



October 22, 2020

Information for restaurants regarding outdoor dining elements during COVID-19.

This document will be updated as we receive questions and comments from the business community.

Raised Platforms in Outdoor Dining Areas

Platforms that are flush with the sidewalk may be installed following submittal of design plans for the platform and City review/approval. The platforms shall comply with the guidelines found in the latest update to the [Temporary On-Street Dining Design Guidelines \(Section B – Platforms\)](#).

Platforms located on private property are required to be flush with the ground asphalt or concrete parking area, as well as have no trip hazards, sharp or pointed edges. In addition, platforms on private property must be secured and have an accessible route to and from the area. For questions, please contact the Building Code Line at (626) 744-7601.

Tents & Heating Elements in Outdoor Dining Areas

The Pasadena Fire Department has developed a simplified set of guidelines for businesses interested in setting up tents (with or without walls), canopies, umbrellas, and heaters in outdoor dining spaces. Attached, please find a copy of the Fire Department Guidelines. Note that while the document provides general requirements for propane heaters, portable electrical heaters are a preferred alternative for outdoor heating.

Where tent walls are installed for on-street dining locations, a clear wall is recommended to allow visibility between the on-street dining areas and the roadway. If the tent is located within 50' of a driveway or alley, the tent walls shall be clear to allow visibility for motorists and pedestrians. In addition, the California Department of Public Health does not allow for tents to have more than one sidewall while COVID restrictions are in place. A fully enclosed tent is equivalent to indoor dining, which is precluded under the State's framework and Pasadena Public Health Order.

Parking Credit Waivers or Reimbursements

Staff does not plan to recommend to the City Council any parking credit waivers or reimbursements. Parking credits are assessed to businesses that do not meet the minimum parking requirements per City code. Parking credits help ensure the City is able to continue providing much needed short-term and long-term parking options that support businesses. In times such as these, the revenues generated from the parking credits have been instrumental in the City's ability to maintain parking garages, help offset the ongoing cost of on-street dining which has allowed the City to provide k-rail and re-stripe the street to remove travel lanes to establish on-street dining areas, as well as waive permit fees and on-street occupancy fees.

Short-Term Parking for Take-Out & Delivery Drivers

The City currently provides short-term parking upon request from restaurants or other businesses. Restaurants or businesses can request short term on-street parking for customer pick-up from the Department of Transportation using the Citizen Service Center (626) 744-7311, www.cityofpasadena.net/citizen-service-center/. If approved, these zones are typically posted with 20-minute parking signs.

The Department of Transportation reviews requests on a case-by-case basis and typically allows existing parking spaces to be converted to 20-minute parking along the frontage of a business. Should the request include parking spaces that are not along the requesting business' frontage, that business will need to demonstrate support for the change from 2/3 of the businesses along the frontage where the short-term parking is being requested.

Short-term parking is considered public parking and is not business specific. It shall not be branded with logos or business names. In addition, it can only be enforced for the posted time restriction, regardless of whether the space is used by a third-party delivery service, customer pick-up, etc.

Future Follow-Up

Should you have additional questions regarding the information above, please don't hesitate to contact the Economic Development Office. You can reach out to Eric Duyshart at eduyshart@cityofpasadena.net or Michelle Garrett at mgarrett@cityofpasadena.net. In addition, we will be in touch via email to schedule a follow-up restaurant working group meeting in November.