



City of Menlo Park "Streetaries" Outdoor Dining Areas Design Standards



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STREETARY PROGRAM

STREETARY OUTDOOR DINING AREAS PROGRAM OVERVIEW

In 2015, the City of Menlo Park approved the Santa Cruz Street Café Program and assisted seven businesses in building semi-permanent parklets. The initial terms of the Santa Cruz Street Café program agreements expired in 2021 and the agreement holders were able to continue operating in the parklets on a month to month basis. The City's Temporary Outdoor Use Permit (TOUP) program began in 2020 in response to the COVID-19 Pandemic and California State of Emergency order. The TOUP Program was tied to duration of the COVID-19 California State of Emergency Order, which expired February 28, 2023.

To continue outdoor dining operations, the Menlo Park City Council adopted the Streetaries Outdoor Dining Areas Ordinance to add Chapter 13.30 –Streetary Outdoor Dining Areas to the Menlo Park Municipal Code. The Streetaries outdoor dining areas program is an expansion of past outdoor use and parklet programs with improved design standards for the operation of outdoor dining installations in the Downtown Business District and other commercial areas of the City in the form of parklets and sidewalk cafes. Allowing for Streetaries provides an opportunity for businesses to expand their operations outdoors onto public streets or private spaces.

A “Streetary” refers to an outdoor eating area that operates within and uses public parking spaces and/or sidewalks within the public right of way directly adjacent to a restaurant or café or other food service establishment’s street frontage. Streetaries are generally allowed within two areas of the right-of-way: (1) the sidewalk area between the curb and the building or parcel frontage and (2) parking areas, generally the parking spaces between the curb and travel lane, as well as parking stalls in public or private parking lots.

Streetaries are generally permitted in the El Camino Real and Downtown Specific Plan / Downtown Business District area and most other commercially zoned areas for restaurant and dining space uses where the speed limit is 25 miles per hour or less. However, Streetaries are not allowed where bike/pedestrian safety and vehicle travel would be impacted, as well as along El Camino Real because it is a State-controlled roadway and is not under the City’s jurisdiction.

STREETARY GOALS

1. Activate the public realm in Downtown Menlo Park and other commercial areas.
2. Maintain physical and visual access to Menlo Park businesses.
3. Provide safe, attractive, and accessible spaces for outdoor uses.
4. Provide accessible amenity areas for private businesses during operating hours.
5. Support the economic vitality and growth of businesses and the City.

SECTION 1. STREETARY PARKLETS

STREETARY OUTDOOR DINING AREA – PARKLETS

PURPOSE

The purpose of the Streetary parklet standards is to ease the approval process for parklets by establishing parklet template design solutions for an applicant to meet the design, locational, and permitting requirements of the City.

GUIDELINES

The Streetary parklet design standards provide design guidelines and requirements for Menlo Park businesses to use in the preparation of an application to construct a parklet on a public parking space under City control in any commercial district where outdoor uses are permitted. A parklet is a sidewalk extension, typically installed on public parking spaces, that provides more space and amenities for outdoor dining (such as seating or greenery area) operated and maintained by the business establishment operating the Streetary.

RELATION TO SIDEWALK CAFÉ STREETARIES

The Streetary Program includes parklets and sidewalk cafes to facilitate additional outdoor dining and social gathering spaces in the public realm. Businesses that will only implement a sidewalk cafe should refer to the sidewalk café Streetary overview and may proceed to sidewalk café Streetary section of this document on page 21. Businesses that desire to implement a parklet should follow the parklet Streetary guidelines contained in this section. Where both a parklet and an adjoining sidewalk cafe are planned, both sections should be consulted.

PERMIT REQUIREMENTS

An Streetary encroachment permit is required for all parklet installations and sidewalk cafes, including those that were in place prior to the creation of these guidelines. **Streetary Permit application packets, as described below, must be submitted prior to the construction of any new parklet or the modification of an existing parklet previously permitted under the Santa Cruz Street Café or Temporary Outdoor Use Permit pilot programs.**

All permits will be reviewed by the Planning and Engineering Divisions and other relevant City departments, prior to approval. Permits for use of sidewalk and public parking plazas shall be revocable upon 72-hour notice if the City determines the sidewalk space or public parking plazas are needed for other non-emergency uses, such as expanded walking space on sidewalks for events or additional parking in public parking plazas.

STREETARY PARKLET SUBMITTAL REQUIREMENTS CHECKLIST

STREETARY ENROACHMENT PERMIT SUBMITTAL REQUIREMENTS FOR PARKLETS

The following shall be submitted to the **City of Menlo Park Public Works Department** as part of the Streetary Encroachment Permit:

- Permit fee payment (as defined in the Streetary Fee Structure)
- Site Plan (scaled - I.e., 1/8" = 1'10" | dimensioned - I.e., 5'0" clearance path) (refer to site plan checklist)
- Elevation drawing (refer to elevation drawing checklist)
- Identification of Parklet Design Components (refer to Design Components Checklist)
- Photograph of proposed design components
- Photograph of proposed Streetary location (showing the front and side views along the business frontage)
- Required insurance forms (see below)
- Traffic control plan (for installation/construction)

INSURANCE REQUIREMENTS

- Completed Hold Harmless Agreement (review requirements listed)
- Insurance Endorsement Form
- Insurance Certificate (must name City as additional insured, see Hold Harmless Form)

Insurance Category	Minimum Limits
Worker's compensation	Statutory Minimum
Employer's Liability	\$1,000,000.00 per accident for bodily injury or disease
Commercial General Liability	\$1,000,000.00 (\$2,000,000.00 for parklets) per occurrence for bodily injury, personal injury, and property damage

Streetary permit(s) are revocable. Compliance with Streetaries (Chapter 13.30) and the design / program guidelines in this document is required.

STREETARY PARKLET SITE PLAN CHECKLIST

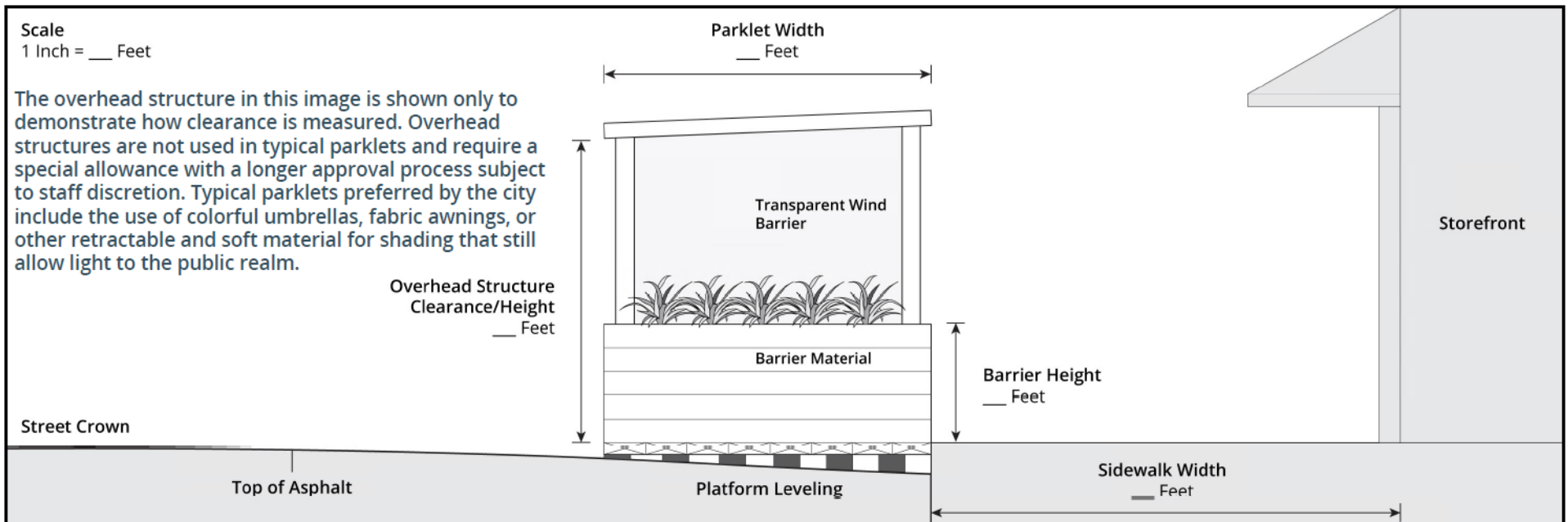
The Site Plan Checklist provides information required to be shown on the applicant's submitted site plan. The Checklist includes information for the existing site conditions for the desired parking space and parklet location requirements to verify that the proposal is suitable along the business frontage. Example site plans that include the Checklist items are provided in the following section for each parklet template.

EXISTING SITE CONDITIONS		PROPOSED PARKLET STREETARY INFORMATION	
Applicant building and adjacent businesses (with entry doors shown)	<input type="checkbox"/>	Proposed parklet footprint and dimensions	<input type="checkbox"/>
Existing sidewalk width(s)	<input type="checkbox"/>	Egress plan and accessibility compliance	<input type="checkbox"/>
Existing curb cuts and driveways	<input type="checkbox"/>	Number of parking spaces that the parklet will occupy	<input type="checkbox"/>
Adjacent bicycle lane or auto traffic lane	<input type="checkbox"/>	Parklet setbacks:	
Existing parking spaces, ADA spaces, accessible routes and loading zones with dimensions	<input type="checkbox"/>	- Minimum 3-feet from adjacent parking spaces	<input type="checkbox"/>
Other existing sidewalk features (e.g., fire hydrants, streetlights, planters, bike racks, bus stops, outdoor dining, trees, signs, trash cans, etc.)	<input type="checkbox"/>	- Minimum 2-foot from adjacent bicycle lane or auto traffic lane	<input type="checkbox"/>
		- Minimum 2-feet from fronting driveways (if applicable)	<input type="checkbox"/>
All color curb zones (red, yellow, green, white, blue)	<input type="checkbox"/>	Distance from the proposed parklet to the nearest crosswalk or intersection	<input type="checkbox"/>
Scale	<input type="checkbox"/>	Location, height, impact rating, and materials of barriers, railings, and/or enclosures	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	Location and spacing of parklet tables, chairs, umbrellas/fabric sails, and other furnishings	<input type="checkbox"/>
Name and location of adjoining streets or alleys	<input type="checkbox"/>	Additional bike racks adjacent to the parklet (if applicable)	<input type="checkbox"/>
Adjacent existing parklets	<input type="checkbox"/>	Lighting (if applicable) <i>no new foundations are allowed</i>	<input type="checkbox"/>
Height of building at proposed location and adjacent buildings	<input type="checkbox"/>	Portable heaters and power source (if applicable)	<input type="checkbox"/>
		Café counter: a long flat-topped fixture for dining (if applicable)	<input type="checkbox"/>
		Benches (if applicable)	<input type="checkbox"/>

STREETARY PARKLET ELEVATION CHECKLIST

The Parklet Elevation Checklist provides information required to be shown on the Parklet Applicant's submitted parklet elevation drawing.

PROPOSED PARKLET BARRIER AND STRUCTURE INFORMATION	PROPOSED PARKLET PLATFORM AND OTHER INFORMATION
Parklet width <input type="checkbox"/>	Platform Support <input type="checkbox"/>
Barrier Height <input type="checkbox"/>	Platform Leveling (i.e., pedestal or other means) <input type="checkbox"/>
Barrier Materials (including planters, railings, and soft posts (if applicable)) <input type="checkbox"/>	Platform Anchorage <input type="checkbox"/>
	Drainage Clearance <input type="checkbox"/>
Overhead Structure (if approved as a special allowance) <input type="checkbox"/>	Existing Asphalt and street crown <input type="checkbox"/>
Overhead Structure minimum 7-foot clearance <input type="checkbox"/>	Sidewalk Width <input type="checkbox"/>
Overhead Structure Height <input type="checkbox"/>	Storefront <input type="checkbox"/>



OUTDOOR PARKLET STREETARY DESIGN STANDARDS

SELECT A PARKLET STREETARY TEMPLATES

Each template reflects conditions that generally exist for on-street parking spaces in commercial areas: parallel parking spaces, diagonal parking spaces, and special condition parklets. The applicant shall select a parklet template based on the existing conditions along the site frontage.

Special condition parklets allow for unique or site-specific conditions. Each special condition template has a unique icon that is used throughout these guidelines to indicate where a program requirement is specific to that special condition parklet.

Once the applicant has selected a parklet template, the applicant may then select an option for each of the design components listed on page 12. These include enclosure or platform materials, seating options, and other considerations. Parklets shall meet all additional design requirements starting on page 13. Please see the Appendix for additional parklet template renderings and site plans.

Parklet Streetary Template Options

- A. Parklet in parallel parking space(s):
 1. A-1 One Space
 2. A-2 Two Space
- B. Parklet in a diagonal parking space
- C. Special Condition Parklets:
 1. C-1 Parklet/Sidewalk Café Combination
 2. C-2 Parklet/Sidewalk Café Curb Extension
 3. C-3 Parklet/Pedestrian Street Combination

A-1 PARALLEL SPACE PARKLET (1 PARKING SPACE)

- The Parallel Parklet template occupying one parking space is a compact parklet that provides an intimate outdoor dining setting.
- This template limits the maximum parklet area to one parking space and can be utilized in areas where available on-street parking spaces are limited.
- Parklets proposed for perpendicular parking spaces can use a modified version of this template.



A-2 PARALLEL SPACE PARKLET (2 PARKING SITES)

- The Parallel Parklet template occupying two parking spaces provides a larger outdoor dining setting.
- This template limits the maximum parklet area to two parallel parking spaces.
- Parklets proposed for perpendicular parking spaces can also use a modified version of this template.



B-DIAGONAL SPACE PARKLET

- The Diagonal Space Parklet template provides a larger outdoor dining setting.
- When including the necessary setbacks, this template would need three spaces.



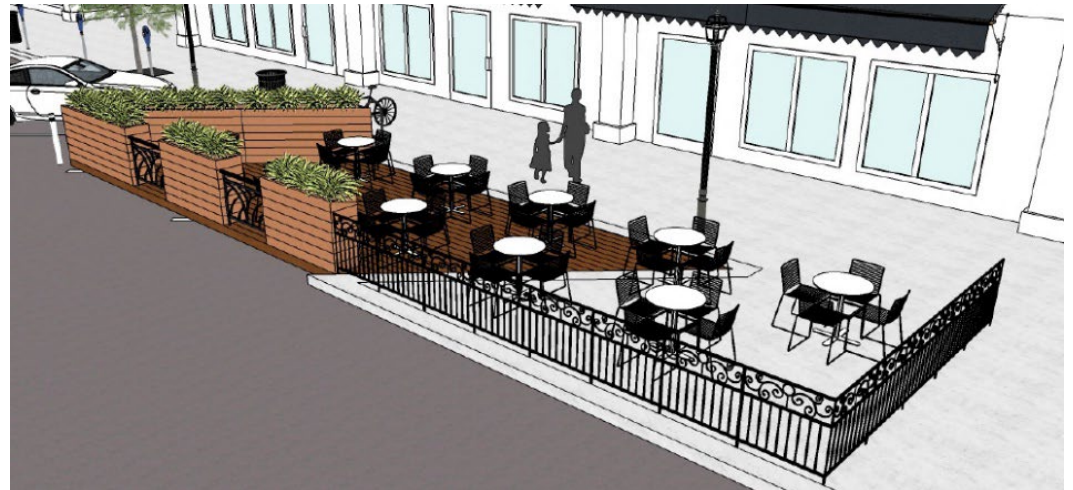
C-1 PARKLET/SIDEWALK CAFÉ COMBINATION

- The Parklet/Sidewalk Cafe Combination template is for conditions where an applicant has the opportunity to incorporate both a sidewalk cafe and a parklet for a combined space.
- This Special Condition template can be used in either a parallel parking or diagonal parking site.
- The combined space should be designed as a comprehensively planned singular space.



C-2 PARKLET/SIDEWALK CAFÉ CURB EXTENSION COMBINATION

- The Parklet/Sidewalk Cafe Curb Extension Combination template is provided for sites where a business would like to incorporate a sidewalk cafe on an adjacent curb extension with a parklet.
- This Special Condition template can be used in either a parallel or diagonal parking site adjacent to an intersection.
- The combined space should be designed as a comprehensively planned singular space.



C-3 PARKLET/PEDESTRIAN STREET COMBINATION

- The Parklet/Pedestrian Street Combination template is designed with flexibility for parklets that are proposed on streets the City has permanently closed to vehicular through-traffic to enable pedestrian access and circulation.
- This template shall not be used where streets are only temporarily closed.
- Expanded seating areas would not be allowed unless the supplementary seating is specifically reflected in plans submitted and approved by the City.



SELECT PARKLET DESIGN COMPONENTS

Each of the Parklet templates can be constructed with a series of components of a variety of materials to ensure quality design and an enhancement of the public realm. The applicant shall select one or more of the appropriate features from the Required Design Components, below, and then select additional, Optional Design Components. The design should be compatible with the façade of the adjacent building/restaurant. The applicant may propose to use an alternative material that may be approved upon review by City staff.

REQUIRED DESIGN COMPONENTS		OPTIONAL DESIGN COMPONENTS**	
Platform <i>Select one:</i>		Shading <i>Select one:</i>	
Brick pavers _____	Concrete Pavers _____	Umbrella (Fire resistant) _____	Fabric sail shade (Fire resistant) _____
Wood boards _____	Other: _____		
Platform Support <i>Select one:</i>		Lighting	
Wood platform support _____	Steel-frame platform support _____	String Lights _____	Light post _____ <i>(No new foundations allowed)</i>
Barriers <i>Select one:</i>		Overhead Structures as a Special Condition <i>Select one of the following:</i>	
Wood planter* _____	Concrete Planter* _____	Pergola _____	Solid Roof _____
Steel planter _____	Perforated steel Railing _____	Tent/Membrane Structure _____	Other: _____
Tables and Seating		Other	
Movable café tables and chairs _____	Metal benches _____	Additional planters _____	Bike rack _____
Wooden benches _____	Café counter _____	Portable heaters _____	Other: _____

*Wood and Concrete Planters must be painted or finished, and colors should be compatible with the façade of the adjacent building.

**Fuel fired heating devices are prohibited inside of cloths, umbrellas, tents, canopies, and membrane structures (electric is okay). Heating devices must be CSFM rated.

DETAILED DESIGN STANDARDS

This section provides detailed requirements and standards that are applicable to all parklet templates. Parklet design elements and materials consist of the following elements, generally: (A) Location and Setback; (B) Platforms; (C) Railings or enclosures; and (D) Overhead Structures as a Special Allowance. Furnishing & Fixture Design Standards and General Operation & Maintenance Requirements for parklets and sidewalk cafes are at the end of the document. These requirements are established to maintain safety, accessibility, and an enhanced design that connects the public realm. The applicant's compliance with these requirements shall be shown on the applicant's site plan, submitted as part of the parklet permit application.

A. LOCATION AND SETBACK CRITERIA

Streetaries are generally allowed in most commercial districts along the curbside on public streets where on-street parking spaces exist. However, parklets are not allowed along El Camino Real because it is a State-controlled roadway and is not under the City's jurisdiction.

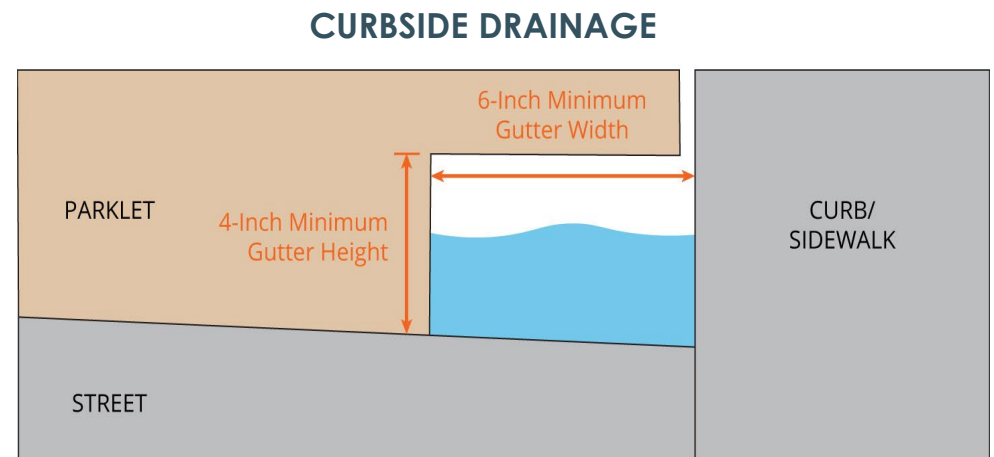
1. **Permitted areas within City:** Streetaries are intended for outdoor dining in the El Camino Real and Downtown Specific Plan /Downtown Business District, as well as other commercially zoned areas where outdoor uses are permitted. Streetaries are only permitted on roads with speed limits less than 25mph. Parklets are not allowed in ADA/handicap parking spaces or red curb zones.
2. **Parklet Size**
 - A maximum of three parking spaces shall be used for each Streetary. A typical parklet occupies approximately 360 square feet (equivalent to about 2 parallel parking spaces). Parklets that occupy more space may be approved at the City's discretion.
 - A parklet located in an angled space shall occupy a minimum of 3 diagonal spaces to allow for sufficient buffering to vehicles parking in adjacent parking spaces. This may be reduced to 2 diagonal parking spaces where a parklet is proposed in combination with a curb extension.
3. **Parklet Setback Requirements**
 - 2.5-feet from driveway flare
 - 2-feet from the travel lane (1-foot from the travel lane may be acceptable where the travel lane is 11 or 12-feet in width), measured from the parking striping adjacent to the travel lane. Where the parking striping does not exist, the applicant shall confirm with City staff the width of the travel lane measured from the street centerline and provided the setback from the identified travel lane edge. The 2-foot setback must be kept clear at all times, unless occupied by reflective delineator posts or their equal
 - 2-feet from a bike lane
 - 3-feet from the side to the adjacent parking space, parallel or diagonal. Where parking striping does not exist, the applicant shall confirm with City staff the width and location of each parking space and shall measure the setback from the identified parking space location
4. **Crosswalk & Bulb-out Setback:** When located near an intersection or mid-block crosswalk, parklets must be located at least 20-feet from the nearest boundary (edge of the crosswalk that is closest to the parklet) of a crosswalk at the nearest intersection or street corner. A curb extension (commonly referred to as a "bulb-out"), some other physical barrier that would protect the parklet in a corner location, or other specific site condition may allow the City to consider variations from the 20-foot minimum requirement.

5. Other Location Criteria:

- **Utilities:** Parklets may not be constructed over or obstruct utility access panels, manhole covers, storm drains, survey monuments, or fire hydrants. A minimum clearance of 4-feet from either side of said utilities will be required for maintenance access.
 - Be sure to take a thorough inventory of utility access covers in your proposed parklet area by working with city staff to determine utility locations, surveying your proposed parklet area, and checking under parked cars.
 - A minimum clearance of 4-feet from either side of storm drains and manhole covers will be required to allow for maintenance access.
 - Parklets proposed under overhead utility lines will be required to meet the minimum distance requirements as established by the CPUC.
 - Parklets that block the outlet of a sidewalk underdrain will be required to ensure the outlet is functional and flowing.
 - Parklet sponsors must provide for access to any City or utility company that may have underground conduits beneath the constructed parklet at all times, or immediately following a request for access. No notice can be guaranteed for emergency access to underground utilities. For planned access, 72-hour notice will be issued to the parklet sponsor. Access to utilities may require that a parklet sponsor temporarily remove all or a portion of the constructed parklet at the parklet sponsor/owner's expense.
- **Fire Hydrants:** Fire hydrants shall not be blocked and parklet owners must maintain a 3-foot radius clearance around the physical hydrant and 15 feet access to hydrant in each direction linear along street.
- **Fire District Connections (FDCs):** to maintain access to FDCs, five-foot wide openings should be provided between every two adjacent parklets (and no more than 75-feet apart).

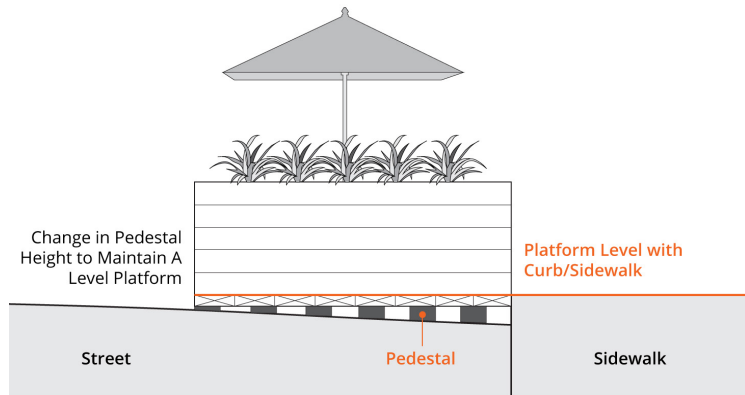
B. PARKLET PLATFORM DESIGN CRITERIA

1. **Materials:** Platforms must be constructed with durable, fire resistant materials and be able to withstand the effects of the outdoor environment. **Examples:** naturally durable wood, preservative-treated wood, or other engineered material suitable for exterior conditions.
 - Concrete platforms are **not** permitted; however, you may use concrete pavers on a platform structure.
 - Surface materials must be textured or treated with a non-skid coating to ensure a safe walking surface. Loose particles, such as sand and loose stone, are **not** permitted.

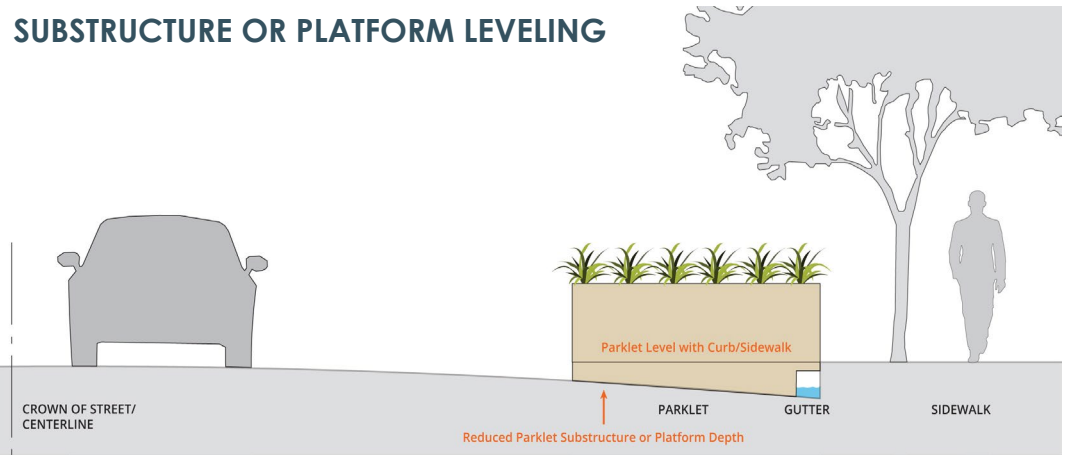


- Applicants interested in utilizing fabric sails or other architectural features which may “catch” wind, must provide proof of wind loads.
2. **Maintain access to utilities:** Parklets must be designed to provide access to site-specific utilities, such as storm sewer covers, utility cabinets, and underground vaults, by employing in their design and construction access panels or removable pavers.
 - A minimum 15-foot clearance shall be maintained from a fire hydrant and all other fire appurtenances.
 3. **Flush to sidewalk:** Platforms must be flush and even with the sidewalk and must not leave a gap greater than one-half (1/2) an inch, nor a vertical separation greater than one-quarter (1/4) inch.
 4. **No wheel mounts:** A parklet platform or its enclosure shall not be mounted on wheels.
 5. **Drainage, Ventilation and Rodent Proofing:** Platforms shall allow curbside draining flow with the following:
 - A four-inch (4”) height by six-inch (6”) width minimum clear gutter space shall be provided along the entire length of the proposed platform.
 - Openings under the platform shall be screened with corrosion-resistant material with a maximum of 1/4-inch (one-fourth inch) mesh to prevent rodent access and debris buildup beneath the platform and in the gutter.
 - The parklet permittee shall clean covers or screens regularly to prevent any blockage of flow in the gutter.
 - All parklets shall provide access through the parklet platform or threshold to the gutter adjacent to the curb. Access may be provided through removable panels, pavers, or other means.
 6. **Bolting Not Allowed:** At no time may structures be bolted or affixed in any way to the roadway or any structure (including but not limited to buildings, fire hydrants, street trees, streetlight, parking meters, or traffic poles, etc.).
 - An exception to this is that wheel stops for traffic protection must be bolted to the roadway as described in the Traffic Protection section of these Guidelines. However, in case of removal, the establishment shall be responsible for repairing the pavement holes at the permit holder’s expense.
 7. **Sub-structure:** Designs for the sub-structure of a parklet vary and depend on the slope of the street and overall design for the structure. The sub-structure must accommodate the crown of the road and provide a level surface for the parklet.
 - “Bison pedestals” spaced under the surface and of different heights are a common application. Another method is to provide steel sub-structure and angled beams.

PEDESTAL SYSTEM LEVELING

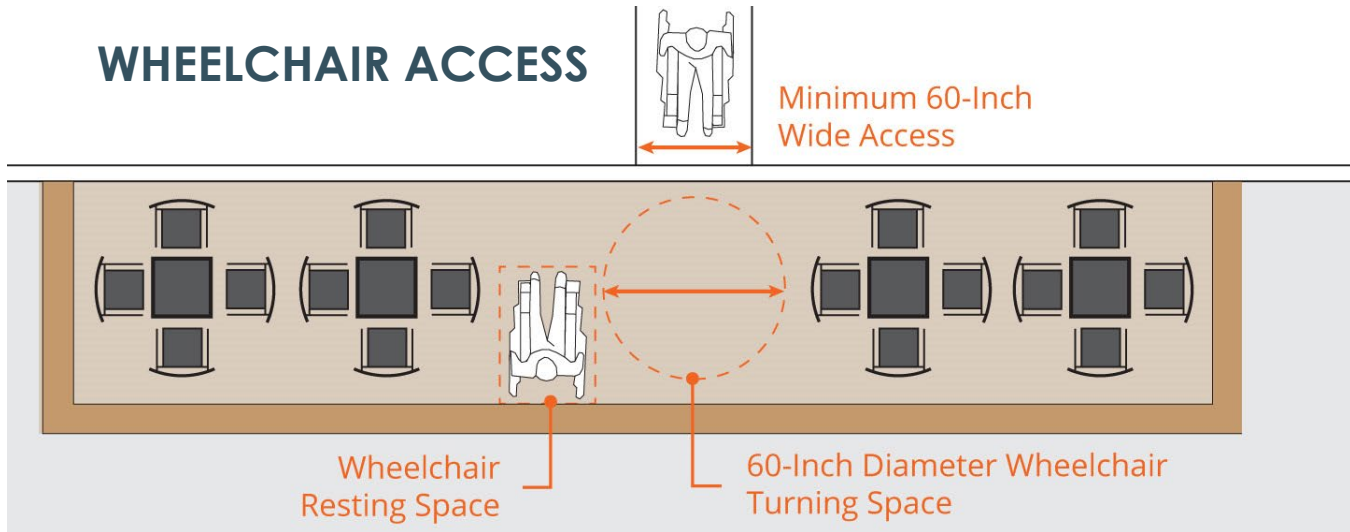


SUBSTRUCTURE OR PLATFORM LEVELING



8. **ADA Accessibility:** All accessibility elements of the proposed platform shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the California Building Code and Americans with Disabilities Act.
- **Accessible Platform Surface:** The portion of the parklet platform connected by the accessible path of travel to the wheelchair turning space and wheelchair resting space must be level. The accessible platform surface maximum cross slope (perpendicular to the sidewalk or curb) and running slope (parallel to the curb) cannot exceed 2%. The maximum elevation difference between the sidewalk and the Streetary platform shall be either ¼-inch (one-fourth inch) vertical change in level, or ½-inch (one-half inch) beveled change in level. Platform surface shall be made of slip resistant material.
 - **Accessible entry:** Shall be a minimum of 48 inches wide.
 - **Accessible path of travel:** It must connect the sidewalk to the accessible entry, platform surface, wheelchair turning space and wheelchair resting space.
 - **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.
 - **Wheelchair landing:** A 30- by 48-inch clear floor area. It's permitted to overlap with the Wheelchair Turning Space by 24-inches maximum in any orientation.

WHEELCHAIR ACCESS



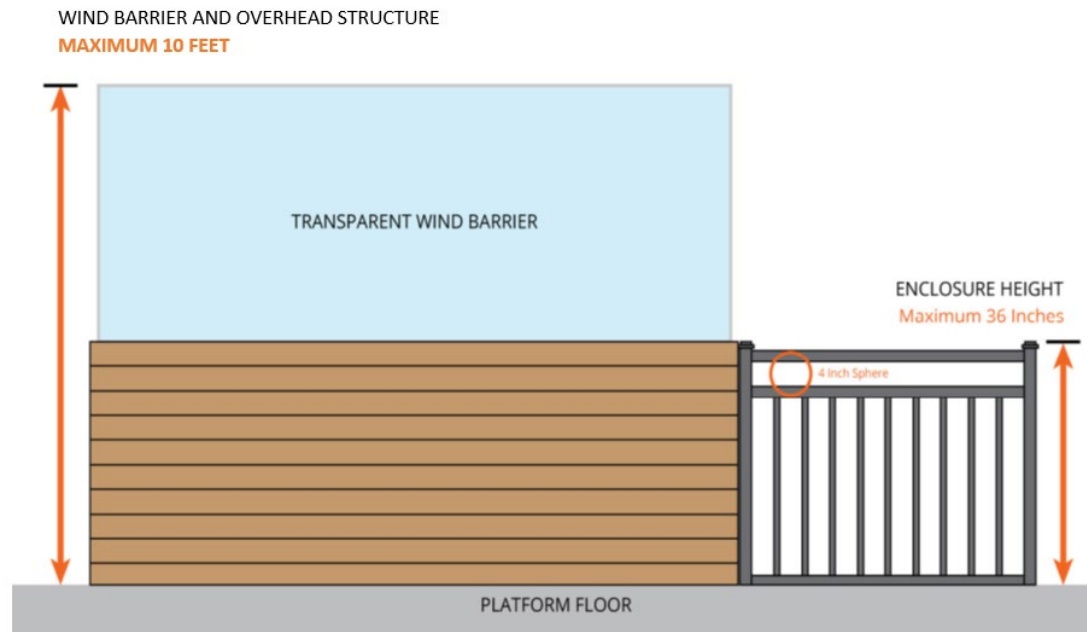
9. **Platforms within closed streets:** Variations from the above requirements may be permitted within closed streets, with the exception of maintaining accessibility, access to utilities, and meeting other setback, safety, and visibility standards outlined in this document and the Menlo Park Municipal Code Chapter 13.30 (Streetary Outdoor Dining Areas).

C. BARRIERS, RAILINGS, OR ENCLOSURES

The parklet railing or enclosure marks the boundary between the parklet and the street or sidewalk. Traffic barriers are required to surround the parklet on three sides to protect from oncoming traffic and patrons inadvertently entering the vehicular way. It should serve as a safe edge while also being visually appealing, permeable, and inviting. The following standards and guidelines should inform your design:

1. **Force / Impact Rating:** Barriers, Railings or Enclosures must be stable and sturdy enough not to fall over or be pushed over (must withstand 250-lbs of force).
2. **Height:** The height of the enclosure shall be between 30 to 36-inches from the parklet platform floor to the top of the railing.
 - A combination of planter barriers plus plants shall not exceed 48-inches.
 - Wind barriers shall be installed and engineered to withstand expected wind loads, in conformance with any necessary building permits. Wind barriers above the height of the 36-inch enclosure shall not create a conflict with the sight distance triangle and the 20-foot clearance zone at intersections and mid-block crosswalks.
 - The total height of the enclosure plus wind barrier, lighting and/or overhead structures, should not extend more than 10-feet from the floor platform. Overhead structures must be designed per requirements for overhead structures.
 - Openings in rails must prevent passage of 4-inch sphere.

PLATFORM BARRIER HEIGHT



3. **Visibility:** The enclosure should not block the view of conflicting movements of traffic, including pedestrian traffic, nor block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices.
 - Property addresses need to remain visible. If needed, post reflective visible addresses on structures if blocking from street view on building.
4. **Reflectors:** All railings/enclosures must have retro-reflective reflectors or retro-reflective tape on the corners of the parklet facing the travel lane such that they are visible by vehicle traffic at night.
5. **Posts or Bollards:** Parklets shall have vertical elements that make them visible to traffic, such as flexible posts or bollards both with retroreflective tape. One possible measure are safe hits posts (as shown in the picture below). These vertical elements shall be placed 2 feet from the edge of the parklet on both sides of the parklet not adjacent to the travel lane. Structural bollards may be required if deemed necessary by the city.



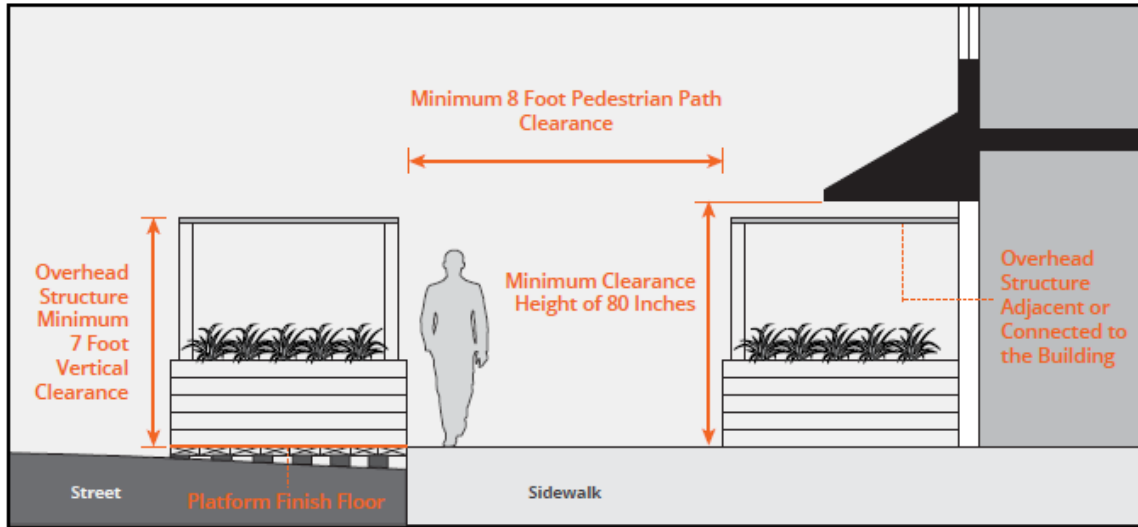
6. **Design:** Barriers may be made up of or encased by one of the following materials: (1) wood planters, (2) concrete planters, (3) steel planter, or (4) perforated steel railings.
 - Wood and concrete planters must be finished or painted.
 - The colors and materials should be compatible with the design, materials, and colors of the façade of the adjacent building/restaurant frontage.
7. To accommodate seasonal conditions, the applicant may propose alternative platform and wind barrier materials and designs for review and approval by City.

D. OVERHEAD STRUCTURES

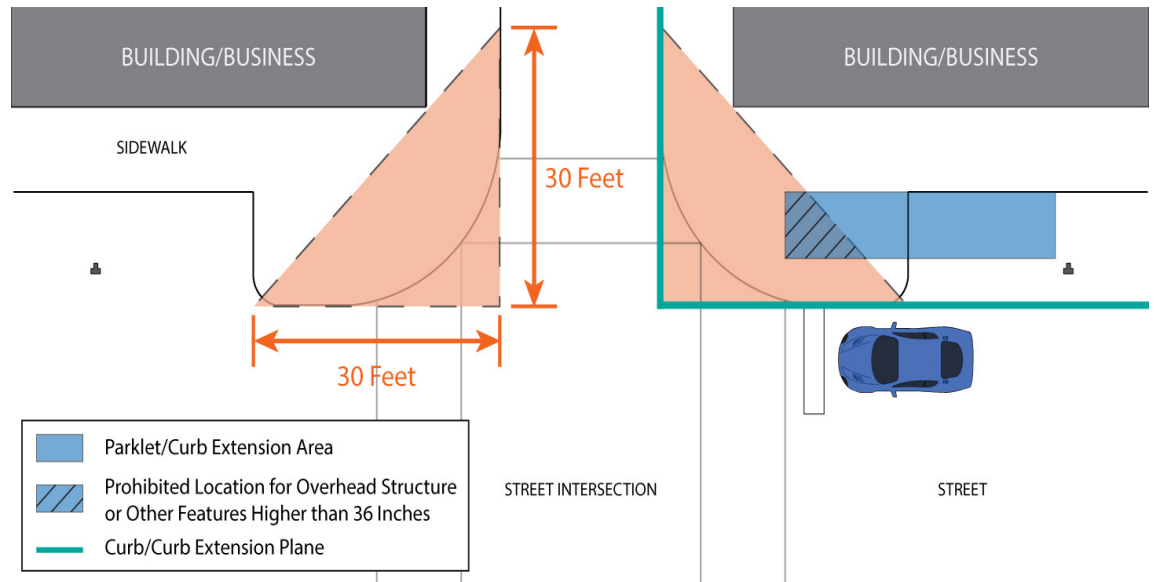
Overhead structures may require a longer review and approval process subject to staff discretion. Typical parklets preferred by the city include the use of umbrellas, fabric awnings, or other retractable and soft material for shading that still allow light to the public realm in colors that are compatible with the façade of the adjacent building/restaurant.

1. Construction of overhead structures must be done in accordance with the California Building Standards Code as adopted by the City of Menlo Park.
2. **Inspection:** Installation of any roof or overhead structure is subject to review by the city.
3. **Site plan requirements for overhead structures:** A site plan and elevation drawing of the parklet shall be provided with a structural engineer or architect's stamp if the applicant proposes to include an overhead structure, such as a pergola or other affixed roof structure.
 - Umbrellas or fabric sail shades are not considered overhead structures. However, umbrellas and fabric sail shades must be identified in the site plan for the city to review for compliance with standards such as sight lines, height, wind/fire resistance, etc.
4. **Visibility and clearance:** The City will review any proposed overhead structures to ensure that sufficient visibility for pedestrians, traffic, businesses, and other site-specific conditions, are properly maintained. The city may require modifications or deny the proposed overhead structure. Other visibility and clearance requirements for overhead structures include:
 - The minimum vertical clearance for an overhead structure within the parklet footprint, a sidewalk cafe, or curb extension is 7-feet above the finished floor level and the maximum vertical height is 10-feet or the height of the first floor top of plate height of restaurant, whichever is shorter in height.
 - In order to ensure motorist sight lines at street intersections, overhead structures or other parklet features higher than 36 inches are prohibited within a 30-foot vision triangle measured from the intersection of the curb or curb extension line.
 - Parklets with overhead structures may only be placed where a minimum 8-foot pedestrian clearance is provided along the pedestrian path. No portion of the structure may encroach within this clearance.
 - Shading materials should be soft to reduce prominence and retractable so it can be pulled back when not in use or when more light is desired in the space.
5. Any fabric, membrane shade, or other weather protection, including umbrellas and tents of any size, must be CSFM listed and constructed of fire-resistant treated material as per the California Code of Regulations, Title 19, Division 1, Section 315(a).
 - Heating devices within overhead structures shall meet the requirements on page 26.

OVERHEAD STRUCTURE CLEARANCES



VISION TRIANGLE



SECTION 2. SIDEWALK CAFÉ STREETARY PROGRAM

STREETARY OUTDOOR DINING AREA – SIDEWALK CAFÉS

PURPOSE

The purpose of these guidelines is to help clarify and provide standards for sidewalk cafes uses in order to enhance the quality and safety of the pedestrian experience and reinforce a sense of place and economic vitality. These guidelines and requirements are established to achieve the Streetary goals by maintaining safety, accessibility, and an enhanced design that connects the public realm. Compliance with all applicable sections of these guidelines is required at all times.

DEFINITION OF A SIDEWALK CAFÉ

An outdoor area located on the public right-of-way within the sidewalk area which is used to provide more space and amenities for outdoor dining operated and maintained by the business establishment conducting the outdoor dining.

SIDEWALK CAFÉ AREA

The sidewalk cafe area can be defined as one or a combination of:

1. The space delineated by the facade of the building to the adjacent street, perpendicular to the public right-of-way.
2. The recessed entries immediately adjacent to the outdoor sidewalk cafes.
3. Certain alleys determined by the city that are adjacent to the operating business.

SIDEWALK CAFÉ AREA CLEARANCE REQUIREMENTS

The cafe operators are required to maintain all minimum distances and clearance requirements at all times: *Minimum 5-foot pedestrian path clearance; min. 5-foot entrance clearance radius; and min. 5-foot pedestrian path at crosswalks from edge of curb at all times.* City staff will perform compliance inspections. Application submittals are required to comply with all Americans with Disabilities Act (ADA) requirements.

MOVEABLE IMPROVEMENTS

The sidewalk cafe area contains various sidewalk patterns which affect the placement of improvements such as tables and chairs in the public right-of-way. The installation of these improvements is considered temporary in nature. The operator shall locate moveable flower boxes or planters adjacent to the street in such a way as to visually define and contain the sidewalk cafe area. The sidewalk cafe improvements shall be set up during the applicable hours of operation.

PERMANENT IMPROVEMENTS

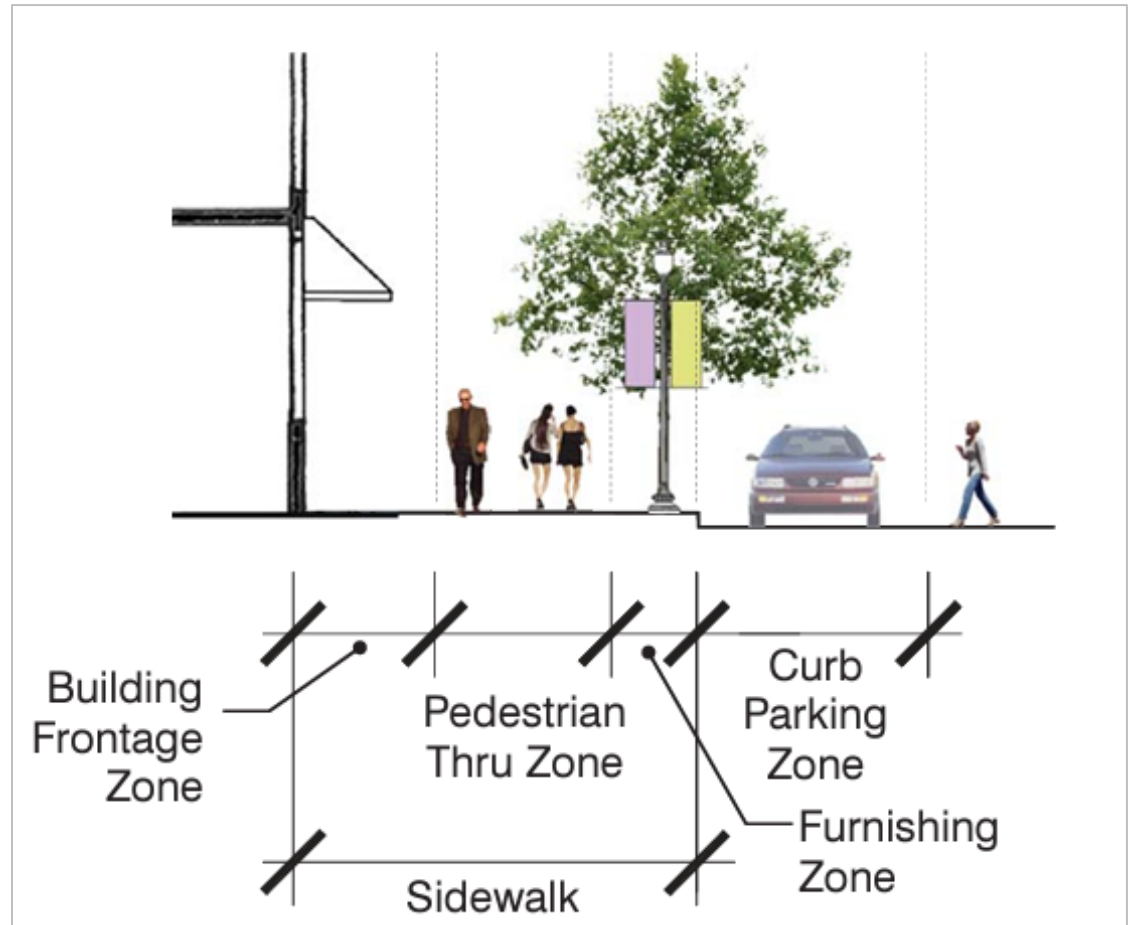
Unless the applicant obtains a building permit, the operator shall not make any permanent changes, such as building structures or bolting tables to the ground. Permanent improvements within sidewalk areas must be in conformance with the applicable provisions and guidelines of the California Building Code and the Americans with Disabilities Act (ADA) accessibility requirements, and all other life, health, and safety requirements.

SIDEWALK CAFÉ ZONES

Any sidewalk cafe area may be viewed as containing several functional zones which must be respected at all times. The El Camino Real and Downtown Specific Plan* establishes sidewalk functional zones, ensuring a pedestrian clear zone and more pleasant and functional sidewalks. Understanding these zones will assist the applicant in determining the best layout for their sidewalk cafe area. These zones include:

- **Sidewalks:** The area dedicated to pedestrian activity made up of the building frontage, pedestrian thru, and furnishing zones, and adjacent to the curb parking or street traffic zone.
- **Building Frontage Zone:** The area of a public sidewalk located between the pedestrian thru zone and adjacent building or property line, assuming the sidewalk dimension allows for it. Depending on the location of the building, a frontage zone may accommodate outdoor seating and planting
- **Pedestrian Thru Zone:** Allows for unimpeded pedestrian circulation, free of all obstruction, including utility boxes and fences for outdoor dining.
- **Furnishing Zone:** The buffer between the pedestrian thru zone and curb parking/street traffic. The furnishings zone accommodates public amenities such as street trees, streetlamps, benches, bike racks, kiosks, news racks, mailboxes, transit shelters, public art, plantings, utility poles and utility boxes. In some cases, the furnishings zone is also used for outdoor seating and dining by shops, cafes, and restaurants.
- **Curb Parking Zone:** The interface between the roadway and sidewalk and accommodates vehicular parking, and in most cases parklets.

**Please note that not all sidewalks within the Specific Plan are wide enough to incorporate each of the aforementioned zones. Sidewalk cafes should be planned according to the sidewalk zones and width in front of the building / restaurant.*



SIDEWALK CAFÉ SUBMITTAL REQUIREMENTS CHECKLIST

PERMIT SUBMITTAL REQUIREMENTS

The following shall be submitted to the **City of Menlo Park Public Works Department** as part of the Streetary Permit Application, submitted through Menlo Park's online permitting platform, Accela:

- Permit fee payment
- Site Plan (scaled - i.e., 1/8" = 1'10" | dimensioned - i.e., 5'0" clearance path) (refer to site plan checklist)
- Identification of Parklet Design Components (refer to Design Components Checklist)
- Photograph of proposed design components
- Photograph of proposed Streetary location (showing the front and side views along the business frontage)
- Required insurance forms (see below)
- Traffic control plan (for installation/construction)

INSURANCE REQUIREMENTS

- Completed Hold Harmless Agreement (review requirements listed)
- Insurance Endorsement Form
- Insurance Certificate (must name City as additional insured, see Hold Harmless Form)

Insurance Category	Minimum Limits
Worker's compensation	Statutory Minimum
Employer's Liability	\$1,000,000.00 per accident for bodily injury or disease
Commercial General Liability	\$1,000,000.00 (\$2,000,000.00 for parklets) per occurrence for bodily injury, personal injury, and property damage

Streetary permit(s) are revocable. Compliance with Streetaries (Chapter 13.30) and the design / program guidelines in this document is required.

FURNISHINGS & FIXTURE DESIGN STANDARDS

STREETARY FURNISHINGS & FIXTURE DESIGN STANDARDS

FURNISHINGS AND FIXTURES DESIGN STANDARDS

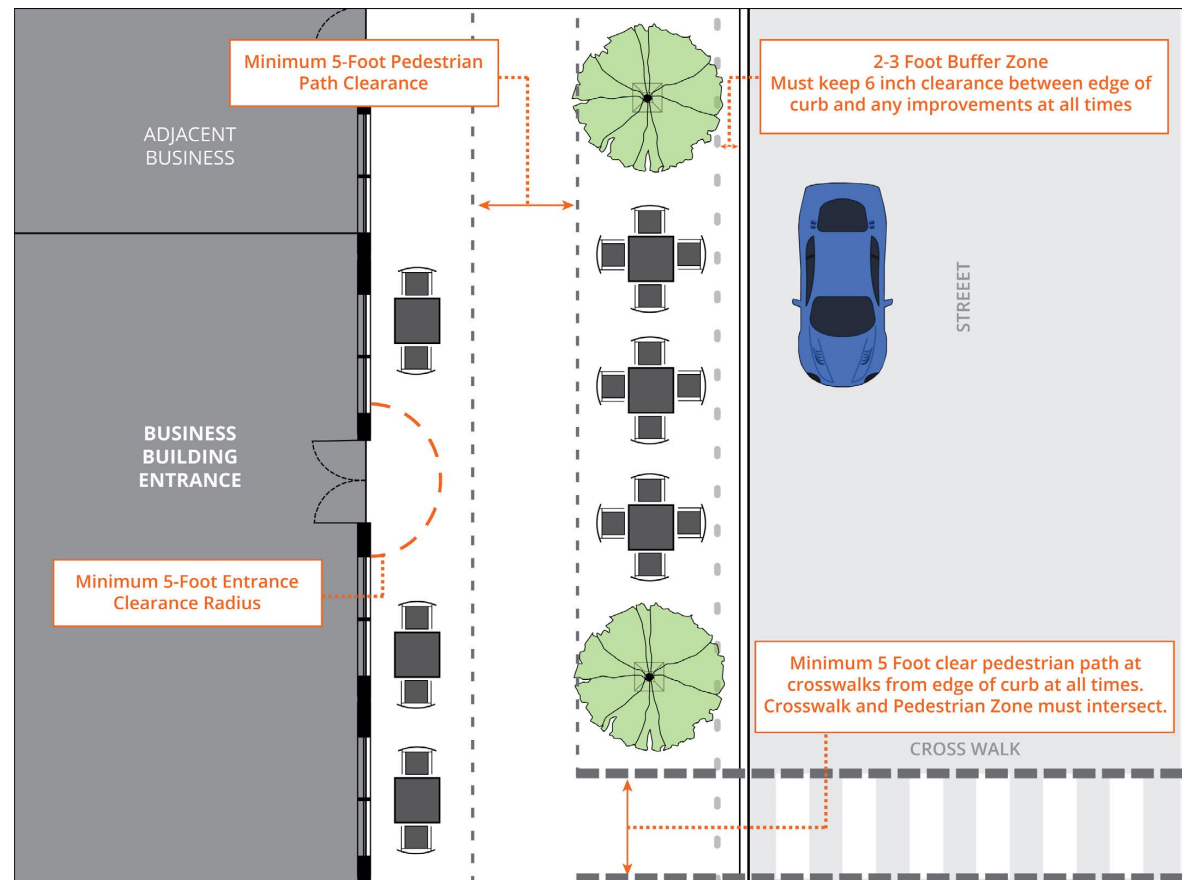
All furnishings and fixtures in Streetaries shall comply with the California Building Code, California Fire Code, and the Americans with Disabilities Act accessibility requirements.

- 1. TABLES, CHAIRS, AND SEATING.** Tables and chairs shall match and be made of safe, sturdy, and durable material, such as wood, steel, plastic, and wrought iron. All furniture shall be commercial grade and manufactured for outdoor commercial use.

- Tables shall meet clearance requirements for parklets and sidewalk cafes.
- Accessible seating shall be provided and comply with the following California Building Code Sections:
 - i. 11B-305 Clear floor space of 30" by 48" at 5% of seating
 - ii. 11B-306 Minimum knee and toe clearances

- **Seating in Sidewalk Cafes:** Small round or square tables shall seat no more than four people unless otherwise approved by the City, subject to compliance with any required pedestrian clearance. Use of larger tables may be granted by the City provided that all clearance requirements are met.

- 2. FURNISHINGS.** Furnishings and fixtures must be designed to be weighted down (or fixed to parklet) for wind protection. Items may need to be stored inside the business during periods of high winds. Please ensure that the weights used do not create tripping hazards for pedestrians. No furniture or any parts of a parklet or sidewalk café shall be attached, chained, or in any manner affixed to any tree, post,

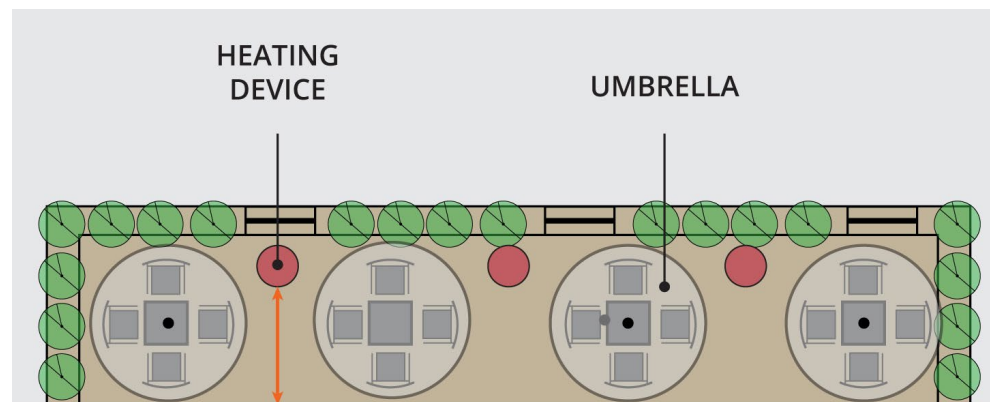


signs, sidewalk, streetlight, fire hydrant, or other public fixture within or near the licensed area. Applicant must demonstrate that required egress/door swing, etc., from occupancies is protected for occupant load to public way.

3. **FIRE RESISTANT MATERIALS.** Any fabric, membrane shade, or other weather protection, including umbrellas and tents of any size, needs to be constructed of fire-resistant treated material as per the California Code of Regulations, Title 19, Division 1, Section 315(a). Fire-resistant materials must have documentation of a California State Marshal’s Seal on all panels, or meet NFPA 702 testing requirements by a NRTL, or meet CPAI 84 standards.

4. **PORTABLE HEATERS & OTHER HEATING DEVICES.** Heating devices may be electric, propane, or natural gas powered, and shall meet the following requirements:

- Heating devices are prohibited inside of tents, canopies, and membrane structures.
- A minimum 5-foot clearance shall be provided between the building and the heating device.
- A minimum 5-foot clearance shall be provided between combustible materials and a heating device.
- A minimum 5-foot clearance shall be provided between exits or exit discharges and a heating device.
- Propane or natural gas heating devices shall have a tip over switch that shuts off the flow of gas.
- Propane or natural gas heating devices shall have a maximum of 20 pounds’ capacity gas container.
- Propane storage shall remain outside in approved area; propane storage is not allowed inside.
- **Gas heating appliances are NOT permitted on wood-based parklets, nor are gas heating appliances permitted under structures made of combustible materials (such as common construction materials like wood and wood-plastic composite and plastic products).**



Minimum 5-Foot Heating Device Setback from Parklet Entrances

5. **SHADING & UMBRELLAS.**

- Individual canvas or other non-vinyl umbrellas of a compatible design may be permitted in the right-of-way and shall not extend over the Pedestrian Zone.
- Umbrellas shall be made for outdoor commercial use subject to City approval.
- Any fabric, membrane shade, or other weather protection, including umbrellas and tents of any size, needs to be constructed of fire-resistant treated material as per the California Code of Regulations, Title 19, Division 1, Section 315(a). Fire-resistant materials must have documentation of a California State Marshal’s Seal on all panels, or meet NFPA 702 testing requirements by a NRTL, or meet CPAI 84 standards.

- Umbrellas must be at least 80-inches above the parklet platform or sidewalk.
 - Umbrellas and shading must not block sight lines for traffic or pedestrians in crosswalks.
6. **ELECTRICAL CONNECTIONS.** Electrical service to any parklet requires a permit. All wiring and electrical cords must be exterior rated, GFCI protected, and UL listed. Electrical extension cords between buildings and a parklet are not allowed.
- Cords within the parklet must not create tripping hazards on the sidewalk.
 - The use of adapters is prohibited.
 - Businesses are not allowed to tap into existing City electrical connections such as twinkle light outlets or streetlight poles.
 - Generators are not allowed in association with parklets.
7. **LIGHTING.** Lighting is encouraged and may be provided through separately permitted electrical connections to the building. Solar powered (small scale) or battery powered lighting is encouraged.
- Lighting shall not be directed towards the roadway to unintentionally cause glare for vehicles, bicyclists, or pedestrians.
 - Light strings must be hung to allow for a minimum clearance of 7-feet above the sidewalk and the platform of the parklet.
 - Candles and open flames are prohibited within a parklet.
 - No new foundations are permitted for light poles.
8. **SIGNAGE.** All signage must comply with the City’s Sign Design Guidelines. Non-illuminated signs are allowed provided the sign area does not exceed 6 square feet (this is in addition to the sign ordinance maximum sign area limitations). For Streetaries/parklets on a corner, two signs not exceeding 9 total square feet may be permitted. Sign copy is limited to business identification, except that if the parklet is meant to serve the general public, signage should reflect such. If the parklet is meant to serve as restaurant seating, signage should correlate in design with the signage on the primary building. Menu boards, both portable and on walls, shall be subject to sign permit approval and shall comply with the Menlo Park Sign Ordinance.
9. **LANDSCAPING AND PLANTERS.** All planters and planting areas must contain live plants year-round. The sidewalk café and/or parklet owner shall be responsible for the prompt removal of all empty or poorly maintained planting areas. Landscaping and planters must be maintained, kept healthy and free of litter/debris at all times. Plants that are drought resistant and/or native are encouraged.
- Neither the planter nor plant material shall impede or hinder pedestrian and vehicular visibility.
 - Landscaping or planter options include planter boxes within the setback area or serving as the parklet platform enclosure; hanging planters; or raised planter beds.
 - Plants that have thorns, spikes, or sharp edges, or that are poisonous or invasive, are not permitted.
 - ***Parklet Landscaping & Planters Standards:***
 - i. Planters are allowed within the parklet setback area.
 - ii. The height of the planter shall be between 30 and 36-inches in height, not including the height of plants.
 - iii. Total height of the combination of plants within planters shall not exceed 48” in height to ensure visibility and sightline of the surrounding retail tenant establishments both into and out of the parklet.

iv. For parklets located at intersections and/or crosswalks, the total height of planters and plants shall not exceed 36" in height so as not to block vehicular, bicycle, and/or pedestrian visibility.

- **Sidewalk Café Landscaping & Planters Standards:**

- i. The cafe owner may use flower boxes or planters to define the boundaries of the cafe seating area.
- ii. The boxes or planters in Sidewalk Cafes shall be no greater in height than 3-feet and no wider than 2 feet at the base.
- iii. The flower boxes, planters, and storage bins shall be portable and be made of safe, durable, and attractive material such as wood or steel.

10. BARRIERS/FENCES

- **Parklet Barriers/Fences:** Refer to Parklet Design Standard Section C. "Platform barriers, railings, or enclosures"
- **Sidewalk Café Barriers/Fences:** Barriers should provide visual and physical connections with the surrounding public realm. Barriers should have a low height that allow views into and out of the space with at least one opening between barriers for an area of passage. The use of barriers should be limited and only occur where needed. All in-ground improvements require a building permit which is subject to approval by the Engineering Department. All barriers and fences shall be shown on the application site plan and are subject to approval by the City.

11. **TRASH RECEPTACLES.** The number, type, and location of trash receptacles shall be determined by the City and shall comply with the public right-of-way access code. Trash receptacles shall be made of durable material to match the existing facade and shall be commercial grade as determined by the City.

GENERAL OPERATION & MAINTENANCE

OPERATION AND MAINTENANCE FOR STREETARIES

- A. LIVE ENTERTAINMENT.** No live entertainment or amplified music shall be permitted in streetaries established pursuant to this chapter without first obtaining all required permits including but not limited to those issued pursuant to Chapter 8.06 (Noise).
- B. NO OUTDOOR FOOD PREPARATION.** Outdoor food preparation is not permitted. No heating, cooking or open flames are permitted in a parklet. Hotpots, barbecues, or other heating of food in the public right of way is not allowed.
- C. NO OPEN FLAMES.** Candles and open flames are not allowed on the parklets.
- D. ALCOHOL SERVICE.** Restaurants and food establishments licensed by the State of California will be permitted to sell and allow on premise consumption of alcoholic beverages. Establishments that serve alcoholic beverages in the parklet area shall be required to meet all requirements of the Alcoholic Beverage Control Board and any other federal, state, or local laws and regulations governing the sale and consumption of alcoholic beverages.
- E. NOISE & DISRUPTIVE BEHAVIOR.** Streetary owners are responsible for ensuring their patrons minimize noise and disruptive behavior while using their Streetary space.
- F. SEMI-PERMANENT CONSTRUCTION.**
 - 1. Noise generated by construction activities is regulated in the City of Menlo Park. Semi-permanent construction activities in a parklet or sidewalk café must adhere to the city's [noise ordinance and allowable construction hours](#).
 - 2. Traffic Control Plans are required for construction in the right-of-way. Traffic control plans must be completed in accordance with the latest edition of the "Manual of Uniform Traffic Control Devices for Construction and Maintenance Work Zones" issued by the State of California, Department of Transportation and as required in the City of Menlo Park's Guidelines for [traffic control plans](#).
- G. SITE MAINTENANCE.** All Streetaries must be maintained at all times by the Streetary owner, including the space leading to and from the parklets and sidewalk cafes.
 - 1. The permittee is required to keep the parklet or café area safe, free of debris, grime, and graffiti, and to keep any plants in good health.
 - 2. Outdoor seating shall be scrubbed and mopped to remove any food or drink stains on a daily basis and the sidewalk shall be power washed quarterly by the permittee. Such cleaning shall be in accordance with the City's [Storm Water Management and Discharge Control Program](#), which prohibits any discharge other than storm water into the storm water drainage system.
 - 3. Parklets and enclosures shall be designed in a manner that does not negatively impact existing drainage patterns. Features shall be incorporated into the design that allows water to flow freely off the street surface and along any existing gutter.
 - 4. The permittee shall be required to clean tree grates, the gutter, and drainage inlets. Business and/or property owners shall be required to remove any debris that accumulates against their parklet. The areas on, under, and around the parklets must be clear of leaves and debris, which may require the restaurant operator or property owner to blow underneath the parklet or enclosure. The permittee shall also provide cleanout access upon request.

5. The permittee is required to maintain the pedestrian access clearances in sidewalk café and curb extension area and keep these areas safe, clean, and free of debris.
6. Parklets shall not block access necessary to maintain the canopy of City maintained street trees.
7. Failure to maintain the cleanliness, safety, and accessibility of a parklet or café may subject the permittee to violations and fines. If maintenance issues are not resolved, a parklet permittee may be required by the City to remove the parklet at the permittee's expense.

H. SIDEWALK CLEANING

The permittee shall comply with all State and local regulations related to waste disposal including the National Pollutant Discharge Elimination System (NPDES) and the California Storm Water Quality Association (CASQA) as follows:

1. **Pollution Prevention** (visit www.cabmphandbooks.com for more information)
 - Use dry cleaning methods whenever practical for surface cleaning activities.
 - Use the least toxic materials available (e.g. water-based paints, gels or sprays for graffiti removal).
2. **Surface Cleaning**
 - Regular broom (dry) sweep sidewalk, plaza, parklet, and parking areas to minimize cleaning with water.
 - Dry cleanup first (sweep, collect, and dispose of debris and trash) when cleaning sidewalks or plazas, then wash with or without soap.
 - Block the storm drain or contain runoff when cleaning with product

I. ADA COMPLIANCE. Streetary seating areas must, at all times, comply with all requirements of the Americans with Disabilities Act (ADA) and provide sufficient clearance and walkway space to allow safe access and egress. For multi-level Streetaries, a minimum of one level of ADA access shall be required.

J. HOURS OF OPERATION. Streetaries shall adhere to the same approved hours of operation as the associated business, with the following limitations:

1. *For Streetaries that are within 150-foot horizontal or vertical distance from residences:* Streetaries shall not commence operations prior to 7 a.m. on Saturdays, Sundays, and holidays; Streetaries shall not commence operations prior to 6 a.m. Monday through Friday; Streetaries shall not operate after 10 p.m. on Fridays and Saturdays; Streetaries shall not operate after 9 p.m. Sunday through Thursday and holidays (as defined in the Menlo Park Municipal Code chapter 8.13 "Noise" of title 8).

K. USAGE OF STREETARY SPACE. Streetaries must demonstrate adequate usage in order to contribute to the economic vitality of the city. The city requires these Streetaries to be set up and readily available for use during the operational hours of the food service establishment associated with the Streetary, except in inclement weather and subject to the hours of operation.

L. FURNITURE & STORAGE.

1. Applicants may store parklet or sidewalk café tables, chairs, portable heaters, umbrellas, and other furnishings within the business, parklet, or café area. No storage containers shall be allowed in the parklet or café area, except for propane storage with approval by city

staff. Restaurants and cafes may use minimal storage space (i.e., waiter stations for storage of utensils, linens, and menus) during operating business hours to store.

2. Storage of furnishings shall not be allowed along the sidewalk or any required pedestrian clearances.
3. Furnishings shall not be secured to lampposts, streetlights, trees, or any other public street furniture/infrastructure.
4. All approved furnishings shall be properly maintained and cleaned regularly.
5. Propane storage shall remain outside in approved area; propane storage is not allowed inside.

M. LANDSCAPING.

The café operator shall maintain flower boxes and planting areas unless otherwise determined by the City. All boxes, planters and planting areas shall be planted with seasonal blooming or ornamental evergreen live plants year round.

N. PUBLIC SAFETY EMERGENCIES AND REMOVAL.

1. Because a parklet may be installed above underground utilities, there may be occasions in which a parklet may need to be removed with little or no notice. In the event of a utility failure, such as a gas leak or similar threat to public safety, the city or a utility provider may remove a parklet with little or no notice. Sidewalk cafes may also be removed with little or no notice where there is a threat to public safety. The parklet or sidewalk cafe permittee is responsible for the cost of re-installing and restoring any damage to the parklet or sidewalk cafe.
2. When the permittee removes their parklet or sidewalk cafe, the permittee shall be responsible for notifying the City and removing the parklet at the permittee's expense.
3. If the business associated with a parklet or sidewalk café ceases operation, changes its business name or type of use permit, or decides to no longer maintain its parklet or sidewalk cafe for more than 30 days, the City may remove and dispose of the parklet or sidewalk cafe at the permittee's expense.
4. The permittee shall be responsible for any surface restoration required after the parklet or sidewalk cafe removal. A separate [Encroachment Permit](#) shall be required for any restoration or other work performed in the public right-of-way. Restoration of the public right-of-way shall be done by a licensed contractor, to City of Menlo Park standards and shall be completed to the satisfaction of the City Engineer.