

# Gresham Outdoor Dining Pilot Program

## Parklet Policy

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### General

- Parklet areas are considered temporary in nature. An initial approved application will be effective until Jan 1, 2022. Any additional time will be considered given length of time under the City Manager State of Emergency due to COVID or desire by the community and Gresham City Council.
- Parklets will only be considered for commercial use by food services businesses on a street with a speed limit of no more than 25 MPH and where on-street parking areas would be available. Some 30 MPH streets may be considered. Contact the Small Business Center to inquire at [SmallBusiness@GreshamOregon.gov](mailto:SmallBusiness@GreshamOregon.gov) or 503-618-2872.
- The applicant is responsible for all costs associated with the area including construction, installation, maintenance, and removal.
- It is the responsibility of the applicant to maintain the parklet area in the originally approved condition and free of tears, disconnected elements, grime, or disrepair.
- Minimum weekly debris, graffiti, and grime removal required. The applicant is responsible for ensuring that the facility is swept and trash removed daily and debris is removed from under and around the area at least once per week.
- For any outdoor seating area where alcoholic beverages are served, the permit holder shall comply with all state and local regulations for the sale, possession, and/or consumption of alcoholic beverages and shall provide the City with a copy of all permits or licenses for the sale, possession, and/or consumption of alcoholic beverages.
- It is the responsibility of the owner to maintain adherence to federal, state and local regulations including those under COVID risk level status.
- The applicant must provide and keep in force \$1 million liability insurance in which the City is named as additional insured as long as the permit is in effect. The applicant will file proof of endorsement of this insurance with the City as part of the permit application. The applicant shall also sign a hold harmless agreement as part of the application.
- Once a permit is issued, an inspection will take place to ensure construction and placement meet requirements.
- The City may revoke the permit if any of the conditions of the permit are not being met or if, for any reason, the City deems the occupation of the right-of-way no longer desirable, or the City requires the area for any other purpose.
- Permits shall be obtained for any related/trade work.

### Size

#### Number:

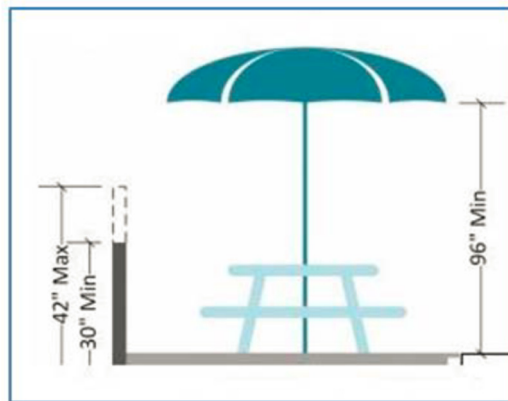
- No more than one parklet area per business. If a business wants to collaborate on sharing a larger space with a neighboring business, you will need to contact the City to work through the details of the application process. If they wish to serve alcohol, the shared area would not be allowed by OLCC regulation.

### Maximum Dimensions:

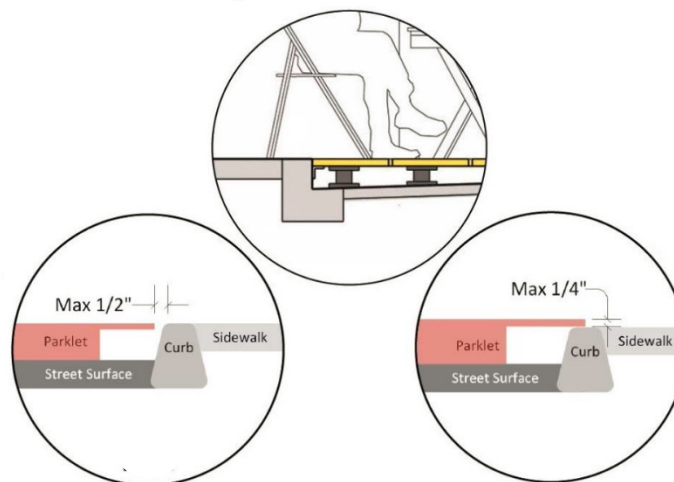
- Width measured from curb to street: 6'
- Parallel along the curb (on-street parking areas only) 20'

### Height:

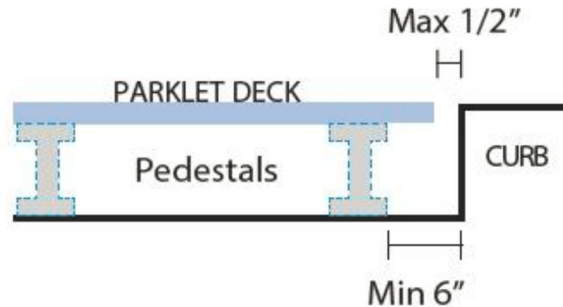
- Must have a continuous edge along the travel lane to protect users from moving traffic. This can be done with a continuous wall, planter, fence, or similar structure. The height of the outside wall should be between 30 inches, minimum, measured on the street side to a maximum of 42 inches (42 inches is required if alcohol service will be provided).
- A minimum overhead clearance of 96" (8 ft) must be provided for any parklet area that includes a canopy, umbrella, or similar feature and cannot extend into the street buffer zone.



- Access to parklet (typically done via platform or deck) must be level and flush with the sidewalk/curb for ADA access. This can be done with foundation pedestals to support the platform abutting the curb or with a ramp of no more than 1/4" for users to access the platform.



- Platforms/decks must maintain the height between the street and the curb to allow for stormwater drainage. Platform foundation pedestals must not block storm drains.



### Design

- Parklets should be constructed in a way that allows easy removal. Structures and features shall be freestanding resting on the street surface or curb. No features or structural components may be permanently attached to the street, curb, or adjacent sidewalk.
- The parklet space must be designed to maintain clear sight lines both on the street and on sidewalks for the safety of all users and passing motorists and pedestrians.
- The parklet enclosure, tables, chairs, and any other objects provided by the permit holder shall be of sufficient quality, design, materials and workmanship to ensure the safety and convenience of the users, and to enhance the visual and aesthetic quality and experience.
- Prohibited materials: thin plastic sheeting or vinyl, tarps, flammable materials such as non-fire-retardant fabrics, straw, etc., prefabricated sheds or greenhouses, steel or traffic barricades. Prefabricated enclosures made for outdoor dining may be considered with additional details. If you have questions about materials, please contact Gresham Fire at GFES@GreshamOregon.gov or 503-618-2355.
- Canopies/tents may be utilized if they meet fire rating standards and policy criteria. Note, an additional Fire permit may be required.
- Lighting is allowed but would require an electrical permit from the City. Please contact the Permit Center at Phone: 503-618-2845 or PermitCenter@GreshamOregon.gov
- Signage of up to 3 square feet is allowed if mounted internally within the parklet or on the front surface of the parklet facing the sidewalk only (not street facing). Signage mounted on the outside surface, attached to the parklet facing the external direction of the parklet or in a way that impedes sidewalk pedestrian traffic is prohibited.
- Tables, chairs, and other objects must be sturdy, stable, and have sufficient weight so that they cannot tip over or be blown away by the wind. The permit holder shall be responsible for the maintenance, upkeep and security of the furniture and accessories.

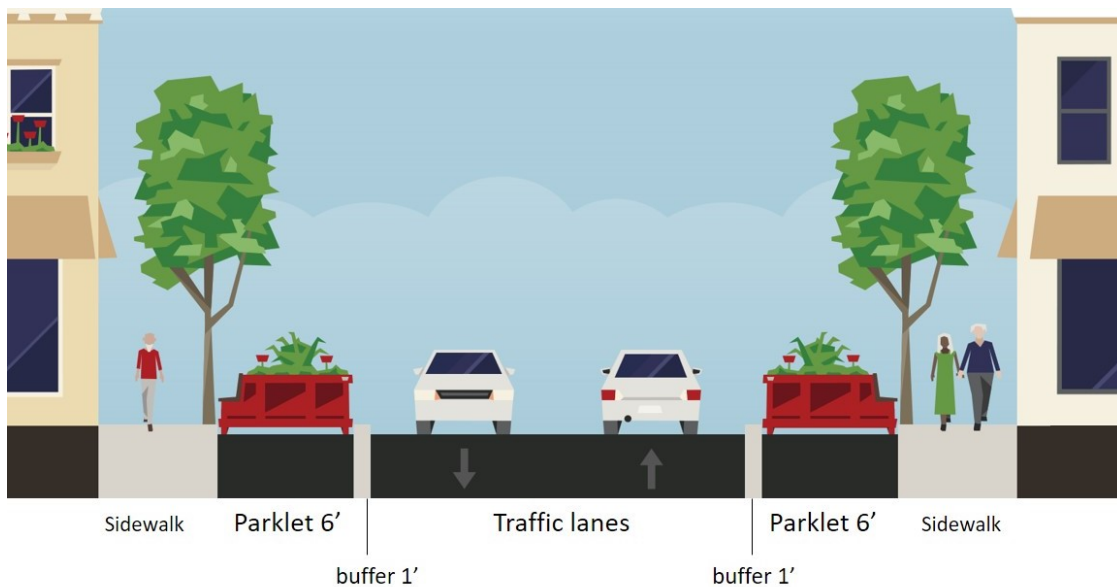
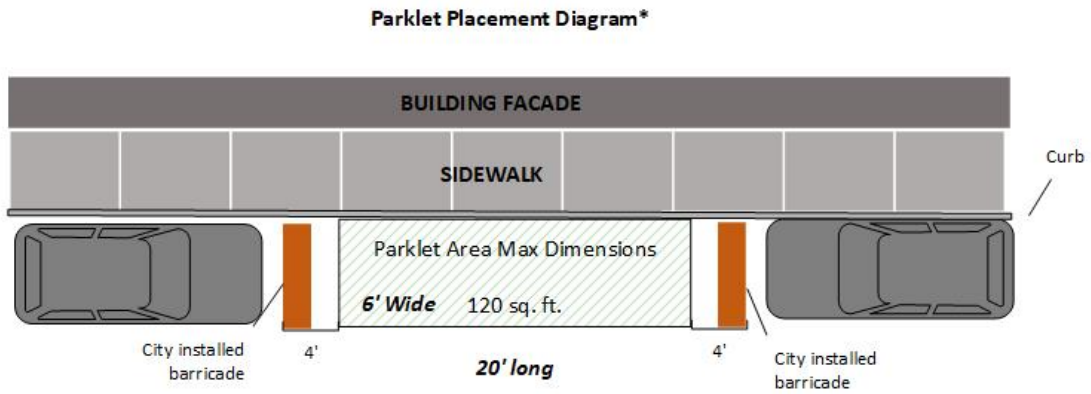
### Placement

- Parklets shall not occupy parking spaces within 10 feet of street intersections except where existing bulb-outs are present.
- Umbrellas or canopies cannot be placed within 20 feet of a stop sign.

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- A 4-foot buffer is required at each end of the parklet area where the City will install a barrier from the curb line at both ends of the parklet area to prevent cars from parking too close to the parklet. If two parklets are abutting, the barrier will be installed on either side where parking space is allowed.



### Prohibited

- Parklet locations shall be subject to the final approval of the City; Parklets shall not block fire hydrants, storm water drainage, driveways, traffic signs, manholes, and other utility covers or city amenities.
- No smoking or vaping permitted within a parklet at any time within 25' of a parklet or sidewalk cafe. Applicants must post "No smoking" signage in the parklet.
- No audio system may be used on parklets.
- Placement of tables, chairs or other allowed items must not in any way interfere with curb ramps, access to buildings, driveways or fire accesses.

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- Parklets are prohibited in marked or signed ADA parking spaces, where City utilities or permanent amenities are present, crosswalks, or loading zones.
- Placement must not interfere with public transit stops or shelters.

**Questions?** Contact the Small Business Center at [SmallBusiness@GreshamOregon.gov](mailto:SmallBusiness@GreshamOregon.gov) or 503-618-2872.