

City of Monterey Parklet Standard Specifications

SIZE

Standard parklets are a maximum of 6 feet wide and may extend the length of a business' property frontage (and may encroach on another property frontage with the property owner's and business owner's written permission). Please work closely with your neighbors if you plan to construct a parklet. Adjacent businesses may collaborate to create adjoining parklets!

Where traffic flow and street layout allow, the parklet can be extended to maximize width beyond 6 feet. For example, on Alvarado Street, a one-lane configuration would allow for wider outdoor seating parklets.

CONFIGURATION

In order to enhance public safety and reduce parklet construction costs for businesses, the City only requires K-rail barriers (crash rated) and ADA-compliant flooring.

Each parklet side shall be separated from adjacent parking and the travel lane with a crash rated K-rail barrier to establish the boundaries of the parklet and protect the public. K-rail barriers must be painted or cleaned regularly. The **barrier configuration adjacent to the travel lane shall** not allow pedestrians to pass in between barriers and into traffic. Business Associations are required to create a design to be used on the K-rail uniformly for consistent branding/aesthetics. Designs must be coordinated with the City.

A **yellow reflective warning strip** should be placed along the edge of the parklet, where it meets the sidewalk. Parklets shall have reflective treatments at each corner and on the side adjacent to traffic to ensure nighttime visibility.

Businesses are responsible for ensuring their parklets are **accessible to disabled customers**.

Parklets cannot obstruct public utilities or interfere with drainage or storm drains. All parklets must be designed to accommodate storm water.

Portable heaters and lighting are permitted; however, please ensure proper clearance to trees, awnings, and umbrellas to avoid fire hazards. Heaters and lighting must be self-contained, with no wires or other trip hazards in the sidewalk.

Outdoor dining facilities must allow for the free flow of outdoor air through the entire space. To meet this requirement, the seating area must have at least three sides open, with no more than four-foot-high walls that do not impede the free flow of air through the space. Umbrellas, canopies, awnings, and other shade structures are allowed only if they do not have sides.

During COVID 19 outdoor seating, placing of tables, maintaining of social distancing, etc. have to comply with the latest issued guidance by Public Health Officials.

These guidelines will be strictly enforced by the City and violation of any approved plans may result in revocation of the temporary permit and denial of future permits.

Parklets must be easily removed, and may not cause any permanent changes or damage to the right-of-way; all fixtures must be temporary.

Exhibit A: General Parklet Example (no lane closures) - Plan View

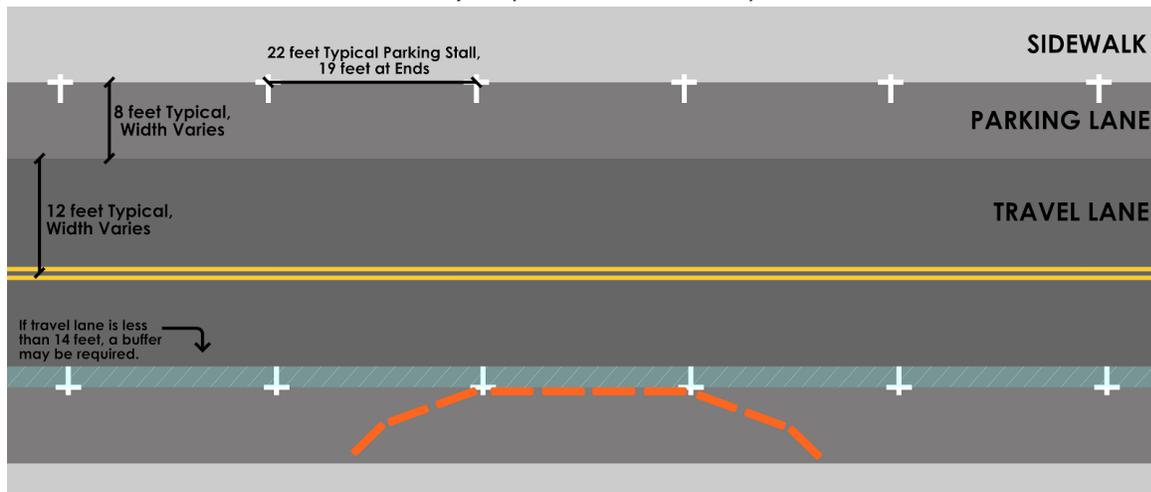


Exhibit B: General Parklet Example (no lane closures) - Cross-section



Exhibit C: Alvarado Street Example (one lane closure/reconfiguration) with parklets on both sides of the street

(Note: Alvarado Street is the only roadway identified in the City of Monterey able to accommodate a reduction to one travel lane, resulting in extended parklets along certain stretches of businesses.)

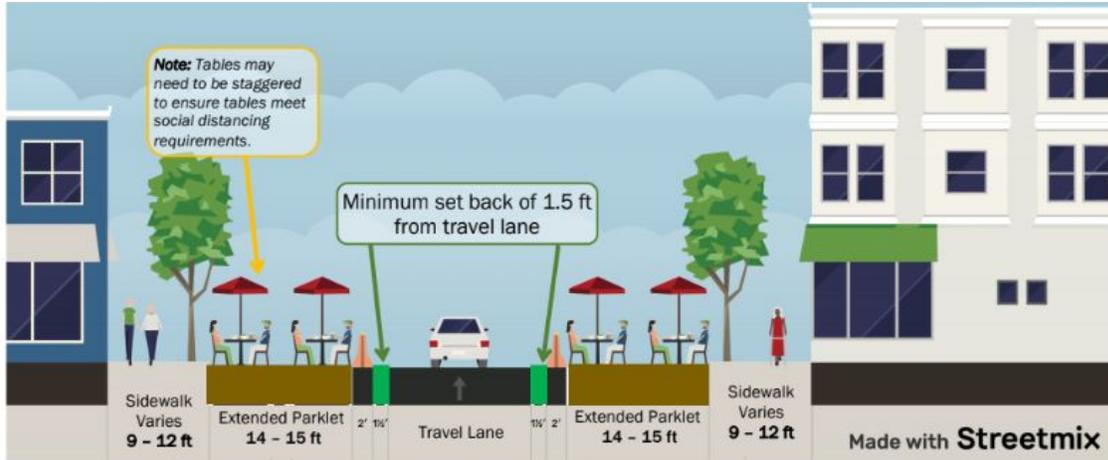


Exhibit D: Example of K-rail branding in coordination with Business Association



PARKLETS ARE TEMPORARY

The City of Monterey reserves the right to remove parklets and clear the right-of-way at its sole discretion. Pre-approval of a parklet is necessary. Apply online using an [encroachment permit application](#) and emailing the application to gogreen@monterey.org. Include drawings with table layout, barrier materials and sizes, dimensions (to include existing parking, travel lane and sidewalk), show adjacent driveways or intersections, and access accommodations. Please allow up to 72 hours for staff to review the plan for traffic safety and compliance with all applicable rules and regulations. In addition to these standard specifications, the City's Chief Building Official may include additional conditions to protect the public health, safety, and welfare based on the particular conditions of each site.

ACCESSIBILITY

At least one (1) accessible table for wheelchair users must be provided in each parklet. The accessible table must meet the following requirements:

- Table surface between 28 to 34 inches high.
- Provide at least 27 inches of space from the floor to the bottom of the table.
- Provide knee clearance extending at least 19 inches under the table.
- Provide a total clear floor area of 30 inches by 48 inches per seat.
- Provide a minimum distance of 4 feet to the nearest obstruction.
- Provide the International Symbol of Accessibility displayed at the table.
- Maintain an accessible path of travel to the table.

Parklets may be built with platforms (e.g., wooden platforms) that meet the grade of the existing curb. Parklets that do not meet the grade of the existing curb must provide a ramp for access. Parklet ramps and temporary ramps in the right-of-way must comply with California Building Code Chapter 11B, summarized as follows:

- Ramps must be at least 4 feet wide.
- 8.3% (1:12) maximum running slope (parallel to the direction of travel).
- A level landing at the top of the ramp measuring at least 4 feet by 4 feet.
- Accessible, unobstructed path of travel from the sidewalk pedestrian path to the ramp.
- Edge protection is required on each side of the ramp. A curb or barrier that prevents the passage of a 4-inch diameter sphere must be provided along both edges of the ramp. To prevent wheel entrapment, the edge protection must provide a continuous, uninterrupted barrier along the edge of the ramp
- Ramp material must be firm, stable, and slip-resistant.
- Ramp must be securely attached to the parklet and/or curb so that it does not move or shift during use.

Business operations, including parklets, customer seating, umbrellas, lighting, heaters, and other materials, must not encroach upon a single, continuous, straight, clear pedestrian path of travel no less than **five (5) feet wide** on the sidewalk.

WHERE PARKLETS ARE ALLOWED

	Allowed	Will need to be reviewed on a case by case basis	Prohibited
	Allowed	Case-by-Case	Prohibited
25 mph roadway	X		
30 mph (and over) roadway			X
Red Zones		X	
Red zones by fire hydrants			X
Yellow Zones		X	
White Zones		X	
Green Zones	X		
Travel Lanes		X	
Within 40' of a corner			X
Within 40' to 60' of a corner		X	
At intersection			X
Parking Lane of 7.5' or more	X		
Parking Lane under 7.5'		X	

INSURANCE REQUIREMENTS

Coverage shall be as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury, with limits of no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (Insurance Services Office Form CG 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Liquor Liability:** Permittee agrees that if it proposes to sell or serve alcohol as part of its outdoor activities, Permittee shall furnish, along with this Agreement, proof of liquor liability coverage.
3. **Workers’ Compensation:** Workers’ Compensation insurance as required by the State of California, with Statutory Limits and Employers’ Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease (see footnote #1).

If the Permittee maintains broader coverage or higher limits than the minimums shown above, the City of Monterey requires and shall be entitled to the broader coverage or higher limits maintained by the Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Monterey

Other Insurance Provisions:

1. The insurance policies are to contain, or be endorsed to contain, the following provisions:
 - a. **Additional Insured Status:** The City of Monterey, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the use, occupancy, operations or maintenance of the leased premises, including work or operations performed by or on behalf of Permittee. CGL coverage can be provided in the form of an endorsement to the Permittee's insurance (at least as broad as Insurance Services Office Form CG 20 10 11 85, or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37).
 - b. **Primary Coverage:** For any claims related to this Agreement, the Permittee's insurance shall be primary coverage as least as broad as Insurance Services Office Form CG 20 01 04 13 as respects the City of Monterey, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Monterey, its officers, officials, employees or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
 - c. **Notice of Cancellation:** Each insurance policy required herein shall state that coverage shall not be cancelled except after notice has been given to the City of Monterey.
 - d. **Waiver of Subrogation:** Permittee hereby grants to the City of Monterey a waiver of any right of subrogation which any insurer of said Permittee may acquire against the City of Monterey by virtue of payment of any loss. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Monterey has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Monterey for all work performed by the Permittee, its employees, agents and subcontractors.

2. The insurance policies are to contain a description of the areas, including address(es), where the outdoor activities permitted under this Agreement are taking place.

COSTS

Costs for parklet construction, K-rail barriers, additional insurance requirements (i.e., Additional insured status for City, extension of premises language, etc.), and design/graphics shall be borne by each individual business. There is no permit or related fee required by the City of Monterey.

For parklets located in metered spaces, the fee is \$100.78 per month per space. This is due to reduced revenue to the City's Parking Fund as a result of the parking spaces being taken out of operation.

APPLICATIONS

Business Owner/Operator and Property Owner signatures are both required to be submitted as part of the application process.

If you have questions or need additional guidance, please send an email to gogreen@monterey.org.

Finalized and Approved by the City of Monterey: August 11, 2020