

# Parklet Program

## Program Manual, Process & Fees

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March 1, 2022

CITY COUNCIL

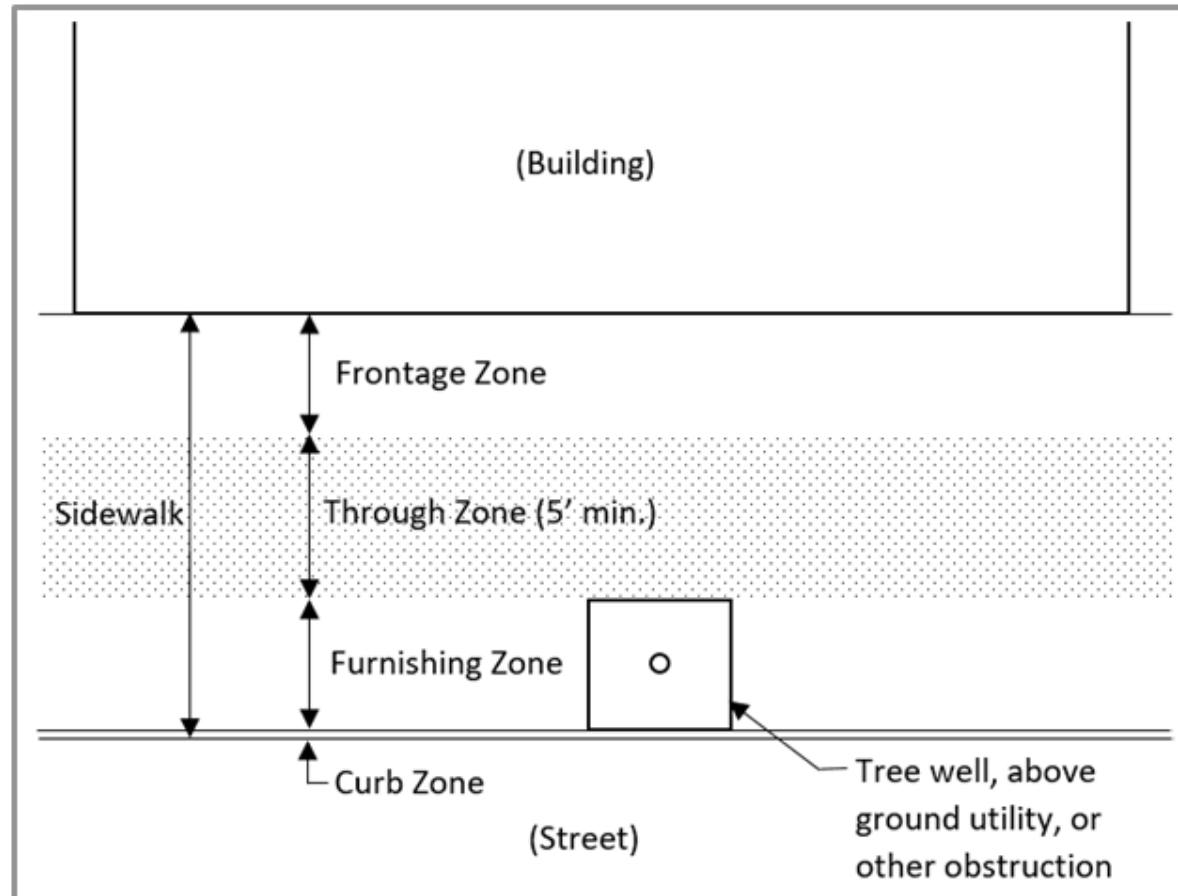
**Deputy Director Gabe Osburn & Deputy Director Raissa de la Rosa**  
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

# Purpose

Allow the safe delineation and repurposing of certain spaces within public streets that historically have been used for auto-centric functions in order to broaden the potential for the public right-of-way and create vitality and activity in commercial districts and residential centers.



# Definitions Diagram



# Public Parklets vs. Private Parklets

## **PUBLIC PARKLET**

Designed as publicly accessible open space, members of the public may freely use the parklet regardless of whether they patronize the sponsoring business or not.



## **PRIVATE PARKLET**

The owner of a private parklet may limit the use of the parklet to members of the public who patronize the sponsoring business.



# Permit Pathway, Duration & Process

## Pathway & Duration

- **Encroachment Permit application**
- **1 year** (renewed annually)

## Process

### 1. Initial Review

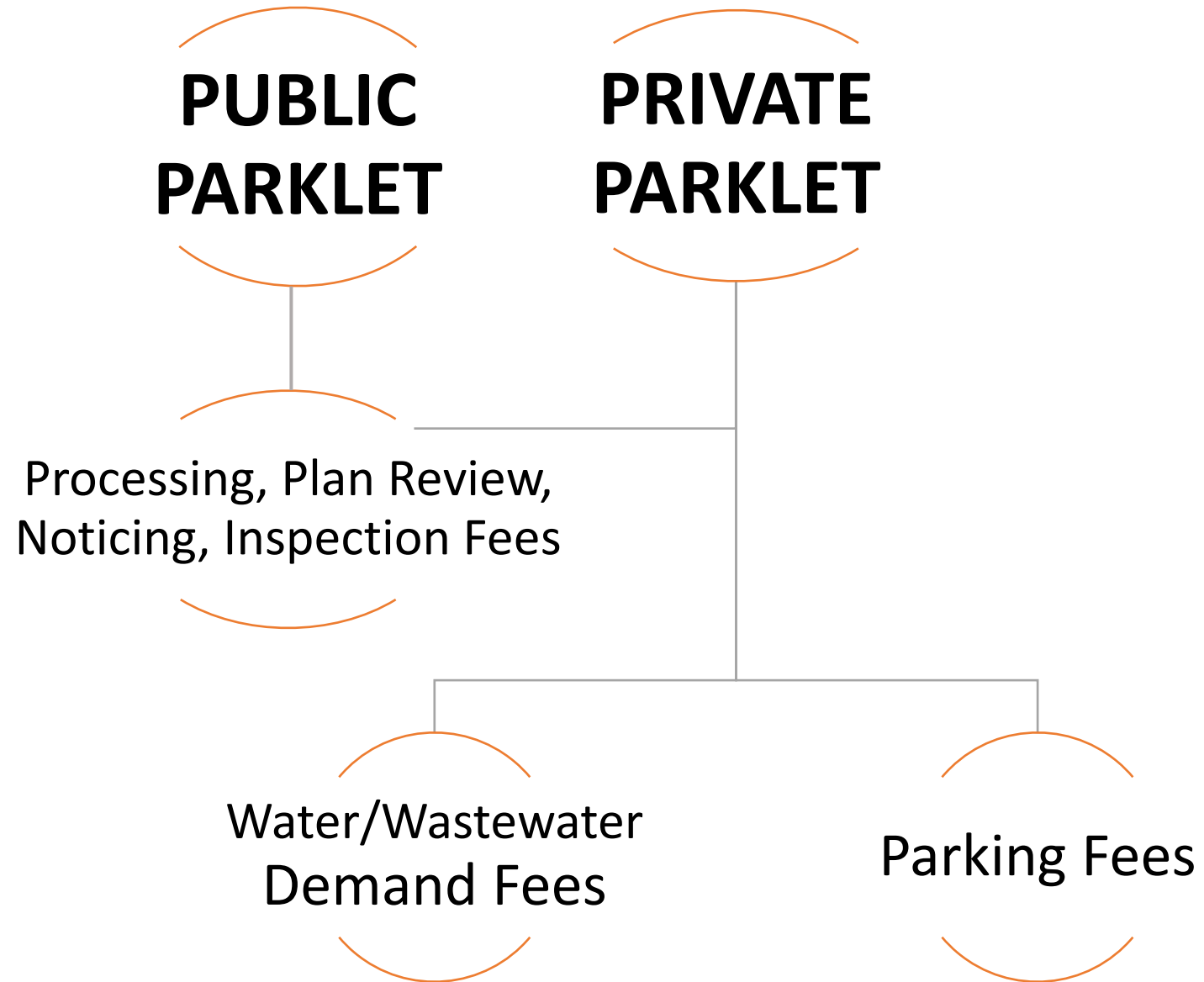
- Check site suitability
- Provide clarity prior to development of construction drawings

### 2. Submission of Final Design Package

- Design drawings reviewed against manual requirements, codes, policies and standards
- Includes required 15-day public noticing process
- Once approved, encroachment permit will be issued



# FEEES:



# Parking Fees – Private Parklets

For **Private Parklets displacing paid parking spaces**, a per space parking fee will be charged at 50% of the daily per space Premium Zone or Value Zone Meter Cover rate for a 12-month period, based on the Schedule of Parking User Fees as set by Council.

Premium Zone Meter Cover Rate: \$15/day per space

50% Meter Cover Rate x 365 days = \$2,737.50/space

3-Space Parklet Cost: \$8,212.50/year

Value Zone Meter Cover Rate: \$12/day per space

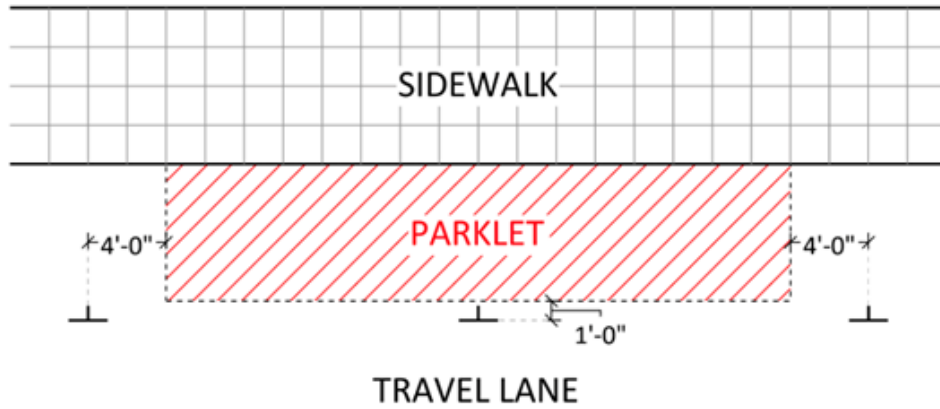
50% Meter Cover Rate x 365 days = \$2,190.00/space

3-Space Parklet Cost: \$6,570.00/year

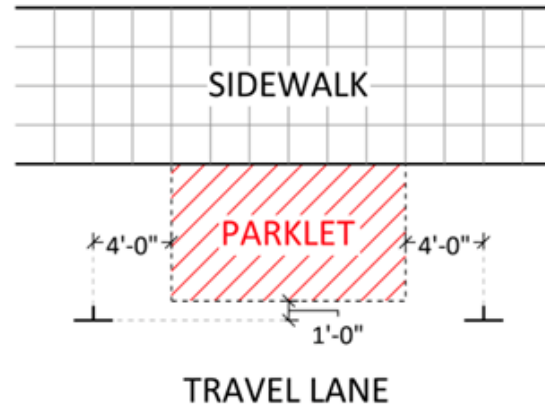


# Parking Diagrams

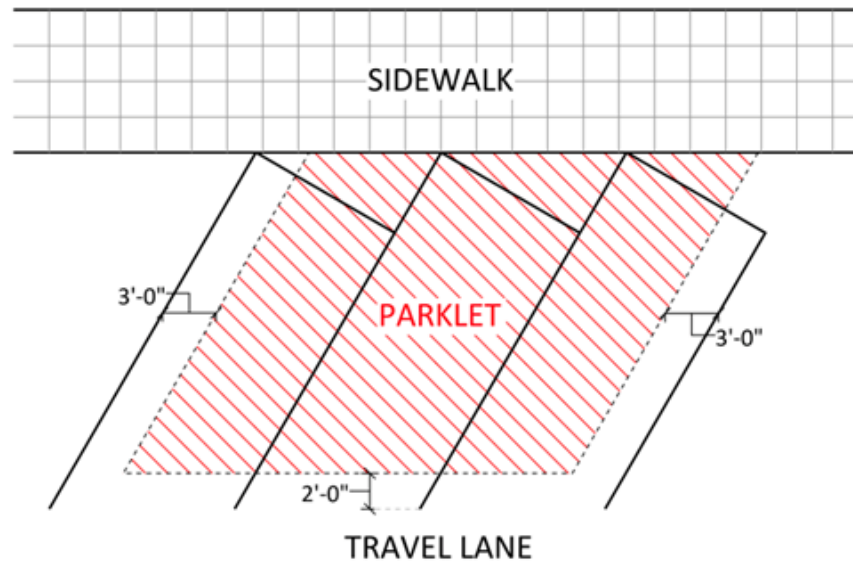
## 2 PARALLEL SPACES



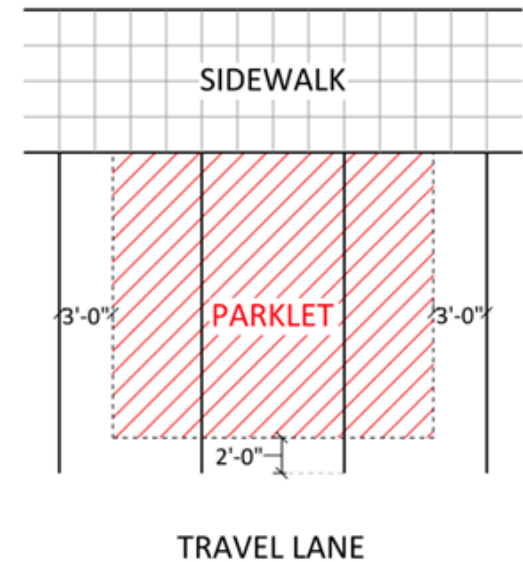
## 1 PARALLEL SPACE



## 3 DIAGONAL SPACES



## 3 PERPENDICULAR SPACES





# Parking Fee Context/Comparisons

## Santa Rosa Parking District Revenue Based Example – 600 block of 4<sup>th</sup> Street:

- Revenue generated between November 2019-October 2020: \$54,600
- Per space average parking revenue: \$2,374
- 3-Space Parklet parking cost: \$7,122

## San Francisco Model:

- Up-front year 1 cost: \$3,000 for the first space + \$1,500 for each additional space
- Annual renewal: \$2,000/space
  - Year 1 3-space Parklet parking cost: \$6,000
  - Year 2+ 3-space Parklet parking cost: \$6,000
- *Fully public parklets are \$1,000/space + \$250 for additional space; \$100/space annually*
- *Parking fees waived until 3/31/2023; Parking lane license fees are waived for first 2 years*
- SF PERMIT COSTS: range from \$0 to \$6,500/permit depending on type



# Total Estimated SR Parklet Fees

## Proposed Santa Rosa Fee Model – YEAR 1 – *excluding water impact fees*

- Encroachment Permit (*est. based on \$5k construction cost*): \$550
- Parking Fees – *based on 3 parking spaces*): ranges between \$0 to \$8,212.5
  - Premium Meter Zone: \$8,212.50
  - Value Meter Zone: \$6,570
  - No Meters/No Paid Parking: \$0

**Yr. 1 Permit Cost Range:  
\$550 to \$9,087.50**

## Proposed Santa Rosa Fee Model – YEAR 2+

- Encroachment Permit: \$128
- Parking Fees – *based on 3 parking spaces*): ranges between \$0 to \$8,212.5
  - Premium Meter Zone: \$8,212.50
  - Value Meter Zone: \$6,570
  - No Meters/No Paid Parking: \$0

**Permit Renewal - annual:  
\$128 to \$8,390.50**



# Key Program Elements

## Traffic Safety – placement on active public streets:

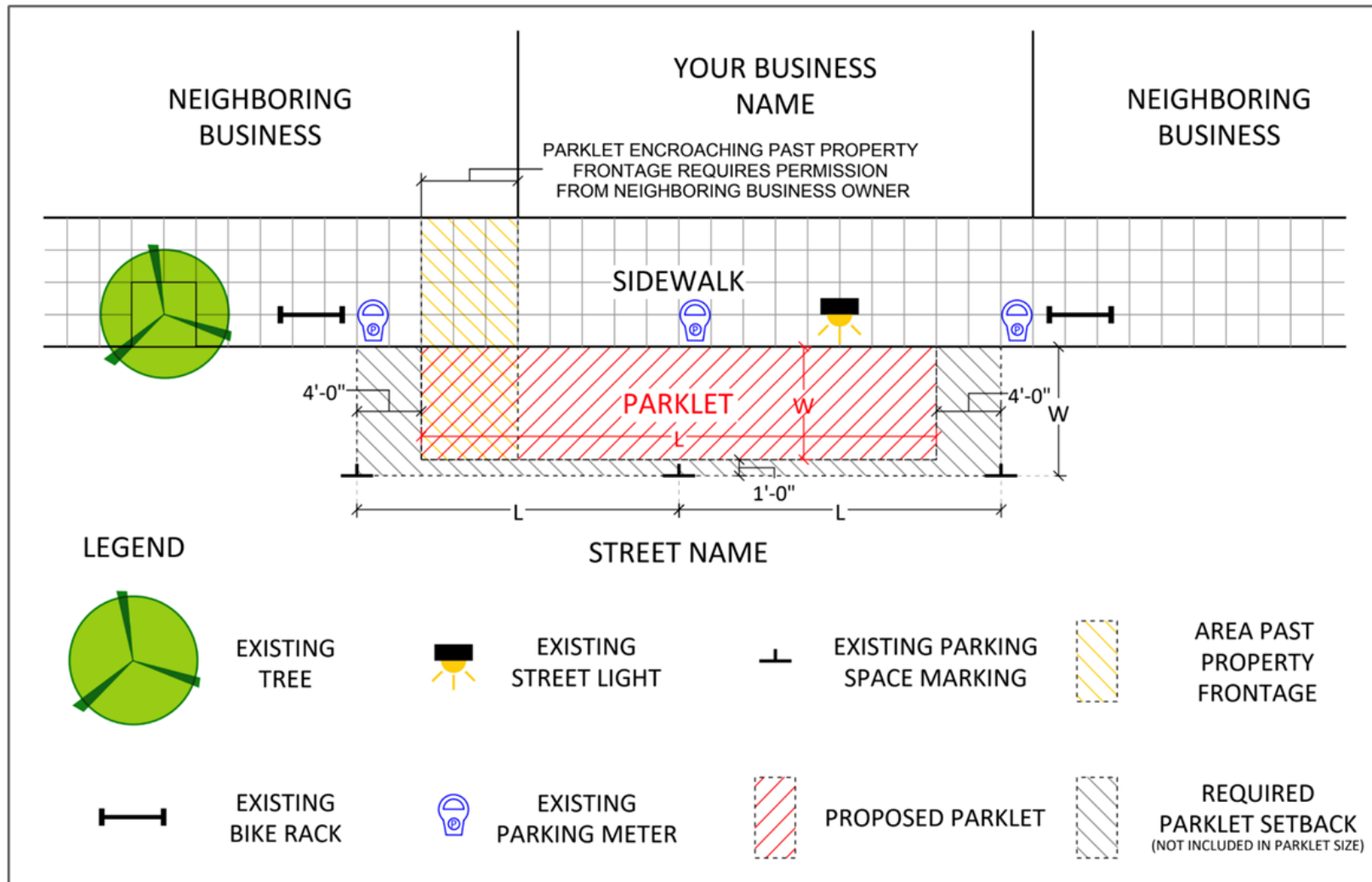
- Speed limit of 25 mph or less and a trip volume of less than 5,000 vehicles/day
- Must be at least 15' from any street corner, intersection and active driveways unless a lesser setback is determined by the Traffic Engineer

## Utilities and Public Safety:

- Access to surface utilities must be maintained at all times (e.g. sewer manholes, water meters, water valve covers, underground vaults)
- Clear access must be provided to fire hydrants and Fire Department connections at all times
- Must be designed for easy removal given they sit on critical infrastructure
- Inclusive design (ADA compliance) is required
- Parklets may not be installed in blue or red curb zones



# Sample Preliminary Site Plan



# Design Structure – General Aesthetics

Every effort should be made to ensure the parklet adds to the **beautification and visual character of the street scape.**

Parklet design shall include:

- Modular and movable outdoor dining/seating furnishings.
- The design, materials and colors of outdoor furnishings shall be coordinated and match the associated business establishment's design, colors and materials.
- Any umbrella, patio cover or tabletop lightings shall not create glare or illuminate an area off the site.
- All exposed support structures shall be covered with a visually pleasing product.



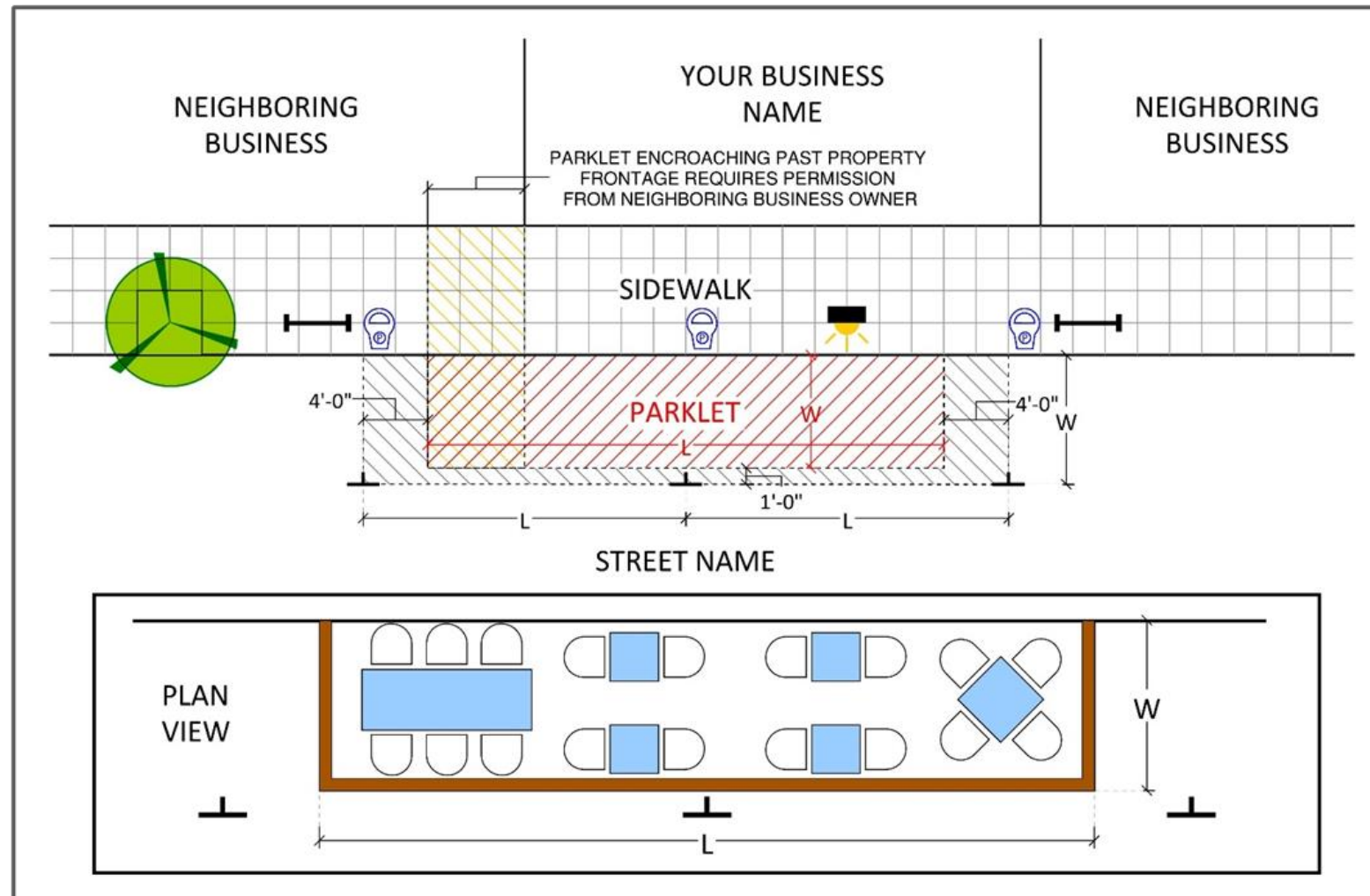
# Design Structure – General Aesthetics, cont.

The following design elements will NOT be permitted:

- Pop-up tents
- Outdoor carpeting or faux lawn products
- Lattice (wood or plastic)
- Pallets
- Plastic tables or chairs
- Plastic or vinyl fences, trellis, or furniture (including umbrellas)
- Picket fencing
- Chain link fencing
- Hinged metal pet enclosures



# Sample Final Site Plan



# Public Engagement

## Application Review

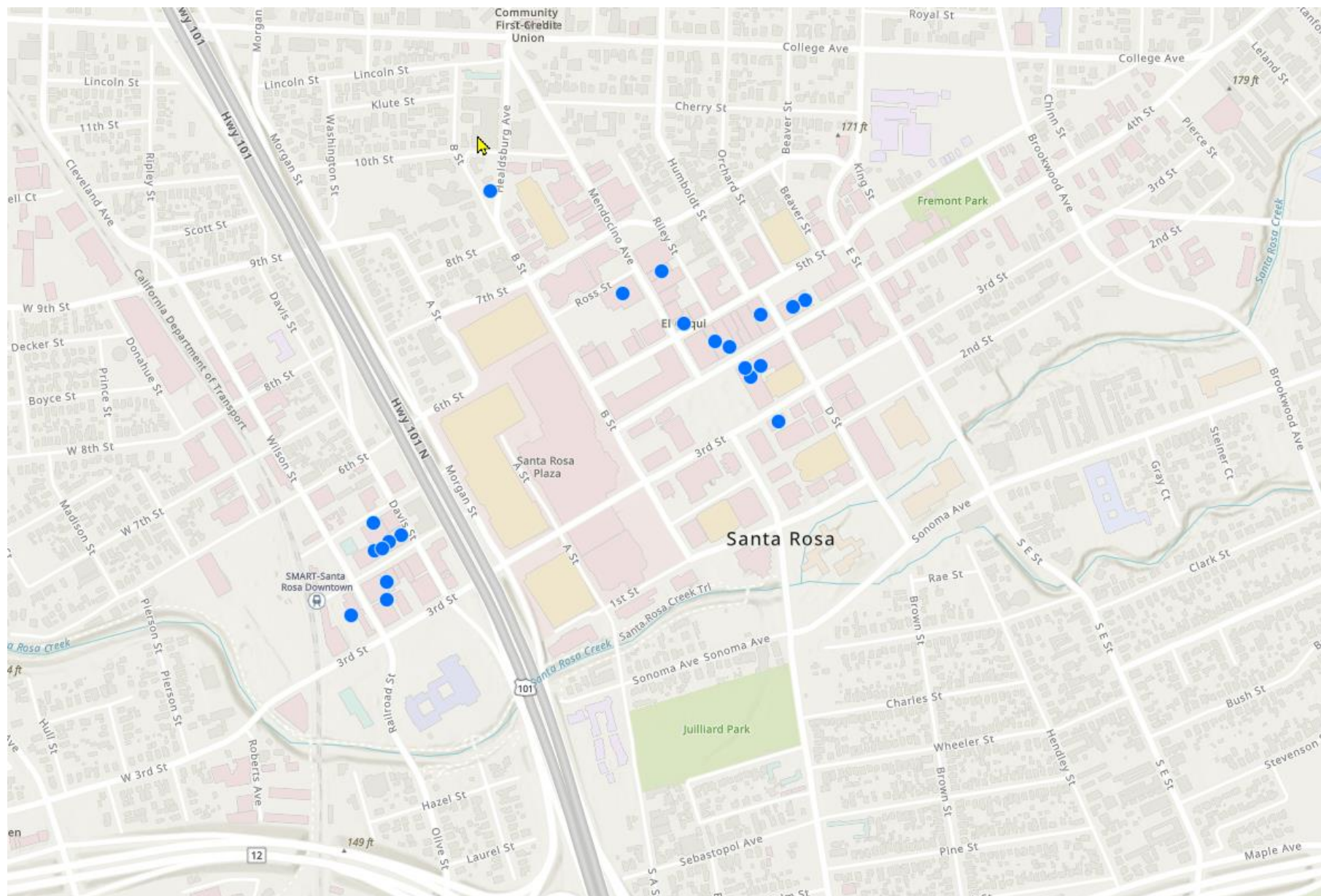
- Requires permission from adjacent owner/tenant when the parklet extends in front of another business.
- 15-day public review period - notice sent to tenants and owners within a 600' radius.
- Staff will work with applicant to address community concerns

## Manual Creation

- Coordination with Downtown and Railroad Square Districts
- Direct interaction with temporary permit holders







# Temporary Parklet Permits



# Recommendation

It is recommended by the Planning and Economic Development Department that the Council, by resolution, adopt the Parklet Program Manual, outlining requirements to expand a business' outdoor operating space on a public street; approve the application of existing permit and use fees associated with the cost of program uses in the right-of-way; and authorize staff to approve future changes in the Program Manual where references to State Code requirements and/or application process and/or submittal requirement streamlining need updating.

