



ADMINISTRATIVE LICENSE REQUIREMENTS

FOR THE FLEX STREETS REINSTATED STREET CLOSURE PROGRAM

Published November 20, 2023

I. Introduction

On November 7, 2023 the Oakland City Council adopted [Ordinance No. 13765 C.M.S.](#), which amended Oakland Municipal Code (OMC) 8.62.100 to reinstate, until December 31, 2025, the portion of the Flex Streets Program facilitating public street closures (hereinafter referred to as the “Reinstated Street Closure Program”).

The purpose of the Reinstated Street Closure Program is to streamline the process for allowing street closures for businesses, events, and activities supporting the local economy. Along those lines, [Ordinance No. 13765 C.M.S.](#) removed the limit on the number of public street closures issued per year throughout the City or by street.

[Ordinance No. 13765 C.M.S.](#) also authorized the City Administrator to develop administrative license requirements that: (a) restrict days and hours of operation, (b) facilitate Fire and Police access, (c) facilitate appropriate parklet/street closure design, (d) provide utility and franchisee access, and (e) allow for other appropriate correlative uses of the right of way.

Accordingly, the City Administrator hereby adopts the following administrative license requirements under the Reinstated Street Closure Program. Please note these administrative license requirements are subject to change based on information gathered from implementation of the program.

II. Restrictions on Days and Hours of Operation

- A. To promote shared access to the public right of way, street closures shall last no longer than three consecutive days and no more than one three-day street closure shall be permitted over a seven-day period. For example, if an applicant obtains a short-term encroachment permit to close a street Friday-Sunday, the earliest the applicant can obtain another short-term encroachment permit would be the following Friday.

III. Facilitating Fire, Police, and Hospital Access

- A. Street closures shall not take place on a street that includes entry or exit from a fire station, police station or hospital.
- B. All street closures shall include at least twenty (20) feet of continuous clearance throughout the closure to allow police and fire vehicles to access in case of emergency.
- C. Street closure barriers shall be immediately movable by event staff in the case of an emergency so that a police or fire vehicle can enter the closure if needed.
 - a. The applicant for a street closure shall designate staff to monitor the street closure throughout the event and be available to coordinate with police and fire departments if they need to access the emergency vehicle access lane.

IV. Facilitating Parklet/Street Closure Design

- A. Any parklets included in the street closure must comply with the City of Oakland's parklet permit requirements and design standards available on the City's Parklet Program website: <https://www.oaklandca.gov/resources/oakdot-parklet-program>.

V. Providing Utility and Franchisee Access

- A. Street closures shall provide access to any utilities as needed.

VI. Allowing Other Uses of the Right of Way

- A. Street closures shall not take place on a street that includes entry or exit from libraries, schools, or other similar facilities unless the applicant obtains written consent from the facility.
- B. Applicants must obtain approval from AC transit if the street closure requires rerouting of public transportation.
- C. Street closures shall not block exit or entry to any garages unless the parking garage has alternative egress and the owner of the parking garage provides express written consent for the closure.

VII. Support from Neighbors

- A. A majority of tenants on the impacted street must be in support of all street closures as demonstrated via a signed petition form.

VIII. Application Process and Fees

- A. The Reinstated Street Closure Program is not an extension of the City's original Flex Streets Program from 2020-2023 and thus does not retroactively extend any permits issued under the original street closure provisions of the Flex Streets Program.

- B. Applicants must submit a [special event permit application](#) for any proposed street closures/events. This includes applicants who have previously been approved for one or more street closures before the City Council's passage of the Reinstated Street Closure Program.
- i. Applicants with repeat street closures only need to submit one special event permit application per twelve (12) month period, provided the special event takes place at the same location, consists of the same scope, and is produced by the same applicant as the initial special event within the twelve (12) month period.
 - ii. The City reserves the right to add permit conditions or rescind approval(s) for the repeat event(s) if an initial permitted event required extraordinary police services, resulted in a public safety incident, or was otherwise non-compliant with special event permit requirements.
 - iii. Applicants will be required to meet the City's insurance requirements as set forth in the application.
- C. At the time of application, applicants shall submit any required [special event permit fees](#).

IX. Revocation of Reinstated Street Closure Program License(s)

- A. Street closures permits under the Reinstated Street Closure Program are revocable at any time. Grounds for revoking street closure permits include, but are not limited to, those outlined in Oakland Municipal Code [9.52.090](#) and [9.52.100](#).