

City of Milpitas

Temporary Guidelines for Outdoor Gatherings

The City of Milpitas will allow outdoor gatherings consistent with the current Santa Clara County Health Order and the COVID-19 Industry Guidance issued by the State of California. This temporary allowance will remain in effect until the County Health Officer lifts or modifies the current Health Order, or as directed by the Milpitas City Council.

General Guidelines

1. The sponsors or organizers of all outdoor events, meetings, or other gatherings shall read and comply with the Mandatory Directive for Outdoor Gatherings issued by the Santa Clara County Health Officer and the Covid-19 Industry Guidance for Outdoor gatherings issued by the State of California.

For guidance specific to personal care services, see:

- [County of Santa Clara Mandatory Directive for Outdoor Gatherings](#)
- [State of California COVID-19 Industry Guidance for Religious Services and Ceremonies](#)

2. These Guidelines shall apply to all outdoor gatherings, events, meetings, or assemblies that bring together multiple people from separate households in a single space, indoors or outdoors, at the same time and in a coordinated fashion. Examples include weddings, banquets, parties, conferences, religious services, festival, fair, performances, barbecues, protests, or picnics.
3. All gatherings must be held entirely outside, except that attendees may go inside to use restrooms as long as the restrooms are frequently sanitized.
4. All gatherings shall designate a host who is responsible for ensuring compliance with all requirements in the State and County Orders. The host must maintain a list of names and contact information for all participants. If a participant tests positive for COVID-19, the host shall assist the County Public Health Department with case investigation and contact tracing.
3. All outdoor ceremonies and religious gatherings shall limit the number of people present at any time to no more than twenty-five (25) individuals. All participants must remain at least six feet apart at all times, except for members of the same household. For clarity, members of the same household or living unit can be seated together and do not need to be six feet apart. Patrons from different households or living units shall maintain a minimum six-foot social distance.
4. The maximum number of people allowed at an outdoor gathering of any type is 60 people. This includes everyone present, such as hosts, workers, and guests. The space must be large enough so that everyone at a gathering can maintain at least six-foot (6') social distance from others.
4. All outdoor ceremonies and religious gatherings shall comply with ADA access requirements. A minimum four-foot wide path of travel shall be maintained along all pedestrian walkways from the parking lot and/or public right-of-way to all public building entrances.
5. Organizers of outdoor gatherings shall obtain authorization from the property owner for the use of private sidewalks or outdoor areas for ceremonies. In general, outdoor gatherings may be located on sidewalks, landscape areas, plazas, or patio areas.

6. Outdoor gatherings held on a property with multiple uses shall work with the property owner or management and other occupants, if any, to equitably allocate the available space.
7. Tables, chairs, shade structures, or other temporary objects shall be located in a manner that does not obstruct the entrance to any building or fire safety equipment, impede the flow of pedestrian or vehicle traffic, or create a hazardous condition (such as a tripping hazard).
8. No furniture, fixture, or equipment shall be permanently affixed to the sidewalk.
9. Access to indoor restroom must be provided; portable toilets are not permitted.
10. Live entertainment is not allowed in conjunction with any outdoor gathering. Loud singing or shouting are not allowed. Outdoor gatherings should make all efforts to be good neighbors.
12. No equipment or items may be shared amongst persons, except amongst members of the same household or living unit.
13. The sponsor or host of the Outdoor Gathering shall maintain the cleanliness of the outdoor area.
14. The use of tents, temporary shelters, or coverings for outdoor gatherings shall require review and approval by the Milpitas Fire Prevention Division.
15. Parking areas may be used for outdoor gatherings if no other options are available. Each site shall maintain the minimum number of parking spaces required for the seating available.
16. Substantial safety barriers such as temporary walls, concrete or water-filled barriers, or landscape planters shall be installed to protect the outdoor gathering areas from vehicles.

Application and Registration

Prior to setting up chairs or equipment for outdoor gatherings, the event sponsor or organizer or host shall submit an application for review and approval by the City of Milpitas Planning Department. No fee will be charged for this review, and same-day approval is expected for most applications. The application is available at: www.ci.milpitas.ca.gov/planningdepartment.

Please submit a complete application to outdoor.business@ci.milpitas.ca.gov, and staff will contact the applicant if additional information is needed. A complete application will include the following:

- a. A detailed description of the proposed outdoor gathering. Please read the application form carefully for details and provide all requested information. Incomplete forms will be returned to the applicant. As directed on the form, please describe the size, layout, hours and general location of the proposed outdoor gathering area. See form for details.
- b. The event organizer or host shall obtain and verify authorization from the property owner for use of outdoor areas, including parking, for outdoor assembly. Multi-tenant properties may agree to share available sidewalks, landscape areas, plazas, patio areas or parking for outdoor gatherings.
- c. Planning staff will review applications for the temporary use of outdoor areas, including parking, for outdoor ceremonies or religious gatherings. If consistent with State and County Health Orders and the above Guidelines, staff will send an email to confirm approval or request additional information. Where applicable, the property owner will receive a copy of the confirmation email.

Questions? – Please call 408-586-3279 or email outdoor.assembly@ci.milpitas.ca.gov