

# Downtown Outdoor Dining Program Design Guidelines



Figure 1: Downtown Salinas. Main Street at Gabilan Street, 2020.



City of Salinas  
Community Development Department  
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**TABLE OF CONTENTS**

**THE PROGRAM** .....3  
    BACKGROUND.....3  
    SIDEWALK CAFÉ.....4  
    WHERE ARE SIDEWALK CAFÉS ALLOWED?.....5  
**DESIGN GUIDELINES**.....6  
    SIDEWALK CAFÉ ELEMENTS .....7  
    FURNITURE COLOR PALETTE .....7  
    PERIMETER FENCING.....7  
    SIDEWALK CAFÉ DESIGN REQUIREMENTS: Clearances and Setbacks .....8  
    SIDEWALK CAFÉ DESIGN REQUIREMENTS: Operating Requirements.....9  
    ACCEPTABLE FURNITURE OPTIONS .....10  
    OPERATIONAL REQUIREMENTS .....12  
    SIDEWALK CAFÉ PERMITTING .....12  
        SIDEWALK CAFÉ ENCROACHMENT PERMIT APPLICATION .....13  
        OPERATIONAL STATEMENT .....14



## THE PROGRAM



**Figure 2:** East Lake View Chicago Sidewalk Cafés (Chicago Tribune 2020)

The Downtown Outdoor Dining Program (Program) sets design standards for outdoor dining in the public sidewalk, establishes a furniture color palette, provides an Acceptable Furniture Options Table for outdoor dining, and establishes the Outdoor Dining Forgivable Loan Program in the Central City Overlay District– Downtown Core, a “one-time” forgivable loan to assist downtown eateries to invest in quality outdoor furniture that complements and enhances Downtown revitalization improvements while maintaining clear sidewalk access for the general public and prioritizes converting temporary outdoor dining activities to permanent operations.

## BACKGROUND

Outdoor dining has been allowed in the public right-of-way through Sidewalk Café Encroachment Permits since 2007. Business interest in outdoor dining shifted with the COVID-19 pandemic in 2020. City assisted downtown eateries via COVID-19 Relief Temporary Outdoor Activity Permits while relaxing established Sidewalk Café design requirements and permit fees. In December 2021, City Council extended the term and fee waiver of active COVID-19 Relief Temporary Outdoor Activity Permits through December 31, 2022, directing staff to consider establishing a loan or grant program which would encourage and support those restaurants currently holding Temporary Outdoor Activity Dining Permits to bring temporary operations into compliance with the City’s Sidewalk Café design standards. The Program’s framework and funding mechanism were approved by City Council on June 21, 2022.



SIDEWALK CAFÉ

“Sidewalk café” is a commercial use where patrons are served food and/or beverages for on-premise consumption in a designated outdoor seating area (with tables and chairs) that is located in a portion of the public right-of-way (sidewalk). Such uses are typically operated in conjunction with a ground floor business occupancy such as a restaurant, bar, or similar commercial use (SMC § 30-31.1).

Downtown Main Street is a pedestrian-oriented facility with wider sidewalks (approximately 15 – 20 feet) and public open space on both sides of the roadway, providing opportunities for economic activities that stimulate a pedestrian environment and social vitality, thereby enhancing the quality of life for City of Salinas residents and visitors. Most of Main Street sidewalks follow the urban context design technique with the following four basic zones, as depicted in the illustration below: an edge zone used for parked vehicle access and provision of signs; a furnishings zone used for landscaping, lighting, information kiosks, shuttle loading stops, outdoor seating and tables, public art and historic markers; a throughway zone used as the clear path sidewalk; and, a frontage zone related to the adjacent businesses which may include seating and tables, outdoor displays, pedestrian scale signs, and planters (City of Salinas Downtown Vibrancy Plan, Chapter 4).

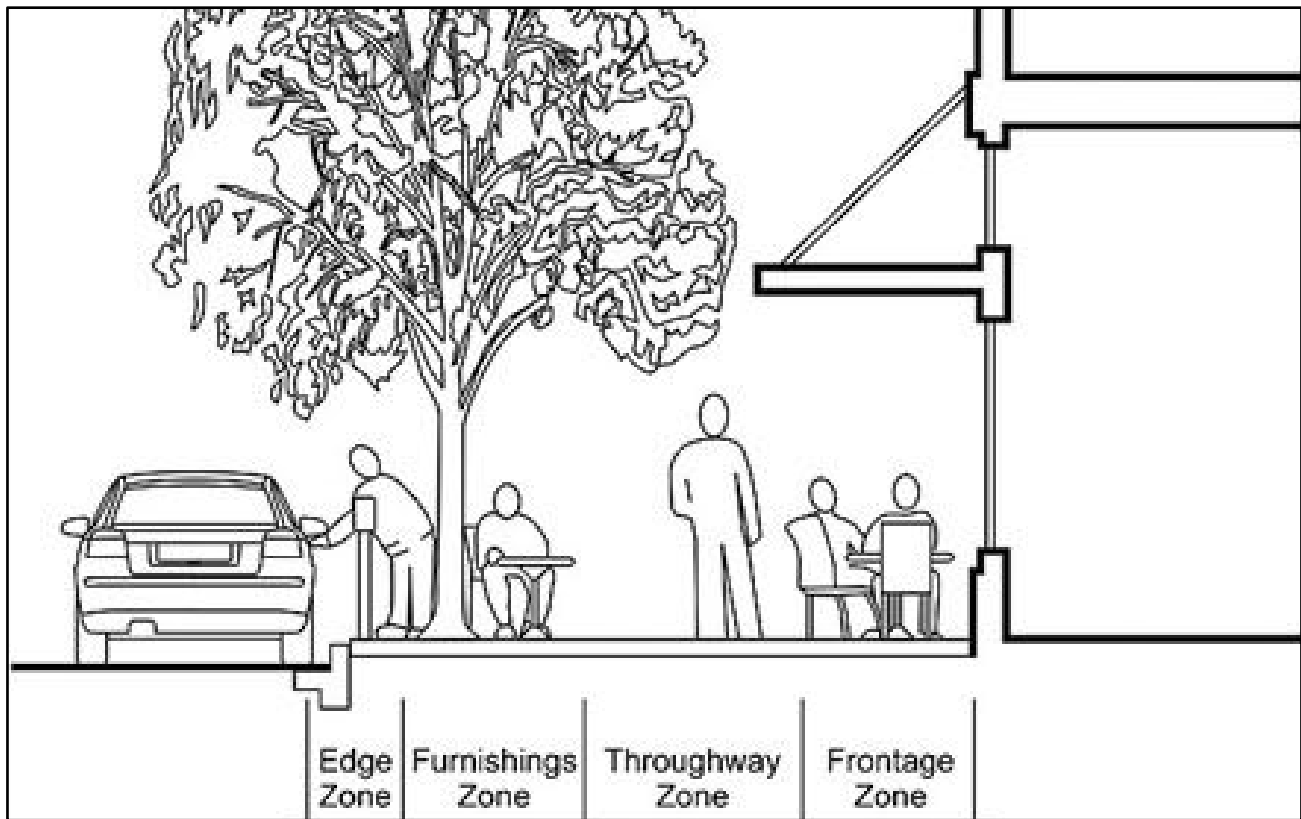


Figure 3. Streetside Zones. Designing Walkable Urban Thoroughfares: A Context Sensitive Approach. ITE 2010



WHERE ARE SIDEWALK CAFÉS ALLOWED?

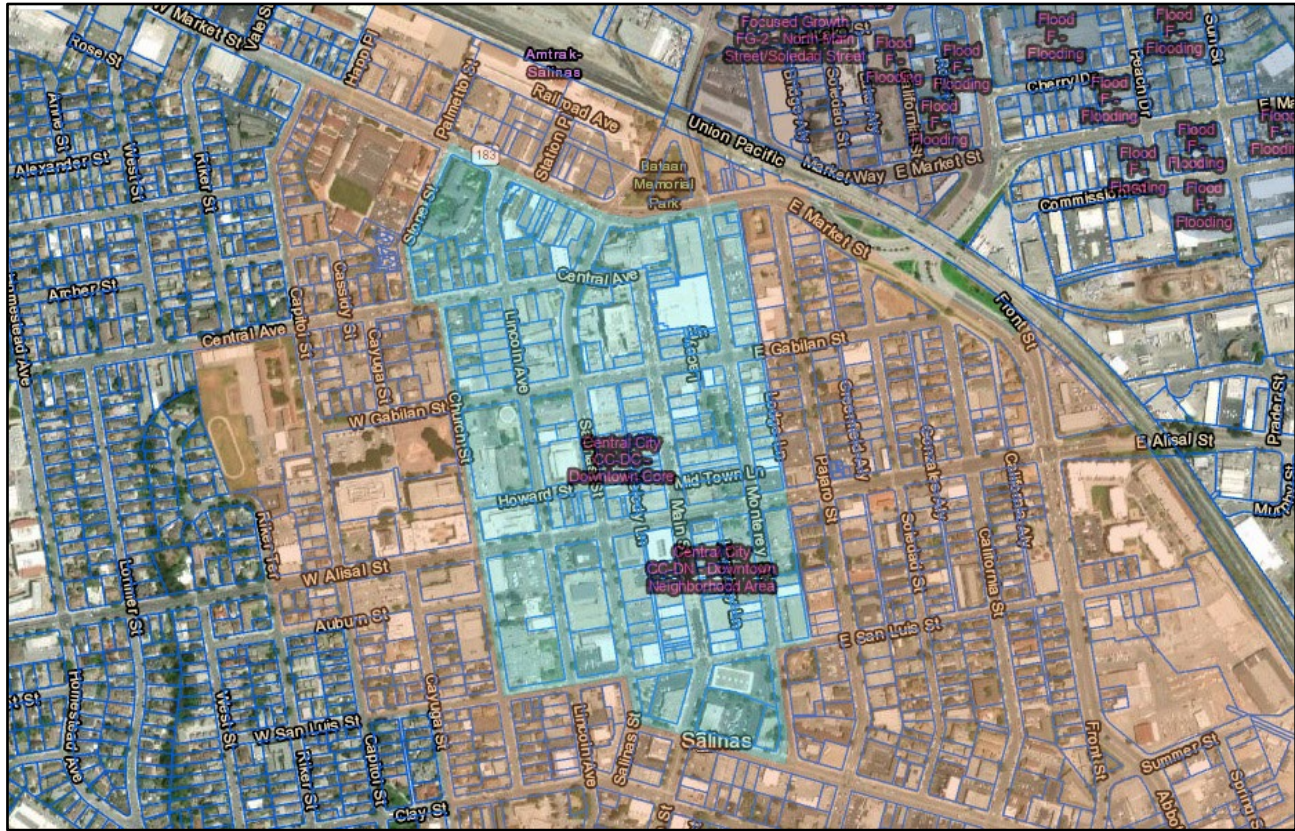


Figure 4. City of Salinas Central City Overlay District – Downtown Core. Salinas Source 2.0.

1. Minimum sidewalk width: 10 feet (as measured from the street curb face perpendicular to the property line)
2. Posted speed limit: No more than 35 MPH
3. Minimum throughway for pedestrian access required: 6 feet
4. Limited to the Furnishing Zone, and the Frontage Zone, as deemed applicable by existing street furniture.
5. The Salinas City Center Improvement Association (SCCIA) manages and maintains the mid-block Plazas on Main Street. Any proposed Sidewalk Cafés within the mid-block Plazas will also require coordination with SCCIA.
6. Sidewalk cafés shall only be established in conjunction with ground floor businesses.
7. Additional location restrictions and required clearances are established in the Program’s Sidewalk Café Design Requirements.



## DESIGN GUIDELINES

The Downtown Outdoor Dining Design Guidelines are developed in accordance with the City's Sidewalk Café Ordinance, Chapter 30, Article V of the Salinas Municipal Code (SMC). These design guidelines were developed to transition active COVID-19 Relief Downtown outdoor dining permittees on the public sidewalk from an emergency response to a permanent program with established design and safety standards.

The purpose of these design guidelines is to simplify, streamline and encourage more outdoor dining activating public sidewalks in the Downtown area, while increasing opportunities for eateries to expand dining operations. In addition, the design guidelines outline the responsibilities and requirements for eatery owners and provide an Acceptable Furniture Options Table for outdoor dining in an effort to simplify and streamline the permit process while creating a cohesive look with the recently completed Downtown Main Street streetscape improvements.

*All Temporary Outdoor Dining Permits expire December 31, 2022. To continue sidewalk café operations, eatery owners must meet all applicable requirements under the Downtown Outdoor Dining Program. A new Sidewalk Café Encroachment Application must be submitted to continue outdoor dining operations on the public sidewalk. Applicants will be allowed to continue outdoor dining operations with a 90-day extension provided a Sidewalk Café Encroachment Permit Application, which is deemed complete, is submitted prior to December 31, 2022.*



**Figure 5.** Downtown COVID-19 Relief Temporary Outdoor Dining Operations. 2020.

**SIDEWALK CAFÉ ELEMENTS**

Elements of a typical sidewalk café include but are not limited to fencing, movable furniture such as tables, chairs, and umbrellas, or other appurtenances like patio heaters, trash receptacles, and access points.

**FURNITURE COLOR PALETTE**

Acceptable colors for tables and chairs have been established as follows:

Black	Bronze	Silver or Gray

**Chairs and tables** are to be movable, **high-quality wood or metal finish**, commercial grade, and manufactured for outdoor use.

Accessory furniture, such as umbrellas, shall complement chairs and tables, and the architectural character of the building (SMC § 30-45.1(f)(1)(B)).

**PERIMETER FENCING**

Perimeter fencing or railing is required for on-premises alcohol consumption. Fencing or railing shall:

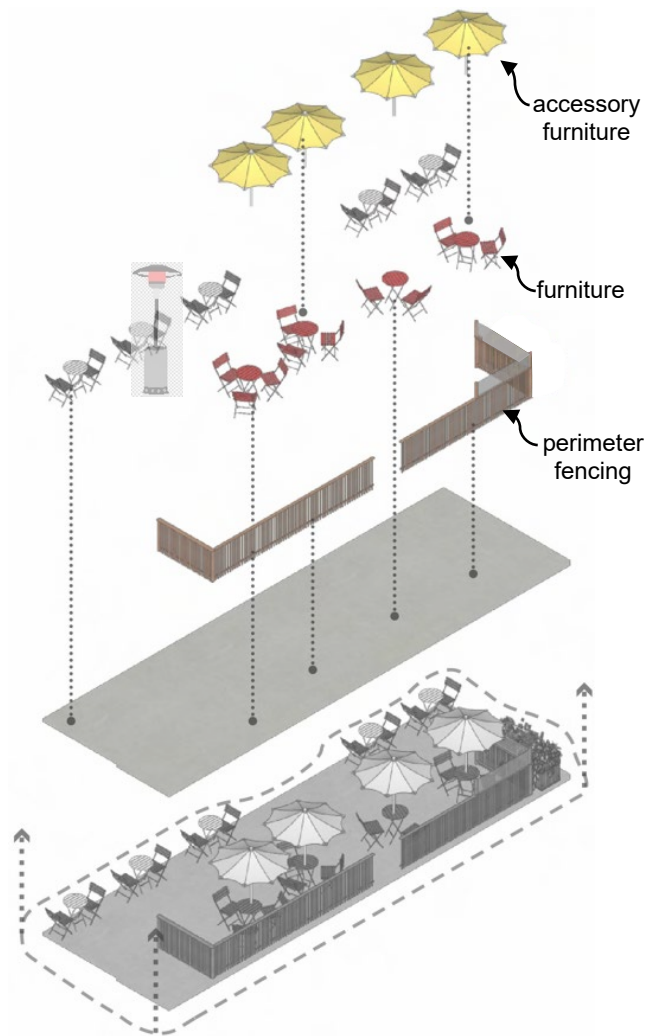
Match the color of chairs and tables

Consist of high-quality **metal finish**.

Bolting of fencing to the existing sidewalk or pavers is not allowed.

Maximum allowable fence height is 42 inches.

A maximum height of 5 feet with use of a windscreen is allowed (SMC § 30-45.1.(f)(1)(E)).



**Figure 6.** Typical Sidewalk Cafe Elements. City of San Diego Spaces as Places Design Manual.



SIDEWALK CAFÉ DESIGN REQUIREMENTS: Clearances and Setbacks

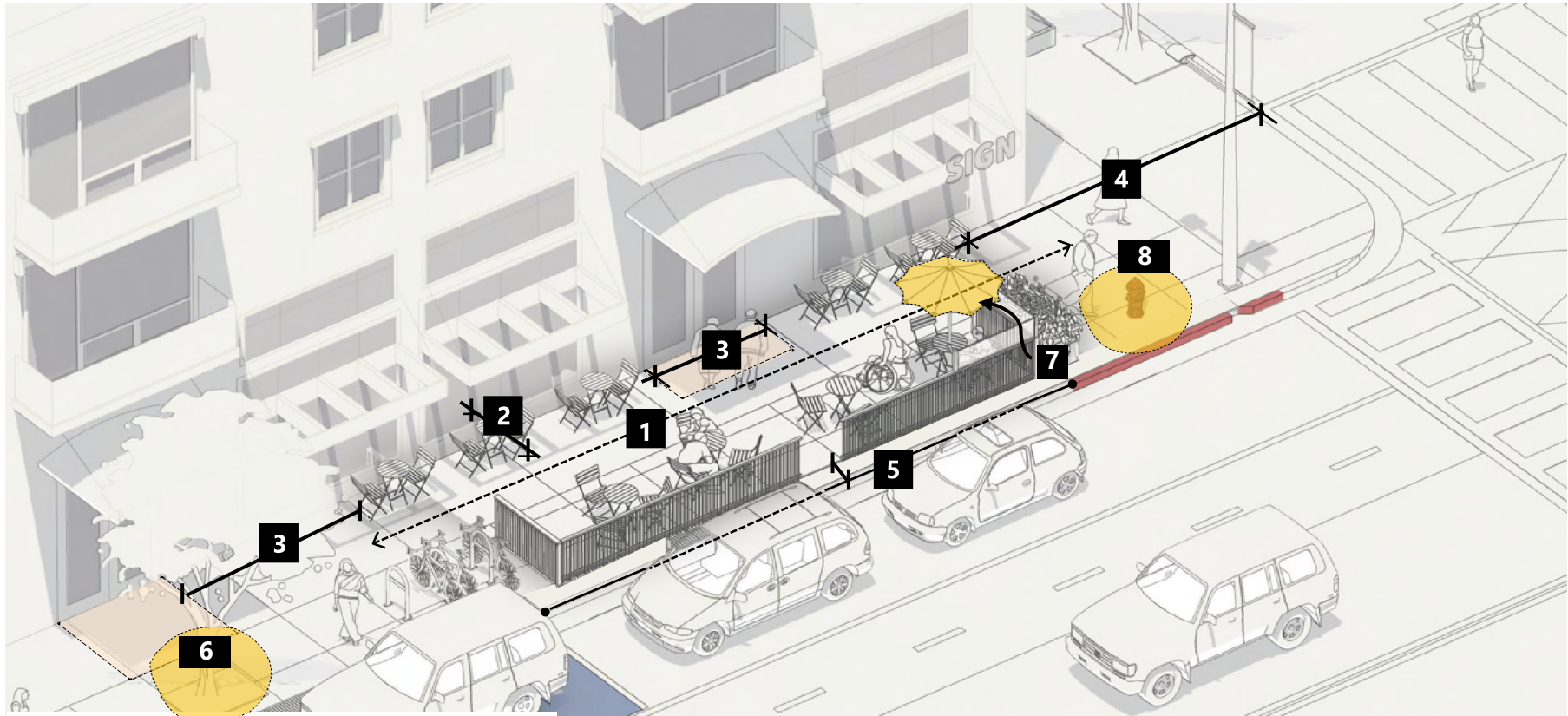


Figure 7. Clearance and Setback Requirements. City of San Diego Spaces as Places Design Manual.

1. Maintain a minimum of a 6-foot clear path of travel (Throughway Zone) at all times.
2. Maximum one row of tables and chairs may be permitted on the Frontage Zone where the 6-foot Throughway Zone is not compromised.
3. Sidewalk cafés shall not obstruct access to any building or tenant space. Maintain a minimum 5-foot wide, unobstructed path of ingress and egress between all exit doors and the public right-of-way, as well as between adjacent eateries, SMC § 30-45.1(e)(3)(E)).
4. Maintain unrestricted visibility at driveways (15-foot triangles) and street corners (25-foot triangle), SMC § 37-50.460.
5. Maintain 3-foot setback from face of curb if adjacent to the street.
6. Maintain 3 feet of clear space to the base of existing street trees.
7. Umbrellas shall maintain a minimum of 7-feet of vertical clearance to the bottom edge of the umbrella. No portion of the umbrella shall extend into the public right-of-way beyond the designated perimeter of the sidewalk cafe.
8. Maintain 3-foot clear space around fire hydrants and other Fire Department systems.
9. No portion of a sidewalk cafe shall be located below a fire escape.



SIDEWALK CAFÉ DESIGN REQUIREMENTS: Operating Requirements

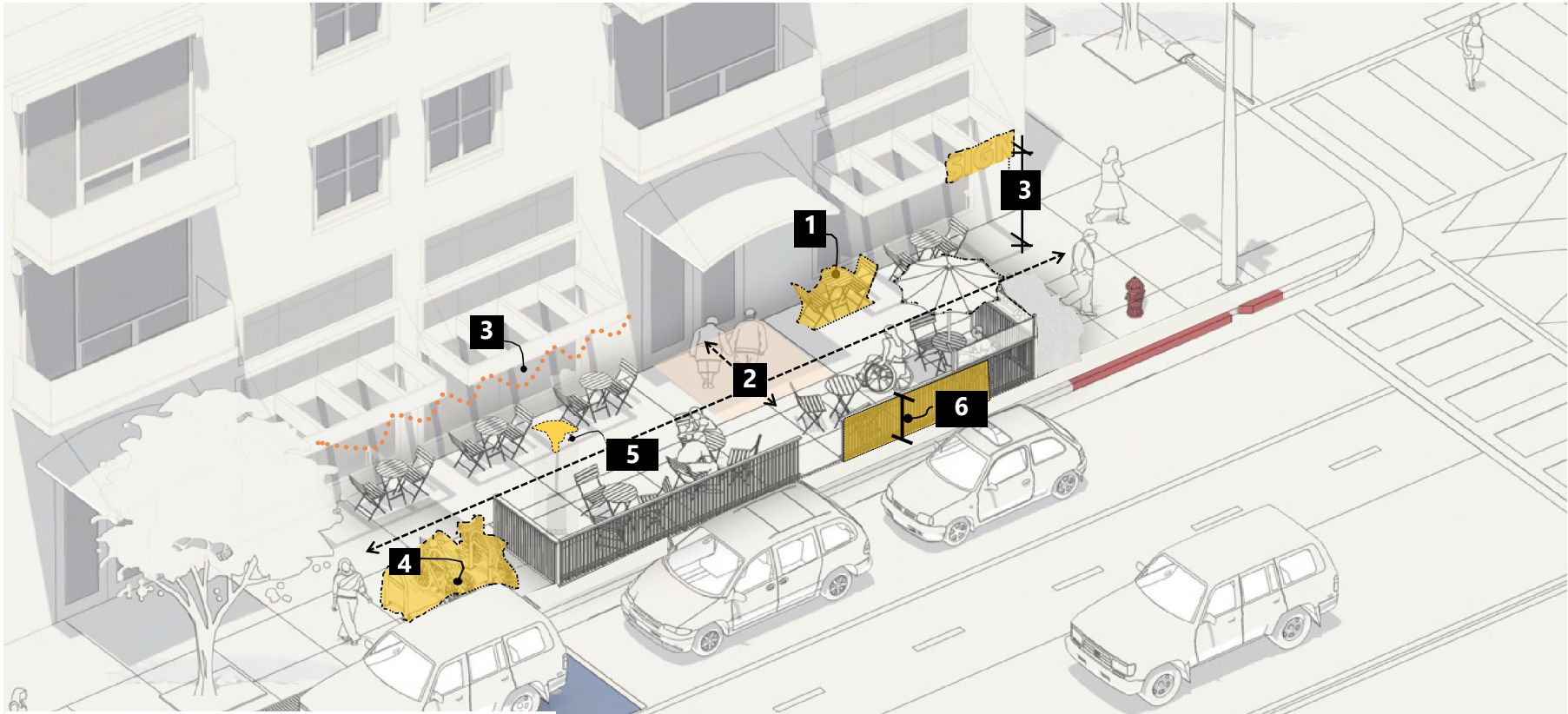

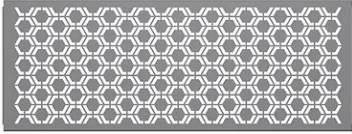




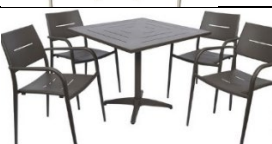




Figure 8. Operating Requirements. City of San Diego Spaces as Places Design Manual.




1. The interior of the Sidewalk Café shall consist solely of moveable furnishings. Fencing and seating must be maintained in a safe condition.
2. Sidewalk cafés shall be designed and operated to meet ADA requirements.
3. Any proposed lighting or signage shall obtain a building and/or planning permit.
4. Removal or relocation of existing street furniture is not allowed.
5. Outdoor heaters and propane tanks shall require approval from the Fire Marshal.
6. Maximum fencing height shall be 42 inches and up to 5 feet with a windscreen.
7. No amplified sound is permitted.
8. A covered outdoor trash receptacle shall be provided during hours of operations.
9. Pressure washing or the use of cleaning products without proper containment and disposal of the wastewater is prohibited.

ACCEPTABLE FURNITURE OPTIONS

Eligible outdoor dining furniture or fixtures for the forgivable loan program include tables, chairs, umbrellas, umbrella stands, fencing, portable heaters, and café partitions/barriers. Furniture and barriers must meet the finish and color per the Downtown Outdoor Dining Design Guidelines. Sidewalk café furniture, including tables, chairs and umbrellas, must be complementary to the aesthetic character of the building, and be of high quality, commercial grade, and manufactured for outdoor use.

<b>TABLE 1. PERIMETER FENCING</b>		
<b>Option 1</b>		Sidewalk Café Partitions Select Space Partitions
<b>Option 2</b>		SelectSpace Partitions
<b>TABLE 2. FURNITURE</b>		
<b>Option 1</b>		BFM Seating PH902BBZ Hampton Bronze Stackable Aluminum Bar Height Chair BFM Seating PHH2432BZT Hampton 24" x 32" Bronze Aluminum Bar Height Table
<b>Option 2</b>		BFM Seating YL-BR36S Bayview 36" Square Bronze Aluminum / Brown Synthetic Teak Outdoor Table with 4 Chairs
<b>Option 3</b>		BFM Seating YM-BZ32S Fresco 32" Square Bronze Aluminum Outdoor Table with 4 Chairs
<b>Option 4</b>		BFM Seating YB-TS32S South Beach 32" Square Titanium Silver Outdoor Table with 4 Chairs
<b>Option 5</b>		BFM Seating YN-HH36S Hampton 36" Square Bronze Aluminum Outdoor Table with 4 Chairs
<b>Option 6</b>		Outdoor Dining Height 28in Square Wrought Iron Table   Tables - Complete Sets – Restaurant Furniture Plus
<b>Option 7</b>		Outdoor Dining Height Square Aluminum Table

**DOWNTOWN OUTDOOR DINING PROGRAM DESIGN GUIDELINES**

<b>Option 8</b>		Barnegat Black Mesh Outdoor Bar Height Table
<b>Option 9</b>		Lancaster Table & Seating 32" x 32" Matte Gray Powder-Coated Aluminum Bar Height Outdoor Table with Umbrella Hole and 4 Barstools
<b>Option 10</b>		Café Metal Outdoor Chair

**TABLE 3. ACCESSORY FURNITURE**

<b>Option 1</b>		Grosfillex 98701731 Windmaster 10' Square Black Cantilever Umbrella with Aluminum Pole
<b>Option 2</b>		Grosfillex US606017 Black Cross Cantilever Umbrella Base
<b>Option 3</b>		Grosfillex 98358131 Windmaster 7 1/2' Linen Fiberglass Umbrella with 1 1/2" Aluminum Pole
<b>Option 4</b>		Grosfillex 98910431 9' White Market Umbrella with 1 1/2" Wooden Pole
<b>Option 5</b>		Bromic Heating BH0510001 Tungsten Smart-Heat Portable Propane Outdoor Patio Heater - 38,500 BTU
<b>Option 6</b>		Backyard Pro Courtyard Series HPSQRSTL Steel Portable Propane Outdoor Patio Heater with Glass Tube - 42,000 BTU
<b>Option 7</b>		Backyard Pro Courtyard Series PH1BLK Black Portable Propane Outdoor Patio Heater - 47,000 BTU
<b>Option 8</b>		Schwank 4005-CB Stainless Steel Deluxe Propane Commercial Outdoor Patio Heater - 38,000 BTU



## OPERATIONAL REQUIREMENTS

1. The property owner is responsible for maintaining the outdoor dining area in an orderly, clean, and sanitary condition (free of litter) at all times.
2. All graffiti and sticky substances (e.g., gum) from the area shall be removed daily.
3. All non-permanent permitted café furnishings are to be removed at the end of each business day.
4. The sidewalk shall not be re-constructed or altered in any way.
5. Sidewalk Cafés are designed to create smoke-free and vape-free environments.

## SIDEWALK CAFÉ PERMITTING

1. All Sidewalk Cafés require an encroachment permit. A **Sidewalk Café Encroachment Permit and Operational Statement** is required for all outdoor dining on public sidewalk. Permit application must be submitted for City review and approval prior to installation of Sidewalk Cafés.
2. Sidewalk Café Encroachment Permit Application requirements:
  - a. Site Plan for proposed outdoor dining operations on public sidewalk showing perimeter area limits and clearances as per the Program's Design Guidelines.
  - b. Cut sheets for proposed sidewalk café fencing, furniture, and accessory furniture.
  - c. Proof of Liability Insurance
  - d. Hold Harmless Agreement
  - e. Payment of Fees
3. **Certificate of Insurance and Additional Insured Endorsement Requirements.** Sidewalk Café permittees shall, throughout the duration of the encroachment permit, maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, pursuant to the Hold Harmless Agreement as follows:
  - a. General Liability - minimum \$1,000,000 per/occurrence/\$2 million per/aggregate, with liquor liability coverage where applicable.
  - b. Additional Insured Endorsement Policy: Name the "City of Salinas, its Officers, Agents, and Employees" as additional insureds and must include the policy number and type of coverage.
  - c. The insurance company affording coverage shall be an insurance organization admitted by the Insurance Commissioner to transact business of insurance in the State of California.
  - d. The policy shall contain no special limitations, or the scope of protection afforded to the City, its officers, employees, and agents.
  - e. Permittee shall present a certificate of insurance or other acceptable written evidence of such insurance and shall, on an annual basis, provide acceptable evidence of renewal of coverage.
  - f. Notice of Cancellation: provide the City of Salinas thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits or coverage including the name of the contract or event.
4. **Term of Permit.** A sidewalk café encroachment permit shall expire one year from the date of approval (and annually thereafter).
5. **Permit Renewal and Annual Inspection Required.** Sidewalk Cafés must be renewed and inspected on an annual basis to ensure its installation, fencing, furniture, and accessory furniture are in good working condition and compliant with the permit.
6. **Permit Fees.** Renewal fee is \$100.
7. **Transferability.** The permit shall not be affected by changes in ownership.





# CITY OF SALINAS

DEVELOPMENT ENGINEERING, A division of the Public Works Department  
 65 West Alisal Street | Salinas, CA 93901 | 831-758-7251 | www.ci.salinas.ca.us

## Sidewalk Café Permanent Encroachment Permit Application

APPLICATION #

<b>Property Address for Permit:</b>	Date:
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**PROPERTY INFORMATION:**

Property Owner's Name:	Email:
Address:	Phone:
City/State/Zip Code:	
Assessor's Parcel Number:	Zoning:

**APPLICANT:**

Business Name:		
Name of Contact Person:		
Address:		
Phone:	Fax:	Email:

**SIDEWALK CAFÉ DETAILS**

Number of Tables:
Number of Chairs:
Number of Benches:
Number of Trash Receptacles:
Will you be serving alcohol: Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, ABC license # (copy of lic. req'd):
City Business License Number:
Expiration Date:

**ENCROACHMENT**

Area of Encroachment (sf):
Enclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Umbrella(s): Yes <input type="checkbox"/> No <input type="checkbox"/> ; If Yes, Number:
Planter(s): Yes <input type="checkbox"/> No <input type="checkbox"/> ; If Yes, Number:
Will tables/chairs/etc. be stored indoors after hours daily? Yes <input type="checkbox"/> No <input type="checkbox"/>

\_\_\_\_ Applicant shall provide the City with liability insurance naming the City as additional insured, with endorsement sheet prior to issuance of a permanent encroachment permit.

\_\_\_\_ I understand the operator and/or contractor shall conform with the all permit requirements and regulations of the City of Salinas

_____ BUSINESS OPERATOR	_____ SIGNATURE	_____ DATE
_____ PROPERTY OWNER	_____ SIGNATURE	_____ DATE

Other Depts/Jurisdictions (STAFF: circle all that apply): Traffic Streets Urban Forestry Building Planning Fire
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**OPERATIONAL STATEMENT**

Your Operational Statement must be written in permanent ink or typed. Please use a separate sheet(s) of paper if you require more space for your answers.

- 1. What is name and type of existing business/use that the sidewalk café will be operated in conjunction with?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. What are the proposed days and hours of operation?  
Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

- 3. Will you have live entertainment? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate type and whether amplification will be used? \_\_\_\_\_

Hours of entertainment: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

- 4. Will alcohol be served for on-site consumption? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Will outdoor heaters, fire pits/places, or any other type of lighting or heating device with an open flame be used? Yes \_\_\_\_\_ No \_\_\_\_\_

- 6. What are the existing businesses or land uses located to the north, south, east, and west?

North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

- 7. Is this part of a larger project that was previously reviewed by the City?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_