



TEMPORARY COVID-19 OUTDOOR ACTIVITIES GUIDANCE

TEMPORARY TAKE-OUT WINDOWS

This guidance establishes criteria for temporary take out windows for restaurants in response to the COVID-19 Health Pandemic. The City of Capitola is supporting the installation of a take-out window for restaurants to assist in creating a safe environment for employees and patrons to pick-up food while maintaining ingress and egress for the restaurant and safe distancing.

1. Required Agreement. Temporary Take-out windows on private property require a Temporary COVID-19 Outdoor Activities and Encroachment Agreement.

Submittal Checklist: Each application for a temporary take-out window shall include the following

- Temporary COVID-19 Outdoor Activities and Encroachment Agreement application with owner signatures.
- Elevation and site plan which outlines compliance with ADA requirements. See attached ADA requirements.
- Dimensions and specifications of window replacement.

2. Permitted Zoning Districts. A Temporary Take-out Window is allowed in all commercial and mixed-use zoning districts in conjunction with an existing restaurant.

3. Standards. Temporary Take-out windows shall comply with the following standards.

- A. Maximum Number: One temporary take-out window may be installed per restaurant.
- B. Location: The take-out window may be located within an existing window opening or a new opening created specifically for the new use. The location should assist the restaurant in achieving social distancing and be located in an area with adequate room for patrons to que with adequate social distancing per the industry standards.
- C. Design:
 - 1. Non-historic structure. The window replacement or new window should relate to the existing windows on the building in materials and design.
 - 2. Historic Structure. For a historic structure, an existing opening should be utilized for the take-out window. The size of the window opening should not be modified. Only the function of the window should be modified to allow food to passed out the window. Window materials should match existing window materials and scale for the historic structures. For example, a historic structure with wood windows should utilize a wood window with matching window features (sash, trim) to complement the structure.
- D. Safe Passage.
 - A. A take-out window is permitted only if in compliance with ADA and California Building Code Chapter 11B requirements and includes adequate area for queuing with social distancing. (See attached accessibility guidance.)
- E. Signs. All signs are subject to Chapter 17.80 (inside Coastal Zone) and Chapter 17.57 (outside coastal zone).



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- F. Food and Beverages. The service of food and beverages from a take-out window requires the restaurant have a business license, an active conditional use permit to serve alcohol (if applicable), and shall comply with the following requirements:
1. The applicant shall obtain all licenses required for take-out alcoholic beverages from state authorities.
 2. The take-out window shall receive all necessary licenses from County of Santa Cruz Health Department.
- G. Trash and Maintenance.
1. A trash bin shall be made available in close vicinity to the take-out window on the restaurant property or along public sidewalk adjacent to the restaurant.
 2. Applicant shall be responsible for all trash and litter removal related to the take-out and restaurant business.
 3. The sidewalk surface in close proximity to the take-out window shall be maintained in a clean and safe condition.
- H. Hours of Operation. A take-out window may operate between seven a.m. and eight p.m. seven days a week.

11B-304.2 Floor or ground surfaces. Floor or ground surfaces of a turning space shall comply with *Section 11B-302*. Changes in level are not permitted.

Exception: Slopes not steeper than 1:48 shall be permitted.

11B-304.3 Size. Turning space shall comply with *Section 11B-304.3.1* or *11B-304.3.2*.

11B-304.3.1 Circular space. The turning space shall be a space of 60 inches (1524 mm) diameter minimum. The space shall be permitted to include knee and toe clearance complying with *Section 11B-306*.

11B-304.3.2 T-Shaped space. The turning space shall be a T-shaped space within a 60 inch (1524 mm) square minimum with arms and base 36 inches (914 mm) wide minimum. Each arm of the T shall be clear of obstructions 12 inches (305 mm) minimum in each direction and the base shall be clear of obstructions 24 inches (610 mm) minimum. The space shall be permitted to include knee and toe clearance complying with *Section 11B-306* only at the end of either the base or one arm.

11B-304.4 Door swing. Doors shall be permitted to swing

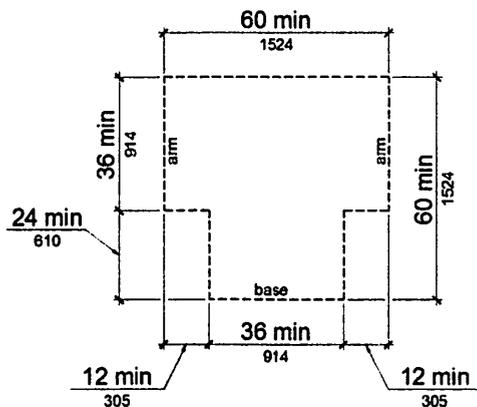


FIGURE 11B-304.3.2 T-SHAPED TURNING SPACE

into turning spaces.

11B-305 Clear floor or ground space

11B-305.1 General. Clear floor or ground space shall comply with *Section 11B-305*.

11B-305.2 Floor or ground surfaces. Floor or ground surfaces of a clear floor or ground space shall comply with *Section 11B-302*. Changes in level are not permitted.

Exception: Slopes not steeper than 1:48 shall be permitted.

11B-305.3 Size. The clear floor or ground space shall be 30 inches (762 mm) minimum by 48 inches (1219 mm) minimum.

11B-305.4 Knee and toe clearance. Unless otherwise specified, clear floor or ground space shall be permitted to include knee and toe clearance complying with *Section 11B-306*.

11B-305.5 Position. Unless otherwise specified, clear floor or ground space shall be positioned for either forward or parallel approach to an element.

11B-305.6 Approach. One full unobstructed side of the clear floor or ground space shall adjoin an accessible route or

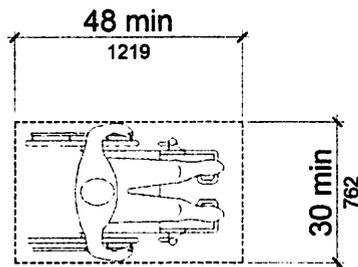


FIGURE 11B-305.3 CLEAR FLOOR OR GROUND SPACE

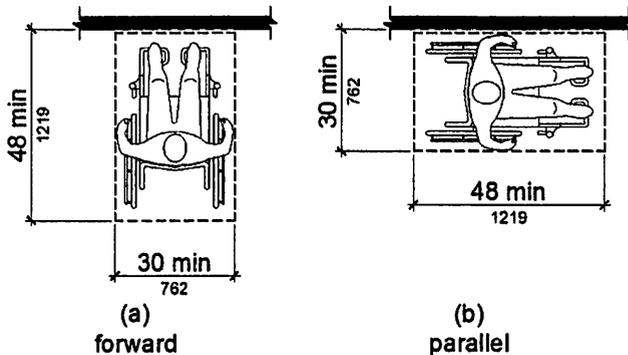


FIGURE 11B-305.5 POSITION OF CLEAR FLOOR OR GROUND SPACE

adjoin another clear floor or ground space. *Clear floor or ground space may overlap an accessible route, unless specifically prohibited elsewhere in this chapter.*

11B-305.7 Maneuvering clearance. Where a clear floor or ground space is located in an alcove or otherwise confined on all or part of three sides, additional maneuvering clearance shall be provided in accordance with *Sections 11B-305.7.1* and *11B-305.7.2*.

11B-305.7.1 Forward approach. Alcoves shall be 36 inches (914 mm) wide minimum where the depth exceeds 24 inches (610 mm).

11B-305.7.2 Parallel approach. Alcoves shall be 60 inches (1524 mm) wide minimum where the depth exceeds 15 inches (381 mm).

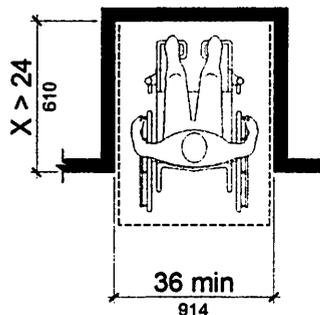


FIGURE 11B-305.7.1 MANEUVERING CLEARANCE IN AN ALCOVE, FORWARD APPROACH

DIVISION 3: BUILDING BLOCKS

11B-301 General

11B-301.1 Scope. The provisions of *Division 3* shall apply where required by *Division 2* or where referenced by a requirement in this *chapter*.

11B-302 Floor or ground surfaces

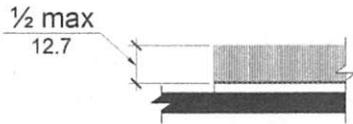
11B-302.1 General. Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with *Section 11B-302*.

Exceptions:

1. Within animal containment areas, floor and ground surfaces shall not be required to be stable, firm, and slip resistant.
2. Areas of sport activity shall not be required to comply with *Section 11B-302*.

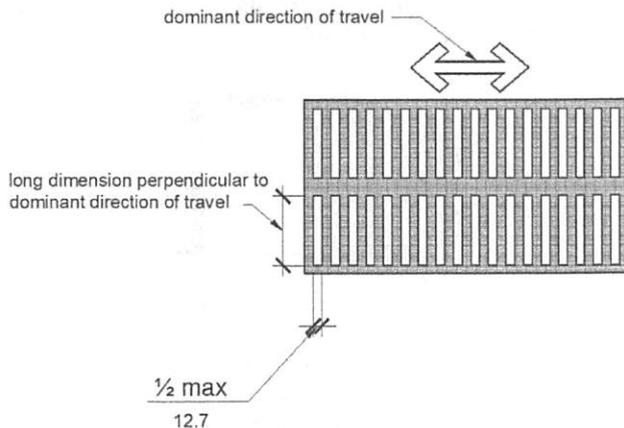
11B-302.2 Carpet. Carpet or carpet tile shall be securely attached and shall have a firm cushion, pad, or backing or no cushion or pad. Carpet or carpet tile shall have a level loop, textured loop, level cut pile, level cut/uncut pile texture. Pile height shall be $\frac{1}{2}$ inch (12.7 mm) maximum. Exposed edges of carpet shall be fastened to floor surfaces and shall have trim on the entire length of the exposed edge. Carpet edge trim shall comply with *Section 11B-303*.

11B-302.3 Openings. Openings in floor or ground surfaces



**FIGURE 11B-302.2
CARPET PILE HEIGHT**

shall not allow passage of a sphere more than $\frac{1}{2}$ inch (12.7 mm) diameter except as allowed in *Sections 11B-407.4.3, 11B-409.4.3, 11B-410.4, 11B-810.5.3 and 11B-810.10*. Elongated openings shall be placed so that the long dimension is perpendicular to the dominant direction of travel.



**FIGURE 11B-302.3
ELONGATED OPENINGS IN FLOOR OR GROUND SURFACES**

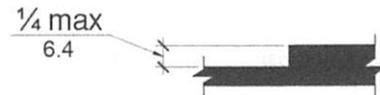
11B-303 Changes in level

11B-303.1 General. Where changes in level are permitted in floor or ground surfaces, they shall comply with *Section 11B-303*.

Exceptions:

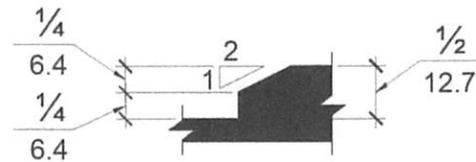
1. Animal containment areas shall not be required to comply with *Section 11B-303*.
2. Areas of sport activity shall not be required to comply with *Section 11B-303*.

11B-303.2 Vertical. Changes in level of $\frac{1}{4}$ inch (6.4 mm) high maximum shall be permitted to be vertical *and without edge treatment*.



**FIGURE 11B-303.2
VERTICAL CHANGE IN LEVEL**

11B-303.3 Beveled. Changes in level between $\frac{1}{4}$ inch (6.4 mm) high minimum and $\frac{1}{2}$ inch (12.7 mm) high maximum shall be beveled with a slope not steeper than 1:2.



**FIGURE 11B-303.3
BEVELED CHANGE IN LEVEL**

11B-303.4 Ramps. Changes in level greater than $\frac{1}{2}$ inch (12.7 mm) high shall be ramped, and shall comply with *Section 11B-405 or 11B-406*.

11B-303.5 Warning curbs. Abrupt changes in level exceeding 4 inches (102 mm) in a vertical dimension between walks, sidewalks or other pedestrian ways and adjacent surfaces or features shall be identified by warning curbs at least 6 inches (152 mm) in height above the walk or sidewalk surface.

Exceptions:

1. A warning curb is not required between a walk or sidewalk and an adjacent street or driveway.
2. A warning curb is not required when a guard or handrail is provided with a guide rail centered 2 inches (51 mm) minimum and 4 inches (102 mm) maximum above the surface of the walk or sidewalk.

11B-304 Turning space

11B-304.1 General. Turning space shall comply with *Section 11B-304*.

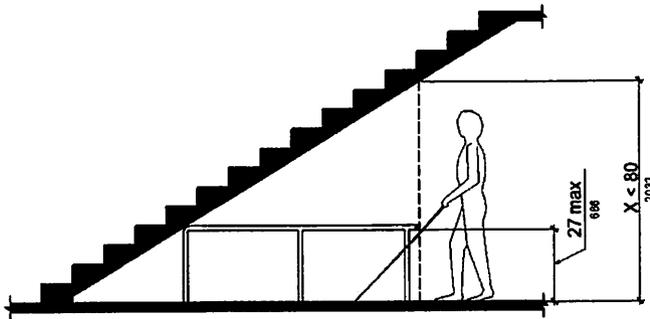


FIGURE 11B-307.4
VERTICAL CLEARANCE

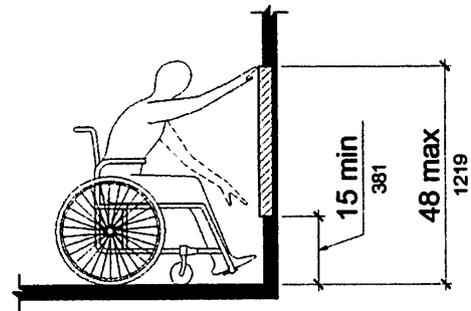


FIGURE 11B-308.2.1
UNOBSTRUCTED FORWARD REACH

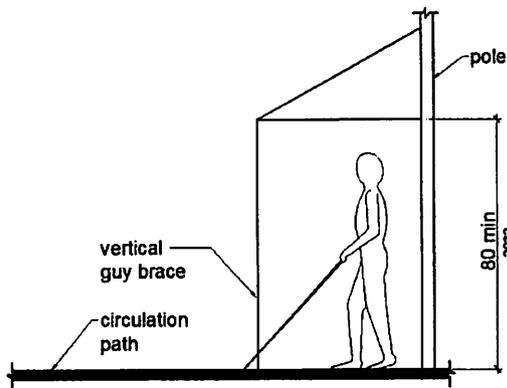


FIGURE 11B-307.4.1
GUY BRACES

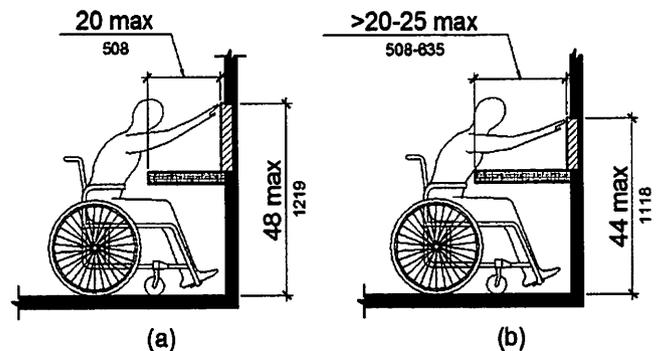


FIGURE 11B-308.2.2
OBSTRUCTED HIGH FORWARD REACH

11B-307.5 Required clear width. Protruding objects shall not reduce the clear width required for accessible routes.

11B-308 Reach ranges

11B-308.1 General. Reach ranges shall comply with Section 11B-308.

11B-308.1.1 Electrical switches. Controls and switches intended to be used by the occupant of a room or area to control lighting and receptacle outlets, appliances or cooling, heating and ventilating equipment, shall comply with Section 11B-308 except the low reach shall be measured to the bottom of the outlet box and the high reach shall be measured to the top of the outlet box.

11B-308.1.2 Electrical receptacle outlets. Electrical receptacle outlets on branch circuits of 30 amperes or less and communication system receptacles shall comply with Section 11B-308 except the low reach shall be measured to the bottom of the outlet box and the high reach shall be measured to the top of the outlet box.

11B-308.2 Forward reach.

11B-308.2.1 Unobstructed. Where a forward reach is unobstructed, the high forward reach shall be 48 inches (1219 mm) maximum and the low forward reach shall be 15 inches (381 mm) minimum above the finish floor or ground.

11B-308.2.2 Obstructed high reach. Where a high forward reach is over an obstruction, the clear floor space shall extend beneath the element for a distance not less than the required reach depth over the obstruction. The high forward reach shall be 48 inches (1219 mm) maximum where the reach depth is 20 inches (508 mm) maximum. Where the reach depth exceeds 20 inches (508 mm), the high forward reach shall be 44 inches (1118 mm) maximum and the reach depth shall be 25 inches (635 mm) maximum.

11B-308.3 Side reach.

11B-308.3.1 Unobstructed. Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches (1219 mm) maximum and the low side reach shall be 15 inches (381 mm) minimum above the finish floor or ground.

Exceptions:

1. An obstruction shall be permitted between the clear floor or ground space and the element where the depth of the obstruction is 10 inches (254 mm) maximum.
2. Operable parts of fuel dispensers shall be permitted to be 54 inches (1372 mm) maximum measured from the surface of the vehicular way where fuel dispensers are installed on existing curbs.

11B-308.3.2 Obstructed high reach. Where a clear floor or ground space allows a parallel approach to an element and the high side reach is over an obstruction, the height of the obstruction shall be 34 inches (864 mm) maximum and the depth of the obstruction shall be 24 inches (610 mm) maximum. The high side reach shall be 48 inches (1219 mm) maximum for a reach depth of 10 inches (254 mm) maximum. Where the reach depth exceeds 10 inches (254 mm), the high side reach shall be 46 inches (1168 mm) maximum for a reach depth of 24 inches (610 mm) maximum.

Exceptions:

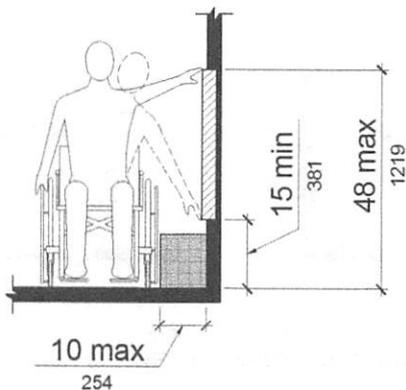
1. The top of washing machines and clothes dryers shall be permitted to be 36 inches (914 mm) maximum above the finish floor.
2. Operable parts of fuel dispensers shall be permitted to be 54 inches (1372 mm) maximum mea-

sured from the surface of the vehicular way where fuel dispensers are installed on existing curbs.

11B-308.4 Suggested reach ranges for children. Where building elements such as coat hooks, lockers, or operable parts are designed for use primarily by children, the suggested dimensions of Table 11B-308.4 shall be permitted. These dimensions apply to either forward or side reaches.

**TABLE 11B-308.4
SUGGESTED DIMENSIONS FOR CHILDREN'S USE**

SUGGESTED REACH RANGES FOR CHILDREN AGES 3 THROUGH 12			
Forward or Side Reach	Ages 3 and 4	Ages 5 through 8	Ages 9 through 12
High (maximum)	36 inches (914 mm)	40 inches (1016 mm)	44 inches (1118 mm)
Low (minimum)	20 inches (508 mm)	18 inches (457 mm)	16 inches (406 mm)



**FIGURE 11B-308.3.1
UNOBSTRUCTED SIDE REACH**

11B-309 Operable parts

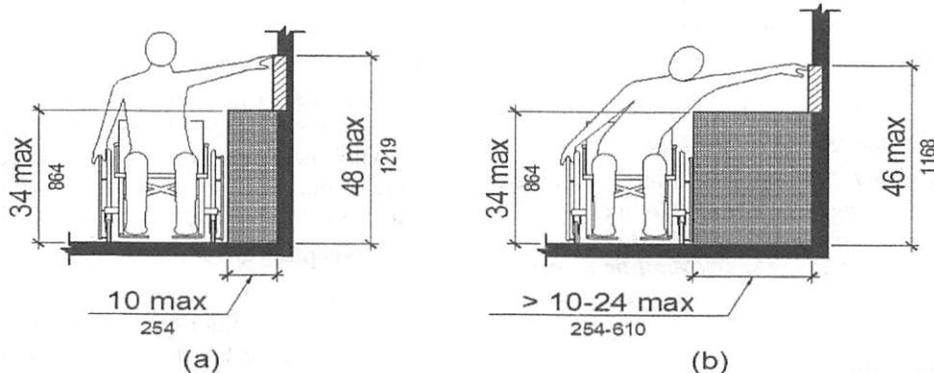
11B-309.1 General. Operable parts shall comply with Section 11B-309.

11B-309.2 Clear floor space. A clear floor or ground space complying with Section 11B-305 shall be provided.

11B-309.3 Height. Operable parts shall be placed within one or more of the reach ranges specified in Section 11B-308.

11B-309.4 Operation. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.

Exception: Gas pump nozzles and electric vehicle connectors shall not be required to provide operable parts that have an activating force of 5 pounds (22.2 N) maximum.



**FIGURE 11B-308.3.2
OBSTRUCTED HIGH SIDE REACH**