



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.

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

The purpose of the Outdoor Temporary Facility Expansion Permit Temporary Street Closure Weekend Evenings 5pm-10pm is to provide additional outdoor dining and shopping areas in the public right-of-way roadway and sidewalks while also ensuring a safe path for pedestrian traffic. Businesses seeking to encroach into the public right-of-way for purposes of extending shopping and dining so that they can conduct business in compliance with State and local physical distancing requirements will need to complete this packet of information and provide the minimum insurance requirements as outlined below.

Businesses seeking a Permit for the initial launch on August 14 and 15 must provide insurance documents meeting the City's requirements prior to 5 pm on August 13, 2020. Certificates of Insurance with endorsements can take days to secure. If you plan to participate in this program, please forward page 8 to your insurance provider as soon as possible to ensure that you have the appropriate forms completed in a timely manner.





Outdoor Temporary Facility Expansion Permit- Temporary Street Closure Weekend Evenings 5pm-10pm (Thursday through Sunday*)

Update 8/5/2020

*Initial launch of program may occur Friday August 14 and Saturday August 15.

To create safe opportunities for businesses to operate the City may be closing First Street East along the Plaza (between East Spain Street and East Napa Street) Thursday through Sunday evenings between 5pm-10pm through October 4th. To streamline the issuance of temporary rights of encroachment into the public right-of-way, the City has created this streamlined Outdoor Temporary Facility Weekend Expansion Permit.

The schedule for street closures will be based on interest. If this is a program you would be interested in participating in please complete this form and email it to Lisa Janson at Ljanson@sonomacity.org.

Name of Business: _____ **Type of Business:** _____

Address: _____

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: _____

What areas do you propose to expand into?

Yes, I would like to participate in the Thursday thru Sunday evening safe shopping and dining street closure and would like to expand my business outside into the following areas.

- Sidewalk (Public) – 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/engaging with merchandise outside including a 4 feet clear ADA passage.
 - Sidewalk can accommodate patrons seated or tables/displays and still maintain 6’ social distancing between pedestrians and patrons
- Street Use (public)
 - I would like to expand into the street. Space requested _____ Feet x _____ Feet
- Yes, I would like to participate in the Thursday thru Sunday evening safe shopping and dining street closure however I don’t need to expand outside. My business will stay open later than usual. **(If you choose this option, you don’t need to complete the Terms and Conditions and the encroachment permit)**
- Other: _____

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

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

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

Hours Alcoholic Beverage Service Area Standard Levels of Noise

Information to be included in Marketing Materials:

Other Notes/Comments:

ADDITIONAL CONDITIONS: 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 onto public property the City requires Certificates 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.

If you plan to utilize a canopy it can not exceed 400 sq ft without Fire Marshal approval. Canopies must be white in color. The City does allow umbrellas to be used. Umbrellas must be securely installed and may be any color.

Additional Terms and Conditions

TIMELINE

This permit is temporary and will expire on **October 5, 2020** unless extended in writing. The permit is only in effect when the City closes First Street East between East Spain Street and East Napa Street. This permit may be terminated, revoked, or amended at any time at the sole discretion of the City Manager.

ADDITIONAL PERMIT TERMS AND CONDITIONS

Please read and understand the following permit terms and conditions.

1. Permittee shall hold harmless, defend and indemnify the City of Sonoma and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs

(including without limitation costs and fees of litigation) of every nature arising out of or in connection with Applicant's permit, use, event, performance of work, or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Sonoma.

2. The City Engineer at his/her sole and unfettered discretion, reserves the right to order the removal, relocation, repair or alteration of the improvements listed in the Encroachment Permit, at Permittee's cost and expense in the event same is required by the City and/or an affected public utility. Permittee hereby grants to the City the right to remove, relocate, repair or alter said improvements and to come upon Permittee's land to effect said removal, relocation, repair or alteration if deemed necessary by the City Engineer and/or a public utility. Permittee waives any claim or right he/she/it may have for inverse condemnation, damages, or loss of income or business resulting from said removal.
3. Permittee shall comply with all applicable local, State, and Federal laws and regulations at all times during the effective period of this agreement, including but not limited to laws regarding the Americans with Disabilities Act (ADA) and State and County health laws, regulations and orders.
4. Permittee shall procure and maintain insurance as set forth in this section.
5. Permittee understands and agrees that this Permit confers no vested rights to any ongoing or continued activities, and any and all activities authorized by this Permit are temporary in nature and granted solely to enable businesses to operate in compliance with State and local orders regarding social distancing and COVID-19. All improvements, structures and installments approved pursuant to this Permit shall be put in place no earlier than 5 pm and removed before 10 pm in their entirety each day of weekend street closure and upon expiration of this Permit.
6. This Permit is non-transferable. Only the permittee with whom this Permit was entered shall be permitted to engage in the activities authorized herein.
7. This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed.
8. Please read and attest to the following:
 - a. I understand that this permit is temporary and will expire on **October 4, 2020** unless extended in writing.
 - b. I will comply with all Sonoma County Health Services orders and requirements.
 - c. If applicable I will comply with all Alcohol and Beverage Control orders and requirements for additional answers <https://www.abc.ca.gov/law-and-policy/coronavirus19/frequently-asked-questions/>
 - a) All applicants will be required to complete an ABC form 218-Covid 19 and a Form 253
 - b) Facility Expansion requires the use of stanchions to delineate service areas from the public right-of-way
 - d. I will commit to meeting or exceeding requirements of the Business Mitigation Practices put into place by Sonoma County to prevent the spread of COVID-19.

- e. I will adjust my outdoor plan if City staff identify safety, ADA compliance or other issues after this permit is issued.
- f. I accept all risk related to loss or damage of any outdoor furnishings.
- g. I will maintain ADA access (minimum of 48 inches of unobstructed clear sidewalk width; 2% maximum sidewalk cross slope) for appropriate pedestrian flow.
- h. I will leave Fire Department connections, fire hydrants, and designated red zones unobstructed.
- i. I will train staff on the location of the nearest fire extinguisher to the outdoor space.
- j. I will assure that exits for my business and adjoining businesses remain unobstructed.
- k. I will not cook outdoors unless prior approval is granted by the City of Sonoma, Sonoma County Health Services and the City Fire Marshal.
- l. I understand that amplified noise is not permitted under this permit
- m. I am not prohibited by any lease or rental agreement from expanding my business outdoors in front of my business.

INSURANCE REQUIREMENTS

Permittee shall procure and maintain for the duration of this Encroachment Permit, and furnish proof of along with this Encroachment Permit, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the issuance of this Encroachment Permit, or the construction within or utilization of the public right-of-way. The cost of such insurance shall be borne by Permittee.

Insurance Requirements for Encroachment Permits are outlined in Handout No: PW-3 Published: 1/21/03 Revised 4/30/12

VIOLATION

Any violation of this or any other local, State, or Federal law shall constitute an imminent threat to the public health and is hereby declared to be a public nuisance and shall be subject to enforcement as such. Violations may result in the immediate termination of any Temporary Facility Expansion- Thursday through Sunday Street Closure Encroachment Permit, and/or the cessation of any authorized activities.

ACKNOWLEDGEMENT OF CONDITIONS

I have reviewed and agree to comply with the City's Outdoor Temporary Facility Expansion Permit - Temporary Street Closure Weekend Evenings 5pm-10pm terms and conditions and all other requirements contained herein

Signature

Printed Name

Date

Please submit completed form to: Lisa Janson at Ljanson@sonomacity.org.

Date Issued: _____ Permit No. _____



City of Sonoma ENCROACHMENT PERMIT Temporary Facility Expansion-Thursday through Sunday Street Closure

Development Services
No. 1 The Plaza, Sonoma, CA 95476

General Information:	707-938-3681
Public Works Inspector:	707-938-3681
Schedule an Inspection:	707-938-3681
City Hall Fax:	707-938-8775

Unless otherwise indicated, this permit is temporary and will expire on October 04, 2020.

PROJECT LOCATION: _____

Provide 24-hour prior notice for all inspection requests.

Temporary Facility Expansion- Street Closure Space Request Plans Attached? Yes No (Attach, or use the space below to sketch the proposed project.)

Business

Owner: _____

Address: _____

Phone: _____

Size of Space Requested: _____ feet x _____ feet Estimated Start Date: _____

City of Sonoma Temporary Facility Expansion- Additional Terms and Conditions for Encroachment Permits for Temporary Facility Expansion- Thursday through Sunday applies to this Encroachment Permit.

Attach Plan View and signed Acknowledgement of Conditions.

Current Certificates of Insurance on File?² Expiration Dates: W/C: _____ General: _____ Auto: _____

²Permit will not be issued until applicant provides current insurance certificates acceptable to the City of Sonoma

Current City of Sonoma Business License? Yes No

The undersigned does hereby agree to defend, indemnify and hold the City of Sonoma free and harmless from any liability in accordance with Section 12.20.060 of the Sonoma Municipal Code.

Signature: Owner Owner's Agent Date: _____

Signature
Public Works
Director:

Date:

Final Inspection By: _____

Date: _____

Permit Fee: **\$0 per Resolution
Adopted 5-18-2020**

Issued By: _____

The following additional Conditions shall also apply:



Insurance Requirements for Encroachment Permits

The following insurance provisions are required to be met prior to obtaining a City Encroachment Permit for work in the public right-of-way. The applicant shall procure and maintain for the duration of the work insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work provided by the applicant, his agents, representatives, employees or subcontractors.

For questions call (707) 938-3681 or fax at (707) 938-8775.

1. Workers' Compensation with "waiver of subrogation" language.
 - Workers' Compensation Policy provided
 - Waiver of subrogation provided
2. General Liability with an endorsement listing the City of Sonoma, its officers, officials, employees, and volunteers as additionally insured. (See Item "D.1." below for specific endorsement language)
 - General Liability Policy provided
 - City of Sonoma as additionally insured endorsement provided. *The endorsement is a separate page from the Certificate of Liability Insurance page.*
3. Automobile and Employer's Liability (See Item E below for specific Waiver of Subrogation language)
 - Automobile and Employer's Liability Policy provided
 - Waiver of subrogation provided
4. Insurance forms may be faxed or emailed, but must be followed with an original copy.

Specific Requirements:

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01 12 07).
2. Insurance Services Office form number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The **general liability** and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The “**City, its officers, officials, employees, and volunteers**” are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor: and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with “**your work**” or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance or as a separate Owner’s policy. **As an alternative, a municipal G/L Endorsement, such as CG 20 12 7/98, may be used.**
2. For any claims related to this project, the Contractor’s insurance coverage shall be **primary** insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state, “coverage shall not be cancelled by either party, except after ten (10) days’ prior written notice to the City.”
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

E. Waiver of Subrogation

The workers’ compensation policy is to be endorsed with a **waiver of subrogation**.

F. Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. The endorsements and policies shall conform to the City’s requirements and meet the City’s approval. **All certificates and endorsements are to be received and approved by the City before work commences.** The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, affecting the coverage required by these specifications, at any time.

G. Subcontractors

Each subcontractor shall furnish separate certificates and endorsements, or be included as additional insureds on the contractor’s insurance. All coverage for subcontractors shall be subject to all of the requirements stated herein.

**City of Sonoma
#1 The Plaza
Sonoma, CA 95476
(707) 938-3681**