# City of Vallejo

### Planning Division

555 Santa Clara Street, Vallejo, CA 94590 Phone: (707) 648-4326 Fax: (707) 552-0163

Planning Handout No. PH-31

# OUTDOOR DINING DOWNTOWN PERFORMANCE STANDARDS

### What are the outdoor dining performance standards?

Outdoor dining is encouraged in conjunction with eating and drinking establishments, especially in Central Downtown and along Georgia Street. All outdoor dining areas and vending stalls shall comply with the performance standards listed below:

- Outdoor dining areas shall be an accessory use to an indoor dining facility.
- The number of seats in the outdoor dining areas shall be no greater than 25% of the indoor dining area.
- Entrances and exits to the business and the outdoor dining/display area shall be maintained to Building Code standards.
- Outdoor seating areas on public sidewalks shall be enclosed and restricted to an area outside of the pedestrian walk zone which shall maintain a clearance of 4 feet.
- ❖ Perimeter barriers shall generally be temporary and movable fixtures on public sidewalks. The barriers shall be of a durable material, not including plastic, and shall reflect the architectural character of the building. Small planter boxes may be used to define the boundary of the outdoor dining area.
- ❖ If a permanent barrier is proposed it shall be subject to review and approval as part of both the Administrative Permit and the Encroachment Permit. If a barrier is bolted to a public sidewalk and is subsequently removed, the sidewalk shall be repaired subject to the review and approval of the Public Works Department.
- \* Retractable awnings and umbrellas may be used in an outdoor dining area, at a minimum clearance of 8 feet on public sidewalks, and there shall be no permanent roof or shelter.
- Individual canvas or other non-vinyl umbrellas are permitted. Umbrellas shall be designed for outdoor commercial use and shall be well maintained.
- Umbrellas shall maintain a clearance as to not obstruct pedestrian flow or obstruct any street signs or traffic signals.
- Each umbrella may include the name/logo of the dining establishment but shall not include any other form of product advertising or messages.
- The furnishings of the outdoor dining shall consist of movable takes and chairs, including movable planters and pots and portable space heaters.
- Outdoor furniture shall be made of safe, sturdy, and durable material such as wrought iron, wood or steel. All tables and chairs shall be commercial grad and manufactured for outdoor use.

- Plastic furniture is not allowed in the outdoor dining area.
- Tables and chairs shall not be stacked outside at any time. Outdoor dining area furniture shall not be left outside unused for more than 2 days.
- All lighting shall be shielded to prevent glare to pedestrians and vehicle traffic.
- The sidewalk area in and adjacent to the outdoor dining area shall be steam cleaned or pressure washed on at least a quarterly basis and well maintained at all times.
- Outdoor heaters can be used adjacent to seating.
- Trash receptacles shall be maintained and the sidewalk shall be kept clear of debris at all times.
- Outdoor dining and outdoor sales and display shall be limited to the hours when the principal use is open for business.
- Outdoor food preparation shall be prohibited.

### What are the steps in the process?

- It is strongly recommended that applicants consult with Planning Division staff prior to a formal application. An Administrative Permit will be required. (Refer to handout PH-2)
- You submit the required materials to the Planning Division as listed below.
- Upon submittal of a completed application, Planning Division staff will review the project to insure that the use is compatible with existing and surrounding uses, does not create safety or health hazards and conforms to the outdoor dining performance standards.

#### What is required for plan submittal?

- Application: A completed planning application signed by the property owner.
- ◆ Fees: An application fee of \$
- ◆ Plans: Three (3) sets of plans: Site Plan, building elevations and floor plans. Please see separate handout titled "How to Draw a Site Plan" (refer to PH-19)
- Site Photos: Color photos showing the existing property and the adjacent properties.
- Furniture Specs: Manufacture specification on all outdoor furniture that will be used.

### How long does the process take?

Upon submittal of a complete application, the Planning staff will route the plans to the appropriate departments and agencies for comments Then action will be taken on the permit. Project determination would be in the form of a written report from the Planning Division.

### What if I need more information?

For further information, please contact the City of Vallejo Planning Division at (707) 648-4326.

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Planning Handout No. PH-39

## SIDEWALK CAFÉ POLICY

- An administrative permit is required for outdoor dining. If such uses would be located within the public right-of-way, the administrative permit process will include working with the applicant and the Department of Public Works to obtain the required encroachment permit. Administrative permits are not transferable to other locations or persons.
- Outdoor dining must be accessory to an existing eating and drinking establishment and must be contained within the area directly in front of the applicant's store frontage.
- A clear path 5 feet wide must be maintained at all times. This width must be free of any permanent structures or obstructions, including but not limited to street trees, parking meters, light poles, newspaper racks, and planters. The permittee is responsible for maintaining the clear path.
- ❖ No tables, chairs or other street furniture may be placed within 2 feet of the curb. The design, material and colors of all outdoor furniture and fixtures must complement architectural style and colors of the building. Street furniture must be kept clean and in good condition at all times.
- ❖ The minimum allowed height of umbrellas is 7 feet. Umbrellas and awnings shall not obstruct any street signs or traffic signals. Any written material or advertisement on umbrellas must comply with the City sign ordinance.
- Any lighting used for outdoor dining shall be shielded to prevent glare that may affect pedestrians and traffic.
- The applicant is responsible for trash removal and must either provide trash receptacles to be emptied daily (minimum) or tables regularly cleared by employees.
- The City's intent in allowing outdoor dining is to provide interest and life to the streetscape. Enclosing the dining area defeats this purpose. Therefore, outdoor dining areas may not be enclosed by solid walls. Any fencing or barriers have a maximum height of 3 feet.
- ❖ Entrances and exits to outdoor dining areas and stores must be maintained to Building Code standards, with handicap access maintained at all times.
- No amplified music or entertainment is allowed for outdoor dining uses.
- ❖ No outdoor food preparation shall occur in conjunction with outdoor dining.
- ❖ A general liability insurance policy including the City of Vallejo as an additional insured is required for all outdoor dining facilities. The policy limit shall be no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

### What is required for plan submittal?

Application:											
encroachment	perm	nit is require	ed (see Po	licy 1), the o	encroach	men	t per	mit applic	ation f	rom	the
Public Works	Depa	rtment shall	be submit	ted with the a	dminist	rative	e peri	mit.			

•	Fees:	An application fee of \$	•
		An encroachment permit of \$	(see Public Works)

- ◆ Plans: Three (3) sets of plans: Site Plan, building elevations and floor plan of outdoor seating. Please refer to PH-19 "How to Draw a Site Plan."
- Site Photos: Color photos showing the existing property and the adjacent properties and any photos or graphics of the street furniture proposed to be used.

### What are the steps in the process?

Once the complete application and materials have been submitted, the plans will be reviewed by the Planning Division, the Building Division, and the Department of Public Works. Project determination is in the form of written approval from the Planning Division. The application may be approved, disapproved, or approved with conditions.

### Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating the reasons of the appeal and how it affects the applicant must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

### When are appeals hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council holds public hearings every Tuesday at 7:00 p.m.

#### What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.