



City of Campbell

Parklet Guidelines

March 2022



PARKLET GUIDELINES

The following Guidelines must be followed by each permitted business eligible to temporarily expand their operations into “parklets” on Campbell Avenue within Downtown Campbell.

Allowances and Restrictions

- To occupy a parklet space, the property or business owner shall submit an Encroachment Permit application to the Public Works Department online at mygovernmentonline.org. Instructions on how to apply for an Encroachment Permit are available [here](#).
- Any physical improvements to parklets need authorization from the Public Works Department as part of the Encroachment Permit process.
- Utilization of the parklet area shall be contained within the established parklets and shall not extend beyond the width of the business’ storefront. An expansion beyond the storefront width may only be permitted upon the written approval of the adjacent business and acceptance by the Public Works Department.
- All eligible businesses and individuals shall comply with the orders of the State Health Officer, any mandatory guidance issued by the California Department of Public Health, any mandatory orders of the Governor or a State agency (such as Cal/OSHA), or any other mandatory provision of State law. View [California State Industry Guidance](#), the [County of Santa Clara Health Order](#). Additional guidance is available from the [State of California](#).
- While wearing face coverings indoors is no longer required, the [County Health Officer](#) strongly recommends all persons continue wearing face coverings when indoors. Furthermore, the Health Officer recommends all businesses and government offices continue to require use of face coverings indoors.
- ADA path of travel on sidewalks must be a continuous and unobstructed path of at least 5 feet wide.
- Umbrellas with secure bases and tents, shade structures and coverings shall provide for the free-flow of air and not extend into the traffic lane or sidewalk. Vertical clearance shall be at least 7 feet. Fabric shall be fire retardant and comply with applicable Fire Codes. No heating devices shall be used inside or underneath tents, shade structures, umbrellas and coverings.
- Battery-powered table-top lighting that does not require extension cords is allowed. Overhead string lighting is allowed and cords shall be outdoor rated, at least 13 feet above the sidewalk and plugged into a GFCI outlet from the tenant space. Lighting cords shall be disconnected at the close of business each day.
- Heating devices such as propane heaters may be used for day or nighttime operations for restaurants only. Heating devices shall not be placed underneath umbrellas, tents, shade structures or coverings. If heating devices are used, shade structures, umbrellas, tents and coverings shall be removed. Storage of heating devices shall be in conformance with required Fire Codes.
- Parklet areas shall be maintained free of debris and clutter and shall not create public nuisance issues as specified in [Campbell Municipal Code Chapter 6.10 \(Nuisance Abatement and Administrative Penalties\)](#). Appropriate waste collection containers shall be provided, and all areas shall be regularly cleaned and disinfected pursuant to the guidance from the [State of California](#). It is the responsibility of the tenant to implement this requirement on a regular basis.
- Except for any tents or furniture, all other loose products shall be brought inside the business tenant space at close of business to diminish vandalism and clutter.
- Business operations in parklets are allowed between 7:00 AM and 11:00 PM seven days a week
- No live entertainment is allowed in parklets
- Operational expansions involving the sale of alcoholic beverages require a [Temporary Catering Authorization](#) (TCA) from the Department of Alcohol Beverage Control (ABC). Applicant is responsible for securing this and any other permits from ABC. Except for wine tasting businesses, alcohol can only be purchased on the same receipt as a bona fide meal.

Questions

For questions about your Encroachment Permit for a parklet, please contact Roger Storz with the Public Works Department at rogers@campbellca.gov or (408) 866-2150.