

The fine print: Information in this brochure summarizes regulations in the Sausalito Zoning Ordinance. Please refer to the Sausalito Zoning Ordinance including Section 10.44.220 for a complete list of conditions and regulations for receiving an Outdoor Dining Permit.



City of Sausalito

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A Guide To
Procedures for
**OUTDOOR DINING
PERMITS**



City of Sausalito
Community Development
Department



Planning Division

420 Litho Street
Sausalito, CA 94965
www.ci.sausalito.ca.us

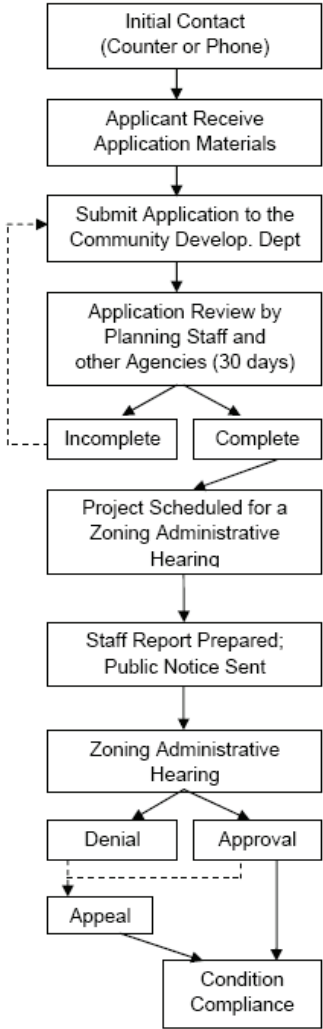
Outdoor Dining Permits

Purpose

The specific purposes for allowing and regulating Outdoor Dining Areas for Restaurants are as follows:

- 1. To meet the desires of Sausalito residents to dine outdoors;
- 2. To provide for the use of public sidewalks for outdoor dining consistent with the public's preeminent right to use the right-of-way for public passage and travel;
- 3. To provide for improved business to restaurants and surrounding businesses;
- 4. To allow Sausalito restaurants to be competitive with restaurants in neighboring communities that provide for outdoor dining;
- 5. To protect the economic and social health and safety of Sausalito; and
- 6. To provide a process for restaurant owners to request and obtain sidewalk dining encroachment permits.

MINOR USE PERMIT FLOW CHART



How much does it cost?

Contact the Planning Division for a list of current fees. You can also obtain application and fee information by downloading the fee schedule, application form, and submittal requirements at www.ci.sausalito.ca.us.

Have a Question?
Call the Planning Division
(415) 289-4128



Outdoor Dining Permit Procedures

Private Property

Outdoor dining areas located on private property where an approved restaurant is located require a Minor Use Permit.



Minor Use Permits -

The Zoning Administrator may approve, conditionally approve or deny Minor Use Permits.

Application Submittal - The applicant submits a completed application, filing fee and other required data (see the "Application Submittal Requirements" handout) to the Community Development Department. Once the application has been filed:

- ☑ A staff planner is assigned to review the material to make sure all the required information is provided.
- ☑ The applicant will be notified within **30 days** after filing as to whether the



application is complete or whether additional information is required.

Public Notice and Hearing -

After the application is complete, staff prepares a report which analyzes the proposal and may include recommendations.

A public notice is mailed (at least 10 days prior to the public hearing) to the applicant and property owners within 100 feet of the project site.

The Zoning Administrator holds a public hearing on the Minor Use Permit.

The Zoning Administrator may apply conditions of approval to assure compliance with City's regulations and standards.



Decision - After the public hearing the Zoning Administrator issues a written decision on the Minor Use Permit, including any Conditions of Approval.

Appeals - Within 10 days after the Zoning Administrator's decision, any affected party may appeal the Zoning Administrator's decision to the Planning Commission by filing an appeal with the Community Development Department.



The Planning Commission may reverse, affirm or modify the decision of the Zoning Administrator.

The Planning Commission's decision may be appealed to the City Council. The decision of the City Council is final.

Public Sidewalks

Outdoor dining on public sidewalks using removable tables and chairs, requires the issuance of a Minor Use Permit (as described above) from the Zoning Administrator and issuance of a **Sidewalk Dining Encroachment Permit** by the Community Development Department.

Sidewalk Dining Encroachment Permit - A Sidewalk Dining Encroachment Permit can be issued concurrently with the Minor Use Permit.



Standards - For Private Property

Capacity of Outdoor Eating Area - An outdoor eating area on private property can not exceed the following limits, unless otherwise authorized by the Zoning Administrator:

- 25% of the indoor dining area of the restaurant; or
- 5 tables; or
- A capacity of 20 people.

Parking - Restaurants with outdoor seating located on private property are subject to the following requirements:

1. Additional outdoor seating is subject to the same parking requirements as indoor seating.

2. Restaurants without public street frontage are exempt from additional parking for on-site outdoor seating in the amount that would have been allowed if there was public street frontage. However, any additional on-site outdoor eating areas are subject to the same parking as indoor seating.



Standards - For Public Sidewalks

Location: Allowable only on the sidewalk immediately adjacent to the restaurant.

Cleanliness: Debris, litter and food must be removed from the sidewalk.

Safe Passage: A 48 inch wide path of travel must be provided for pedestrians and wheel chair users.

Alcoholic Beverages: Consumption of alcoholic beverages requires City Council approval.

