



TEMPORARY USE OF PUBLIC OUTDOOR SPACE DO'S AND DON'TS

SEPTEMBER 23, 2021

CONTENTS

- 03** INTRODUCTION
 - What's New
 - Parklet Do's and Don'ts
- 05** PARKLET PERIMETER OR BARRIER
- 06** FRAME AND DECKING
- 07** OUTDOOR FURNISHINGS AND AMENITIES
- 09** WINTERIZING OUTDOOR SPACES
- 11** SPACING AND ADA ACCESSIBILITY
- 12** MAINTENANCE AND STORAGE
- 13** SANTA MONICA CARES PRINTABLES
- 14** DON'TS OF TEMPORARY USE OF OUTDOOR SPACE

INTRODUCTION

Santa Monica businesses may apply to temporarily use public sidewalks, convert on-street parking spaces into parklets, and private outdoor space for outdoor business activity through June 30, 2022 per the City of Santa Monica's Emergency Ordinance [No. 2673 \(CCS\)](#) and Interim Zoning Ordinance [No. 2674 \(CCS\)](#) and their accompanying regulations that created the [Santa Monica Outdoors Pilot Program](#) and authorized the continued [temporary use of private outdoor space](#). Furthermore, to prevent the spread of COVID-19, businesses must continue to comply with the LA County guidelines. These are made available at publichealth.lacounty.gov/media/Coronavirus/.

WHAT'S NEW

Note that previous rules still apply unless they are expressly contradicted by the regulations.

Reminder on ADA Compliance: All outdoor operations, other than those adjacent to the City-built boardwalk, must comply with the 5 feet ADA clearance (including area around the feet of the tent or canopy).

Updated Requirements on Use of Propane Heaters: Propane heaters are prohibited under tents, canopies, or umbrellas. More details and clarification beginning on page 9.

PARKLET DO'S AND DON'TS

The following information is meant to explain the requirements found in the City of Santa Monica's Emergency Ordinance and their accompanying regulations and can help you meet the requirements for setting up a parklet. However, this is not a replacement to the ordinance or regulations which should be read in full before proceeding with your application. We recommend that you also review the design guidelines found in the [Tactical Parklet Manual](#).

If you have submitted or plan to submit an application, while it is under review, remember to:

- Monitor City Grows regularly for staff comments so you can quickly address issues and move the process forward
- Reach out to staff early to ask questions if something is not clear
- Ensure there is a reliable point of contact that staff can correspond with throughout the review process
- Do not purchase materials before receiving final approval
- Do not build your parklet until you have received final approval
- Do not build a different parklet than what was approved by staff
- Do not look to other parklets for guidance as each parklet location and situation is unique or may not be in compliance



PARKLET BARRIER

The parklet perimeter must have a continuous side and end railing 36 to 42 inches high with any openings no larger than 4 inches wide. It should serve as a safe edge while also being visually appealing. The following examples should inform your design.

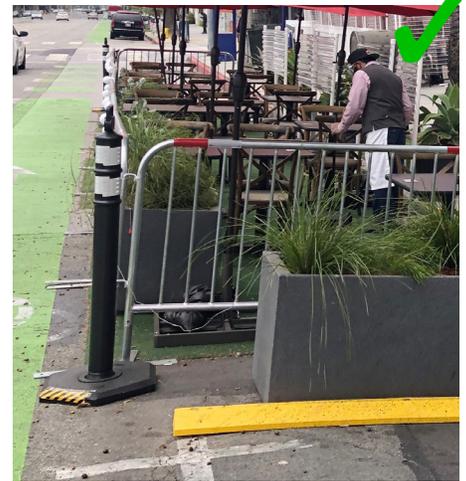
Water filled barriers or "Jersey Barrier" must be at least 32 inches tall.



Wood fencing/wall with built-in planters.



Sturdy, attached wood fencing with planters. Fencing must be between 5 and 10 inches high from the floor.



Metal fencing with planters. Position each planter so that it sits on the "feet" of the fence panels to weigh them down.



If a parklet is located immediately upstream of the intersection, a heavy barrier such as 2 interlocked water filled barriers or large planters (2) must be placed between the parklet and the upstream intersection, Barriers must be a minimum of 32"H x 6'L or in case of planter a minimum of 40" height by 40" diameter.

FRAME & DECKING



Faux wood decking with wire fencing/railing and planters.

Construct a sturdy base that is designed and built to support 100 pounds per square foot.



Vertical posts attached to the decking cannot exceed 7 feet in height.

A single beam that connects to the top of the vertical posts is also allowed, so long as there is a gap between the railing and the top of the vertical posts.

The deck support system sits on the street and provides the structural foundation for the parklet. Decks function as extensions of the adjacent sidewalk and should be level with the sidewalk. These temporary parklets should be easy to remove if necessary and must be designed so as not to impede the flow of water along the gutter. Wood or faux wood are good choices for decking material. For technical guidance on decking see our [Tactical Parklet Manual](#).



Wood decking with seat walls.

The curb and deck heights need to match, meaning any vertical differences are 1/4 inch or less.

Gaps between the curb and deck need to be less than 1/4 inch, and gaps in the decking planks can be 1/2 inch. This leveling makes the space safer and more comfortable for people.



Construct decking to allow for proper flow of water.

Leave a 6 inch wide by 3 inch high space along the curb to allow runoff water to flow and not get stuck under the parklet.

Place screens at either end of the openings to catch debris and avoid bad smells from things stuck under the deck. The temporary rules allow a support beam flush with and parallel to the curb face since bolting to the curb is not allowed.

OUTDOOR FURNISHINGS & AMENITIES

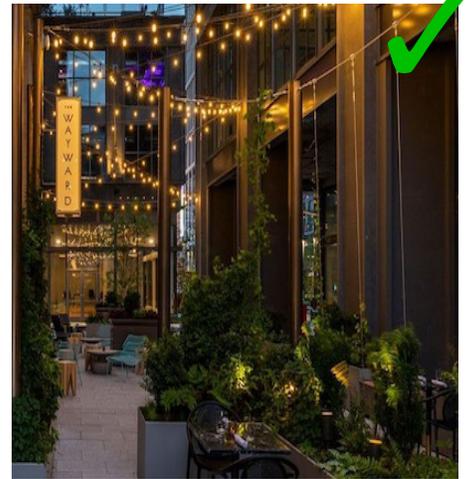
This includes movable partitions, tables, chairs, electric cordless and decorative lighting, and floor coverings, as well as umbrellas or canopies that are secured and maintain the height clearance for sidewalk, people on foot, and ADA access. Do not attach objects to any public property.



Use electric cordless lighting for tables.



Lighting fixtures may be temporarily affixed to the building provided an electrical permit is obtained.



Other decorative lighting is permitted as long as it is strung overhead and maintains 7 feet height clearance for pedestrian passage.



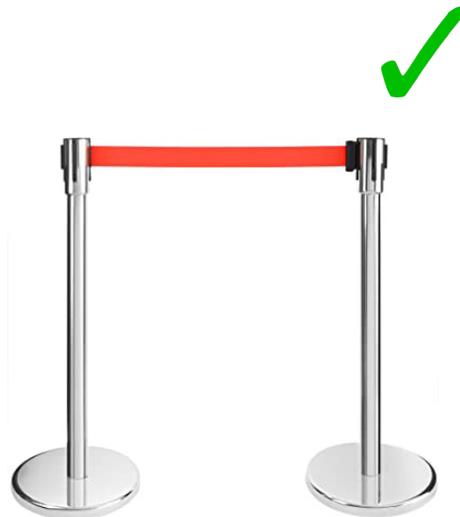
Secure floor covering such as turf to avoid tripping.



Movable tables and chairs must be placed within the safety barriers or on the sidewalk.



Umbrellas must meet 7 feet height clearance for pedestrian passage and must be placed within the safety barriers.



Use temporary barriers (if required by ABC).



Only one portable sign/menu board (within permitted area).



Alcohol may be served in the outdoor space only by restaurants that have obtained the proper permit from ABC. Visit www.abc.ca.gov/law-and-policy/coronavirus19/.

WINTERIZING SPACES

SPECIFICATIONS ON CANOPIES & HEATERS

Propane heaters are prohibited underneath tents, canopies, or umbrellas. Use of propane heaters requires a annual permit from the Fire Department - [Propane Heater Annual Permit](#). View the requirements on propane heaters - [Portable Propane Heater Use](#). Parklet operator must provide 5 feet ADA clearance within canopy area including around the feet of the canopy.



Canopies with **all sides open**:

Must not exceed 700 square feet.

Must be secured so that it meets wind load (see manufacturer specifications).

Must not be bolted to any public property.

Must be placed at least 12 feet from any building.



Canopies with **one or more sides down**

Must not exceed 400 square feet.

Must be secured so that it meets wind load (see manufacturer specifications).

Must not be bolted to any public property.

Must be placed at least 12 feet from any building.



Canopies within 12 feet of each other will count as one canopy for size purposes and cannot exceed 700 square feet unless a [Special Event Permit](#) is obtained from the Fire Department.



Canopies placed at least 12 feet apart will count as separate canopies for size purposes. *Image not to scale.



Canopies placed within 12 feet of a building will be considered as having one side down and will require a [Fire Department Special Event Permit](#).



Propane heaters and duct-style propane heaters may be utilized, however shall be placed outside of and at least 5 feet away from any tent, canopy, or umbrella and 6 feet away from any tree.

All propane heaters require an annual permit from the Santa Monica Fire Department - [Propane Heater Annual Permit](#).



Electric heaters may be placed inside any tent or canopy. A minimum 3-foot clearance from the tent sidewalls and ceilings or other combustibles is required. A 6-foot clearance is required from any tree.

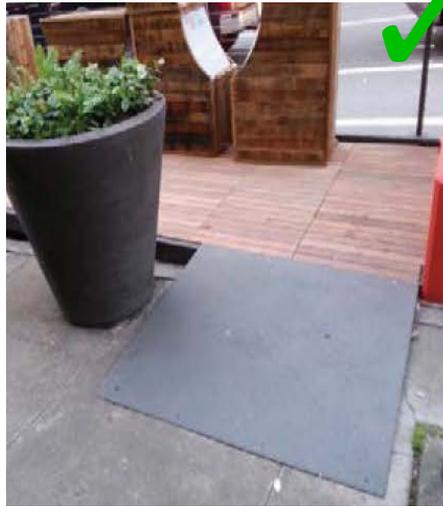
Electric heaters cannot be connected to extension cords, but must be plugged directly into an approved receptacle.

SPACING & ADA ACCESSIBILITY

Temporary use of public outdoor space should work with the site's pedestrian, bicycle or vehicle traffic. There are a few ways for the outdoor space to also satisfy Americans with Disabilities Act (ADA) requirements.



Maintain at least 5 feet path for accessibility.



If needed, temporary ramps must comply with the slope requirements of the California Building Code.



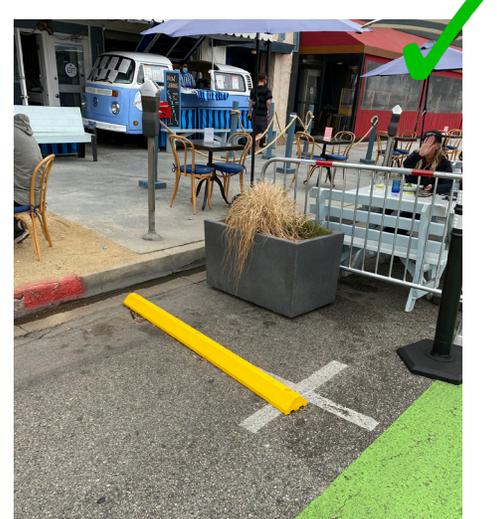
Businesses may install a table on the sidewalk adjacent to the parklet to satisfy ADA requirements.



Notify your neighbor if your proposed parklet extends in front of their space.



Maintain 6 feet for bike lane.



Parklet must not encroach into red curb.

MAINTENANCE & STORAGE

Parklet operators manage the upkeep of their space. Businesses must remove litter throughout operation, and sweep and clean the parklet and surrounding area on a daily basis.

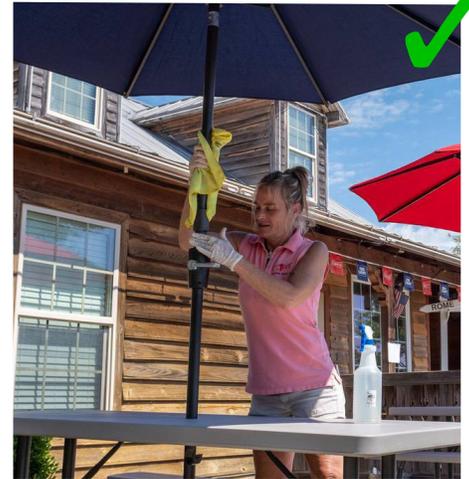


Tables, chairs and propane heaters can be left outside as long as they are stowed and secured.

For sidewalk, stow and secure tables and chairs against the building leaving at least 5 feet of unobstructed access; for Ocean Ave leave at least 6 feet unless restaurant is adjacent to the boardwalk then furniture may be left out since pedestrian access is provided via the boardwalk.

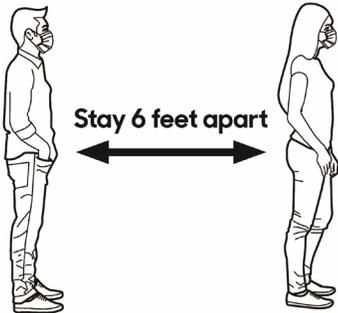


Sweep and mop the sidewalk and parklet area on a daily basis. Remove debris and clear drainage channel daily.



Clean and disinfect tables and chairs per [Los Angeles County Public Health](#) protocols to prevent spread of COVID-19 and other germs.

PLEASE PRACTICE SAFE PHYSICAL DISTANCING



Face coverings are mandatory

SANTA MONICA CARES PRINTABLES

Post signage to remind people about face coverings, social/physical distancing and staying home when ill with COVID-19 symptoms.

A Santa Monica Cares Reopening Toolkit was created in collaboration with City partners to support business reopening. The kit includes: signage for curbside pickup and health rules; floor decals, graphics for email, web, and social media. To view and print any of the templates visit [Santa Monica Cares Toolkit](#).



SANTA MONICA CARES

PUBLIC REOPENING REQUIREMENTS



Stay home if you are sick. *Quédate en casa si estás enfermo.*



6ft. **Stay at least 6 feet (2 meters) apart from others.** *Mantenga al menos 2 metros (6 pies) de distancia de otros esté en contacto con miembros que no sean de su hogar.*



Wash hands frequently. *Lávase las manos con frecuencia.*



Avoid touching your eyes, nose, and mouth with unwashed hands. *Evite tocarse las ojos, la nariz, y boca con manos sin lavar.*



Sanitize your hands before and after entering an office other than your own. *Desinfecte sus manos antes y después de entrar en una estación de trabajo que no sea la suya.*



Wear a clean face covering when in contact with non-household members. *Use una cubierta facial limpia cuando esté en contacto con miembros que no sean de su hogar.*

santamonica.gov/coronavirus



GOOD VIBES START HERE

1. ONE TABLE, SAME HOUSEHOLD. MAX: 6 PEOPLE.
2. MASK UP WHEN NOT EATING OR DRINKING.*
3. WASH OR SANITIZE YOUR HANDS UPON ENTRY.
4. NO INVITED EVENTS OR GATHERINGS.
5. AVOID CROWDING WHILE WAITING TO BE SEATED.
6. MAINTAIN 6' PHYSICAL DISTANCING FROM OTHER PARTIES.
7. STAY HOME IF YOU ARE SICK OR HAVE SYMPTOMS CONSISTENT WITH COVID-19.
8. STAY SEATED WHILE EATING.

SantaMonicaShines.com
#SantaMonicaShines
#EatLocalSM



THANK YOU FOR MASKING UP

WEAR YOUR MASK AT ALL TIMES:*

- WHEN NOT ACTIVELY EATING OR DRINKING
- WHEN YOUR SERVER APPROACHES
- WHEN YOU ARE ENTERING/LEAVING
- WHEN YOU ARE TRAVELING TO/FROM BATHROOM

THANK YOU FOR YOUR COOPERATION

SantaMonicaShines.com
#SantaMonicaShines
#EatLocalSM





Don't obstruct or attach anything to public property including trees, plantings, street signs, street lights, poles, etc.

DON'TS OF TEMPORARY USE OF PUBLIC OUTDOOR SPACE

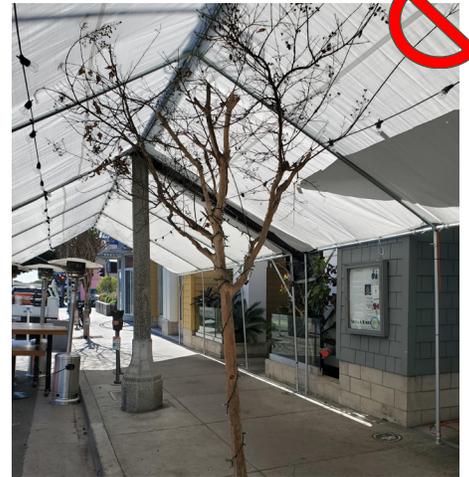
The following are examples of common mistakes and violations of the City of Santa Monica's Emergency Ordinance and regulations as it relates to the use of public outdoor space.



Don't obstruct public utilities. Maintain 15-foot clearance from vault lids and sewer covers.



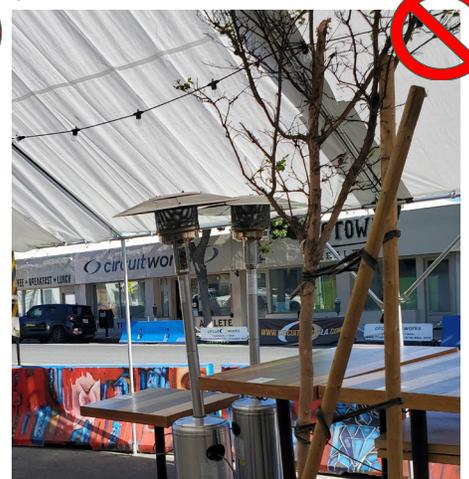
Don't set up your parklet within 10 feet of an overhead power pole.



Don't place canopies over public trees. Don't cut or trim public trees.



Don't block access to above-ground equipment. Maintain 8 feet from door side and 12 feet from one side for access.



Don't place propane heaters under tents/canopies or umbrellas, or within 6 feet of a tree.



Parklets must be at least 5 feet from fire hydrant.



Don't block or use bus zones for parklet area.



Don't block blue curb zones.



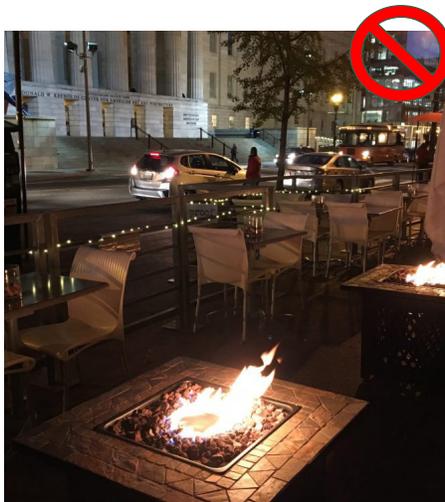
Don't block driveways, alleys or fire exits.



Don't park in parklets.



Don't place more than one temporary sign in your permitted area.



Don't use open flames.



No advertising within public space.



No amplified music or live entertainment.



Don't place trash bins on sidewalk or in parklet area.



Don't use outdoor generators.



Roof, trellis or other overhead shelter other than a canopy or umbrella is not allowed.

For information on Temporary Use of Outdoor Space permit

visit [santamonica.gov/economicrecovery](https://www.santamonica.gov/economicrecovery)

email econdev@smgov.net