



Public Works

City of Arts & Innovation

TEMPORARY PARKLET PROGRAM

This Temporary Parklet Program is intended to rapidly facilitate establishment of outdoor dining under the social distancing requirements placed on restaurant businesses by the State of California and / or County of Riverside as part of COVID-19 re-opening guidelines.

The Temporary Parklet Program is part of the City's Temporary Outdoor Flex Space Permit Program; compliance with the standards and requirements within this program is required for participation in the Temporary Parklet Program. In the event of a conflict between the Temporary Parklet Program and the City's Temporary Outdoor Flex Space Permit Program, the Temporary Outdoor Flex Space Permit Program shall govern.

Definitions:

1. "Parklet" shall mean: a small seating area or green space created as a public or dining amenity constructed within a former parking space alongside a sidewalk and within the right of way.

Initial steps prior to participation in the Temporary Parklet Program:

Preparation:

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1. The applicant shall first discuss with and receive written approval from the Public Works Department for the proposed street and approximate location. Selected locations should meet the following criteria:
 - a. The street shall be 25 mph maximum posted speed limit, unless otherwise approved by the Public Works Director.
 - b. The proposed location shall not require removal of any bike or travelled lane, and will take into consideration potential future bike lanes
 - c. Parklets are typically not permitted in any existing red zone
 - d. If the applicant intends to serve alcoholic beverages within the parklet area, approval from both the City of Riverside and the State of California Department of Alcoholic Beverage Control must be obtained

The Public Works Department may be contacted at PWTraffic@riversideca.gov

Secondary Steps if conceptually approved by the Public Works Department

Review and approval:

2. The applicant shall apply for a Temporary Outdoor Flex Space Permit from the Public Works Department, making note within the application that it is intended for a parklet. The application will be reviewed by the Public Works Department, with input from other

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City Departments including but not limited to: Police, Fire, Building and Safety, Public Utilities, and Planning Division.

3. The Public Works Department reserves the right to solicit comments / opinions from adjacent businesses/tenants located on the same side of the street and within 300 ft. on the same block of the proposed project.
4. Included with the Temporary Outdoor Flex Space Permit Application, the applicant shall submit plans for construction which must:
 - a. Be signed by a licensed architect or Civil Engineer before submitting the design for final approval.
 - b. Have proper drainage accounted for in the design with access panels in order to maintain gutter and the area underneath.
 - c. Have all ADA accessibility requirements provided.

General Design Provisions:

1. The applicant shall follow general location/design guidelines as outlined below:
 - a. The structure shall be located directly in front of the requesting business, with appropriate clearance from fire hydrants, utility poles, street lights, sign poles, street trees, utility valves and manholes, and any other structures in the public right-of-way.
 - b. The structure must provide sufficient sight distance from adjacent streets, alleys, driveways, and parking spaces. Clearance from corners shall be in accordance with the Manual of Uniform Traffic Control Devices standards. The Public Works Department will review the location to ensure requirements are met.
 - c. The structure/use shall maintain appropriate sidewalk clearances as determined by the Public Works Department.

A minimum 11 ft. travel lane shall be provided or as approved by the Public Works Director.

Post-construction steps once Temporary Outdoor Flex Space Permit is issued:

Maintenance and Safety:

1. All costs associated with the maintenance and upkeep of the encroachment structure will be borne by the applicant including but not limited to: cleaning, watering, painting, graffiti removal, hand sweeping, etc.
2. Should the encroachment structure require any repairs as determined by the Public Works Director, they shall be commenced immediately and at the sole cost of the applicant.
3. The structure shall provide and maintain necessary reflectivity to adequately illuminate it.
4. Operations, including spacing of seats, personal protective equipment for business employees, and use of disposable menus shall generally comply to the provisions found within the Temporary Outdoor Flex Space Program.

Permit /Revocation/Suspension:

Discontinuation of Permit:

5. The Public Works Director may revoke or suspend any permit at any time without cause including but not limited to: such encroachment causing a dangerous condition, threat of danger to life or property, if the structure isn't maintained to the City's satisfaction, or if it's removal is necessary for the City to perform maintenance on the roadway.
6. The use of the parklet may be temporarily suspended in response to any State or County order requiring the closure of outdoor dining resultant from COVID-19 concerns.

Renewal:

7. This program is not intended to permanently supplant the City's Parklet Establishment program & associated fees. After the close of the Temporary Outdoor Flex Space Program, permittees will have the option to apply for all necessary permits under the provisions of the City of Riverside Parklet Establishment Program by submitting a complete application within 30 days, along with all associated documents and fees as dictated within the Parklet Establishment Program.