

PARKLET DESIGN REVIEW

In December 2021, the City Council approved a policy allowing “parklets” to be installed downtown. Parklets are expanded opportunities for business activities (e.g., dining) occurring outdoors in parking spaces in the City’s right-of-way and may be installed in [certain locations downtown](#). Parklets should be compatible with the appearance and design of the building, present an attractive and inviting area for outdoor dining, and maintain Americans with Disabilities Act (ADA) accessibility. If approved, conditions are applied to the design and operation of parklets which aim to balance the request of the applicant with the public health, safety, and welfare of the neighboring area. Additionally, upon approval, parklets require an Encroachment Permit, Parklet Agreement, and general liability insurance with an Additional Insured Endorsement naming the City.

REVIEW PROCESS OVERVIEW

The City has pre-approved a standard parklet design which may be used in approved locations. The pre-approved plans meet the [Parklet Design Guidelines](#) and provide a streamlined approval process and may proceed directly to an over-the-counter review by the Planning Division, subject to approval of the proposed location.

An applicant may opt to submit an alternate design, subject to Design Review, that meets the Parklet Design Guidelines. When your application is submitted it will be reviewed for completeness and assigned to a staff planner. Once the application is deemed complete and consistent with the parklet guidelines, the parklet will be approved by the Zoning Administrator (ZA). Action by the Zoning Administrator is subject to a 15-day appeal period. If no appeals are filed, the project becomes effective after the 15-day appeal period. If the ZA action is appealed, the item is forwarded to the Planning Commission. If the Planning Commission action is appealed, the item is forwarded to the City Council. Actions taken by the City Council are final unless challenged in a court of law.

Following approval of the Parklet Permit, the applicant can apply for an Encroachment Permit with the Engineering Department which will require a Parklet Agreement and proof of insurance. The City is reviewing a grant program to help subsidize the cost of installing a parklet. The City will inform applicants when this grant program is available. The City recommends keeping proof of payments for parklet materials and services which are installed prior to grant program approval as to be eligible for future reimbursement. The grant program is slated for review by the Council in February 2022.

SUBMITTAL REQUIREMENTS

Following is a list of plans and documents that are required for all Parklet submittals.

- Application, checklist, and fee:** An Application for Development Review form can be obtained online at www.pleasantonpermits.com. The subject business’s property owner must sign the application form or provide a written letter of authorization upon submittal. Parklets do not require the City’s signature on the application form. This handout serves as the checklist and should be completed and submitted with Parklet Design Review submittal. The Design Review Minor application fee is due at the time of submittal.

- Site Plan:** An exhibit which displays the proposed location of the parklet. A partial site plan of the subject area is acceptable. The City can provide as-built plans upon request if available. The site plan must show:
 - Property lines, the bounds of the subject business including the exterior building wall and entries and label the subject street.
 - Curb edge, location of subject and adjacent parking space(s), including all painted tick marks.
 - Location of proposed parklet with dimensions (i.e., width and length).
 - Location of tree wells or other amenities or objects on the sidewalk (e.g., bicycle racks, mailboxes, benches, planters, posts/columns, etc.) proximate to the proposed parklet with dimensions to the parklet noted.
 - Location of required wheel stops and flexible posts.
 - Location of required trash guard at nearest storm drain inlet.
 - Show existing utilities (manholes, vaults, storm drain inlets, well covers, etc.) within 25-feet from proposed Parklet.
 - Proposed outdoor furniture locations.
- Furniture Exhibits:** Provide exhibits showing all of the proposed outdoor furniture (e.g., tables, chairs, lighting, and other proposed furnishings). This can be manufacturer images or photos of existing outdoor dining furniture and should be representative of the proposed materials and colors.
- Photograph of Subject Parking Space(s):** Provide a photo of the subject parklet parking space(s).
- Elevations and/or full sections:** Provide elevations and/or sections of all (6) sides of the parklet shall be provided. Elevations should show the detailed appearance of all proposed construction. Dimensions, heights, colors, materials, lighting, and design features shall be shown on the elevations.
- Narrative:** Provide a narrative that describes operationally how the parklet can be maintained on, around, and under (e.g., panels that are removable) and how the substructure accounts for drainage.
- Adjacent Business Approval:** If the parklet encroaches in front of neighboring businesses, both property owner and business operator must provide approval of the proposed parklet using [this form](#).
- Encroachment Permit:** Please note, an Encroachment Permit will be required prior to construction of the parklet. The Encroachment Permit application will need to include: [an application form](#), planning Design Review approval, executed Parklet Agreement including insurance certificates, structural load calculations and a plan set prepared and stamped by a California licensed Civil Engineer and or architect that demonstrates the parklet meets the Parklet Design Guidelines and California Building Code, traffic control plan(s), business license of who is building the parklet, contractor license (General contractor A or B) if contracting the work, and applicable fees. Encroachment permit fees will be a minimum of \$1,000 for plan review and inspection of the parklet. Additional fees may be required based on quantity of plan reviews and/or inspections, and additional reviews required (e.g., Livermore Pleasanton Fire Department review of heaters). These will documents will be collected at time of encroachment permit submittal. ***By checking this box, I acknowledge this requirement.***