in this meeting via a teleconference. In the interest of maintaining appropriate social distancing, members of the public can view this meeting through live webcast at www.beverlyhills.org/live and on BH Channel 10 or Channel 35 on Spectrum Cable, and can participate in the teleconference/video conference by using the link above. Written comments may be emailed to mayorandcitycouncil@beverlyhills.org.

AGENDA

1) Public Comment
   a. Members of the public will be given the opportunity to directly address the Committee on any item listed on the agenda.

2) Resolution of the Beverly Hills City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee authorizing public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e) and making findings and determination regarding the same.

New legislation (AB 361) was recently adopted allowing the Beverly Hills City Council Liaison / Design and Operating Standards Subcommittee Ad Hoc Committee to continue virtual meetings during the COVID-19 declared emergency subject to certain conditions and the proposed resolution implements the necessary requirements.
3) Open BH Conversion Design and Operating Standards Subcommittee Meeting #1

4) Future Agenda Items

5) Adjournment

Huma Ahmed
City Clerk

Posted: November 24, 2021

A DETAILED LIAISON AGENDA PACKET IS AVAILABLE FOR REVIEW AT WWW.BEVERLYHILLS.ORG

Pursuant to the Americans with Disabilities Act, the City of Beverly Hills will make reasonable efforts to accommodate persons with disabilities. If you require special assistance, please call (310) 285-1014 (voice) or (310) 285-6881 (TTY). Providing at least forty-eight (48) hours advance notice will help to ensure availability of services.
STAFF REPORT

Meeting Date: December 1, 2021

To: Open BH Design and Operating Standards Subcommittee Ad Hoc Committee

From: Gabriella Yap, Secretary of the Open BH Design and Operating Standards Subcommittee Ad Hoc Committee

Subject: A RESOLUTION OF THE COUNCIL LIAISON / OPEN BH DESIGN AND OPERATING STANDARDS SUBCOMMITTEE AD HOC COMMITTEE OF THE CITY OF BEVERLY HILLS AUTHORIZING PUBLIC MEETINGS TO BE HELD VIA TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953(e) AND MAKING FINDINGS AND DETERMINATIONS REGARDING THE SAME

Attachments: 1. Proposed resolution

RECOMMENDATION

Staff and the City Attorney’s office recommend that the Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee adopt a resolution making the following findings so that meetings of the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee will be subject to the special Brown Act requirements for teleconference meetings: (1) the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee has reconsidered the circumstances of the COVID-19 state of emergency; (2) the state of emergency continues to directly impact the ability of the members to meet safely in person; and (3) state or local officials continue to impose or recommend measures to promote social distancing.
FISCAL IMPACT

The proposed resolution allowing the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee greater flexibility to conduct teleconference meetings is unlikely to cause a greater fiscal impact to the City as the Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee has been conducting such teleconference meetings for over a year.

INTRODUCTION

Governor Newsom recently signed new legislation (AB 361) allowing the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee to continue virtual meetings during the COVID-19 declared emergency subject to certain conditions. These special requirements give the City greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

BACKGROUND

On March 4, 2020, Governor Newsom proclaimed a state of emergency to exist in California due to the spread of COVID-19. The Governor subsequently issued numerous executive orders suspending or modifying state laws to facilitate the response to the emergency. Among other things, these executive orders superseded certain Brown Act requirements and established special rules to give local public agencies greater flexibility to conduct teleconference meetings. Those special rules expired on September 30, 2021.

On September 16, 2021, in anticipation of then-imminent expiration of his special rules for teleconference meetings, the Governor signed AB 361. In key part, this bill amends the Brown Act to establish special requirements for teleconference meetings if a legislative body of a local public agency holds a meeting during a proclaimed state of emergency and either state or local officials have imposed or recommended measures to promote social distancing, or the body determines, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

AB 361 builds upon Executive Order (“EO”) N-29-20, issued by the Governor on March 17, 2020, which relaxed the teleconferencing requirements of the Brown Act to facilitate virtual meetings during the COVID-19 declared emergency. EO N-29-20’s provisions concerning public meetings applied through September 30, 2021.

AB 361 authorizes local agencies to continue meeting remotely without following the Brown Act’s standard teleconferencing provisions if the meeting is held during a state of emergency proclaimed by the Governor and either of the following applies: (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the agency has already determined or is determining whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
EO N-29-20 required legislative bodies to make remote public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body, and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act. AB 361 adds new procedures and clarifies the requirements for conducting remote meetings as follows:

- **Public Comment Opportunities in Real Time:** A legislative body that meets remotely pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the public to directly address the body in real time. Although the agency may still ask for public comments to be submitted in advance, the agency cannot require public comments to be submitted in advance of the meeting. If an agency does not provide a timed public comment period, but takes public comment separately on each agenda item, it must allow a reasonable amount of time per agenda item to allow members of the public the opportunity to provide public comment, including time to “be recognized for the purpose of providing public comment.”

- **No Action During Disruptions:** In the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency’s control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access to the meeting via the call-in or internet-based options is restored.

- **Periodic Findings:** To continue meeting remotely pursuant to AB 361, an agency must make periodic findings that: (1) the body has reconsidered the circumstances of the declared emergency; and (2) the emergency impacts the ability of the body’s members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing. These findings should be made not later than 30 days after teleconferencing for the first time pursuant to AB 361, and every 30 days thereafter.

**DISCUSSION**

To continue to hold meetings under these special teleconferencing requirements, the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee needs to make two findings pursuant to Government Code Section 54953(e)(3). First, there must be a declared state of emergency and the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee must find that it has reconsidered the circumstances of such emergency. Second, the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee must find that such emergency continues to directly impact the ability of the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee members to meet in person. Alternatively, for the second finding, the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee must find that state or local officials continue to impose or recommend social distancing measures. These findings must be made within 30 days after the City Council
Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee teleconferences for the first time under AB 361 and every 30 days thereafter.

The declared emergency is still in effect. Furthermore, the State of California and the County of Los Angeles have recommended measures to promote social distancing. The Centers for Disease Control and Prevention continue to advise that COVID-19 spreads more easily indoors than outdoors and that people are more likely to be exposed to COVID-19 when they are closer than 6 feet apart from others for longer periods of time. Additionally, the Los Angeles County Department of Public Health still encourages people at risk for severe illness of death from COVID-19 to take protective measures such as social distancing and, for those not yet fully vaccinated, to physically distance from others whose vaccination status is unknown. The County Health Department also continues to recommend that employers take steps to support physical distancing.

Please note that AB 361 applies to all legislative bodies. Therefore, Commissions and standing committees will need to also comply with the requirements of AB 361.

Gabriella Yap
Secretary of the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee
Approved By
RESOLUTION NO. CCL-OBHDOSC-01

RESOLUTION OF THE CITY COUNCIL LIAISON / OPEN BH DESIGN AND OPERATING STANDARDS SUBCOMMITTEE AD HOC COMMITTEE OF THE CITY OF BEVERLY HILLS AUTHORIZING PUBLIC MEETINGS TO BE HELD VIA TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953(e) AND MAKING FINDINGS AND DETERMINATIONS REGARDING THE SAME

WHEREAS, the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee is committed to public access and participation in its meetings while balancing the need to conduct public meetings in a manner that reduces the likelihood of exposure to COVID-19 and to support physical distancing during the COVID-19 pandemic; and

WHEREAS, all meetings of the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Beverly Hills City Council Liaison/Open BH Design and Operating Standards Subcommittee Ad Hoc Committee conduct its business; and

WHEREAS, pursuant to Assembly Bill 361, signed by Governor Newsom and effective on September 16, 2021, legislative bodies of local agencies may hold public meetings via teleconferencing pursuant to Government Code Section 54953(e), without complying with the requirements of Government Code Section 54953(b)(3), if the legislative body complies with certain enumerated requirements in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the
emergency, meeting in person would present imminent risks to the health or safety of attendees.

3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency in response to the COVID-19 pandemic (the “Emergency”); and

WHEREAS, the Centers for Disease Control and Prevention continue to advise that COVID-19 spreads more easily indoors than outdoors and that people are more likely to be exposed to COVID-19 when they are closer than 6 feet apart from others for longer periods of time; and

WHEREAS, the Los Angeles County “Responding together at Work and in the Community Order (8.23.21)” provides that all individuals and businesses are strongly encouraged to follow the Los Angeles County Public Health Department Best Practices. The Los Angeles County Public Health Department “Best Practices to Prevent COVID-19 Guidance for Businesses and Employers”, updated on September 13, 2021, recommend that employers take steps to reduce crowding indoors and to support physical distancing between employees and customers; and

WHEREAS, the Beverly Hills City Council has adopted a resolution that continues to recommend steps to reduce crowding indoors and to support physical distancing at City meetings to protect the health and safety of meeting attendees; and

WHEREAS, due to the ongoing COVID-19 pandemic and the need to promote social distancing to reduce the likelihood of exposure to COVID-19, the City Council Liaison / Open
BH Design and Operating Standards Subcommittee Ad Hoc Committee intends to hold public meetings via teleconferencing pursuant to Government Code Section 54953(e).

NOW, THEREFORE, the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee of the City of Beverly Hills resolves as follows:

Section 1. The Recitals provided above are true and correct and are hereby incorporated by reference.

Section 2. The City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee hereby determines that, as a result of the Emergency, meeting in person presents imminent risks to the health or safety of attendees.

Section 3. The City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee shall conduct its meetings pursuant to Government Code Section 54953(e).

Section 4. Staff is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. The City has reconsidered the circumstances of the state of emergency and finds that: (i) the state of emergency continues to directly impact the ability of the members to meet safely in person, and (ii) state or local officials continue to impose or recommend measures to promote social distancing.

Section 6. The Secretary of the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee shall certify to the adoption of this Resolution and
shall cause this Resolution and his/her certification to be entered in the Book of Resolution of the City Council Liaison / Open BH Design and Operating Standards Subcommittee Ad Hoc Committee of this City.

Adopted:

________________________________________
LILI BOSSE
Presiding Councilmember of the City Council Liaison/Open BH Design and Operating Standards Subcommittee Ad Hoc Committee of the City of Beverly Hills, California
INTRODUCTION
This item provides the Councilmembers assigned to the Open BH Conversion Design and Operating Standards Subcommittee with an outline of the discussion points for today’s meeting.

DISCUSSION
Background
At the September 21, 2021, City Council Study Session meeting, the City Council expressed interest in long-term conversion of outdoor dining currently allowed under OpenBH to enhance the City’s economic sustainability and vitality by preserving the nightlife created. At the meeting, the City Council directed Staff to return to the full Council to discuss broad policy questions, and also approved the formation of two subcommittees:

- Subcommittee 1: Design and Operating Standards Subcommittee (Parklets)
  - Options for design standards and guidelines
- Subcommittee 2: Code and Fee Structure Changes Subcommittee (Open Air Dining)
  - Potential code changes for existing sidewalk dining
  - Fees for use of public right-of-way, installation of traffic control measures

At the October 26, 2021, City Council Study Session meeting, the Council discussed broader policy questions and approved the following Guiding Principles for the Subcommittees:

- Safety
- Timeliness
- Design Standards
- Fiscal Sustainability
- Managing Competing Curbside Uses
- Balancing Public and Private Interests
- Community Outreach
- Avoid Creating Deterrents
In terms of Fiscal Sustainability as a Guiding Principle, the general consensus was that there be a broader view and it not be narrowly defined in monetary terms or cost recovery, but also in terms of vibrancy and nightlife. Additionally, there was general agreement to add a Guiding Principle that would in essence be Avoid Creating Deterrents in terms of the structure or systems, for example not establishing fees so high that it would be a barrier for businesses to implement. The Council also agreed that they would be willing to maintain the no fee status quo until through the first quarter of 2022 while the City and staff work on the conversion process. While the subcommittees have two different focus areas, there was Council agreement that the subcommittees have flexibility to delve into other areas.

**Designer**

At previous meetings regarding OpenBH, there appeared to be consensus by the Council to establish guidelines and design standards, especially in relation to parklets. In its current form, OpenBH has allowed a wide variety of designs due to the goal of keeping businesses open and operating outside during COVID. With a longer-term conversion, there was a desire by the Council to have more standardization and consistency in parklet design and use of materials to ensure all parklets reflected the City’s high aesthetic standards, while still allowing for businesses to be creative.

Presently, the City has a designer on contract, Lorcan O’Herlihy Architects (LOHA), who went through an extensive selection process by the Rodeo Drive/Special Events/Holiday Program Committee liaisons and the City Council. Attachment 1 shows the shortest timeline, approximately four months, if the City Architect and City Engineer were to utilize this designer to establish design and safety standards for long-term parklets. The Council also has the option to direct Staff to perform a new Request for Qualification (RFQ) to select a new designer, which will take an additional six months to account for RFQ preparation, advertisement, qualifications review, shortlisting, interviews, and the contracting process.

Staff is recommending the designer selected develop the following the following items for the parklets:

1. Assessment/Analysis of existing conditions
2. Reference examples
3. Aesthetic Guidelines, Kit of Parts/Materials
4. Process for Creating Guidelines for Public
5. First Draft of Guidelines/ Design Standards
6. Final Draft of Guidelines for Adoption

Staff is seeking feedback on whether there are any other deliverables the designer should be expected to provide. Attachments 2, 3, and 4 are sample parklet guidelines from the Cities of Santa Barbara, Pasadena and San Diego.

**Competing Curbside Uses**

In general, urban curb space is valuable and serves many different uses throughout the day. Particularly within the Business Triangle and along South Beverly Drive, parklets are
competing with a variety of mobility and goods movement demands. These competing uses include:

- Parking
- Passenger loading and ride hailing/TNCs
- Curbside pickup
- Valet
- Commercial freight loading/deliveries
- Parklets (“streateries”)

The possibility for shared uses and options for balancing the competing needs served along each block will be discussed at a future meeting.

**FISCAL IMPACT**
None at this time. To be evaluated at future meetings.

**RECOMMENDATION**
Staff recommends that the subcommittee provide direction regarding:

1) Using the current contract designer or producing a new RFQ
2) Deliverables to be met by the designer

At future meetings, staff will discuss curbside uses in greater detail, operating standards and review areas of the Business Triangle not suitable for parklets.

George Chavez  
City Manager  
Approved By

Attachments:
Attachment 1 - Estimated timeline if using Lorcan O’Herlihy Architects
Attachment 2 - City of Santa Barbara Parklet Guidelines
Attachment 3 - City of Pasadena Parklet Guidelines
Attachment 4 - City of San Diego Parklet Guidelines
Attachment 1
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | Week 20 | Week 21 | Week 22 | Week 23 | Week 24 | Week 25 | Week 26 | Week 27 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Form a Design Committee | Kick Off Meeting (Design Committee & Design Team) | Pre Design (Prep for Stakeholders meeting) | 1st Stakeholders meeting (Includes Liaisons) | Prepare Presentation to City Council Meeting | City Council Meeting | Design (based on Stakeholders & CC comments) | 2nd Stakeholders Meeting | Prepare Presentation material for City Council Meeting | City Council Meeting | Finalize design (based on Stakeholders & CC Comments) | Prepare Preliminary Draft Guidelines | Review Preliminary draft Guidelines with Council Liaison | Revise Preliminary draft Guidelines to reflect Design Committee and Council Liaison comments | City Council Meeting (Present Draft Guidelines) | Make revisions based on CC and public comments | City Council Meeting (Final Draft Presentation) | Guidelines Adoption |

**Notes:**
1) Week 12 blocked for Holidays
2) Design Committee will meet with the Design team on weekly or Bi-weekly Basis
3) If we start on Oct. 1, 2021, Week 15 (Mid-January), Week 26 (First week in April)
Attachment 2
These guidelines have been updated to provide guidance for the “Interim Period” of outdoor operations.

This Interim Period is for the remaining term of the Emergency Economic Recovery Ordinance that expires on March 8, 2022.

What is a parklet?

A parklet is an innovative way to temporarily expand a business’ outdoor operating space on a public street. Built and maintained by neighboring businesses, parklets are outdoor business areas located within an existing parking lane adjacent to the curb and designed as an extension of the sidewalk. Please carefully review these Guidelines if you plan to expand onto the public right-of-way during this Interim Period. Before any new parklet is created, the business must submit the proposed design showing dimensions and materials for City approval. Contact Parking Operations at parkingops@SantaBarbaraCA.gov for pre-approval.

Site selection

Any business permitted to operate outdoors under State and local public health directives may create a parklet, provided the location meets the following criteria:

<table>
<thead>
<tr>
<th>Site Selection Criteria</th>
<th>Allowed</th>
<th>Prohibited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking lane at least 7 feet wide</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Unrestricted (gray) parking zones</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Red (no parking) zones</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Blue (disabled parking) zones</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Yellow (loading) zones</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>White (passenger loading) zones</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Green (time-limited parking) zones</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bike lanes</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Travel lanes</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Roadways with more than one travel lane per direction</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Roadway with speed limit ≤ 25 mph</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Roadway with speed limit &gt; 25 mph</td>
<td>X</td>
<td></td>
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<tr>
<td>Public parking lots</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Within 40 feet of a bus stop</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Parklet specifications

**SIZE**
Parklets are a maximum of 6 feet wide from the edge of the curb and may extend the length of a business’s property frontage. Please work closely with your neighbors if you plan to construct a parklet to avoid conflicts. Parklets may not exceed in width the frontage of your business.

**CONFIGURATION**
Each parklet must be surrounded on the three street-adjacent sides with a barrier to establish the boundaries of the parklet. The barrier on the traffic side should not allow pedestrians to pass through directly into traffic. Contact the City if your parklet is near a driveway or intersection so critical sight lines can be maintained. Parklets must have reflective materials at each corner, at a minimum, to ensure nighttime visibility.

For existing platforms, a yellow reflective strip should be placed along the edge of the parklet, where it meets the sidewalk, for conspicuity. Businesses are responsible for ensuring their parklets are accessible to disabled customers. Please refer to the Parklet Accessibility Guidelines for additional details. Businesses are responsible that their parklets and improvements are ADA compliant.

Parklets cannot obstruct public utilities or interfere with drainage or storm drains. All parklets must be designed and built outside of the gutter lines in order to accommodate storm flows. If a parklet is constructed on a platform, the platform must be entirely above the gutter.

Portable heaters and lighting are permitted, however, please ensure proper clearance to trees, awnings, and umbrellas to avoid fire hazards.

Heaters and lighting must be self-contained, with no wires or other trip hazards in the sidewalk. Lighting in planters or along the parklet barrier is preferred.

Overhead lighting elements are discouraged.

Parklets must be easily removed and may not cause any permanent changes or damage to the right-of-way; all fixtures must be temporary.

**STORM FLOW**
Large volumes of water may flow down some streets during rain events. These guidelines require businesses to maintain drainage along the street and gutter lines at all times.

Business owners are fully responsible for assuring that their existing platforms and other outdoor features are constructed and maintained in a manner that allows the free flow of water and does not result in flooding.

**NOTE:** Effective July 9, 2021, businesses are prohibited from placing dining or retail fixtures on sidewalk unless licenced.
**WINTERIZATION**

For winter, businesses may wish to modify parklets for the comfort of their guests.

Tents and canopies must be adequately roped, braced, and anchored to withstand the elements and avoid collapsing. Businesses must maintain required clearance from any heating equipment, candles, or flames to combustible materials.

Tents and heaters are subject to Fire Department inspection and approval. Any tent exceeding 700 square feet requires a permit before it is erected. Call 805-965-5254 to arrange for inspection or permitting. Please refer to the Guidelines for the Use of Tents, Canopies, or Shade Structures and Heating Elements in Temporary Parklets for additional details.

**DESIGN AND MATERIALS**

During the Interim Period, new parklet design must conform to the City's updated guidelines pertaining to aesthetics. Specific materials are now listed that may be used to create temporary parklets. Please see the Design Guidelines for additional detail. Some examples of approved materials:

**APPROVED BARRIER MATERIALS**
- Wrought Iron
- Vertical wood elements with a top railing
- Planters

**PLATFORM SURFACES**
Platforms must be constructed with wood. If no platform is constructed, surface materials should not be used.

**PLANTERS**
Plants are encouraged to screen parklets. Plants should be low-maintenance and drought tolerant. Approved planter materials include:
- Painted or stained wood (see approved colors)
- Natural concrete pots or planters
- Terracotta clay or plastic pots

**COLORS**
Wooden and iron elements must be painted or stained in approved colors. Umbrellas, banners, and flags must also use approved colors. For approved colors, refer to “Santa Barbara Colors: A Guide to Painting Buildings” at https://www.santabarbaraca.gov/civicax/filebank/blobdownload.aspx?BlobID=17318

**INSURANCE**

All businesses that establish parklets in the public right-of-way must provide a Certificate of Insurance from their business insurance carrier naming the City as Additionally Insured. Insurance certificates must be emailed to OutdoorDining@SantaBarbaraCA.gov.

**PARKLETS ARE TEMPORARY**

The City of Santa Barbara reserves the right to remove parklets and clear the right-of-way at its sole discretion. Please contact Sarah Clark at S Clark@SantaBarbaraCA.gov for pre-approval of your parklet design. Once a parklet following the above guidelines is completed, take photos from different angles and send to OutdoorDining@SantaBarbaraCA.gov with the business address in the subject.

The novel coronavirus pandemic has caused unprecedented disruption in our community and created significant challenges for businesses required to close for indoor dining and reduce their services to take out and delivery for an extended period of time. As of June 15, 2021, City of Santa Barbara food service businesses can reopen at full capacity. The City invites businesses who wish to operate safely under public health restrictions to create temporary outdoor dining areas, known as parklets, in curbside, on-street parking spaces. Parklets provide food service businesses with additional outdoor seating capacity.

Construction of parklets is authorized under Emergency Economic Recovery Ordinance No. 5944, which expires on March 8, 2022. Upon expiration of the ordinance, parklets may no longer be necessary and may be discontinued. A business would then remove their parklet and restore the parking and sidewalk area to its original condition.

If you have questions or need additional guidance, please send an email to OutdoorDining@SantaBarbaraCA.gov.

Checklist. These forms are required for all businesses, even if you have already been open and operating.

If you have questions or need additional guidance, please send an email to OutdoorDining@SantaBarbaraCA.gov.
The following requirements shall apply to the use of tents, canopies, or any form of overhead shade structures (herein referred as tents) within parklets:

- The operation of parklets under tents or other membrane structures is subject to the requirements of the California Code of Regulations, Title 19, Division 1 and Chapters 3 and 31 of the California Fire Code.
- All heaters and tents are subject to Fire Department inspection.
- Tents require a Fire Department permit if they exceed 700 square feet (call 805-965-5254 for permit).
- All tent material must be treated for flame resistance in accordance with an approved State Fire Marshal method or be of a fabric that is inherently flame resistant, regardless of whether a permit is needed.
- Tents must be adequately roped, braced, and anchored to withstand the elements and avoid collapsing.
- Staking of tents is prohibited in the public rights-of-way. Tethering or securing tents to trees is prohibited.
- A tent is required to have two means of egress if the occupant load exceeds 10.
- Seating arrangements in tents are subject to Covid-19 restrictions and the requirements of Chapter 10 of the Fire and Building Codes.
- Tents may need to be smaller to fit within the available flat area. It is not recommended to have a single tent cover both the sidewalk and lower street elevation.
- Smoking is prohibited under tents at all times. Santa Barbara is a Smoke-Free City.

**Heating Elements**

- Heating equipment subject to Section 3104 of the Fire Code and requires Fire Department approval.
- Gas heaters must adhere to the California Mechanical Code; heating equipment may not be located within 10 feet of the tent exit.
- Gas equipment shall be vented to the exterior. If such venting requires a flue, the pipe shall not be installed within 12 inches of the tent fabric.
- Electrical heaters shall be installed pursuant to the California Electrical Code.
- Clearance from any ignition source to any combustible material must be maintained in an approved manner.
- Candles may only be used in approved and stable candle holders on individual tables in dining establishments. Under no circumstances shall hand held candles be permitted.
- Open flame and charcoal cooking devices shall not be operated within 10 feet of a combustible surface.
- Portable or fixed outdoor fireplaces shall not be operated within 15 feet of a combustible surface.
- In the event strict compliance is not achievable, alternate means of compliance must be approved by the Fire Department and equal in effectiveness.

**Securing Requirements**

- All tent supports or legs must be weighted.
- Each tent leg must have a minimum of 40 pounds.
- Weights must be securely attached to tent roof and tent leg separately.
  - ▲ Ropes and straps should be high quality.
  - ▲ Bungee or rubber straps are prohibited.
- Weights must be on the ground and not dangling.
- Weights and lines must be clearly visible and must not pose a hazard.
- For maximum safety, tents should be secured as soon as they are put up, and brought down as soon as weight is removed. Do not leave tents unsecured at any time.

**Items that make acceptable weights:**

- 5 gallon bucket full of sand or concrete
- Large tent weights (commercially available)
- Sandbags 40 pounds or heavier
It is the responsibility of each restaurant operator to provide outdoor dining in full compliance with the Americans with Disabilities Act (ADA) and the California Building Code Standards (CBC). The requirements listed below were developed as part of the overall Parklet guidelines in order to assist restaurant operators with meeting these compliance requirements. Nothing contained herein shall replace or diminish any of the requirements under the ADA or CBC.

Business operations that do not meet the grade of the existing curb must provide a ramp for access. Ramps and temporary ramps in the right-of-way must comply with California Building Code Chapter 11B, summarized as follows:

- Ramps must be at least 4 feet wide.
- 8.3% (1:12) maximum running slope (parallel to the direction of travel).
- A level landing at the top of the ramp measuring at least 4 feet by 4 feet.
- Accessible, unobstructed path of travel from the sidewalk pedestrian path to the ramp.
- Edge protection is required on each side of the ramp. A curb or barrier that prevents the passage of a 4-inch diameter sphere must be provided along both edges of the ramp. To prevent wheel entrapment, the edge protection must provide a continuous, uninterrupted barrier along the edge of the ramp.
- Ramp material must be firm, stable, and slip-resistant.
- Ramp must be securely attached so that it does not move or shift during use.

Business operations, including customer seating, umbrellas, lighting, heaters, and other materials must not encroach upon the sidewalk except as permitted under an Outdoor Dining License Agreement.

All accessibility requirements are subject to inspection. Violations of these guidelines are subject to enforcement under Ordinance No. 5944.

If you have questions or need additional guidance, please email OutdoorDining@SantaBarbaraCA.gov.
ACCESSIBILITY REQUIREMENTS (CONTINUED)

For beverage and dining establishments, at least 5% of the seating spaces and 5% of the standing spaces shall be accessible. Accessible spaces must meet the following requirements:

- Table surface between 28 to 34 inches high.
- At least 27 inches of space from the floor to the bottom of the table.
- Knee clearance extends at least 19 inches under the table.
- Total clear floor area of 30 inches by 48 inches per seat.
- Minimum distance of 4 feet to the nearest obstruction.
- International Symbol of Accessibility displayed at the table.
- Maintain an accessible path of travel to the table.
- Accessible dining tables and standing surfaces must be dispersed throughout the space.

All accessibility requirements are subject to inspection. Violations of these guidelines are subject to enforcement under Ordinance No. 5944.

If you have questions or need additional guidance, please email OutdoorDining@SantaBarbaraCA.gov.
The following design guidelines were prepared in cooperation with the Santa Barbara Chapter of the American Institute of Architects and members of the Historic Landmarks Commission. These guidelines are intended to improve the design and aesthetics of parklets while the City develops more permanent regulations and standards for operations in the public right-of-way. The design principles that inform these guidelines are intended to:

- Create order.
- Simplify parklet design and eliminate visual clutter.
- Provide for flexible designs that are modular and movable for many conditions and configurations.
- Provide a simple, coordinated palette for colors, materials, and plants.
- Encourage simple outdoor patio furniture.
- Encourage use of low-maintenance plants.
- Encourage collaboration with neighbors to create the best aesthetic.
- Encourage well-placed, beautiful, well-designed signage.
- Encourage the use of color and art.

Examples of appropriate enclosure design
Barrier Materials
- Black iron.
- Dark-stained or painted vertical wood elements with a top rail or cap. See below for approved colors.
- Planters. Use unique, hearty, low-maintenance, drought-tolerant plants.
- Thick connecting ropes attached to wood or metal posts.

Platform Surfaces
- Platforms must be constructed with wood painted or stained in a dark, approved color.
- Platforms may not be constructed in the gutter.
- If no platform is constructed, surface materials should not be used.

Furniture
Outdoor dining areas should use simple patio furniture designs. Plastic or vinyl furniture is prohibited.

Lighting
Where lighting is used, it should be placed at a low level - in plantings or along barrier fencing. Overhead lighting is discouraged. All lighting should be white.

Fabric Elements
Use of umbrellas, banners, and flags is encouraged. Fabrics should be approved colors only (see below).

Discouraged
The following design elements are discouraged:
- Pop-up tents
- Overhead elements
- Outdoor carpeting or faux lawn products
- Lattice (wood or plastic)
- Plastic or vinyl fences, trellis, or furniture
- Picket fencing
- Hinged metal pet enclosures
- Excessive decoration
- Platforms
- Fixed enclosures
- Overhead elements
Colors
Wooden and iron elements must be painted or stained in approved colors. Umbrellas, banners, and flags must also use approved colors. For approved colors, refer to “Santa Barbara Colors: A Guide to Painting Buildings” at https://www.santabarbaraca.gov/civicax/filebank/blobdload.aspx?BlobID=17318

To further assist you in matching the colors in the guide to colors at your chosen paint store or manufacturer, the Planning Division has available to the public a color-matching digital scanning tool that allows users to match colors in the SB Color Guide to the paint manufacturer of their choice. Visit the Planning Counter at 630 Garden Street to view and scan the color selections in the guide. The app will accurately match those scanned colors to paint manufacturers and detail the color name and number needed when ordering paint. The color tool is maintained by the Urban Historian and requests to use it may be made by contacting the Urban Historian directly at 805-564-5470 x4557 to set up an appointment.
Attachment 3
Parklet Application

Rev July 1, 2021
A parklet extends the sidewalk by temporarily transforming curbside parking into another use. By converting one or more parking spaces, parklets increase the amount of available sidewalk space for the public enjoyment of residents, retail customers and visitors. They can become a unique amenity to the block and neighborhood they are located in.

Parklets are considered temporary and must be constructed in a way to be disassembled within a few hours without leaving damage or impacting the street. Where permitted, parklets should either serve the general public or Applicant’s business in compliance with all current State, County, and/or City health guidelines. Parklets should house public uses that enhance the pedestrian environment, such as:

- Seating
- Tables
- Umbrellas
- Landscape or trees in movable planter boxes
- Shading
- Bike Amenities
- Lighting
- Propane heaters (require fire permit)
- Other uses (may require special approval)

Eligibility
Parklets are allowed where the City has determined that on-street parking spaces may be modified for the purpose of accommodating on-street dining or public activities otherwise allowed on the sidewalk. The Applicant is responsible for building and maintaining the parklet, providing all furnishings, and complying with ADA access requirements to, from, and within the parklet.
A. Location & Access

Guidelines

• Parklets should be creative spaces and allow for flexibility of uses, such as dining and public seating.
• Parklets should be sited entirely in front of the Applicant’s place of business.
• Conflicts with existing sidewalk amenities, utilities, crosswalks, gutters and other obstructions shall be avoided or a mitigation plan outlined, for example, relocation of bike racks, etc.

Regulations Checklist
Refer to parklet plan diagram

☐ A1
A parklet may not extend beyond 7’ from the curb line where there is parallel parking, or 15’ from the curb line where there is diagonal parking.

☐ A2
Parklets are permitted on streets where the legal vehicle speed limit is 25 mph or less.

☐ A3
To ensure visibility to moving traffic and parking cars, parklets shall be buffered using a wheel stop or similar protective deterrent located a minimum of 36” from the parklet. Parklets shall provide a 48” minimum setback from adjacent parking spaces and 12” from an adjacent bicycle lane or traffic lane.

☐ A4
Fire Code compliance is required. The most up to date requirements should be verified and adhered to.

☐ A5
A minimum 36” clear path of travel shall be provided and the number of seats provided shall adhere to all current State, County, and/or City health guidelines. Absent a current Health Order, the number of seats provided shall not exceed 1 seat per 15 square feet to permit area.

☐ A6
Parklets designed to attract night-time noise generating uses shall conform to the requirements of Pasadena Municipal Code regarding noise.

☐ A7
Parklets shall not be located within 50 feet of an intersection, 25 feet of an alley or driveway, and only where parking is currently allowed. In no case may parklets extend beyond the permittee’s property which abuts the public right-of-way or be located in a manner which interferes with the flow of pedestrian or other traffic.

• Parklets should be designed as open, inviting spaces with multiple points of access along the curbside edge.
• Applicants are encouraged to look for opportunities to restrripe and replace displaced parking within a 1-2 block radius.

☐ A8
Parklets shall have a maximum slope as required for ADA compliance or wheelchair accessibility. Terraced parklets are permitted but shall provide at least one wheelchair accessible entry and provide equivalent seating, tables, and counter tops for wheelchair users. Current ADA requirements shall be adhered to at the time of occupancy.

☐ A9
The applicant shall identify the existing curb marking condition; green, yellow, and unmarked curbs may be considered for parklet applications. The applicant may be required to identify a replacement location for yellow curb zones. A red curb is not suitable for a parklet as this typically demarcates a bus loading zone, fire access, traffic safety prohibition, etc.

☐ A10
If existing parking is removed, the City shall require a letter of support from the Business Improvement District, homeowner’s association (HOA) or community association. The requesting party shall obtain approval of a minimum of 2/3 of the businesses or properties along the block frontage in favor of the parklet. Should multiple businesses fall under one property manager, the approval of the property manager can be obtained in lieu of the individual businesses.

☐ A11
Parklets shall be located in a manner which will not interfere with visibility, vehicular or pedestrian mobility, or access to City or public utility facilities, and shall not compromise the safe use of any public walkway or other right-of-ways. The determination of whether a parklet or any part thereof interferes shall be made by the Director of Transportation or designee at the time of application based on the characteristics of each proposed site.
**Regulations Checklist continued**

*Refer to parklet plan diagram*

**A12**

The parklet shall maintain adequate distance from all utilities, street furniture, and public infrastructure (e.g. bus stop shelters, street signs, fire hydrants, etc.) at all times.

**A13**

No parklets may be located over access or storm drains, manhole covers, or shut-off valves. Permitted locations shall be determined by Public Works after consideration of the above and other relevant factors in relation to the proposed site. Public Works may, in its discretion, place additional conditions upon the issuance of such permit in order to ensure the protection of public health, welfare, and public property.

**A14**

The parklet shall be kept in good state of repair and maintained in a clean, safe and sanitary condition at all times. Regular cleanup of trash and debris shall be the responsibility of the Applicant.
B. Platform

Regulations Checklist

B1
Because a parklet is intended to be easily removed, it shall be designed as a freestanding platform or foundation that rests on the street. Permanent materials, such as poured-in-place concrete, are prohibited. Lightweight concrete poured on foam without rebar is permitted.

B2
Platforms shall be designed so as not to impede the flow of stormwater and drainage. A minimum horizontal gap of 6" between the curb face and base frame shall be provided along the gutter, and a 2” minimum vertical clearance from the street surface to the bottom of platform deck shall be provided to allow rainwater to naturally flow without obstruction, and screens shall be located on either end of the platform to prevent debris from building up underneath the platform deck. Platform support framing can be comprised of fire-treated wood or steel or incorporate pre-engineered pedestal systems.

B3
Parklet decking materials shall be inherently flame-retardant or flame-retardant treated wood as approved by State Fire Marshal’s Office. Decking shall be constructed of a quality, non-slip, weather-resilient material, or precast lightweight concrete.

B5
Parklet decking and siding should be treated finished-grade wood suitable for exterior use; or a wood-like composite product; or finished paint-grade plywood with an applied base coat and exterior paint coat.

B6
The platform shall meet the curb with a maximum horizontal gap of 1/2". Vertical transitions shall align flush or shall provide a maximum slope of 1:4 (25%) bevel for vertical differences over 1/4". Refer to the Americans with Disabilities Act (ADA) for accessibility requirements.

B7
There shall be no modification of the texture or surface of the street, gutter or public walkway.

B8
If the Parklet Prototype Design Plan is not used, the platform design and plans shall be certified by applicant’s Engineer and approved by City.

C. Barrier

Guidelines

Barriers should provide a safe and attractive way to protect the parklet from vehicles.

Regulations Checklist

C1
Barriers shall not encroach onto the walk zone or pedestrian path of travel.

C2
Barriers shall be aligned with the outside edge of the parking lane or inside travel lane to protect the user and prevent obstruction of a travel lane.

C3
Barriers, railings, or other fencing shall be attached to the platform structure and shall not be attached to the roadbed or curb. Railing shall meet all Building and Safety requirements.

C4
Natural and high-quality material such as fire-treated wood, cable, steel, or iron elements should be used for barriers and fencing.

C5
Barriers shall be a maximum 36” high to maintain a visual connection to the street and allow for visibility into the temporary parklet from multiple vantage points.

C6
Chain-link, off-the-shelf rope rails, or other items such as buckets, flag poles, newspaper stands, and waste receptacles are prohibited as barriers.

C7
Planters containing live plants may be used as barriers and may include planter boxes, hanging baskets, green walls, espalier, raised beds, and planter pots.

C8
Barriers shall be kept in a good state of repair and in a safe, sanitary, and attractive condition.

C9
For safety purposes, retro-reflective delineators or other reflective treatment (as approved by DOT) to be placed at each end and every 10’ along the entire length of the parklet, and must comply with the Minimum Retro-reflectivity Requirements of the latest edition of the California MUTCD.
D. Furnishing & Landscape

Guidelines

- Quality furniture and fixtures should be selected to complement the building architecture, business, or neighborhood character.
- Furnishings should be selected to create a uniform style and character within a parklet.
- Furnishings should be designed for outdoor use, functional and well-maintained, as well as, contribute to a safe, comfortable, and attractive dining environment. Acceptable materials include metal, fire-treated finish grade wood, fire-treated composite wood, and sturdy fire-resistant recycled materials. Flimsy plastic and unfinished wood are not permitted.
- Consider a graffiti-resistant coating on furnishings to ensure a long-term quality appearance.
- Seating should be creative to provide a variety of seating options beyond traditional benches or chairs and can be built into the parklet structure. Consider using railings designed for leaning, narrow benches, two-sided benches, seating steps, stools, bean bags, coffee tables that perform as benches, etc., for flexibility in furnishing uses. Movable furniture should be brought into the business each night.
- Potted trees and mature landscape should be selected on a performance basis with the objective of minimizing water use, providing shade, minimizing hazardous litter, minimizing root intrusion, and providing color and contrast. Trees may not always be appropriate and may be approved on a case-by-case basis by the Department of Public Works. Consider edible plants, plants with fragrance, textures, and seasonal interest to add variety and soften the space.

Regulations Checklist

☐ D1
All furnishings, umbrellas, drapes or decorative materials must be made with non-flammable materials or shall be treated and maintained in a flame-retardant condition as approved by State Fire Marshal.

☐ D2
Shade structures shall be ground/parklet mounted and shall not be attached to any adjacent building [per Fire Code requirements]. Cut sheets of mounting details and/or load calculations shall be provided.

☐ D3
Umbrellas and shade structures shall have a minimum 7-foot vertical clearance, and not exceed 10 feet in height and shall not extend past the barrier.

☐ D4
Acceptable materials include metal, fire-treated finish grade wood, fire-treated composite wood, and sturdy fire-resistant recycled materials. Flimsy plastic and unfinished wood are not permitted.

☐ D5
Where bicycle racks are provided by the applicant within the parklet, the design will be reviewed by the Transportation Department.

☐ D6
All landscaping shall be well-maintained by the Permittee to avoid excessive growth that may interfere with visibility or accessibility and kept free of litter and debris. Street trees shall not be removed or have its canopy or roots impacted.

☐ D7
Propane heaters and candles require a fire permit prior from Pasadena Fire Department prior to use. See attached Outdoor Dining – Tent/Propane Heater Guidelines.

☐ D8
An approved fire extinguisher to be located a maximum foot travel of 75' in all portions of dining, securely mounted no higher than 5’ off the ground, and in an conspicuous location.
E. Lighting

Guidelines

- Solar-powered or battery-powered lighting should be incorporated into the design of a parklet, where feasible.
- Lighting should be designed to control glare, minimize light trespass onto adjacent properties, promote effective security, and avoid interference with the safe operation of motor vehicles.

Regulations Checklist

- **E1**
  Only solar-powered or battery-powered lighting will be allowed on parklets.
- **E2**
  Lighting should incorporate full cut-off type fixtures to control glare and direct view of illumination sources, and to confine illumination to the parklet area to avoid impacting neighboring residential properties.
- **E3**
  Customized lighting and sound system conducive of a nightclub atmosphere shall be prohibited at all times.
- **E4**
  Parklets should stay illuminated at night either by adjacent street lighting or building lighting.
- **E5**
  Advertising is not permitted.
- **E6**
  Blinking, moving, or changing intensity of illumination is not allowed.
- **E7**
  All electrical elements shall receive Building Department approval prior to occupancy.
Applications for the installation of parklets for dining and/or non-dining use will be considered. The purpose of this application is to provide a preliminary screening tool to determine if a parklet could be installed at the site identified by the applicant. If the location is approved, the applicant will be required to submit a design plan for the parklet for review and approval prior to the applicant constructing parklet. A pre-approved prototypical parklet design will be provided by the City to the applicant for their use. Should the applicant decide not to use the prototypical design and prepare an alternate design, it must be reviewed and approved prior to construction. Any applicant seeking to expand its dining area or non-dining seating space into a parklet shall comply with the following:

**Eligible Uses**

- For Dining: Businesses that are legally allowed to serve food in a sit-down format (does not include drive-through establishments).
- For Non-Dining Use: Businesses that are legally allowed to conduct business in Pasadena.

**Application Process**

- Complete this application form
- Obtain a valid Certificate of Insurance with an endorsement for the City of Pasadena.
- For uses that obtain a legal right to serve alcohol, refer to Question 5 on the application form.
- Submit copy of food menu, if alcohol will be served in outdoor dining space.
- Submit application form and Certificate of Insurance to the Public Works Department via the online portal at [https://www.cityofpasadena.net/planning/permit-center/covid-19-reopening/](https://www.cityofpasadena.net/planning/permit-center/covid-19-reopening/).

**Design Guidelines**

For design regulations, requirements and guidelines, refer to the Parklet Guidelines.

**Operating Standards**

Parklet areas shall comply with the following standards at all times:

- A parklet may not extend beyond 7’ from the curb line where there is parallel parking, or 15’ from the curb line where there is diagonal parking.
- Parklets are permitted on streets where the legal vehicle speed limit is 25 mph or less.
- To ensure visibility to moving traffic and parking cars, parklets shall be buffered using a wheel stop or similar protective deterrent located a minimum of 36” from the parklet. Parklets shall provide a 4’ minimum setback from adjacent parking spaces and 12” from an adjacent bicycle lane or traffic lane.
- The parklet shall be constructed and maintained in compliance with all applicable ADA requirements at all times.
- Fire Code compliance is required. The most up to date requirements should be verified and adhered to by the applicant.
- The parklet shall maintain adequate distance for repair and maintenance from all utilities, street furniture, and public infrastructure (e.g. bus stop shelters, street signs, fire hydrants, etc.) at all times.
APPLICATION FOR PARKLET

Project Address: ________________________________  Case #: _________________________

- No parklets may be located over access for storm drains, manhole covers, or utility valves. Upon approval by the Department of Transportation, permitted locations shall be determined by Public Works after consideration of the above standards and other relevant factors in relation to the proposed site. Public Works may, in its discretion, place additional conditions upon the issuance of such permit in order to ensure the protection of public health, welfare, and public property.

- Parklets shall not be located within 50 feet of an intersection, 25 feet of an alley or driveway, and only where parking is currently allowed. In no case may parklets extend beyond the permittee’s property which abuts the public right-of-way or be located in a manner which interferes with the flow of pedestrian or other traffic.

- The applicant shall identify the existing curb marking condition; green, yellow, and unmarked curbs may be considered for parklet applications. The applicant may be required to identify a replacement location for yellow curb zones. A red curb is not suitable for a parklet as this typically demarcates a bus loading zone, fire access, traffic safety prohibition, etc.

- If existing parking is removed, the City shall require a letter of support from the appurtenant Business Improvement District, homeowner's association (HOA) or community association. The requesting party shall obtain approval of a minimum of 2/3 of the businesses or properties along the block frontage in favor of the parklet. Should multiple businesses fall under one property manager, the approval of the property manager can be obtained in lieu of the individual businesses.

- The maximum height of any obstruction shall be three feet and all such obstructions shall be entirely portable.

- A permit may be issued only to the operator of a business on the abutting property. The hours of operation shall be limited to the hours of operation for the associated indoor dining or business.

- Due to the expedited nature of the review associated with this permit, tents, heaters, and umbrellas/shade structures over 400 square feet in area may not be approved under a Temporary Parklet application.

- A permit is not transferable to any entity or person and is valid only as to the original applicant.

- Valid insurance required on file for duration of permit.

- Use, occupation and obstruction of the public roadway which is permitted under this application may be temporarily suspended, without prior notice or hearing, when, in the discretion of the Director of Public Works, the police chief, or the fire chief, any such use, occupation or obstruction may interfere with public safety efforts or programs, street improvement activities, construction activities, cleaning efforts or other similar activities or with the health, welfare or safety of the citizens of the city.

- The parklet shall be kept in a good state of repair and maintained in a clean, safe manner by the applicant.

- No food preparation, plastic food displays, food storage, or refrigeration shall be allowed in the public right-of-way.

- All fencing, dividers and obstructions shall comply with PMC Chapter 12.13.
APPLICATION FOR PARKLET

Project Address: _________________________________________ Case #: _________________________

- There shall be no modification of the texture of the surface of the public roadway.

- Parklets shall be located in a manner which will not interfere with visibility, vehicular or pedestrian mobility, or access to City or public utility facilities, and shall not compromise the safe use of any public walkway or other right-of-ways. The determination of whether a parklet or any part thereof interferes shall be made by the Director of Transportation or designee at the time of application based on the characteristics of each proposed site.

- Shade structures shall be ground/parklet mounted and shall not be attached to any adjacent building (per Fire Code requirements). Cut sheets of mounting details and/or load calculations shall be provided.

- Umbrellas and shade structures shall have a minimum 7-foot vertical clearance, and not exceed 10 feet in height and shall not extend past the parklet boundary.

- Promoter-produced parties or events shall be prohibited. These events include private parties that involve third parties who profit from organizing and/or drawing attendees to the events.

- Customized lighting and sound system conducive of a nightclub atmosphere shall be prohibited at all times.

- Amplification of music shall comply with the regulations of Chapter 9.36 (Noise Restrictions) of the Pasadena Municipal Code.

- Live entertainment and dancing shall be prohibited at all times.

- Smoking is prohibited in all permitted parklets and sidewalk dining areas. Violators may be subject to a fine.

- The director may, in his or her sole discretion, place additional conditions upon the issuance of the permit in order to insure the protection of the public rights-of-way and the rights of all adjoining property owners and the health, safety and welfare of the public.

- Permits shall be considered temporary and nonpermanent in nature; and permittee shall have neither property interest in nor any entitlement to the granting or continuation of any such permit.

- Permits may be terminated by the city, with or without cause, regardless of the nature and scope of financial or other interest in, or on account of the permit or the permitted use.

- All parklet areas shall operate in compliance with current State, County and/or City health guidelines.

The following additional standards shall apply to businesses serving alcohol:

- Prior to serving alcohol in a parklet dining area, the abutting property must possess both a valid on-sale alcoholic beverage license pursuant to Division 9, commencing with Section 23000, of the California Business and Professions Code of Type 41 (on-sale beer and wine eating place) or of Type 47 (on-sale general eating place), or of their successor types. Alcohol service shall be in compliance with all applicable regulations and guidance issued by the California Department of Alcoholic Beverage Control at all times.
APPLICATION FOR PARKLET

Project Address: ________________________________ Case #: _________________________

• Alcohol may be served in a parklet dining area only to the extent that a valid parklet permit is otherwise in effect.

• The parklet dining area shall be entirely contiguous with the abutting curb and sidewalk and shall be defined by a physical barrier designed to control ingress and egress which shall be reviewed and approved by the Director of Public Works or his/her designee.

A permittee serving alcohol within a parklet dining area shall post conspicuously within the parklet a sign which reads: "People consuming alcohol outside of this sidewalk dining area are subject to arrest. PMC Section 9.24.010."

• The last alcoholic beverage shall be served no later than one-half hour before closing of the associated restaurant.

• The establishment shall allow patrons of all ages, at all times.

• No cover charges, entry fees, or minimum drink orders shall be charged/required of the public.

• Signs advertising brands and types of alcohol shall not be visible from the exterior. The display of alcoholic beverages shall be interior only (no outdoor display) at all times.

• The following preventive measures shall be undertaken to reduce the potential for alcohol related problems:
  o Food service shall remain available during all hours of operation;
  o Rideshare service phone numbers shall be posted in a conspicuous location at all times in the area(s) where alcohol is served to customers;
  o All employees selling or serving alcohol shall be required to participate in an alcohol training program offered by the Alcoholic Beverages Control prior to the operation of selling/serving alcohol;
  o The availability of a variety of non-alcoholic beverages shall be made known, posted in a conspicuous location, and offered to customers. The operator shall provide a Designated Driver program and offer free non-alcoholic drinks to designated drivers.

• The parklet and surrounding area shall be maintained in a litter and graffiti free manner. Any graffiti that should appear shall be removed within 48 hours.

• Any other conditions which the director should find to be in the interest of the public health, safety or welfare.

Permit Condition on Removal

• In rare circumstances, City may require that the Permittee temporarily or permanently removes the parklet, and the Permittee must abide to do so. The City reserves the right to remove the parklet if street or utility work needs to be conducted. The Permittee is responsible for all costs associated with the disassembly and removal of the parklet.
APPLICATION FOR PARKLET

Project Address: _______________________________________ Business Name: ______________________________________

PLEASE TYPE OR FILL OUT COMPLETELY IN INK

PROJECT ADDRESS: _______________________________________ DATE: ______________

BUSINESS/TENANT NAME: ______________________________________

APPLICANT/AGENT: _________________________________________

Phone: ____________________ Email: ____________________

Mailing Address: ____________________ City: __________ Zip: _______

PROPERTY OWNER NAME: ______________________________________

Phone: ____________________ Email: ____________________

Mailing Address: ____________________ City: __________ Zip: _______

PROPOSED OPERATIONS:

1) Is there currently sidewalk dining? Yes No If yes, area occupied (square feet) ___________

2) Proposed parklet area (square feet): _____; # of outdoor tables: ___ # of outdoor chairs: ___

3) Days in operation: M TU WED THUR FRI SAT SUN

4) Hours of operation: ____________________ (Note: Parklet dining hours may not exceed regular business hours of associated indoor dining establishment.)

5) Do you currently have a legal right to serve alcohol? Yes No

6) As required, does the parklet area directly abut the business/tenant lease frontage? Yes No

INSURANCE: See insurance requirements attached. Valid insurance required on file for the duration of permit.
APPLICATION FOR PARKLET

Project Address: _______________________________________ Business Name: _________________________

PLEASE TYPE OR FILL OUT COMPLETELY IN INK

INDEMNIFICATION
Applicant/Agent agrees to defend, indemnify, and hold harmless the City and its officers, contractors, consultants, employees, and commission members (collectively, “City”) from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney’s fees and costs of litigation), including any appeals thereto (collectively, “proceeding”) brought against the City with regard to any approvals issued in connection with the application(s) by the City, including any action taken pursuant to the California Environmental Quality Act. If Applicant/Agent is required to defend the City in connection with such proceeding, the City shall have and retain the right to approve counsel to so defend the City; and all significant decisions concerning the manner in which the defense is conducted; and any and all settlements, which approval shall not be unreasonably withheld. The City shall also have and retain the right to not participate in the defense, except that the City agrees to reasonably cooperate with Applicant/Agent in the defense of the proceeding. If the City’s Attorney’s Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant/Agent. Further, Applicant/Agent agrees to defend, indemnify and hold harmless the City from and for all costs and fees incurred in additional investigation or study of, or for supplementing, revising, or amending, any document if made necessary by said proceeding.

Applicant/Agent (if different than owner) Signature: ________________________________ Date: __________
Applicant/Agent Name (Please Print or Type): _____________________________________________

CERTIFICATION
If you are not the owner of the property abutting the parklet dining, you must obtain approval of this application from the legal or beneficial owner or his duly authority agent. Any person signing the approval as an agent shall furnish a written authorization.

Are you the owner of the property which abuts the parklet dining area? No: ☐ Yes: ☐
(Abutting property is defined as the property directly abutting the portion of the public walkway in which the parklet dining area is to be placed)

If you are not the owner of the abutting property, you must obtain approval of this application from the legal or beneficial owner or his duly authority agent. Any person signing the approval as an agent shall furnish a written authorization)

(Approval of Application by Property Owner)

_____________________________

Telephone:
APPLICATION FOR PARKLET

Project Address: ______________________________________ Business Name: ____________________________

PLEASE TYPE OR FILL OUT COMPLETELY IN INK

Provide a SITE PLAN and include the following:

☐ Property lines and restaurant/business frontage.
☐ Curb marking (red, yellow, white, green) and parking spaces.
☐ Location of barriers, tables, chairs, trash receptacles and distance separation. Show compliance with all current State, County and/or City health guidelines.
☐ 3 ft social distance measured from backs of chairs. Distance is not measured from table edge.
☐ Location of public entry and exit.
☐ Locations of all above-surface improvements such as street light and traffic signal poles, trees and tree wells, parking meters, news racks, bus benches, and trash receptacles which are located within the public right-of-way adjacent to the proposed parklet.
☐ The existing and proposed pedestrian circulation pattern. Show compliance with ADA requirements.

Proposed Site Plan: In the space below, or in a separate 8.5” x 11” attachment, please provide a drawing of the proposed parklet dining area in accordance with the requirements on Page 7.
APPLICATION FOR PARKLET

Project Address: _______________________________________ Business Name: _________________________

PLEASE TYPE OR FILL OUT COMPLETELY IN INK

For Office Use Only

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Rev: 7/1/2021

PASADENA DEPARTMENT OF PUBLIC WORKS
PW-PERMITS@CITYOFPASADENA.NET

175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

T 626-744-4195
OUTDOOR DINING PERMIT
INSURANCE REQUIREMENTS

PLEASE WORK WITH YOUR INSURANCE REPRESENTATIVE(S) TO PROVIDE SUFFICIENT
PROOF OF COVERAGE AS REQUIRED HEREIN. IF THE DOCUMENTATION PROVIDED IS
INSUFFICIENT, IT WILL DELAY THE ISSUANCE OF THE PERMIT.

Name of Company: __________________________

Project Location: __________________________
Project location is not mandatory on the insurance documents. Including the project address on
your insurance certificate will limit its validity to that location only, and cannot be used Citywide
for future projects.

Job Description: __________________________

1. PLEASE PROVIDE ALL SIX (6) DOCUMENTS LISTED BELOW IN ONE PACKAGE.
2. PLEASE SUBMIT THESE IN ONE (1) PDF WHEN ALL DOCUMENTS ARE READY, ALONG
   WITH THIS COMPLETED FORM. THEY WILL BE FORWARD TO OUR CITY
   ATTORNEY’S OFFICE FOR FURTHER REVIEW AND FINAL APPROVAL.

A. ☒ General Liability: Minimum limit of $1,000,000 per occurrence, with "City of
    Pasadena, its Council Members, Commissioners, officers, employees, and agents" as
    Certificate Holder.

   A1. ☒ Additional Insured Endorsement form(s) Naming as Additional Insured: "City of
       Pasadena, its Council Members, Commissioners, officers, employees and agents".
       Alternatively, a blanket endorsement allowing for the same additional insured coverage
       as required per written contract is also acceptable.

       Acceptable form numbers include:  CG 20 12;
       or both of these forms: CG 20 10 XX XX (for ongoing operations) AND
       CG 20 37 XX XX (for completed operations).

   A2. ☒ Endorsement Waiver of the Right of Subrogation for General Liability against
       the "City of Pasadena..." or "as required per written contract."

   A3. ☒ Liquor Liability: If the permittee will be supplying and/or selling alcoholic
       beverages, the general liability insurance shall include liquor liability coverage.
       Permittee must have a valid liquor sales license and liquor liability insurance covering
       the sale of alcohol. If the permittee is using another vendor to supply alcohol that vendor
       must have liquor liability coverage.

B. ☒ Worker’s Comp and Employer’s Liability in statutory amounts. A separate
certificate may be submitted.

   B1. ☒ Endorsement Waiver of the Right of Subrogation for Worker’s Comp against
       the "City of Pasadena..." or "as required per written contract."
NOTE: All endorsements must reference the applicable policy numbers and effective dates. A statement on an insurance certificate will not be accepted in lieu of the actual endorsements required herein.

The Specification or Request for Insurance may be amended by the City, to require less or greater requirements depending on the potential risk involved.

Turn-around time for insurance review and approval is approximately three (3) working days. Insurance review and approval must be completed before a Public Works Permit can be issued.

Submit via email to: pw-permits@cityofpasadena.net
Include this completed form with your insurance submittal.

OTHER CRITICAL INCLUSION:
If the permittee maintains broader coverage and/or higher limits than the minimums shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage required, which are applicable to any given loss, shall be available to City.

Permittee’s insurance coverage shall be primary and non-contributory insurance coverage at least as broad as ISO CG 20 01 04 13 as respects City, its City Council, its officers, officials, employees, agents, and volunteers.

The City of Pasadena shall be given 30 days written notice of cancellation or material change. The certificate submitted will not be approved if it contains “best effort” modifiers or if it relieves the insurer from responsibility for failure to give notice.

Insurance is to be placed with insurers authorized to conduct business in the state of California with a current A.M. Best’s rating of no less than A:VII.
OUTDOOR DINING – TENT / PROPANE HEATER GUIDELINES

This information is being provided by the Pasadena Fire Department as a summary of the 2019 California Fire Code and has been adopted by City Ordinance as Title 14.28.010 of the Pasadena Municipal Code. The following guidelines are to be adhered to:

Tents, Canopies and Umbrellas

- There is no distinction between tents, canopies or umbrellas with or without walls, they are all the same according to the Fire Code, which means they all have to be properly weighted and fire resistive.
- Open flames of any kind (including cooking) must remain 20 feet from the tent/umbrella/canopy.
- “Mushroom Style” heaters may not be inside of the tent/umbrella/canopy and must be at least 10 feet away from the tent/umbrella/canopy.

Fire Extinguishers

- Must be a State Fire Marshal approved 2A:10BC extinguisher* (minimum) and placed every 75 feet of foot travel. Extinguishers must be mounted to a post or pole at least 6 inches from the ground, but no higher than 5 feet above the ground.
  **Extinguishers must a State Fire Marshal approved tag, or if purchased from a home improvement store, a receipt must be taped to the outside of the device**
- A Class K (Kitchen) fire extinguisher is required for deep fat frying.

Electrical Heaters

- Electrical heaters may be permitted when installed and operated per the manufacturer’s specifications. Electrical cords must be covered using a cord ramp or other device to avoid trip hazards and/or heaters from tipping.

Propane

- Propane storage must be outside in a secured enclosure and must have protection from vehicle intrusion if near a parking lot or alley.
- Smoking is prohibited within 25 feet of propane.
- Propane cylinders and appliances need to be located outside and not closer than 10 feet from tents/umbrellas/canopies or canopies.
- Ducted propane heating systems may be permitted when installed per the manufacturers specifications and may not obstruct exit pathways.
- This list is only a general guideline. There may be other requirements and restrictions based on the proposed heater locations.
Attachment 4
Spaces as Places
CREATING SAFE OUTDOOR PLACES FOR A POST PANDEMIC WORLD

CREAR LUGARES SEGUROS AL AIRE LIBRE PARA UN MUNDO POST-PANDÉMICO
We want to hear from you about this early draft proposal in order to incorporate your feedback into any final proposed regulations.

Queremos conocer su opinión sobre esta primera propuesta de proyecto para incorporar sus comentarios a la normativa final propuesta.
Temporary Outdoor Business Operations (TOBO)
Operaciones Comerciales temporales al aire libre (TOBO)

One Year Extension of TOBO
Extensión de un año para TOBO

Permanent Future Regulations
“Spaces as Places”
Futura Normativa Permanente

July/Julio 2020
Development Services
Desarrollo de servicios

May/Mayo 2021
Development Services
Desarrollo de servicios

Fall/Otoño 2021
Planning
Planeación
TIMELINE

PUBLIC OUTREACH

PUBLIC HEARING PROCESS

COUNCIL APPROVAL

JUNE 2021

JULY/AUG 2021

FALL 2021
1. How much time do you spend outdoors as compared to the pre-pandemic world? (Choose one)

- A lot more
- A little more
- Same Amount
- A little less
- A lot less
2. During the pandemic what kind of outdoor activities did you enjoy the most? (Choose all that apply)

- Biking
- Outdoor Dining
- Walking
- Running/Jogging
- Exercising
- Playing (i.e., children’s play areas)
- Other
3. What changes to public spaces would you like the City of San Diego to consider making permanent post...
How will “Spaces as Places” Improve San Diego’s outdoor experience?

- Provides a menu of options approach for creating outdoor dining
- Facilitates the creation of wider sidewalks
- Allows for a variety of uses including outdoor dining
- Allows for the creation of pedestrian and bike friendly streets

¿Cómo mejoraría “Spaces as Places” las actividades al aire libre?

- Menú de opciones para crear comedores al aire libre
- Facilita la creación de aceras más anchas
- Permite usos variados incluyendo comedores al aire libre
- Permite la creación de calles compatibles con bicicletas y peatones
Menu of Options

STREETARIES

OUTDOOR DINING WITHIN PRIVATE PROPERTY

SOCIAL CURB

PROMENADE
Streetaries
Outdoor spaces created in areas formerly dedicated to parking spaces that serve as an extension of a restaurant or other establishment that sells food and drink.

Espacios al aire libre creados en zonas anteriormente dedicadas a estacionamientos que sirven como extensión de un restaurante u otro establecimiento que vende comida y bebida.
Location Requirements
✓ Curbs with on street parking exists
✓ yellow or green curbs
✓ unpainted curbs
✓ At least 20 feet from an intersection

Requisitos para la ubicación
✓ En los carriles de la acera donde existe estacionamiento en la calle
✓ En los bordes de la acera sin pintar, amarillos o verdes
Location Restrictions:

- speed limit > 30 mph
- greater than a 2-lane collector
- red, blue or white curbs
- Within an alley

Restricciones de ubicación:

- límite de velocidad > 30 mph
- mayor que 2 carriles
- Aceras pintadas de rojo, azul o blanco
- En un callejón
Location Restrictions:

- Along bus lane, bus stops or bike lanes
- Along a proposed bike lane project
- Within 10’ of storm drain inlets or cleanouts
- Within 5’ radius of a fire hydrant

Restricciones de ubicación:

- A lo largo del carril para autobuses, las paradas de autobús o una ciclopista existente
- A lo largo de un proyecto de ciclopista que se haya propuesto
- A menos de 10 pies de las coladeras
- En un radio de 5 pies de un hidrante
Design Requirements

• Maintain 5 feet clear path of travel
• Platform even with sidewalk
• No overhead structures
• Maintain clear sightlines
• Maintain 8”X6” clear storm water gutter

Requisitos de diseño

• Mantener 5 pies de camino libre
• Plataforma a la altura de la acera
• No hay estructuras aéreas
• Mantener líneas de visión claras
• Mantener canaletas de lluvia de 8 ”X6“ sin obstrucción
Fire Safety & Emergency Access

- A 3-foot wide horizontal and vertical emergency access gap is required for every 20 feet of structure length, or from adjacent Streetaries.
- May include an easily removable barrier for emergency personnel
- No overhead structures other than umbrellas
- Display address for each storefront on outside of enclosure

Seguridad contra incendios y acceso de emergencia

- Se requiere un espacio de acceso de emergencia horizontal y vertical de 3 pies de ancho por cada 20 pies de largo de la estructura, o desde las calles adyacentes.
- Puede incluir una barrera fácilmente desmontable para el personal de emergencia
- No hay estructuras aéreas que no sean sombrillas
- Mostrar la dirección en el exterior de cada sección
**Fire Safety & Emergency Access**

- No overhead structure (Umbrellas are permitted)
- Maintains sightlines & visibility above 42”
- No heaters below umbrellas

---

**Seguridad contra incendios y acceso de emergencia**

- Sin estructura aérea (Las sombrillas están permitidas)
- Mantiene las líneas de visión y la visibilidad por encima de 42”.
- No habrá calentadores debajo de las sombrillas
Fire Safety & Emergency Access

No overhead structures allowed

Seguridad contra incendios y acceso de emergencia

No se permiten estructuras aéreas
Accessibility

Platform is even with the sidewalk

Accesibilidad

La plataforma deberá estar a la altura de la acera
Accessibility

5 feet clear path of travel

Accesibilidad

5 pies de vía libre para peatones
Storm Water Compliance

Platform is even with the sidewalk

Cumplimiento de las aguas pluviales

La plataforma debe estar a la altura de la acera
Storm Water Compliance

8” X 6 “ clear gutter

Cumplimiento de las aguas pluviales

Canaleta para lluvia de 8” X 6”. 
Permit Requirements

• Multi-year Public Right of Way Permit
• Ministerial Review Process
• EMRA and Liability Insurance
• Exclusive Use Fee
• Deviations through Discretionary Process

Requisitos para los permisos

• Permiso multianual de derecho de uso público
• Proceso de revisión ministerial
• Seguro EMRA y de responsabilidad civil
• Cuota de uso exclusivo
• Desviaciones a través del proceso discrecional
Social Curb
Permanent extension of the curb into the parking lane to facilitate a variety of activities, such as recreation, outdoor dining and enjoyable public interaction

Acera de convivencia
Extensión permanente de la acera hacia el carril de estacionamiento para facilitar una variedad de actividades, como la diversión, comer al aire libre y una agradable interacción con el público
Location Requirements:
✓ Within curb lanes where on street parking exists
✓ Engineering Criteria as required by City Engineer

Requisitos de ubicación:
✓ En la acera donde exista estacionamiento en la calle
✓ Requisitos de ingeniería establecidos por el ingeniero de la ciudad
Design Requirements:

- Maintain 5 feet clear path of travel
- Curb extension on one or both sides of the street
- No overhead structures
- Keep areas near intersections clear of structures
- Maintain clear sightlines and clear emergency access
- Storm Water Compliance

Requisitos de diseño:

- Mantener 5 pies de vía libre para peatones
- Ampliación de la acera en uno o ambos lados de la calle
- No estructuras aéreas
- Mantener libres de estructuras las zonas cercanas a las intersecciones
- Mantener las líneas de visión y los accesos de emergencia despejados
- Cumplimiento con los reglamentos de las aguas pluviales
Storm Water Compliance

Trench drains along the curb extension

Cumplimiento con los reglamentos de las aguas pluviales

Drenajes de zanja a lo largo de la acera
Permiso de derecho de vía
Proceso de revisión ministerial
Acuerdo de invasión y mantenimiento
Seguro de responsabilidad civil
Cuota de uso exclusivo
Desviaciones de acuerdo con el proceso de revisión discrecional

Requisitos del permiso:
Outdoor Dining within Private Property

Outdoor Dining in parking lots of a permitted eating and drinking establishment within Transit Priority Areas.

Comedor al aire libre en propiedad privada

Comedor al aire libre en los estacionamientos de un establecimiento de comidas y bebidas permitido dentro de las Áreas de Prioridad de Tránsito
Permit Requirements:

• Ministerial Review Process
• Existing Placemaking regulations
• Deviations in accordance with Discretionary review process

Requisitos para el permiso

• Proceso de revisión ministerial
• Reglamentación existente sobre la creación de lugares
• Desviaciones de acuerdo con el proceso de revisión discrecional
Promenade
Partial or complete street closure to vehicular traffic to facilitate active transportation uses such as walking, biking, recreation, outdoor dining and enjoyable public interaction

Promenade
Cierre parcial o total de la calle al tránsito vehicular para facilitar los usos de transporte activo, como caminar, andar en bicicleta, recrearse, comer al aire libre y disfrutar de la interacción con el público
Permit Requirements

- Discretionary Review Process
- Encroachment and Maintenance Agreement
- Liability Insurance
- Exclusive Use Fee

Requisitos para los permisos:

- Proceso de revisión discrecional
- Acuerdo de invasión y mantenimiento
- Seguro de responsabilidad civil
- Cuota de uso exclusivo
Public Right-of-Way Fee

Exclusive Use → Fee
Open to Public during non-operational hours → Reduced Fee
Open to Public → No Fee

Cuota de uso público

uso exclusivo → cuota
abierto al público fuera de horas de operación → cuota de descuento
abierto al público → sin cuota
Equity

- Exclusive Use fee for the exclusive use of Public Right of Way
- 50% of the Revenue generated towards Public Right of Way Improvements
- 50% of the Revenue generated to support and facilitate the creation of Outdoor dining areas of businesses within Communities of Concern

Equidad

- Cuota de uso exclusivo de la vía pública.
- 50% de los ingresos generados para la mejora de la vía pública
- 50% de los ingresos generados para apoyar y facilitar la creación de áreas de comedor al aire libre de los negocios dentro de las Comunidades de Interés
We want to hear from you!

https://arcg.is/jSi4b

¡Queremos saber su opinión!

https://arcg.is/aua890
The City of San Diego's proposed program to transition temporary pandemic-response outdoor spaces to permanent spaces that safely bring people together to dine, play and gather.

Social distancing guidelines changed how businesses use public spaces. Temporary outdoor spaces popped up throughout the City, allowing for businesses to continue to serve customers.

Spaces as Places is a comprehensive program designed by the City of San Diego's Planning Department to transition these temporary spaces from an emergency response to a permanent program with established design and safety standards.

www.sandiego.gov/spaces-as-places

Sign up for updates!

Get news from Spaces as Places in your inbox.

Email

Sign Up!

¡Regístrese para recibir actualizaciones!

Recibe noticias de Spacess as Places en su bandeja de entrada.

Correo electrónico

Inscribirse

Sameera Rao
Srao@sandiego.gov
THANK YOU.

MUCHAS GRACIAS.