



# ONGOING PARKLET PROGRAM AGREEMENT & GUIDELINES





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## ONGOING PARKLET PROGRAM – AGREEMENT & GUIDELINES

### INTRODUCTION

In 2022, Healdsburg City Council approved the Ongoing Parklet Program (OPP) with the aim to increase activity and vibrancy in the downtown area. This program serves to provide some businesses the privilege of extending their operation to some public outdoors spaces on an ongoing basis under these guidelines **effective January 1, 2023**.

Any work on public property must have an Encroachment Permit and your Parklet Permit allows you to encroach into the public right-of-way. Parklets that require use of private property need to obtain permission from the property owner, follow these guidelines, and may require additional permits.

Please review the following Ongoing Parklet Program - Agreement & Guidelines as it provides requirements and timelines for applicants. All applicants must complete a parklet permit application, provide all require supplementary materials, and sign this document confirming that they understand all the necessary requirements in building, operating, and maintaining an outdoor parklet in the City of Healdsburg. Please note that these guidelines are subject to change. If you have any questions regarding the program, please contact Engineering Technician, Mitchell Wilson at [mwilson@healdsburg.gov](mailto:mwilson@healdsburg.gov) or by calling 707.431.3346.

### ELIGIBLE BUSINESSES

The following criteria is required to apply:

- Your proposed parklet is located in the downtown core.
- You are applying as a restaurant, tasting room, or retail business.
- All permits for your business location are up-to-date and in good standing.

Each request for a parklet is unique and will require individual review and approval. Businesses wanting to establish a parklet should recognize that the program is ongoing in nature and is renewable annually; having been issued Parklet Permit does not assume that you may continue to operate a parklet in perpetuity. All businesses should evaluate the cost-benefit of maintaining an outdoor parklet along with any design and installation costs. **Permits may be terminated, revoked, or amended at any time at the sole discretion of the City Manager.**

Merchants who only use the sidewalk to display wares, or other businesses that put out a small table or bench but do not provide service to those seating areas, will not be considered a parklet. They will be required to maintain an annual encroachment permit with current insurance and indemnity.

### PROGRAM LIMITATIONS

The following program limitations will apply:

- The Ongoing Parklet Program cannot permit more than 5% of the total 1,416 available on-street and off-street public parking stalls in the downtown core as defined by the 2017-18 parking study conducted by Walker Parking Consultants, which equates to roughly 70 parking stalls.
- Parklet requests will be reviewed based on the overall number in the downtown core and concentration of nearby parklets.
- The Ongoing Parklet Program will undergo a thorough program review in 2025 for possible modification or termination as determined by Healdsburg City Council.

## ACTIVATION

One of the aims of the Ongoing Parklet Program is to increase vibrancy in the downtown area. To meet this purpose businesses are **required** to activate their parklet and show consistent use of their parklet in **all** of the following ways:

- Parklet owner must detail their plan for activating their parklet space on their permit application.
- Parklet must be in use a minimum 5-days a week.
- Parklet must be made available to customers during all hours of business operation.
- Parklet owner is responsible for activating their parklet space to ensure its regular use.

As part of the regular inspection process, the City will note usage levels to be used as data when determining possible parklet renewal. Consideration will be made if the weather at time of inspection is not conducive for outdoor use.

## DEFINITIONS

<b>Adjacent Business</b>	A business that shares one or more common walls with another business or is located next door on either side of another business (i.e., if separated by a walkway, alley, driveway, etc.).
<b>Canopy</b>	A structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration, and may be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.
<b>Closed Sidewall</b>	Any side covering, drape, wall, screen, partition, tarp, fence or other vertical obstruction, other than posts, poles or other narrow support elements, that are between 42"-90" in height of canopy.
<b>Opening, or Open Sidewall</b>	For the purposes of these guidelines, an "opening" is an unobstructed area that allows for the free passage of outside air and is no less than 48".
<b>Outdoors</b>	A space located outside the confines of an enclosed building that allows for ample outside air circulation.
<b>Parklet</b>	A parklet is a small portion of public space (i.e., parking stalls, sidewalk, or public right-of-way) that has been reappropriated to serve as an extension of one or more commercial businesses, and incorporates non-permanent materials and amenities.
<b>Partial Obstruction</b>	For the purposes of these guidelines, a "partial obstruction" is any vertical obstruction, including, but not limited to, vertical materials, fabrics, tarps, partitions, screens, fences, planters, railings, water walls and similar vertical obstructions or elements that are under or within 5' of the perimeter of a canopy are less than 42" in height from the ground or floor on which it rests and is provided with not less than 48" of clear opening height above the obstruction.
<b>Tent</b>	A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

## ENCROACHMENT INTO PUBLIC RIGHT-OF-WAY

Businesses seeking to encroach into the public right-of-way for purposes of conducting business in compliance with State and local social distancing requirements, shall execute a Parklet Permit Agreement in lieu of obtaining an encroachment permit and as required by HMC Ch. 12.12.



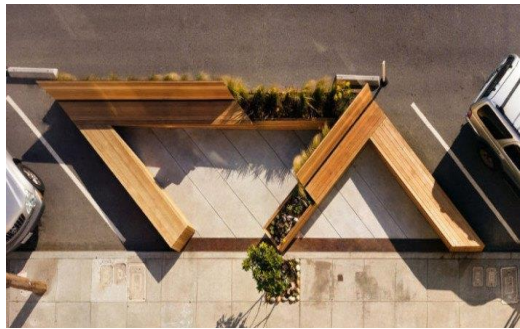
**ALLOWABLE CONFIGURATIONS**



**Parallel Parklet:**

These parklets utilize parallel parking spaces. Parklets typically are limited to a business’s frontage but can extend further if supported by neighboring businesses. The approximate depth of usable space from the curb is 7’ (or to within 1.5’ of the outside edge of the parking stall striping).

Sidewalk seating may be incorporated into a parallel parklet layout or design.



**Diagonal Parklet:**

These parklets utilize diagonal parking spaces. Parklets typically are limited to a business’s frontage but can extend further if supported by neighboring businesses. The approximate depth of usable space from the curb will vary but is typically 17’ (or to within 1.5’ of the outside edge of the parking stall striping).

Sidewalk seating may be incorporated into a parallel parklet layout or design.



**Sidewalk Parklet:**

These parklets use sidewalk areas adjacent to the business that allow space for outdoor dining, beverage service, or retail. You must always keep a 48” walkway open for pedestrians and not allow customers to move chairs or tables to infringe on the public walkway.

Merchants who only use the sidewalk to display wares, or other businesses that put out a small table or bench but do not provide service to those seating areas, will not be considered a parklet. They will be required to maintain an annual encroachment permit with current insurance and indemnity.



**Realignment Parklet:**

This approach utilizes parking spaces to create a safe reroute for pedestrians to travel out and around the service area of the sidewalk allowing full seating and use of the sidewalk area. Sidewalk extensions must accommodate accessibility requirements. Sidewalk extensions need to be a minimum of 48” in depth from the curb and need to be ADA compliant.

**Note:** The above configurations are not exclusive as every location is unique and will require individual review. The City will determine the public space allowed for each business and the appropriate configuration. See *Appendix B* for sample layout and *Appendix C* for sample designs.

## USE OF PRIVATE PROPERTY

Nothing in your permit relieves a business from any obligations or laws requiring consent of adjacent property owners for use of private property. Businesses seeking to operate outdoors shall obtain consent of any private property owners whose property will be used for outdoor operations; A signature from the property owner is required for a permit.

## CANOPIES

### General Guidelines:

- All canopies require a Building Permit and must be inspected.
- Canopies must be rigid and have a fire-resistant certification or flame certification showing material is in compliance with either California State Fire Marshal with approved seal or meets NFPA 701 flame retardant standards.
- Canopies shall not be installed within 5' of buildings unless approved by the fire code official.
- If heating devices will be used under canopies, the fire code official must provide an inspection. The use of propane heaters requires a permit from the fire code official.
- The layout or a diagram of outdoor canopies must be shown on the permit application.
- Canopy installations shall not obstruct fire apparatus access to existing buildings or fire protection appurtenances (e.g., fire hydrants, FDC's, etc.).
- Areas open to the public under canopies must be made accessible to individuals with disabilities. The head clearance under canopies is 90' (ideally 96').
- There shall be a clearance of not less than 3' surrounding the parklet at all times.
- Outdoor canopies open to the public must have openings to allow airflow as provided in these guidelines. The combined sidewall area (all 4 sides) shall not have less than 50% of clear unobstructed opening at all times.
- If the building address is obstructed by a canopy, applicant must provide addressing that is visible from the public street and must be approved by the fire code official.
- Canopy shall be properly anchored or ballasted in accordance with manufactures guidelines, structural calculations or as otherwise approved by the fire code official. The formula  $[(L \times W) \times 5\text{lbs} = \text{total ballast required}]$  may be used to determine total ballast for canopies.
- The following weights for filled water barrels may used for providing ballasts:
  - Water barrels top tied only = 192 lbs. each
  - Water barrels top tied and bottom strapped to leg = 336 lbs. each
- Canopy permits are revocable by the fire code official for non-compliance with these guidelines.

**IMPORTANT: Temporary tenting is not allowed. No exceptions.**



Outdoor heaters and elements that use electricity or propane fuel can help to make your parklet more comfortable throughout the year. Heating features are allowed in parklets but will require an additional permit from the Fire Department. Please note the following for all heating types:

- The location and type of all heating equipment must be shown on your permit application diagram/drawing.
- The fire code official or their designee will inspect all heating devices regardless of size.
- Heating appliances must be listed and used in accordance with manufactures guidelines, these guidelines, and the California Building Standards Code.



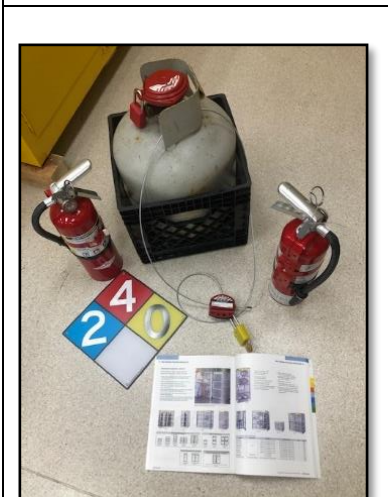
**Portable Electric Space Heaters.**

Portable, electric space heaters are allowed when operated only in locations for which they are listed. Portable, electric space heaters shall be located at least 3' from any combustible materials, including sidewalls, ceilings, umbrellas, and all other combustible materials.



**Portable Outdoor Gas-Fired Heaters (i.e., propane or natural gas).** Portable outdoor gas-fired heating appliances for businesses may only be used when Fire Department requirements are met and the canopy is provided with one side that is completely open and the combined sidewall area (all 4 sides) is not less than 50% of clear unobstructed opening as determined by the fire code official. A propane permit must be obtained by the fire code official prior to the installation and use of portable outdoor gas-fired heating appliances within a canopy.

Portable outdoor gas-fired heating appliances are not permitted within 3' horizontal and vertical distance from sidewalls, ceilings, canopies, or buildings and shall be kept a minimum of 5' horizontal distance from exits of canopies or buildings.



Propane cylinder valve lock, NFPA 704 diamond, fire extinguisher with maintenance tag, cable lock, milkcrate, propane cabinets.

**Liquid Petroleum (LP) Gas (Propane):**

- Propane shall be stored and used in accordance with the California Fire Code and must be stored within the parklet.
- A propane permit has been issued by the Fire Department
  - Electronically report and apply for a Hazardous Materials CUPA permit [online](#).
  - Tanks installed in listed appliances or alone may be stored in a secured location outside the business.
  - Tanks not installed on or in listed appliances shall be in milk crates or similar stabilization containers, nested, or secured top and bottom
  - The portable outdoor listed appliances can be secured by nesting them in the center of the parklet with the propane turned off, the access doors facing in and chained together to prohibit tampering.
  - Storage shall not be within 10' of ventilation intakes, doors, windows or ignition sources
  - Storage areas shall be posted "No Smoking or Open Flame"
  - Propane shall not be used inside buildings at any time.
- Propane tanks used shall not exceed 5-gallon water capacity.
- The permitted number of propane tanks shall not exceed five (5) tanks total (in use and in storage at any one time - empty tanks are considered full and count towards total).
- Propane tanks shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location not less than 5' from canopy, sidewalls, and ceilings. Propane tanks shall be located not less than 5' from a means of egress (exit).

**LIGHTING**

Lights can be a wonderful way to create ambiance within the parklet. Lights can be installed within the parklet and over the sidewalk by incorporating a post element into your parklet design railing treatment.

- Lighting is allowed but may require a permit, depending on what you propose. Self-contained low-voltage systems, such as solar or battery-powered lights, are a good choice.
- Lighting is limited to the structural elements of the parklet and cannot be attached to public trees, light poles, or other City-owned infrastructure.
- Lighting shall be placed in a manner and brightness level to avoid distraction to drivers.
- They are at least 7.5' feet high to allow vertical clearance for pedestrians.
- Do not include any lighting that is blinding to passing traffic.
- Due to Healdsburg's historic downtown buildings, some sites will require more creative solutions so as not to damage structures.
- Please include a lighting plan with your parklet paperwork. It must include specific locations of anchor points, type of wall anchors proposed for installation, size of lateral cabling, and where the electricity is being drawn from (interior of building or exterior of building).
- Additional detailing will be required for the proposed construction of the overhead lighting support system to show how lateral bracing is provided.
- All lighting must meet electrical code and energy code requirements. All lighting types, lighting controls and the routing of the electrical should be clearly indicated on an electrical plan.
- All lighting and cords must be UL listed for outdoor use and warm in color (no bright LEDs). All outdoor electrical must be cord and plug connected using a Ground Fault Circuit Interrupter (GFI) electrical receptacle.
- Cords or wiring at ground level must be covered or installed to prevent trip hazards. Overhead wiring may be permitted under certain situations with approval.
- If in the opinion of the City that the lights are a distraction, applicant shall modify as necessary at their own expense.
- At no time should any business tap into City-owned power or any other public utility.



## MAINTENANCE & LANDSCAPING



Being approved for a parklet is a great privilege and responsibility. Parklet owners are responsible for ensuring their parklet is kept in like-new condition including:

- Exposed wood is stained, sealed, or otherwise treated for ongoing outdoor use.
- Measures taken to prevent weathering or discoloration in wood or sidewalls.
- Regularly clean parklet and the surrounding areas that accumulate trash and leaves.
- Regularly inspecting decking, hinges, sidewalls, ramps, connections points, railings, etc. to comply to guidelines.
- Ensure parklet lighting such as bistro lights are replaced when burnt-out.

Due to the placement of parklets and closed streets, street-sweepers are unable to access the area. The garbage will attract vermin, and the leaves will cause slipping hazards, particularly when wet. Parklet owners are responsible for cleaning and maintaining all interior and exterior areas surrounding your parklet where street sweepers cannot reach, including your neighbor's frontage. To assure contaminants do not enter our waterways, no sweeping into any drainage or planter, debris must be properly disposed in an appropriate receptacle.

Additionally, please ensure that you are doing your part in beautifying your space and upkeeping any added foliage in planter boxes as this adds to the charm of our parklets in Healdsburg. Parklets are required to have some type of landscaping incorporated into their parklet design. Landscape plantings help soften the space and can serve as a pleasant buffer along the street-facing edge. Landscape elements may be incorporated as planter boxes, hanging planters, raised beds, or similar features. Drought-tolerant and native plants are good choices for ease of maintenance. Edible plants and plants with fragrance, and seasonal interest are also recommended.



## SEATING



Parklets that incorporate seating can be integrated in a variety of creative ways. These seats can be a part of the structure, planters, or creative features within the parklet. Seating and tables can also be movable as well. This seating can be removed and stored at the end of the day or locked with cables to the parklet structure.

**Seating must comply with ADA requirements.**

## SIDEWALLS: THE 50% RULE

By adhering to The 50% Rule at all times, parklet owners will meet several sightline, air flow, and parklet design requirements. The bulleted items below define The 50% Rule:

- Use of sidewalls are permitted **only when...**
  - **The parklet is in active use**
  - **During times of direct sunlight, rain or heavy wind**
- The combined sidewall area (all 4 sides) shall not have less than 50% of clear unobstructed openings around your parklet.
- You can include columns and other vertical elements into your parklet design.
- Continuous opaque walls between 42"-90" that block views into the parklet from the surrounding streetscape are prohibited.
- The parklet should have a notable, defined edge along the side of the parklet facing the roadway and adjacent parking stalls. Depending on the context, the edge should be between 30" and 42" in height.
- Temporary vertical obstructions, such as mesh screens, between 42" and 90" from the pavement shall be considered a **"closed sidewall"**.
- Vertical obstructions 42" or less in height shall be considered **"partial obstructions"** and shall be allowed for the purposes of determining **"sufficient outside air movement"**.
- A minimum clear **"opening"** height of not less than 48", shall be provided above any partial obstructions to provide **"sufficient outside air movement"**.
- Variations from these guidelines may be approved on a case-by-case basis when the intent of the State and County guidelines are met and the variations are approved by the Department of Public Health and the fire code official. (An example of a variation might include fans or other devices that increase sufficient outside air movement to a space that might not otherwise meet all of the criteria mentioned above.)
- All temporary sidewall material/fabric, placement, and attachment method must be pre-approved as part of your Parklet Permit.



### Closed sidewall

(Non-permanent. Only permitted during times of direct sunlight, heavy wind, or rain. All temporary sidewalls and sidewall material must be pre-approved)



## SIGNAGE



Parklets may not be used to hang banners, promotional material, or any other type of signage without prior approval from the City. A professional design proof may be required.

At no time should any business attach, affix, or secure, any signage to any power pole, tree, streetlamp, or other City-owned piece of infrastructure without prior approval. Signs should be modest in size and be in character with the materials, colors, and details of the parklet and associated business. Signs shall not impact sight lines and shall not obstruct the public right-of-way.

Parklets using parking stalls or otherwise blocking their address, must provide their numerical address on the street facing side of their parklet so that it is easily viewable from the roadway. A self-reflective address sign on the parklet with individual numbers that are at minimum 4" in height.

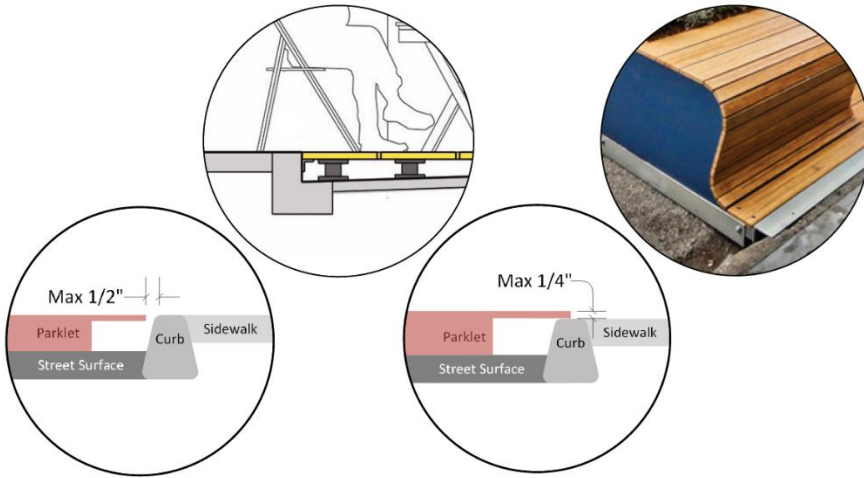
## CONSTRUCTION



No permits will be approved on City streets without the installation of an approved deck. The parklet frame should be a freestanding structural foundation that rests on the street surface or curb. No features or structural components may be permanently attached to the street, curb, or adjacent planting strip. Businesses cannot leave materials within the public right of way outside your parklet, including during construction. At no time should any business attach, affix, or secure, any sign, private equipment to any power pole, tree, streetlamp, or other City-owned piece of infrastructure. Parklets must be freestanding and no attachment to any existing building structure or piece of infrastructure (private or public) is permitted without approval. All parklets must have a continuous boundary defining special parklet area.

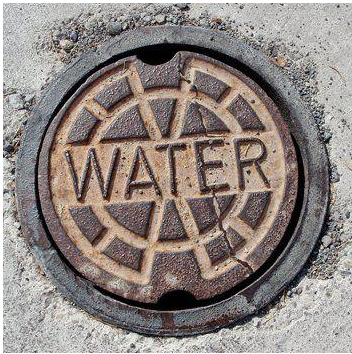
Upon receiving your Parklet Permit, construction must be completed in a timely manner and not continue more than 3-weeks from your start date. After work has started, continual progress on your parklet must be made to comply with the conditions of your permit. Any construction lasting more than 3-weeks will require the installment of construction fencing at the permit holder's coordination and risk possible revocation of permit. Additionally, drilling into the sidewalk or pavement is not allowed. When your permit expires, businesses will need to repair any damage to public property. The City will require an additional encroachment permit to correct any damage.

## CURB INTERFACE



- Parklet design shall allow for stormwater flow and drainage along the curb.
- The top of the decking shall be flush with the curb (no more than 1/2" horizontal gap), level with the adjacent sidewalk (no more than 1/4" vertical deviation) and must be accessible at several locations by pedestrians.
- The parklet must have a seamless connection to the existing curb to meet ADA requirements. In certain situations, a ramp may be required to meet ADA requirements.

## PUBLIC UTILITY



A parklet shall not block or encumber the working space around storm water drainage, fire hydrants, transit stops, driveways, manholes, or public utility valves/covers. At no time should any business tap into City-owned power, water, or any other public utility.

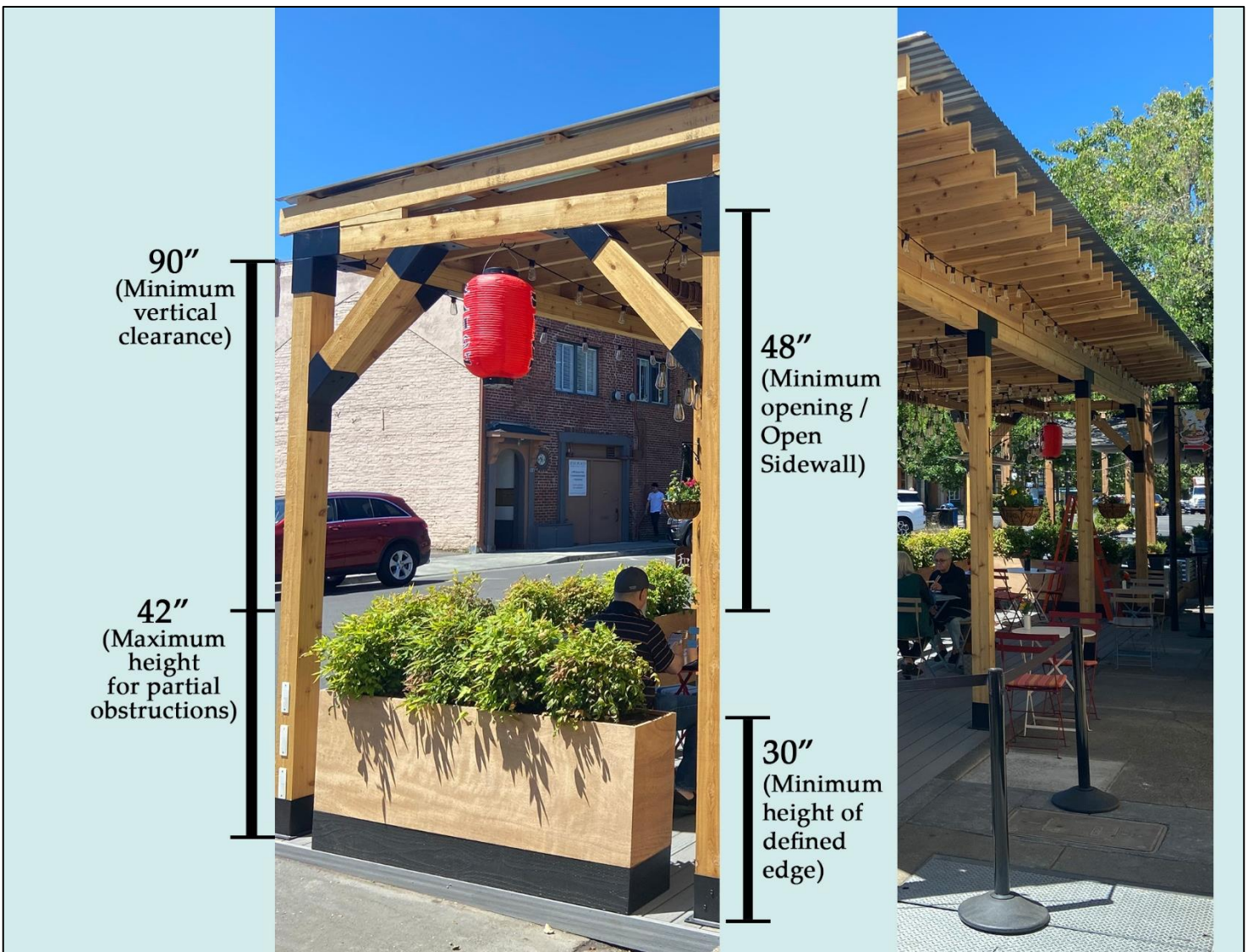
## ROAD BARRIERS

Vehicle deterrents such as heavy planters, filled wine barrels, or other heavy objects shall be installed within the parking space adjacent to the traffic lane no more than 6' apart along the street side perimeter of the parklets. Additional vehicle deterrents shall be installed on the edges of the parklet. Vehicle deterrents such as barricades, planters, wine barrels, or other objects **MUST** be filled with water, soil, sand, gravel, or other heavy material and be installed within the parking space adjacent to the traffic lane or adjacent parking sides. All vehicle deterrents shall be located entirely within the approved parking space(s), and design and placement must be approved by City staff. Do not push out road barriers into the roadway to gain additional space.

Reflective tape or markers are required at the corners of the parklet and, depending on location, along the length of the parklet to alert drivers, cyclists, and others. In low light conditions or rainy days, drivers unfamiliar with the parklets need a clear warning of these unexpected objects in the parking area.



- The parklet design must ensure visibility to passing traffic and pedestrians and not create a visual barrier.
- The parklet shall maintain a visual connection to the street. Continuous opaque walls higher than 42" that block views into the parklet from the surrounding streetscape are prohibited.
- A minimum overhead clearance of 90" (preferably 96") must be provided for any parklet that includes a canopy, umbrella, or similar element, to avoid creating a visual barrier and to provide adequate clearance for people.
- The parklet should have a notable, defined edge along the side of the parklet facing the roadway and adjacent parking stalls. Depending on the context, the edge should be between 30" and 42" in height on the street side.
- The parklet shall not encroach on the travel way.
- Traffic deterrents must be connected to create a perimeter that deters individuals from entering the traffic lane from the parklet. This can be accomplished via a railing, planter, pony fence, roping, or other similar apparatus. A continuous barrier is also required for ABC purposes.
- Generally, parklets must be located at least one parking stall away from a street corner. Applicants requesting a parklet located on a corner will undergo a thorough review and sight line evaluation, based on specific location and intended use, to determine if the presence of the parklet at a specified location will cause a safety hazard.
- Parklet shall not create an unsafe condition by limiting necessary line of sight from driver to signage, traffic, or pedestrians.



As determined by the City, a business shall remove a parklet installation or portion of a parklet at its own cost for:

- Public utility maintenance, upgrades, repair, or inspection purposes
- Street maintenance, upgrades, repair, or inspection purposes
- Access below ground, street level, or above ground utilities, trees, and other City infrastructure
- Storms, floods, high wind advisories, and other weather-related events
- Upgrade, maintenance, or regular inspection of public utilities
- Access to fire hydrants, manholes, valves/covers, drainage, and other utility or utilities
- Securing, altering, relocating, and/or items contained within for safety reasons
- Other purposes as determined by the City or as directed by the City Manager

Staff will provide parklet owners 60-day notice of any infrastructure replacement or upgrades occurring that would require a parklet to be moved or dismantled. In the case of emergency repairs or weather events, staff will make effort to provide parklet owners with as much advance notice as possible, however, in an immediate emergency this may not be possible.

**In an emergency, the City reserves the right to dismantle or remove a section or sections of a parklet in whatever manner it chooses to address the emergency and assumes no responsibility for returning the parklet to its original condition.**

Due to the nature of the emergency, repair, maintenance, inspection, or other essential purpose that requires removal, displacement, destruction or disruption of a permitted parklet, an exact timeline may not be immediately known and could exceed days, weeks, or months. See *Appendix D* for Healdsburg Flood Hazard Zones.





**STEP 1:** Applicant submits permit application via e-mail to:

Mitchell Wilson, Engineering Technician  
[mwilson@healdsburg.gov](mailto:mwilson@healdsburg.gov)  
707.431.3346

**STEP 2:** Permit Coordinator collects all application materials and provides initial review of application.

- Completed application with required signatures
- Detailed Map / Layout
- Initialed and signed Parklet Permit - Agreement & Guidelines
- Proof of Liability Insurance with Endorsement
- Proof of ABC license to extend alcohol service to parklet (if serving alcohol)
- Any supplemental materials, photos, maps, layouts, or permits

**STEP 3:** Permit Coordinator routes completed application to City staff for review/approval, as needed.

**STEP 3a:** The City may request a virtual or on-site meeting with the applicant to review request.

**STEP 4:** Permit Coordinator assembles all conditions and requirements into a permit packet for applicant to sign.

**STEP 5:** Permit Coordinator signs and issues Parklet Permit.

**IMPORTANT:**

Any business wishing to be permitted for a parklet must apply for a Parklet Permit and comply with these updated guidelines regardless of previous permit status.



**Parklet Fees:**

- Administrative Fee: \$2,400 annually per parklet
- Annual Rent: \$1.50 per square foot rent for private use of the public right-of-way occupied by the parklet, including street, sidewalk, or other public right-of-way. Official parklet size will be determined by the City based on approved layout. The chart below outlines sample fees based on various parklet sizes; each parklet will have its own unique size based on its individual layout:

SAMPLE PARKLET SIZE	ANNUAL RENT	ADMINISTRATIVE FEE - ANNUAL	TOTAL ANNUAL FEE
100 sq. ft.	100 sq. ft. x \$1.50 x 12 months	\$2,400	\$4,200
352 sq. ft.	352 sq. ft. x \$1.50 x 12 months	\$2,400	\$8,736
678 sq. ft.	678 sq. ft. x \$1.50 x 12 months	\$2,400	\$14,604

- The Planning and Building Department charges a \$170/per hour fee to applicants for the time spent reviewing professional parklet drawings along with the inspection of your construction for all approved building permits. Applicants that choose to build a more elaborate construction that includes any sort of construction overhead will require a building permit.
- Additional fees may apply depending on parklet location and use as listed in the Master Fee Schedule.
- Fees are subject to increase.
- Prorating is available for permits issued after January 1 of a given year.

**Other potential fees:** (Not collected by the City of Healdsburg, amounts may change)

- CUPA certification (training required to handle propane under outdoor canopies; roughly \$400 annually)
- California Department of Alcohol and Beverage Control – Extension of existing alcohol license
- Any professional designs (required for a building permit)
- Additional fees may apply depending on parklet use.

**Other costs:**

- The business constructing the parklet is fully responsible for all construction and setup costs, operations and maintenance, full liability release and indemnification, and provision of insurance.
- Any damage, repair, replacement, or preventative maintenance.
- The business shall remove a parklet, or portion of a parklet, at its own cost, if necessary for public utility or street maintenance/repair purposes, as determined by the City. This may include full removal of the parklet installation to access below ground, street level, or above ground utilities, trees, and other City infrastructure.
- The business shall be responsible for repairing any damage caused to the street/curb/gutter/sidewalk as a result of the parklet, once the parklet is removed.

## NEIGHBOR NOTIFICATION AND COMPLAINTS

All permit applicants **MUST** notify all adjacent businesses and provide details of their parklet plan prior to submitting their application. Any immediately adjacent business to a permitted parklet has the right to revoke their support at any time. A neighboring business that has any concerns or issues is encouraged to resolve the matter independently and diplomatically with the permit holder. If a resolution cannot be found, the adjacent business may contact the permit coordinator in writing to file an official grievance for determination and/or direction on the matter. Non-adjacent businesses may also provide a complaint in writing which will be included in the permit holder's file and re-reviewed upon renewal. The permit coordinator will determine any applicable action based on a written complaint.

## MAP & LAYOUT REQUIREMENTS

In your permit application, you will be asked to include a **detailed** drawing / visual representation of the area in which your proposed outdoor activities will take place. To assist us providing a thorough review of your map / layout you will be asked make note of the following:

### **Boundaries & Equipment:**

- Clearly define the boundaries of your proposed footprint and identify the names of any neighboring businesses
- Your **ENTIRE** parklet, including wine barrels, planters, and barricades, must fit within the parking area (painted white tic marks must be visible or as approved in your permit).
- Label street names of any adjacent streets
- Include all improvements, structures, equipment, and/or materials (i.e., tables, dividers, barriers, etc.)
- Identify all permanent public fixtures within your proposed footprint (i.e., sidewalks, trees, fire hydrants, benches, etc.)
- Indicate 48" path of ADA compliant travel
- Details of construction of platform if used to create flat surface
- Details of hand railing if a drop off is created by platform
- Details at connection point to curb or note to be created "flush with curb"
- Details of any ramp or other device to allow wheelchair access
- Vertical clearance of 7' minimum required from walking surface (i.e., if patio umbrellas are used)
- Vertical clearance of 7.5' minimum required from walking surface (i.e., if canopy is installed)
- Details on use of any gaps between parklet and adjacent parking (i.e., bike parking, planters, etc.); gaps over 4' may require additional road barrier protection provided by the parklet applicant.
- Show continuous boundary defining parklet area.

See *Appendix B* for helpful information on site plans. Professional drawings are required for all Building Permits.



## INSURANCE REQUIREMENTS

If Permittee's proposed activities encroach into public right-of-way and/or a public easement, Permittee shall procure and maintain for the duration of this Agreement, and furnish proof of along with this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with this Agreement, as set forth in this section. The cost of such insurance shall be borne by Permittee. Permittee's whose activities do not encroach into public right-of-way and/or a public easement, shall not be required to obtain said insurance.

### **Minimum Scope of Insurance:**

Permittee shall obtain and all times during duration of this Agreement maintain coverage at least as broad as:

- Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- Workers' Compensation insurance as required by the State of California and Employer's Liability insurance (for Permittees with employees).
- Property insurance against all risks of loss to any tenant improvements or betterments.

### **Permittee shall maintain limits no less than:**

**General Liability:** \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

**Employer's Liability: \$2,000,000** per accident for bodily injury or disease.

Property Insurance: Full replacement cost with no coinsurance penalty provision.

### **Deductibles and Self-Insured Retentions:**

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Permittee shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

### **Other Insurance Provisions:**

- The general liability policy is to contain, or be endorsed to contain, the following provisions:
- The City, its officers, officials, employees and volunteers are to be covered as insureds with respect to liability arising out of ownership, maintenance or use of the premises/property owned by or leased to the Permittee.
- The Permittee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Permittee's insurance and shall not contribute with it.
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

### **Acceptability of Insurers:**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless prior approval is received from the City Attorney.

## INSURANCE CHECKLIST

Below you will find a helpful Liability Insurance & Endorsement Checklist for providing us a Certificate of Insurance AND Endorsement that meet our requirements:

### **Certificate of Insurance (COI):**

- Correct name and address of permit applicant is listed on the COI (must match the applicant/business name on the Parklet Permit Application).
- Limits need to be \$2,000,000.00 or greater.
- "The City of Healdsburg, it's officers, officials, employees, and volunteers" need to be listed.
- Proof of Worker's Compensation. The application says that you need to provide proof of Workers' Comp Insurance as required by the State of California and Employer's Liability Insurance. When we refer to proof we are stating that your need to show us that your have Workers Comp but that your don't have to provide the Workers' Comp Waiver of Subrogation, which we normally require.

### **Additionally Insured General Liability Endorsement:**

- "The City of Healdsburg, it's officers, officials, employees, and volunteers" need to be listed.
- Additionally insured or 'Per Written Contract' needs to be listed.
- Contains Primary and Non-contributory language.
- The GL Policy number added to the endorsements or the form numbers added to the certificate page in the description. Something that connects all these documents together.

Please provide the above requirements and checklist to your insurer and confirm that they have provided all information contained in the checklist before submitting your insurance documents. Providing insurance documents that do not meet the City's minimum requirements may delay your permit approval. It is the responsibility of the permit holder to ensure that the City has your most current insurance information on file.



## ADDITIONAL PERMITS & REQUIREMENTS

The City shall only enter into a parklet agreement that authorizes activities which are consistent with City, State and County guidelines. Nothing in this permit shall authorize a particular business to operate outside unless that business is authorized to operate with approval of the City of Healdsburg. All businesses must be in full compliance with all City, State, and County requirements.

### Nothing relieves a business from the requirement to:

- Obtain a Building Permit for outdoor activities if a building permit would otherwise be required, nor does this relieve a business from complying with all provisions of the Building Code, including but not limited to, maximum occupancy requirements. City staff will determine if your parklet construction requires a building permit as part of their review of your permit application.
- Undergo design review for exterior alterations if such design review is required pursuant to any historic property standards.
- Obtain any and all [California Department of Public Health](#) (CDPH) permits required for outdoor food service / food safety.
- Obtain an alcohol license extension from [California Department of Alcohol and Beverage Control](#). Since the City of Healdsburg does not administer this permit, if you hold a Temporary ABC COVID-19 Catering Permit, your license may not align with the duration of your Parklet Permit. Please ensure you that you have the proper alcohol permit(s) to extend your existing alcohol license into a permitted parklet area. The number to ABC's local office in Santa Rosa is 707-576-2165 if you have any questions.
- Adhere to the laws and regulations set forth in the [Americans with Disabilities Act of 1990](#) (ADA). As the business and parklet owner, you are responsible for understanding and meeting the requirements of the Americans with Disabilities Act (ADA). You must always keep a 48" walkway open for pedestrians, do not allow customers to move chairs or tables that infringe on the public walkway. See Appendix A for additional guidance.
- Obtain all permits and follow all requirements found in the California Building Standards Code and the California Fire Code including electronically reporting and applying for a Hazardous Materials [Certified Unified Program Agencies](#) (CUPA) permit if using Liquid Petroleum (LP) Gas (Propane).

Information provided above is not an exhaustive listing of permits and parklet requirements. Permit requirements are subject to change, additional permits may be required, and holders a Parklet Permit must conform to all updated permit requirements, guidelines, laws, and ordinances.

**TIMELINE**

<b>Wednesday, August 31, 2022</b>	<b>Deadline to apply for ongoing Parklet Permit for January 1, 2023, start date:</b> Due to anticipated number of applications expected under the Ongoing Parklet Program interested applicants should apply by this date. This will allow time for permit review & approval to ensure a smooth transition between permits and/or to prepare for parklet construction. Applications will be accepted at any time, but applications not received by this date are not guaranteed a January 1, 2023, start date.
<b>Sunday, January 1, 2023</b>	<b>Program launch:</b> Initial wave of approved Parklet Permits go into effect under these guidelines. Program continues as permits are approved.
<b>October – November 2023</b>	<b>Renewal Period:</b> All Parklet Permits evaluated for possible renewal for 2024 and annual fees due.
<b>October – November 2024</b>	<b>Renewal Period:</b> All Parklet Permits evaluated for possible renewal for 2025 and annual fees due.
<b>Spring-Summer 2025</b>	<b>Ongoing Parklet Program Review</b> The Ongoing Parklet Program will undergo a thorough program review for possible modification or termination as determined by Healdsburg City Council.

**IMPORTANT:**

- Unless otherwise specified by City staff, businesses who hold a Building Permit for an existing parklet will not be required to re-apply for a Building Permit. However, a Building Permit may be required for any modification to your parklet structure.
- Any modification to permitted parklets requires authorization in advance.
- Permit renewal is not guaranteed.

**PARKLET INSPECTION**

Once your approved permit is issued, your parklet is subject to regular inspection by City staff without notice. Inspection results will be provided to you along with any notations, corrective measures, and timeline for completing any issues. Timeline for each corrective measure will be contingent on the safety risk posed. Permit holders will need to confirm all corrective measures in writing and provide pictorial evidence if required. To assist parklet owners with ensuring guideline compliance, *Appendix E* offers a helpful Self-Inspection Checklist.

If on subsequent inspections, previously identified issues persist, the permit review team will review the violation and determine appropriate action. **Permits may be terminated, revoked, or amended at any time at the sole discretion of the City Manager.** Please see section on “Violations” for additional information.



Please read and understand the following permit terms & conditions:

- Permittee agrees to accept all responsibility for loss or damage to any person, property, or entity and to indemnify, hold harmless, and defend and release the City of Healdsburg, its agents, and employees from and against any and all liability actions, claims, damages, costs, or expenses which may be asserted by any person, property, or entity, including Permittee, arising out of or in connection with the willful act or negligence of Permittee engaging in the activities associated with this Agreement, whether or not there is concurrent negligence on the part of the City, but excluding liability due to the sole active negligence or sole willful misconduct of the City.
- Permittee hereby grants to the City the right to remove or relocate said improvements and to come upon Permittee's land to effect said removal or relocation if deemed necessary by the City and/or a Utility. Permittee waives any claim or right he/she/it may have for inverse condemnation, damages, or loss of income or business resulting from said removal.
- Permittee shall comply with all applicable local, State, and Federal laws and regulations at all times during the effective period of this agreement, including but not limited to laws regarding the obstruction of vehicular traffic, the Americans with Disabilities Act, and County health laws regarding provision of food services.
- If Permittee's proposed activities encroach into public right-of-way and/or a public easement, Permittee shall procure and maintain for the duration of this Agreement, and furnish proof along, with this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with this Agreement, as set forth in this section. **It is the responsibility of the permit holder to ensure that valid insurance remains on file with the City.**
- Permittee understands and agrees that this permit confers no vested rights to any ongoing or continued activities, and any and all activities authorized by this Agreement. All improvements, structures and installments approved pursuant to this Agreement shall be removed in their entirety upon expiration of this Agreement.
- This Agreement is non-transferable. Only the permittee with whom this Agreement was entered shall be permitted to engage in the activities authorized herein.
- This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed.

Permit holders must agree to the following:

- I understand that this program is ongoing and will expire in accordance with these guidelines, unless otherwise amended by City Council.
- I understand that my parklets should be functional, safe, welcoming, aesthetically pleasing, and meet all municipal and parklet guideline requirements.
- I will adhere to all Sonoma County Health Services orders and requirements.
- I will adjust my outdoor plan if the City identifies safety, ADA, or logistical issues after this permit is issued.
- I accept all risk related to loss or damage of any outdoor furnishings.
- I will always leave room for ADA access (minimum of 48" unobstructed clearance) and for appropriate pedestrian flow and will be responsible for allowing all ADA requirements.
- I will leave Fire Department connections, fire hydrants, and designated red zones unobstructed.
- I will train staff on the location of the nearest fire extinguisher to the outdoor space.
- I will assure that exits for my business and adjoining businesses remain unobstructed.
- I will not cook outdoors.
- I am not prohibited by any lease or rental agreement from expanding my business outdoors in front of my business.
- I understand the City reserves the right to update, amend, or otherwise change these guidelines at any time.
- I understand that amplified sound is not permitted in any parklet area.
- I understand that parklets must be made assessable during all hours of business operation, if requested by a customer.
- I understand that smoking is prohibited in all parklets.

## VIOLATIONS

To operate in an outdoor public area, you must hold a valid Parklet Permit and following all guidelines herein. Any violation of this permit may include termination of specific parklet amenities (lighting, sidewalks, heating devices, etc.) if improperly used, a cease in parklet service/operation until violations are corrected, or revocation of permit and parklet removal depending on the severity, quantity, or ongoing nature of the violation(s). Parklets with reported violations that remain uncorrected are not eligible for annual renewal.

Violation of any local, State, or Federal law shall constitute an imminent threat to the public health and is hereby declared to be a public nuisance and shall be subject to enforcement as such; violations may result in the immediate termination of your Parklet Permit and the cessation of any authorized activities. **Permits may be terminated, revoked, or amended at any time at the sole discretion of the City Manager.**

## APPEAL

Any applicant who is denied a Parklet Permit, whose parklet concept does not conform to these guidelines, or whose permit has been revoked for any purpose, may appeal. All appeals must be made to the City Manager within 30-days of notice of denial or revocation. The appellant shall attach a written statement describing the circumstances of the appeal and include any evidence that he/she would like to be reviewed for consideration. A response will be delivered within 30-days to the applicant.

## SIGNATURE

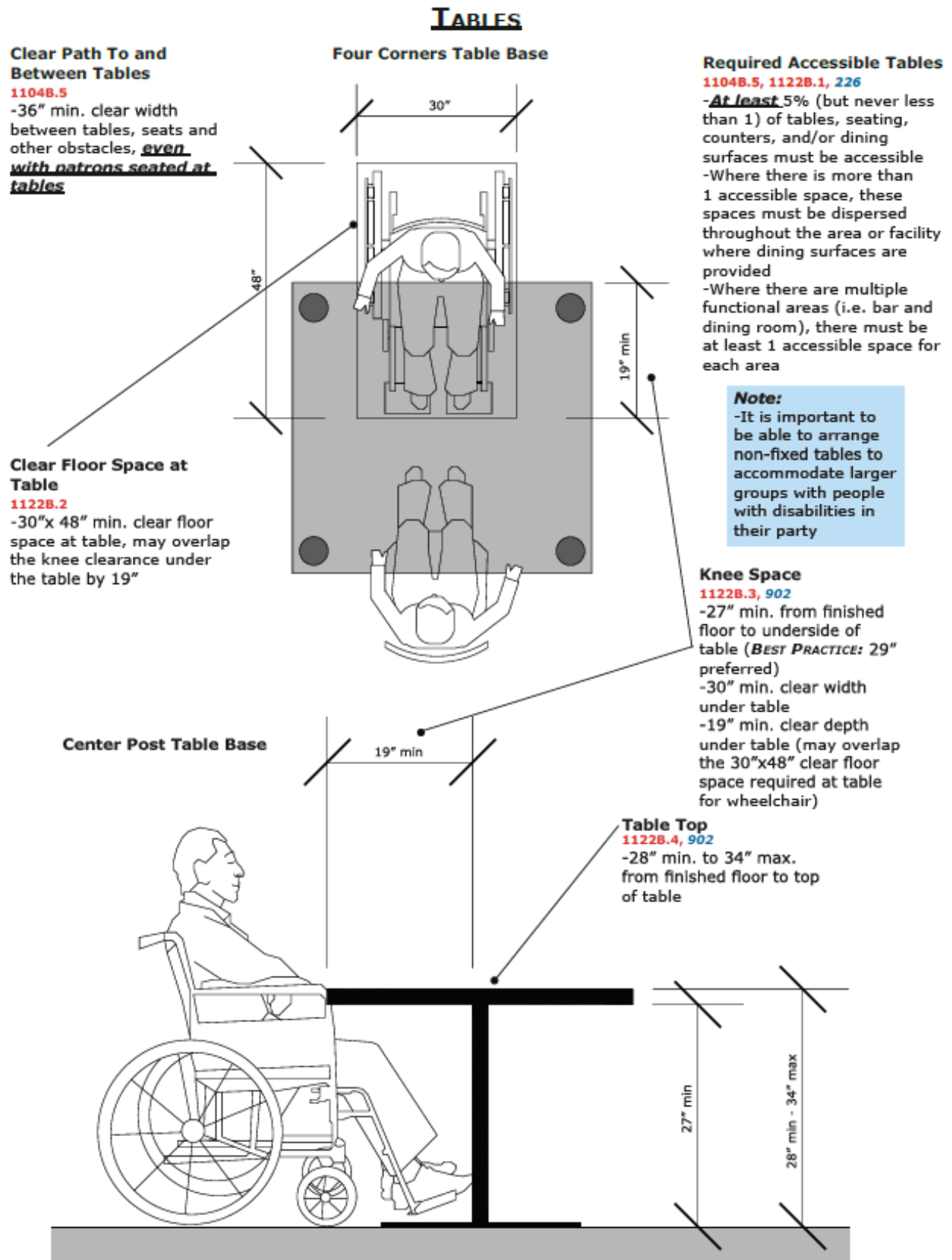
THE UNDERSIGNED AGREES THAT THE PROPOSED ACTIVITIES DESCRIBED ABOVE SHALL BE IN ACCORDANCE WITH AND SUBJECT TO THIS AGREEMENT'S TERMS AND CONDITIONS, CITY OF HEALDSBURG **RESOLUTION NO. XX-2022** AND ALL OTHER APPLICABLE LOCAL, STATE AND FEDERAL LAWS.

**Applicant signature:**

**Date:**

## APPENDIX A: ADA SEATING REQUIREMENT

Below are a few sections from the [Americans with Disabilities Act](#) (ADA) regulations as a helpful resource for providing accessible tables and seating in your parklet.

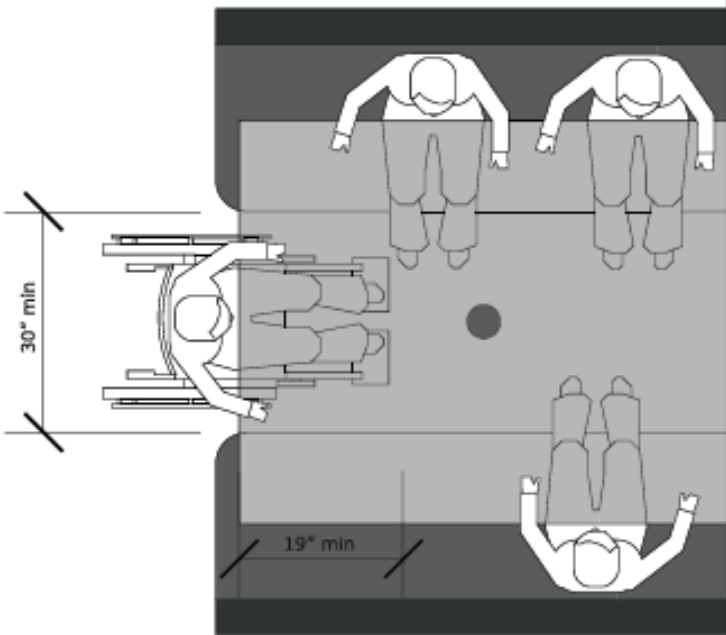




# BANQUETTE SEATING

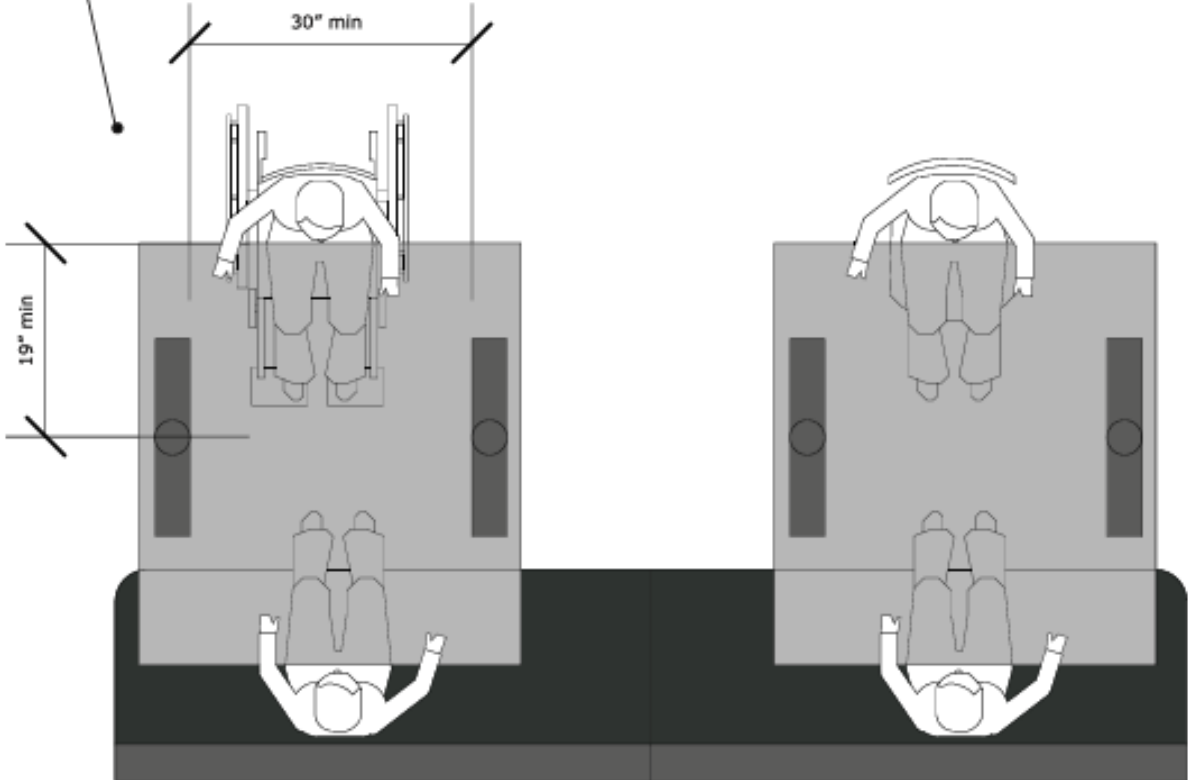
**Note:**  
-It is important to be able to arrange non-fixed tables to accommodate larger groups with people with disabilities in their party

## Booth Seating with Center Post Table Base



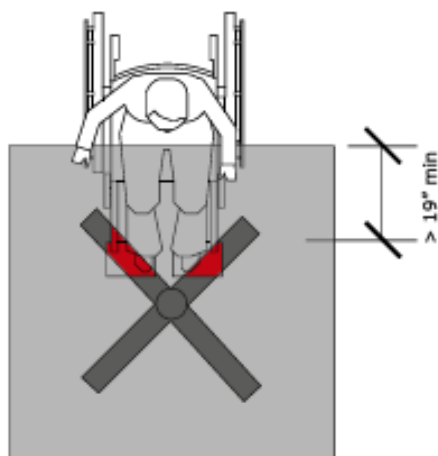
**Clear Floor Space at Table**  
**1122B.2**  
-30"x 48" min. clear floor space at table, may overlap the knee clearance under the table by 19"

## Sled (or T) Table Base

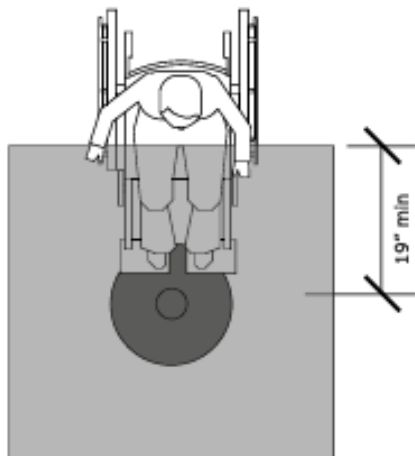


## TABLE BASES

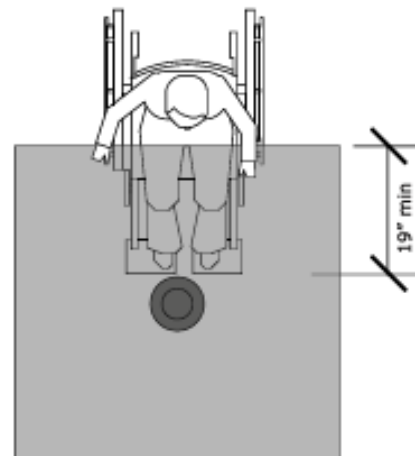
**Non-Accessible X Base**



**Center Post Table Base**



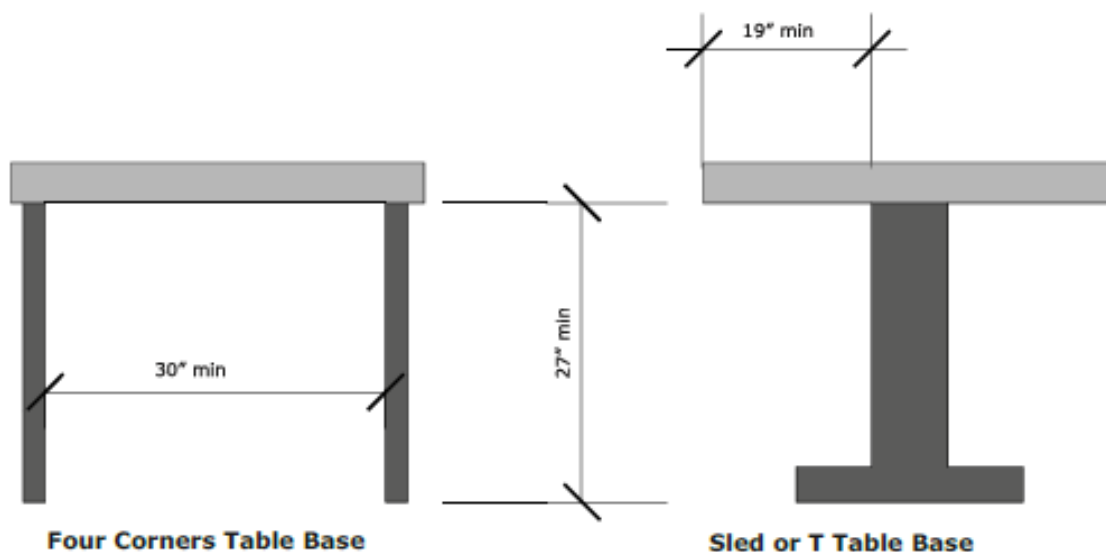
**Bolt-Down Center Post Table Base**



### **Knee Space**

**1122B.3, 902**

- 27" min. from finished floor to underside of table (**BEST PRACTICE: 29" preferred**)
- 30" min. clear width under table
- 19" min. clear depth under table (may overlap the 30"x48" clear floor space required at table for wheelchair)

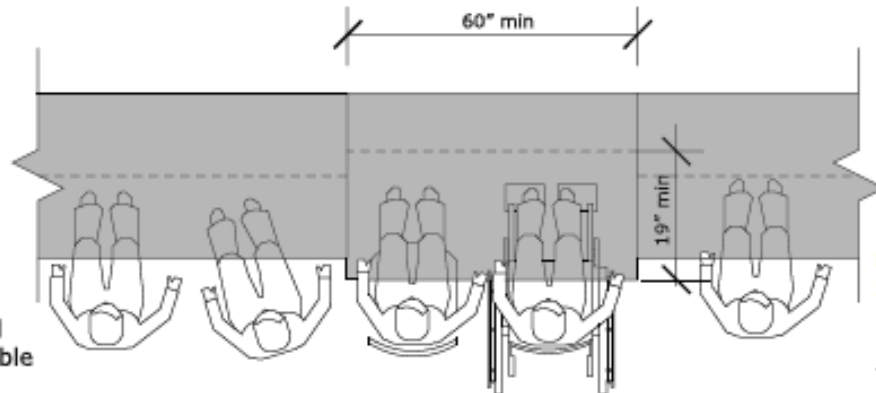
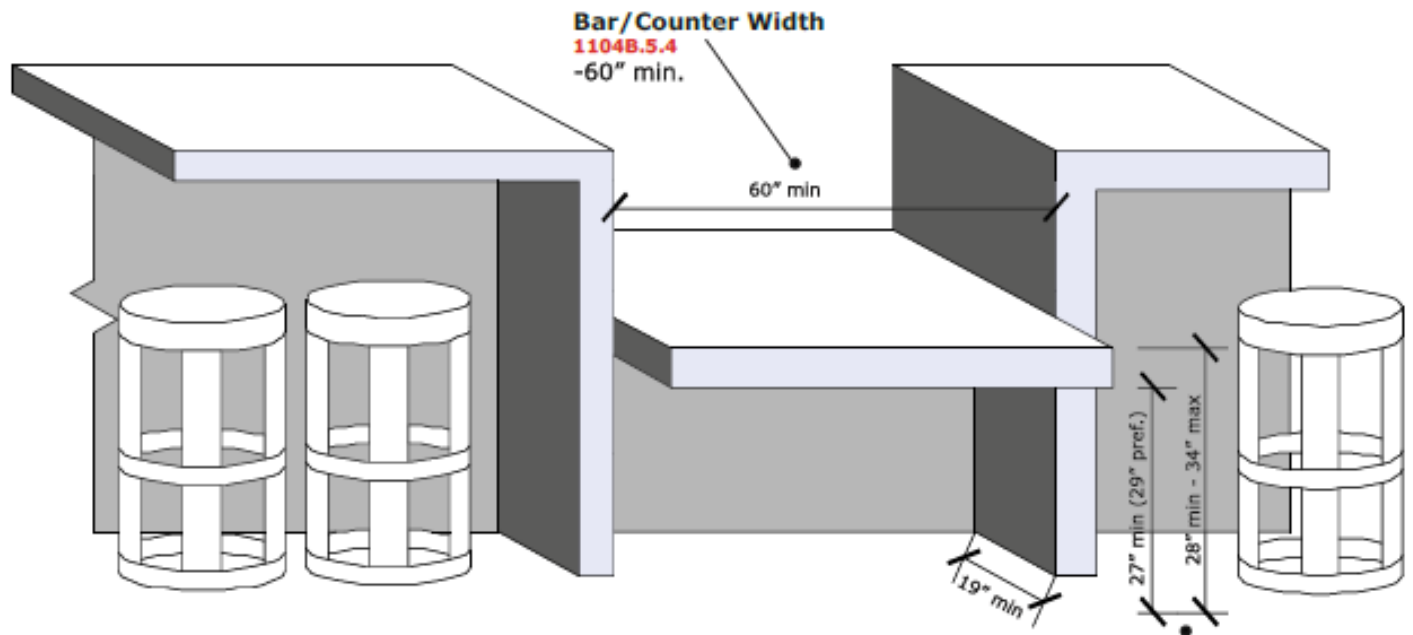


### **General/BEST PRACTICE**

**1122B.3, 902**

- The following are considered **ACCESSIBLE** bases:
  - Legs in the 4 corners with at least 30" min. between them
  - Sled or T base on two sides of the table with 30" min. between them
  - Center post with bolt-down base, at least 19" from edge of table
  - Center post with flat base of 1/2" thick max. with 1/4" bevel, if flat base extends into the required 19" clear space from edge of table
- Do NOT use X-shaped table base, as it interferes with the 19" min. clear space from edge of table and may cause wheelchair footrests to become stuck (shown in red above)
- Do NOT use center post with thick or sloped bases that extend into the required 19" min. clear space from the edge of the table, as this will prevent a person using a wheelchair from being able to sit comfortably at the table, or may cause their wheelchair to tip back

## BAR/COUNTER SEATING



### **Knee Space** 1122B.2, 306.3

- 27" min. from finished floor to underside of table (29" preferred)
- 30" min. clear width under table
- 19" min. clear depth under table (may overlap the 30"x48" clear floor space required at table for wheelchair)

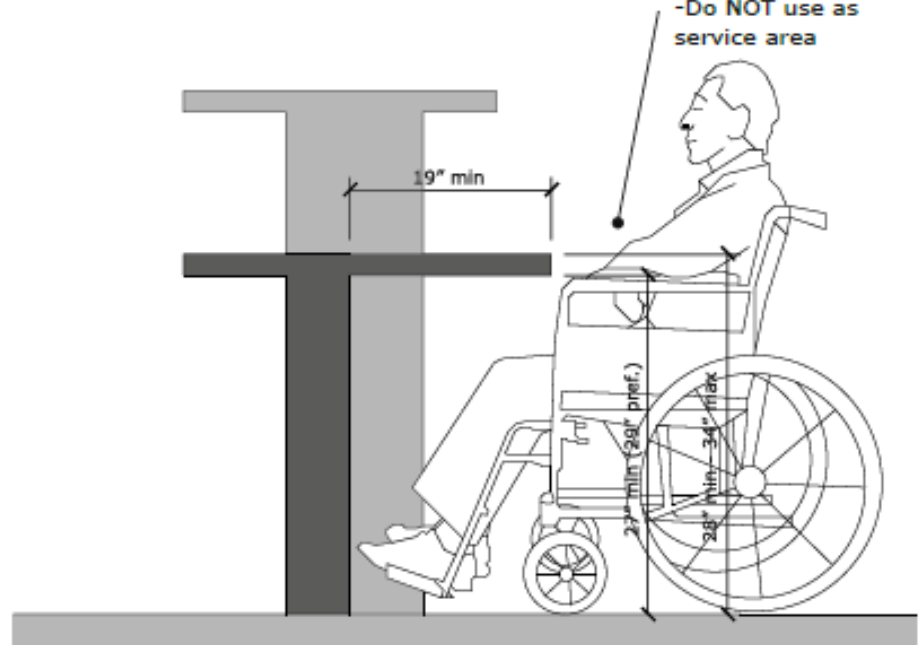
### **Bar/Counter Top** 1122B.4, 902.4.2

- 28" min. to 34" max. from finished floor to top of bar/counter
- Must extend full depth of bar/counter
- Do NOT use as service area

### **Required Accessible Tables**

1104B.5, 1122B.1, 226

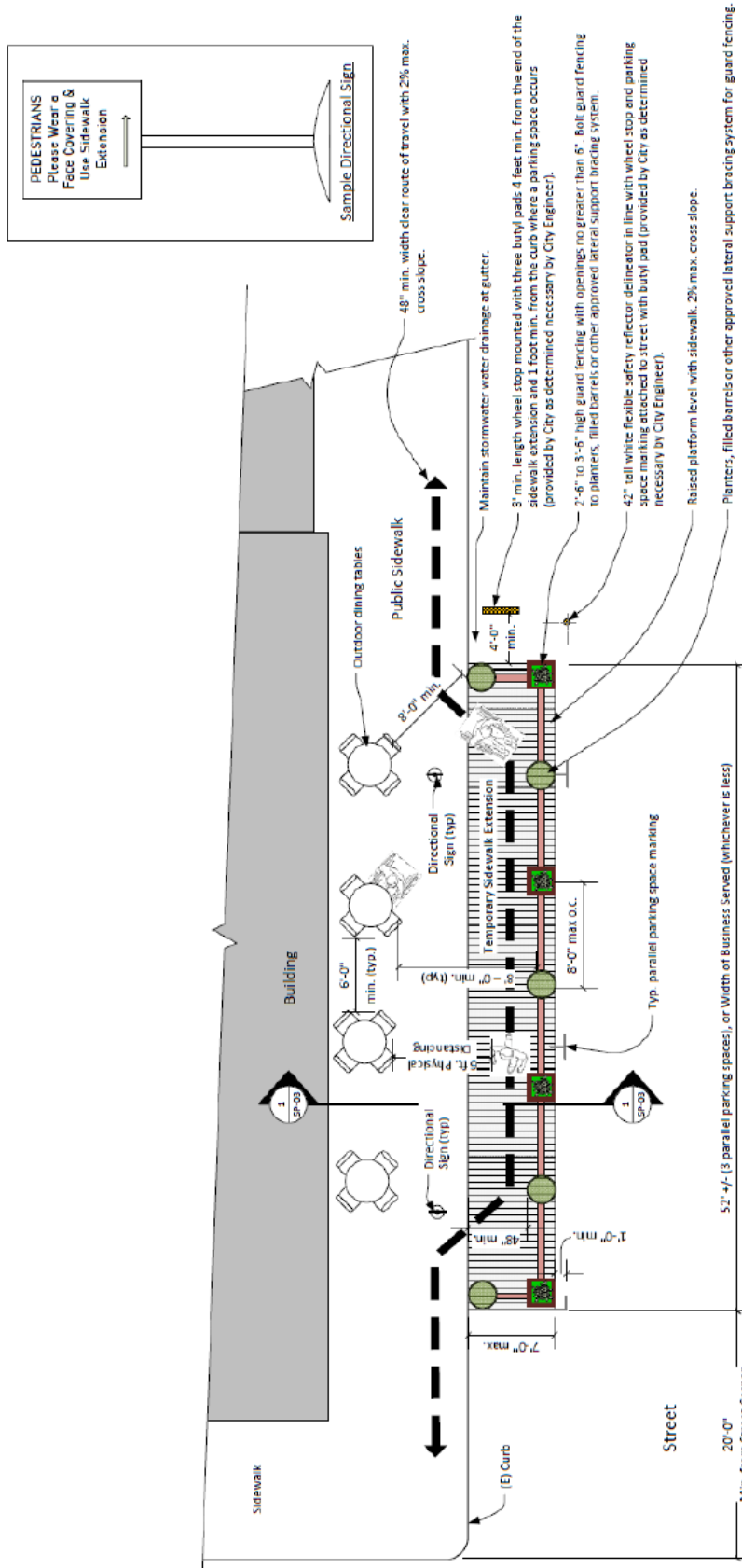
- At least** 5% (but never less than 1) of tables, seating, counters, and/or dining surfaces must be accessible
- Where there is more than 1 accessible space, these spaces must be dispersed throughout the area or facility where dining surfaces are provided
- Where there are multiple functional areas (i.e. bar and dining room), there must be at least 1 accessible space for each area
- A drop-down hinged counter surface does not count as an accessible space, counter must be same height from customer side to employee side





# APPENDIX B: SAMPLE PARKLET SITE PLANS

The following pages contain plans from the City of Sonoma (used by permission) which illustrate many of the guidelines and standards outlined in this document.



## City of Sonoma Standard Plan for Temporary Sidewalk Extensions at Parallel Parking Spaces



SP-01  
REV 9/30/20



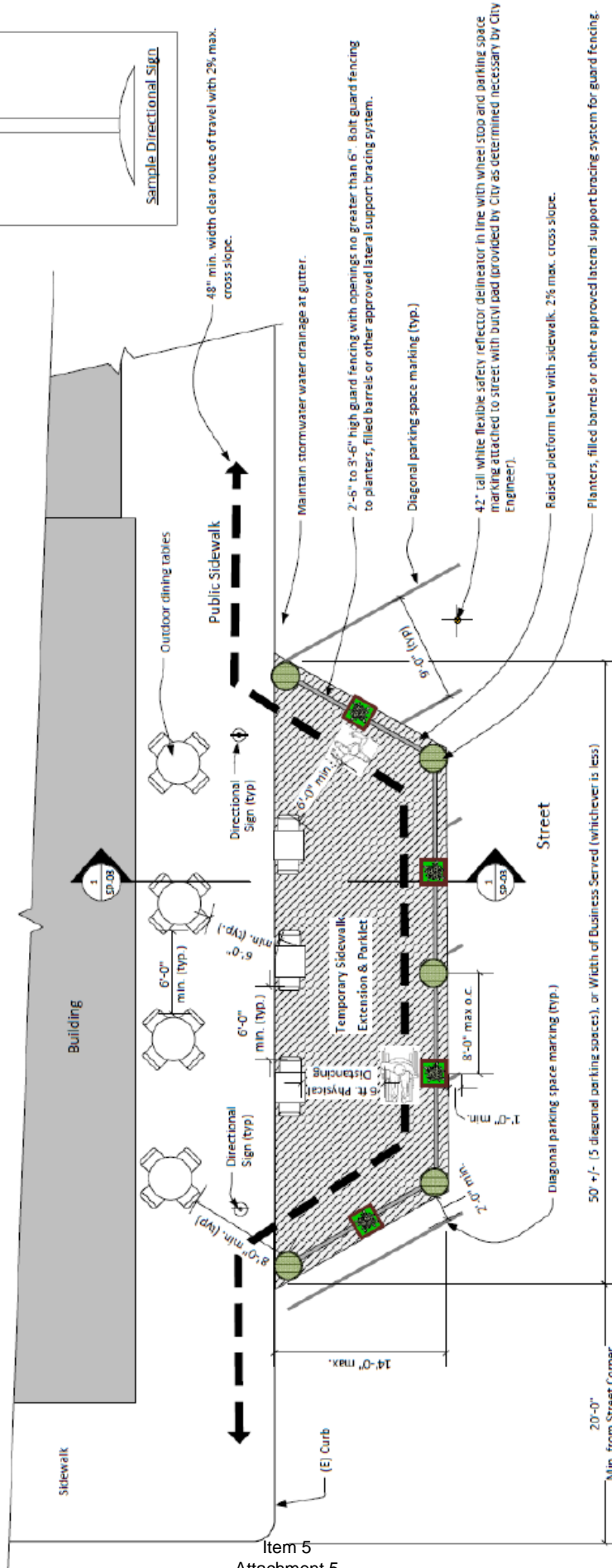
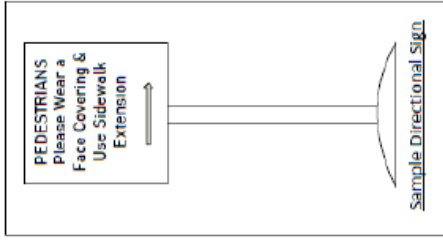
- Notes:
- Sidewalk extension shall not be located in front of red painted curbs, fire hydrants, fire department connections or within 20 feet of a street corner.
  - At least 5% and not less than one dining seating space shall be made accessible to disabled individuals (e.g., 30" x 48" min. clear and level ground space, 28" – 34" table height with knee and toe clearance, etc.)
  - Any modifications from the standards herein must be approved by the City Engineer and the City Planning and the Community Development Director.

PRINT ON 11" x 17" SIZED PAPER



SP-02  
REV 9/30/20

# City of Sonoma Standard Plan for Temporary Sidewalk Extension/Parquet at Diagonal Parking Spaces



48" min. width clear route of travel with 2% max. cross slope.

Maintain stormwater water drainage at gutter.

2'-5" to 3'-6" high guard fencing with openings no greater than 6". Bolt guard fencing to planters, filled barrels or other approved lateral support bracing system.

Diagonal parking space marking (typ.)

42" tall white flexible safety reflector delineator in line with wheel stop and parking space marking attached to street with butyl pad (provided by City as determined necessary by City Engineer).

Raised platform level with sidewalk. 2% max. cross slope.

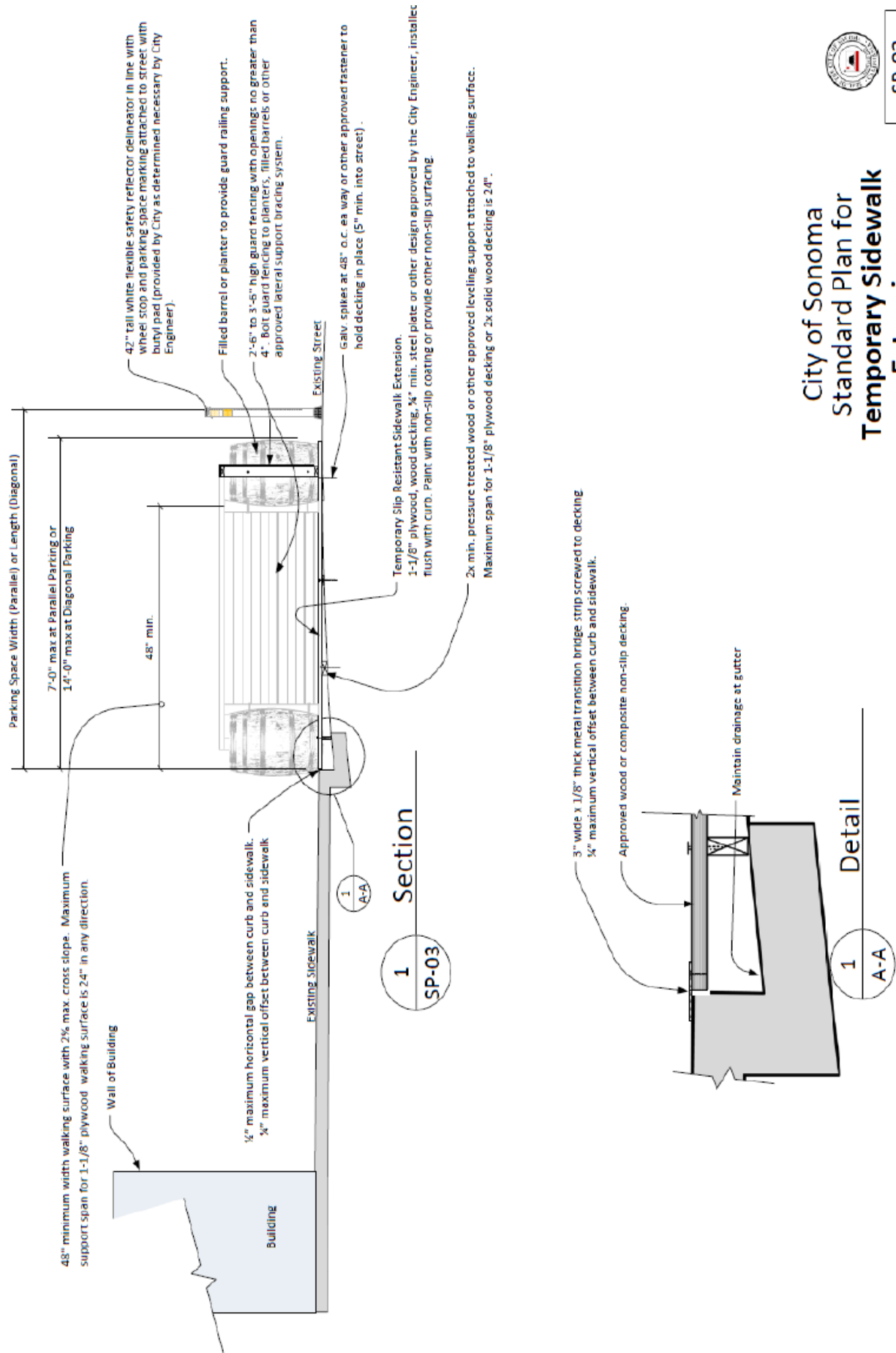
Planters, filled barrels or other approved lateral support bracing system for guard fencing.

- Notes:**
- Sidewalk extensions shall not be located in front of red painted curbs, fire hydrants, fire department connections or within 20 feet of a street corner.
  - At least 5% and not less than one dining seating space shall be made accessible to disabled individuals (e.g. 30" x 48" min., clear and level ground space, 28" - 34" table height with knee and toe clearance, etc.)
  - Any modifications from the standards herein must be approved by the City Engineer and the Community Development Director.



SP-03  
RFV 9/30/20

# City of Sonoma Standard Plan for Temporary Sidewalk Extensions

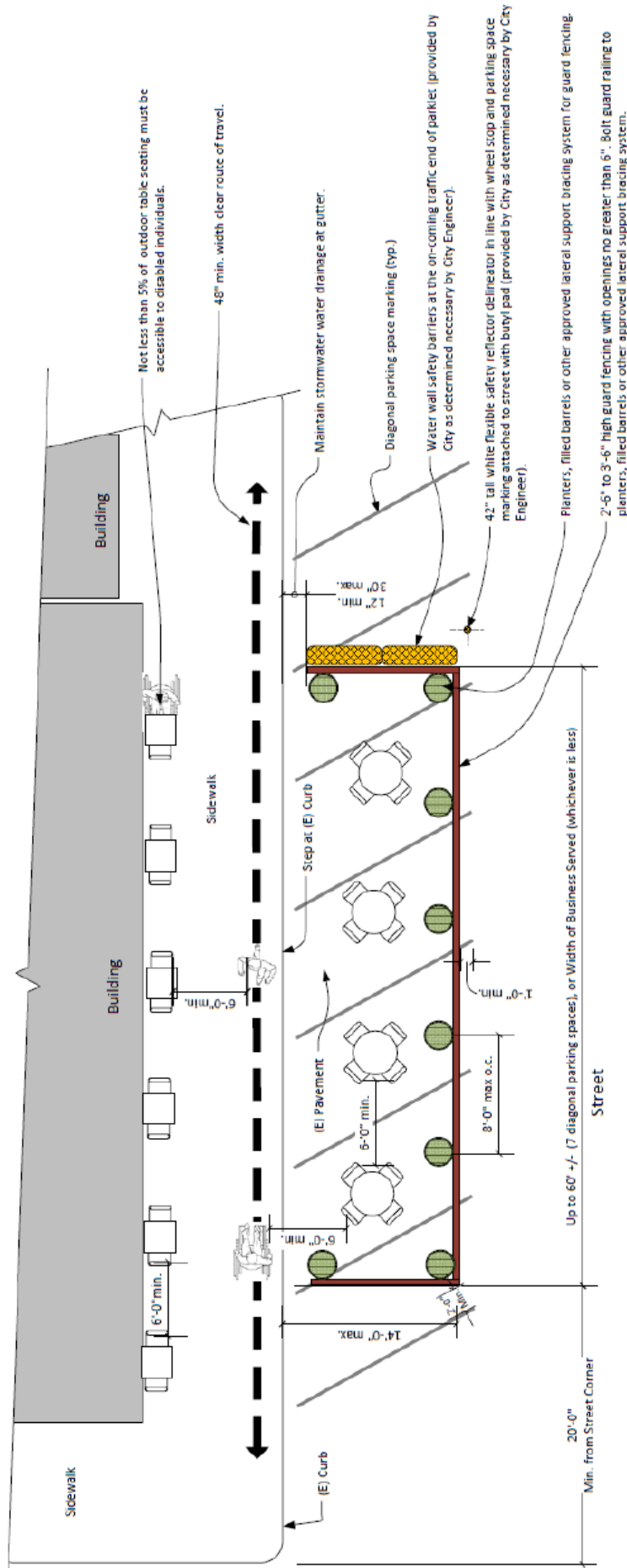






SP-04  
REV 9/30/20

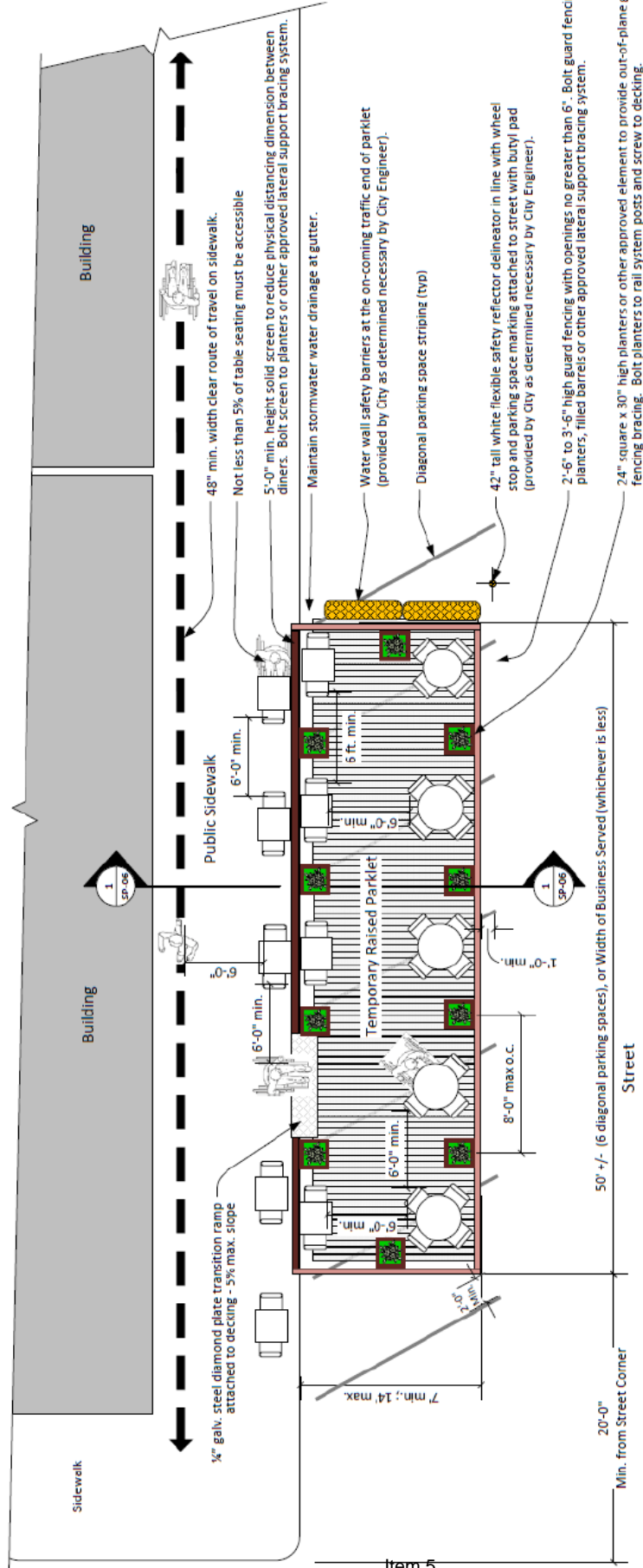
# City of Sonoma Standard Plan for Street Parklet (no platform) at Diagonal Parking



- Notes:
- Parklets shall not be located in front of red painted curbs, fire hydrants, fire department connections or within 20 feet of a street corner.
  - At least 5% and not less than one dining seating space shall be made accessible to disabled individuals (e.g. 30" x 48" min. clear and level ground space, 28" - 34" table height with knee and toe clearance, etc.)
  - Any modifications from the standards herein must be approved by the City Engineer and the City Planning & Community Development Director.



SP-05  
RFV 9/3070

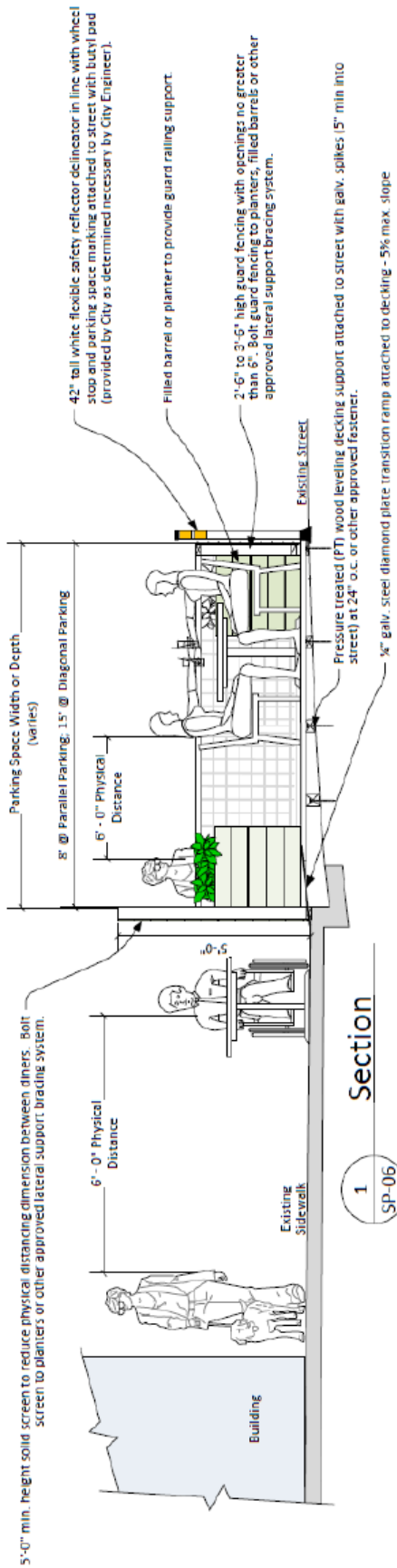


### City of Sonoma Standard Plan for Temporary Raised Parklet at Diagonal Parking Spaces

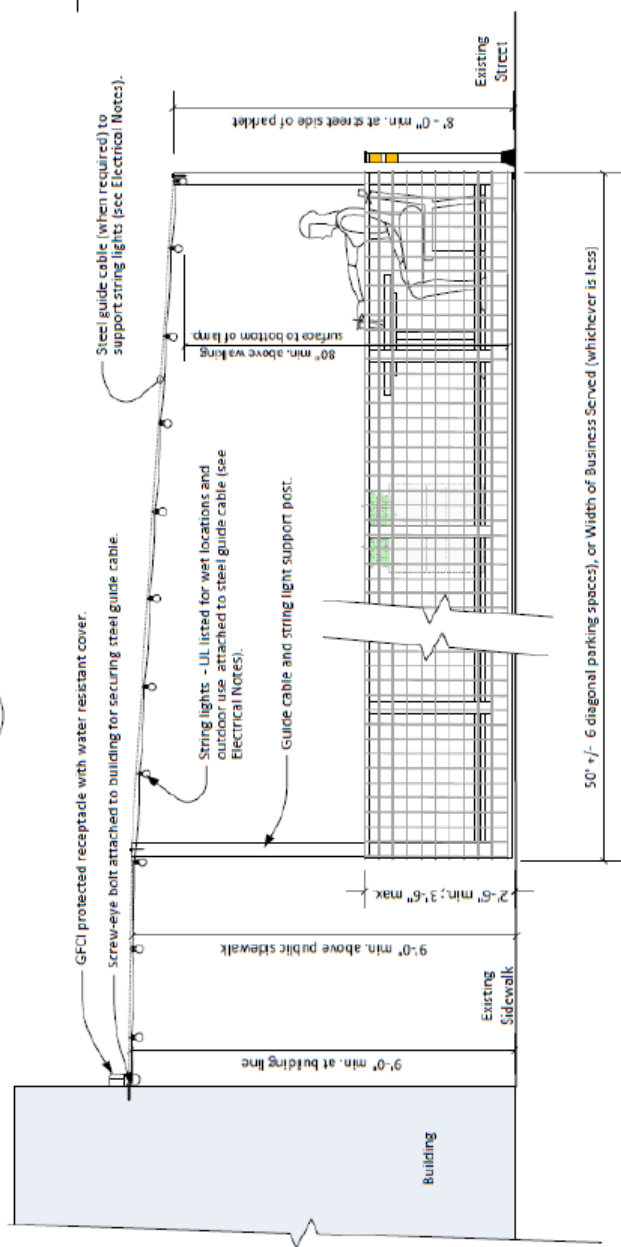
**Notes:**

- Parklets shall not be located in front of red painted curbs, fire hydrants, fire department connections or within 20 feet of a street corner.
- At least 5% and not less than one dining seating space shall be made accessible to disabled individuals (e.g. 30" x 48" min. clear and level ground space, 28" – 34" table height with knee and toe clearance, etc.)
- Any modifications from the standards herein must be approved by the City Engineer and the City Planning & Community Development Director.

Print on 17" x 11" sized paper



1  
SP-06  
Section



2  
SP-06  
Section

- Electrical Notes**
- String lights may be installed for a period not to exceed of 90 days. Remove and inspect wire and lamp sockets for degradation due to weather, UV light or other damage prior every 90 days, and prior to any re-installation.
  - Ground Fault Circuit Interrupter protection (GFCI) is required on the circuits or outlets serving the string lights. A receptacle cover must be in place to prevent the entry of water.
  - String lights must comply with UL Standard 568 and be listed for use in outdoor and wet locations.
  - String lights must be LED luminaires and controlled by an astronomical time clock or by a photo cell and a time clock.
  - String lights must be capable of being turned off by a readily accessible switch or remote control.
  - String lights must be installed in accordance with the owner installation manual, and the current California Electric Code.
  - String lights must be supported by steel guide cables, with 2x6 ties and eyebolts, or other suitable supporting hardware whenever span distances exceed 10 feet unless longer spans are specified in the manufacturer's installation instructions.
  - If an extension cord is used, it must be rated for outdoor use. Use only three wire outdoor extension cords that have three-prong grounding plugs and grounding receptacles that accept the three prong plug.
  - Keep combustible material clear of bulbs. Do NOT allow lamps or sockets to come into contact with walls, fabrics, canopies, umbrellas, or other combustible materials.
  - String lights and extension cords shall not be secured with staples and shall not run through windows, door openings or other openings through walls.



City of Sonoma  
Standard Plan for Temporary  
Raised Parklets with String Lights

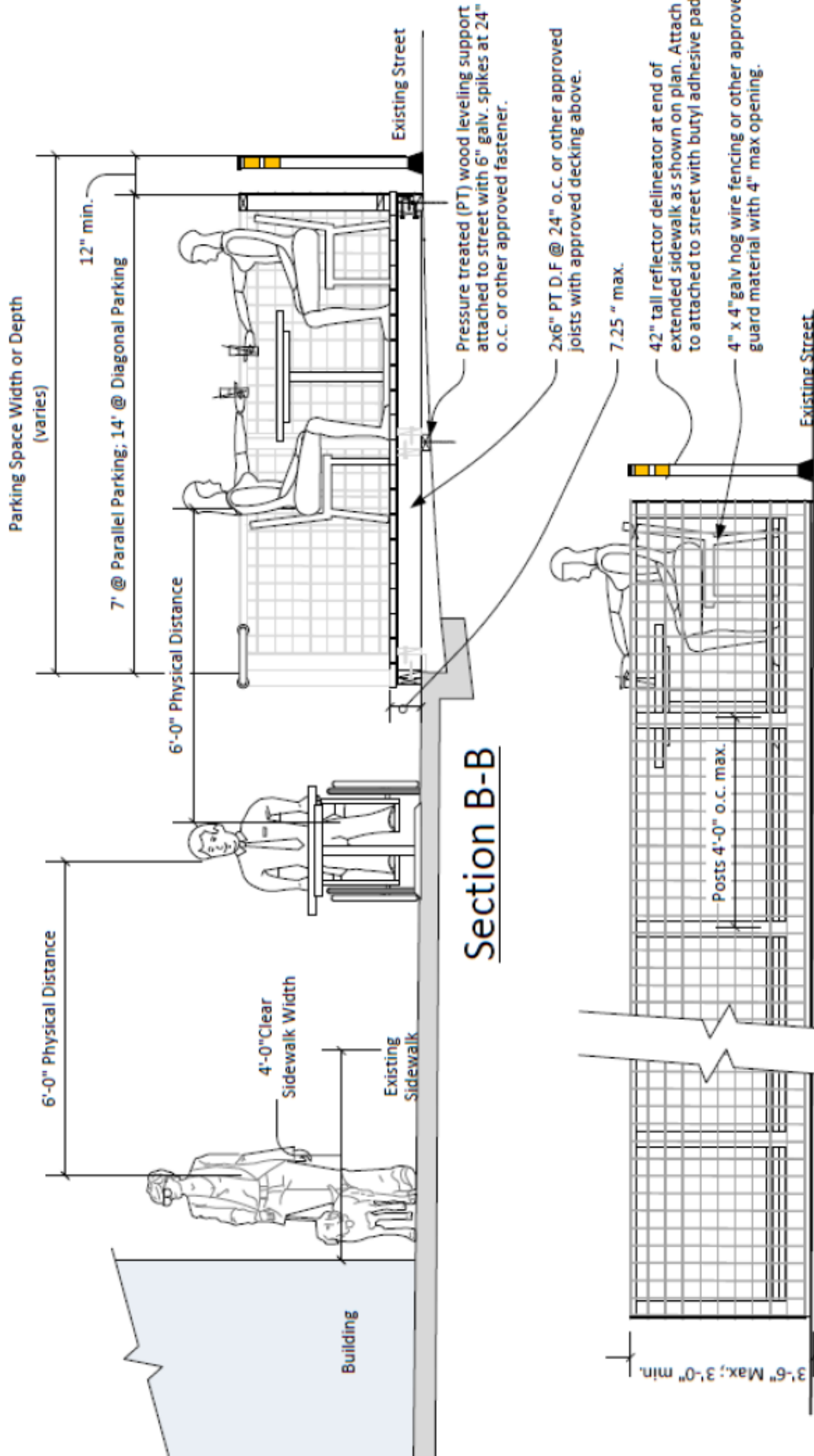
SP-06  
REV 09/26/20

2  
SP-06  
Street Elevation - Raised Parklet with String Lights





SP-08  
REV 9/21/20



**Section B-B**

**Street Elevation**

50' +/- (5 diagonal parking spaces), or Width of Business Served (whichever is less)

**City of Sonoma  
Standard Plan for  
Temporary Raised  
Parklet**



### APPENDIX C: PARKLET DESIGN SAMPLES

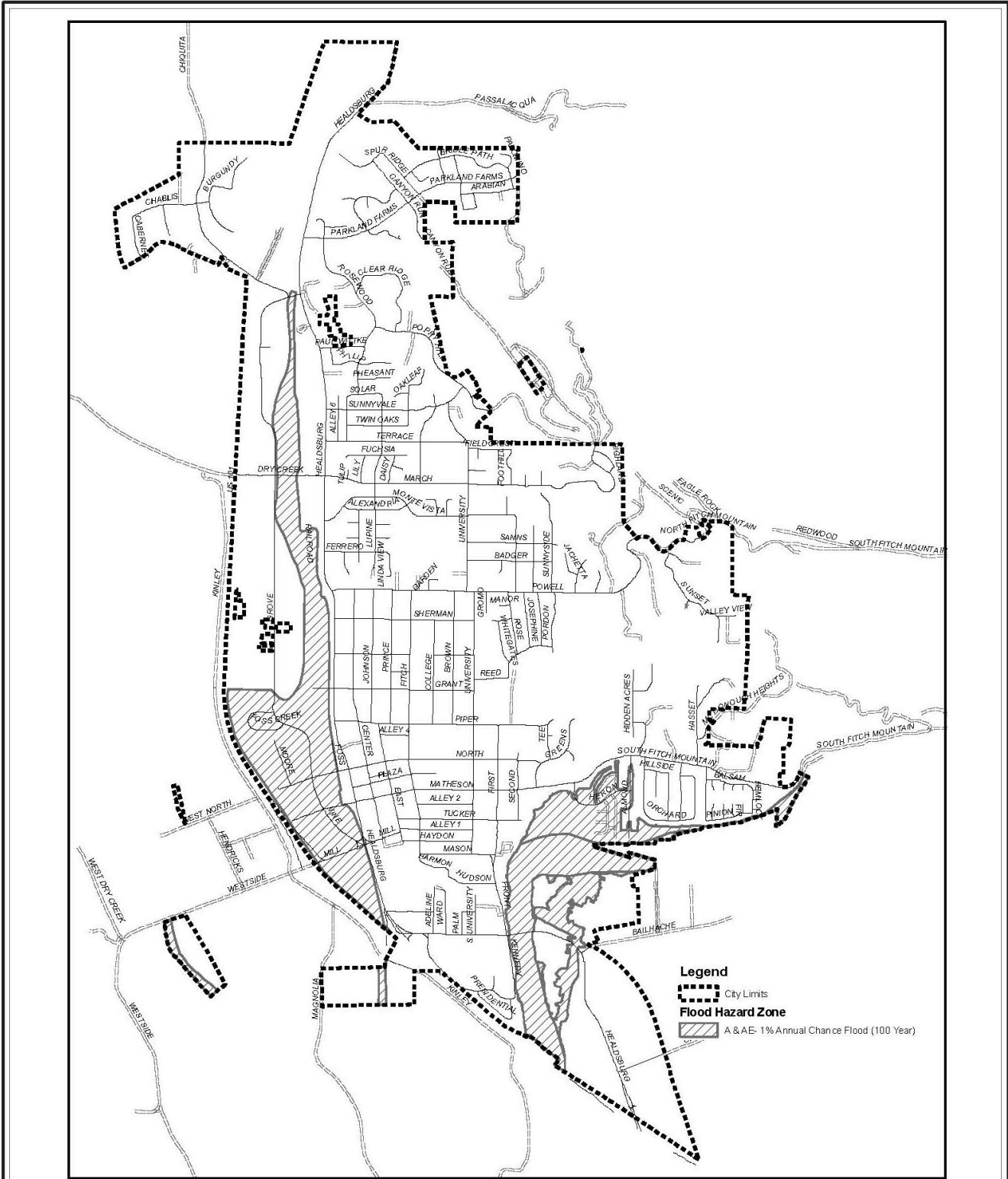
These guidelines are intended to provide in-depth detail on what is permissible in terms of parklet location and construction. Each parklet should have its own unique look and feel that fits a business's brand image. Your final parklet design should reflect the quality you want to present as a business. Standard parklet designs may not work if the street cross slope is too steep and decking may be required. What is provided here are design samples to assist you in including quality aesthetic elements into your parklet design.





### APPENDIX D: HEALDSBURG FLOOD HAZARD ZONES

We now live in an environment that is more vulnerable to fires and floods than ever before. The Healdsburg community must prepare for the next disaster, or round of disasters, that could impact residents and businesses. Provided is flood map so you are aware if your parklet is being constructed in a flood hazard zone.



Source: Federal Emergency Management Agency, 2007.



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Environmental Planning and Research



Figure IV.I-1  
Healdsburg Flood Hazard Zones



**APPENDIX E: SELF-INSPECTION CHECKLIST**

Below you will find a helpful checklist to assist you in keeping your parklet in compliance with the Ongoing Parklet Program Guidelines. Provided below is for informational purposes only and should be used as a helpful guide. Please know that the items below are not comprehensive as each parklet permit conditions differ by location and intended use.

**PARKLET PERMIT – SELF-INSPECTION CHECKLIST**

**OVERVIEW**

Below you will find a helpful checklist to assist you in keeping your parklet in compliance with the Ongoing Parklet Program Guidelines. Provided below is for informational purposes only and should be used as a helpful guide. Please know that the items below are not comprehensive as each parklet permit conditions differ by location and intended use.

**ENCROACHMENT**

(X)	ITEM / DESCRIPTION
	Operation area does not encroach into private property without prior approval.
	A parklet shall not block or encumber the working space around storm water drainage, transit stops, driveways, manholes, or public utility valves/covers.
	Fire Department connections, fire hydrants, and designated red zones are unobstructed
	You must always keep a 48" walkway open for pedestrians and not allow customers to move chairs or tables to infringe on the public walkway.
	The parklet must have a seamless connection to the existing curb to meet ADA requirements.

**ROAD BARRIERS**

(X)	ITEM / DESCRIPTION
	Vehicle deterrents such as barricades, planters, wine barrels, or other objects are filled with water, soil, sand, or other heavy material.
	Heavy planters, filled wine barrels, or other heavy objects are installed within the parking space(s).
	Barriers adjacent to the traffic lane are no more than 6' apart.
	Barriers do not reach beyond the painted white parking markers, unless otherwise approved.
	Reflective tape or markers are placed on the corners of the parklet.

### CURB INTERFACE

(X)	ITEM / DESCRIPTION
	Parklet allows for stormwater flow and drainage along the curb.
	The top of the decking shall be flush with the curb (no more than 1/2" horizontal gap), level with the adjacent sidewalk (no more than 1/4" vertical deviation).

### CANOPIES & SIDE WALLS

(X)	ITEM / DESCRIPTION
	Canopies shall have a fire-resistant certification or flame certification showing material is in compliance with either California State Fire Marshal with approved seal or meets NFPA 701 flame retardant standards.
	The head clearance under canopies is 90' (ideally 96').
	Building address is unobstructed or you have provided a numerical address on the street facing side of your parklet so that it is easily viewable from the roadway.
	There is no temporary tenting installed in the parklet. No exception.
	The combined sidewall area (all 4 sides) shall not have less than 50% of clear unobstructed openings around your parklet <u>at all times</u> . and <u>only during times of direct sunlight, rain or heavy wind</u> .
	All temporary sidewall material/fabric, placement, and attachment method have been pre-approved as part of your permit.
	Sidewalls remain in the up position when parklet is not in use or when there are no great weather impacts that disrupt customers when in use.

### HEATING DEVICES

(X)	ITEM / DESCRIPTION
	The use of propane heaters requires a permit from the fire code official.
	Heating devices must be kept a minimum of 3' away from combustible materials at all times.
	Businesses must have sufficient fire extinguishers to cover indoor and outdoor spaces.
	Portable, electric space heaters are located at least 3' from any combustible materials, including sidewalls, ceiling, umbrellas, and all other combustible materials.
	A CUPA (propane permit) has been obtained if using portable outdoor gas-fired heating appliances within a canopy.
	A fire extinguisher is located within 75' of any propane heaters.

**LIGHTING**

<b>(X)</b>	<b>ITEM / DESCRIPTION</b>
	Lighting is placed in a manner and brightness level to avoid distraction to drivers
	All outdoor electrical must be cord and plug connected using a Ground Fault Circuit Interrupter (GFI) electrical receptacle.
	Cords or wiring at ground level must be covered or installed to prevent trip hazards.
	Lighting is limited to the structural elements of the parklet and cannot be attached to public trees, light poles, or other City-owned infrastructure.
	They are at least 7.5' feet high to allow vertical clearance for pedestrians.
	At no time should any business tap into City-owned power or any other public utility.

**SIGHT LINE**

<b>(X)</b>	<b>ITEM / DESCRIPTION</b>
	Parklet maintains a minimum overhead clearance of 90" (preferably 96") including clearance for a canopy, umbrella, or similar element, to avoid creating a visual barrier and to provide adequate clearance for people.
	Traffic deterrents must be connected to create a perimeter that deters individuals from entering the traffic lane from the parklet. This is also required for ABC purposes.
	Parklet does not create an unsafe condition by limiting necessary line of sight from driver to signage, traffic, or pedestrians.

**MAINTENANCE & LANDSCAPING**

<b>(X)</b>	<b>ITEM / DESCRIPTION</b>
	Interior and exterior of parklet is clean and free of trash and leaves.
	Landscaping is well manicured and not encroaching into traffic.
	Gutter is clean and there is no leaf or sediment build-up.



