

RESOLUTION NO. RES-2022- 117

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA ADOPTING THE PARKLET PROGRAM MANUAL AND ASSIGNING EXISTING SERVICE FEES TO APPLICATIONS INITIATED UNDER THE PROGRAM; AUTHORIZING THE DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT TO APPROVE FUTURE CHANGES TO THE PARKLET PROGRAM MANUAL TO ADDRESS CODE UPDATES, FEE ADOPTIONS AND CHANGES TO PERMITTING PROCESS; AND AUTHORIZING THE PARKING MANAGER TO DETERMINE THE TOTAL NUMBER OF METERED PARKING SPACES WITHIN THE DOWNTOWN STATION AREA THAT MAY BE UTILIZED BY THE PERMANENT PARKLET PROGRAM

WHEREAS, in March 2020, in response to local and state COVID-19 health order mandates, the City established requirements and guidelines associated with the use of the public right-of-way for the construction of temporary shared space areas (i.e., right-of-way areas not specific to parking) and parklets (curbside areas taking up on-street parking spaces) adjacent to any legal business use, known here and in the Parklet Program Manual as Parklets; and

WHEREAS, the permitting path that was established for the Temporary Parklet Program was used to inform the development of policies and procedures associated with permanent Parklets; and

WHEREAS, the goals, policies, processes, procedures, and guidelines associated with the creation of parklets within the public right-of-way are outlined in the Parklet Program Manual (Exhibit A); and

WHEREAS, for the purposes of when certain fees may be applied, the Parklet Program differentiates between “Private Parklets” and “Public Parklets” in that a business that builds a Private Parklet may limit the use of the Parklet to members of the public who patronize the sponsoring business, and Public Parklets are designated as publicly accessible open spaces where members of the public may freely use the Parklet whether or not they patronize the sponsoring business(es) or organization; and

WHEREAS, standard existing public service fees and encroachment permit processing, plan review, renewal and inspection fees will be applied to all Parklet applications as published in the City’s Fee Schedule under “Encroachment Permit Fees” and “Planning Application Fees; and

WHEREAS, water and wastewater demand fees are a one-time fee that may be applied to Private Parklets to address an increase in the overall sewer and wastewater use resulting from an increase in the useable square footage associated with a business; and

WHEREAS, surplus parking exists within the Downtown Station Area, thus the shift from parking in those specific, limited number of on street metered parking spaces to garages or other metered parking areas is anticipated to result in no impact to the Parking District’s revenue; and

WHEREAS, these types of uses are typically established to accommodate unmet demand for public space on thriving neighborhood retail streets and commercial areas, and are guided by requirements on design, hours of operation, maintenance, uses, liability, and others as set forth in a Parklet Program Manual; and

WHEREAS, following the effective date of this Resolution, the City will not accept new permit applications for temporary outdoor seating and all existing temporary permit holders must either remove the temporary seating installations or submit a complete application to convert the space to a permanent parklet pursuant to the Parklet Program Manual on or before September 12, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa adopts the Parklet Program Manual, attached to this resolution as Exhibit A and made a part of herein, outlining requirements to expand a business' outdoor operating space on a public street and assigning existing service fees to applications and permits initiated under the program.

BE IT FURTHER RESOLVED that the Council authorizes the Director of Planning and Economic Development to approve future changes to the Parklet Program Manual when references to Local, State and Federal Code requirements, adopted fee schedules or application submittal processes require updating.

BE IT FURTHER RESOLVED that the Council authorizes the Parking Manager to determine the total number of metered parking spaces within the Downtown Station Area that may be utilized for the permanent parklet program.

IN COUNCIL DULY PASSED this 7th day of June, 2022.

AYES: (6) Mayor C. Rogers, Vice Mayor Alvarez, Council Members Fleming, MacDonald, N. Rogers, Schwedhelm

NOES: (0)

ABSENT: (1) Council Member Sawyer

ABSTAIN: (0)

ATTEST: _____ APPROVED: _____
City Clerk Mayor

APPROVED AS TO FORM: _____
City Attorney

Exhibit A – Parklet Program Manual