



**City of Palo Alto**  
**City Council Supplemental Memo**  
**Item #10**

**(ID # 14910)**

---

**Meeting Date: 10/24/2022**

**Report Type: Action Items**

**Title: Review and Provide Direction to Staff on the Draft Permanent Parklet Program Standards and Policies; Adopt an Interim Ordinance and Resolution to Continue the Pilot Parklet Program and Other On-Street Uses During Transition Period; and Direct Staff to Return with Legislation Implementing a Permanent Parklet Program**

**From: City Manager**

**Lead Department: Planning and Development Services**

The list of peer review cities and fees associated with their respective parklet programs is provided as an attachment to this memorandum. The attachment was missing from the October 24<sup>th</sup>, 2022 City Council staff report # 14692.

**Attachments:**

- Attachment A: List of Peer Review Cities and Fees Associated with their Respective Parklet Programs

Table: Peer City Research - Parklet Fees				
JURISDICTION	FEE TYPE	First Year	Annual	METHODOLOGY
<b>Burlingame</b>	Annual Fee	\$4,500.00	\$4,500	Based on 9% of going market rental rates in city (\$5/sqft) (based on a typical parklet being ~300 sq. ft.) + \$250/month cleaning fee
<b>Long Beach</b>	Permit Fee	\$650-\$1,035 per permit		Fee dependent on size (under 200 sq. ft. or greater than 200 sq. ft). An additional 6.24% administrative surcharge is added to each fee.
<b>Mountain View</b>	Annual Rent	\$3,349	\$2,785	Based on 2 stalls 320 square ft First Year: New application fee \$769 + \$1200/stall + cleaning fee \$6/sqft of sidewalk space Renewal: Permit renewal \$205 + \$1200/stall + cleaning fee \$6/sqft of sidewalk space
<b>Pleasanton</b>	Encroachment permit fee	1000		Minimum for encroachment permit fees for plan review and inspection of the parklet. Additional fees may be required based on quantity of plan reviews and/or inspections, and additional reviews required.
<b>San Diego</b>	Annual Fee		\$10 - \$30/ sf \$3,200 - \$9,600	The fees vary, depending upon where in the city the businesses are located. The San Diego planning department is using a "climate equity index" for determining whether a business owner will pay \$10, \$20 or \$30 a square foot. The baseline of \$20/ sf is based on average parking revenue for a parking space
<b>Seattle</b>	Public Space Permit and other one time fees, Annual Renewal	\$1,437	\$1,577	Includes public space permit review fee, issuance fee, traffic control plan review fee (if applicable), Inspection deposit, Construction use permit issuance fee, public space permit renewal fee
<b>San Francisco</b>	One-time permit fee + Annual License	\$1000-3000 for first space + \$250-1500 Each additional space	\$100-\$2000 / space	Fee varies depending on Use (i.e., public space parklet is lowest cost, and commercial use parklet is highest cost). One time permit fee plus annual renewal license fee.
<b>Los Altos</b>	One-time application fee + Renewal fee	\$500	\$100	The annual parklet renewal fee shall increase per City Council direction in the Los Altos Fee Schedule

<b>Redwood City</b>	Processing fee + renewal + use fee	\$2,226.00	\$4,240.60	<p>Fee consists of two part:</p> <p>1) Processing fee: \$2,226 for first year and \$583 renewal</p> <p>2) Use Fee: \$10.16/sq ft (increased by CPI each year)</p> <p>City is waiving the use fee for first year of the program resulting in first year</p> <p>Methodology:</p> <p>Processing: [Staff Fully Burdened rate x Time Estimate]</p> <p>Use Fee: Rate is based on the benefit a business received from the City based on the cost of new construction (Annual Construction Cost (per sqft) / building life of 50 years = \$10.16/sqft</p>
<b>San Mateo</b>	One time permit application + inspection fee + renewal	\$1,000	\$500	<p>First Year: One time permit application fee \$500 + \$250/parking space</p> <p>Annual Fee: \$250/parking space</p>
<b>Berkeley</b>	One-time permit fee + annual inspection + use fee	\$617	\$490	<p>First Year: One time permit fee of \$127 + \$190 inspection fee + \$7.50/linear foot of parklet along business frontage</p> <p>Annual Fee: \$190 inspection + \$7.50/linear foot of parklet along business frontage</p>