

ITEM #:	10
DATE:	05-26-26
DEPT:	ADMIN

COUNCIL ACTION FORM

SUBJECT: REQUEST FOR DESIGNATION OF A PARKLET FOR 2026 SIDEWALK CAFE SEASON

BACKGROUND:

Through an application process, the City Clerk's Office administratively permits businesses to operate a sidewalk café from April 1 through October 31 annually. Under Section 22.32(b)(2) (ii) of the *Municipal Code* an offset sidewalk café may be created upon the public sidewalk, or by the installation of one or more semi-permanent seating structures or parklets in an adjacent on-street parking area, or by a combination of the two. The installation of a parklet in an on-street parking area is subject to City Council approval.

Della Viti (323 Main Street) and Sam's Place (125 Main Street) have each requested to implement parklets for the 2026 Sidewalk Café season. Both establishments have Class C Liquor Licenses and, because a majority of the sales of both businesses comes from selling alcoholic beverages, neither may have minors on the premises according to Section 17.16 of the *Municipal Code*. Therefore, approval from the City Council is required to allow alcohol service at the proposed parklets.

The Sidewalk Café regulations call for the City Council to consider requests from establishments in Della Viti's situation on a case-by-case basis. The Code specifies that the City Council shall consider the following factors when presented with a request:

1. **Site Conditions** - The proposed sites (Attachment A) are open and unobstructed by existing street furniture, utility access, or other equipment. Both establishments have a large window in the front that will allow staff to monitor the entire parklet from inside the building and have indicated a staff person will be dedicated to monitoring the parklet.
2. **Compliance History/Staff Training** - A review of Police records indicates no liquor license or nuisance violations for either establishment. Both applicants have stated that in-house training is conducted with staff upon hire, which includes ID checking.
3. **Other Factors the Council Deems Relevant** - Should the City Council have specific concerns; staff could request additional information from the applicant before the City Council moved forward with approving or denying the request.

The City Council must take into consideration with this request that the Municipal Code requires that any Sidewalk Café at which alcohol is served must operate with additional restrictions compared to those where alcohol is not served. The additional, required restrictions that would apply to Della Viti and Sam's Place are:

- Patron ingress and egress shall be controlled and continually monitored by staff
- No alcoholic beverages may be sold or served later than 10 p.m.
- Patrons may not consume outside beverages on the premises

Because holding the appropriate liquor control license is a pre-requisite to allow alcohol service at a Sidewalk Café, City Council approval of the requests from Della Viti and Sam's Place to serve alcohol must be made subject to maintaining an Outdoor Service Privilege should both establishments desire to continue providing alcohol service at its Sidewalk Café for the duration of the 2026 Sidewalk Café season.

The City Council may require reimbursement for any lost parking meter revenue. From May 27 through the end of the Sidewalk Cafe season (October 31), there are 134 non-holiday calendar days during which meter payment is required. Assuming the parking spaces are typically utilized 50% of the time, at \$0.50/hour and 9 metered hours per day, staff estimates the lost parking meter revenue to be \$301.50 for each of the parking spaces closed to accommodate the parklets. Each parklet is expected to utilize two spaces, for a total loss of \$1,206 to the Parking Fund.

Staff has reviewed the proposed parklet designs for issues relating to construction and life safety, stormwater management, and traffic safety. Staff provided comments regarding the proposals to ensure safe and effective installations.

ALTERNATIVES:

1. Approve the following requests to allow a parklet and allow alcohol service during the 2026 Sidewalk Cafe Season, subject to each establishment maintaining Outdoor Service Privilege and providing reimbursement for lost parking meter revenue of \$301.25 per space occupied:
 - a. Della Viti, 323 Main Street, Suite 102
 - b. Sam's Place, 125 Main Street
2. Do not approve the parklets.

CITY MANAGER'S RECOMMENDED ACTION:

Parklets provide an opportunity to extend the pedestrian-usable space of the sidewalk Downtown. The spaces allow for larger, more vibrant sidewalk cafes that will encourage patrons to spend more time in the Downtown area. The proposed parklets have been reviewed for incompatibility issues related to traffic, life safety, and stormwater management, and staff believes they are acceptable. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above, and require reimbursement for lost parking meter revenue.

It should be noted that the alternatives presented indicate approval is for only the 2026 Sidewalk Café Season. Sidewalk café applications must be completed anew each season; they do not carry over from year-to-year. This follows the practice established with approval of previous requests for alcohol service at sidewalk cafes. Requiring new requests each year ensures an opportunity to review performance and impose special conditions or withhold approval if the establishment fails to meet the Council's expectations.

ATTACHMENT(S):
[Downtown Parklet Proposal.pdf](#)