



AI Fresco Glendale Opportunities for Expanded Outdoor Dining Use

Introduced: June 9, 2020

AI Fresco Glendale – Outdoor Dining Permits

These instructions provide the necessary information for processing permits to allow outdoor dining on both public and private properties in response to economic hardships and capacity limitations as a result of the COVID-19 pandemic. Applicant must submit a completed application with all required materials as described in the Guidelines to obtain a permit.

AI Fresco Glendale is designed to provide businesses with a low-cost alternative to help re-establish their customer base by offering outdoor dining alternatives that help accommodate social distancing protocols. As such, the Glendale City Council has authorized **waving permit fees for 90 days**, effective from June 9, 2020 until August 31, 2020. The Glendale City Council has the authority to extend this time frame should it be deemed necessary.

Once your application is approved, your AI Fresco Glendale permit will be in effect until December 31, 2020.

Questions about AI Fresco Glendale, application and submittal requirements should be directed to the Economic Development Division – Business Concierge at (818) 548-2005 or by email to Mark Berry at mberry@glendaleca.gov.

SUBMITTAL REQUIREMENTS – CHECKLIST

- Completed Permit Application:
 - Private Property: To use private property, such as your private parking lot, for outdoor dining, submit a [Temporary Certificate of Occupancy Permit Application](#).
 - Public Property: To use public property, including a sidewalk or a designated Parklet (City-designated locations closing parking spaces to allow for outdoor dining), submit:
 - a [Sidewalk Dining Permit application](#) and,
 - a [Sidewalk Dining Permit application addendum](#)

- Site Plan:
 - For the **Temporary Certificate of Occupancy Permit**, provide the following legible, accurately drawn/scaled exhibits:
 - i. Existing site plan or recent google map image (staff to inspect for accuracy);
 - ii. Proposed site plan
 - 1. Include furniture layout, barricades or landscape planters, if any, and accessible parking stall (if removed on existing site plan); and
 - iii. Photos of existing parking lot/outdoor area.
 - For **Sidewalk Dining Permit application**, provide the following legible, accurately drawn/scaled exhibits:
 - i. Site plan showing the layout of all furniture and other items that are proposed to be placed in the public right-of-way, including all existing features within the abutting right-of-way including trees, sign posts, street lights, traffic signals, parking meters, landscape planters, drive way, etc.
 - 1. If utilizing the City-created Parklets, indicate the number of requested tables.
 - a. Montrose Map is Attached to this Document as Exhibit A.
 - b. Downtown Glendale Association Map is attached to this Document as Exhibit B.

- A detailed Operational Plan is required for Sidewalk Dining Permit only.

- An acknowledgement confirming you have read and will adhere to the Guidelines described below, including all applicable Los Angeles County Department of Public Health Orders, ABC guidelines, and insurance requirements.

- Evidence of Insurance.

- Once your permit is approved, be sure to follow @ChooseGlendale and post that your business is up and running outdoors.

Questions? 818-548-2005 for application and submittal requirements.

GUIDELINES AND PROCEDURE

VERSION: June 9, 2020

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Preface

On March 4, 2020 Governor Newsom issued a State of Emergency as a result of the threat of COVID-19, and on March 12, 2020, through Executive Order N-25-20, he directed all residents to heed any orders and guidance of state and local public health officials. Subsequently, on March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing all residents to heed the State Public Health Officer's Stay-at-Home order which requires all residents to stay at home except for work in critical infrastructure sectors or otherwise to facilitate authorized necessary activities.

On April 14, 2020, the State presented the Pandemic Roadmap, a four-stage plan for modifying the Stay-at-Home order, and, on May 4, announced that entry into Stage 2 of the plan would be imminent. On May 29, the County of Los Angeles announced that was entering the advanced stages of Phase 2, which included barbershops and hair salons, and in-person dining at limited capacity.

The announcement made by the County of Los Angeles Department of Public Health allowed for restaurants to re-open their dining rooms to accommodate 60 percent capacity.

As a way to assist restaurants with the loss of potential indoor capacity due to COVID-19, the City of Glendale launched the Al Fresco Glendale Program. This program expands the current sidewalk dining permit, which currently allows restaurants and taverns, to:

- Waive the application fees for both the Sidewalk Dining Permits and Temporary Certificate of Occupancy Permits for 90 days, effective June 9, 2020 to August 31, 2020.
- Allow for the creation of temporary Parklets, which will include City-designated locations that will allow for outdoor dining alcohol service, so long as businesses adhere to the guidelines below and meet all standards as outlined in the Sidewalk Dining Permit Application.

California's Road Map to Recovery

A county that has met certain criteria in containing COVID-19 may consider increasing the pace at which they advance through Stage 2, but not into Stage 3, of California's roadmap to modify the Stay-at-Home order.

Stage 1 –Safety and Preparedness

- Make our workplaces safe for our essential workers.

Stage 2 –Lower-Risk Workplaces

- Gradually reopen retail (curbside only), manufacturing & logistics.
- Later, relax retail restrictions, adapt & reopen schools, child care, offices & limited hospitality, personal services.

Stage 3 –Higher Risk Workplaces

- Adapt and reopen movie theaters, religious services, and more personal and hospitality services.

Stage 4 –End of Stay Home Order

- Reopen areas of highest risk: e.g. concerts, conventions, sports arenas.

County Variance Criteria

Local jurisdictions that meet the criteria below and follow the process in the county guidance memo¹ may move further ahead in Stage 2 of the resilience roadmap. Counties must demonstrate positive trends in the following areas: County case metrics, County preparedness, and County response. Specific criteria and indicators can be found on the States webpage².

The City of Glendale prepared a program permitting many businesses the option to expand their dine-in services to the public rights-of-way, while adhering to public safety and physical distancing requirements. This program **only** applies to businesses identified by the State of California as “lower risk businesses.” For more information, visit the website³.

City of Glendale COVID-19 Outdoor Permit Requirements

To promote public safety, applicants must adhere to the Outdoor Dining Requirements as detailed by the County of Los Angeles⁴, including, but not limited to:

- Physical distancing measures will be in place.
- Face coverings shall be worn by wait staff; Patrons are required to wear cloth face coverings when they are not seated at their tables.
- Outdoor seating and curbside pickup are prioritized.
- Reservations will be encouraged.
- Post signage to remind people about face coverings, social/physical distancing and staying home when ill with COVID-19 symptoms.
- Designate ambassadors to help monitor social/physical distancing practices during busy times.

For the detailed protocol visit: <http://publichealth.lacounty.gov/media/coronavirus/>.

¹ <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-County-Variance-Attestation-Memo.aspx>

² <https://covid19.ca.gov/roadmap-counties/>

³ <https://covid19.ca.gov/roadmap/#stage-2>

⁴ <http://publichealth.lacounty.gov/media/coronavirus/docs/food/GuidanceOutdoorDining.pdf>

Program Overview

The AI Fresco Glendale program has been established to ensure businesses have the greatest ability to operate successfully through Phase 2 and 3 of the recovery process.

Temporary Outdoor Dining on Private Property

Restaurants with access to private sidewalks or private parking may utilize these areas for dining in accordance with guidelines published by California Department of Public Health:

<https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf> (Dine-in Restaurants)

Private Parking Lots – Outdoor Dining– Temporary Certificate of Occupancy Process

With property owner's consent, up to 50% of **off-site and on-site** private parking spaces counted for required parking may be converted to outdoor dining, when the parking lot is immediately adjacent to the parent property. The proposed converted use must comply with public safety standards for emergency access, building access, and physical distancing requirements. Additionally, no parking for disabled persons may be repurposed for restaurant use.

To use a Private Parking Lot or Private Property submit a **Temporary Certificate of Occupancy**. Fees for this application will be temporarily waived until August 31, 2020.

Submit applications via U.S. mail or drop off to:

City of Glendale
Business Concierge Services
633 East Broadway, Suite 201
Glendale, CA 91206
Attn: Allen Castillo

Or by email to
Allen Castillo at acastillo@glendaleca.gov.

Questions? Call Business Concierge at 818-548-2005.

Public Rights-of-Way - Temporary Outdoor Dining Activity –Sidewalk Dining Permit Process

The City of Glendale is accepting permit applications allowing restaurants to expand operating space into designated portions of the public rights-of-way. These areas are limited to sidewalk areas and adjacent on-street parking spaces and City roadways where the City has created temporary Parklets. Parklets are City-created temporary locations that utilize public curbside parking in designated locations. The City will create these Parklets by placing barriers between the street and parklets. There is no fee to utilize Parklets, though a permit is required. Parklets are intended to be shared by participating restaurants. The City will provide tables, chairs, umbrellas, and planters. The maintenance and upkeep will be the responsibility of the participating restaurants. Temporary Outdoor dining must adhere to minimum pedestrian passage dimensions and compliance with the Americans with Disability Act (ADA), as well as other requirements set for the below.

To use the public right of way, including sidewalks and on-street parking for Temporary Outdoor Dining, obtain a Sidewalk Dining Permit application by visiting GlendaleCA.gov/alfresco , and submit the completed application to:

City of Glendale
Business Concierge Services
633 East Broadway, Suite 201
Glendale, CA 91206
Attn: Mark Berry

Or email to:

Mark Berry at mberry@glendaleca.gov.

Questions? Call Business Concierge at 818-548-2005.

Sidewalks -General Requirements

Outdoor dining within sidewalks and public rights-of-way shall maintain:

- A minimum five (5) feet of unobstructed pedestrian right of way on Brand Boulevard and Honolulu Avenue within sidewalks and public rights-of-way and minimum four (4) feet on all other sidewalks and public rights of way in Glendale.
- Unobstructed access to public utilities, building entrances, crosswalks, bus stops and transit entrances;
- Pedestrian and traffic safety; and
- Aesthetic compatibility with surrounding area
- At least two (2) feet of clearance between the sidewalk dining facility and the face of curb is required.

- The sidewalk dining area may not be located within four (4) feet of a curb return area (see sample site plan) or within ten (10) feet of a driveway or alley.
- The sidewalk dining area shall not extend up or down the sidewalk beyond the property ownership lines on the private property for which a permit has been issued.
- No entertainment and/or music are permitted at a sidewalk dining facility.
- Smoking is not allowed.
- Alcoholic Beverages May be served in a sidewalk dining facility if the business has a State ABC license.
 - a. Requires a prominently posted sign stating: “Alcoholic Beverage Consumption Is Permitted Only Within Designated Sidewalk or Paseo Dining Facilities. G.M.C. Section 9.20.140.”
 - b. The perimeter of a sidewalk dining facility approved for alcoholic beverage service must:
 - Have removable physical barriers to prevent the unrestricted movement of people to and from the sidewalk dining area except through the approved entrance/exit. (42 inches) above the sidewalk.

Sidewalks - Physical Modifications/Signage; Lighting and Umbrellas

1. This permit is valid until December 31, 2020.
2. A sidewalk dining facility must comply with the following requirements:
 - a. All sidewalk dining facility chairs, tables, fences, planters, barriers and related furnishings and equipment, collectively, the “Sidewalk Dining Furniture and Equipment,” must be placed within the sidewalk dining facility area.
 - b. All Sidewalk Dining Furniture and Equipment (Including umbrellas and outdoor heaters) cannot encroach into the required unobstructed pedestrian path.
 - c. No Sidewalk Dining Furniture and Equipment placed in the public right-of-way may be fastened to the sidewalk or paseo, and it must not cause any damage to the sidewalk or paseo.
 - d. No furniture and/or other items except umbrellas or outdoor heaters may exceed 42 inches in height.
 - e. Fire Department approval is required for outdoor heaters in a sidewalk dining facility.
 - f. Open umbrellas require a minimum vertical clearance of seven (7) feet, and they cannot extend outside of the area approved for sidewalk dining.

Sidewalks – Permit Revocation

Sidewalk dining permits are licenses to use City property and do not bestow or vest a permanent property right. These permits are revocable. The City reserves the right, in its sole and absolute discretion, to revoke a sidewalk dining permit, and to remove a sidewalk dining space that, (i) obstructs or causes congestion to pedestrians and by so doing creates a danger to the health, safety or general welfare of the public, (ii) where the City requires the removal for redevelopment or improvements of the street or sidewalk, or for utility repairs, or (iii) where a business violates the requirements of these Guidelines or State or local laws, regulations, ordinances or orders. Any costs incurred by the City for removal or storage of sidewalk tables, chairs and other equipment as a consequence of permit revocation shall be the responsibility of the business, and shall be promptly paid to the City upon request for reimbursement. The City is not responsible for any damages or loss of equipment removed pursuant to this subsection.

Parklets On City Streets

The City has designated temporary “Parklets”, (existing on-street parking spaces not within travel lanes converted to non-vehicular uses) that can be used by one or more businesses. The City will be temporarily suspending certain codes and permitting requirements for temporary use of on-street parking spaces within the public right-of way consistent with these Guidelines. Parklets are intended to serve as a common area for multiple businesses, and therefore businesses are encouraged to cooperate and are responsible for working together to use a Parklet.

The City is creating 14 Parklets, including:

- 6-8 Parklets in Montrose; and
- 3 Parklets in Downtown Glendale.

The City at its sole discretion may designate and create additional parklets throughout the City. To designate a Parklet in front of your business, contact Jennifer Hiramoto at jhiramoto@glendaleca.gov. Staff will then determine whether the site is feasible.

The Parklet Maps are attached as Exhibit A and Exhibit B. Each Parklet will include:

- Safety barriers (k-rails)
- Tables
- Chairs
- Planters
- Umbrellas, and
- ADA ramp, (if necessary).

To reserve use of a Parklet, submit an application indicating:

- Parklet location;
- Number of tables and chairs needed
- Hours of operation, and the Operating Plan; and

- Evidence of insurance

Parklet Use Requirements:

- Comply with requirements detailed in the Sidewalk Dining Permit and the Addendum dated June 8, 2020.
- Businesses issued a Sidewalk Dining Permit to use a Parklet must perform daily maintenance and upkeep (reasonable wear and tear excepted), including removal and proper disposal of litter, and follow public health and safety guidelines, including but not limited to, sanitary cleaning after use.

The City of Glendale may consider additional or alternative Parklet locations. Please contact Jennifer Hiramoto at jhiramoto@glendaleca.gov for further information.

Alcoholic Beverages

Restaurants and food establishments licensed by the State of California will be permitted to sell and allow on-premise consumption of alcoholic beverages within expanded dining areas on private property, on immediately adjacent sidewalks, and within Parklets created by the City of Glendale. Establishments that serve alcoholic beverages in the outdoor dining area shall provide a physical barrier that meets the requirements of the Alcoholic Beverage Control Board. The applicant is responsible for managing these barriers and removing them when necessary.

Restaurants utilizing public rights-of-way for outdoor dining shall comply with the hours of approval as described in applicant's Conditional Use Permit. Restaurants not currently permitted to sell alcohol will not be affected by this requirement.

Applicant must coordinate directly with ABC, and adhere to all required ABC requirements.

Questions

For any general questions about the AI Fresco Glendale program, please contact the Business Concierge Division at 818-548-2005 or by email at chooseglendale@glendaleca.gov.

EXHIBIT A

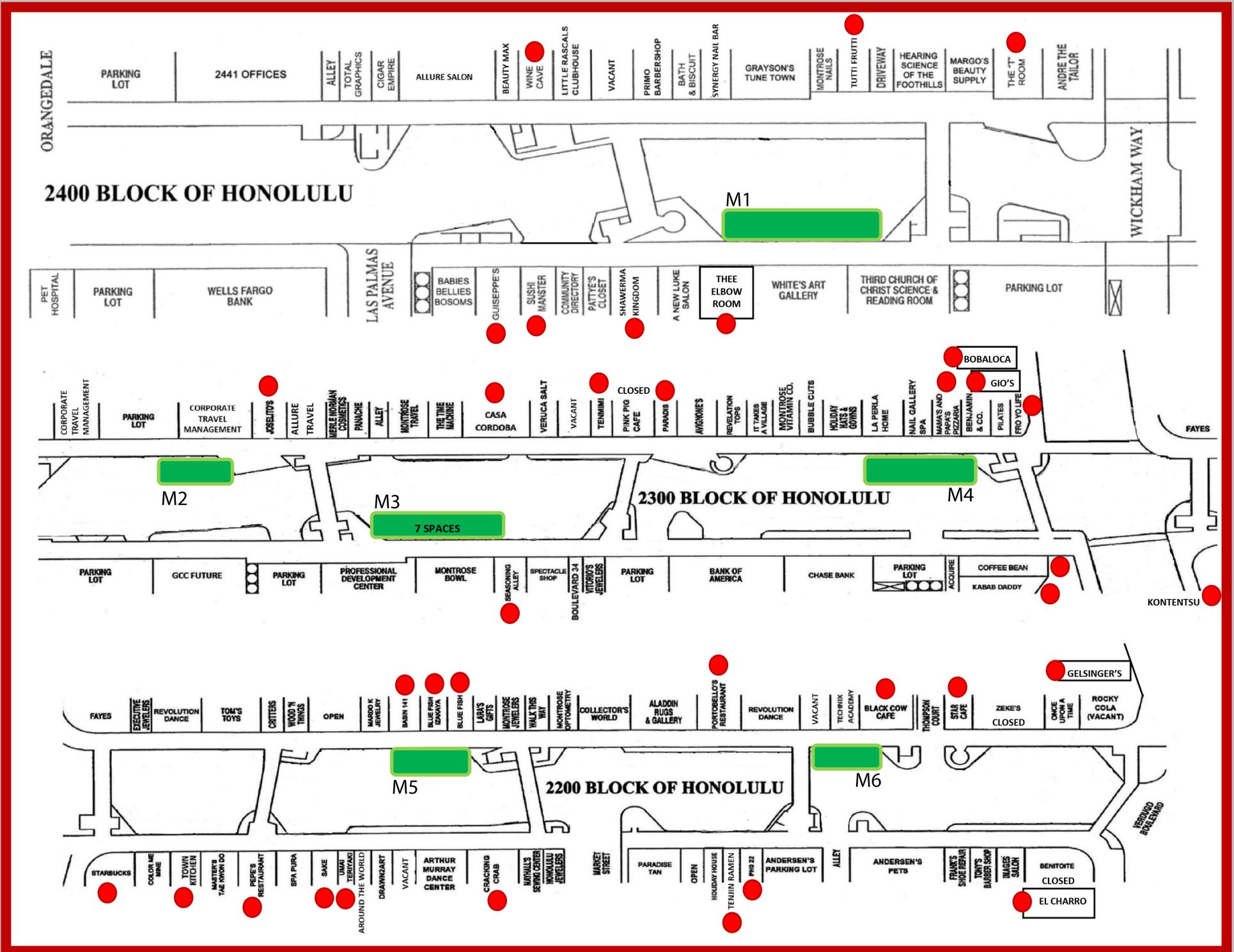


EXHIBIT B

Al Fresco Program: Downtown Glendale Parklet Locations

