

Temporary Expanded Outdoor Dining in Parking Lots

On-site Permitting Process for Outdoor Dining in Parking Lots

Local restaurants that wish to expand their **current outdoor dining area or add new outdoor seating on surface parking lots may do so**, provided they abide by the criteria summarized below.

1. No permit is required from the City to use off-street parking lots for temporary outdoor dining. However, **the operator must have permission from the owner and is subject to all health department and California alcoholic beverage control (ABC) requirements.**
2. Restaurants may serve alcoholic beverages in parking lots subject to Department of Alcoholic Beverage Control requirements. Apply here for a [Temporary Catering Authorization](#) (TCA). The application and payment must be completed and requires approval from local law enforcement. A copy of the TCA application must be provided to the West Sacramento Police Department (deap@cityofwestsacramento.org).
3. Portable tables, chairs, umbrellas, awnings/canopies, patio heaters may be placed in the parking lot for outdoor dining purposes. All furnishings and other items placed in the parking lot dining area must be **temporary and portable**. Any permanent changes to pavement, lighting, planters, parking lot striping, drainage, electrical fixtures, or plumbing fixtures and any permanent structures must have **prior planning department approval** and **building permits** must be issued before construction commences. See the City Outdoor Dining regulations here. City Contact: David Tilley: davidt@cityofwestsacramento.org [CityWestSacramentoCodeOutdoorDining](#)
4. Fire lanes must be kept clear. Do not block fire lanes or fire hydrants.
5. **Accessible parking spaces and tables** for the disabled shall be kept open and available for disabled users. A building permit is required to reconfigure accessible parking spaces. Accessible dining and seating spaces and passage aisles must be provided in the same ratio and same dimensions as is required for indoor dining. Contact Randy Goodwin, City Building Official at randyg@cityofwestsacramento.org
6. This program is in effect during the term of the local emergency declared by the City Council and will automatically terminate concurrently with termination of the local emergency, unless it is terminated or otherwise amended by the Director of Emergency Services.

Temporary Expanded Outdoor Dining in Public Right of Way

Off-site Permitting Process for Public Right of Way

Local businesses who wish to open to the public using parts of the Public Right of Way to facilitate social distancing, may use an expedited permitting process for public rights of way. City staff will work with businesses to expedite a permit. This process includes temporary closure of parts of streets or sidewalks such that they can be utilized as space for serving customers while maintaining space for mobility. Note that the scope of this program includes Right of Way access only. It does not include consideration for food service, alcohol service, provision of restrooms or wash stations, or other regulations associated with the operation of a restaurant. Most importantly, this program does not relieve the applicant from the responsibility to adhere to COVID-19 related health mandates, including **Yolo County Restaurant Dining Guidelines** for face coverings and social distancing. In order to obtain a permit under this program, please follow the steps below:

1. **Initiate the application.** Contact Mark Collier at markc@cityofwestsacramento.org with copy to Diane Richards at dianer@cityofwestsacramento.org to obtain information and get help processing the request. A site visit will be scheduled to discuss options for the outdoor dining area in the public right of way.

2. **Site Assessment.** City Staff will discuss feasibility and provide recommendations to the applicant in order to expedite permitting.

- a. Traffic Safety. Safety for members of the public in the Right of Way is paramount for the City of West Sacramento. Traffic Safety recommendations are nonnegotiable.
- b. Emergency Access: The Fire Department will review any proposal in the public way or street to assure compliance with egress and fire access.
- c. Maintaining Public Access. If the outdoor dining area impacts the movement of pedestrians or bicycles, an alternate access shall be provided. This includes accessibility provisions for members of the disabled community.
- d. Solid Waste Pick-Up. Consideration needs to be made for maintaining solid waste collection.
- e. Deliveries. If an area is blocked that is typically used as a loading zone, consider an alternate location so that traffic is not impeded during deliveries.
- f. Bus Stops. Access to all transit stops should be maintained.

3. Submit the Permit Application. Send complete application to Mark Collier at markc@cityofwestsacramento.org

The permit application will need to include liability insurance information and a traffic control plan.

a. Insurance. Applicant will be required to submit a Certificate of Liability Insurance with endorsement naming the City of West Sacramento as an additional insured.

b. Traffic Control Plan. If the applicant proposes to utilize any portion of the roadway between curb lines, the applicant will be required to submit a plan that shows the area to be used, as well as the placement of all traffic control devices such as barricades, fencing, and warning signs necessary to maintain safety in and around the outdoor dining area.

i. Special consideration will be made to ensure an accessible pedestrian route can be maintained around the area.

ii. When closure of any portion of the roadway between curb lines is proposed, hiring a traffic control vendor to assist will expedite the permitting process. As per 2(a) above, City staff will assist with determining a cost-effective traffic control system and locating the appropriate traffic control devices.

Publicly-owned parking lots (3rd & C Street, Washington Parking Lot)

Businesses that use city-owned parking lots through a parking license and wish to expand outdoor dining should contact Diane Richards dianer@cityofwestsacramento.org or Larry Lee, larryl@cityofwestsacramento.org