



TEMPORARY USE OF PUBLIC OUTDOOR SPACE TACTICAL PARKLET MANUAL

SEPTEMBER 23, 2021

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WHAT IS THIS TACTICAL PARKLET MANUAL

This Manual helps empower establishments seeking a permit to extend their business outdoors by making use of the parking lane through the development of a temporary “Parklet.” This manual provides step-by-step guidance on planning, permitting and setting up a parklet.

WHAT'S NEW

The City of Santa Monica has issued Executive Orders due to the Coronavirus pandemic, and the Orders modify local rules and regulations during this emergency. New rules allow temporary parklets, sidewalk dining and off-street open-air dining (see 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](#)). Streamlined permit systems have been created to help establishments use these options. Temporary parklets support Santa Monica's economic recovery and local businesses, and support physical distancing as residents get access to essential goods and services.

WHAT IS A TEMPORARY PARKLET

A “Parklet” is an extension of the sidewalk into one or more on-street parking spaces. Parklets are intended to be an inviting, people-oriented space providing functional and aesthetic enhancements to the overall streetscape. Parklets are contained within a defined space surrounded by barriers, such as railing, plantings and bollards to separate people from traffic. Though there are many ways to build a parklet, this manual demonstrates how public space can be used for expanded and new seating to achieve the crucial balance of reopening restaurants and minimizing the spread of the coronavirus (COVID-19) by creating more space to physically distance while doing business.

SPECIFICATIONS

SITE ASSESSMENT

Parklets are permitted on streets where the posted speed limit is 25 MPH or less, or on a 30 MPH street with a bike lane present. For 30 MPH streets with no bike lane present, additional review by City staff is required on a case by case basis. As a first step, use the following criteria to determine if your street is eligible to have a parklet:

- Permitted: 25 MPH | Bike Lane
- Permitted: 25 MPH | No Bike Lane
- Permitted: 30 MPH | Bike Lane
- **Not Permitted:** +30 MPH

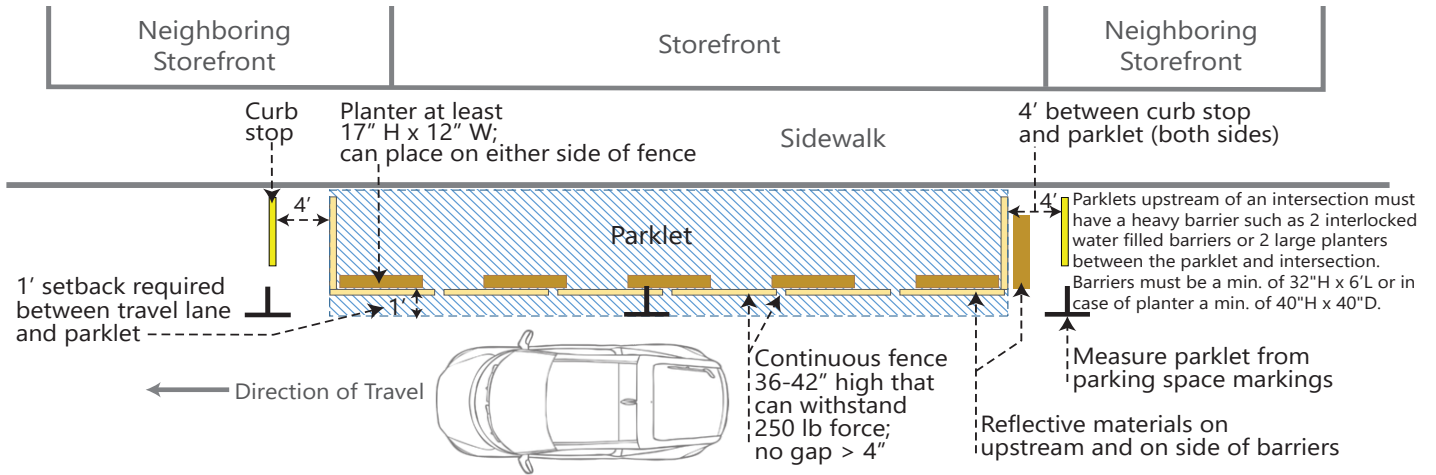
Once you've determined that your street is eligible for a parklet, use the illustrations below to guide you through how to define your new space. Start by identifying the parking space in front of your storefront. You can expand in front of stores on either side if you work it out with your neighbor. The parking space markings will serve as the boundary of your parklet. Work within this boundary to create a site plan which you'll submit as part of your application permit. Site plan may be hand-drawn or computer-generated and should include photos, approximate measurements and locations of the following (as applicable):

- Limits of the building frontage
- Hydrants - must be at least 5 ft from parklet
- Parking meters and numbers - spaces do not always align with storefront
- Parking restriction, colored curbs and other signs
- Driveways - parklet must not block driveways
- Alleys - parklets must not block alleys
- Red zone - parklet must not be placed in a red zone without prior approval from the City
- Utility covers or maintenance holes - must not be covered by parklet
- Accessibility - sidewalk pathway must be maintained and be no less than five (5) feet wide
- Upstream Intersections - 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.

USE OF OUTDOOR AREAS

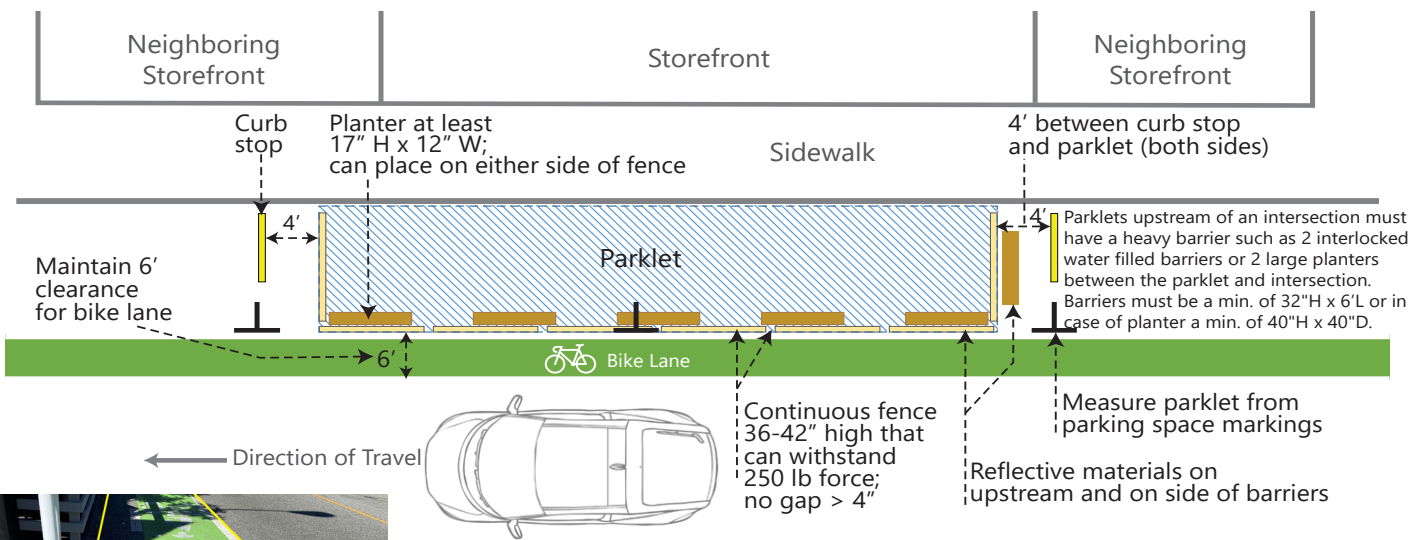
REMEMBER:
EVEN IF YOUR
STREET DOESN'T
ALLOW PARKLETS,
BUSINESSES ARE
STILL ELIGIBLE FOR
OTHER ACTIVITIES
SUCH AS SIDEWALK
DINING (INCLUDING
IN FRONT OF
ADJACENT
STOREFRONTS WITH
THEIR CONSENT)
AND CONVERSION
OF PARKING OR
OTHER OFF-STREET
AREAS

25 MPH SPEED | NO BIKE LANE



Note: street facing side planters are optional on a 25 MPH street

25 OR 30 MPH SPEED | BIKE LANE PRESENT



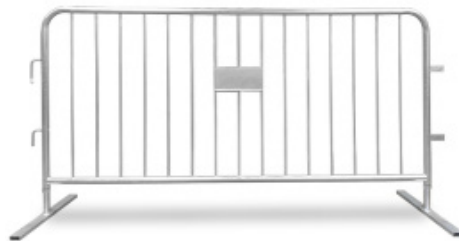
Maintain 6' for bike lane

KIT OF PARTS

A two space Parklet generally consists of the following required safety elements:

- Seven (7) 6.5' metal barricades or fencing
- Two (2) curb or wheel stops and installation kits
- One (1) roll of reflective tape
- Six (6) planter boxes

Individual operators are responsible for setting up their own parklets. For a single-space parklet, assume half the number of metal barricades and planter boxes; and the same quantity of wheel stops and reflective tape.



Metal barricades or fencing

Must be continuous around perimeter and 36-42" high; footings should be flat as shown in image so planters can be placed on top to serve as weighted barrier



Planter box

Must be at least 17" H x 12" W; place on footings to meet the requirement for the fencing to resist 250 pounds of force. Fill parklet planter with sand/soil mix. Fill bottom (at least 9%) with sand, then fill remainder with sand/soil mix.



Reflective tape

Must have reflective tape on the exterior sides and ends to improve visibility



Curb or wheel stop

Must be placed at each end, with a 4' gap between curb stop and parklet

COMPLETING THE PERMIT APPLICATION

A streamlined permit process has been created to enable establishments to use the new temporary parklet opportunity. Visit [Santa Monica Outdoors Pilot Program and Temporary Use of Private Outdoor Space](#) to read the [regulations](#) and determine which type of permit best suits your need. Use the "blue button" to be directed to the application portal of your need where you can begin your permit process. There are reduced baseline submittal requirements, and they do not require an engineer or design professional. City staff is available to assist if you have questions throughout the process.

The applicant must submit a site plan of the proposed temporary parklet. You may not install the parklet until your application has been approved and you have received a permit from the City. Keep in mind that the clarity, accuracy, and completeness of these site plans will have a direct correlation to review timeline. The more information that is included, and the more accurate that information is, may help streamline City review. Approved parklets must be installed according to the agreement. If you need to make modifications, you must reapply.

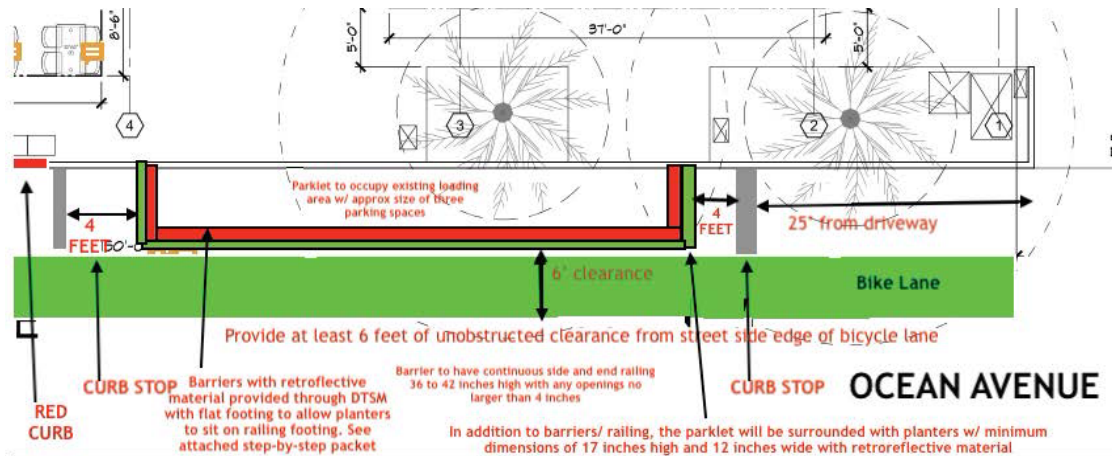
APPLICATION REQUIREMENTS

- Develop a site plan showing site specifications and materials to be used
- Submit proof of insurance
- Submit proof of fire permits as applicable
- If parklet encroaches into neighboring storefront, submit proof of notification to your neighbor

FOR QUESTIONS
ABOUT COMPLETING
THE APPLICATION,
EMAIL:
[**ECONDEV@SMGOV.
NET**](mailto:ECONDEV@SMGOV.NET)

SAMPLE SITE PLAN

WATERGRILL

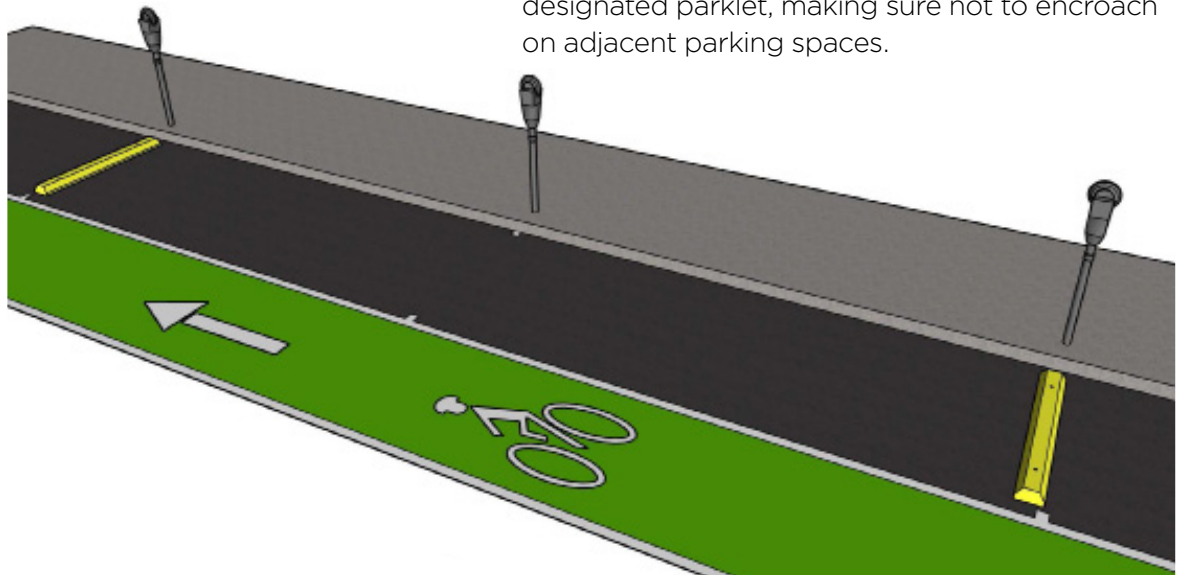


INSTALLATION

The following illustrations guide you through a step by step process for installing your parklet after receiving approval from the City. A power drill and access to electricity may be required. Illustrations courtesy of Downtown Santa Monica Inc.

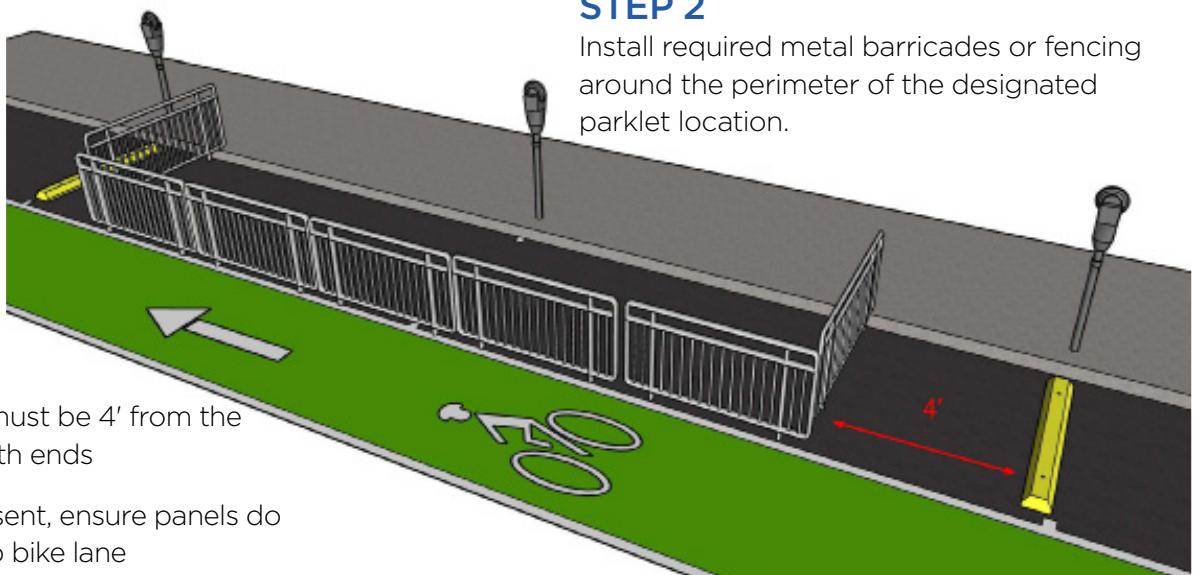
STEP 1

Install required curb stops at each end of the designated parklet, making sure not to encroach on adjacent parking spaces.



STEP 2

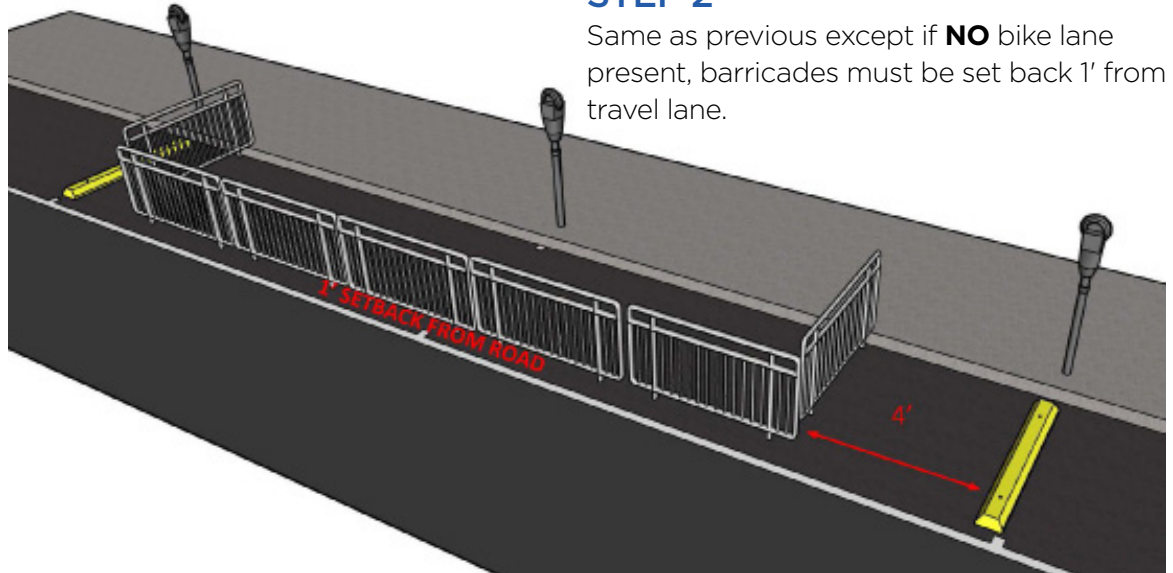
Install required metal barricades or fencing around the perimeter of the designated parklet location.



- Each end panel must be 4' from the curb stops on both ends
- If bike lane is present, ensure panels do not encroach into bike lane
- If no bike lane present; barricades must be set back 1' from travel lane (see next illustration)

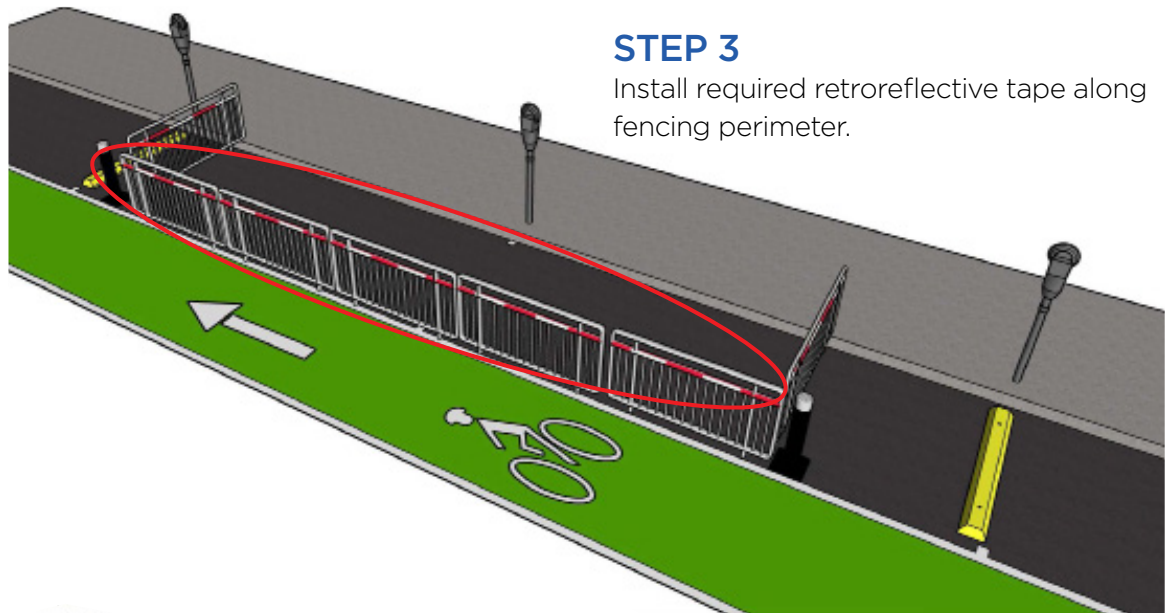
STEP 2

Same as previous except if **NO** bike lane present, barricades must be set back 1' from travel lane.



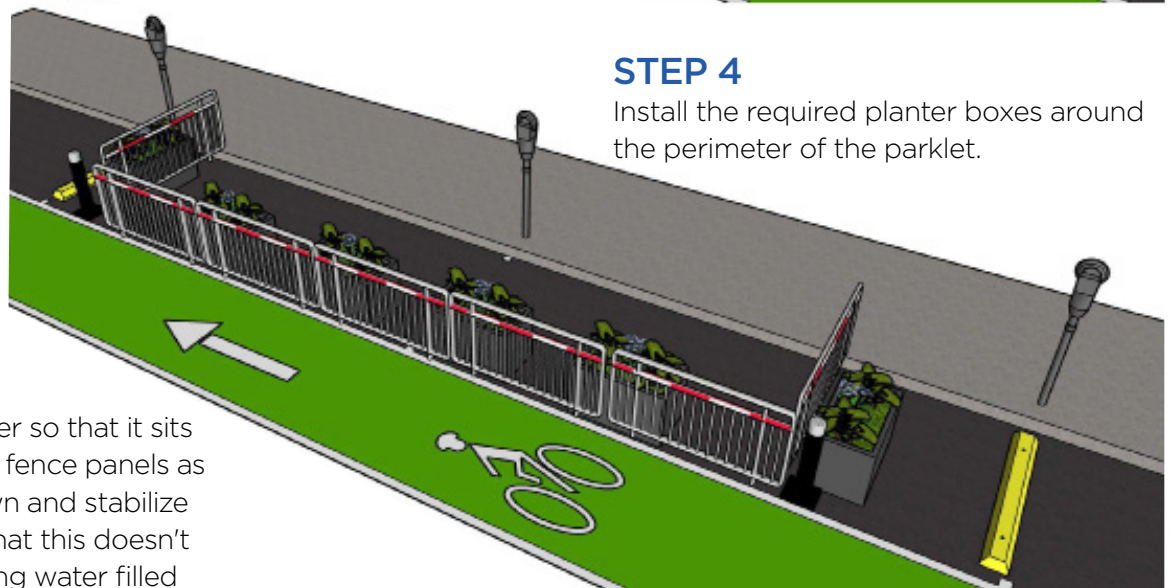
STEP 3

Install required retroreflective tape along fencing perimeter.



STEP 4

Install the required planter boxes around the perimeter of the parklet.

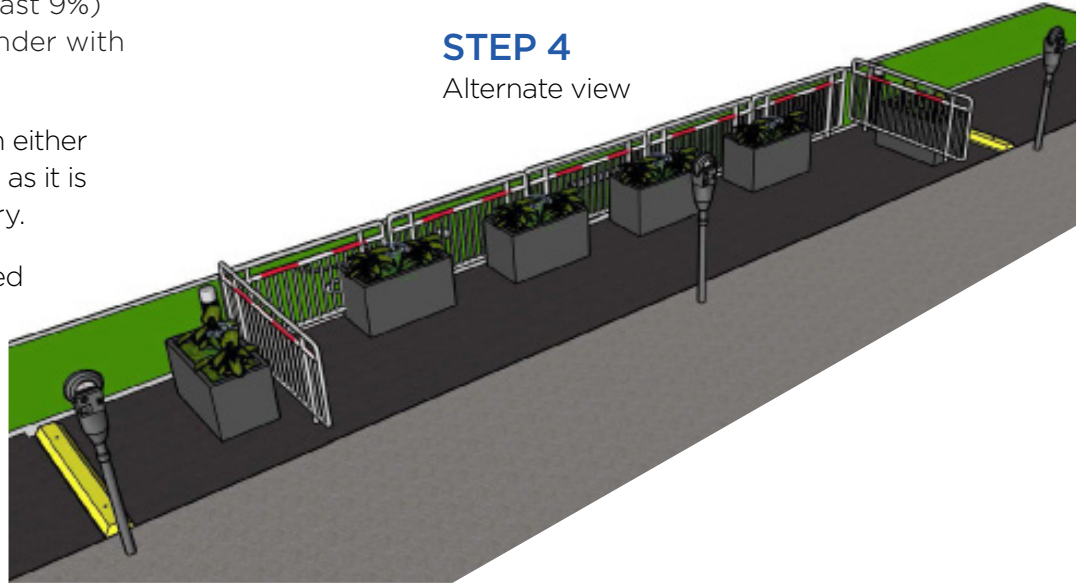


- Position each planter so that it sits on the “feet” of the fence panels as to weigh them down and stabilize the fencing. Note that this doesn't apply if you are using water filled barriers or other fencing material that can meet the weight barrier requirements.

- Fill parklet planters with a sand/soil mix. Fill bottom (at least 9%) with sand, then fill remainder with sand/soil mix.
- Planters may be placed on either side of the fencing as long as it is within the parklet boundary.
- One planter must be placed in the 4' buffer zone in the “upstream” side of the parklet.
- Optional: an additional planter may be placed in the “downstream” buffer zone.

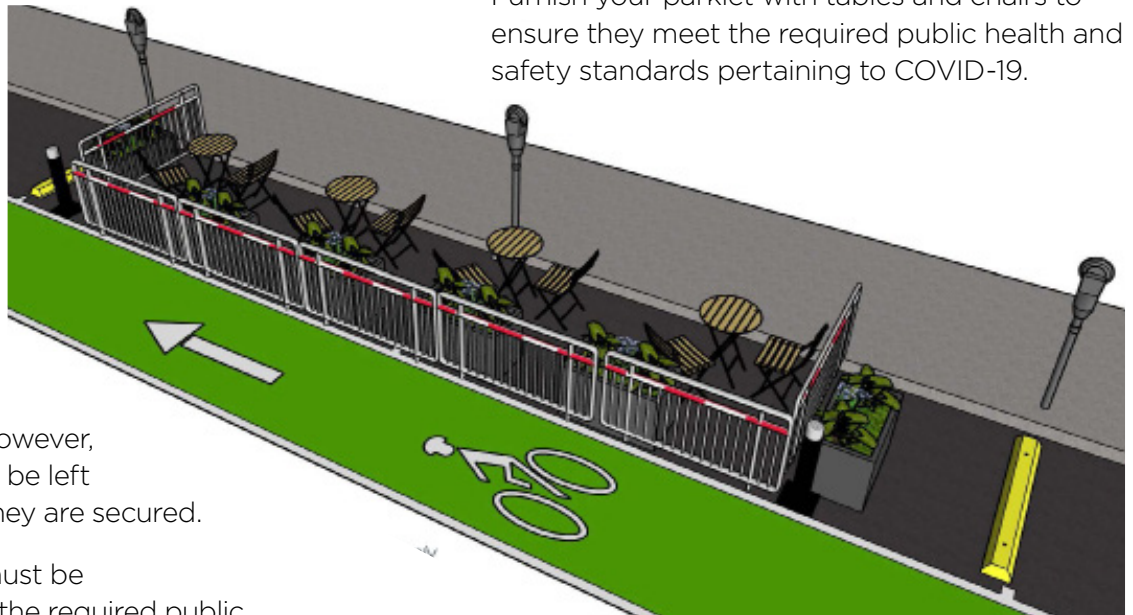
STEP 4

Alternate view



STEP 5

Furnish your parklet with tables and chairs to ensure they meet the required public health and safety standards pertaining to COVID-19.



- Furnishings must be brought in nightly. However, tables and chairs may be left overnight so long as they are secured.
- All tables and chairs must be spaced apart to meet the required public health and safety standards pertaining to social distancing and COVID-19.
- ADA access to the parklet may be required if comparable outdoor dining is unavailable. Parklet operator may install a table on the sidewalk adjacent to the parklet to satisfy ADA requirements. If you need sidewalk dining, you can select it as part of the same application.

PARKLET DECK GUIDELINES

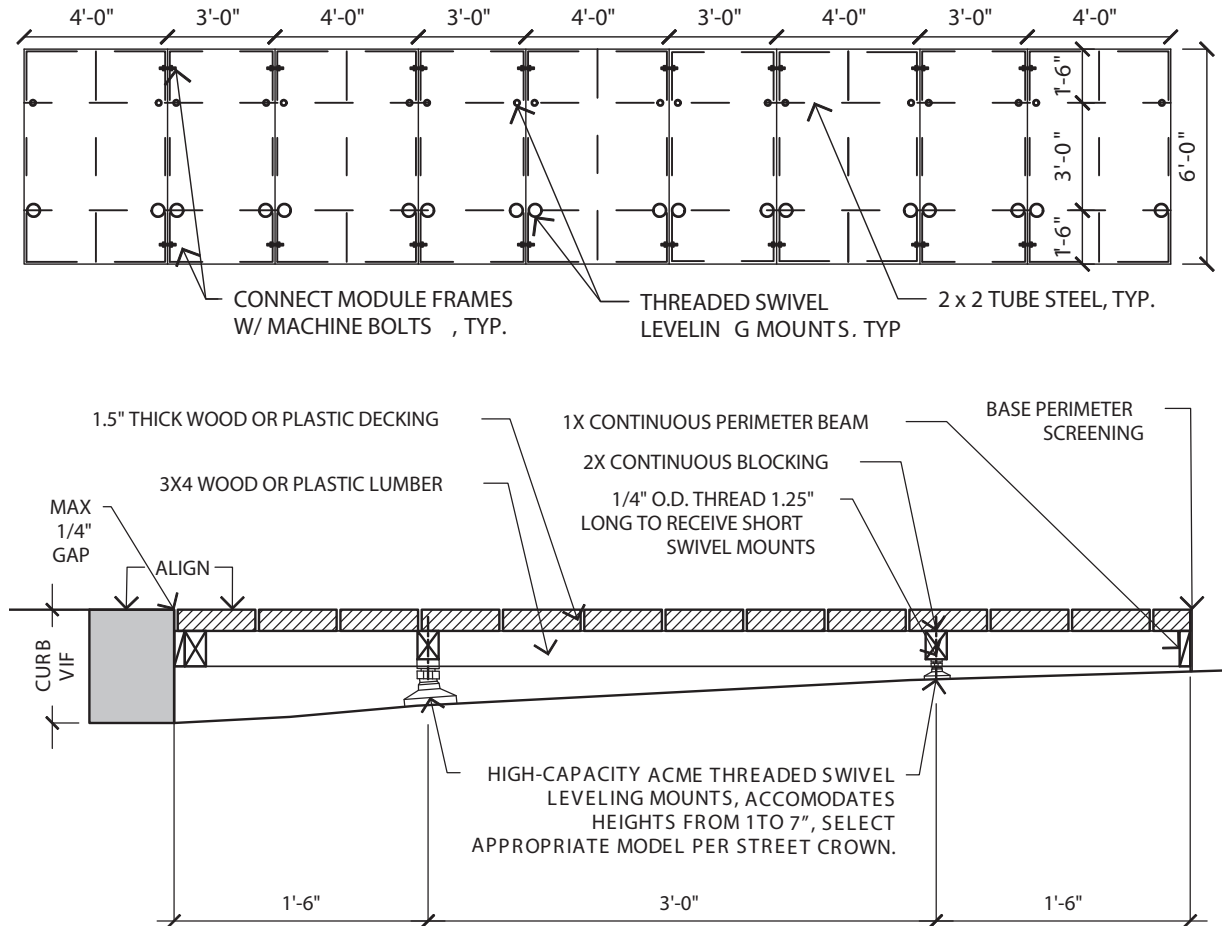
Decks are permitted for temporary parklets in the City of Santa Monica. The deck support system sits on the street and provides the structural foundation for the parklet. Decks are extensions of the adjacent sidewalk, are easily removed, and must be designed so as not to impede the flow of water along the gutter. Deck plans must be submitted with your parklet application and City approval is required prior to construction. Decks must be constructed from wood or a faux wood product.

- Decks must Comply with Americans with Disabilities Act (ADA) 2010 Standards accessibility requirements
- Decks must have a non-slippery surface and loose material (such as sand or gravel) cannot be used for parklet
- Decks cannot be bolted into City property, including but not limited to top or side of curb, sidewalk, concrete or asphalt roadway, and gutter
- Decks may not cover any City utility access points and there must be at least 15' separation between the parklet and Edison utility facilities
- Parklet operator is required to clean and maintain under and around the parklet
- Decks must be designed and constructed to support 100 lb/sq.ft. live uniform load
- Maximum gap in decking/planks: 1/2"
- Maximum gap between parklet and curb: 1/2"
- Maximum differential between deck and height of curb: 1/2"
- Vertical members attached to the decking (e.g. guards, barriers, Plexiglas partitions) shall not exceed 7 ft. in height

DRAINAGE STANDARDS

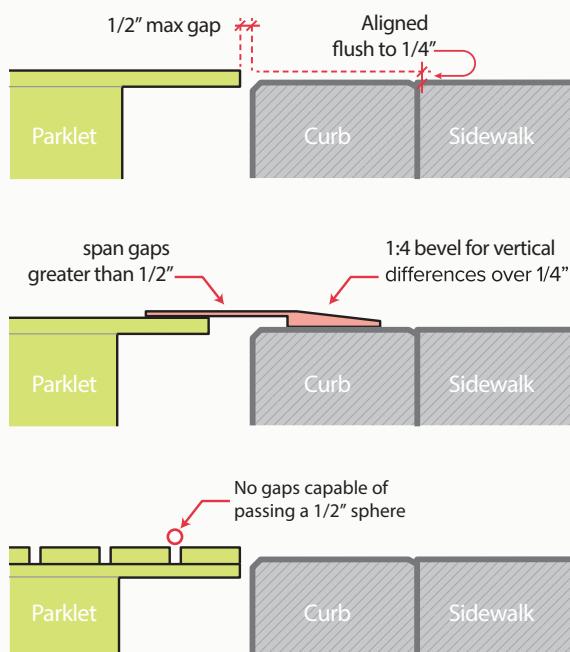
- The design must provide 3" H x 1'-6" W clear gutter space shall be provided along the entire length of the parklet adjacent to the curb to allow for water flow
- There may be a support beam flush with and parallel to the curb face at the parklet edge
- Openings on each end of the parklet shall be covered with screens to prevent debris buildup beneath the deck and in the gutter

EXAMPLE DECK FRAMING PLAN

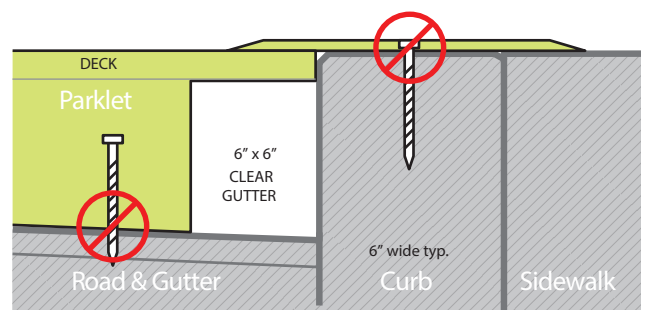


Credit: City of Los Angeles Department of Transportation
[Parklets Technical Appendix, pg 23](#)

PLATFORM THRESHOLD



NO BOLTING



Credit: San Francisco Planning Department

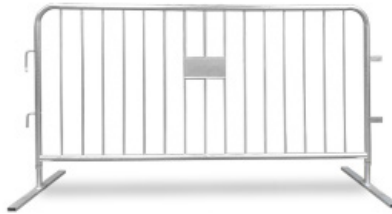
MATERIALS AND VENDORS

The following are examples of the materials needed for a temporary parklet. Many companies offer versions of these materials, and the City does not require or recommend these specific providers. These are being shared solely for ease of reference as examples of items that match the specifications discussed in the guidelines above.

METAL OR STEEL FENCING

MANY COMPANIES
OFFER MATERIALS
FOR RENT OR
PURCHASE.

PAY ATTENTION TO
SHIPPING TIMES AND
COST, OR DELIVERY
TIMES TO MAKE
SURE IT MEETS
YOUR NEEDS.



Choose fencing with flat feet (as shown in photo) to ensure planters can be placed on top to withstand 250lbs of force in all directions. Look for pieces that are 6.5-7' long for the end pieces.

Purchase: www.epiccrowdcontrol.com

Purchase: www.trafficsafetystore.com

Rental: www.rentnational.com (Kit of Parts - specify "flat base")

Rental: www.statewidesafety.com

Rental or Purchase: www.californiabarricade.com

WATER FILLED BARRIERS



Purchase: www.trafficsafetystore.com

Rental: www.unitedrentals.com

Rental or Purchase: www.californiabarricade.com

General notes:

- Required Height: 36-42"
- Desired Length: 6.5-7' for ends, can be longer for continuous railing
- Required Weight: Must withstand 250lbs of force.
- Cost Range per Unit \$60-\$175

CURB STOPS OR WHEEL STOPS



Purchase: www.trafficmanagement.com (Kit of Parts - concrete, 4'L, Model #: SM610-CS4)

General notes:

- Material Type: Concrete
- Desired Length: 4'-6.5'
- Cost Range Per Unit \$45-\$75

REFLECTIVE MATERIALS



Purchase: www.uline.com (Kit of Parts - 3"W x 50'L, Model #: S-23631W)

Purchase: www.trafficsafetystore.com

Purchase: www.creativesafetysupply.com

General notes:

- Plastic Delineator Posts: | Cost Range per Unit: \$20-\$45
- Reflective Tape | Cost Range per Unit: \$20-\$80

PLANTERS



Purchase: www.jayscotts.com (Kit of Parts - "Panama" design, charcoal)

Purchase: www.newprocontainers.com

Purchase: www.oldtownfiberglass.com

Purchase: www.allmodern.com

General notes for planters:

- Planters Must Be At Least: 17"H x 12"W
- Cost Range per Unit \$80-\$800
- If matching Kit of Parts - choose fiberglass planter 18"H x 36"L x 12"W.

ADA RAMPS



Purchase: www.pss-innovations.com

Purchase: www.pinksparrow.com

General notes:

- ADA access to the parklet may be required if comparable outdoor dining is unavailable. Parklet operator may install a table on the sidewalk adjacent to the parklet to satisfy ADA requirements.
- Cost Range per Unit \$3,500 - \$12,000

For information on Temporary Use of Outdoor Space permit

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

email [**econdev@smgov.net**](mailto:econdev@smgov.net)