



PARKLET DESIGN GUIDELINES AND APPLICATION REQUIREMENTS

Public Works Permit Center
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Parklets are intended to be an aesthetic enhancement to the overall streetscape and to provide amenities such as sidewalk extensions, seating, planting, and bicycle parking. They may also 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 parklets are privately constructed, funded and maintained by a sponsoring business, they are to stay open to the public during non-business hours.

In 2020, the City of Alameda modified the requirements and streamlined the review and approval process for parklets that was originally approved by the City's Planning Board in 2013. Changes were approved regarding requirements and traffic safety standards for a two-year extension on November 2, 2021 by the City Council.

PARKLET LOCATION AND DIMENSIONS:

1. Parklets are only allowed in commercially-zoned areas. They are not allowed in residentially-zoned areas.
 - a. Is your parklet space commercially zoned? Find out here:
<https://www.alamedaca.gov/Departments/Planning-Building-and-Transportation/Planning-Division/Community-View>
2. Parklet location and length 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. Parklet widths shall be determined by the City Engineer, based on the width of the street, travel lanes, parking lanes, and bike lanes.
 - a. The typical allowable parklet width is 6 to 7 feet wide.
 - b. Width restrictions may be required to provide space for barricades and/or on-street parking between the parklet and the adjacent travel way.
 - c. Parklets **shall not** extend beyond fifteen (15) feet from the curb line where there is diagonal parking
4. 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 agrees 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.

5. Parklets **shall not** block or cover over fire hydrants, maintenance hole covers, or underground utility box lids and **shall not** impede the free flow of storm water along the gutter line.
6. Parklets located adjacent to intersections and crosswalks shall be approved by the City Engineer for site visibility clearance.

PARKLET DESIGN:

- **SEATING SIGNAGE**
 - 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.
- **PROTECTION OF PARKLETS**
 - Parklets shall be protected from oncoming traffic by City-approved precast concrete traffic barriers in accordance with attached standard drawings ST 17-1 and ST 17-2.
- **PROTECTION OF PATRONS AND PUBLIC**
 - Parklets shall adequately prevent patrons and the public from inadvertently entering the vehicular way (such as, during a trip and fall).
 - Parklet walls shall be visually-permeable above 3.5 feet. Vertical shades, non-transparent wind breaks, banners shall not be positioned above the parklet walls.
- **DO NOT BLOCK GUTTER ACCESS**
 - Parklets shall not obstruct the gutter line in any way that prevents the free flow of storm water. See the attached standard drawings for more details.
- **DECK AND RAMP ADA COMPLIANCE**
 - 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" including at the edge between the sidewalk and the parklet deck; and no protruding objects that are difficult to detect for someone with visual impairments.
- **RETAIL DISPLAYS**
 - Retail displays in parklets shall be removed and stored indoors, during non-business hours.
- **PERMANENTLY SECURE SEATING AND DINING FURNITURE**
 - 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, during non-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.
 - No furniture, including roofs, canopies or umbrellas, may extend beyond the roadway-edge of the parklet.
 - Any roofs, canopies or umbrellas that extend beyond sidewalk-edge of the parklet must have seven (7) feet of clearance.
- **CITY PROPERTY**
 - Nothing may be affixed to or bolted into any City property, including curbs, sidewalks, poles, light posts and roadways.
- **TRASH AND REFUSE**
 - Covered trash and refuse storage shall be provided and serviced.

- **LIGHTING**
 - Lighting shall be provided if use after dark is anticipated.
 - Electrical cords may not run cross the City sidewalk, or be attached to any City property or street trees. Rechargeable (non-gas) generators are recommended to power any lighting.
- **ROOFS**
 - Pop-up tents or canopy structures are not permitted.
 - Any structural element taller than seven (7) feet, including a roof, requires a signed, stamped drawing from an architect or engineer. If the parklet location is adjacent to an intersection or crosswalk, the stamped drawing shall include a sheet showing intersection site triangle demonstrating that there are no visual obstructions.
- **HEATING DEVICES**
 - All devices must comply with local and state fire codes.
 - No open flames are allowed below fabric.
- **NON-PERMISSIBLE ITEMS:**
 - **These items are not allowed in parklets:** food preparation, presetting of tables, outdoor music and/or speakers, awnings, vertical shades, non-transparent wind breaks, banners positioned above the parklet walls, or gates to prevent usage after hours.
- **CONFORMING REGULATIONS:**
 - 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), the latest Caltrans Standard Plans and Specifications, and the City of Alameda Standard Plans & Specifications.

PARKLET MAINTENANCE:

- Permit holder must maintain a clean and safe parklet space at all times.
- Maintenance must include daily litter removal and weekly rinsing of the area beneath the parklet to keep the gutters free of obstructions.

What Do I Need to Submit For New and Modified Parklets?

1. **A signed Encroachment Agreement that:**
 - a. Protects 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:**
 - a. Minimum \$2,000,000 per/occurrence and \$4 million per/aggregate, with liquor liability coverage where applicable. Parklets within 50-feet of the curb line of an intersection (see City Std Drawing ST 17-2) shall have minimum insurance levels of \$5,000,000 per occurrence and \$5,000,000 aggregate.
 - b. Insurance coverage and limits shall be:
 - i. the minimum coverage and limits specified in this agreement,
 - ii. 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:**

- a. Must name the “City of Alameda, its Council, Officers, Employees, Volunteers, Board and Commissions” as additional insureds and include the policy number and type of coverage.
- 5. A Dimensioned Site Plan Showing the Footprint/Outline of the Proposed Parklet**
 - a. Plan shall include: storefront (business) location, property lines, existing sidewalk width, existing parking stalls/alignment, curb markings (length and colors); and existing sidewalk furniture and objects within 15-feet of the proposed site.
 - b. Examples of sidewalk furniture and objects include fire hydrants, wall hydrants, utility boxes, maintenance hole covers, utility poles, street light poles, signs and sign posts, parking meters, parking kiosks, bicycle parking and street trees.
 - c. An aerial photograph (i.e. Google Maps) may be used, provided that the required information is well-labeled and clear.
- 6. Parklet Floor Plans**
 - a. Plan shall include: tables, chairs, benches, planters, landscaping, bicycle parking, retail displays, trash bins, umbrellas, lighting, heating, and signage. For permanent elements, indicate method of fastening to the parklet.
 - b. Indicate location of access panels to the drain, and how drainage will be provided (uncovered) along the existing gutter.
 - c. Indicate the entity and/or individual(s) responsible for parklet maintenance.
 - d. Show how ADA compliance will be met in your parklet space floor plans.
 - i. Includes: wheelchair access, clear pathways between tables, etc.
- 7. Simple Building Plan (how the parklet will be constructed)**
 - a. A simple drawing of what your parklet will look like
 - b. How permanent parklet elements will be fastened (posts, floor, walls, etc)
 - c. **Any structural element taller than seven (7) feet requires a signed, stamped drawing from an architect or engineer.** This includes roofs, walls, trellises, etc. If the parklet location is adjacent to an intersection or crosswalk, the stamped drawing shall include an intersection site triangle diagram demonstrating that there are no visual obstructions.
- 8. Photos** of the site and of proposed barriers and furniture are optional but helpful when reviewing the permit.
- 9. Pedestrian and Traffic Control Plan**
 - a. This is required for construction of the parklet and shall include bicycle accommodations

Send questions and completed applications to: pwpermits@alamedaca.gov for processing.