

# DRAFT PALO ALTO PERMANENT PARKLETS PROGRAM

## I. Introduction

The City of Palo Alto has developed a Permanent Parklet Program that will allow for parklet installations in eligible areas of Palo Alto. The program is designed with the intended purpose of supporting the vibrancy of the public realm and enhancing the civic experience of diners, pedestrians, motorists, and cyclists.

The following standards outline the requirements for parklet installation including, location, materials, and design. The City of Palo Alto will review all parklet permit applications and will only approve parklets that are able to meet the standards. Due to the unique circumstances of each proposed parklet location, some parklets may require additional review by key departments (as outlined).

All parklets—including installations previously installed under the pilot parklet program—will require a new Permanent Parklet Permit from the City of Palo Alto. Application requirements are outlined in Section IV (A) Submittal Requirements.

Parklets are permitted in conjunction with legally existing and permitted eating and drinking establishment uses as well as commercial uses including retail and fitness establishments. Any and all business activity must be contained within the parklet space and not encroach into the sidewalk, public right-of-way, or roadway.

## II. Glossary

Due to the unique design and placement of parklets, there are several terms with distinct meanings that should be understood in order to implement the standards.

1. **Enclosure**—Protective barrier that follows the parklet edge.
2. **Platform Edge**—The outermost edge of the parklet platform.
3. **Parklet Footprint**—The total area within the parklet edge that can be utilized by a project applicant.
4. **Platform**—Base of the parklet that is at grade with the sidewalk.
5. **Travel Lane**—Portion of the street with active automobile traffic.

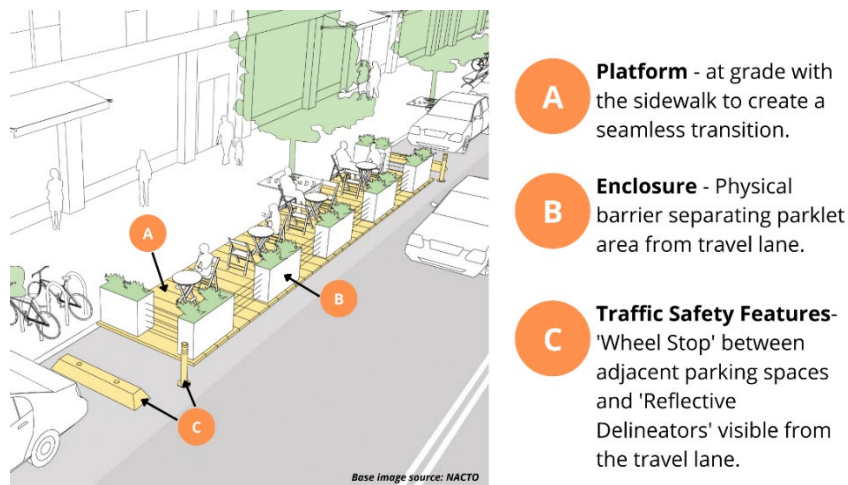


Figure 1: Key Terms

### **III. Location and Setback Requirements**

#### **A. Location**

The location of a parklet is dependent on the eligibility criteria, which varies based on the type of parking space a parklet will occupy (parallel parking spaces, angled spaces, and non-standard spaces).

##### **1. Eligibility**

- a. Parklets are only permitted on streets with speed limits of 25 mph or less.
- b. Parklets are generally permitted on streets with a running slope (grade) of five percent or less.
- c. Parklets cannot be installed in any portion of a travel lane at any time.
- d. When located near an intersection, parklets must be located at least 20 feet from the rear most boundary of a crosswalk at the nearest intersection of the street corner. Exceptions will be considered on a case-by-case basis.
- e. In the event a restricted area (i.e., loading zone) is being proposed to be used as space for a parklet, the Office of Transportation shall meet with the applicant to evaluate relocation of the restricted area. Relocation of the restricted area may not be possible.

##### **2. Parallel Parking**

- a. For parallel parking spaces, the parklet structure must be set back 48 inches (4 feet) from adjacent marked parking spaces.
- b. It is recommended, though not required, that a parklet consist of at least two contiguous parallel parking spaces.
- c. The platform edge shall be 2 feet back from the outer edge of the parking space it occupies. For all parallel parking spaces located on public streets within the City of Palo Alto, this shall be 2 feet from the exterior edge (closest to traffic) of marked parking T's (where they exist). This is shown in Figure 2.
- d. In no case shall a parklet be placed within the 2-foot area measured from the outer edge of the parking space. These 2 feet shall be kept clear at all times. The only objects which shall lawfully occupy this space are reflective delineator posts, or their equal.
- e. Parallel parking spaces adjacent to a curb typically measure 8 feet wide by 20 feet long. The dimensions of a parklet in one parking space could be 6 feet wide and 12 feet long. This is because of the 2 foot setback from the outer edge of the parking space, and the 4-foot setbacks from the adjacent parking spaces(Figure A).
- f. Parallel parking space measurements may vary across the City of Palo Alto. As a result of this variation, some parklets may measure less than 6 feet wide. If the existing parking stall width is less than 8 (eight) feet, the parklet shall be 2 feet less than the parking stall width.
- g. Parklets located in the downtown area that are between a bulb-out tree planter do not require a 4-foot setback from the adjacent parking spaces.

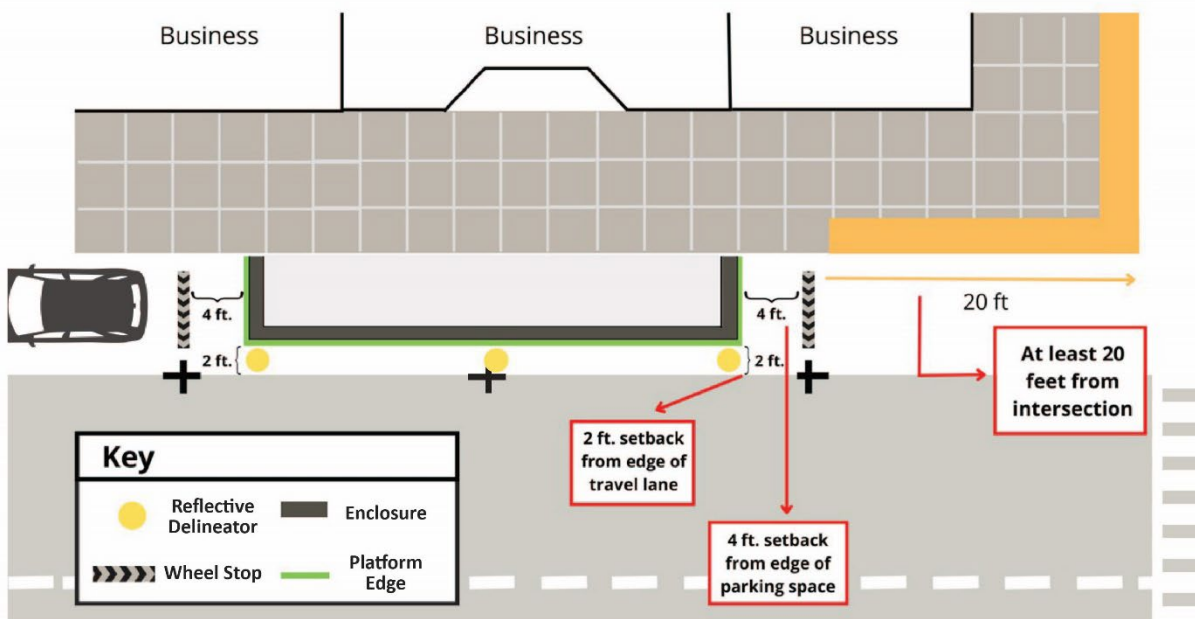


Figure 2: Dimensions of a Parallel Parking Space Parklet

### 3. Angle Parking Spaces

- a. A parklet in an angle parking space shall consist of at least two contiguous angles parking spaces.
- b. A parklet platform shall be 3 feet back from the rear edge of the existing angled parking space. For angled parking spaces located on public streets within the City of Palo Alto, this shall be 3 feet from the exterior edge (closest to traffic) of the marked parking stall. This is shown in Figure 3.
- c. In no case shall a parklet be placed within the 3-foot area measured from the rear edge of the parking space. These 3 feet shall be kept clear at all times.
- d. The only objects which shall lawfully occupy this space are reflective delineator posts, or their equal.
- e. For angled parking spaces, the edge of the parklet must be set back 3 feet from the adjacent parking space on either space.

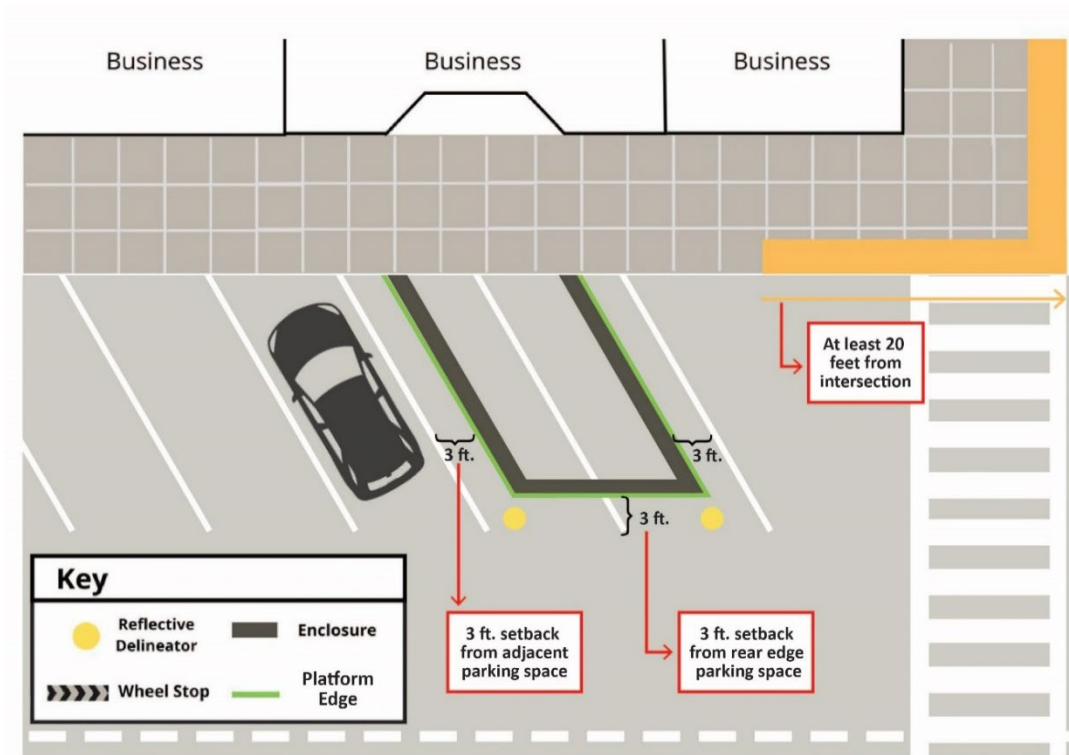


Figure 3: Angle Parking Space Parklet Dimensions

#### 4. Non-Standard Spaces

1. A non-standard parking space is an angle or parallel space that does not meet the City of Palo Alto's standard width or length for parking spaces. Standard parking space dimensions are as follows:
  - a. Parallel parking space adjacent to a curb: 8-feet wide and 20-feet long
  - b. Parallel parking space adjacent to a wall: 10-feet wide and 20-feet long
  - c. 45-degree angle parking space: 8.5-feet wide and 21.2-feet long
  - d. 60-degree angle parking space: 8.5-feet wide and 19.7-feet long
  - e. 75-degree angle parking space: 8.5-feet wide and 20.2-feet long
  - f. 90-degree angle parking space: 8.5-feet wide and 17.5-feet long
2. Angled parking space measurements may vary across the City of Palo Alto. As a result of this variation, some parklets may measure less than the standard 8.5-feet wide. If the existing parking stall width is less than 8.5-feet, the parklet shall be 3 feet less than the parking stall width.
3. For any non-standard parking space, the Office of Transportation staff, in partnership with Public Works, will review plans for such sites; this may include a site visit. The additional review will help maximize the parklet while maintaining an adequate travel lane.
4. For non-standard angled parking spaces, the edge of the parklet structure must be set back 3 feet from the adjacent parking space on either side. (This applies to all angle parking spaces along University Avenue as nearly all are substandard).

## **B. Parklet Setbacks**

### **5. *Setbacks***

- a. As stated above, all parklets in parallel parking spaces must be setback 4 feet from the adjacent parking spaces. This setback shall be delineated by a concrete wheel stop affixed to the street (see figure 2 above and 'Traffic Safety' below).
- b. As stated above, all parklets in angled parking spaces must be setback 3 feet from adjacent parking spaces and 3 feet from the rear edge of the parking space (see figure 3).
- c. All parklets are required to include 2-foot setback from adjacent driveways.
- d. Parklets are prohibited in front of active driveways, on street curves, or hills where horizontal or vertical sight-distance is a safety issue as determined by the Office of Transportation.
- e. The setback may not contain seating.

### **6. *Sidewalk Area***

- a. Neither the construction nor operation of the parklet shall interfere with, obstruct, or otherwise diminish the adjacent sidewalk and pedestrian path of travel.
- b. All walkways and sidewalks shall maintain at least 8 (eight) feet clear path of travel.
- c. A parklet cannot operate in conjunction with sidewalk dining. Eligible applicants must elect to operate a parklet or sidewalk dining. This ensures sidewalks remain open and available for pedestrian travel.
- d. The setback may not contain seating

## **C. Other Location Criteria**

### **1. *Proximity to Utilities and Public Facilities***

- a. Parklets must not block public utilities, bus stops, driveways, telecommunication vaults, or other in-ground infrastructure.
  - i. Parklets shall not be placed over gas main or gas services due to potential hazards.
- b. Parklets located next to alleys (as defined under PAMC 18.04.030(a)8) must be set back 5 (five) feet from the outside edge of the driveway as measured from the curb face/gutter flowline.
- c. Parklets shall be placed no closer than 50 linear feet from a bus stop loading zone.
- d. Parklets shall be placed no closer than 15 linear feet from fire hydrants.
- e. Parklets shall not be placed within a 5 foot radius of a manhole cover to allow for maintenance access.
- f. Parklets shall be placed no closer than 5 linear feet from a storm drain catch basin. Parklet construction and design must allow access to the catch basin and shall not obstruct the catch basin.

- g. In the event a proposed parklet location is in conflict with public infrastructure (i.e., public signage, benches, etc.), the Public Works Department shall meet with the applicant to evaluate relocation of the infrastructure. Relocation of any infrastructure may not be possible.

2. *Fire Safety*

- a. No portion of the parklet or associated seating shall block FDC or associated equipment.
- b. Business address shall be visible from the street and cannot be fully obstructed by the parklet and associated materials.

3. *Street Trees*

- a. Any portion of the proposed parklet must maintain the following clearances from existing street trees:
  - a. Horizontal clearance equal to a two-foot radius around the tree well. This does not apply to raised tree wells.
  - b. Vertical clearance of 3 feet measured from the highest point of the parklet (if proposing a parklet with a roof).
  - c. At no time shall there be materials placed in the tree well area or within City planters.
- b. To discourage patrons from stepping on tree wells and possibly damaging tree roots, where needed, a railing shall be installed on the parklet platform adjacent to the tree well. This will alter the path patrons travel, limiting persons stepping on the tree roots.

4. *Bike Facilities*

- c. Bicycle racks or other bicycle facilities shall not be removed, made unusable, or otherwise disturbed or obstructed by the construction of a parklet.
  - i. Any parklet design that proposes such disruption shall require review by and approval of the Office of Transportation. Relocation of an existing bicycle facility may be subject to additional fees.
- d. Applicants are encouraged to incorporate bike parking into their parklet design.

5. *Accessibility*

- 1. The sidewalk and parklet path of travel must comply with the appropriate Americans with Disabilities Act (ADA) and California Building Code (CBC) chapter 11B accessibility provisions.
- 2. The parklet path of travel must comply with CBC chapter 10 exiting requirements.

## IV. Parklet Design

The following guidelines describe both the safety and design requirements for parklet applications including standards for:

- A. Platform
- B. Enclosure
- C. Traffic Safety
- D. Furnishings & Fixtures

### A. Platform

#### 1. *Structural*

- a. Parklets shall be constructed with quality materials and shall be of natural durable wood (such as redwood, cedar, etc.), preservative treated wood, or other engineered material suitable for exterior conditions.
- b. The parklet platform must support 100 pounds per square foot of live load.
- c. All fastening hardware and fasteners adjacent to and into preservative treated wood must be made of one of the following: hot-dipped zinc coated galvanized steel, stainless steel, silicon bronze, or copper.

#### 2. *Drainage & Ventilation*

- a. The underside of the platform shall be constructed to allow for seasonal drainage.
- b. Adequate cross ventilation shall be installed to allow for the surface to dry within 12 –24 hours.
- c. Openings under the platform shall be screened with corrosion-resistant material with a maximum one quarter inch mesh.
- d. Parklets shall not impede the flow of curbside drainage. The parklet design shall include a minimum 6.5" wide clearance from sidewalk curb along the entire length of the parklet. Openings at either end of the parklet shall be covered with screens to prevent debris buildup beneath the parklet and in the gutter. The closure 2x decking can be removable for easy access for under platform inspection as needed. See Figure 4 for suggested platform attachment design details.

#### 3. *Platform Attachment*

- a. The parklet shall be anchored to the City street and/or curb. Any anchoring proposed into the public street will require USA markings and additional staff review. Platform system shall be anchored at maximum 6'-0 apart in each direction to the roadway to avoid movement during an earthquake. See Figure 4.
  - i. Limit anchoring to 6-12 inches embedment in the street.
- b. The grate support along the curb face shall be anchored to the curb. The anchor shall be installed perpendicular to the curb (per the detail provided in figure 4).
  - i. The manner of anchoring shall be through a pre-drilled hole into the curb and a concrete anchor bolt. Limit anchoring to 3-4 inches embedment in the curb.

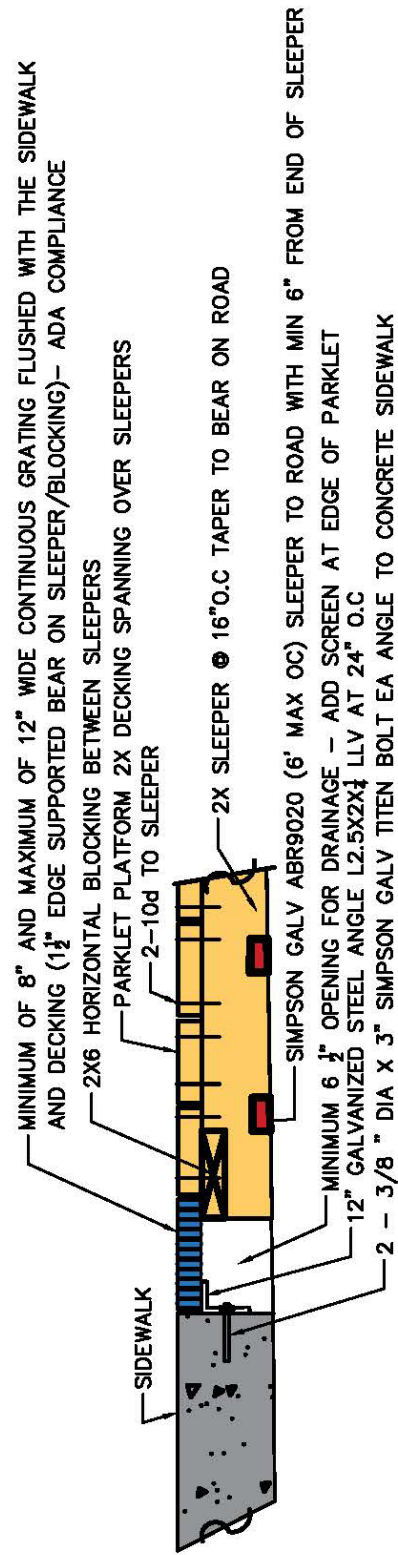


Figure 4: Suggested Platform Attachment Design

## PARKLET-SIDEWALK DRAINAGE DETAIL (NTS)



#### 4. *Roofs*

##### a. Structural

- i. Complete roof framing plan, which includes horizontal and vertical bracing, is required to be submitted with structural calculations. A licensed architect, and/or a civil and/or structural engineer, shall sign the plan and associated calculations.
- ii. All connector hardware and fasteners shall be resistant to corrosion and listed as compatible to the framing material.
- iii. Roof may be a solid uniform material or open construction (i.e., trellis, pergola, etc.)
- iv. Roofs shall not be attached or connected to a building.
- v. Roof shall slope toward the street to ensure rainwater drains into the street.
- vi. Gutters and rain leaders are required.
- vii. Roofs shall not extend over the public sidewalk.
- viii. Roof's outer edges along the travel lane may extend 6 inches beyond parklet footprint at 8 feet or above to allow for attachment of the rain leaders and gutters only.

##### b. Height

- i. The roof shall be a minimum height of 8 feet provided the adjacent sidewalk is at least 8 feet wide. If the adjacent sidewalk is less than 8 feet wide, the applicant will need to consult with the Palo Alto Fire Department
- ii. A parklet roof shall measure no taller than 12 feet, as measured from the platform grade.

##### c. Materials

- i. Rooftop material may be of plywood sheathing, polycarbonate sheets, or sheet metal.
  - i. If plywood sheathing is used, it must be painted or stained.
- ii. If fabric shade sails or similar fabric coverings are proposed, the fabric cover shall be limited to the top portion of the parklet and not extend to additional sides perpendicular to the street or sidewalk. All fabric coverings shall be of all-weather and flame retardant materials excluding vinyl.
- iii. Roof material may be a solid uniform material or open construction (i.e., trellis, pergola, etc.)
- iv. All exposed wood is required to be treated for exposure to weather.

#### 5. *Accessibility*

- a. The parklet shall comply with the Americans with Disabilities Act (ADA).
- b. The surface of the parklet platform must be flush with the adjacent sidewalk with a maximum gap of one quarter inch and one quarter inch vertical tolerance.
- c. A minimum 4-foot-wide accessible path of travel and 5-foot diameter turnaround space must be maintained within the parklet.
- d. Any abrupt changes in elevation exceeding 4 inches along an accessible path of travel shall be identified by 6-inch-tall warning curbs.
- e. Parklets shall utilize outdoor grade reflective tape to mark changes in grade.

## **D. Enclosures**

### **1. *Dimensions & Load***

- a. For user safety, parklets are required to include a continuous enclosure along the parklet's edge adjacent to the travel lane and parking spaces. The sidewalk edge of the parklet may be enclosed or open.
  - i. All parklets in which alcoholic beverages are served shall be enclosed on all sides of the parklet edge, as required by the department of alcoholic beverage control.
- b. The continuous enclosure shall include a periodic barrier, which may be planters or other heavy material, along the parklet edge.
  - i. The periodic barrier shall weigh at least 500 lbs when filled with soil, sand, water, or concrete.
  - ii. The periodic barrier shall be placed at least every 6 feet along the parklet edge parallel to the travel lane.
  - iii. The periodic barrier shall measure at least 16 inches in depth, and a height of at least 36 inches and no more than 38 inches measured from the surface of the platform.
- c. The enclosure must be at least 36 inches in height and no more than 38 inches in height, measured from the surface of the platform.
- d. Any gaps in the enclosure shall be smaller than a 4-inch sphere.
- e. The Enclosure must be capable of withstanding at least 200 pounds of horizontal force.

### **2. *Emergency Access (Figure 5)***

- a. A minimum 3-foot-wide emergency gap, with vertical and horizontal clearance, is required for every 20 feet of enclosure length.
- b. The gap must be kept clear of any tables, chairs, bike racks, poles, walls, roofs, or other elements.
- c. The barrier in the emergency access gap shall be easily removable by emergency personnel and provide a latch or hinge that allows easy access.
  - i. The latch shall be placed on the outside of the barrier, facing the travel lane.
  - ii. The hinge shall open a minimum of 90 degrees.
  - iii. Any gaps in the barrier shall be smaller than a 4-inch sphere.

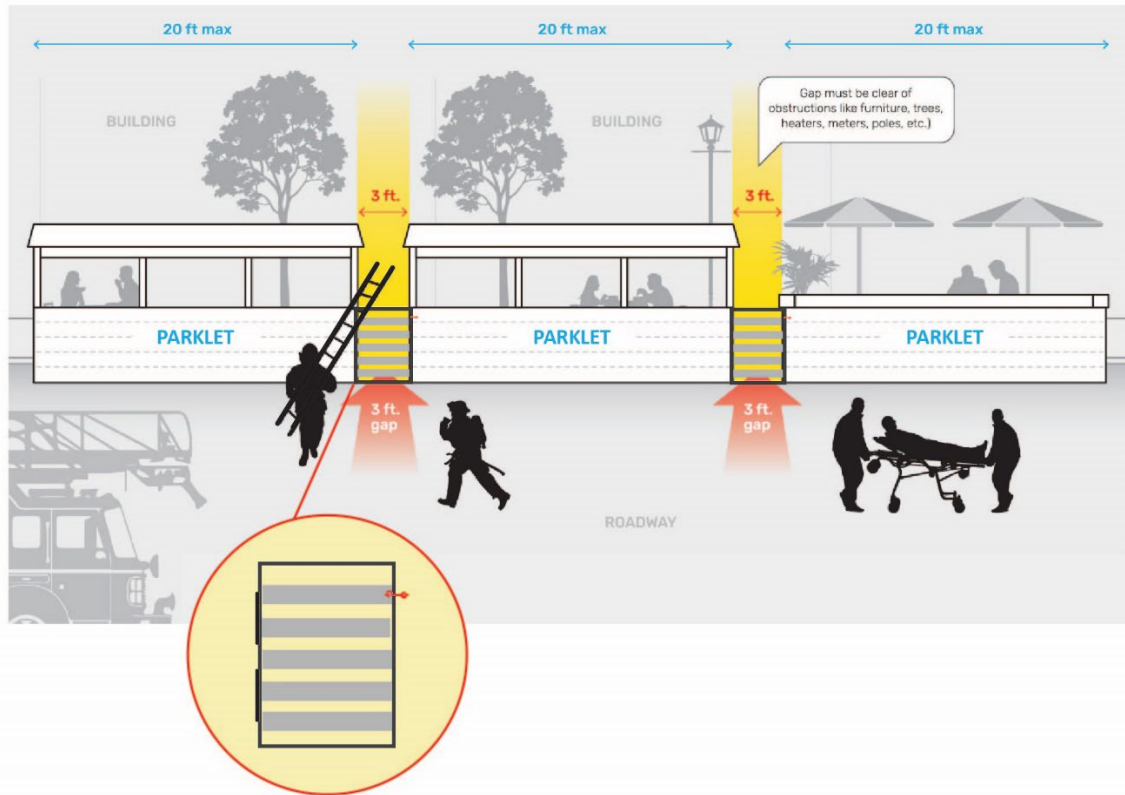


Figure 5: Example Emergency Access

### 3. Design

- a. Enclosure materials must be high-quality, durable, and non-reflective including but not limited to hardwood, steel, concrete planters, etc.
  - a. Materials that are not permitted: particle board, vinyl, soft plastic or tarps.
- b. Street facing colors used on the exterior of enclosure must be matte-finish paint or opaque stain.
- c. Parklets shall integrate and/or incorporate vegetation into the enclosure (edge treatment) at least every six (6) feet.
- a. The height of any plants contained within planters in setback or planters serving as a parklet platform enclosure shall not impede or obstruct the view from the travel lane to the sidewalk and vice-versa.
- b. Plant material shall not impede or hinder pedestrian and vehicular visibility.



Images above illustrate compliant examples of a parklet enclosure

4. Sidewalls
  - a. Parklets may include a hard, transparent screen between the enclosure and the roof to provide a windscreen for parklet users.
    - i. The sidewall screen must be completely transparent and not obstruct sightlines from the travel lane to the sidewalk and vice-versa.
    - ii. Materials that are not permitted: vinyl, soft plastic or tarps.

## E. Traffic Safety

### 1. Wheel Stops

- a. When a parklet is adjacent to active parallel parking spaces, a wheel stop must be installed to delineate the 4-foot setback from adjacent parking spaces (see figure 3 above). The wheel stop shall measure 3 feet long by 4 inches high (see figure 6). It shall be constructed of concrete or rubber.



*Figure 6: Wheel Stop*

- b. Affixing Wheel Stops
    - i. Drilled-in Wheel stops: A permittee will need USA clearance to anchor a wheel stop into the road.
  - c. Location
    - i. The wheel stop shall be placed one foot from the curb at the edge of the front parking space.
    - ii. A wheel stop shall be placed one foot from the curb at the edge of the rear parking space.
    - iii. Wheel stops shall be placed four feet from the parklet structure.
  - d. Exceptions
    - i. Parklets extending the length between two in-street tree wells, as on University Avenue, may omit wheel stops.
- ### 2. Reflective Delineators
- a. The parklet shall include installation of the California Manual of Uniform Traffic Control Devices (MUTCD) approved delineator posts or flexible bollards. Examples of these devices are illustrated in Figures 7 and 8.



*Figure 7: Reflective Delineator (Left Travel Lane)*



*Figure 8: Reflective Delineator (Right Travel Lane)*

**b. Location**

- i. Delineator posts shall be surface mounted to the roadway via epoxy and/or glue down methods unless approved otherwise.
- ii. Reflective delineators must be installed at the outside corners of the parklet. The channelizers or posts must align with the end of the platform and not encroach on the travel lane.
- iii. Additional delineators must be placed every 20 (twenty) feet in the 2 foot buffer zone along the lane of travel—but not in the lane of travel.

**c. Dimensions**

- i. Right side of travel lane – Delineators shall be 42 inches high and white with white reflective bands for use on the right side of a travel lane.
- ii. Left side of travel lane – Delineators shall be 42 inches high and be white with yellow reflective bands if used on the left edge of a travel lane.

**d. Maintenance**

- i. Maintenance of the delineator posts shall be the responsibility of the Permit holder.
- ii. Permittee shall replace any missing or damaged delineators within 24 hours of a delineator's failure or within 24 hours' notice from the City.

**F. Furnishings & Fixtures**

**1. Materials**

- a. Parklet furnishings and fixtures must be high-quality, durable, outdoor-rated, and non-reflective including but not limited to: Hardwood, steel, concrete, etc.
  - i. Materials that are not permitted: particle board and vinyl.

**2. Electrical Power Supply**

- a. No power cords or conduits are allowed under the sidewalk.
- b. Power cords between the building and the parklet shall be in conduit, with a limit of one conduit per parklet, and shall not be adjacent, above, below or attached to any part of a fire escape.
  - a. Conduit shall be finished to match the parklet design
  - b. No extension cords shall be permitted for fixed lighting or heaters
- c. A weatherproof GFCI electrical outlet may be installed on the exterior of the building at a

minimum of 10 feet above the walking surface for decorative lighting purposes only. Fixed cables may be used to support the light's cord and it shall be easily unplugged by fire department personnel.

- d. Electrical power supply to the parklet, including receptacle outlets, shall comply with permanent wiring methods as outlined in the adopted California Electrical code.
- e. Parklet power source shall not be pulled from city sidewalk lighting or supported by tree
- f. Generators are not allowed in association with parklets.

### 3. *Lighting*

- a. If installing permanent lighting, an electrical permit shall be obtained and shall comply with permanent wiring methods as outlined in the adopted California Electrical code.
- b. The following types of lighting and fixtures are permitted:
  - i. String lights;
  - ii. Solar powered and/or rechargeable battery powered table lights; and
  - iii. Overhead light fixtures for parklets with roofs (permit required)
- c. The use of electrical adaptors and power strips are prohibited.
- d. All lighting must be rated for exterior use, listed, and carry a product certificate for its intended use by a recognized electrical testing laboratory.
- e. Lighting must be LED only
- f. Lighting shall be limited to the parklet area and not encroach into any portion of the public sidewalk.
- g. Lighting shall be of the lowest intensity and energy use adequate for its purpose and be designed to focus illumination downward to avoid excessive illumination above the light fixture with a maximum of 100 watts or 1600 lumens, whichever is greater, per fixture.
- h. Applicants interested in lighting should consider solar-powered lighting that use a rechargeable battery.

### 4. *Heaters*

- a. Only electrical heaters are allowed on parklets.
  - i. Electric heaters must be an outdoor approved type
  - ii. Electric heaters must be located on the parklet in accordance with the manufacturer's instructions and specifications.
  - iii. Electric heaters must be placed at least 5 feet away from any combustible materials.
  - iv. A fire extinguisher is required to be mounted within sight and have appropriate signage per the Fire Code.
- b. Propane is not permitted to be used for heaters, equipment, appliances, or decorated elements.
- c. Any new electrical circuits required for heating require an electrical permit from the Building Department (see 'Power Supply' above). Any electrical equipment must be listed and carry a product certificate for its intended use by a recognized electrical testing laboratory.

### 5. *Umbrellas*

- a. Permitted Umbrella Types:
  - i. Table Umbrella
  - ii. Tilting Umbrella
  - iii. Off-set/ Cantilever Umbrella

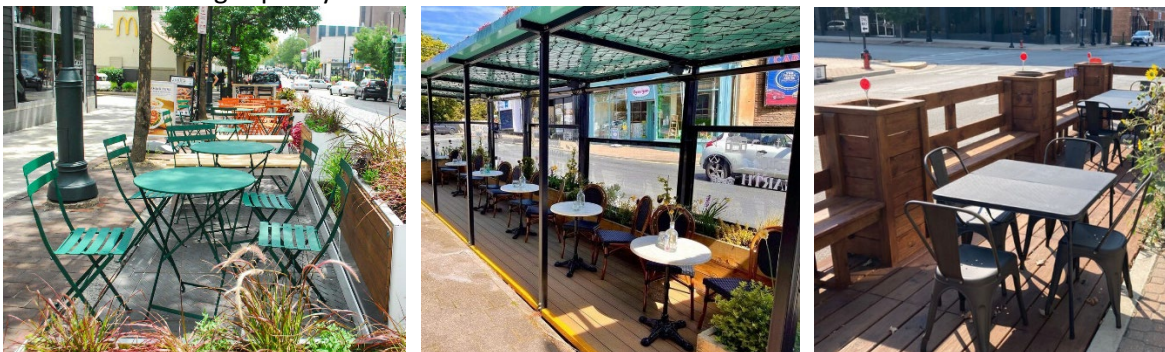
- b. No portion of an umbrella shall extend beyond the edge and/or enclosure of the parklet on any side.
- c. No umbrella shall obstruct the view from the street between three (3) and eight (8) feet, measured from the street, from any side.

6. *Signage*

- a. Parklet signage is limited to six (6) square feet and shall be limited to the name of the business and shall be non-illuminated and non-reflective. Letters no taller than 15”.
- b. Businesses are permitted one (1) sign on their parklet, total.
- c. Signs must be affixed to the outer most portion of the parklet enclosure no higher than 36” from the street grade.
- d. No form of advertising is permitted to be painted or mounted on any surface or area of the parklet.
- e. Any existing parking signs installed adjacent to the parklet must be covered with opaque plastic; such coverage or illegibility shall occur only in manners approved by the City of Palo Alto through its Department of Public Works and/or its Office of Transportation.

7. *Seating & Furniture*

- a. Accessibility
  - i. The establishment must provide 5% accessible seating for each type of seating provided (table, booth, etc.) or a minimum of 1 seat per type, whichever is greater, in an outdoor seating area where the slope is no greater than 2% in any direction.
  - ii. Such ADA accessible areas shall include a clear path of travel to the seating and a 60” diameter turnaround area.
  - iii. Such ADA accessible seating shall be provided at an accessible height which includes:
    - i. Table surface between 28 to 34 inches high.
    - ii. At least 27 inches of space from the floor to the bottom of the table.
    - iii. Knee clearance extends at least 19 inches under the table.
    - iv. Total clear floor area of 30 inches by 48 inches per seat.
  - iv. Such ADA accessible seating shall be of the same size and appearance as the establishment’s other outdoor seating.
- b. Street Furniture
  - i. Street furniture including tables, chairs, benches, etc. shall be all-weather, and of a high-quality material.



*Images above illustrate street furniture examples.*

8. *Landscape*

- a. Vegetation shall be comprised of native, low-water use, and drought tolerant plants.

- b. No plants shall have thorns, spikes, or sharp edges.
- c. Poisonous or invasive plants are not permitted.

9. *Televisions*

- a. Televisions are not permitted on parklets.

**V. Operational Standards**

10. *Private Control*

- a. Parklets will be considered under the control of the permit holder. The permit holder is responsible for securing the parklet and any fixtures and furnishings contained within it at all times, including during hours when the associated business is not in operation.

11. *Alcohol Service*

- a. Parklets that serve alcoholic beverages shall include appropriate fencing or other barriers to delineate the space and adhere to Alcohol Beverage Control (ABC) regulations.
  - i. As described in the *Enclosure* section above, all parklets in which alcoholic beverages are served shall be enclosed on all sides of the parklet edge, as required by the department of alcoholic beverage control.
- b. All physical requirements of ABC should be reflected in the design submitted for review.
- c. A Conditional Use Permit (CUP) Amendment is required to allow alcohol service at a parklet.
- d. A restaurant with existing CUP for alcohol service must submit an application to Planning and Development Services to amend the existing CUP to expand alcohol service to parklet.
- e. The CUP Amendment must be approved before alcohol service is allowed at a parklet.

12. *Site Maintenance*

- a. Parklets shall be maintained free of litter and debris.
- b. The parklet area and adjacent sidewalk shall be scrubbed and mopped to remove any food or drink stains on a daily basis by the permittee.

13. *Hours of Operation*

- a. The parklet shall adhere to the same approved hours of operation as the associated business.
- b. Note: In the CN or CS zone districts, a CUP is needed to operate/activities between the hours of 10:00 p.m. and 6:00 a.m. and approval conditions for operations during these hours are to ensure the operation is compatible with the abutting (or within 50 feet of) residential property.

14. *Amplified Sound*

- a. Amplified sound shall not exceed a noise level of more than fifteen dB above the local ambient at a distance of twenty-five feet or more, as defined in section 9.10 of the Municipal Code.
- b. Amplified sound is restricted to the following daytime hours:
  - i. 8 a.m. to 8 p.m. Monday through Friday, except holidays
  - ii. 9 a.m. and 8 p.m. on Saturday, except holidays
  - iii. 10 a.m. and 6 p.m. on Sunday and holidays



15. *Bathroom Occupancy*

- a. Parklets with 14 or less seats (as described on the submitted Floor Plan) will not trigger seat recount toward bathroom occupancy.
- b. For parklets with 15 or more seats, staff will need to assess if the associated business has enough restrooms to service all of the establishments patrons inside and outside. The assessment of restroom facilities needed will include all proposed parklet seating and indoor seating.

## VI. PERMIT APPLICATION REQUIREMENTS

### A. Submittal Requirements

1. **Site Plan**—Site plan shall be drawn to scale on 11 x17 tabloid paper, include all pertinent dimensions and the following information:
  - a. Location of the business frontage
  - b. Dimensions of the parklet platform
  - c. ADA accessibility measurements
  - d. Setbacks from adjacent parking spaces and the adjacent traffic lane
  - e. Locations of traffic protection improvements including wheel stops, reflective delineators, etc.
  - f. Location of public utilities including any manhole covers, gutter drains, fire hydrants, and FDCs, light poles, etc. (and distances to parklet)
  - g. Any adjacent installations on the sidewalk including utility boxes, street signs, bike racks, street furniture, etc. (and distances to parklet)
  - h. Existing parking space striping
  - i. Crosswalks, bus stops, driveways (and distances to parklet)
  - j. Width of sidewalk
  - k. Planters (if applicable)
2. **Floor Plan**
  - a. Floor Plan of the proposed parklet showing the following information:
    - i. Total number and location of tables and seats and/or benches on parklet
    - ii. Dimensions of tables, seats, and benches on parklet
3. **Elevations**
  - a. Elevation drawing showing the following information:
  - b. Height and design of platform railings/guards or edge buffers
  - c. Height and design of roof (if applicable)
  - d. Heating, lighting, other electrical equipment
  - e. Power connection (show distance from ground to overhead wire)
  - f. Storm water drainage
  - g. Cross-section drawing of parklet
4. **Construction Drawing/Calculation**
  - a. Structural drawings
  - b. Structural calculations (if applying for parklet with roof)
  - c. heating, lighting, other electrical equipment
  - d. electrical power connection/source
5. **Pictures of proposed site**—The application should include at least 3 photos showing existing built parklet, if applicable, the proposed parking space(s) converted into a parklet, adjacent

sidewalk and store frontage

**6. List of all materials and equipment proposed**

- a. Materials palette showing the following information:
  - i. Proposed materials for platform
  - ii. Proposed materials for railings or edge buffers
  - iii. Proposed furnishings
  - iv. Roof material (if applicable)
- b. Equipment sheet including:
  - i. Image of equipment
  - ii. Any manufacturer instructions
- c. Planters
- d. Type of plants

**7. Parklet Information:**

- a. Number of parking spaces requested
- b. Perpendicular or angled spaces
- c. Color of curb
- d. Proposed use of parklet
- e. Business hours of operation
- f. Parklet Designer/ Architect/ Engineer/ Construction Firm contact (if applicable)
- g. Signage (if applicable)

**8. Business Information**

- a. Business Address
- b. City of Palo Alto Business License Number

**9. Business Owner Information**

**10. Property Owner Information** (if different than applicant)

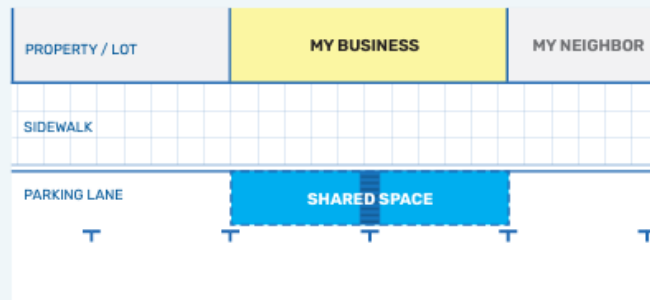
**11. Insurance Documents**

**12. Letter(s) of Support** – A parklet applicant must get a letter of support from the neighboring ground-floor tenant(s) and building owner(s) if more than half of a marked parking space is not in front of the applicant's storefront, or if any part of an unmarked parking space is not in front of the applicant's storefront (see Figure 9). **[Note to City: Draft template to be provided, still being drafted by staff].**

- a. If the tenancy and/or ownership of the neighboring property changes, Public Works may require the parklet sponsor to submit an updated letter of support to continue utilizing any space extending into a neighboring frontage regardless of the status of the parklet license at the time of change of ownership/tenancy.
- b. Consent to occupy neighboring space as part of a parklet permit is revocable by nature; and, if such support is revoked, or if parklet occupancy is not in accordance with the terms of any applicable law, these regulations, and/or any permit requirement, the parklet sponsor is responsible for the removal of any structure placed in the right of way under the parklet permit, including any applicable portion of the parklet permit extending into a neighboring frontage.
- c. Parklet sponsor must obtain an up-to-date letter of support for any future license renewals as requested by Public Works during future permit renewal processes.

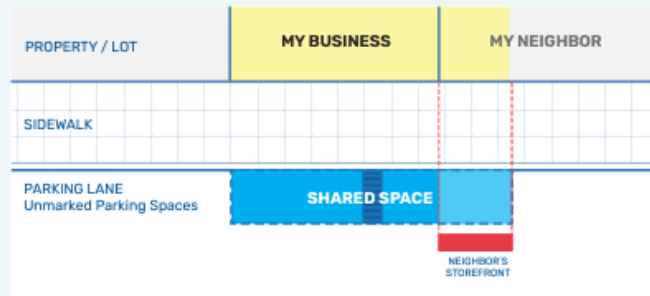
**13. Indemnity Acknowledgement**

**OPTION 1: Shared Space fully within business frontage.**

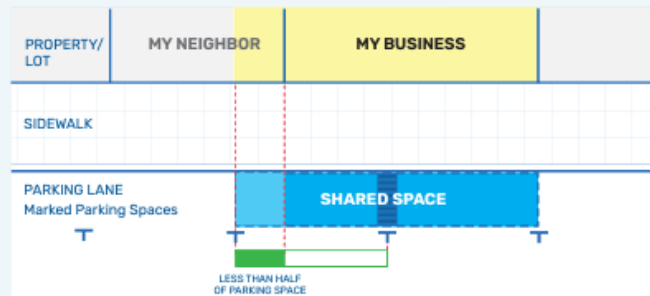


**OPTION 2: Shared Space extends into a neighboring frontage, occupying an unmarked space.**

**NEEDS NEIGHBORING CONSENT**

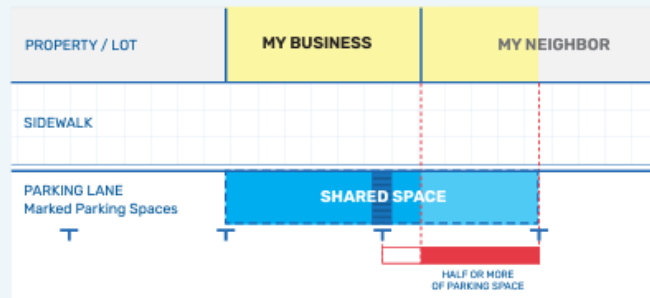


**OPTION 3A: Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.**



**OPTION 3B: Shared Space extends at least half of one marked parking space into a neighboring frontage.**

**NEEDS NEIGHBORING CONSENT**



Source: City of San Francisco, 2022. Shared Spaces Manual.

Figure 9: Example of Letter of Support Requirement

## B. Failure to Maintain

A parklet sponsor who fails to properly and sufficiently maintain the cleanliness, safety, and accessibility of their parklet may be subject to violations and fines. If maintenance issues are not resolved, the City may revoke the encroachment permit and the parklet sponsor may be required by the City to remove the parklet at their own expense.

### **C. Utility Maintenance & Public Safety**

Because a parklet may sit atop buried utilities, there may be instances where a parklet will need to be removed to access a utility beneath it. In the event of necessary utility maintenance or the unlikely event of a utility failure such as a gas leak or water main break that threatens public safety, the City or utility owner may remove parklets with little or no notice. Parklet sponsors are responsible for the cost of re-installing and restoring any damage to the parklet.

In instances of advanced notice (such as street repaving, planned maintenance, etc., the parklet sponsor may need to remove and reinstall the parklet at their sole expense. If the sponsor cannot remove the parklet, the City will remove the parklet.

### **D. Parklet Removal**

If for some reason the parklet sponsor decides no longer wants to maintain a parklet, the parklet sponsor is responsible for notifying the City and removing it at the parklet sponsors' own expense. Immediately upon removal the parklet area shall be cleaned and restored to its previous condition to the satisfaction of the City.

### **E. Permit Fee, License Fee, and Deposit**

**[Note: Fee methodology for permit and license annual or monthly fee is still to be determined].**