



PARKLET PROGRAM MANUAL

PURPOSE

The City of Santa Rosa parklet program attempts to facilitate a partnership between the City of Santa Rosa and the public to safely delineate and repurpose certain spaces within public streets that have historically been utilized for functions such as on street parking. Through the placement of accessible platforms within the public right-of-way and the implementation of associated safety measures, parklets have the ability to reprogram public space through the inclusion of amenities such as seating, art, plantings and bike parking. Collectively, parklets broaden the potential for the public right-of-way and create vitality and activity in the City's commercial districts and residential centers.

This manual is an overview of the goals, policies, processes, procedures, and guidelines associated with the creation of parklets within the public right-of-way. Applicants and designers in the City of Santa Rosa are strongly encouraged to read this manual in its entirety when they are first thinking about proposing a parklet and utilize it as a reference as the project moves through the design, permitting and construction phases. Understanding what the program is attempting to achieve and the process and regulations for a successful parklet may reduce the time it takes to receive a permit and will likely result in a superior design.

The Parklet Program Manual focuses on activating space within the public right-of-way that generally falls within the curb zone as depicted in "Figure 1 – Frontage Zones". Proposals to activate exterior spaces within the "frontage zone" described on this exhibit or on private property fall under separate approval and permitting processes and any applicant attempting to activate these areas should first contact the Planning and Economic Development Department.

PLANNING AND ECONOMIC DEVELOPMENT

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DEFINITIONS

- A. “Private Parklet” means a temporary, non-structural platform constructed within the traveled portion of right-of-way that replaces one or more parallel, perpendicular, or diagonal parking space(s) and all associated furnishings. A platform may be built to bring the grade of the sidewalk out into the street. Once the platform is installed, furnishings such as tables, chairs, benches, bike parking, and/or landscaping may be placed on the platform. Parklets must be placed in the Curb Zone as described in *Figure 1 - Frontage Zones*. The owner of a private parklet may limit the use of the parklet to members of the public who patronize the sponsoring business.
- B. “Public Parklet” means a temporary, non-structural platform constructed within the traveled portion of right-of-way that replaces one or more parallel, perpendicular, or diagonal parking space and all associated furnishings. A platform may be built to bring the grade of the sidewalk out into the street. Once the platform is installed, furnishings such as tables, chairs, benches, bike parking, and/or landscaping may be placed on the platform. Parklets must be placed in the Curb Zone as described in *Figure 1 - Frontage Zones*. Public Parklets are to be designated as publicly accessible open space. Members of the public may freely utilize the parklet regardless of whether they patronize the sponsoring business or not.
- C. “Shared Space” means underutilized areas of public streets or areas of the public right-of-way not specific to parking uses or defined a pedestrian or vehicular travel ways.
- D. “Through Zone” means the unobstructed area of sidewalk where primary pedestrian circulation occurs. The Through Zone shall always remain free and clear of physical obstructions.
- E. “Frontage Zone” means the sidewalk area between the Through Zone and the front of the adjacent property/building which may accommodate pedestrian oriented activities.
- F. “Furnishing Zone” means the area between the Through Zone and the Curb Zone where streetscape amenities such as planter boxes, streetlights and tree wells are typically located.
- G. “Curb Zone” means the area located between the Furnishing Zone and the vehicular or bicycle travel lane and defines the boundary between the pedestrian realm and the roadway. The Curb Zone only exists in areas that contain parallel, perpendicular, or diagonal public parking along the curb line.

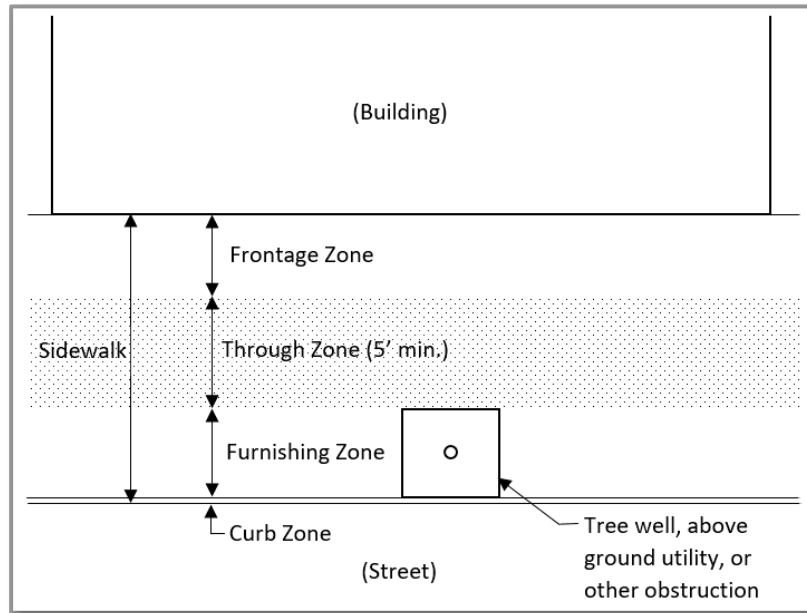


Figure 1 - Frontage Zones

GENERAL OVERVIEW

PERMIT REQUIREMENTS

Requests for new parklets must be submitted under an **Encroachment Permit application**. The review of the application will occur through two separate review phases:

- The initial review will determine if the site selected is suitable for the installation of a parklet and provide clarity prior to the development of full construction drawings. Once the site is approved, the applicant may commence with completing the full design.
- Once the design and construction drawings are finalized, the applicant will submit the final design package to the City. The design drawings will be reviewed against the requirements in this manual, as well as all codes, policies and standards associated with accessibility and work within the public right-of-way. Once all documents submitted are reviewed and approved, the encroachment permit will be issued.

It is the applicant's responsibility to acquire an appropriately licensed contractor to complete the installation. The contractor will be responsible for implementing any necessary traffic or pedestrian controls needed to keep the area safe during construction. City inspectors will review all work performed under the permit.

Parklet applications will be reviewed against the current codes, policies and standards in effect at the time of parklet application submittal. This manual mentions specific requirements that are addressed in Federal, State and Local municipal codes in effect at the time of publication. Although the manual will be revised in the future to address new code adoptions, there may be times in which the manual does not accurately describe all applicable code requirements.

PUBLIC OR PRIVATE

The use of parklets installed under this manual may either be made available to the general public at all times or restricted to patrons of the sponsoring business. Public and private parklets are defined in the "Definition" section of the manual and the various sections of this document will point out where the requirements deviate based on the intended use.

PERMIT DURATION

Parklet Encroachment Permits will be issued for a **12-month period**. The applicant will be eligible to renew the application for an additional 12 months prior to the expiration of any approvals. The City will reserve the right to deny the extension of the permit if existing conditions have changed in the general area and the parklet is unable to meet the published location requirements at the time the renewal request is received. Requests may also be denied if the location is needed to support a City infrastructure project that is scheduled to commence during the requested extension period or if the applicant is found to be non-compliant with any element of their current permit.

PERMIT FEES

Processing, plan review, public noticing and inspection fees will be applied to all new parklet applications. A renewal fee will also be applied to the annual renewal of any approved Parklet Encroachment Permit. Fees are more specifically described throughout the manual.

ADDITIONAL PRIVATE PARKLET FEES

The following additional fees may apply to any new “Private Parklet” (see Definitions). These fees do not apply to any “Public Parklet” proposals.

1. **Water and Wastewater Demand Fee**

Water and wastewater demand fees are a one-time fee that may apply to the parklet. The installation of a Private Parklet results in an increase in the useable square footage associated with the business operation. All commercial buildings pay a one-time utility connection fee based on the anticipated monthly sewer and water use. Increases in square footage typically result in an increase in the overall sewer and water use. A one-time demand fee, due prior to issuance of the Encroachment Permit, may be required to cover the additional demand. Contact Water Engineering Services at (707) 543-4200 or watereng@srcity.org for additional details regarding fee calculations and requirements.

2. **Parking Fees**

For Private Parklets displacing paid parking spaces, a per space parking fee will be charged at 50% of the daily per space Premium Zone or Value Zone Meter Cover rate for a 12-month period, based on the Schedule of Parking User Fees as set by Council. For a location-based estimate, contact the Parking Division at (707) 543-3325 or SRParking@srcity.org.

PUBLIC NOTICE

New parklet applications will require a 15-day public noticing process and the City will review comments received during that time period prior to rendering a final determination. In other cities that have developed parklet programs, it has been shown that people are more likely to support a project when they are approached directly by the applicant as opposed to receiving notification through the mail. It is strongly recommended that applicants discuss the proposal with the neighboring property owners or business operators prior to the formal submittal process. Listening to your neighbor’s concerns and incorporating their feedback into the design generally leads to a more successful project. It also reduces the likelihood of an objection being filed during the appeal period.

TRAFFIC SAFETY

Parklets are installed within close proximity to adjacent vehicular traffic. The requirements within this document identify the specific minimum measures that the applicant must take to protect the structure from adjacent vehicular movements. The applicant is ultimately responsible for ensuring the safety of individuals occupying the parklet.

INSURANCE

The permittee operating the parklet and the contractor performing the physical improvements in the public right-of-way will be required to secure a policy of broad form commercial general liability insurance by an insurer acceptable to the City. The policy shall, by endorsement, name the City of Santa Rosa, its officers, agents, employees, and volunteers as additional insured and shall protect them from claims for personal injury, death, or property damage suffered by third persons and arising out of the work performed pursuant to the permit or the manner of installation or construction. Workers’ Compensation insurance shall also be maintained to meet minimum state requirements.

CALIFORNIA ALCOHOLIC BEVERAGE CONTROL (ABC)

Applicants shall comply with all applicable ABC regulations regarding alcohol use for their establishment within the parklet. The issuance of an Encroachment Permit does not constitute any ABC or Zoning approvals for alcohol use by the City. Applicants are solely responsible for securing a valid ABC license to allow/extend business operations within the encroachment area.

PARKLET PROPOSED IN SHARED SPACE

Most parklets will be installed within existing public parking spaces located along a public street. In certain situations, the street and sidewalk are configured in a fashion that creates additional areas in the public right-of-way that are not used for sidewalks, parking, or vehicular travel lanes. Installations within Shared Space will need to incorporate unique features in order to conform to the available area and the manual may not accurately describe all of the specific requirements. An applicant wishing to install a parklet within a Shared Space must consult with the City's Planning and Economic Development Department prior to submitting formal applications.

GENERAL OPERATIONS

It is the responsibility of the permittee to ensure that the parklet always remains in compliance with this manual, the conditions of the permit and the requirements set forth in [Chapter 13 of the Santa Rosa City Code](#). Regular maintenance activities should be performed per the required maintenance plan. The area should be kept clean and inviting for members of the public. The parklet must also experience continuous use and must always be associated with an operating business. Specific conditions will be added to the permit that allow for an immediate revocation of the permit if the parklet does not experience continuous use for more than 60 calendar days or if the sponsoring business is no longer operating.

PRELIMINARY APPLICATION APPROVAL

The City of Santa Rosa's Planning and Economic Development Department (PED) is responsible for ensuring that parklets are well designed, safe and a positive addition to the public right-of-way. PED's Engineering division will be your primary point of contact throughout the design, permitting and construction phases. City Staff will assist with the resolution of any design issues, if necessary, and will ensure that parklets reflect the goals and intent of the program. The following section will provide guidance associated with the preliminary plan development and permit submittal.

STEP 1 – LOCATION CRITERIA

The first step associated with the development of a parklet is to select the appropriate location. Eligible locations will be determined based on the criteria below:

Speed Limit and Traffic Volumes

Parklets are permitted on active public streets with a speed limit of 25 miles per hour or less and with a trip volume of less than 5,000 vehicles per day. Current traffic counts are available [here](#). Locations not meeting this criterion may be approved by the Traffic Engineer on a case-by-case basis.

Intersections, Street Corners and Driveways

Parklets installed close to intersections or street corners and driveways are more exposed to the risk of a collision by a motorized vehicle. Proposed parklets must meet the following separation requirements:

- 15' from any street corner or intersection
- 15' from any active driveway connection, unless it is determined by the Traffic Engineer that a lesser setback will provide the appropriate visibility for drivers exiting and entering the driveway.

Parking Spaces

Parklets can be sited along the curb line on streets where on-street parking spaces exist. They may be located in any location where there are or would be space(s) for on street parallel, diagonal or perpendicular parking. Parklets can be considered in metered or unmetered spaces and shall maintain the following setbacks from adjacent parking spaces and vehicular travel lanes:

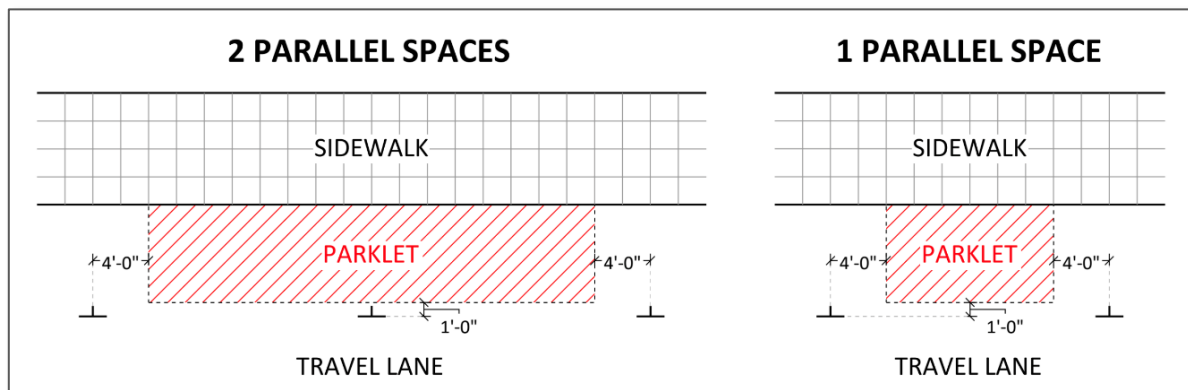


Figure 2 - Parallel parking spacing

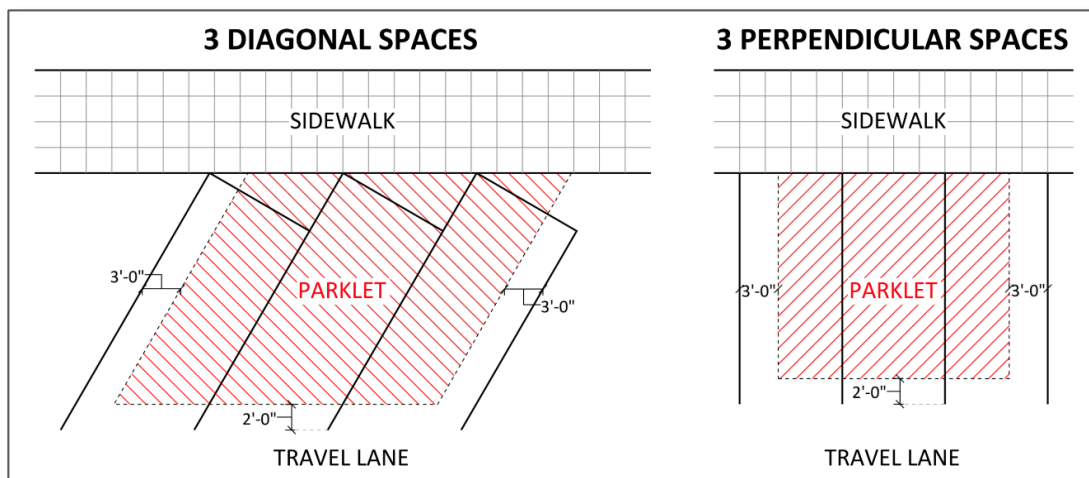


Figure 3 – Diagonal & perpendicular parking spacing

Curb Color Zones

Applicants shall take special care when installing or constructing a parklet near or in a color curb zone. Parklets may replace yellow, white or green curb zones if 1) the City's Traffic Engineer and Parking Manager approve the placement and 2) appropriate alternative locations to restore the use provided by the curb zone are available. Parklets may not be installed in blue or red curb zones.

Please be aware that applicants will be responsible for the full cost associated with removing and relocating a color curb zone. This will add additional time to the review process and increase the overall cost associated with the installation of the parklet.

Utilities

Parklets shall not obstruct any underground and surface utility or stormwater facilities, including but not limited to: utility poles, gas valves, water valves, manhole covers, air release valves, sewer laterals, culverts, and catch basins. Access to all surface utilities shall be maintained at all times. Attempts should be made to maintain a 5' separation from all surface utilities, covers, and structures. If separation cannot be maintained due to the general location of the underground utilities in the area, the parklet must incorporate removable panels or modular components to allow for access to all existing utility covers.

Please be aware that excavation around underground utilities may be needed to maintain infrastructure, address emergency situations, or to support routine replacement programs. The permittee must accept the responsibility of relocating any portions of the parklet that may impede operations, maintenance, or construction activities within the public right-of-way. Under an emergency, the applicant may be provided with little or no notice to remove any items prior to the commencement of emergency construction processes. The City will not accept responsibility for the damage or replacement of any items that City staff are required to remove from the public right-of-way to accomplish necessary maintenance, repair, or reconstruction activities. The City will not be responsible for any impacts to the permittee's ability to provide service during these activities.

Fire Protection

Clear access must be provided to fire hydrants and fire department connections (FDC) at all times. Parklets must be placed at least 7.5' from any existing fire hydrant or fire department connection (FDC). Parklets may not impede any aerial access to adjacent structures. A reduced separation from hydrants and FDCs may be approved by the Fire Marshal in areas where the orientation of the existing fire hydrant or the surrounding features reduce the access impacts that an adjacent parklet would normally create.

Transit

Parklets are not permitted in bus zones but may be located adjacent to a bus zone. The City's Transit Division will determine the appropriate distance from a transit stop on a case-by-case basis.

Long Term City Capital Improvement Projects

As part of the initial review process, the City will determine any conflicts with future programed City sponsored capital improvement projects. The City may reject or delay the initial permit approval, or the extension of any existing permits, if a parklet conflicts with any scheduled City streetscape improvement or utility projects.

STEP 2 – OBTAIN ANY NEEDED PERMISSION

Parklets must be placed adjacent to the business establishment that has the same operator and must be restricted to the width of the commercial space that contains the business establishment. Due to the condition of the existing street parking, it may not always be possible to keep the parklet footprint within the width of the commercial space. Parklets may extend across the frontage of the adjacent business in this particular case if written permission is obtained from the adjacent property owner or business operator. Signed written permission must be submitted with the parklet application in order to deem the application complete. A current signed written approval from the current property owner or business operator must be obtained and provided with each extension request associated with existing parklet permits.

STEP 3 – PREPARE INITIAL APPLICATION PACKAGE

Once an eligible location is determined and any needed permission from the adjacent owner(s) or tenant(s) is obtained, the next step is to develop the initial submittal package. The initial submittal package will be reviewed by various City Department to determine if the specific location can be approved. The initial submittal process is intended to determine an approvable footprint for the parklet prior to the operator fully investing in the development of design and construction drawings. This step will provide a higher level of certainty in the overall process. The initial application package shall include the following documents:

Preliminary Site Plan

Understanding the existing street and sidewalk environments around the proposed parklet location is a critical piece to the overall review of the application. A site plan must be submitted with all new parklet applications showing the footprint of the parklet, all proposed features within the parklet and all existing public and private improvements around the proposed location. The site plan, drawn to scale, shall include the following information:

1. Proposed parklet footprint, including all dimensions and associated setbacks
2. Approximate property lines
3. Approximate width of business frontage
4. Name and address of the directly adjacent businesses
5. Existing sidewalk widths
6. Existing parking spaces and dimensions
7. Existing planters, street trees or tree wells
8. Existing parking meters
9. Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access covers, bike racks, etc.)
10. Any colored curbs (red, yellow, green, white, blue)
11. Adjacent bike or vehicular travel lanes
12. Any existing underground utilities that are clearly in the parking stalls or adjacent travel lanes

See “Attachment I – Sample Preliminary Site Plan”

Photographs of Existing Conditions

The initial submittal package must include photographs taken from specific angles, views and locations identifying the existing sidewalk and street conditions. Figure 4 below is intended to display the angle and location that the 7 (minimum) required photographs shall be taken from. In addition, the submittal shall include a photograph of each existing in-ground utility cover (both in the street pavement as well as those in the sidewalk area) that may be impacted by the proposed parklet. Photos of utility covers shall be taken from directly above the cover looking straight down at the cover.

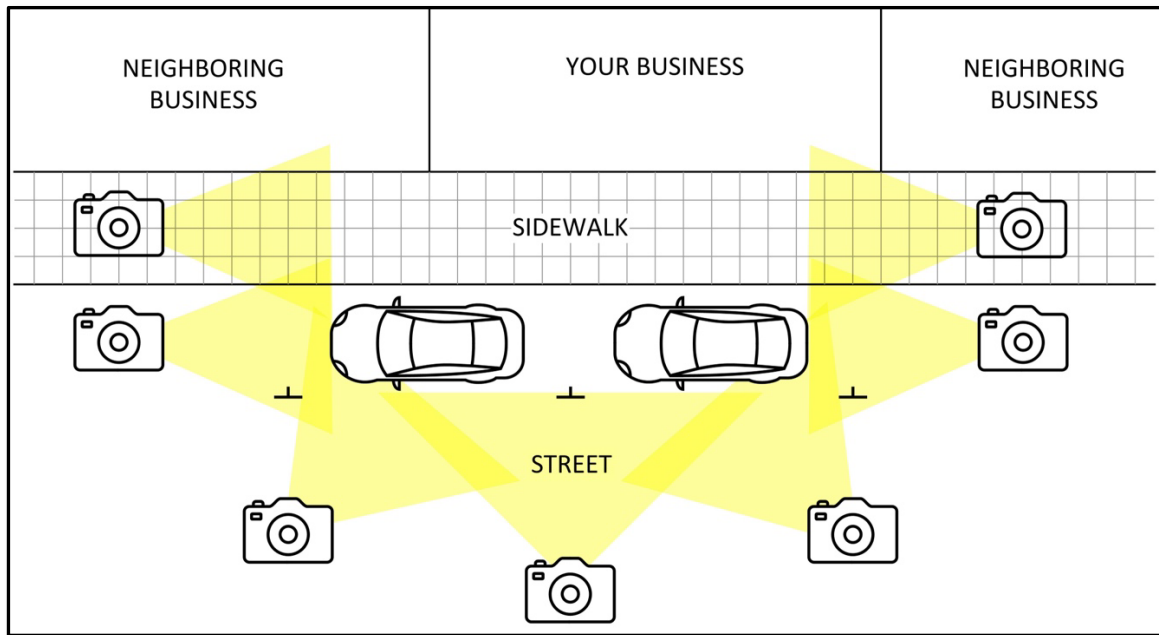


Figure 4 - Photograph angles

Project Narrative

The Project Narrative is a short project description explaining the vision and purpose for the parklet. Project Narratives shall describe the following:

1. Statements regarding the intended use. Will the use of the proposed parklet be restricted to patrons of the associated business or will it be open to the general public (Public or Private Parklet)?
2. General design concepts
3. How the proposed location will benefit from the parklet
4. The inclusion of an art, amenities such as bicycle parking or coverings such as umbrellas.
5. If known, information about who will design the parklet

Illustrative Design Concepts In addition to the project narrative, you may also submit sketches or drawings that focus on the proposed design of the parklet. These supplemental materials help clarify your parklet vision to the City.

Approval from Adjacent Tenants or Property Owners (If Needed)

Approval forms, executed by the adjacent property owner and tenant (if the unit is occupied) must be provided with the initial submittal if the any portions of the parklet extend beyond the frontage of the associated business

STEP 4 – SUBMIT YOUR INITIAL APPLICATION PACKAGE

Applicants may submit their initial application package through the Planning and Economic Development Departments [Digital Permit Submittal Portal](#). The initial package must be submitted as an Encroachment Permit.

STEP 5 – INITIAL PROPOSAL REVIEW

Once the initial application package is received, City staff in the Fire, Transportation and Public Works, Water and Planning and Economic Development Departments will conduct an internal review of the documents submitted. The proposal will be evaluated based on the following criteria:

1. Proposal meets all location standards specified in Step 1
2. Proposal does not conflict with near future planned City roadway, utility, or streetscape projects
3. Parklet is not proposed in an area where it may create a significant impact to the operation and maintenance of existing underground utilities
4. Parklet is not placed in an area where unique roadway configurations or traffic patterns may create additional safety risks to occupants of the parklet

Public Notice

Prior to rendering a final determination on the preliminary approval, the City will issue a mailed public notice informing residents and property owners within a 600' radius that a permit is being considered to allow a parklet at the proposed location. PED will review public comments submitted during the review period and work with the applicant to address any concerns prior to rendering a final determination on the permit. An approval or denial of the permit may be appealed consistent with the requirements addressed in Chapter 13 of the Santa Rosa City Code.

FINAL DESIGN DEVELOPMENT AND PERMITTING

After the City has reviewed and approved your proposed location, you may move forward with the final design process associated with the parklet. It's recommended that you work with a design professional to help refine your vision for the parklet and work out the construction and aesthetic details. Design professionals can also assist their clients with navigating the permitting process. During this phase of the project, the Engineering Division within PED will act as your main point of contact.

IMPORTANT CONSIDERATIONS

Fire Safety and Emergency Access

Ensure your parklet never obstructs emergency responders' access to and from a building, and never blocks fire hydrants or hose connections. The use and storage of propane is regulated by the Fire Department and you must obtain a separate permit prior to the use of any amenities that involve the use of propane.

Information regarding the permitting process for propane use is available [here](#). Additional information regarding Limited Term operational permits can be obtained by contacting the Fire Department at (707) 543-3500 or FDPermits@srcity.org

Sightlines & Visibility

Maintain clear sightlines into and through the parklet. When standing on the sidewalk, you should be able to see through the parklet out into the street. This helps emergency responder personnel perform their work swiftly and safely. Sidewalk environments also feel safer for pedestrians when they can survey their surroundings. Your parklet shouldn't obstruct pedestrian visibility, crosswalks, or traffic signals or other traffic warning devices.

Materials

You should use durable materials that can withstand wear and tear of elements. It's your responsibility to maintain all structural elements in good condition.

Structural Integrity

The proposed structure and its components shall be built with structural integrity to ensure public safety. The proposed structure and its components must be built to support anticipated live loads and wind loads. Such drawings and calculations shall be stamped and signed by a design professional registered in the State of California.

Movability and Portability

Whenever possible, avoid erecting fixed structures that will be costly to modify, move, and replace. Parklet guidelines and requirements can change over time, or you may need to temporarily relocate the parklet to allow for the City sponsored roadway or utility projects to commence.

Traffic Safety

Your parklet must not obstruct pedestrian visibility, crosswalks, bicycle lanes, traffic signals or other traffic warning signs or devices.

Inclusive Design (ADA Compliance)

Your parklet design must be accessible and welcoming to all users, including people with physical disabilities, wheelchair users and those with impaired vision. Inclusive design considerations will affect many aspects of your parklet design ranging from how you allocate space within the parklet to the materials you chose to use. A few examples of the issues City staff will evaluate while reviewing your parklets design include:

- Slip resistant surface materials.
- Ensuring wheelchair users can access and enjoy your parklet.
- Ensuring your parklet, and some seating within your parklet, is accessible to people with disabilities.

Roadway Alterations

No alterations may be made to the public roadway, including stickers or spray paint.

STEP 1 – DESIGN STRUCTURE

GENERAL AESTHETICS

Every effort should be made to ensure that the proposed parklet adds to the beautification and visual character of the street scape. City Planning staff will review the final permit application to determine if the proposed installation is achieving the aesthetic goals outlined within this manual. Parklet designs shall include the following:

- Modular and movable outdoor dining furnishings
- The design, materials and colors of all outdoor dining furnishings shall be coordinated and shall match the associated business establishments design, colors and materials
- Any umbrella, patio cover or tabletop lightings shall not create glare or illuminate an area off the site
- All exposed support structures shall be covered with stains or decorative wood treatments, metals, ceramic tile, stone or cementitious products

The following design elements will not be permitted:

- Pop-up tents
- Outdoor carpeting or faux lawn products
- Lattice (wood or plastic)
- Pallets
- Plastic table or chairs
- Plastic or vinyl fences, trellis, or furniture (including umbrellas)
- Picket fencing
- Chain link fencing
- Hinged metal pet enclosures

PLATFORM

Street crown and curb height

Most streets are crowned and typically edged with a six-inch-high curb. This is to ensure that storm water flows towards the curb, where it is conveyed through the gutter to the underground drainage systems. This results in the elevation of the street rising the further you move from the curb, effectively reducing the amount of space to build the parklet platform. Whereas along the curb there may be 6 inches of clearance for your platform structure, clearance can be reduced to as little as 2 inches further into the street. Furthermore, both curb heights and street crown heights vary with each street segment. Applicants and designers are strongly advised to take field measurements before beginning the design to make sure their proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements.

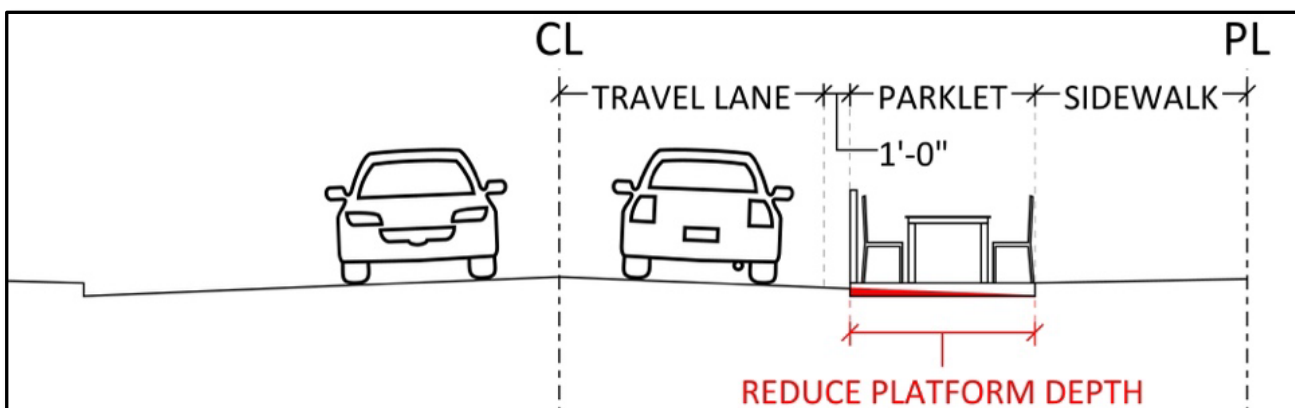


Figure 5 - Reduction of platform depth cross sectional view

Drainage

The parklet cannot impede the flow of the curbside drainage. Designers are strongly encouraged to cover openings at either end of the parklet with screens to prevent blockage from debris.

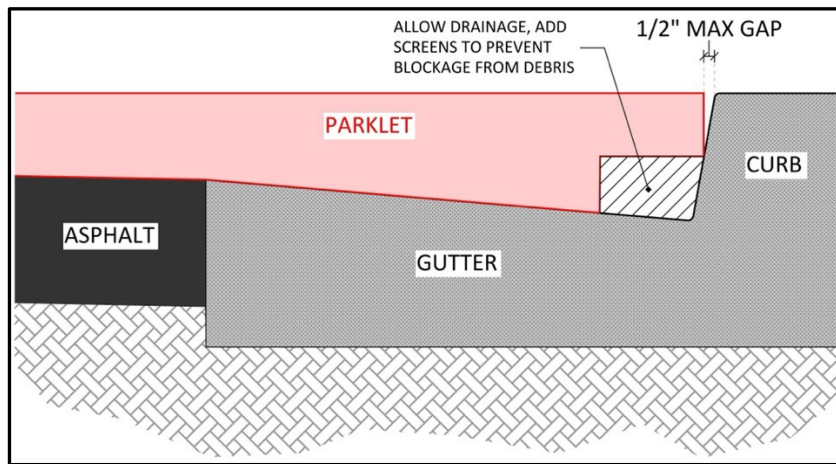


Figure 6 - Drainage cross section view

Framing

Framing shall be a freestanding structural foundation that rests on the street roadway surface. No features or structural components may be permanently attached to the street roadway, gutter, curb, planting area, or sidewalk. Platform framing shall be minimum 2x4 floor joists spaced at maximum 24" apart and supported at maximum 3 feet intervals. Floor joists shall be secured with appropriate framing angles. Framing shall be supported on pressure treated lumber or pedestals.

All framing elements shall be adequately fastened consistent with the standards in "Details for Conventional Wood Frame Construction" (2001) published by the American Wood Council.

Platform surface shall be minimum 1x wood decking boards or $\frac{3}{4}$ " plywood sheathing secured to framing. Pavers or other materials may be applied over plywood sheathing. Loose particles, such as sand or loose stone, are not permitted on the parklet. Platform surface materials must be textured or treated with a non-skid coating to ensure a safe walking surface.

WALLS

A continuous rigid physical separation is required to separate parklet areas from vehicular traffic on all three sides open to the roadway. The traffic barriers must meet the following requirements:

- Have a railing with a minimum height of 42 inches (measured from the platform surface) and openings of no more than 4 inches.
- Have cable or flexible rail with a solid rail at the top and a solid rail at the bottom. The bottom rail must be at least 5 inches high from the floor.
- Perimeter walls shall be fastened to the platform with $\frac{1}{4}$ " diameter x 3" wood screws spaced at maximum 12" apart. 2x studs shall be fastened to sill plate with Simpson A35 framing angles, or equivalent.

- Perimeter walls shall resist a single concentrated load of 200 pounds applied in any direction at 42 inches above top of platform surface. In addition, the wall shall resist a load of 50 pounds per linear foot applied in any direction at 42 inches above top of platform surface.
- Perimeter partial height walls shall be sheathed with minimum 1x6 sheathing or ½” plywood. 1x sheathing may be spaced with gaps less than 4” wide.
- If the barriers have raised planters or built-in furniture, they must be at least 17 inches high and 12 inches deep.

ROOFING

Extending the vertical components to support plywood, polycarbonate or metal roofing is discouraged. Applicants shall contact the City to discuss roofing proposal prior to the submittal of the formal application.

BOLTING

Platforms shall not be bolted to the existing pavement or concrete improvements. If bolting is needed to ensure the structural integrity of the parklet and other reasonable methods for ensuring structural support and wind resistivity cannot be implemented, the City may allow the parklet to anchor into the roadway. The applicant will be responsible for addressing any impacts to the roadway once the parklet is removed and the City may take a cash deposit to ensure that the appropriate corrective measures are implemented.

ACCESSIBILITY

The proposed structure shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: Santa Rosa Building Code and Americans with Disabilities Act 2010 Standards accessibility requirements (ADAAG). The guidelines below are not intended to act as a complete code summary and the parklet operator is ultimately responsible for ensuring that the site maintains compliance with all applicable accessibility requirements. Additional guidelines associate with accessibility requirements can be viewed [here](#).

Platform threshold

The deck of the parklet platform shall be flush with the sidewalk without a horizontal or vertical separation greater than 1/2 inch. Vertical separations between 1/4 inch and 1/2 inch high shall be beveled with a slope not steeper than 1:4 (25%).

Accessible Deck Surface

The portion of the parklet deck connected by the accessible path of travel to the wheelchair turning space and wheelchair resting space must be level. The accessible deck surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). The accessible deck surface maximum running slope (parallel to the curb) cannot exceed 1:48 (<=5%). Accessible floor and ground surfaces must be stable, firm, and slip resistant.

Accessible Entrance

Entrance shall be a minimum 48 inches wide. All entrances are required to be flush with the sidewalk and accessible per the California Building Code, Chapter 11B. Vertical elevation differences above 1/2 inches require an accessible ramp (1:12 max slope).

Accessible Route

An accessible route connecting the sidewalk through the accessible entrance, to the deck surface, wheelchair turning space and wheelchair seating area must be provided.

Wheelchair Turning Space

Shall be 60 inches in diameter and located entirely within the platform; a 12- inch maximum overlap on the curb and sidewalk is acceptable. A T-turn per California Building Code 11B is also acceptable.

Wheelchair Seating Area

A 30- by 48-inch clear floor area shall be provided. A minimum 4-foot maneuvering clearance is required from the front edge of wheelchair seating area to the table or counter.

Accessible Facilities

Where tables, counters, or drink rails are provided, at least one of each feature shall be wheelchair accessible. The top surface height of wheelchair accessible tables, counters and or drink rails shall be 28 inches to 34 inches above the deck surface. Wheelchair accessible tables and counters shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 30 inches wide and 19 inches deep. When movable tables are provided in lieu of fixed, at least one of the movable tables must also be accessible. The accessible counter portion shall be 60" minimum in length. Where drink rails are provided, a 60-inch-long portion of a drink rail shall have 36 inch wide and level space adjacent to it for a side approach by a wheelchair user.

STEP 2 – ADD AMENITIES

BIKE PARKING

Bike racks can be integrated into the parklet structure or installed adjacent to the parklet as a bike corral on the street. Bicycle parking can be incorporated into the parklet design in the following ways:

- On the parklet platform. Applicants may wish to install bicycle parking on top of the parklet platform, such as a custom-made bicycle rack incorporated into the design of the parklet. No more than 10 % of the parklet design should incorporate bike parking on the actual parklet (this does not include any bike racks that are installed on the sidewalk or in an adjacent bike corrals that might be already installed or plan to be installed).
- In an adjacent bike corral on the sidewalk.
- The Bike parking will need to be secure, functional, and consistent with the recommendations in the Transportation and Public Works Department

PLANTING

Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought-tolerant plants are encouraged.

OVERHEAD COVERS

Extremely long, continuous covers are discouraged. Covers should be broken up to provide a more “playful” composition and aesthetic quality.

Overhead Covers may consist of the following:

- Portable umbrellas of a style and color that matches the color palette of the associated business.
- Engineered umbrellas that require a fixed engineered base
- Engineered canvas covers that are connected to adjacent buildings or trees. Connection methods need to be engineered and clearly illustrated to determine aesthetic acceptability.
- Pre-engineered canvas covers with metal poles of a style and color that matches the associated business. Metal poles would need to be secured by bolting into the deck base or providing aesthetically acceptable concrete piers. All attachment solutions must be engineered. The use of sandbags will not be allowed.

LIGHTING

Lighting should be 3000 to 2700 Kelvin or warmer. Lighting brightness would be at the discretion of the Planning Staff, but generally, light sources should not cause an unpleasant glare and especially not to someone that is not in the deck area. Solar-powered lighting is preferred. Lights that utilize a permanent power source may be approved on a case by case. The following lighting types will be permitted in the parklet design:

- Lantern style lighting properly secured and suspended from vertical support structures within the parklet.
- Standard LED string lights attached to vertical support structures within the parklet footprint. String lights may extend outside the footprint of the parklet and attach to adjacent trees or building on a case-by-case basis. String lights must be hung at a minimum of 8' in height and may not impede any Fire Department access to adjacent structures or City right-of-way operations.
- Artificial battery-operated candles.

PROPANE HEATERS

The use of propane is regulated by the Fire Department. A separate Fire Department [Limited Term operational permit](#) is required for storage and use of liquid propane gas.

Roofs and canopies are discouraged, but if installed, propane heaters cannot be placed underneath overhead canopies, awnings, inside buildings or tents and they must have a 3-foot clearance from any flammable materials.

A site plan with the desired location of each heater is required at time of permit application. A final on-site permit inspection will be conducted to ensure the proper spacing of heaters from combustibles and emergency access/egress.

On-site storage of 20-pound propane containers (5 gals.) is prohibited indoors. Proposed outdoor storage of 20-pound propane containers requires plan review and inspection by Fire Department. Propane (LPG) storage is not allowed in the public right-of-way. If businesses do not have an approved private outdoor storage area, all propane containers must be removed from the premises at the close of business.

GARBAGE BINS

Trash, recycling, and compost bins should be provided within the approved area, if space allows. These bins can be kept inside the associated business.

STEP 3 – TRAFFIC SAFETY MEASURES

The enclosure should not block the view of traffic, including pedestrian traffic, nor block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices. It should not obstruct motorists' visibility of traffic signals from 200 feet away (about half a block).

Reflectors

The edges or corners of the enclosure shall be marked with white high intensity retro-reflective tape or reflectors to ensure that the structure is visible at night.

Soft-Hit Posts

Two standardized soft-hit posts, one for each end of the parklet, must be provided. You may purchase the posts from any vendor, but they must meet these specifications:

- Safe Hit Type 2 Guide Post
- 36 inches tall, white reflective
- Surface Mount Pin Lock Base
- Butyl Adhesive Pad or 10 oz. Epoxy Kit

Wheel Stops

You may purchase the stops from any vendor, but they must meet these specifications:

- 3 feet long
- Black rubber white stripes
- Mounted with bolts
- Installed four feet from outside ends of Parklet which occupies parallel parking spaces.
- The City will advise you on placement for parklets in diagonal or perpendicular parking spaces
- Aligned with the edge of the parklet adjacent to the travel lane

Water Barricades

27" high Water barricades meeting AASHTO requirements and safety standards shall be provided at the side of the parklet facing oncoming traffic when the side is not protected by an adjacent parking stall. Wheel Stops will not be needed on any sides that require the placement of water barricades. Soft Hit Posts, as described above, may be installed adjacent to the water barricade in order to provide the appropriate visual indicators at night. The Soft Hit Post on the leading end may be excluded if the vertical edge of the water barricade closest to the travel lane is treated with high intensity retro-reflective tape or reflectors.

STEP 4 – SUBMIT CONSTRUCTION PERMIT APPLICATION

Parklet designers are strongly advised to communicate with Planning and Economic Development Department during the design development phase. This reduces the likelihood that you will have to revise the construction documents, potentially saving time and money. At the end of the design process, you will need to submit a complete construction document set. This is a collection of drawings that explain how your parklet will look, what materials it will be made of, and how it will be assembled. These documents may be submitted in a digital format, consistent with the City's digital submittal requirements. We expect the parklet to be constructed with the materials and forms depicted in the final construction drawing set. Substitute materials must be of equal quality to the original material proposed. If you are unsure if the replacement material meets this threshold, contact City staff.

PARKLET SITE PLAN

This drawing must show a top view of your parklet design, as well as it's relation to the surrounding streetscape context (an example is shown in Attachment II). It should include the following:

- Your building, adjacent properties (include addresses) and their building entrances.
- Existing sidewalk width(s).
- Existing curb cuts and/or driveways.
- Adjacent bike lane or auto traffic lane.
- Existing parking spaces with dimensions.
- Existing parking meters, with numbers of all meters to be removed (these numbers are generally
- Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access panels, bike racks, etc.)
- Existing utilities in the street, on the sidewalk, covered by or adjacent to the proposed parklet
- All colored curb zones (red, yellow, green, white, blue)
- Existing street trees and tree wells
- Proposed parklet footprint and dimensions, including setback dimensions
- Various elements included in the design
- Different materials to be used in the design
- Plant types and/or species to be used
- Dimensions of parklet and parklet elements (including buffer areas)

PARKLET ELEVATIONS

This drawing must show a cross sectional view of your parklet design, as well as it's relation to the surrounding streetscape context. It should include the following:

- Various elements included in the design.
- Different materials to be used in the design.
- Dimensions of parklet, parklet elements and buffer areas

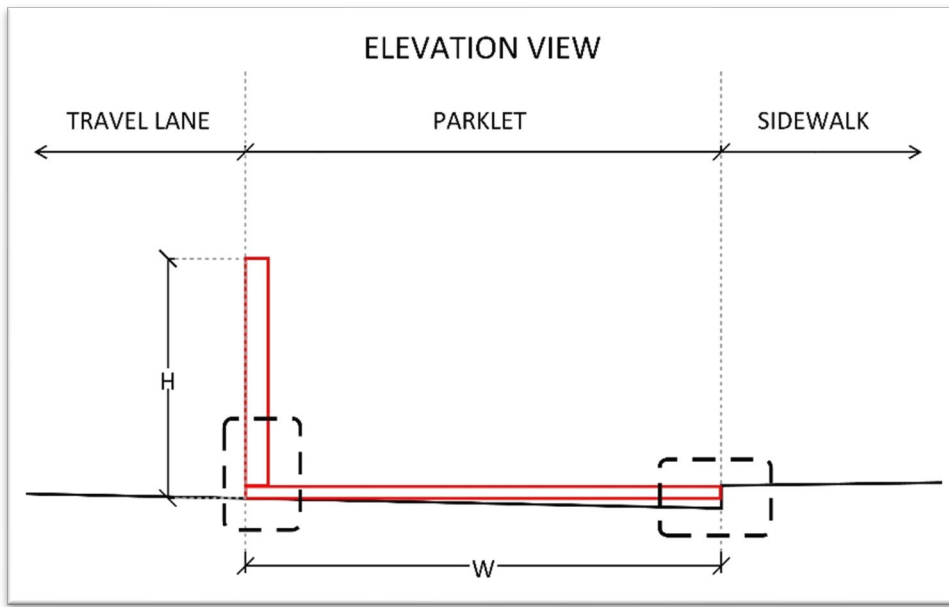


Figure 7- Elevation View

PARKLET TRAFFIC SAFETY PLAN

A drawing, similar to the format of the Parklet Site Plan, showing the type and location of all required permanent traffic safety measures.

CONSTRUCTION DETAILS

Any hardware such as fasteners and materials to be utilized in the construction process.

A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked.

OCCUPANCY LOAD CALCULATIONS

A private parklet has the ability to increase the usable square footage associated with the sponsoring business and individuals occupying the parklet must be permitted to utilize facilities such as restrooms within the existing interior space. This results in an increased occupancy load within the building and may trigger additional requirements under current building codes. A licensed architect or civil engineer must prepare a facility/building analysis incorporating both the proposed parklet and the existing business. The analysis must determine the occupancy and occupancy loading for the interior and exterior areas for compliance with proposed Occupancy Group classification. It must also identify any egress, accessibility features and requirements, sanitary facilities, fire protection and emergency system requirements. This analysis is not required if the applicant is proposing a public parklet.

MAINTENANCE PLAN

Permit holders are required to keep the parklet well maintained and in good repair. Permittee's must develop a maintenance plan for keeping the parklet free of debris, grime, and graffiti, and to keep all plants in good health. Parklet owners are also required to sweep the area surrounding the parklet and keep it litter-free since street sweepers will be unable to reach the curb-line immediately adjacent to the parklet.

A maintenance plan must be provided describing maintenance activities intended to keep the seating area clean and inviting for the community. The plan should address maintenance, cleaning procedures, landscaping maintenance (if applicable), as well as graffiti abatement and pest control.

INSURANCE CERTIFICATES

Proof of insurance meeting the City's minimum requirements must be provided with the final permit application.

- Applicant's Insurance covering the ongoing operation of the parklet: \$1,000,000 each for General Liability, Automobile Liability, and Worker's Compensation & Employer's Liability. The City of Santa Rosa shall be named as additional insured.
- Contractor's Insurance (construction): \$1,000,000 each for General Liability, Automobile Liability, and Worker's Compensation & Employer's Liability. The City of Santa Rosa shall be named as additional insured.

Additional details regarding the insurance requirements can be obtained [here](#). It is possible that the sponsoring business currently has the required liability and Worker's Compensation insurance in place and the only requirement may be to name the City as an additional insured under the liability insurance. A sample insurance document with the appropriate endorsements can be viewed [here](#).

REVIEW AND APPROVAL

Once the final construction package is submitted, the Planning and Economic Development Department's Engineering Division will coordinate with the City's Planning Division and the Water, Fire and Transportation and Public Works Departments to conduct the final review. Please note that the Engineering division may require additional modifications to your design or ask for clarifications to your final document set. Adhering to all requirements highlighted in this manual will minimize the risk that your design will require revisions. The Encroachment Permit will be prepared for issuance once the review is approved by all City departments.

PERMIT ISSUANCE AND FEE PAYMENT

Prior to issuance of the Encroachment Permit, the applicant shall pay all fees associated with the permit approval. Total fee amounts will be based on the published rates at the time of permit submittal. The following fee types will be due for the specific type of parklet:

Public Parklets

- Encroachment Permit – Processing, plan check, public noticing, and inspection fees
- Annual Parking Fees – Offset for parklets proposed in paid parking areas

Private Parklets

- Encroachment Permit – Processing, plan check, public noticing and inspection fees
- Water and Sewer Demand – Onetime fee for additional water and sewer capacity
- Annual Parking Fees – Offset for parklets proposed in paid parking areas

Once all fees are paid, the permit will be forward to the applicant for digital signature. Once all signatures are obtained, the permit will be issued, and construction may commence.

Construction Process

The contractor installing the parklet must schedule a preconstruction meeting with the Engineering division prior to performing any work in the public right-of-way. Instructions associated with the scheduling of the preconstruction meeting will be provided on the issued permit. The contractor will be given permission to proceed with full construction after the preconstruction meeting is conducted and random inspections will occur during the installation process. The permit will receive a final inspection upon completion and the parklet will be approved for use.

Permit Renewal

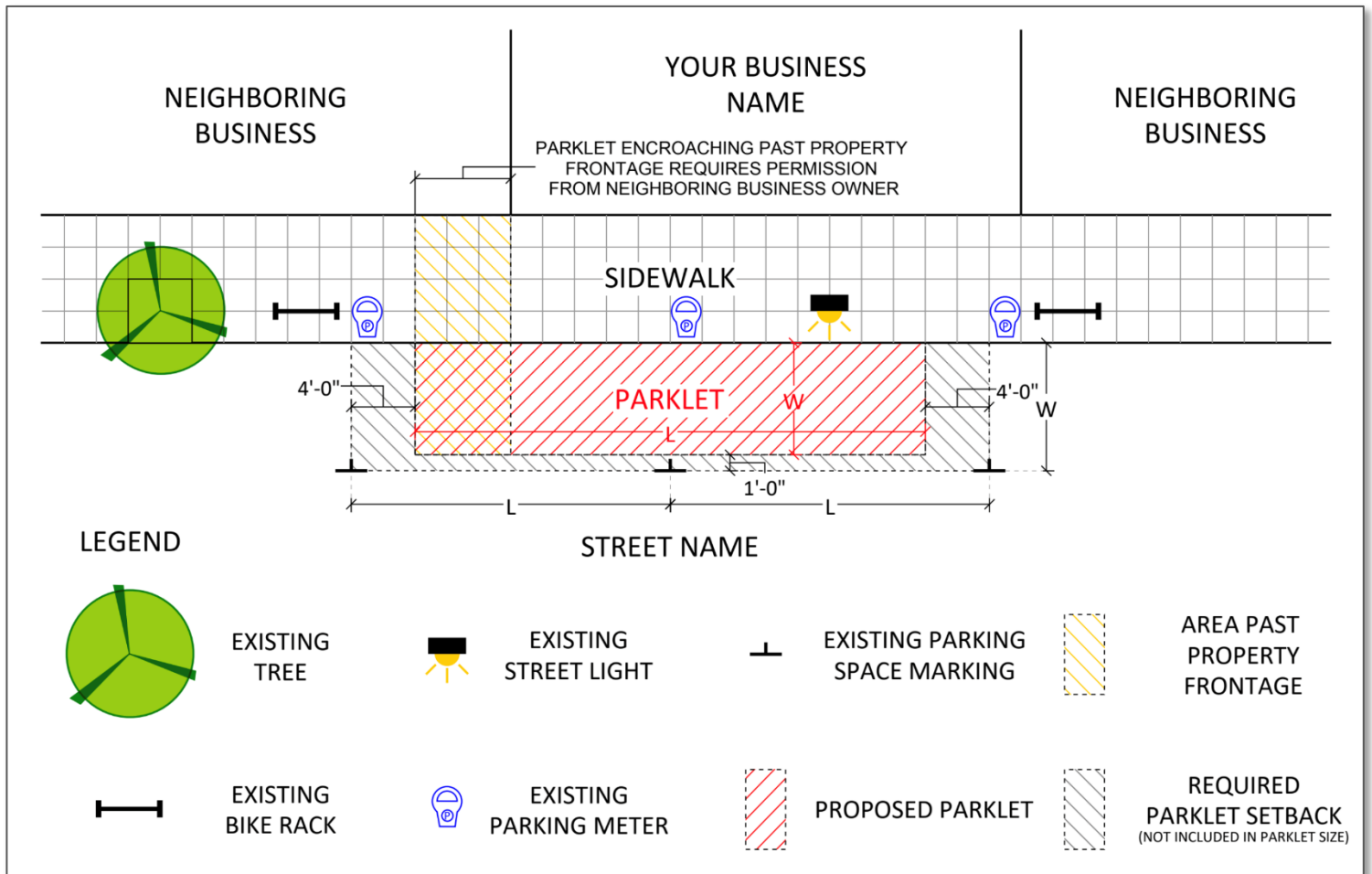
Parklet Encroachment Permits will be issued for a 12-month period. The applicant will be eligible to apply for a 12-month extension prior to the expiration of the initial permit. There is currently no limit to the number of extensions that an applicant is eligible for, but the City will reserve the right to deny the extension of the permit if existing conditions have changed in the general area and the parklet is unable to meet the published location requirements at the time the renewal request is received. An approved renewal will result in the issuance of a new Encroachment Permit. The following fees will be due prior to approving the renewal:

- Encroachment Permit – Renewal Processing Fee
- Annual Parking Fees – Offset for parklets proposed in paid parking areas

Permit Suspension or Revocation

The applicant must operate the parklet in a safe and sanitary fashion at all times. The City reserves the right to suspend or revoke the permit at any time consistent with Chapter 13-04 of the City Code.

Attachment I – Sample Preliminary Site Plan



Attachment II – Sample Final Site Plan

