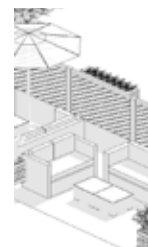
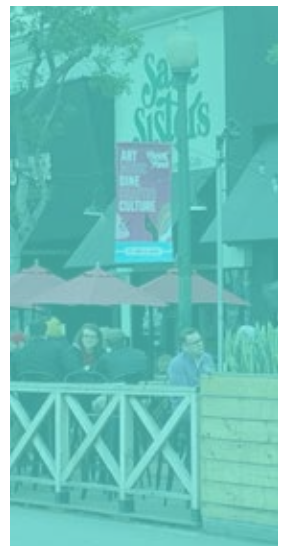
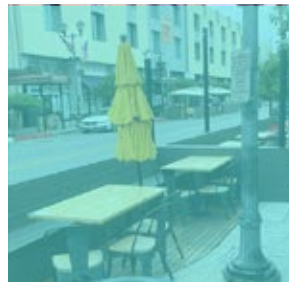
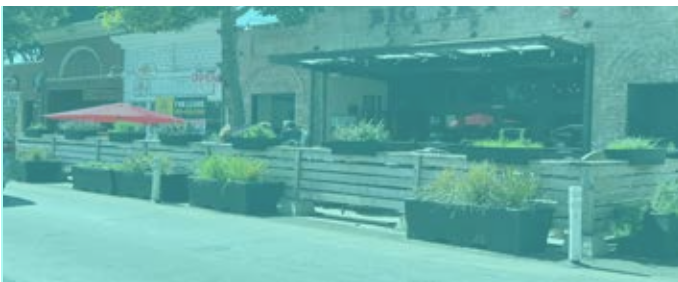


City of Ventura

Citywide Parklet Design Guidelines and Standards



ADOPTED MARCH 26, 2024

CITY OF
VENTURA

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Prepared for

City of Ventura &
Downtown Ventura Partners



Prepared by

RRM Design Group



**Special thanks to the
Downtown Ventura Partners &
Downtown Ventura Organization**

Adopted on March 26, 2024

Resolution No. 2024-10

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Introduction



CHAPTER 1 - INTRODUCTION

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A. INTRODUCTION

Parklets provide opportunities to expand business and improve pedestrian activity adjacent to your business. Parklets are a removable exterior dining or seating area which typically has furnishings and landscaping primarily intended for use by the customers of the business with which the furnishings are associated. Parklets are a cost-effective way to convert existing on-street parking spaces or other underutilized areas on private property into activated pedestrian areas and promote economic vitality for the community. Parklets are typically privately funded and maintained by the adjacent business or hosting organization. They can be private or open as public space that is accessible to all. Parklets encourage walking, biking, and transit use and can create a more vibrant, attractive, and inviting commercial core.

It is important to understand that each parklet project is unique and requires a varying level of effort and/or review. The City of Ventura reserves the right to amend these Guidelines at any time. Additional information about the parklet program is provided at: www.cityofventura.ca.gov/parklet.application - please visit the website for questions and city contact information.

1. What is Main Street Moves?

Main Street Moves (MSM) was created in partnership with Downtown Ventura Partners (DVP) and the City in response to COVID-19 to allow businesses to use the public right-of-way for outdoor dining and retail sales. After COVID restrictions were lifted, the City and community supported the MSM program with a desire to implement a long-term parklet program to create a cohesive and vibrant pedestrian-oriented designs to unify the parklet lined streetscapes in Ventura.

MSM is located within the heart of the Downtown core, on Main Street (from Fir Street to Figueroa Plaza) and on California Street (from Main Street to Santa Clara Street). Refer to Figure 1.1 for MSM location. Although Main Street is currently closed to traffic, the MSM area may be partially or fully reopened to vehicles in the future.

Map Inset Enlargement

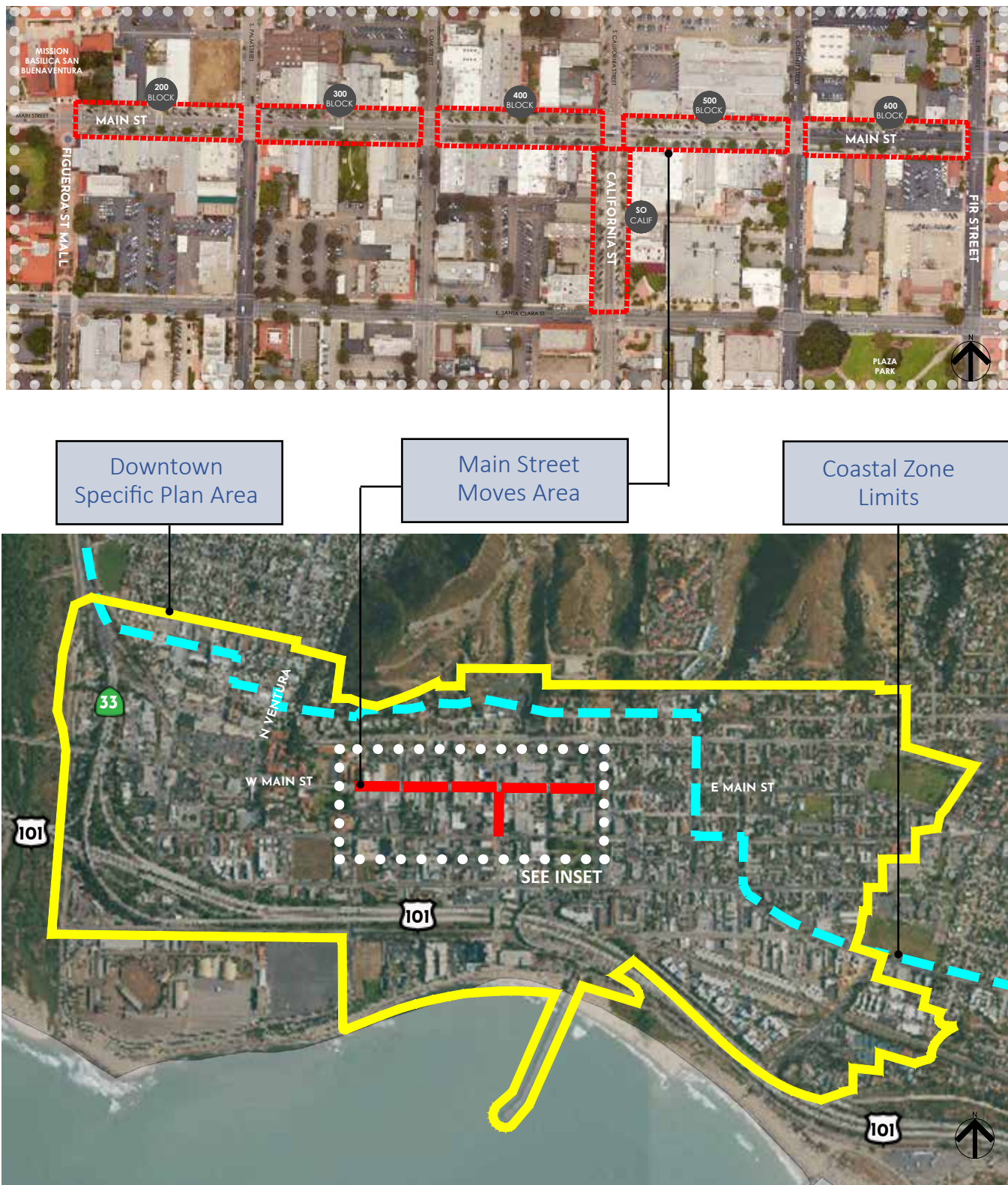


Figure I.1 - Project Boundaries Map

2. Purpose and Use of the Design Guidelines and Standards

These Design Guidelines and Standards have been created to provide clear direction with the information needed for the design, permitting, construction, and operation of long-term parklets within the Main Street Moves (MSM) area. The Design Guidelines are intended to be utilized outside the MSM area by businesses, organizations, and the City to ensure the parklets prioritize safety and reflect a high-quality and cohesive design. These recommendations apply to the parklets but do not pertain to the adjacent streetscape or building design.

These guidelines and standards are intended to shape the streetscape character throughout the City of Ventura, and they apply to a wide range of varying parklet conditions. The design recommendations in this document allow for flexibility based site constraints and creative expression, while encouraging the use of consistent elements to contribute to an aesthetically pleasing and cohesive streetscape. Applicants should articulate in their parklet applications reasons or objectives for not meeting guidelines contained herein. Applicants should propose alternatives that meet the intent of an encouraged design recommendation.

3. Design Requirements vs Design Recommendations

Within this document there are two types of design parameters:

A. **Design Requirements (Standards):**

Required items that must be satisfied by all applicable parklet projects to which the standards apply. All parklet projects will be evaluated on their adherence to the design requirements.



Design requirements are quantitative and measurable and typically include words such as shall and must, etc.

B. **Design Recommendations (Guidelines):**

Non-mandatory but highly recommended design principles that supplement the design regulations in this document and the Municipal Code to encourage the highest level of quality. All parklet projects will be evaluated on the degree to which substantial compliance with the intent of applicable design recommendations is demonstrated.



Design recommendations provide direction on qualitative aspects, allow for flexibility and variety, and typically include words such as should, may, consider, recommended, suggested, etc.

4. Who Can Build a Parklet?

Parklet applicants generally fall into one of the following categories:

- ✓ Adjacent or fronting property owner or ground-floor business owner; and/or
- ✓ Non-profit or community organizations.

Parklets located in the public right-of-way typically contain the following uses:

- ✓ Outdoor seating expansion for retail uses, restaurants, food service, or bars; and/or
- ✓ Outdoor seating, public art, or other public use sponsored by a non-profit or community organization, which is not for commercial use and not serving food or beverages.



Example of a parklets in the closed portions of the Main Street Moves area that do not contain a food or beverage use

5. Authority and Relationship to Other Documents or Code Requirements

All uses proposed in the public right-of-way shall conform with the City of Ventura's Municipal Code and comply with these design guidelines. Additional requirements and design considerations for public spaces and outdoor dining are provided within the Downtown Specific Plan. If your project is located within the Coastal Zone boundary, you must comply with the Local Coastal Program (LCP). All parklets in the Main Street Moves Area are within the Coastal Zone. Refer to Figure 1.1 for the Project Boundaries Map and Appendix A for a link to the LCP.

All parklet projects shall comply with the applicable provisions and regulations of the state and federal laws including, but not limited to, the Americans with Disabilities Act (ADA), the California Building Code (CBC), and the California Fire Code (CFC). Refer to Appendix A for a list of typical code requirements for parklets.

Applicants shall comply with all applicable Alcoholic Beverage Control (ABC) through the California State Department of Alcoholic Beverage Control regulations regarding alcohol use for their establishment within the parklet. Refer to Chapter 4, Section B on Parklet Operating Requirements. The issuance of an Encroachment Permit does not constitute any ABC or Zoning approvals for alcohol use by the City. Applicants are solely responsible for securing a valid ABC license to allow/extend business operations within the encroachment area.

The City of Ventura has provided pre-approved parklet plans and materials to streamline the parklet application approval process, which comply with these Parklet Design Guidelines and Standards. Refer to Appendix B for pre-approved parklet plans.

B. WHAT IS A PARKLET?

1. Parklet vs Outdoor Dining

A. *Outdoor Dining*: A long-term exterior dining area within private or public property with furnishings and landscaping primarily intended for use by the customers of the business with which the furnishings are associated. The placement of tables and chairs must be contained within the frontage of an existing or proposed restaurant or bar approved for on-premises seating and incidental to the operation of that restaurant. Outdoor dining is ancillary and contiguous to an approved restaurant or business and located outside the walls of a building or structure, typically along the building frontage and on the public sidewalk.

- These Design Guidelines do not apply to Outdoor Dining; please refer to the Municipal Code, Standards For Outdoor Dining Uses In Public Right-Of-Way.

B. *Parklets*: A long-term, removable exterior dining or seating area which are ancillary and adjacent to an approved restaurant or business. These Design Guidelines apply to Parklets and they are classified into two types depending on where they are located:

- Parklets on Public Right-of-Way, such as a public street or alley.
- Parklets on Private Property, such as within open space areas or parking spaces.

C. *Temporary Parklets*: A temporary daily exterior dining area which owners bring outdoor seating/ furnishings in at night.

- These Design Guidelines do not apply to Temporary Parklets.

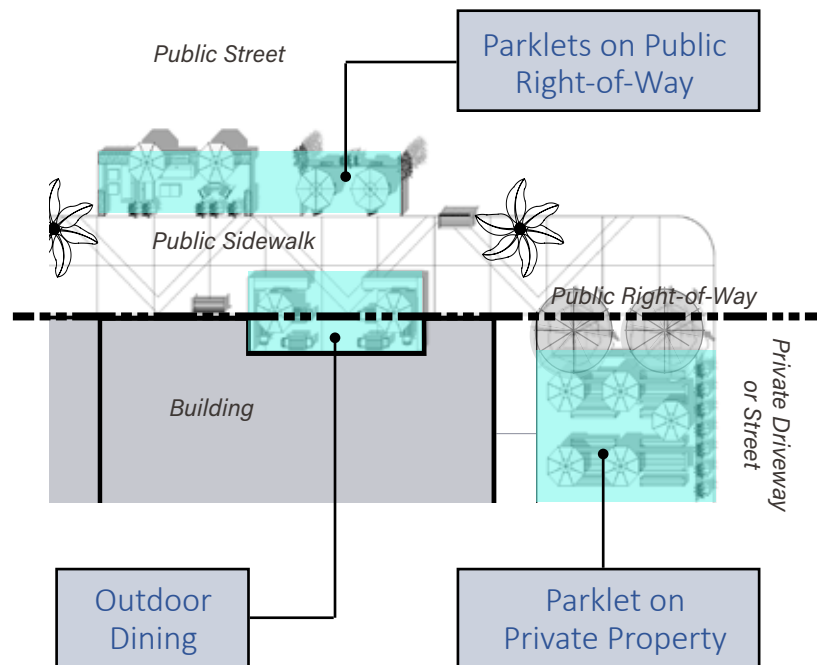
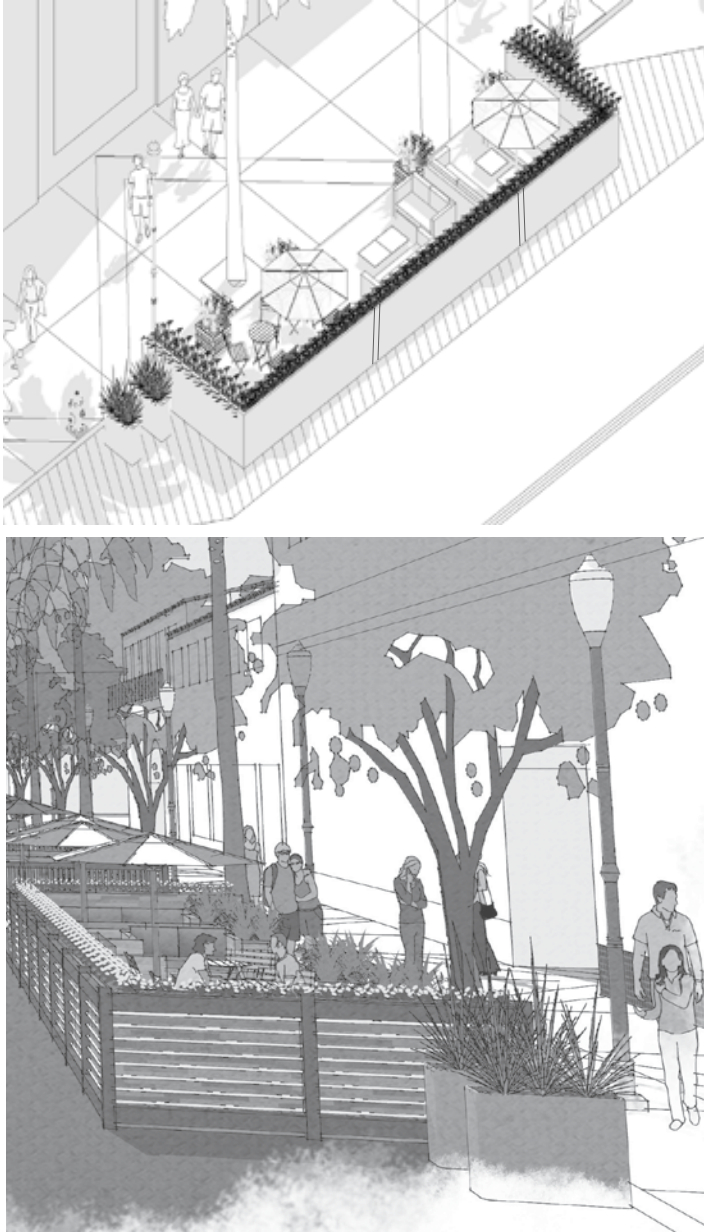


Figure I.2 – Parklet vs Outdoor Dining



Examples of fortified parklets

2. Parklet Types

There are three types of parklets in the City of Ventura, and their requirements vary depending upon where they are located and whether they are in the public right-of-way or on private property, and if located adjacent to vehicular traffic, as indicated below.

A. TYPE 1: Fortified Parklets in Public Right-of-Way

- Fortified parklets are required Citywide when located adjacent to vehicular travel lanes and may be provided within the Main Street Moves area as described below (see Figure 1.1 for Main Street Moves area boundary).
- Fortified parklets must be separated with a crash rated physical barrier and buffer as described on pages 2-2, 2-16 and 2-17.
- Parklets on Public Right-of-Way (Fortified) require a permission letter from the property owner and shall follow requirements based upon adjacent vehicular traffic and meet all design requirements of these Design Guidelines and Standards.

✓ The public right-of-way includes any area dedicated or subject to public fee ownership or an easement for public use for vehicular and/or pedestrian travel including, but not limited to, streets, alleys, and sidewalks.

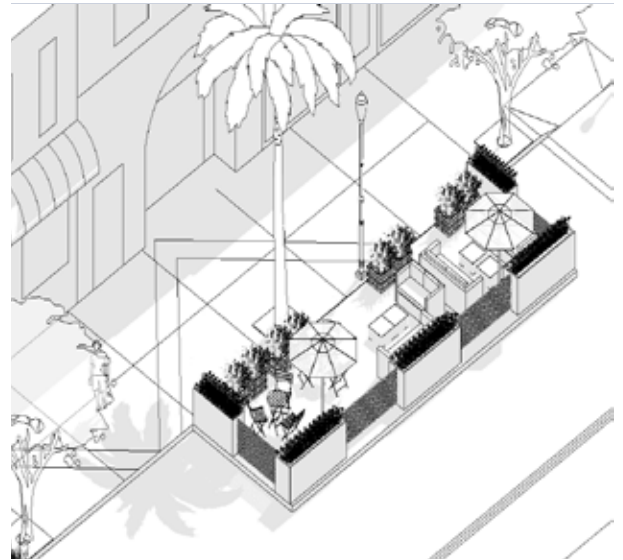
✓ Private Property includes property owned by a private entity. Parklets on private property can provide opportunities for local businesses or organizations to offer additional outdoor seating and gathering areas on-site.

B. TYPE 2: Non-Fortified Parklets in Public Right-of-Way

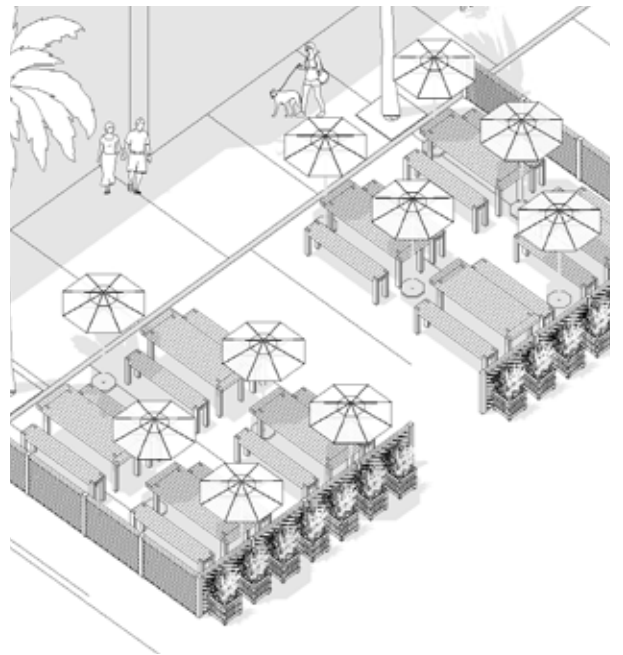
- Non-fortified parklets are only allowed on streets that are closed to vehicular traffic.
- Non-fortified parklets must include a physical edge barrier to define the space, but it does not need to be crash rated or include a buffer from existing parking or travel lanes. However, if the street is reopened to vehicles in the future, the parklet will be required to meet fortified parklet design requirements. Additionally, planters, bike racks and other amenities may not be located outside of the parklet buffer area. Refer to pages 2-2 and 2-17 for additional information.
- Parklets on Public Right-of-Way (Non-Fortified) require a permission letter from the property owner and shall meet all design requirements of these Design Guidelines.

C. TYPE 3: Parklets on Private Property

- Parklets are only permitted on private property within certain mixed use, commercial, and industrial zones and applicants should meet with the City Planning Department to authorize their parklet location.
- Parklets on private property are to be privately owned and maintained and are subject to review and compliance with the City of Ventura's zoning requirements.



Example of a non-fortified parklet



Example of a parklet in a parking lot on private property

Table 1.1 Parklet Type Comparison

	Parklets - Fortified	Parklets - Non-Fortified
Permitted on streets which are closed to vehicular traffic	Yes	Yes
Required separation with a crash rated physical barrier able to resist impacts up to 40 miles per hour	Yes	No
Separated with physical edge barrier, but not required to be crash rated	No	Yes
Required maximum of four-inch openings along parklet side and edges	Yes	No
Container planters allowed outside the parklet edges in the side buffer	No	Yes
Container planters allowed in parklet end buffers if located at least two feet from adjacent parking spaces (for fortified only), maintains existing drainage, and not exceeding 36 inches in height when within 15 feet of a crosswalk	Yes	Yes
Bike racks allowed in parklet end buffers if maintains existing drainage, and not located within 15 feet of a crosswalk	No	Yes
Parklet requires permission from the business property owner associated with the parklet	Yes	Yes
Parklet must meet the design requirements of these Design Guidelines and Standards	Yes	Yes

C. PARKLET PERMITTING PROCESS

This Process Flow Chart (Figure 1.3) is provided to guide you through the parklet design, permitting, and construction/ operation process. A step-by-step process from design inception to implementation to assist you through the parklet process can be found in Chapter 3 of this document. These Design Guidelines are provided to streamline your approval process with three simple steps to provide a high-quality parklet project.

STEPS TO PARKLET IMPLEMENTATION

- ✓ Step One – Parklet Design (See Chapter 2)
- ✓ Step Two – Parklet Permitting (See Chapter 3)
- ✓ Step Three – Parklet Maintenance & Operation (See Chapter 4)

The City of Ventura has developed pre-approved prototype parklet plans and materials in Appendix B to expedite the permit process and result in well-designed and cohesive parklets. Parklet proposals which meet the pre-approval requirements shall receive ministerial approval and not be subject to the process requirements outlined in Chapter 3.

You may also choose to design a custom parklet but this will require discretionary review and permitting. Refer to Chapter 3 for more information.

- Custom parklets may require approval by all City departments, must be stamped by a licensed design professional, and shall comply with City ordinances and design standards requirements.
- Custom parklet design and permit fees are additional to the cost of your parklet.

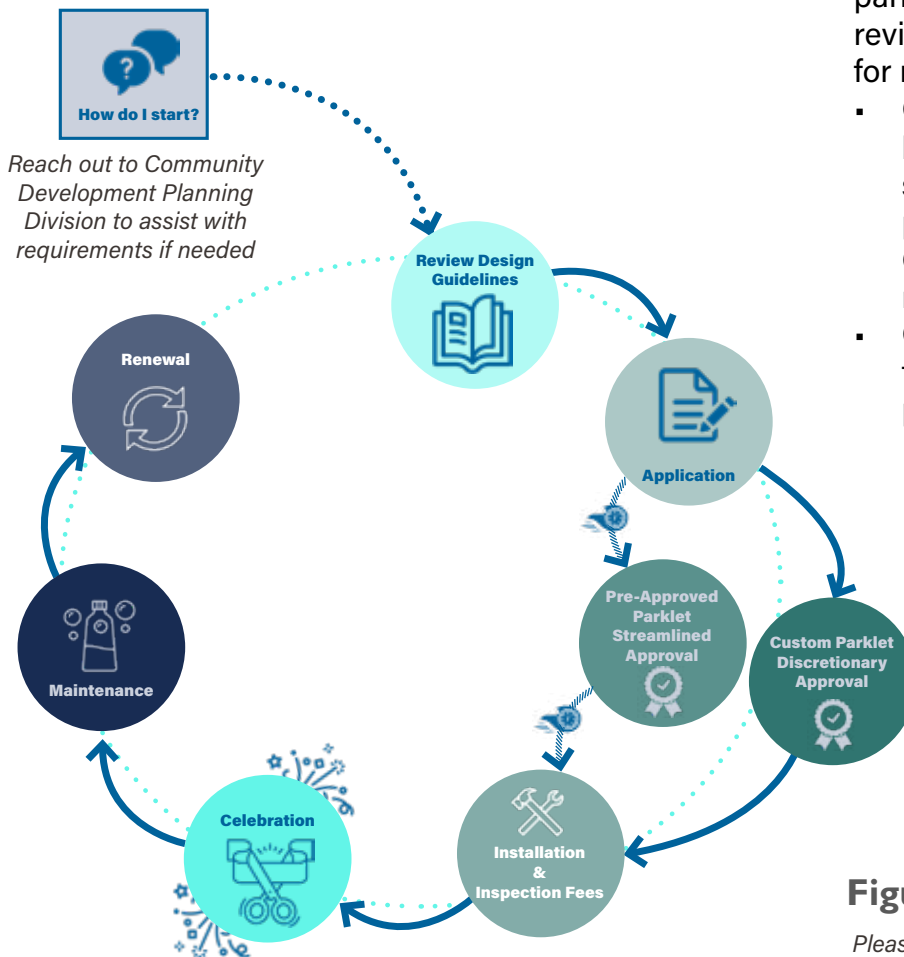


Figure 1.3 Process Diagram

Please refer to Chapter 3: Permitting Process for step by step narrative of these illustrated steps.

D. PARKLET GOALS

Your parklet should incorporate creative and innovative solutions to establish a pedestrian environment that meets the City of Ventura's goals:



Support local businesses and promote economic vitality by increasing opportunities for businesses to expand into outdoor parklet operations.



Provide business and property owners with clear and concise guidance for implementing cohesive parklets which foster a vibrant pedestrian experience and support an active and high-quality and attractive streetscape environment.



Establish increased pedestrian activity with parklets that are attractive, functional, and accessible to everyone, including those with walking and visual challenges.



Create a unique destination which provides opportunities for pedestrians to sit and gather outdoors with friends and neighbors in safe and comfortable parklets.

Parklet Design



CHAPTER 2 - PARKLET DESIGN

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B.	Parklet Size & Location	2-1
1)	What Size Should My Parklet Be?	2-1
2)	Where Should My Parklet be Located?	2-3
	Criteria 1: Street Placement	2-4
	Criteria 2: Accessibility	2-6
	Criteria 3: Utility Clearance	2-10
C.	Parklet Design Requirements & Guidelines	2-12
1)	Edges - Sides & Ends	2-13
2)	Base - Surfacing & Platforms	2-19
3)	Top - Umbrellas, Wind Blocks, & Shade Canopies	2-21
4)	Amenities & Materials	2-24
5)	What is Not Allowed in Parklets?	2-30

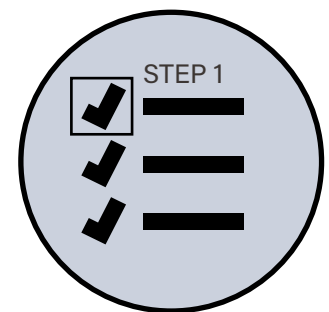




A. INTRODUCTION

This chapter describes the first step of the parklet process:

- Start by determining the type of parklet you will be constructing,
- Review the location and size criteria, and
- Begin planning your parklet design.



B. PARKLET SIZE & LOCATION

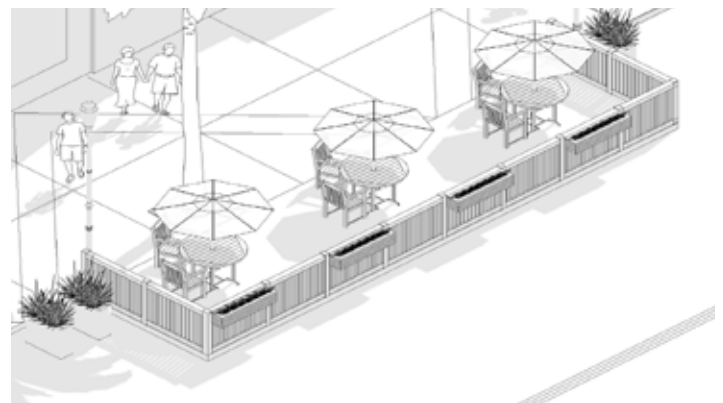
Parklets are an extension of public sidewalk and pedestrian open space, and they must be carefully located to ensure they do not impact the operational needs of the City.

1. What Size Should My Parklet Be?

The size of all parklets in the public roadway or within private parking lots is based upon the type of parking existing where the parklet is located.

PARKLET SIZE STANDARDS

- A. Parklets must be designed parallel to the curb and shall not extend in front of neighboring property unless approved in writing by the neighboring property owner and business owner and meet the location and size requirements described in Chapter 2, Section B. City Staff may consider larger parklets depending on circumstance and existing site conditions.



Parklets shall be designed parallel to the curb

B. Parklet Buffers: Fortified Parklets shall maintain the following buffers from the existing parking striping. Non-Fortified Parklets may construct parklets within these buffer areas. If the street is reopened to vehicular traffic the parklet will be required to meet fortified parklet design requirements.

1. Adjacent to travel lane(s): The side of the parklet shall be setback a minimum 24-inches.
 - No buffer is required if parklet is adjacent to an existing bicycle lane.
2. Adjacent to parking space(s):
 - Diagonal Parking: The ends of the parklet shall be setback a minimum of 36-inches.
 - Perpendicular and Parallel Parking: The ends of the parklet shall be setback a minimum of 48-inches.
 - Fortified Parklets located adjacent to parallel parking spaces shall include wheel stops at the parking spaces before and after the parklet, installed per City of Ventura standards.

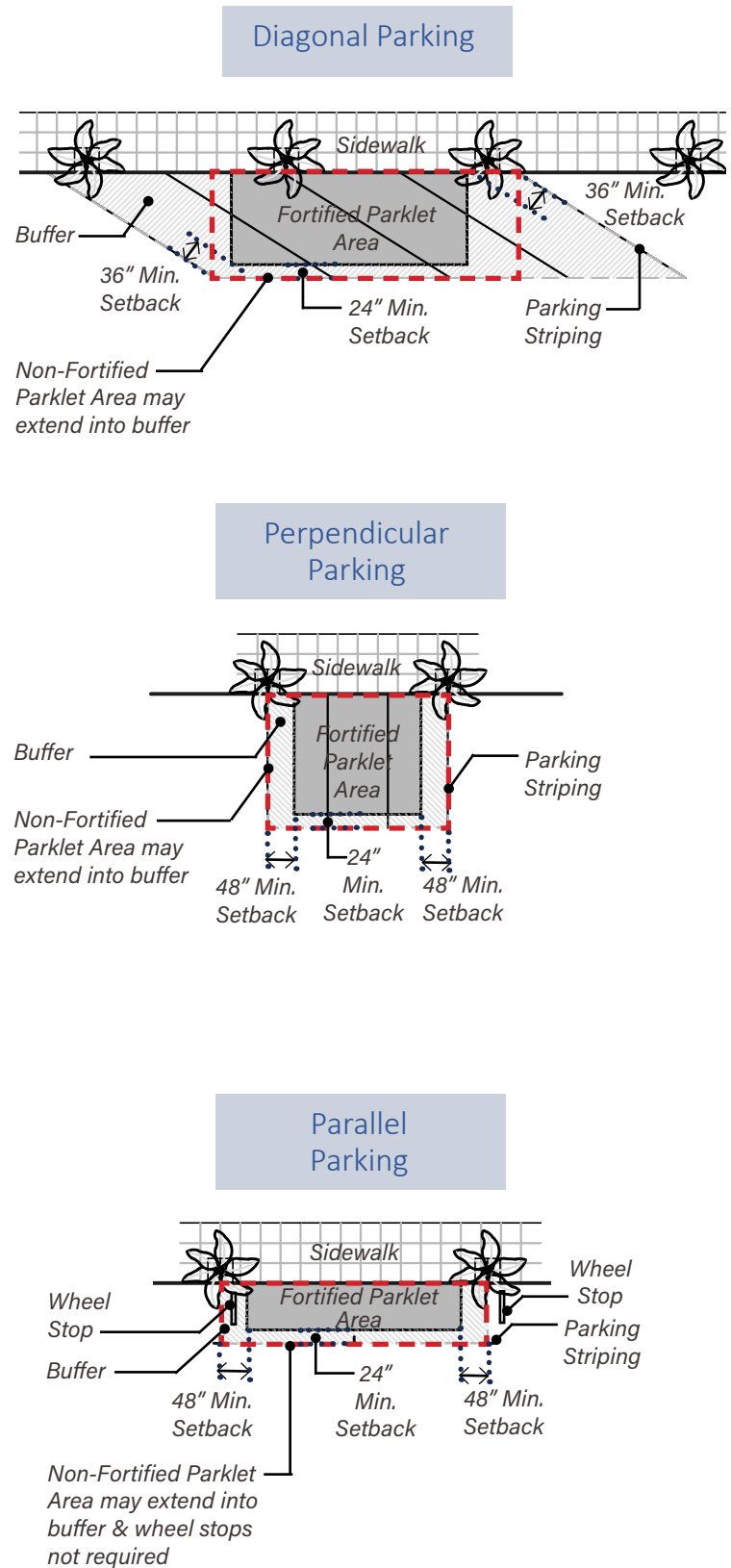


Figure 2.1 Parklet Buffer Diagrams

2. Where Should My Parklet be Located?

PARKLET LOCATION STANDARDS

- A. Parklets are not allowed to negatively impact traffic operations, impede emergency building access and emergency utility access, or significantly reduce pedestrian and commercial loading capacities.
- B. You may have to dismantle parklets in order to access underground utilities by the City. Applicants will be responsible for parklet removal and replacement.
- C. Parklets shall be designed around existing infrastructure, furnishings, lighting, and street trees. Modifications and pruning are generally not permitted.
- D. Factors such as line-of-sight, existing utilities, traffic speeds, etc. may result in additional design requirements by City Staff.
- E. Parklets must not be located on the sidewalk, and shall start at face of the curb and be constructed parallel to the curb at 90 degree angles to the sidewalk.



Parklets shall be designed around existing infrastructure, furnishings, lighting, and street trees

Parklet locations must meet the following required criteria, or obtain case by case permission, as described on the following pages and summarized in the Parklet Criteria Table on page 2-11:



CRITERIA 1: Street Placement



CRITERIA 2: Accessibility



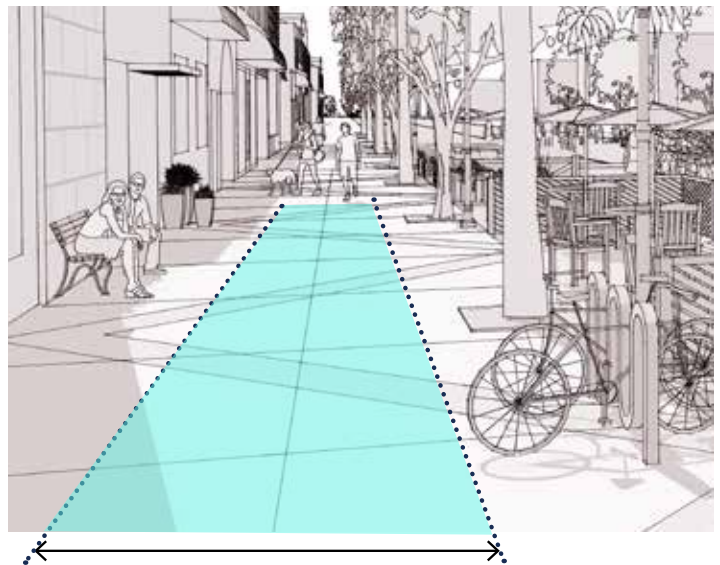
CRITERIA 3: Utility Clearance



CRITERIA 1: STREET PLACEMENT

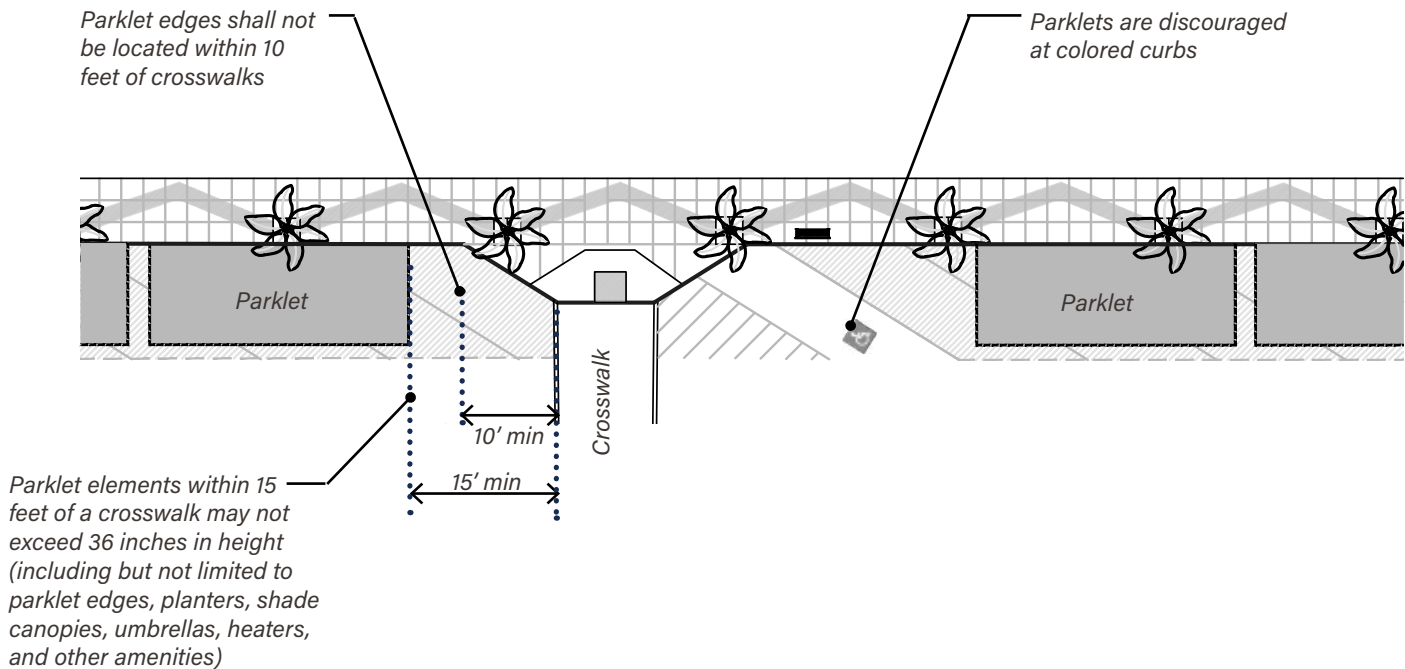
STREET PLACEMENT STANDARDS

1. Parklets are only allowed on streets with speed limits of 25 miles per hour (mph) or less.
2. Parklets within the public right-of-way shall be sited along the curbs on streets with parallel, angled, or perpendicular parking.
3. Parklets are not permitted at bus stops or marked fire lanes and may not block existing ramps, alleyways, or driveways.
4. All crosswalks must remain visually open to ensure sight lines remain clear. Any portion of the parklet area within 15 feet of the outer edge of a crosswalk, including furnishings and container plants in the buffer, may not exceed 36 inches in height.
5. Parklets may not block the visibility of existing traffic control device signage such as regulatory, warning, or guide signs unless the applicant can move the signage to another location (at their cost) that meets State and City requirements and is approved by the City's Principal Transportation Engineer.
6. Parklets must not obstruct existing building emergency or accessibility access, or fully block the visibility of the building address from the street.
7. Parklets may not encroach in front of an neighboring property unless approved in writing by the neighboring property owner and business owner.
8. Streets open to vehicular traffic: Parklets are discouraged at accessible parking spaces (blue), short-term parking spaces (green), no stopping (red) or loading zones (yellow) unless these spaces can be provided elsewhere or are determined to be no longer needed at the approval of the City Principal Transportation Engineer. Parklets are allowed in these spaces when streets are closed to vehicular traffic.
9. Streets open to vehicular traffic: Parklet edges may not be located within 10 feet of driveways or crosswalks, or within 15 feet of a street intersection.
 - a. Parklets on closed streets are allowed within these setback areas, but may need to be adjusted if streets are re-opened to traffic.
10. Parklets that are located adjacent to the public sidewalk must ensure there is a minimum of six feet of unobstructed clearance along the center of the public sidewalk for pedestrian travel, including signs, street furniture, bicycle parking, and planters.
 - a. No parklet structures, host stations, cleaning equipment carts, outdoor signage/displays or delineated customer queuing areas may be located within the public right-of-way, unless otherwise approved in writing by the City's Engineer Department.
 - b. Planters and signs must extend not further than 3 feet from building walls, and the only furniture allowed on the sidewalk are easily-movable small bistro tables and chairs.



6' minimum unobstructed clearance
along the center of public sidewalks

Mid-Block Crosswalk Example for Streets Open to Vehicular Traffic



Intersection Crosswalk Example for Streets Open to Vehicular Traffic

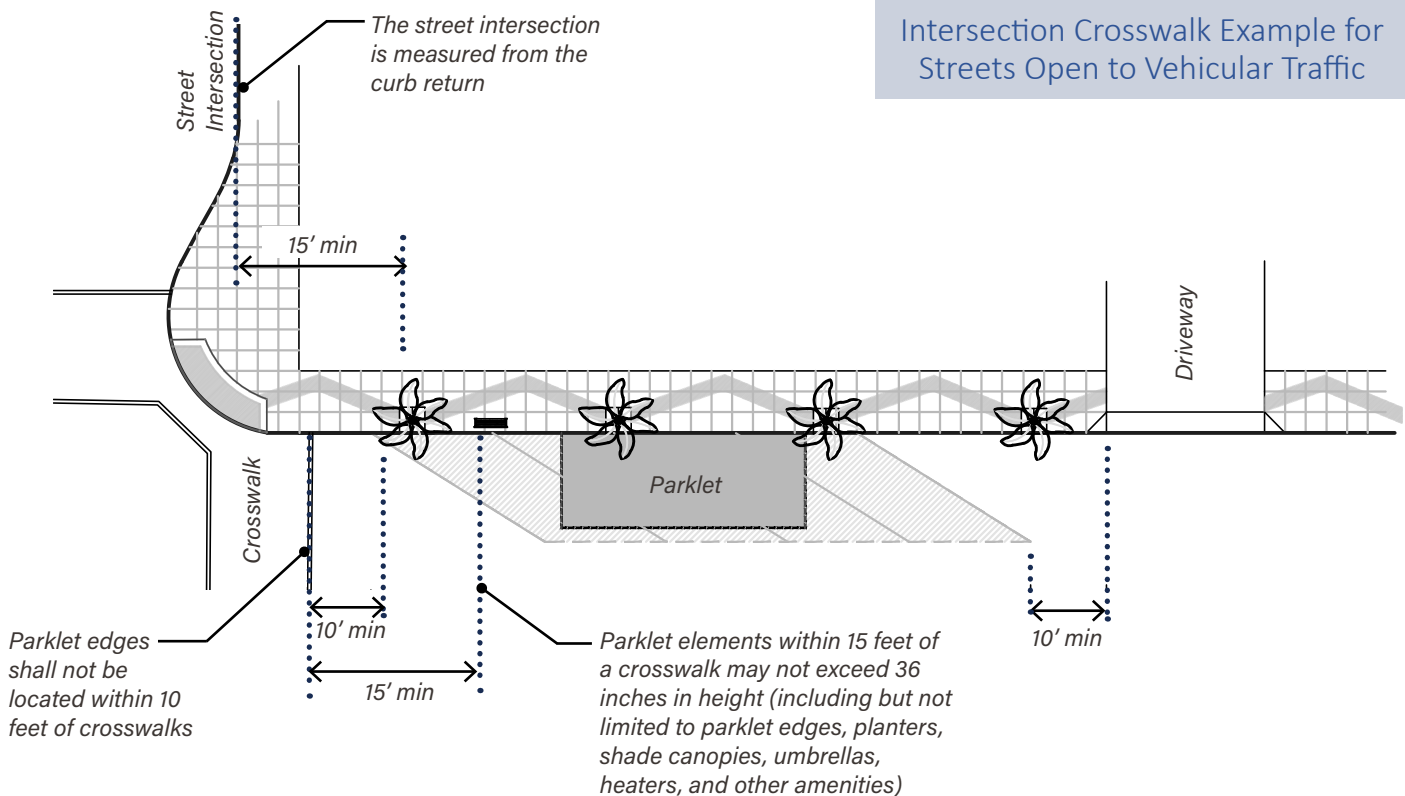


Figure 2.2 – Parklet Siting and Location



CRITERIA 2: ACCESSIBILITY

ACCESSIBILITY STANDARDS

1. Parklets with two or more exits may require directional signage complying with CBC Section 11B, Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing.
2. Parklets with an occupant load of 50 or more as calculated per CBC/CFC Section 1004 must provide an occupancy load sign per CBC/CFC Posting of Occupant Load.
3. All parklets must include at least one accessible entry from the sidewalk.
 - a. Parklets must include at least two accessible entries if one or more of the following applies:
 - Occupant load of 50 occupants or more and size greater than 735 sq. ft.
 - Installation of a shade canopy.
4. The accessible path of travel must meet the following requirements:
 - a. Accommodate wheelchair turning movements (60-inch diameter turning circle).
 - b. Provide a clear ground space and resting space for a wheelchair (30- by 48-inch floor area clear of any obstructions).
 - The resting space can overlap with the turning space by 24 inch maximum in any direction.
 - c. Allow for aisle widths (42-inch wide minimum if seating on both sides of aisle/ 36 inches wide if seating on one side and serving fewer than 50 seats).
 - Aisles serving fewer than 15 seats and not part of the accessible route may be 30 inches minimum width.
 - d. Objects may protrude up to four inches from the side into the required clear width, but must be at least 27 inches above the parklet finish surface. A head height clearance of least 80 inches above the finish surface must be maintained.

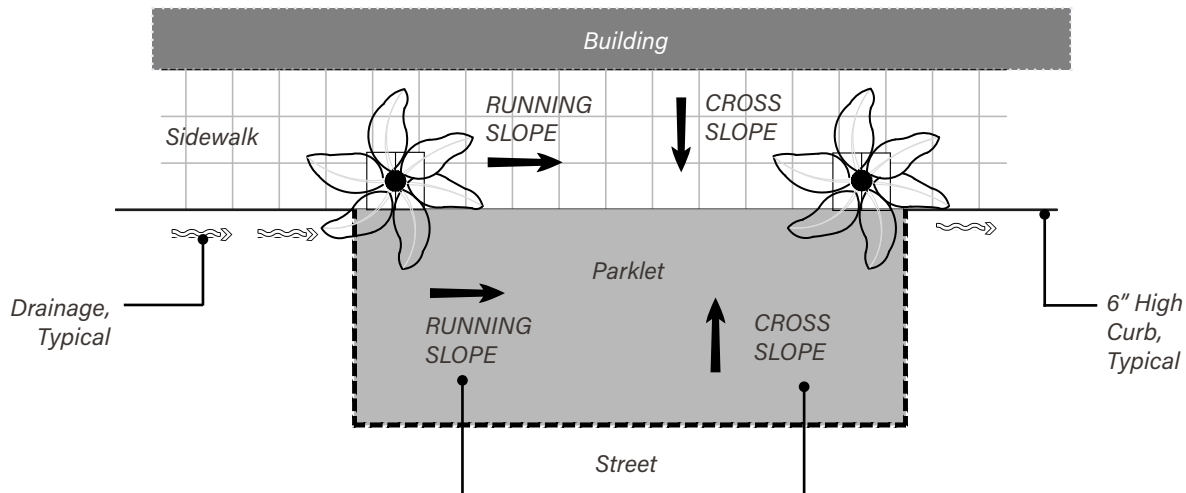


Parklets must be designed to be enjoyed by everyone - including those with disabilities and individuals in a wheelchair, using a walker, or pushing a stroller. To achieve this goal, the parklet must be accessible as required by the Americans with Disabilities Act (ADA).



An accessible path of travel route typically connects the building entry or exit to accessible parking spaces, passenger loading zones, and the public right of way which is usable by individuals with disabilities, including using wheelchairs.

The accessible path of travel walking surfaces shall have a maximum running slope of five percent and two percent maximum cross slope.



5% Maximum

Running slope is measured along the direction of travel and is calculated by the ratio of the rise (the height or vertical distance) divided by the run (the length or horizontal distance)

2% Maximum

Cross slopes is measured perpendicular to the direction of travel and typically designates the grade from the back of the sidewalk to the front and usually allows for drainage across the sidewalk towards the curb and gutter (cross slope is calculated the same as running slope)

EXAMPLE CALCULATION

Total Rise (0.25 feet)
Measured from points B to C

$0.25 / 25 = 0.01$
(1% Slope)

RISE



Divided by

RUN



SLOPE = 0.01 (1%)

Total Run (25 feet)
Measured from points A to B

SLOPE or GRADE=
0.01 feet/ 1%

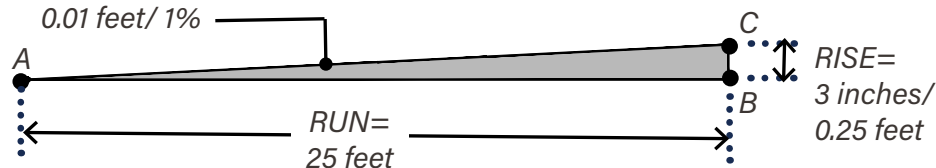
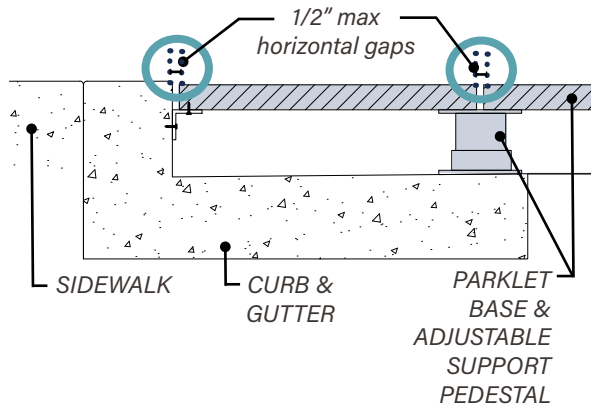
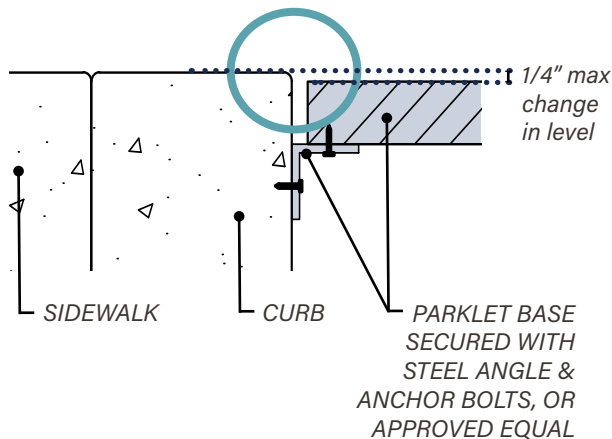


Figure 2.3 Measuring Slopes



Change of level
less than 1/4"



Change of level
greater than 1/4"

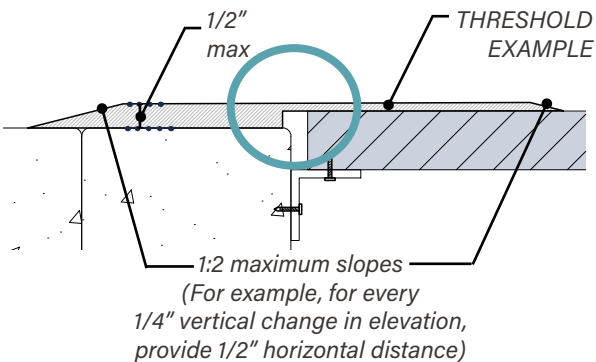


Figure 2.4 Parklet Connections

5. Parklets must be designed as an extension of the public sidewalk and all walking surfaces shall be non-slip and weather resilient to ensure safety and accessibility.
 - a. Parklets must maintain 36-inch-wide minimum clear pathways as determined by the fire or building code official.
 - Exit routes for shade canopies and parklets serving an occupant load of 10 or more shall be at least 44-inches wide.
 - b. Running slopes shall not exceed five percent and cross slopes may not exceed two percent on accessible routes.
 - c. The maximum horizontal gap or surface opening is 1/2 inch.
 - d. Vertical changes in level shall not exceed 1/4-inch without treatment such as a threshold with up to 1/2-inch if beveled with a slope no steeper than 1:2. This includes the top of finish materials over the platform base.
 - If these minimum vertical and horizontal requirements cannot be met along the entire parklet, planter boxes or other furnishings must be placed along the parklet edge to minimize tripping.
6. Each parklet used for dining must provide at least one accessible table located along the accessible path of travel. The table must be an equivalent design and similar style and colors as other tables in the parklet.
 - a. The top of the accessible table shall be between 28 inches to 34 inches above the finish floor of the parklet and have clear floor space and knee and toe clearance per the CBC's Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing.
 - b. Table spacing shall provide at least 19 inches from the edge of a table or counter to the required aisle way.
7. Furnishings within the parklet shall be spaced and located to allow for adequate clear and turning space for a wheelchair.

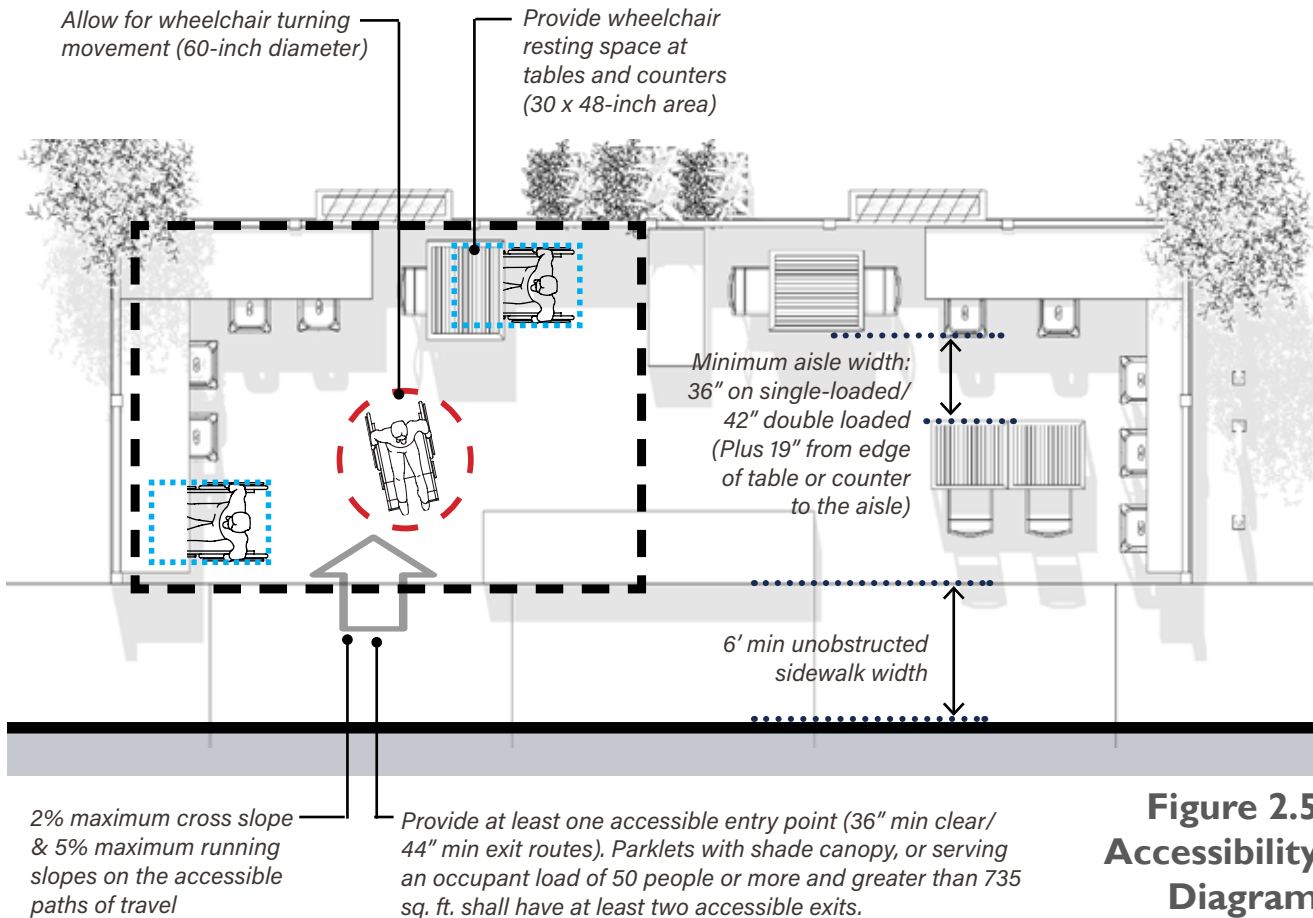


**Figure 2.5
Accessibility
Diagram**

ACCESSIBILITY GUIDELINES

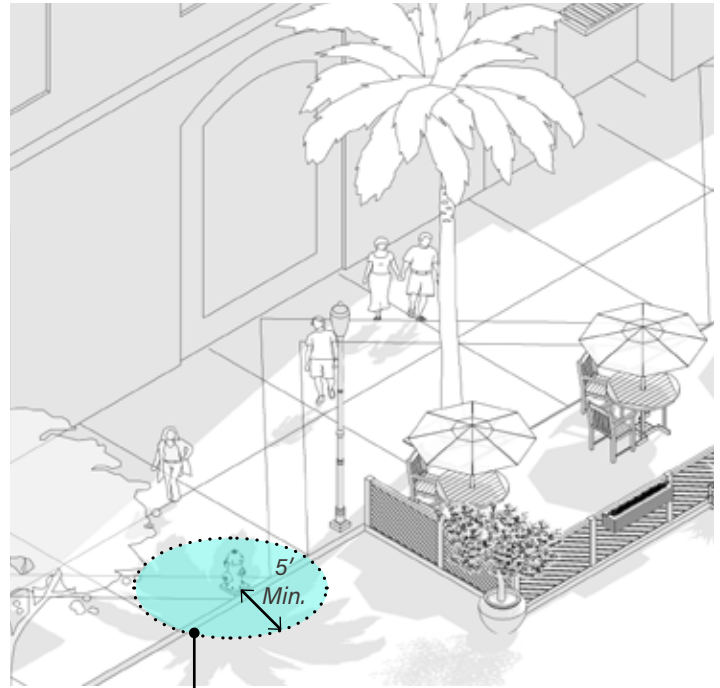
1. Parklets should avoid the use of ramps and steps when feasible due to associated handrail and landing requirements, and parklets are generally not permitted on streets with a running slope (grade) of five percent or more.
 - a. Terraced and multi-level parklets will be permitted on grades exceeding five percent if at least one of the terraces is wheelchair accessible and it provides equivalent benches and tables to those found in other terraces.



CRITERIA 3: UTILITY CLEARANCE

UTILITY CLEARANCE STANDARDS

1. Parklets may not be constructed over at grade utility access panels, such as manhole covers, meters, or shut-off valves.
2. A 5-foot-wide unobstructed clear space must be maintained around all fire hydrants, Fire Department suppression equipment and connections, and above grade utilities. Additional clearance to fire hydrants, equipment, and connections may be required where access is deemed inadequate by the fire code official (CFC Fire Hydrant Systems). No portion of the parklet or associated seating shall block FDC or associated equipment.
3. Applicants must provide easy access to any underground conduits and utilities such as storm drains beneath the parklet.
4. Parklets may sit above underground infrastructure and utilities, such as gas, sewer, electrical, and water lines. However, parklets must be designed for easy access and temporary removal, and parklet components should not weigh more than 200 pounds per square foot.
5. Structures that are not easily removable shall not be constructed over underground utilities, such as fortified parklet barriers, shade canopy columns, heavy artwork, planters, etc.



Provide an unobstructed clear space around fire hydrants and above grade utilities

Table 2.1: Parklet Criteria

		Parklets - Fortified	Parklets - Non-Fortified
	CRITERIA 1: Street Placement		
	Along a roadway with speed limit greater than 25 mph	Not Allowed	Not Allowed
	Streets open to vehicular traffic: Along a roadway with speed limit greater than 25 mph	Not Allowed	NA
	Located at curbs within the public right-of-way with parallel, angled, or perpendicular parking	Allowed	Allowed
	Located at bus stops or marked fire lanes or blocking existing ramps, alleyways, or driveways	Not Allowed	Not Allowed
	Any portion of the parklet area within 15 feet of a crosswalk exceeding 36 inches in height	Not Allowed	Not Allowed
	Obstructing existing building emergency or accessibility access, or fully blocking the building address	Not Allowed	Not Allowed
	Encroaching in front of a neighboring property or blocking the visibility of existing traffic control device signage	Not Allowed	Not Allowed
	Streets open to vehicular traffic: Located at accessible parking spaces (blue), short-term parking spaces (green), no stopping (red) or loading zones (yellow)	Discouraged	NA
	Streets open to vehicular traffic: Located within 10 feet of driveways or crosswalks, or within 15 feet of a street intersection	Not Allowed	NA
	Adjacent to public sidewalk with a minimum 6 feet of clearance along center of sidewalk	Allowed	Allowed
	CRITERIA 2: Accessibility		
	Achieve ADA accessibility requirements (Refer to Criteria 2 for specific requirements)	Allowed	Allowed
	On a street with a running slope (grade) of five percent or more with a terraced parklet providing accessibility requirements	Allowed	Allowed
	At least one accessible entry point for up to 49 occupants, (or two accessible entrances for 50 or more occupants, size greater than 735 sq. ft., or shade canopy) and meeting accessible path of travel requirements	Allowed	Allowed
	CRITERIA 3: Utility Clearance		
	Located over at grade utility access panels, such as a manhole cover, meter, and/or shut-off valve	Not Allowed	Not Allowed
	5 foot unobstructed clear space maintained around fire hydrants and above grade utilities	Allowed	Allowed
	Providing access to underground conduits and storm drains beneath the parklet	Allowed	Allowed
	Designed with easy access and/or temporary removal, and not weighing more than 200 pounds per square foot, if above underground infrastructure and/or utilities	Allowed	Allowed

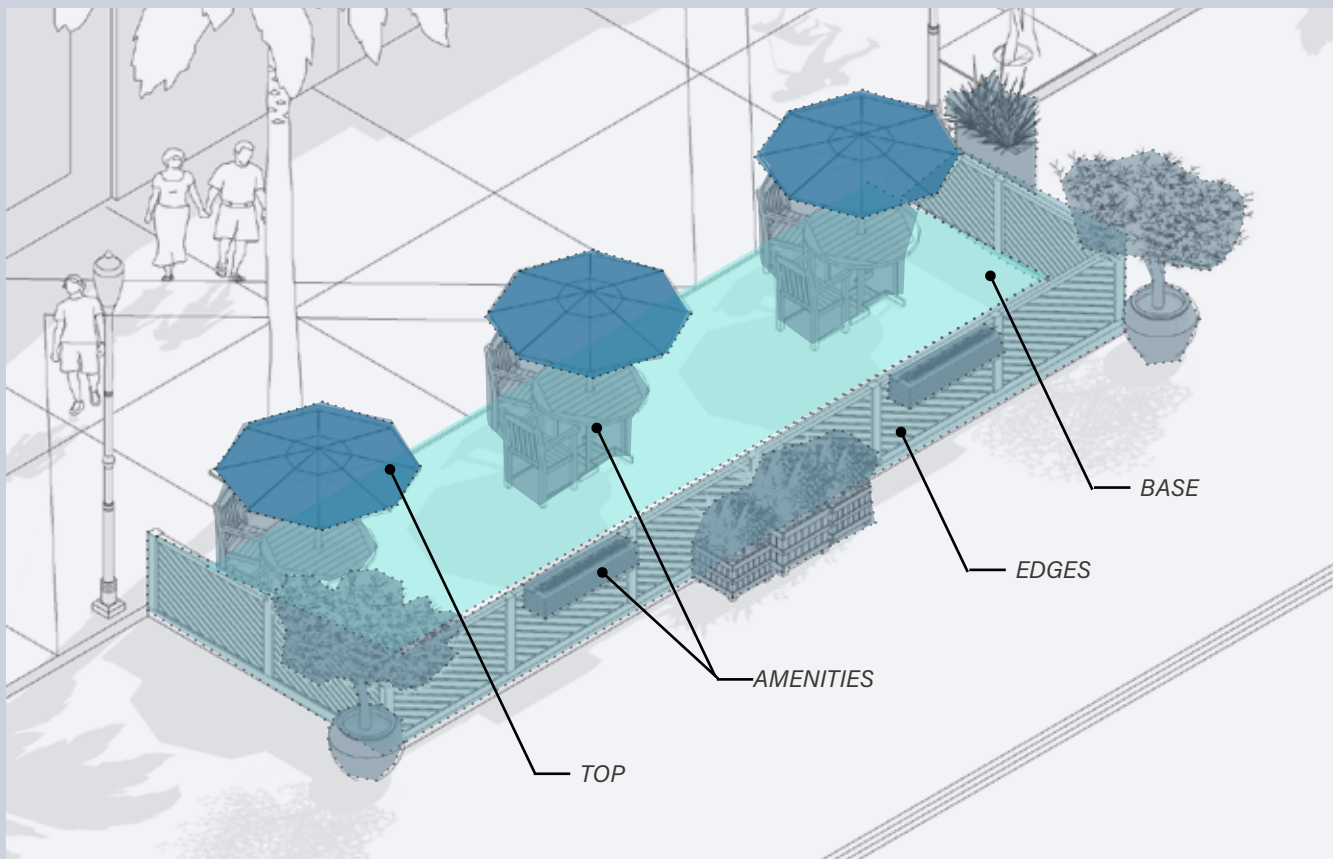
NOTE: Buffer and bus stop restrictions do not apply streets closed to vehicular traffic (such as the MSM project area)

C. PARKLET DESIGN REQUIREMENTS & GUIDELINES

This section describes the preferred materials and construction methods for the parklet design. The materials recommended in this chapter were carefully selected to reflect the desired design character for Ventura, and chosen for durability ease of maintenance. Additional materials may be permitted, but must meet the intent of these guidelines and standards and demonstrate equivalency. Exceptions must be reviewed and permitted through the City's Online Permit System (OPS).

This section is provided to describe the parklet components and explore the possible options for parklet design.

1. Edges - Sides & Ends
2. Base - Surfacing & Platforms
3. Top - Umbrellas, Wind Blocks & Shade Canopies
4. Amenities & Materials - Furnishings, Heating & Electrical Elements, Landscaping & Planters, Public Art & Placemaking

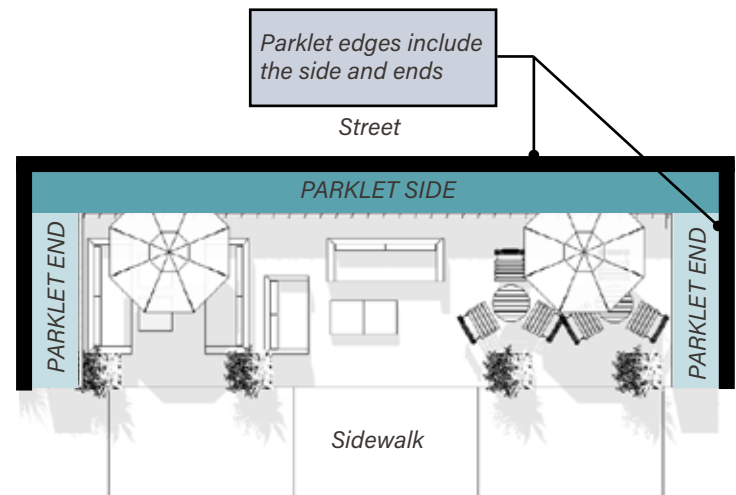


1. Edges - Sides & Ends

A. Requirements for Fortified and Non-Fortified Parklet Edges

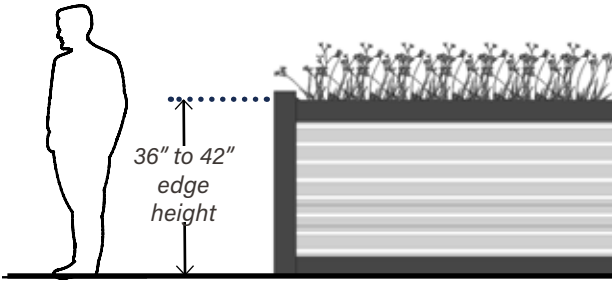
PARKLET EDGE STANDARDS

1. Overall Requirements:
 - a. Parklets used for dining shall have an edge that encloses the dining area, creates a separation or barrier from the street, and increases the visibility of parklets. This edge can take the form of fencing, low walls, planters, or a combination of all these elements. The edge requirements apply to fortified and unfortified parklets to create a cohesive parklet design throughout the City of Ventura.
 - b. A minimum 3 foot wide emergency access gap is required for every 40 feet of parklet length. Each emergency access gap provided shall provide a minimum 13'-6" vertical clearance.
 - c. All roadways within the Main Street Moves area shall maintain a 13'-6" vertical clearance.
 - d. An unobstructed 20-foot-wide emergency access must be maintained along the center line of Main Street and the turning radii at intersections shall not be reduced.



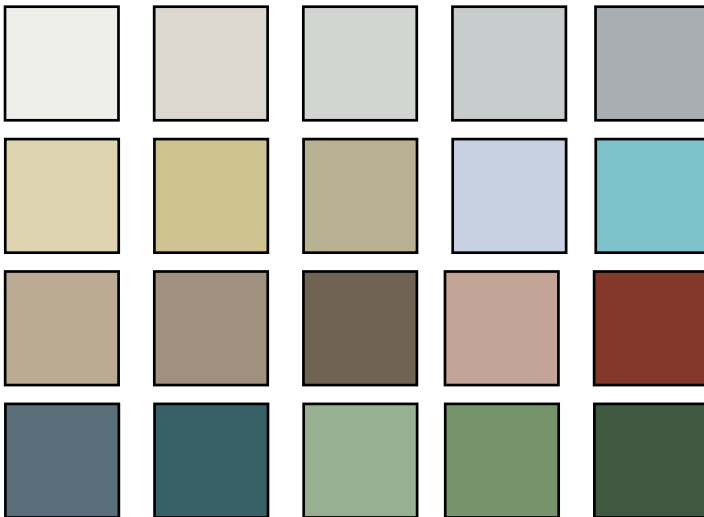
Parklet edges are the outer perimeter of the parklet and they consist of two parts:

- ✓ Sides- The portion of the parklet typically adjacent to the travel lane and sidewalk
- ✓ Ends - The portions of the parklet typically adjacent to parking and perpendicular to the curb



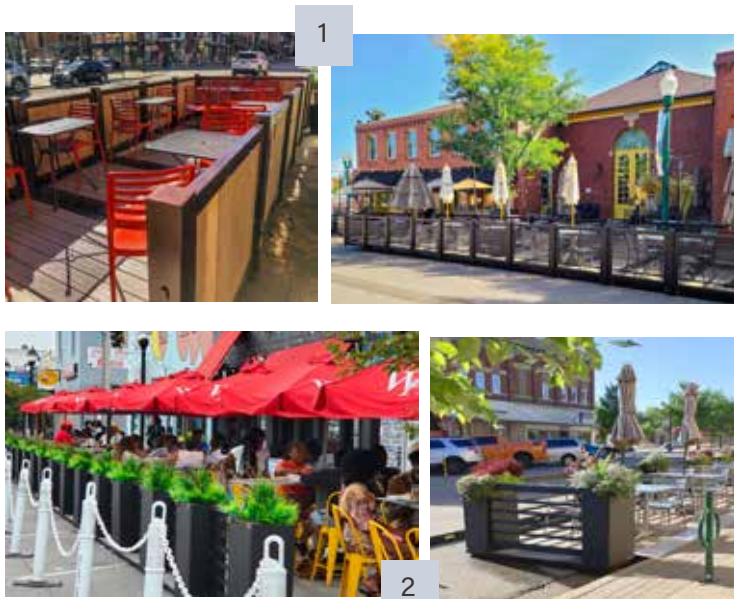
Parklet edges shall have a consistent height

Parklet panels should utilize earth tone or muted colors to complement the associated building, such as the examples below (Refer to Appendix B for RGB color values)



2. Height:
 - a. The parklet edge shall be a consistent height ranging from 36 to 42 inches as measured from the top of the base material from inside the parklet.
 - b. Refer to maximum height of planters and vegetation on page 2-28.
3. Colors:
 - a. Posts, top, and bottom rails
 - Ventura’s parklets shall utilize a uniform post and rail color and material.
 - Posts and rails shall be black painted metal, wood painted or stained black, or Corten steel.
 - Post and rail color and materials shall be consistent throughout the parklet.
 - b. Panels – To provide variation and individual expression of the businesses in the community, parklets may select from a variety of options for the panels used along the side and ends.
 - Panels shall be painted or stained in an earth tone or muted color to match the primary color of the associated building, such as the colors shown to the right.
 - Parklet panels may not include bright or primary colors, such as pink, red, blue, yellow, etc.

4. Materials:
 - a. The edges shall be divided into segments of equal sizes.
 - b. Variations are allowed for the design of the panel insets to allow for individual expression; however, materials must be complementary to adjacent building architecture.
 - c. Parklet sides and ends shall be lightweight and removable.



Examples of manufacturer for edging, planters, and/or base:

1- Manufacturer: Mod Street
(<https://modstreet.co/products/>)

2- Manufacturer: Archatrak
(<https://www.archatrak.com/modular-decks/>)

Figure 2.6
Pre-Manufactured Materials

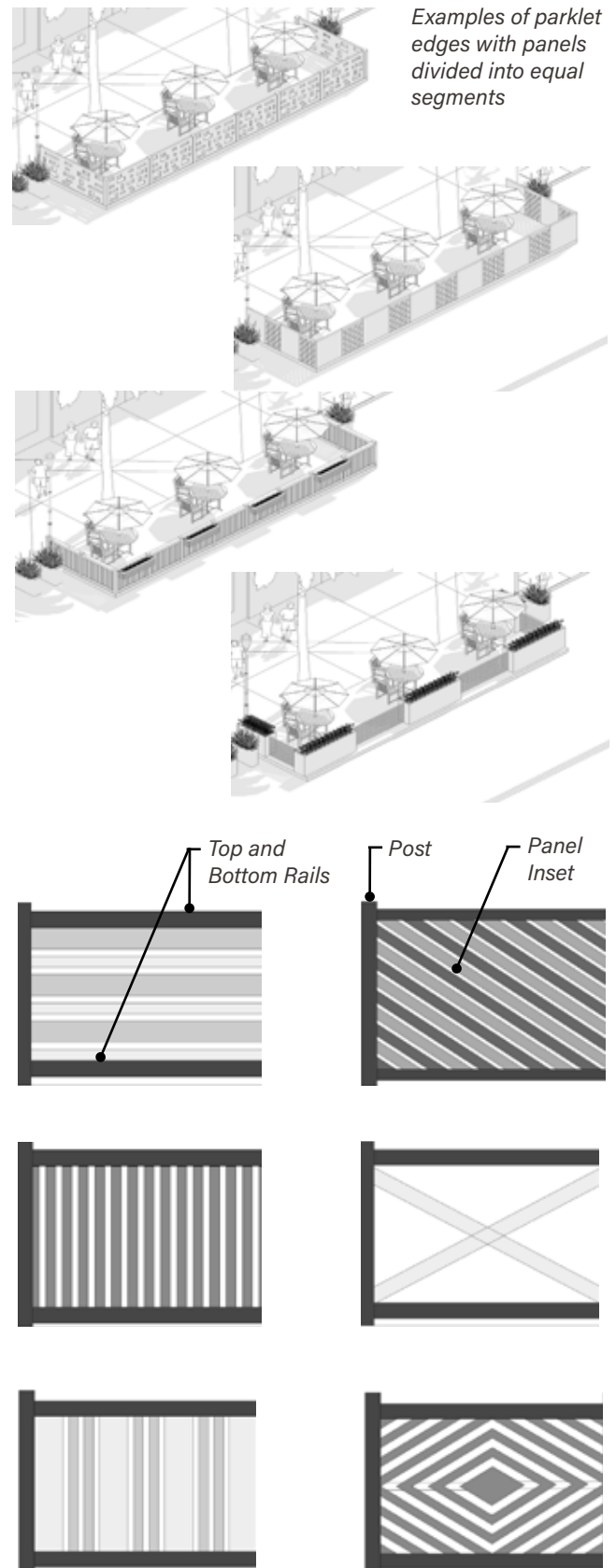


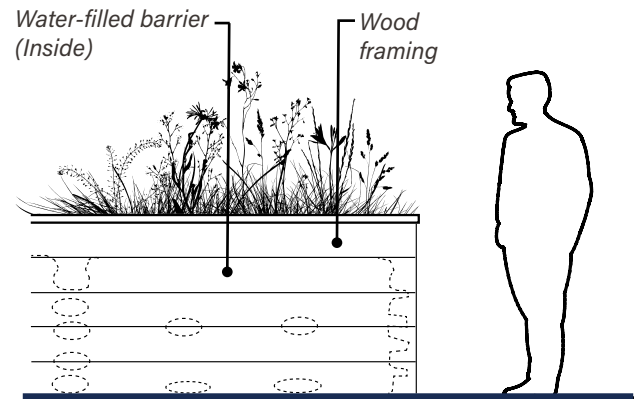
Figure 2.7 Panel Design Examples

B. Requirements for Fortified Parklet Edges

Parklets located along streets which are open to vehicular traffic must include features that protect the parklet structure and people within the parklet.

FORTIFIED EDGE STANDARDS

1. Edges- Fortified parklets must have a heavy barrier for additional protection for vehicular traffic along the sides and ends of the parklet, such as water-filled barricades (must be decorated and covered with a solid panel, and allow for refilling of water barriers, such as the examples below).
 - a. If two parklets are located directly adjacent to each other, the ends of both parklets would not need to be fortified.
 - b. Openings in the fortified parklet edges shall not exceed four-inches.
 - c. Heavy barriers shall be able to resist impacts up to 40 mph.



Water-Cable Barrier (TL-2) by Traffic
(www.trafficdevices.com)

BEFORE



AFTER



Example of a fortified parklet in construction in the MSM area with a heavy water-filled barrier and planter covered by a solid wood panel

C. Requirements for Parklet Buffers

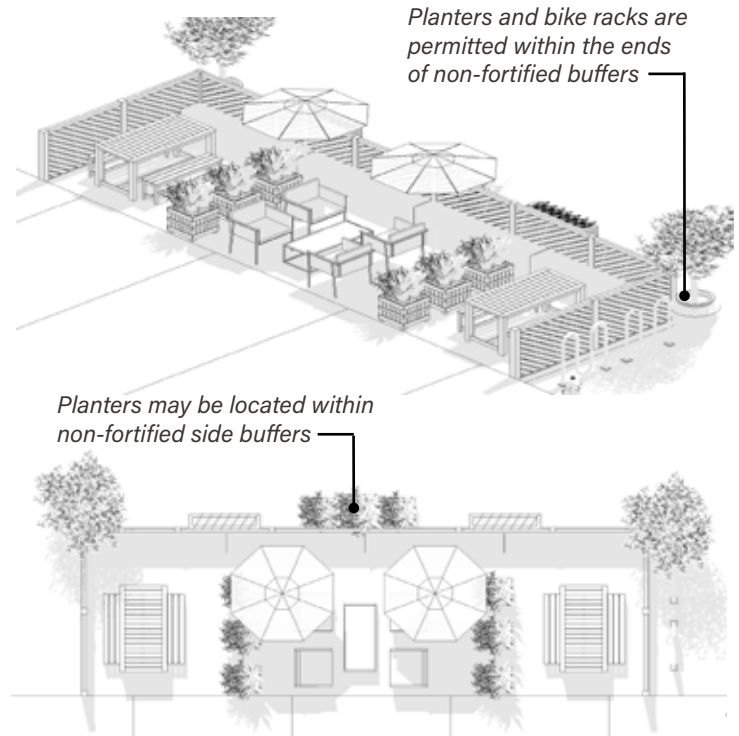
NON-FORTIFIED BUFFER STANDARDS

1. Non-fortified parklets are permitted to be constructed within the buffer areas described on page 2-2; however, if the street is reopened to vehicular traffic in the future, the parklet will be required to meet fortified parklet requirements. Applicants may choose to provide an area for a future buffer and/or crash rated barriers, or may install fortified parklets at this time.
 - a. Side Buffer- Planters are permitted outside of the parklet edge.
 - b. End Buffers - Planters and bike racks are permitted, but must be located to maintain the existing gutter flow line in the street.
 - c. Elements in the parklet buffers shall not exceed 36 inches in height when within 15 feet of a crosswalk and may need to be removed if the street opens to vehicular traffic to meet fortification requirements.

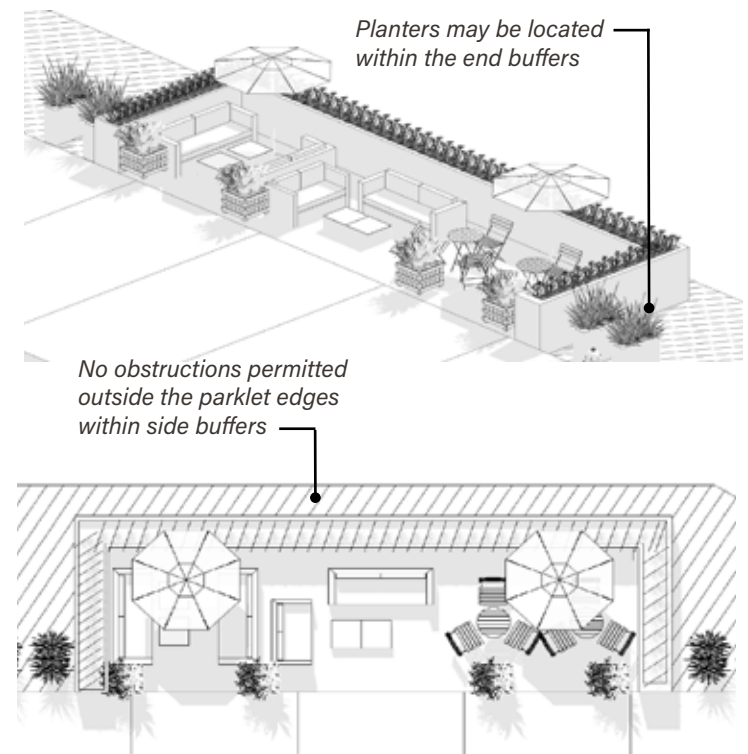
FORTIFIED BUFFER STANDARDS

1. Buffers- Fortified parklets may provide the following elements within the parklet buffer area.
 - a. Side Buffer - No obstructions are permitted.
 - b. End Buffer - Container planters are permitted but must provide at least two feet from adjacent parking spaces, maintain the existing gutter flow, and plantings shall not exceed 36 inches in height when within 15 feet of a crosswalk. Bike racks and other parklet furnishings are not permitted.

Non-Fortified Parklet Example



Fortified Parklet Example



D. Recommendations for Fortified and Non-Fortified Parklet Edges

PARKLET EDGE GUIDELINES

1. The edges should provide a maximum combination of two panel patterns or materials, with one change of panel pattern or material recommended for each four feet in parklet length.
2. A maximum of two complementary colors should be used per parklet panel inset.
3. Look for opportunities to integrate planters in combination with the barriers to soften the expanse of panels and provide texture and interest along the street.
4. Parklet edges should not use materials that will erode quickly, or be difficult to clean or replace.
5. Parklet sides and ends should utilize natural materials, such as wood, rope, metal, and steel and may consist of materials and patterns, such as:
 - Wood slats in a horizontal or vertical, slats in varying sizes, or alternating patterns
 - Wood-like material such as fiber cement board shiplap
 - Decorative laser cut metal panels
 - Clear tempered safety glass
 - Non-reflective corrugated metal
 - Natural materials that will rot, erode quickly, or be difficult to clean
6. Look for opportunities to include variations in the panels to allow for views into the parklet from the street. For example, provide some solid panels and intermix panels with wood slats with openings and gaps to increase interaction. Large stand alone or built in planters may be used for portions of the edges.
7. Consider providing a sliding gate along the curb edge to lock the parklet at night. Note that gates have additional accessibility and Building/Fire Code (hardware) requirements and gates, walls, and fencing may not be placed across the public sidewalk.

2. Base - Surfacing & Platforms

The parklet surfacing and platform is the base which is located slightly above the street surface.

PARKLET BASE STANDARDS

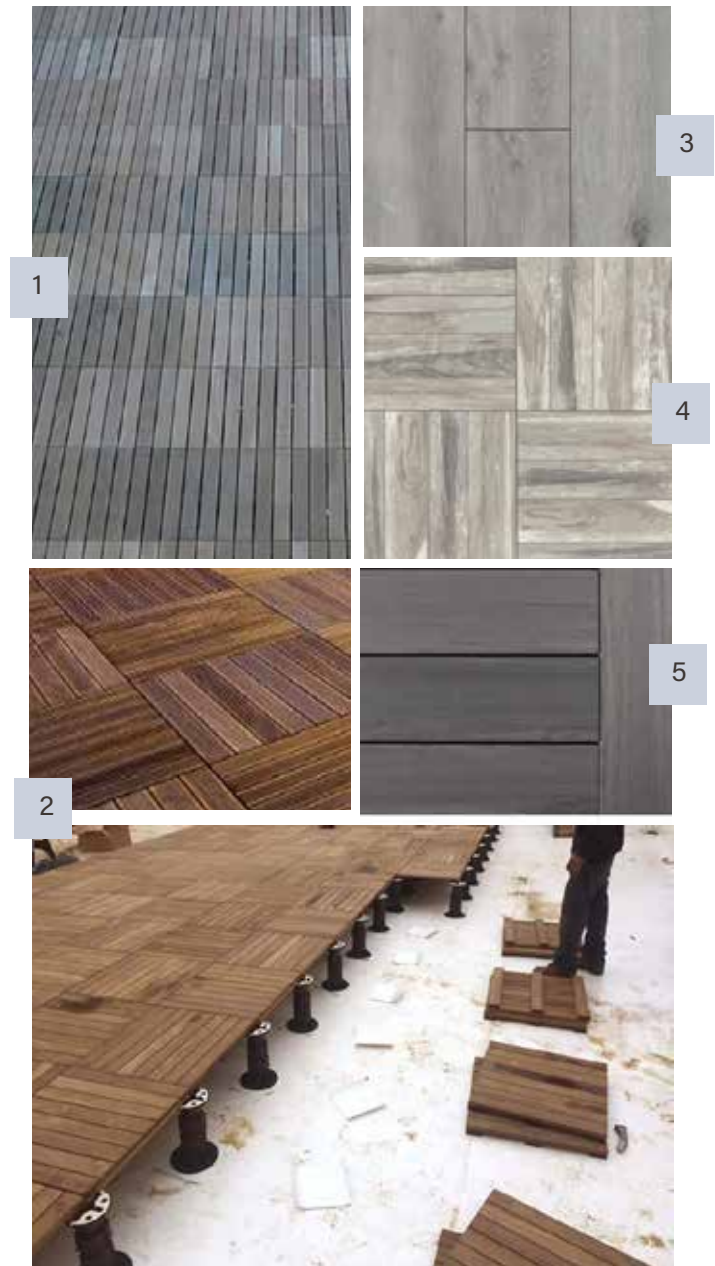
A. Colors and Patterns:

1. Colors and patterns of base materials shall complement the primary colors of the associated building.

B. Materials:

1. Parklet surfacing and platform materials must be smooth, stable, durable, slip-resistant, weather resistant, and easy to maintain.
2. Parklet base materials must have a floor load-bearing weight standard of at least 100 pounds per square foot.
3. The base may be attached to the pavement and/or curb, pending Public Works approval. However, when the parklet is removed, the applicant is responsible for the repair of any damaged pavement and/or curb at no cost to the City.
4. Applicants must submit an emergency plan and indicate how the parklet will be removed if needed.

**Figure 2.8
Base Materials**



Examples of base materials manufacturers:

1- Manufacturer: Bison, Model: Smooth Wood Tiles

(<https://bisonip.com/products/wood-tiles/>)

2- Manufacturer: Bison, Model: Smooth Wood Tiles

(<https://bisonip.com/products/wood-tiles/>)

3- Manufacturer: Archatrak, Model: Sarawa Porcelain Paver

(<https://www.archatrak.com/product/sarawa/>)

4- Manufacturer: Archatrak, Model: Texwood Porcelain Paver

(<https://www.archatrak.com/product/texwood-ivory/>)

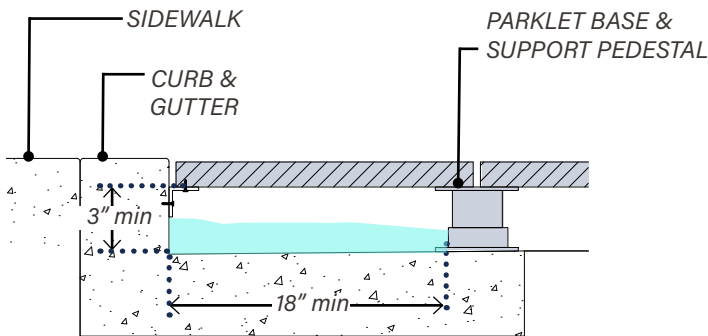
5- Manufacturer: Timber Tech, Model: Landmark Collection

(<https://www.timbertech.com/products/decking/>)

5. The parklet must not impede the flow of curbside drainage and a clear space shall be provided underneath the platform surface which is accessible for maintenance to existing utilities, such as the integration of access panels or removable pavers.
 - a. A minimum 3-inch high by 18-inch-wide gap is required under the base along the curb to allow rainwater to run along the curb. Depending on site-specific drainage conditions, Public Works may require a wider gap.
 - b. Openings at the gaps on both ends of the parklet shall be covered with screens to prevent debris build-up beneath the deck and in the gutter. Screens must be easily removable for ease of maintenance.

PARKLET BASE GUIDELINES

1. The base materials should reflect the individuality of your business or building, and a variety of options are provided to reinforce your overall parklet design, such as:
 - a. Wood or recycled plastic decking (Trex or similar)
 - b. Decorative wood tiles
 - c. Pre-manufactured concrete or porcelain pavers/tiles
2. The portion of the base between the bottom of the platform and the street should be finished with a material and color similar to other portions of the parklet and minimize views under the base.



Provide a gap under the parklet base along the curb to allow rainwater to run along the curb

3. Top - Umbrellas, Wind Blocks, & Shade Canopies

California's great weather provides an excellent opportunity for outdoor dining, and overhead weather protection for shade and wind blocks are popular features to extend the usability of parklets in inclement weather, but they must be safe, structurally sound, and durable. Umbrellas are allowed but wind blocks and overhead shade canopies must be approved by the City.

A. Umbrellas

The placement, color, style, and type of outdoor umbrella should complement the design and appearance of the associated building.

UMBRELLA STANDARDS

1. Placement:
 - a. Businesses must maintain required clearance from umbrellas to any heating equipment or combustible materials. Refer to additional heater requirements on page 2-25 and 2-26.
 - b. Umbrellas may be bolted to the parklet base or utilize a heavy duty base capable of withstanding strong winds and should be located to shade seating and dining areas.
2. Height and Width:
 - a. When umbrellas are used in parklets, a vertical clearance of at least seven feet above the sidewalk must be maintained.
 - b. Umbrellas must be sized and located to not extend past the parklet buffer or extend into an adjacent parklet or sidewalk.
3. Color and Style:
 - a. Umbrellas should reflect colors from the associated building logo or signage and should blend with the selected parklet furnishings.
 - b. Umbrellas are limited to one solid color per parklet but may include variations with the same color and simple patterns such as stripes or polka dots.
 - c. Words are not permitted on parklet umbrellas, such as the name of the business, type of establishment, or items that are served.

4. Materials:
 - a. Umbrellas shall be rated to withstand high winds and salt air and must be kept in good condition and replaced if torn or faded.



The placement, color, style, and type of outdoor umbrella shall complement the design and appearance of the associated building

B. Wind Blocks

Wind blocks shall provide visual openings or be transparent to allow for views into the parklet area and maintain an outdoor dining experience. Wind blocks are permitted but are not pre-approved and require City approval. Wind block are allowed on no more than two sides of the parklet.

WIND BLOCK STANDARDS

1. Height: May not exceed 60 inches in height above the finished surface of the parklet base.
2. Colors and Style:
 - a. Shall be similar to associated parklet edges.
 - b. Colored glass or brightly colored wind blocks are not permitted.
3. Materials:
 - a. Shall be similar to associated parklet edges.

WIND BLOCK GUIDELINES

1. Tempered safety glass is recommended for wind blocks to maintain views of the buildings.
2. Consider adjustable, sliding, or removable panels for wind blocks.



Example of a wind block with tempered safety glass

C. Overhead Shade Canopies

Shade canopies include pre-manufactured or constructed overhead structures that have a fire resistant sturdy fabric canopy and are supported by non-movable posts/ structures. Shade canopies are allowed in parklets, but are not pre-approved and require City approval. Shade canopies may not include a solid roof, and must be constructed of a removable soft fabric material that does not cover more than 80% of the parklet area.

SHADE CANOPY STANDARDS

1. Parklet proposals for overhead shade canopies must be submitted with plans stamped and signed by an architect or engineer registered in California and shall include structural calculations for anchorage and foundation requirements is equivalent to the minimum standards of design as an awning or canopy for wind and lateral loads.
 - a. The registered design professional must demonstrate that the proposed shade canopy meets equivalency to the prescriptive code and fire resistance requirements of the California Code of Regulations, Public Safety.
2. Businesses must maintain required clearance from shade canopies to any heating equipment or combustible materials and smoking is prohibited under shade canopies. Refer to pages 2-25 and 2-26 for additional requirements or heating and electrical elements.
3. Shade canopies must meet the requirements of the CFC's Tents and Other Membrane Structures. The Fire and/ or Building Departments must provide approval before erecting a shade canopy, and an Operating Permit may be required.
4. Applicants must submit an emergency plan and demonstrate how they will quickly remove their shade canopy and parklet in an emergency.

5. Height:
 - a. Shade canopies may not extend beyond the street edge of the parklet, must be at least seven feet high, and may not exceed ten feet as measured from the top of the parklet base to the lowest portion of the overhead element.
 - Overhead elements must not impede visibility of nearby traffic control devices or adjacent building's primary signage and address.
6. Colors:
 - a. Colors shall complement the design and appearance of the associated building and/or reflect colors of their logo or signage and blend with the selected furnishings.
 - For shade canopy support posts and rails, consider utilizing dark colors to reduce the visibility of the structure, such as black, bronze, and brown.
 - A maximum of two fabric colors shall be used per parklet, and bright or primary colors must be avoided.
7. Materials:
 - a. Shade canopy fabric materials must be non-flammable or treated with a flame-retardant chemical approved by Office of the State Fire Marshal (OSFM).
 - b. Utilize post materials such as light gauge aluminum, galvanized or weathering steel, fire-treated finish grade wood, fire-treated composite wood, or fire-rated recycled materials.
 - c. Provide decorative metal fasteners and connections which are consistent with the parklet style and Ventura character.
8. Parklets with an overhead shade canopies shall provide at least two points of egress (exits).
9. Overhead elements that span the sidewalk and connect the parklet to the adjacent building façade are not allowed. Shade canopies shall be separated from other overhead elements and buildings by a minimum distance of 10 feet. Tethering or securing overhead structures to trees, buildings, or other elements is prohibited.
10. Shade canopy excavation and construction for foundations may be allowed; however, the foundations must fit within the parklet base perimeter, and the applicant must repair the street after the parklet is removed to the satisfaction of the Public Works Department.
 - a. Alternative methods of attachment, such as anchoring to the base or planter shall be investigated.



Examples of overhead shade canopies

4. Amenities & Materials

Comfortable amenities with appropriate materials are important to creating welcoming and inviting parklet spaces. Businesses are encouraged to provide individual expression and reflect the unique character of their building and colors from their logo or signage.

A. Furnishings

FURNISHINGS STANDARDS

1. All parklets must incorporate quality and long-lasting furnishings, which can be integrated in a variety of styles and creative ways.
2. The use of combustible or highly flammable furnishings or parklet decorations is prohibited.
3. A mix of movable and fixed or heavy furnishings that are durable and easy to maintain is recommended. One consistent and coordinated selection of a simple furnishing style and color is suggested for each parklet. Businesses are encouraged to reflect the associated building style or colors from their logo or signage and incorporate a coastal design character.

FURNISHINGS GUIDELINES

1. Benches, tables, and chairs:
 - a. A center armrest is suggested on long benches to deter loitering.
 - b. Look for ways to provide a variety of seating options in the shade and sun, and integrate multiple configurations to accommodate individuals and larger gatherings.
2. All furniture and fabrics in parklets should be made with non-flammable materials or treated and maintained in a flame-retardant condition.
4. Bicycle parking is strongly encouraged adjacent to parklets. Bicycle parking is permitted within the buffer area of the non-fortified parklets.
5. Consider integrating additional pedestrian uses within your parklet to activate the street such as children's play area, outdoor games, amenities for dogs, and bike corrals.



Provide comfortable amenities with individual expression to reflect the unique character of your building and consider integrating uses to activate the street such as the photo on the right showing an amenity for dogs in the Main Street Moves area

B. Heating & Electrical Elements

Outdoor heaters and lighting can make your parklet more comfortable throughout the year. Refer to Appendix A for additional requirements.

HEATING & ELECTRICAL STANDARDS

1. Lighting is allowed in parklets but may require an Electrical Permit, depending on what is proposed.
 - a. Light fixtures shall match the design style of your parklet, and lights must be located or shielded to minimize light spill over and glare onto adjacent areas.
 - b. All parklet lighting shall be rated for outdoor use and commercial grade lighting is recommended for longevity.
 - c. Light fixtures must be attached to the parklet securely supported with at least 100 pounds at each approved support area (or as stated by the lighting manufacturer).
2. All power cords must meet California Electrical Code requirements and be rated for outdoor use, including heat and moisture.
 - a. Running wiring or conduit along the ground or over the public sidewalks or other public space is not allowed under any circumstances.
 - b. Electrical runs are permitted above ground within the parklet area, but they must be securely supported and suspended at least 10-feet above the height of the sidewalk and be connected to a permitted GFCI receptacle. Overhead wiring will be required to meet additional electrical code overhead wiring requirements.
 - c. LED lights must be 3000 Kelvin or lower.
3. Propane, gas-powered, and electric heaters are allowed in parklets but will require an additional Fire Department and/or Building and Safety Permit. Fire Department approval is required prior to the use of any outdoor heaters, and electric heaters are preferred.
 - a. Portable outdoor gas-fired heating appliances shall not be located beneath, or closer than 5 feet to combustible decorations, overhangs, awnings, shade canopies, umbrellas, or similar combustible elements.



Self-contained low-voltage systems, such as solar or battery-powered lights, are encouraged for parklets

4. If heaters are desired to be used in a parklet, all the following requirements must be met:
 - a. An approved fire extinguisher must be securely mounted to a post or pole in the parklet in a conspicuous location within 75 feet of all portions of the parklet used for dining, and shall be located no higher than five feet above the ground.
 - b. Heaters must be self-contained and may not contain wires or other exposed elements that could pose tripping hazards.
 - c. Heaters must be in maintained in good working condition
 - d. All propane tanks used for outdoor gas heaters shall be stored and secured pursuant to regulations in the California Code of Regulations and California Fire Code, Liquefied Petroleum Gases. Tanks placed in the public right-of-way shall be safely secured and locked within the heater enclosure or stored in vented safety cages or cabinets in a flat area that does not collect water and is adequately shielded from pedestrian and motor vehicle traffic.
 - e. Propane tanks in excess of 2.7 pounds must be stored in a secured container which is placed at least 10 feet away from the adjacent building's emergency exit (five feet minimum if there are two or more emergency exits). The use and location of propane storage racks must be approved by the Fire Department.
 - f. All screening methods must meet California Code of Regulations and California Fire Code, Safety Precautions and Devices, and allow for easy access to the tanks.
 - g. A permit is required for storage and use of liquid propane gas (LPG). A site plan with the desired location of each heater is required at time of the permit application. A final on-site hazardous materials inspection will be conducted to ensure the proper spacing of heaters from combustibles and emergency access/egress and storage of LPG.
 - Proposed outdoor storage of 20-pound containers requires plan review and inspection.
 - On-site storage of 20-pound propane cylinders (5 gallons) are prohibited indoors in buildings open to the public.
 - If businesses do not have an approved private outdoor storage area, all propane containers must be removed from the premises at the close of business every day.
 - LPG Heaters are not permitted on the sidewalk in the pedestrian path of travel.
 - LPG heaters cannot be placed underneath overhead canopies, awnings, inside buildings or tents and they must have 5 feet clearance from any flammable materials.
 - Propane cylinders shall be stored in an approved manner to prevent tampering or an accidental release. LPG storage cabinets are the preferred method, with colors selected to be similar to parklet edge materials.

HEATING & ELECTRICAL GUIDELINES

1. Self-contained low-voltage systems, such as solar or battery-powered lights, are encouraged for parklets.
2. The use of decorative hanging lights or the placement of lights under benches is suggested for accentuating key elements.
3. Consider integrating methods to blend the propane storage enclosure into the parklet and building design, and look for opportunities to provide decorative panels on the containers, screening fencing or walls, and/ or planters with evergreen vegetation to soften views.
4. Applicants are encouraged to utilize the smallest possible propane storage container and combine locations with other neighboring parklets when feasible and are recommended in the alleyways rather than street when possible.

C. Landscaping & Planters

Landscaping is suggested at parklets to soften the space and can serve as a pleasant boundary along the street-facing parklet edge. Landscape elements are recommended to be incorporated in parklets in a variety of configurations such as planter boxes, hanging planters, or green walls. If planters are used in a parklet, all the following must be met:

LANDSCAPE & PLANTER STANDARDS

1. Planter Materials:
 - a. Planter style, material, and color must be consistent with the design style of the parklet and/or reflect the associated building.
 - b. Planter materials shall be durable and easy to maintain, such as Corten steel, natural concrete, terracotta clay, or heavy-duty plastic.
 - c. Plants must be kept in good condition, dead and dying plants must be removed and replaced.



Integrate a variety of planters in the parklet to create an interesting and appealing streetscape environment

2. Vegetation Selection:
 - a. Durable, drought-tolerant, and long-lived shrubs, grasses and succulents shall be provided for ease of maintenance and low water use.
 - b. Vegetation that is poisonous, attracts bees, or has leaves that contain thorns or sharp spines shall not be used.
 - c. Consider interspersing small trees and climbing vines to allow for variation of plant heights.
 - d. Plants shall be selected according to their preferred sun and shade requirements and consider the amount of shade that will be on your parklet at various times of the day.
3. Size of Vegetation:
 - a. Choose vegetation that appropriately fits the size of your parklet planters. Ensure there is adequate room for root growth and drainage so that vegetation will thrive.
 - b. The ultimate width of the vegetation within the planter may not extend past edge of the parklet buffer.
 - c. Attached planters may be located on the parklet edge but the planter height may not exceed 50 inches in height as measured from the street side to the top of the planter.
 - d. Ensure vegetation does not compete with existing street planting or exceed a maximum height of 36 inches within 15 feet of crosswalks.
4. Drainage from planters must not spill over onto the parklet surface or adjacent sidewalk and shall be directed to a tray or flow below the platform base.

LANDSCAPE & PLANTER GUIDELINES

1. Parklets should contain at least one of the following primary types of planters within parklet edges or buffer zones as described on page 2-17:
 - a. Stand Alone Planters – Includes large planters (18" diameter or more are recommended).
 - b. Built in Planters - Includes planters built into barrier walls or pre-manufactured planter boxes.
 - Fortified parklets may include planters that are securely framed by the edge materials and include a top trim element to hide the planter below.
 - Non-fortified parklets may also include pre-manufactured large planters that serve as edge condition.
 - c. Attached Planters – Includes planters that are securely attached to hang over or sit on top of the edge walls or fencing. Planters may be placed on the top of the parklet fence or wall, or along the inside or outside of the edge but the ultimate width of the vegetation within the planter may not extend past the edge of the parklet buffer.
2. Planters with irrigation reservoirs are suggested to allow for ease of watering.
3. Accent plants with colorful flowers and interesting leaves are suggested at parklet corners and entries.
4. Consider the type of mulch used to increase water holding capacity and utilize decorative materials to enhance the planting style and add interest to the street. A minimum depth of two inches is suggested and natural materials such as small rocks and pea gravel are recommended.

Figure 2.9
Planter Materials



1



2



STANDALONE PLANTERS

Examples of Standalone Planters
1 - Manufacturer: Streetlife, Model: Love Tub (<https://www.streetlife.nl/us/products/love-tubs>)
2- Manufacturer: Sybertech, Model: Ground Level Planter (https://swrl.com/sybertech_waste_reduction_planters_hanging_baskets.html)



3



ATTACHED PLANTERS



7

Examples of Built In Planters

3- Custom planters
4- Manufacturer: Streetlife, Model: Cliffhanger Shrub Tub System (<https://www.streetlife.nl/us/products/cliffhanger-shrubtub-system>)
5- Manufacturer: Tournesol, Model: Kitsap Modular Metal Planter Walls (<https://tournesol.com/products/kitsap-steel-modular-planter-walls>)

BUILT IN PLANTERS



4



5

Examples of Attached Planters

7- Many options available

D. Public Art & Placemaking

Public art and placemaking are recommended to enhance the attractiveness and identity of your parklet.

Placemaking is theming elements that are unique to the City of Ventura or the local beach communities in California, such as cultural and historical features, which highlight this as a special place and strengthen the character and connection between the people and the land.

PUBLIC ART & PLACEMAKING STANDARDS

1. Public art and placemaking elements shall be clearly shown on plans and may require additional City review depending on size, design, and placement.

PUBLIC ART & PLACEMAKING GUIDELINES

1. Look for opportunities to integrate public artwork such as handmade tiles, painting, and sculpture into the design of your parklets.



Example of public art and placemaking existing within the Main Street Moves area



5. What is Not Allowed in Parklets?

The following items are typically not permitted in parklets:

1. Advertising or other signage (except signage required by law)
2. Flags, banners, and pennants
3. Tents or "EZ Up" type structures
4. Flashing or brightly colored lights
5. Unfinished furniture
6. Plastic or vinyl edge walls or trellises
7. Unfinished wood, pressure treated wood, palettes, or plywood
8. Carpet or artificial turf
9. Outdoor cooking or warming of foods
10. Open flame devices, such as candles, fire pit tables, and decorative torches
11. Generators
12. Speakers/amplified music without a City of Ventura permit

Parklet Permitting



CHAPTER 3 - PARKLET PERMITTING

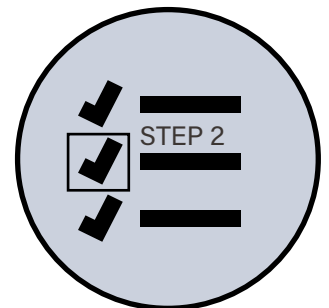
A.	Introduction	3-1
B.	How to Apply for a Parklet	3-2
1)	Steps to Apply	3-2
2)	Application Materials & Checklist	3-4





A. INTRODUCTION

Now that you have completed the design process, you are ready to move to Step Two – Parklet Permitting.



B. HOW TO APPLY FOR A PARKLET

The following steps are required to receive parklet approval and is an expanded version of the Process Flow Chart from Figure 1.3.

1. Steps to Apply



A. Application & Selection

1. Review this Citywide Parklet Design Guidelines and Standards document to determine what parklet type your site might be eligible for. Refer to Parklet Types on pages 1-6 to 1-7.
2. Consider proactively talking with your immediate neighbors / adjacent businesses.
3. Decide on your parklet design - there are two options:
 - a. Use the pre-approved prototypes and materials in Appendix B for a streamlined review.
 - b. Submit a custom parklet design that meets the Parklet Design Guidelines and Standards. Parklet applications will be reviewed with a discretionary permit and are generally not subject to Administrative or Planning Commission review if they comply with all of the design requirements listed in this document.
4. For convenience, applicants are encouraged to submit initial parklet application and fees to Ventura's Community Development Department using this link: **www.cityofventura.ca.gov/parklet.application**
 - a. Refer to Table 3.1 on page 3-4 for an Application Completeness Checklist.
 - b. All submitted documents should be in a pdf format.
5. City sends official determination regarding initial application.
 - a. If applicant revisions are necessary, additional review and determination by the City will be required.



B. City Approvals

1. Please check with Community Development Department using the link in A.4 above should your parklet scope of work exceed or differ from the regulations and recommendations included herein for a complete list of application requirements. The Department will be responsible for routing parklet applications to other City departments for review, as necessary.
 - a. Utilizing the pre-approved parklet designs will expedite the approval process.



**Installation
&
Inspection Fees**

Celebration



Maintenance



Renewal



C. Installation & Inspection

1. After you receive the necessary approval(s), notify relevant departments 10 days before beginning construction or installation. Depending on the size and complexity of your project, the City does a pre-installation site inspection/ pre-construction meeting if requested.
2. The City will inspect the installation once completed. The inspector may require modifications if the install does not comply with the regulations herein. The applicant shall have 14 business days to resolve. The applicant shall notify the City 48 hours of the scheduled re-inspection.

D. Opening / Unveiling

1. Open and enjoy your parklet!

E. Maintenance

1. The applicant is required to maintain the permit area and keep clean and safe at all times. The use of the parklet shall never impede accessible routes, paths of travel, utility lines, safety, or health of pedestrians. The City may conduct periodic inspections and cite applicants that are not in compliance with the requirements of this document. The applicant is required to remedy any citations within 14 business days.

F. Renewal

1. Parklets must be renewed per your agreement or as triggered by a major or minor modification. Inspections are conducted annually and/or at the time of renewals. Insurance must be kept current throughout the permit period. There are two classes of renewals: minor and major.
 - a. A minor change is a streamlined process when there are no changes in the permit area. For example, a permit area that is not changing includes changes in equipment or furnishings only.
 - b. A major change includes a modification to the permit area or substantial equipment modifications.

2. Application Materials & Checklist

This section provides information for permitting your parklet. The Application Completeness Review Checklist below is a summary of the requirements provided at the website:

www.cityofventura.ca.gov/parklet.application

Table 3.1: Application Completeness Review Checklist



		Required	Separate Permit or Application
	Applications / Forms / Agreements		
	Parklet application (submitted at www.cityofventura.ca.gov/parklet.application)	X	
	Permission letter from the business property owner associated with the parklet	X	
	Insurance and Indemnification Agreement	X	
	License Agreement	X	
	Separate application(s) may be required for building and/or fire department review (if including overhead elements, heaters, electrical connections, and/or alternative materials or designs)	X	X
	Temporary Use Permit, required if amplified music is included in the parklet	X	X
	ABC Authorization, required if serving alcohol in the parklet	X	X
	Parklet Plans/ Submittal Materials		
	Site Map (dimensions and all parklet elements called out as specified in Chapter 2 of this document)	X	
	Parklet Narrative	X	
	Site/ Context Photos	X	
	Parklet Elevations and/or Sections	X	
	Emergency plan for parklet removal	X	
	Pre-Approved Materials Checklist, required if requesting streamlined review (Refer to Appendix B of this document)	X	
	Electrical plan, required if electrical work	X	X
	Structural plans and calculations, required if proposing an overhead shade canopy or wind block	X	X

The submittal must demonstrate substantial compliance with the requirements, materials, and color selections specified in this document.

Parklet Maintenance & Operations



4

CHAPTER 4 - PARKLET MAINTENANCE & OPERATIONS

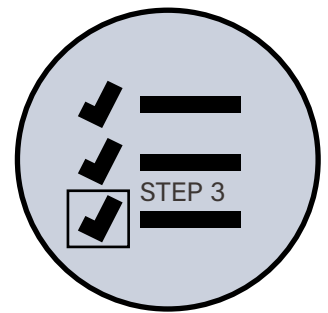
- A. Introduction..... 4-1
- B. Parklet Operating Requirements.....4-1
- C. How to Maintain your Parklet 4-2
- D. Parklet Renewal, Change of Use, Removal, or Expansion 4-2





A. INTRODUCTION

Now that you have completed the permitting process, you are ready to move to Step Three – Parklet Maintenance and Operation. The following operating and maintenance requirements apply to parklets in the public right-of-way only.



B. PARKLET OPERATING REQUIREMENTS

The parklet shall be operated in a safe and responsible manner.

PARKLET OPERATING STANDARDS

1. Parklet operation must meet all required County Health Department standards, obtain any necessary permits and service to the areas shall always be conducted in a safe and healthy manner.
2. If you plan to serve alcohol in your parklet, there are additional requirements within California's Department of Alcoholic Beverage Control rules that must be met. Refer to Chapter 24.460 – Alcoholic Beverage Establishments – Use Permits for application to new, modified, or existing establishments and Appendix A for more information.
3. Entertainment or amplified music is not allowed in parklets. A Temporary Use Permit is required for outdoor live music. Refer to the Municipal Code's Noise Control for sound regulations and requirements.

C. HOW TO MAINTAIN YOUR PARKLET

Parklets must be maintained to continue to enhance the visual appearance of Ventura. The parklet applicant shall be responsible for the continued maintenance of the parklet, as described below. The City or Downtown Ventura Partners (DVP) shall not be responsible for parklet maintenance.

MAINTENANCE STANDARDS

1. The area under the parklet, the buffer zones around the parklet, and along the gutter line must be kept clear of debris.
 - a. The parklet area must be kept free of leaf and fruit drop from adjacent street trees and parklet vegetation.
 - b. Powerwash or sweep out debris from under the parklet on an annual basis, as applicable.
2. Parklets must be maintained daily in a clean and safe condition with appropriate provisions for trash disposal and recycling.
 - a. Vegetation shall be watered and maintained as needed and dying or unhealthy vegetation shall be replaced.
 - b. Remove graffiti, as it appears.
 - c. Painting, staining, and/or replacing of parklet materials as needed.
3. Maintain any special play equipment or fixtures.

D. PARKLET RENEWAL, CHANGE OF USE, REMOVAL, OR EXPANSION

Parklet applicants must renew their parklet application, as specified per their agreement and/or if a major or minor modification is triggered, as described in Chapter 3. Renewal fees include the monthly license fee and inspection fee.

RENEWAL OR CHANGE OF USE STANDARDS

1. Changes to furniture, lighting, and landscaping are considered routine maintenance and do not require a new application. This maintenance and replacement of existing approved parklet elements are permitted on an ongoing, as-needed basis and must meet the regulations included herein.
2. New applications are required for any major modifications to the parklet, whether associated with a change of use, ownership, or other reason. A major modification is defined as any change that adjusts the parklet footprint or size, replacement of more than half the base, or changes to the base material, adding more outdoor seating / furnishings, adding an overhead shade canopy, or replacing parklet edge materials. These modifications will trigger a new application, including Plan Check review fees, as applicable.
3. Circumstances may arise for temporary or permanent parklet relocation, such as street or utility work, or public safety emergencies. Parklet applicants are responsible for all costs associated with removing and/or replacing a parklet if needed for planned work. In the case of an emergency, the City will pay to remove/ access the parklet, but the applicant will be responsible for replacement.
4. In the unlikely event that the City would require permanent parklet removal, the parklet applicant is responsible for coordinating and paying for the removal of the parklet within 72 hours of receiving a Notice of Removal.

Appendix



Appendices

A.	Parklet Code Requirements	A-1
B.	Pre-Approved Parklet Plans and Materials	B-1
C.	Parklet Insurance Requirements.....	C-1



APPENDIX A

Parklet Code Requirements

A. INTRODUCTION

The following list is a summary of the typical applicable building and safety requirements related to parklets as of this date; however, regulations change over time and other requirements may apply.

The issuance of the parklet permit does not allow the erection or placement of any permanent or temporary structure or improvement on public or private property in violation of any state or federal law, including but not limited to:

- Applicable building codes within the California Building Code (CBC)
- Applicable City of Ventura and Coastal Commission regulations and ordinances
- Applicable governmental requirements including the Americans with Disabilities Act and State and Local laws dealing with handicap provisions

The issuance of the parklet permit does not prohibit or suspend immediate code enforcement action deemed necessary by the Chief Building Official, the City Engineer, or any other authorized enforcement official of the City to remedy or abate a dangerous condition or activity including but not limited to:

- Any activity presenting imminent threat of harm to the health, safety, or welfare of the community
- Any violation of state or federal accessibility law
- Any unauthorized activity on private property or in the public right-of-way



Utilize the summary of the typical applicable building and safety requirements in this Appendix to ensure your parklet is in compliance with state and federal laws

1. California Building Code

The California Building Code (CBC) has 12 parts in Title 24 of the California Code of Regulations that apply to all building features and equipment and includes structural, electrical, fire and life safety, and disabled accessibility.



<https://www.dgs.ca.gov/BSC/Codes>

The following requirements typically relate to parklets:

- CBC Chapter 7
 - Fire separation distance and wall/opening protection for canopies
- CBC Chapter 8
 - Requirements related to furnishings and decorative materials
- CBC Chapter 10
 - Means of access and occupant load requirements
- CBC Chapter 11B
 - Accessibility regulations and clear floor space requirements for site furnishings
- CBC Chapter 16
 - Loads for canopies and structures
- CBC Chapter 31
 - Location of fire extinguisher, adjusted plumbing fixture count for increased occupancy count, and demonstrate compliance with materials

2. Other California Requirements

The following list of requirements includes state or federal laws which typically apply to parklets:

- California Energy Code, Subchapter 5
 - Light fixture specification requirements
- California Code of Regulations, Title 19, Division 1, Chapter 2 & California Fire Code, Chapters 3 and 31
 - Operation of parklets under membrane structures
- California Fire and Building Codes, Chapter 10
 - Seating arrangements
- California Fire Code, Chapters 31 and 61
 - Heating and propane equipment
- California Mechanical Code
 - Gas Heaters
- California Electrical Code
 - Electrical heater installation and overhead wiring
- California's Alcohol Beverage Control (ABC)
 - Alcohol serving requirements and Alcohol Use Permit requirements
- California Vehicle Code

3. Coastal Commission

Projects within the Coastal Zone are subject to the Coastal Act and consistency with the City's Local Coastal Program. Check with the Community Development Department if your project is located within the Coastal Zone.

APPENDIX B

Pre-Approved Parklet Plans & Materials



Appendix B

1. Pre-Approved Prototype Plans B-3

2. Pre-Approved Materials Checklist B-6



1. Pre-Approved Prototype Plans

The City has prepared the following pre-approved prototype plans to assist with designing your parklet. These prototype designs meet the City of Ventura's ordinance requirements and design standards and are subject to a ministerial review process. The prototypes do not include items that require additional permitting such as overhead shade canopies, heaters, or electrical connections.

Use the following pre-approved prototype plans to develop the design, depending on the type of street where your parklet is proposed.



Fortified Parklet

Non-Fortified Parklet

It is understood that final parklet designs may need to adjust from what is included in these prototype plans to account for varying site conditions; however, parklet projects must be designed to adhere to the required elements in these Parklet Design Guidelines and Standards. The plans use typical diagonal parking spaces, refer to page 2-2 for parklet dimensions for other parking spaces. The applicant should follow these plans and adapt as closely as possible to their parklet. The Community Development Director may consider minor modifications of the pre-approved plans if substantial compliance is met.

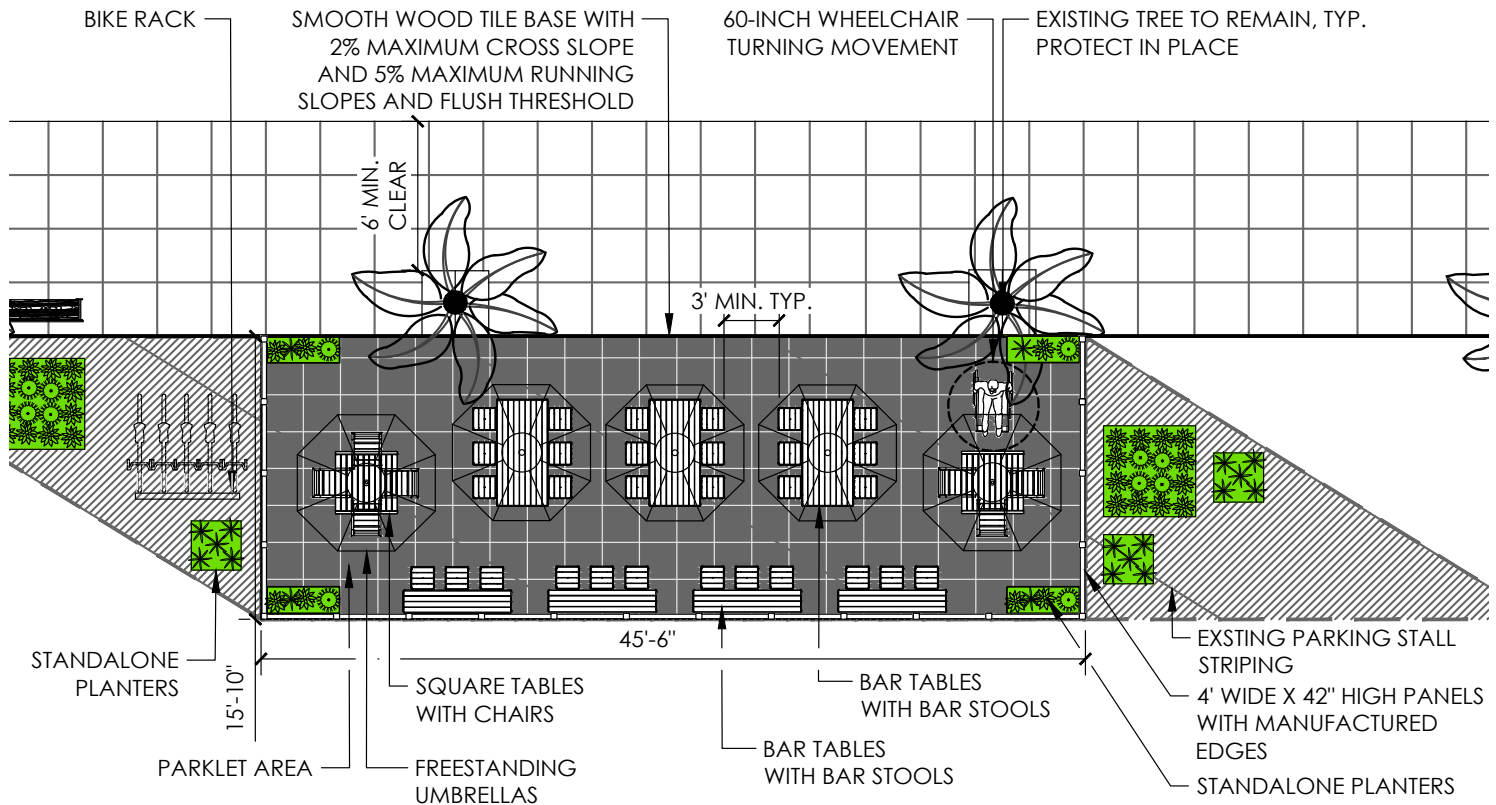
The applicant will be required to submit a site plan and elevations or sections to demonstrate their parklet design and include photos of the front of their parklet area and the associated building. If the applicant intends to serve alcohol on the parklet, they must reach out to ABC for a license and refer to Chapter 24.460 – Alcoholic Beverage Establishments – Use Permits for application to new, modified, or existing establishments. Any additional requirements for delineating restaurant space from the sidewalk and required barriers must be shown on the site plan.

After you have selected your prototype plan, use the Pre-Approved Materials Checklist to identify the elements to be included in your parklet. Applicants may choose to utilize other similar manufactures and colors, but they must be equivalent to pre-approved options and they are subject approval by the Community Development Director.

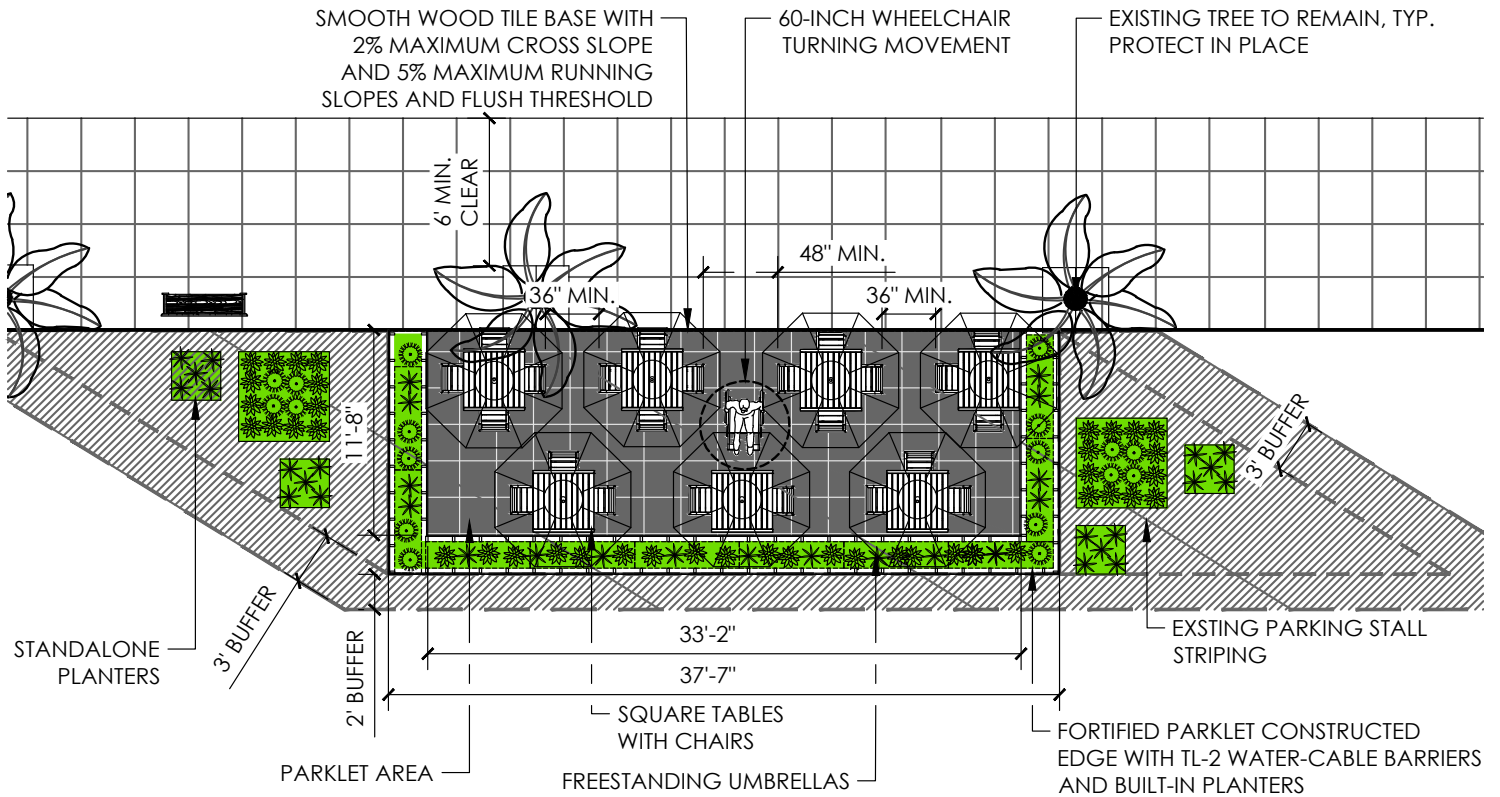
Parklet amenities and furnishings are fully customizable and may vary to reflect the individuality of the associated building. The exhibit must show that the furniture layout meets all the requirements of the Americans with Disabilities Act (ADA), including turnaround, wheelchair passage space, and knee space.

Parklet applications that do not meet the prototype requirements within this Appendix are not eligible for pre-approved streamlined review and must have discretionary approval from the City of Ventura and meet all standards in this document.

NON-FORTIFIED PARKLET PROTOTYPE PLAN



FORTIFIED PARKLET PROTOTYPE PLAN



2. Pre-Approved Materials Checklist

The pre-approved materials are designed with the ability for customization, with varying options, configurations, and a colors to assist in creating individuality and blending with the established design context of Ventura. There are 5 steps to using this checklist:

1. Choose your Edges
 - Select Option A if using a pre-approved manufactured product
 - Select Option B if using constructed edges with pre-approved colors and materials
2. Choose your Base
3. Choose your Planters
4. Choose your Umbrella
5. Choose your Lighting

STEP 1: Choose your Edges

OPTION A: Manufactured Edges



Mod Street
(<https://modstreet.co/products/>)



Panel Inset Pattern



Wood



Wood Slat



Perforated Metal



Wire Mesh



Corrugated Metal

Post and Rail Color



Black



Dark Brown

Optional overhead shade implements are not part of this pre-approval.



Archatrak
(<https://www.archatrak.com/modular-decks/>)



Panel Rail Material



Stainless steel with vertical wires



Powder coated aluminum with vertical rails

Post and Rail Color



Black



Dark Brown



Other Similar Manufactured Parklet Edges
(Provide website & images or cutsheets)



Provide manufacturer & model, with color and material for posts and rails & panels

OPTION B: Constructed Edges**Post and Rail
Material**

Metal
Wood
Corten
Steel

**Post and Rail
Color**

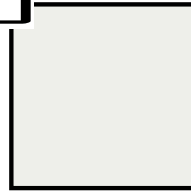
Black
Dark Brown
Corten
Steel

**Edge Height Between 36 to 42
Inches?**

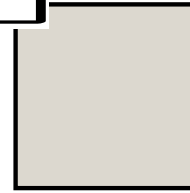
Yes

Label heights and dimensions on
elevation/ sections**Edges Divided into Equal Segments?**

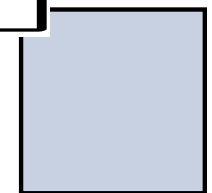
Yes

This edge design is consistent with
the building associated with this
parkletProvide panel inset design and
materials on elevation/ sections,
and label segment dimensions**Panel Inset Color**Only one color from list to the
right is used for pre-approved
panel insetsThis color is consistent with the
building associated with this parkletProvide photo showing
building colorProvide photo, cut sheet or
website link to demonstrate
proposed panel inset color

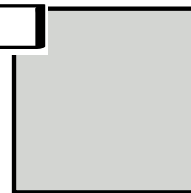
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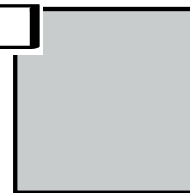
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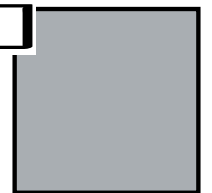
RGB: 200, 209, 226



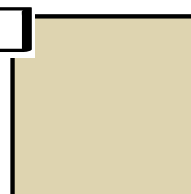
RGB: 211, 213, 210



RGB: 200, 204, 205



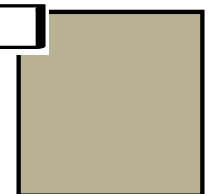
RGB: 169, 174, 178



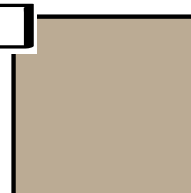
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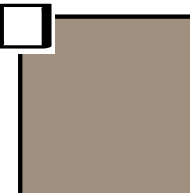
RGB: 206, 194, 144



RGB: 184, 178, 146



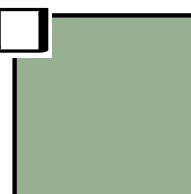
RGB: 187, 171, 148



RGB: 160, 144, 128



RGB: 112, 99, 83



RGB: 151, 176, 146



RGB: 117, 148, 107



RGB: 64, 88, 64



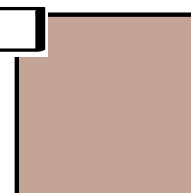
RGB: 125, 193, 202



RGB: 90, 110, 121



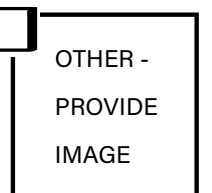
RGB: 56, 97, 103



RGB: 196, 164, 151



RGB: 132, 56, 42



OTHER -
PROVIDE
IMAGE

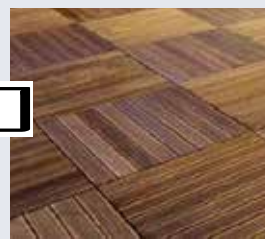
STEP 2: Choose your Base

Manufacturer:

OPTION A - Bison



Manufacturer: Bison
Model: Smooth Wood Tiles
(<https://bisonip.com/products/wood-tiles/>)



Manufacturer: Bison
Model: Smooth Wood Tiles
(<https://bisonip.com/products/wood-tiles/>)

OPTION B - Archatrak



Manufacturer: Archatrak
Model: Sarawa Porcelain Paver
(<https://www.archatrak.com/product/sarawa/>)

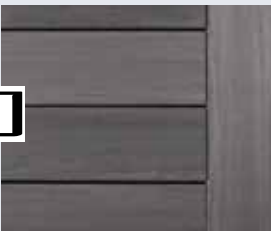


Manufacturer: Archatrak
Model: Texwood Porcelain Paver
(<https://www.archatrak.com/product/texwood-ivory/>)



Manufacturer: Archatrak
Model: Ipe Wood Deck Tile
(<https://www.archatrak.com/structural-wood-deck-tiles/>)

OPTION C -Timber Tech



Manufacturer: Timber Tech
Model: Landmark Collection
(<https://www.timbertech.com/products/decking/>)



Manufacturer: Timber Tech
Model: Terrain Collection
(<https://www.timbertech.com/product/pro-terrain-collection/>)



Other Similar Manufactured Base
(Provide website & images or cutsheets)



Provide manufacturer & model, with
color and material for base

STEP 3: Choose your Planters**STANDALONE PLANTER Manufacturers:**

Manufacturer: Sybertech
 Model: Ground Level Planter (https://swrl.com/sybertech_waste_reduction_planters_hanging_baskets.html)

- ☐ Flat End Planter
- ☐ Ground Level Planters - Square or Rectangular
- ☐ Color Options: Black, Brown, Terracotta, Gray or Beige
- ☐ Color consistent with parklet edges (Provide color sample)



Manufacturer: Streetlife
 Model: Love Tub
 (<https://www.streetlife.nl/us/products/love-tubs>)

- ☐ CorTen Steel
- ☐ Stainless Steel

BUILT IN PLANTER Manufacturers:

Manufacturer: Streetlife
 Model: Cliffhanger Shrub Tub System
 (<https://www.streetlife.nl/us/products/cliffhanger-shrubtub-system>)

- ☐ CorTen Steel
- ☐ Powder Coating - Color consistent with parklet edges (Provide color sample)



Manufacturer: Tournesol
 Model: Kitsap Modular Metal Planter Walls
 (<https://tournesol.com/products/kitsap-steel-modular-planter-walls>)

- ☐ Weathering Steel
- ☐ Powder Coating - Color consistent with parklet edges (Provide color sample)

ATTACHED PLANTER Manufacturers:

Provide Planter Manufacturer
 (Include website & images or cutsheets)

- ☐ Color and style consistent with parklet edges (Provide color sample)

☐ Other Similar Planter Manufacturer
 (Provide website & images or cutsheets)

- ☐ No planter

STEP 4: Choose your Umbrella

SURFACE MOUNTED Manufacturers:



Manufacturer: Beaufurn
Models: P6 Duo Square or
P6 Uno Round
(<https://beaufurn.com/product-category/cantilever-umbrellas/>)

Umbrella Frame

- ☐ Aluminum
☐ Black
☐ Grey

Umbrella Color

- ☐ Complements building (Provide color sample)



Manufacturer: Landscape Forms
Models: P6 Duo Square or
P6 Uno Round
(<https://beaufurn.com/product-category/cantilever-umbrellas/>)

Umbrella Frame

- ☐ Powercoated
☐ Aluma-Teak

Umbrella Color

- ☐ Complements building (Provide color sample)

FREESTANDING Manufacturers:



Manufacturer: Beaufurn
Model: P8 Large Single Pole
(<https://beaufurn.com/product/p8-large-single-pole-umbrella/>)

Umbrella Frame

- ☐ Aluminum

Umbrella Color

- ☐ Complements building (Provide color sample)



Manufacturer: Anova Furnishings
Models: Monterey Giant Market
or Octagon Freestanding
(<https://www.anovafurnishings.com/categories/umbrellas/>)

Umbrella Frame

- ☐ Polished Silver
☐ Aluminum
☐ Black

Umbrella Color

- ☐ Complements building (Provide color sample)

- ☐ Other Similar Umbrella Model or Manufacturer (Provide photo or cut sheet of umbrella and base and color sample)

- ☐ No Umbrella

STEP 4: Choose your Lighting

- ☐ Solar or Battery Operated Lighting

- ☐ No Lighting

(Provide manufacturer and photo or cut sheet of proposed lighting and indicate locations on the site plan and elevations/ sections)

APPENDIX C

Parklet Insurance Requirements



Insurance Requirements for Main Street Moves Temporary Business Expansion Special Event

1) Commercial General Liability (CGL)	\$1 million per occurrence/ \$2 million aggregate
2) Blanket Additional Insured Endorsement or Additional Insured Endorsement for Premises and Ongoing Operations such as form CG 20 26 04 13 or equivalent on General Liability and Liquor Liability policies	x
3) Primary and Non-contributory Endorsement on General Liquor Liability policies	x
4) Liquor Liability if alcohol is served or sold	\$1 million per occurrence/ \$2 million aggregate

Additional Requirements for Permittee:

- Policies must be written by an Insurance Company with an AM Best rating of at least A:VII
- The Description of Operations box on the Certificate of Insurance shall contain this language:
The City of San Buenaventura, its officials, officers, agents, employees, and volunteers shall be named as an additional insured under the All Liability policies are Primary and Non-Contributory. 30-day notice of cancellation will be provided to the Certificate Holders.
- The Certificate Holder section of the Certificate of Insurance shall specifically state:
*The City of San Buenaventura, its officer, officials, employees, and agents
501 Poli Street
VENTURA, CA 93001*

Additional Requirements for Businesses Participating Under this Permit:

- Policies must be written by an Insurance Company with an AM Best rating of at least A:VII
- The Description of Operations box on the Certificate of Insurance shall contain this language:
The City of San Buenaventura, Downtown Ventura Partners, and Downtown Ventura Organization, and their respective officials, officers, agents, employees, and volunteers shall be named as an additional insured under the All Liability policies are Primary and Non-Contributory. 30-day notice of cancellation will be provided to the Certificate Holders.
- The Certificate Holder section of the Certificate of Insurance shall specifically state:
*The City of San Buenaventura, Downtown Ventura Partners, and Downtown Ventura Organization, and their respective officials, officers, employees, and agents
501 Poli Street
VENTURA, CA 93001*

Insurance and Indemnification Agreement for Businesses Conducting Business on Public Property as a Part of the Main Street Moves Temporary Business Expansion Special Event

Permittee and all businesses operating on public property as a part of the Main Street Moves Temporary Business Expansion Special Event permit ("Participants", or individually a "Participant") shall procure and maintain in full force and effect all of the insurance required by "Attachment A" and submit the Certificate of Insurance, Additional Insured Endorsement, and Primary Noncontributory Endorsement, along with this signed Indemnification Agreement ("Attachment B") to the City's Risk Manager for review and approval, prior to engaging in business on public property. The approval shall be communicated to the Applicant by the City's Risk Management Division.

Participant agrees, as an express condition of CITY's issuing the Main Street Moves Temporary Business Expansion Special Event permit requested by Downtown Ventura Organization and as a separate independent covenant to provide the insurance coverage of the type, form, and with the limits set forth in Attachment A, attached hereto and incorporated herein by this reference, that Participant shall indemnify, defend (at CITY's request and with counsel satisfactory to CITY), and hold Downtown Ventura Organization ("DVO"), Downtown Ventura Partners ("DVP"), and CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of or relating to any negligent act, negligent omission, or wrongful conduct related in any way to Participant's temporary business expansion operations, including the negligent actions, negligent omissions, or wrongful conduct of its vendors and contractors. In the event the DVO, DVP or CITY determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Participant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by DVO, DVP or CITY, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the party or parties incurring the attorney fees should otherwise agree with Participant to waive said fees and/or costs or any part thereof. The foregoing shall not apply if the Participant prevails on every issue in the enforcement proceeding. For purposes of this section "CITY," "DVO" or "DVP" includes the City of San Buenaventura's, DVO's, and DVP's officers, officials, employees, agents, representatives, and certified volunteers.

PARTICIPANT ACKNOWLEDGMENT AND AGREEMENT

I, _____, the authorized representative for **(NAME OF BUSINESS)**, _____, a Participant in the Main Street Moves Temporary Business Expansion Special Event, do hereby acknowledge that I have read the terms and conditions of the agreement; that the terms and conditions are acceptable; that I have the legal authority to bind Participant to the terms hereof; and Participant agrees to abide by, comply with, and accept full and complete responsibility therefore.

Authorized Representative:

(Print Name)

Signature

Date

