



## Parklet and Outdoor Dining Standards

A *parklet* is a semi-permanent installation providing patron dining on public or private parking spaces. *Outdoor dining* refers to other situations including sidewalks, plazas, or other open areas, public or private. Parklets and outdoor dining are considered “Outdoor Dining” as allowed by CMC Chapter 17.22.

Standards for parklets and outdoor dining are divided into three sections below: Those applicable to 1) both parklets and outdoor dining, 2) outdoor dining only, and 3) parklets only. For more information, contact the Community Development Department at 707-665-3636.

### **A. Standards Applicable to Both Parklets and Outdoor Dining**

#### ***General***

1. All installations must receive City evaluation and approval for Planning/Zoning consistency, design, accessibility/ADA compliance, and traffic safety, and from the Police Department and Fire Marshal. A Minor Use Permit is required if the installation will abut a residential use.
2. All installations shall require a Building Permit, unless the Community Development Director determines that this requirement may be waived.
3. Any installation on public property, with the exception of temporary parklets as described below, will require the subject business to enter into a License Agreement with the City, liability insurance to meet City’s standards, and, in the case of a parklet, payment of an annual fee of \$1 per square foot of public property occupied. Licensee is responsible for the installation, maintenance, and upon termination of License, removal of parklet/outdoor dining and return of the space to its prior condition or better.
4. The property owner’s written permission is required for private property installations.
5. Parklets and outdoor dining may include limited food preparation and sales of prepared foods, with City approval, provided that the following standards are met:
  - a. Approval is obtained from County of Sonoma Environmental Health.
  - b. The total area used for this activity is no more than 25 square feet and is contained on a table, cart, or stand that is raised a minimum of 30” above grade.
  - c. Smoke, fumes, odors, and noise do not impact neighboring businesses, residences, or other uses.
  - d. Any food or liquid that spills onto the ground is cleaned up immediately and not washed into gutters, streets, or storm drains.
  - e. Any alcoholic beverage sales taking place outdoors meet all City of Cotati and California Department of Beverage Control (ABC) requirements for the sale and service of alcoholic beverages.

### ***Design and Building***

6. Installations on public property must be located directly in front of the subject business, and the linear space allocated shall generally not exceed the length of the subject business' street frontage.
7. Furnishings, fencing, railing, and other components shall be constructed primarily of finished wood or metal. No plastic furnishings shall be allowed without City approval.
8. No business names, logos, or advertising shall be allowed on furnishings, umbrellas, fencing, lighting, barricades, diverters, planters, or other components.
9. Any signs proposed will require a Sign Permit from the City.
10. Installations shall not block visibility of nearby businesses, encroach by more than 1/3 into street tree canopies, or block driveways or utilities.
11. No element of installations on public property may penetrate the street or sidewalk surface.
12. Battery- and solar-powered lights are allowed.
13. Electricity may be extended to the installation, with City approval. In general, power cords will be limited to one, and must be run overhead.
14. Gas-powered heating or cooking devices may be proposed, but will require City approval. Gas heaters or cooking devices must have a minimum 5' clearance from flammable materials, and shall not be placed underneath canopies, awnings, umbrellas, or trees, unless expressly authorized by the Cotati Fire Marshall. Any cooking or food preparation surface must be raised at least 30" above grade. Electric heaters may be used per manufacturer's safety instructions, if electricity is available.

### ***Safety and Accessibility***

15. Any installation must preserve a minimum 4' unobstructed path of travel along sidewalks.
16. All outdoor dining and parklets must be maintained in a clean, sanitary condition.
17. No chemicals or hazardous substances shall be used in the maintenance of parklets or outdoor dining in such a way that they might run off into the street, gutter, and/or storm drains.
18. The City is not responsible for damage to parklets or outdoor dining from vehicles, routine City maintenance in the public right-of-way, or impacts due to emergency repairs to City utilities and/or street features.
19. Any tables, seats, counters, drink rails, and other amenities provided must include at least one each that is of an accessible/ADA-compliant design.

## **B. Standards Applicable to Outdoor Dining (Non-Parklet) Only**

20. All outdoor dining shall provide a minimum clearance of 5' around fire hydrants, 3' around fire department connections on buildings, 2' from driveways, and 10' from bus stops, and shall not obstruct curb returns or curb ramps.
21. On public property, market-style shade umbrellas may be used and shall be made of canvas or canvas-like material. A minimum vertical clearance of 7' is required under umbrellas; maximum height of umbrellas is 9'. Umbrellas must be stored in the closed position during non-operating hours.
22. On private property, semi-permanent covering, trellising, pergolas, and canvas shade cloths or umbrellas are allowed and shall be anchored consistent with manufacturer's guidelines to withstand windloads, and in a manner acceptable to the City. Reasonable height of roofing/covering and supporting posts shall be as approved by the City, generally a minimum of 7' and maximum of 10'.

## **C. Standards Applicable to Parklets Only**

### ***General***

23. Parklets may only be located on streets with existing on-street parking spaces.
24. Parklets proposed for streets with a speed limit of 30mph will require additional City review; parklets are prohibited on streets with speed limits of 35mph or more.
25. A maximum of two public parking spaces, or three private lot parking spaces, may be occupied by a parklet. Accessible/ADA parking spaces and loading zones may not be used for parklets.
26. A parking evaluation will be performed by the City for parklets proposed on private property to ensure that removal of parking will not adversely impact neighboring businesses or residents.

### ***Safety and Accessibility***

27. Parklets shall be located such that the entire parklet area maintains the following clearances:
  - a. 20' from an intersection from the approaching direction
  - b. 10' from an intersection from the exiting direction
  - c. 10' from bus stops
  - d. 5' from fire hydrants or other fire department connections
  - e. 2' from any active driveway
  - f. Access to public utilities shall not be obstructed.
  - g. Parklets located within 35' of street intersections may be prohibited or limited in height and area, at the City's discretion.
28. Parklets shall include minimum safety buffers as follows: 4' from adjacent parallel parking spaces; 2' from adjacent diagonal parking spaces or perpendicular parking spaces; 2' from

traffic lanes; and 1' from bike lanes. Safety buffers will be included in the total parklet footprint area allocated to the business.

29. Traffic safety elements shall be installed per City requirements, at applicant's expense, and must be located within the total parklet footprint area allocated to the business.
  - a. Traffic barricades or their equivalent will be required on *all* non-sidewalk sides of a parklet. Potential barricades may include steel stock tank planters, heavy wood planter boxes, or similar objects.
  - b. Wheel stops will be required for parklets occupying parallel parking spaces.
  - c. Edges and corners of parklets should be marked with yellow high-intensity retro-reflective tape or reflectors to be visible to drivers at night.
  - d. The City may require additional safety measures at its discretion.
30. Each parklet shall include a readily visible address for emergency responders.

### ***Design and Building***

31. Parklets shall be delineated by open fencing or other approved barrier material of 30" to 42" high. Intermittently-placed posts exceeding 42" are allowed to support covering, but should not block clear visibility through the parklet. Fully transparent panels above 42" high to block the wind may be considered.
32. If used, umbrellas shall be made of canvas or canvas-like material, and shall be stored in the closed position when the subject business is closed.
33. Semi-permanent covering, trellising, pergolas, and canvas shade cloths are allowed and shall be anchored consistent with manufacturer's guidelines to withstand windloads, and in a manner acceptable to the City. Reasonable height of roofing/covering and supporting posts shall be as approved by the City, generally a minimum vertical clearance of 7' and a maximum height of 10'. Coverings shall not extend over a public sidewalk.
34. Parklets adjacent to a sidewalk/curb must have solid flooring installed to create a stable, smooth, slip-resistant ADA-compliant raised platform of less than 2% slope. The flooring must be flush with the sidewalk/curb, with no more than 1/2" horizontal gap and no more than 1/4" vertical gap or level change.
35. Parklet flooring must be designed and constructed to avoid water pooling underneath, allow regular cleaning underneath, and avoid impeding curblin drainage. A minimum 6" by 6" of clear gutter space must be provided along the entire length of the platform, and should be maintained so that gutter remains unblocked, including regular trash removal. The rest of the flooring platform shall be designed to prevent debris and trash from going underneath.

### ***Maintenance***

36. The area underneath the parklet flooring platform and the adjacent gutter shall be cleaned out weekly, preferably by sweeping or blowing. Trash shall not be allowed to accumulate under or adjacent to the parklet, or to enter any adjacent storm drains.

37. Buffer areas shall be maintained and kept clear of trash and obstructions such as garbage bins, bicycles, etc.
38. Periodically, the City will need to maintain the road surface and may require the operators of parklets on public property to remove the installation for that operation.

***Temporary Parklets***

39. Temporary parklets may be approved by the City on a case-by-case basis. Such parklets shall generally adhere to the above standards, with modifications allowed by the City to allow for the short-term nature of the installation.
40. Temporary parklets may be installed for a total of 18 days per calendar year. All furnishings and equipment related to the parklet must be removed from the parking space(s) at the end of each day of operation (no later than 10:00pm).

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