



## Public Works – Traffic Engineering Division

*City of Arts & Innovation*

### **Temporary Curbside Retail & Restaurant Sign Program Guidelines**

In order to meet the needs of restaurants and retail establishments in complying with re-opening guidance issued by the State of California, the City has established a 3-month pilot program to allow for the temporary conversion of existing on-street parking zones to temporary 'Curbside Pickup' locations for restaurants and select retail businesses. This program will additionally allow for the placement of City-furnished A-frame signage within the public right of way to designate permitted curbside pickup spaces.

Participation in this program is not required to allow for businesses to provide curbside pickup services on private property, nor do these guidelines prevent businesses from coordinating with their patrons for the lawful use of on-street public parking to facilitate curbside pickup.

#### Definitions:

- A. "Curbside Pickup" shall mean the delivery of meals or goods to a customer's personal vehicle parked within a designated parking stall or zone fronting the business.
- B. "Furniture Zone" shall mean the section of the sidewalk adjacent to the curb and not within the Pedestrian Zone in which street furniture and amenities, such as lighting, benches, newspaper kiosks, utility poles, tree pits, and bicycle parking are provided.
- C. "Pedestrian Zone" shall mean the section of the sidewalk a minimum of four feet wide which is primarily intended for use by pedestrians and does not contain objects designated for use in the Furniture Zone.

#### Eligible Locations

Temporary Curbside Pickup spots will be considered along a business' frontage within currently allowed parking zones. If parking is currently prohibited during certain times of day, this program will not override such restrictions.

Preferential parking zones, yellow or red curb zones, curbsides restricted by 'no parking' or 'no stopping' signage, areas deemed too narrow to accommodate parking, or areas deemed inappropriate for curbside pickup by the Traffic Engineering Division are not eligible for participation in this program.



*1: These businesses along Magnolia have a primary entrance along the public street where parking is allowed*

## Eligible Businesses

The following business types may be eligible for inclusion in the Curbside Pickup pilot program:

- Businesses without private parking stalls
- “Zero lot line” businesses with primary entrances oriented towards the public street abutting the right-of-way, with parking located in the rear (Examples include some businesses within the Arlington Business District, the Brockton Arcade, and the Downtown)
- Businesses currently offering curbside pickup on-site that can demonstrate a queuing issue that may be relieved through the implementation of additional curbside stalls along the business' frontage within the public right of way.

## Request Process

- After reviewing eligibility, interested parties may contact the Traffic Engineering Division at [pwtraffic@riversideca.gov](mailto:pwtraffic@riversideca.gov) providing:
  - A copy of the curbside retail & restaurant pickup application form
  - A photograph of the requested parking spot(s)
  - An aerial map clearly designating the requested parking spot(s)
  - City of Riverside business tax certificate (license)
  - Certificate of Insurance of General Liability with a policy limit of at least \$1,000,000.00 per occurrence and \$2,000,000 aggregate, including an additional insured endorsement naming the City, its officers, employees, and agents as an additional insured.



*2 Sample City-provided Curbside Pickup Sign*

- Businesses with more than three parking stalls / spaces along their frontage must retain 50% of long-term or existing timed parking on-street when participating in this program.

## Approval Process

- Curbside Pickup parking zones will be established at the discretion of the City Traffic Engineer, based on these guidelines.
- Following receipt of the application form, the Public Works Department will contact the applicant to discuss their submittal within two business days and request any needed revisions.
- The Public Works Department will notify the applicant once their application is deemed complete and to request payment.

- The applicant is responsible for purchasing the A-frame sign from the City. The cost is currently estimated at \$100 per sign, payable remotely via credit card, and shall be submitted prior to issuance of the permit and signage. Upon receipt of payment, signs will be manufactured and delivered within five business days to the business address. An electronic permit will be emailed to the applicant.

### Signage & Branding

- City furnished signs shall not be modified in any way
- Decorations such as balloons, streamers, or other objects shall not be affixed to City furnished signs
- Replacement of damaged or stolen signs will require submittal of an additional payment for each sign to replace.
- Business branding or names shall not be displayed on the City furnished signs, nor will unpermitted signs featuring branding or business names be placed near City furnished signs
- Businesses may request that signs have a spot number printed on them to coordinate customer pickup. When establishing a curbside pickup zone where no individual stalls are marked, two or more signs with arrows may be required.

### Placement of Signage

- Signs must be placed adjacent to the parking space or zone intended for curbside pickup, and within the furniture zone.
- Signs may not obstruct the pedestrian zone
- Signs shall be removed from the sidewalk when the business is closed.

### Enforcement & Enforceability

- In order to facilitate the rapid issuance of permits, establishment of a curbside pickup spot or zone will not override the underlying parking regulations. For example, a curbside pickup stall established within a 2 hour parking zone will still legally be a 2 hour parking stall. The program is reliant on voluntary compliance.
- The City's Parking Services Division reserves the ability to issue warning tickets within the new curbside pickup zones to better inform motorists of the program.
- Curbside Pickup spots established through this program are not for the sole use of the permittee and their customers; warning citations will not be distributed to those observing the posted temporary time limit

### Safety Guidelines

- Employees (and their use of personal protective equipment), methods of payment, and social distancing practices shall conform to current State & County guidelines, along with the City's "Temporary Outdoor Flex Space Permit" program

City of Riverside PARKING CITATION	
<small>You must respond to this citation within 21 calendar days. See reverse for further instructions.</small>	
<small>At the time of issuance of this citation, the listed vehicle was parked in violation of a City of Riverside Parking Ordinance or a State of California Vehicle Code.</small>	
<b>CITE# 55023962</b>	
ISSUE DATE 05/19/2020 03:15 PM	
<b>TIME MARKED</b>	
DURATION	ZONE
00:00 hrs/min	
METER/SPACE	PERMIT
LOCATION 5600 ARLINGTON	
VIOLATION 10.52.030(D) RMC STREET PARKING - LIMITED TIME	
<b>Fine \$0.00</b>	
<b>Lic: 1ABC234</b>	
VIN	
STATE-EXP	COLOR
CA-	BLACK
MAKE	BODY
ACURA	2-DOOR
BADGE/ID	
ARM127	
COMMENTS DESIG 5 MIN CURBSIDE PICKUP ONLY	
<b>WARNING - DO NOT PAY</b>	
	
<small>CITY OF RIVERSIDE PO BOX 3808, TUSTIN, CA 92781-3808 www.p1cket.com/riverside</small>	

*3 Sample warning citation for curbside pickup violation*

### Termination of Pickup Zone

- All curbside pickup zones established through the 3 month pilot program process will be terminated upon the close of the pilot period, which ends August 31<sup>st</sup> 2020 unless otherwise extended by the Public Works Director.
- The Traffic Engineer may revoke or suspend permits from permittees found to be in violation of these guidelines.
  - Permittees may appeal a suspension or revocation to the Public Works Director within ten days of notice of the revocation or suspension. The Public Works Director's decision shall be final.
- Upon program termination or permit revocation, signs shall be returned to the City Corporation Yard, 8095 Lincoln Avenue, Riverside CA 92504.

### Collaboration

- Not all businesses wishing to participate in the program will have viable parking stalls or zones along their frontage. An otherwise qualifying permit applicant may coordinate with a neighboring property owner to allow the use of their frontage for curbside pickup.
- Businesses may choose to coordinate applications, combining stall/spot numbers or zone arrows across frontages to best facilitate their needs.