



## **PARKLET DESIGN GUIDELINES AND APPLICATION REQUIREMENTS**

Permit Center  
2263 Santa Clara Ave. Room 190, Alameda, CA 94501  
Hours: 7:30 a.m.–3:30 p.m., M–Th  
[www.alamedaca.gov/permits](http://www.alamedaca.gov/permits)  
[Permits@alamedaca.gov](mailto:Permits@alamedaca.gov)

June 2020

Parklets provide an economical solution to increase public open space and allow the general public to sit and enjoy the area where existing sidewalks would preclude such occupancy. Parklets are intended as an aesthetic enhancement to the overall streetscape and to provide amenities such as sidewalk extensions, seating, planting, and bicycle parking. While parklets are privately constructed, funded and maintained by a sponsoring business, they are open to public during non-business hours.

**COVID-19 Modifications:** In March of 2020 the Alameda County Health Department ordered County residents to shelter in place and implement social distancing to reduce the rate of transmission of the Novel Coronavirus Disease. In an effort to promote the reopening and survival of many local businesses during these extraordinary times, the City of Alameda has modified the requirements and streamlined the review and approval process for parklets that was approved by the City's Planning Board on July 22, 2013. These changes will be reviewed and potentially further modified or potentially rescinded in response to changing social distancing requirements.

Parklets may serve as outdoor dining areas including the serving of any food or beverages (including alcohol, if permitted), waiting areas for customers, and/or areas for the display of merchandise, while social distancing requirements limit the number of customers that may be allowed within the adjacent commercial space.

### **PARKLET LOCATION AND DIMENSIONS:**

1. Parklets are intended for commercially zoned areas and shall not be allowed in residentially zoned areas.
2. Parklets are limited to the frontage of the sponsoring business, unless additional frontage is allowed by the Permit Office, the Business District (if applicable) and the adjoining affected business.
3. Parklets shall not extend out beyond:
  - a. Six (6) feet from the curb line where there is parallel parking
  - b. Fifteen (15) feet from the curb line where there is diagonal parking
  - c. Additional amounts as permitted, if the City implements temporary lane reductions
4. Parklets may extend in towards the building, as long as 8 feet of clear sidewalk is maintained at all times.
5. Parklets are limited by existing curb markings as follows:
  - a. Parklets shall not be allowed in red and blue zones.
  - b. Parklets may replace yellow zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and the applicant is willing to pay additional fees for relocating these zones.
  - c. Parklets may be allowed in white and green zones if the business that originally requested the white and/or green zones agrees to re-purpose that curb area for use as a Parklet.

6. Parklets shall not be allowed to block or cover over fire hydrants, manholes or underground utility box lids.

#### PARKLET DESIGN:

1. Parklets shall display signs stating that all seating is open to the public during non-business hours. Signs shall include the name of the business sponsor in the bottom left corner.
2. Parklets shall be protected from oncoming parallel traffic by parallel parking, sidewalk bulb-out, substantial bollard, or other similar feature.
3. Parklets shall adequately prevent patrons and the public from inadvertently entering the vehicular way (such as, during a trip and fall), and to prevent passing vehicles from entering the parklet. For situations in which the City has moved the parking lane out, allowing for parklets between the curb and the new parking lane, less robust barriers may be permitted to separate the parklet from the parking lane. Separating barriers may include reflective tape, soft hit posts, wheel stops, planters, railing, cables, or water-filled K-Rail, as needed. Barriers shall be visually permeable above 3 feet. If cables are used, vertical spacing between cables shall not exceed 6 inches.
4. Parklets shall not obstruct the gutter line in such a way that prevents the free flow of storm water.
5. The parklet's deck and ramp surfaces shall be compliant with ADA accessibility, including but not limited to a firm, stable, and slip resistant surface; a slope no greater than 2% measured in any direction (except running slopes on ramps); gaps between boards no greater than 1/4"; no unbeveled changes in elevation greater than 1/4"; and no protruding objects that are difficult to detect for someone with visual impairments.
6. Retail displays in parklets shall be removed and stored indoors, outside of business hours.
7. Seating and dining furniture used in the operation of the parklet shall be permanently affixed to the parklet in a manner acceptable to the City, or removed from the parklet and stored indoors, outside of business hours. Allowable furniture and accessories include tables, seating, trash bins, umbrellas (with at least a 60 pound base), planters, sandwich board signs, lighting, heating, and retail displays.
8. Covered trash and refuse storage shall be provided and serviced.
9. Lighting shall be provided, if use after dark is anticipated.
10. These items are not allowed in parklets: food preparation, presetting of tables, outdoor music and/or speakers, awnings, vertical shades, windbreaks and gates to prevent usage after hours.
11. All elements of the above mentioned parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of City of Alameda Municipal Code, the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the City of Alameda Standard Plans & Specifications.

#### ENCROACHMENT APPLICATION REQUIREMENTS:

A revocable encroachment permit applications shall include the following attachments:

1. A signed Indemnity and Hard Harmless agreement to defend, indemnify, save, and hold harmless the City, its officers, agents, or employees from any liability for damages resulting from any and all operations under the permit, in a form approved by the City Attorney.
2. A Certificate of Insurance for General Liability - minimum \$1,000,000 per/occurrence/\$2 million per/aggregate, with liquor liability coverage where applicable. Insurance coverage and limits shall be 1) the minimum coverage and limits specified in this agreement, or 2) the broader coverage and maximum limits of the coverage carried by or available to the named insured, whichever is greater.
3. A Certificate of Insurance for Workers' Compensation – as required by California law.

4. An Additional Insured Endorsement Policy that names the “City of Alameda, its Council, Officers, Employees, Volunteers, Board and Commissions” as additional insureds and includes the policy number and type of coverage.
5. A dimensioned site plan showing the footprint/outline of the proposed parklet, applicant’s business frontage limits, property lines, existing sidewalk width, existing parking stalls/alignment, curb markings, and all existing sidewalk furniture and obstructions within 15 feet of the proposed site, including fire hydrants, wall hydrants, utility boxes, manholes, utility poles, parking meters, parking kiosks, and street trees. An aerial photograph (e.g. Google Maps) may be used, provided that the required information is well labeled and clear.
6. A dimensional plan showing elements proposed to be placed on the parklet, including traffic barricades, tables, chairs, benches, planters, landscaping, bicycle parking, retail displays, trash bins, umbrellas, lighting, heating, and signage. For permanent elements, indicate method of fastening.
7. Photos of the site and of proposed barriers and furniture are optional but helpful when reviewing the permit
8. A signed maintenance agreement stating that applicant will keep the parklet free of debris and grime, keep all plants in good health, daily maintain the surface of the parklet, rinse out the area beneath the parklet at least once a week, and provide pest abatement beneath the parklet platform on an as-needed basis.
9. Maintenance details, including access panels and how drainage will be provided unobstructed along the existing gutter, entity and/or individual(s) responsible for the ongoing maintenance of the parklet including daily litter removal, and weekly rinsing of the area beneath the parklet.
10. Pedestrian and Traffic Control Plan, for temporary disruptions to traffic during construction of the parklet.