

Instructions for Submitting a Temporary Encroachment Application

Cotati's streets and public right-of-way make up 25% of the City's land area, more space than all the park area combined. Many of our streets contain areas that could support Cotati's businesses during the Covid 19 pandemic. This program, a collaborative effort between the Community Department, Public Works, and the Cotati Chamber of Commerce, seeks to allow businesses to temporarily use these spaces to up to two months after expiration of the City's COVID 19 Emergency Declaration or sooner if terminated by the Applicant, to help get business going again. The City Council has waived the fee for all temporary permits under this program.

This application is intended for most uses in the public right of way, from expanding outdoor retailing and dining into the sidewalk or parking areas, to installing a Parklet. Installing a Parklet is one way to activate the space in the public right-of-way, as part of the plan to temporarily relax certain land use restrictions and support businesses while complying with the Shelter In Place Orders and amendments. Parklets provide an economical solution to the desire and need for wider sidewalks and are intended to provide an area for the business community and general public to sit and enjoy the public space, particularly when there is insufficient space on the sidewalks.

Closure of City streets or park space is another available option, but these are evaluated on a case by case basis. Please contact the Public Works Department for more information on these options.

Submittal Requirements for Use of City Sidewalks

- Temporary Encroachment Permit application form. The permit, once approved, grants permission for the use of the right-of-way.
- Signed General Conditions and Indemnity Statement
- Requested Encroachment Area: Written description of proposed use and three sets of 11x17 plans to scale, showing accessible path of travel (minimum 48-inch path of travel) and proposed elements (e.g. tables & chairs, benches, planters/landscaping, bicycle parking, etc.) .
- Outdoor dining and sales must comply with Americans with Disabilities Act (ADA) requirements. Outdoor dining needs at least 1 accessible table and restroom available.
- Description of planned restroom facilities and management/disinfection routine for restrooms, if applicable.
- Photos of the existing site
- Provide a 24/7 contact if there is an emergency and elements in the temporary encroachment area needs to be relocated on an emergency basis.
- A statement acknowledging review and understanding and agreeing to abide by the attached "Code Requirements for Covid-19 Outdoor Displays, Sales and Dining Use", as well as the general conditions for this permit.

Permit for Use of City Sidewalks Review and Approval Process

- 1) Submit the application to the Public Works Department (bbober@cotaticity.org). As necessary, the application will be referred to Community Development, and/or the Police Departments for their review and recommendations. There is no fee for this permit.
- 2) In most cases, the permit will be reviewed and issued within 1-2 business days.
- 3) Any interested person may appeal the approval of the permit decision by the DPW Director to the City Council within fifteen (15) days of the Director's decision.
- 4) The permit is temporary and shall expire two months after expiration of the City's COVID 19 Emergency Declaration or sooner if terminated by the Applicant.

Parklet Guidelines (use of Street Parking Spaces)

Parklet permits are submitted to the Public Works Department, and will be evaluated and approved by City Community Development and Public Works. An overview of the goals, policies, process and procedures is available in the San Francisco Parklet Manual that can be downloaded here <https://groundplaysf.org/publication/san-francisco-parklet-manual/>.

Who is eligible to apply?

- Property or business owners adjacent to the parking spaces being requested to occupy with business activities.
- Other applicants may be considered on a case by case basis.

Submittal Requirements

- Temporary Encroachment Permit application form. The permit, once approved, grants permission for the use of the right-of-way.
- Signed General Conditions and Indemnity Statement
- Requested Encroachment Area: Written description of proposed use and three sets of 11x17 plans to scale, showing accessible path of travel (minimum 48-inch path of travel) and proposed elements (e.g. merchandise display, tables & chairs, benches, planters/landscaping, bicycle parking, etc.) .
- Outdoor dining and sales must comply with ADA requirements. Outdoor dining needs at least 1 accessible table and restroom available.
- Indicate any planned restroom facilities and management/disinfection routine for restrooms, if applicable.
- Photos of the existing site
- Provide a 24/7 contact if there is an emergency and elements in the temporary encroachment area needs to be relocated on an emergency basis.
- Parklet on a street grade greater than 5.0% or in a zone greater than 25-mph shall be reviewed on a case-by-case basis. Parklets may not be installed in front of a fire hydrant,

over a manhole or public utility valve/cover and may not be bolted to the roadway. All parklet designs shall comply with Americans with Disabilities Act accessibility guidelines.

- A description of how the proposed Parklet meets each of the location and design parameters listed below.
- A statement acknowledging review and understanding and agreeing to abide by the attached "Code Requirements for Covid-19 Outdoor Displays, Sales and Dining Use" as well as the general conditions for this permit.

Appropriate Design and Location Parameters

- A. The proposed Parklet site should be located at least twenty (20) feet from a street corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner. Exceptions may be considered on a case-by-case basis.
- B. The proposed location should have a posted speed limit of 25 mph or less. Streets with higher speed limits may be considered on a case by case basis.
- C. The Parklet should provide a minimum clearance of 12" from the edge of any existing parking apron, or where there is parallel, diagonal or perpendicular parking and shall provide safety measures to protect occupants of the Parklet from vehicles.
- D. The Parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of the Americans with Disabilities Act (ADA), and the 2010 ADA Standards.
- E. A minimum of 84-inches in height must remain clear of any obstructions along the pedestrian path of travel within the Parklet, entry and accessibility areas on the Parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the Parklet.
- F. The proposed street should not have a grade greater than 5.0%. On a case-by-case basis, a Parklet may be proposed on a street grade greater than 5.0%; however additional design requirements and review will be required to make the Parklet accessible for the public.
- G. Parklets may be required to have soft hit posts and wheel stops if occupying the vehicular right-of-way.
- H. Parklets shall generally not occupy more than two (2) street parking spaces, generally directly in front of the business requesting the Parklet. Other alternatives will be reviewed on a case-by-case basis.
- I. Parklet structures shall not be allowed over a manhole, public utility valve or other at-grade access point in the street or sidewalk, and shall not obstruct drainage in the gutter.

Parklet Review and Approval Process

- 1) Submit the Parklet application to the Public Works Department (bbober@cotaticity.org). As necessary, the application will be referred to

Community Development, and/or the Police Departments for their review and recommendations. There is no fee for this permit.

- 2) Unless incomplete, the permit will be reviewed within 5 business days.
- 3) Any interested person may appeal the approval of the permit decision by the DPW Director to the City Council within fifteen (15) days of the Director's decision.
- 4) The permit is temporary and shall expire as specified herein.

For More Information

For more information or clarification on any of the permit requirements, please contact us at:

City of Cotati Public Works

201 W Sierra Avenue, Cotati, CA 94931

Telephone : (707) 665-3638 bbober@cotaticity.org

Hours : 7:30 a.m. - 5:00 p.m. (Monday through Friday, except official holidays)

At this time, due to the Health Order, all permits will be processed via electronic submittals.