



The City of Sonoma has been actively coordinating with our business community through the coronavirus pandemic. On Monday, May 18, 2020, Sonoma City Council adopted a resolution authorizing the City Manager to create and implement new re-opening and recovery measures through the issuance of Temporary Use Permits, Encroachment Permits, and/or Licensing Procedures to allow the City's businesses to expand their operating space utilizing public sidewalks, the Plaza, Grinstead amphitheater, public rights-of-way (including parking areas and roadways), their own property or neighboring properties with neighbor agreement, while respecting social distancing requirements.

This action was taken to provide additional outdoor space for business operation and physical distancing in response to the COVID-19 pandemic. The City Manager and delegated staff are authorized to waive fees associated with these permits and licenses as described in City fee schedules for the duration of the COVID-19 pandemic.

Several downtown restaurants have received City approval to set up tables and provide food and beverage service in areas on public sidewalks, public and private parking spaces and on the Sonoma Plaza. Pedestrians have been providing valuable input regarding the need to provide room for people to feel safe walking by these areas. State guidance has now closed restaurants for indoor dining, increasing the need for outside dining space.



Sonoma restaurants are encouraged to complete the Temporary Facility Expansion Pre-Application to request the use of public and private spaces (sidewalks, public/private parking spaces, alleys, parks and streets) in an effort to expand their business operations outdoors. Once reviewed by City staff the business may apply for an encroachment permit or temporary use permit. All permits for use of City owned property will require the proper insurance to be on file and a hand drawn site plan to be submitted. Permittee shall comply with all applicable local, State, and Federal laws and regulations at all times during the effective period of their agreement, including but not limited to laws regarding the



obstruction of vehicular traffic, the Americans with Disabilities Act and State and County health laws, regulations and orders.

If a request is made to utilize public parking spaces for parklets or sidewalk extensions the City Public Works team may install protective equipment which is available on a limited basis for use. Supply and budget constraints limit the availability of water wall barriers to meet all potential requests.



For more information please visit [www.Sonomacity.org/SonomaalFresco](http://www.Sonomacity.org/SonomaalFresco) or call City of Sonoma Planning Department 707.938.3681



## Temporary Facility Expansion Pre-Application

Update 7/23/2020

**Name of Business:** \_\_\_\_\_ **Type of Business:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Assessor's Parcel Number:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I certify that I am authorized by this business to make decisions with regard to operational details like those outlined in this document.**

**Signature:** \_\_\_\_\_

**Property Owners Name and Address:** \_\_\_\_\_

**Property Owner Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### **Property Owner Acknowledgment**

The undersigned is the owner of the real property on which Applicant's Property and business are currently located. I consent to Applicant conducting the Business Service Expansion opportunities they have identified below.

\_\_\_\_\_ **Dated:** \_\_\_\_\_

**Name:**

**Title:**

### **What areas do you propose to expand in to?**

- Sidewalk (Public or Private) – In order to expand into a sidewalk you need to ensure the safe passage of pedestrian traffic by providing 6 feet social distancing from patrons seated outside or a barrier between the pedestrians walking by and the patrons seated outside and 4' clear for ADA passage.
  - Sidewalk can accommodate tables and chairs and still maintain 6' social distancing between pedestrians and patrons
  - Sidewalk isn't wide enough, however I propose to use an impermeable barrier to create a safe pathway for pedestrians.
- Parking Spaces (Public or Private) – Use of private parking spaces requires property owner's consent. Use of public parking spaces requires an encroachment permit approved by the Public Works Department. Parking spaces are proposed for these uses (on or more):
  - Take-out pickup
  - Expanded seating
  - Sidewalk extension for safe pedestrian passage
- City owned barricades are requested for use of parallel parking spaces on City streets (available on a limited basis)

- Outdoor Patio- Patio space located on private property requires property owner consent.
- Nearby Alley/Courtyard/Alcove - Requires property owner consent. If proposed as a pedestrian thoroughfare, all tables and chairs must allow for an 8’ safe passage walkway for pedestrian traffic.
- Neighbor Property - Requires property owner consent.
- Street Use (public) – Public street closures require an encroachment permit approved by the Public Works Department and City Manager and in some cases City Council approval.
- Plaza Seating Area - Requires a Plaza Use Permit\_Covid 19 to be completed and approved and is an option when other accommodations are not available or occupancy is severely limited.
- Other: \_\_\_\_\_

**Please explain the specific location of the spaces you propose to utilize:**

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**What elements of your operation would be expanded into this area(s): (eg: seating, retail goods, etc.)**

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**Do you plan to make changes to any of the following?**

- Parking
- Signage
- Hours
- Alcoholic Beverage Service Area
- Standard Levels of Noise

**NOTE: For businesses who serve alcohol, please note any expansion outside of your existing establishment will require ABC 218\_Covid 19 and a ABC 253 forms to be completed and approved by the ABC. In some cases, the ABC will require additional conditions with their approvals of facility expansions.**

**For expansion on to public property the City requires Certificate of Insurance to be on file prior to use. Specific language is available on each of the forms and depends on the type of usage.**

**Other Notes/Comments:**

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**Please submit completed form to: [planning@sonomacity.org](mailto:planning@sonomacity.org)**