

# Parklet Program Manual Adoption

Program Manual, Process & Fees

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June 7, 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.



# PUBLIC VS. PRIVATE PARKLETS

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## 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.

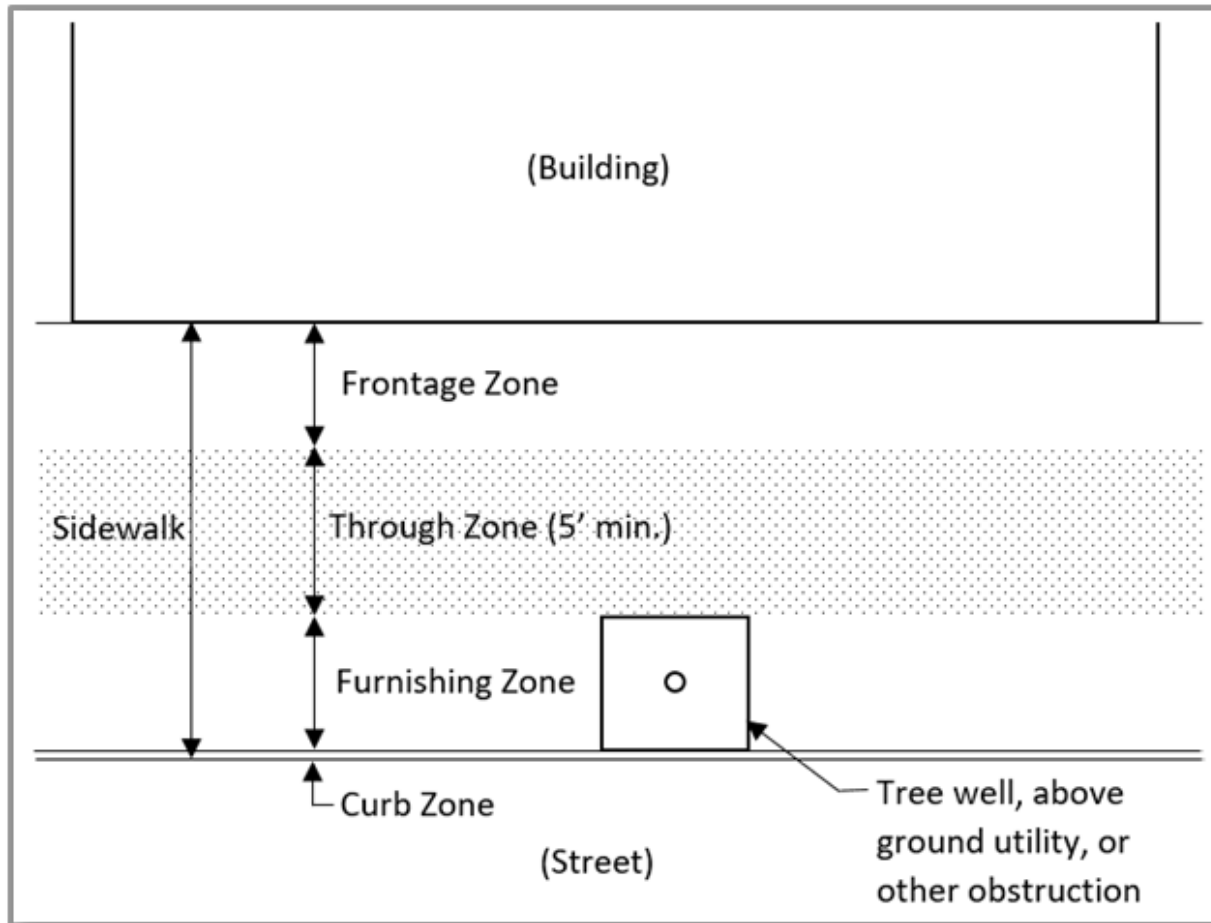


## PRIVATE PARKLET

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



# EXISTING AND PROPOSED PROGRAMS



Existing Program – Private Property Outdoor Seating

Existing Program – Sidewalk Café

Parklet Program



# PERMIT PATHWAY, DURATION AND PROCESS

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## **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





# LOCATION CRITERIA

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## **Traffic Safety:**

- Speed limit of **25 mph or less** and a trip volume of less than **5,000 vehicles/day**
- 15' from any street corner, intersection and active driveways
- No installations in blue or red curb zones.

## **Utility Clearance:**

- 7.5' clear access must be provided to fire hydrants and Fire Department connections
- Clearance from vented utility covers and overhead power lines

## **Public Process:**

- Adjacent owner and tenant permission needed when parklet encroaches on to adjacent frontage
- Issues brought forward during public noticing process

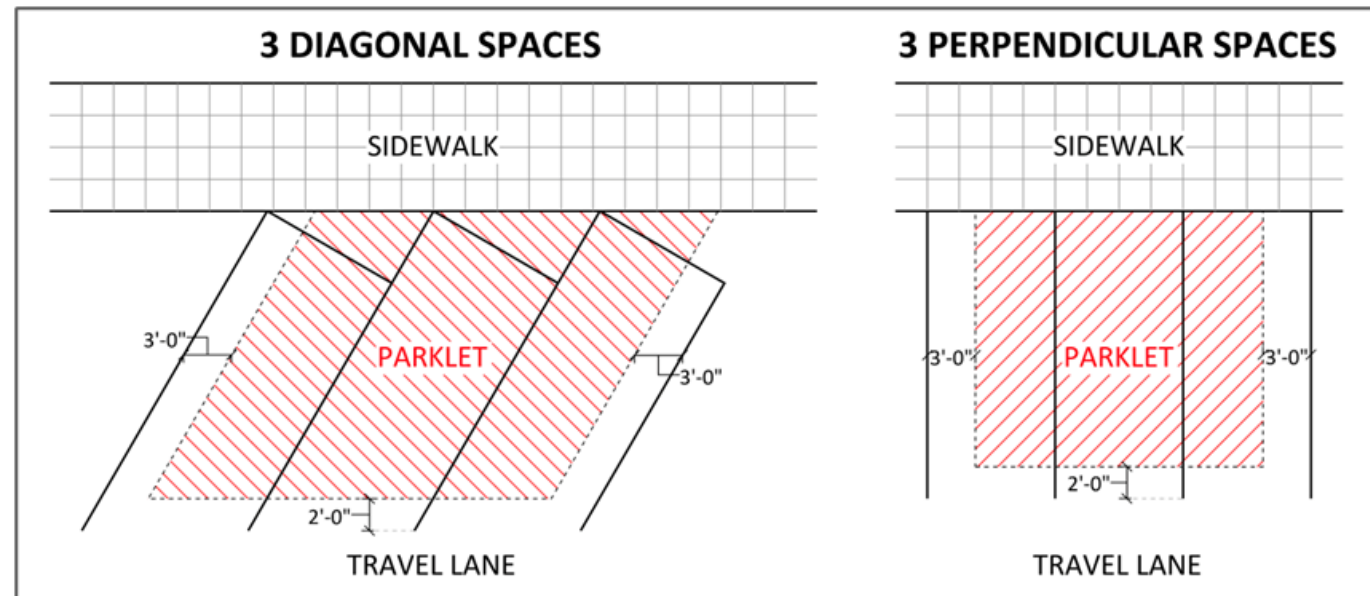
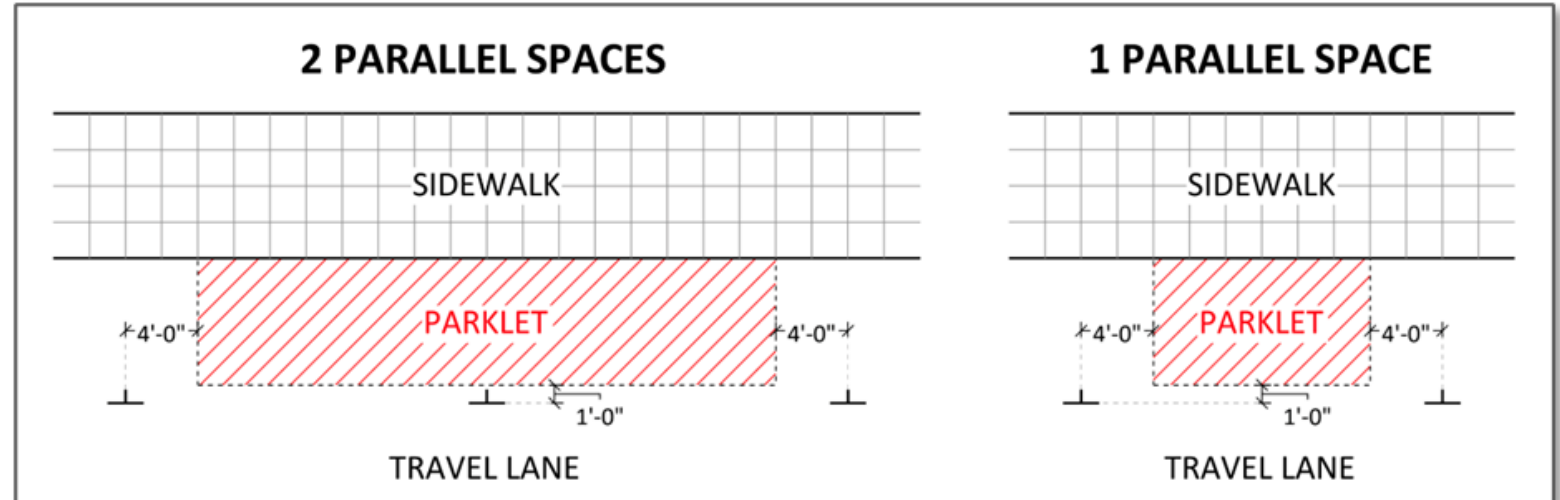


# Parking Space Setbacks and Allocations

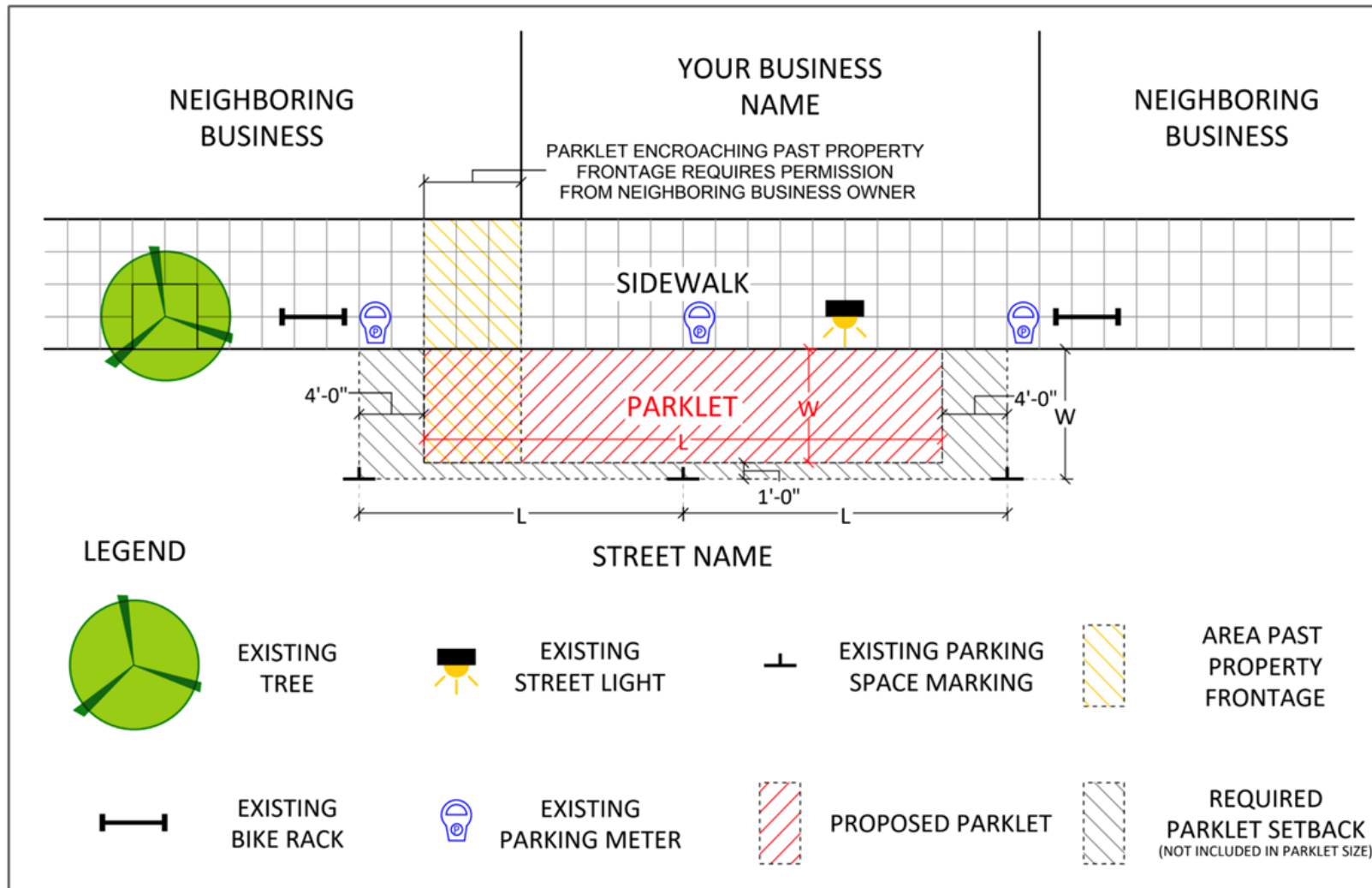
## Spaces per permit:

- **3** Diagonal Spaces or
- **3** Perpendicular Spaces or
- **2** Parallel

Staff discretion to increase the number of spaces when unique circumstances exist



# SAMPLE PRELIMINARY SITE PLAN





# DOWNTOWN STATION AREA

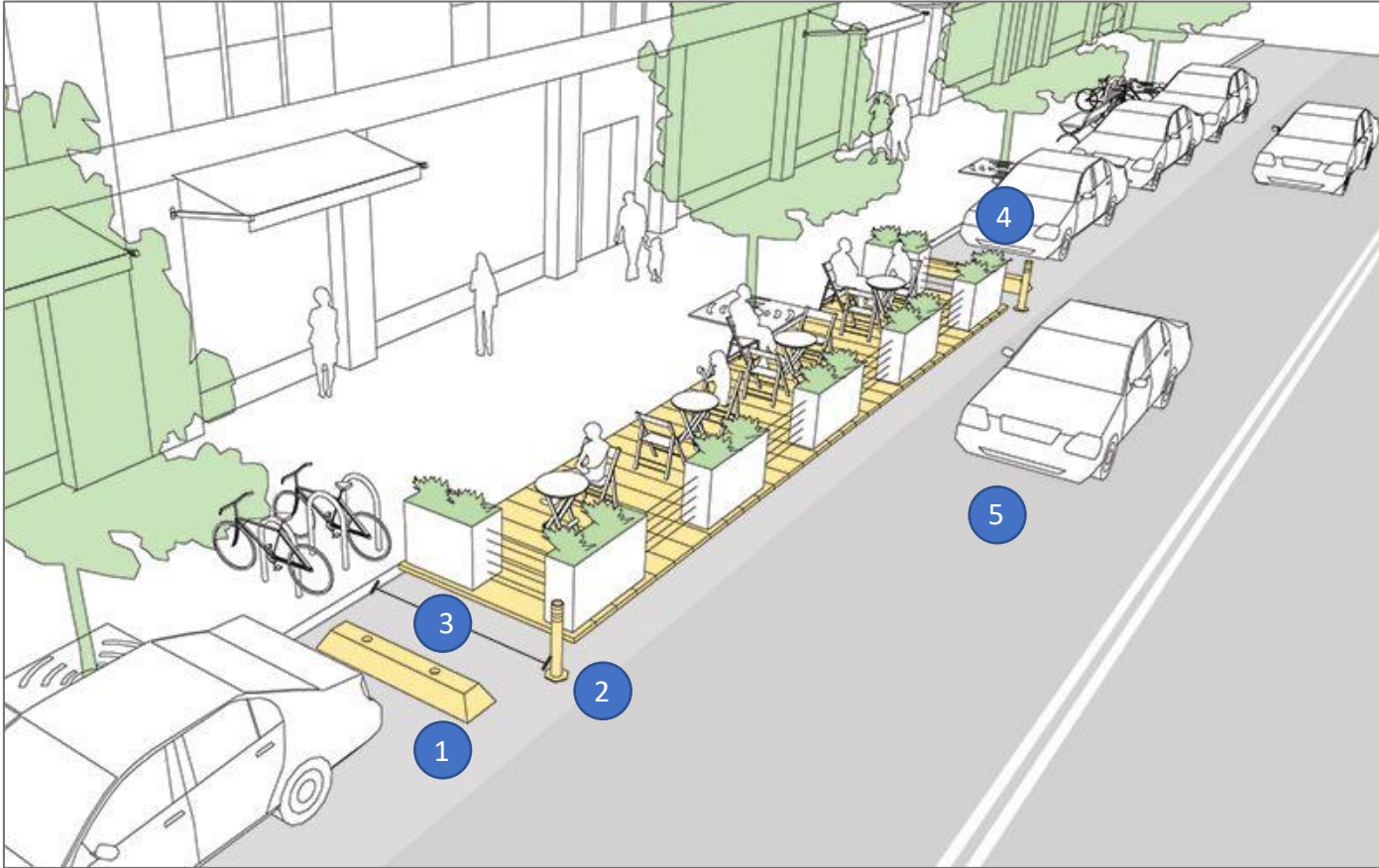
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## Metered Parking Space Allocations:

- Balance the parking needs with the desire to activate public spaces
- Avoid impacts to parking fund revenue
- Utilize surplus parking
- Delegate authority to the Parking Manager to set a cap on the number of metered parking spaces in the Downtown and Railroad Square areas
- Initial cap will be set at **50 metered spaces**, which generally reflects the number of spaces utilized under the temporary parklet program
- Permanent parklets will not be required to pay any one time or ongoing parking fee



# DESIGN – TRAFFIC SAFETY



1. Wheel stops
2. Soft hit post - reflectors
3. Depth reduced to create clearance from travel lane
4. Water barricades when edge is exposed to oncoming traffic
5. Speed limit of 25 miles per hour or less and with a trip volume of less than 5,000 vehicles per day

National Association of City Transportation Officials



# DESIGN – BUILDING REQUIREMENTS

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- All portions of the structure shall meet live loads and wind loads
- All portions of the platform and the seating area shall meet all ADA requirements
  - Slip resistant surface materials
  - Ensuring wheelchair users can access the parklet
  - Ensuring that the correct percentage of the parklet seating is accessible to people with disabilities
  - Slope
- Reduce vertical and overhead elements
  - Roofing is strongly discouraged but can be allowed at the discretion of the Chief Building Official
- Reduce anchoring into the street
- Occupancy load calculations for private parklets

# DESIGN – GENERAL AESTHETICS

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

- 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
- All exposed support structures shall be covered with a visually pleasing product
- Materials cannot create glare or illuminate an area offsite

# DESIGN – GENERAL AESTHETICS

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The following design elements **will not** be permitted:

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



# DESIGN – AMENITIES

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The following amenities are **allowed and encouraged**:

- Bike parking
- Native drought tolerant plantings
- Overhead umbrellas and canvas covers
- Warm tone string lights, lanterns and battery powered candles
- Propane heaters consistent with Fire Department requirements
- Trash, recycling and compost bins





FEES:

**PUBLIC  
PARKLET**

**PRIVATE  
PARKLET**

Processing, Plan Review,  
Noticing, Inspection Fees

Water/Wastewater  
Demand Fees



# Total Estimated SR Parklet Fees

## Proposed Santa Rosa Fee Model – YEAR 1

- Encroachment Permit (est. based on \$7k construction cost): **\$720**
- Public Information Services (noticing): **\$265**
- Water and Sewer Demand Fees: **\$4,854**
  - Estimate based on 2K gallons of additional demand
  - Only applies to private parklets
  - May not apply if associated parcel has available fee credits

Yr. 1 Permit Cost Range:  
**\$985 to \$5,839**

## Proposed Santa Rosa Fee Model – YEAR 2+

- Encroachment Permit: \$128

Permit Renewal - annual:  
**\$128**



# PUBLIC REVIEW PROCESS

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## Application Review

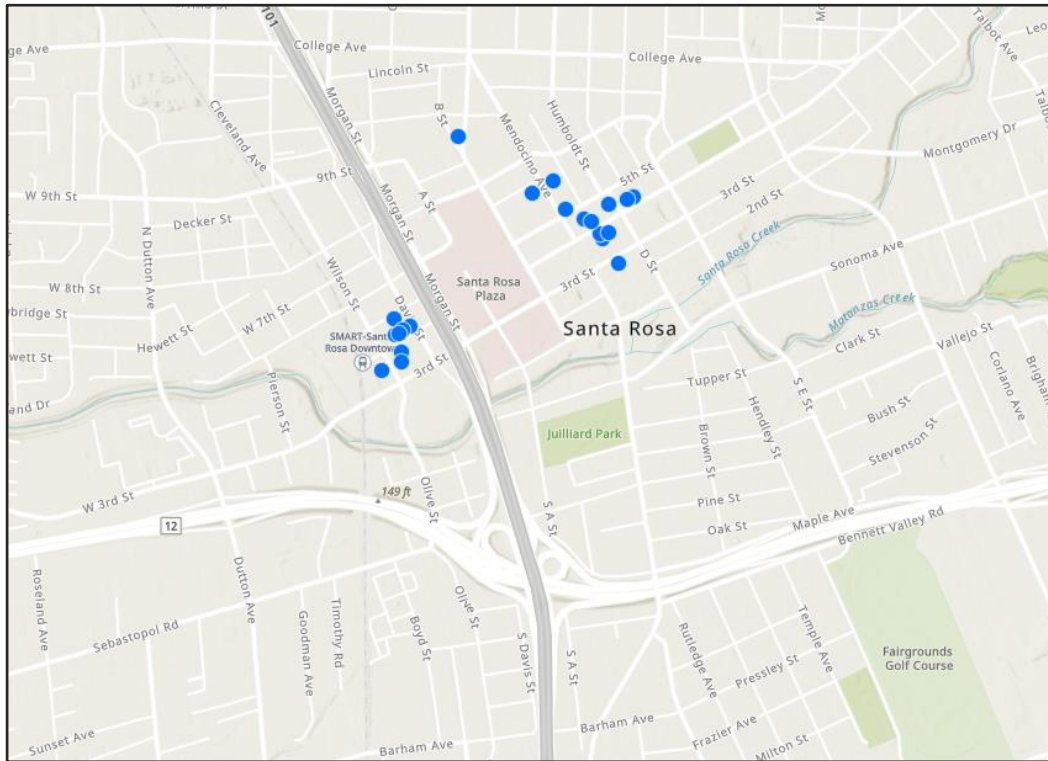
- Requires permission from adjacent owner/tenant when the parklet extends in front of another business.
- 15-day public review period - notice sent to tenants and owners within a 600' radius.
- Staff will work with applicant to address community concerns

## Manual Creation

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

# TEMPORARY OUTDOOR SEATING PROGRAM

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## PROGRAM ELEMENTS

- COVID-19 relief
- Private use
- Minimal requirements
- Allowed under City Code Chapter 13

## PROGRAM TERMINATION

- No new temporary permits after manual adoption
- Temp Seating removed by **September 12, 2022**
- Temp seating can remain during permit review
- City may remove seating at permit holder's expense



# FUTURE MANUAL UPDATES

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**Authorize the Director of the Planning and Economic Development Department to execute future updates to the program manual in the following areas:**

- Fee references
- Local, State and Federal code references
- Permitting procedures and application processes

# Recommendations

1. Adopt the Parklet Program Manual Adoption, outlining requirements to expand a business' outdoor operating space on a public street and assign existing service fees to applications initiated under the program
2. Authorize the Director of Planning and Economic Development to approve future changes to the Parklet Program Manual when references to Local, State and Federal Code requirements, adopted fees or application submittal processes require updating
3. Authorize the Parking Manager to determine the total number of meter parking spaces within the Downtown Station Area that may be utilized for the permanent parklet program

