



**DRAFT SANTA ROSA PARKLET/SHARED SPACE PROCESS**  
v. 21-0517

Contacts:

Raissa de la Rosa  
Economic Development Div. Director  
(707) 543-3059  
rdelarosa@srcity.org

Gabe Osburn  
Development Services Div. Director  
(707) 543-3853  
gosburn@srcity.org

---

**Program Goal**

- Reimagine the potential of city streets through facilitating the conversion of utilitarian spaces in the streets into publicly accessible spaces.
  - Parklets repurpose part of the street used for public parking into public spaces for people. They are intended as aesthetic enhancements to the streetscape, providing an economical solution to the desire and/or need for increased public open space, encourage pedestrian activity, foster neighborhood interaction, and support local businesses.

**Department Roles**

- PED Application intake; design and building review; inspections
- TPW Transportation, traffic, public utility access review
- Parking Parking impacts (including fees)
- Water Public utility access review; stormwater impacts
- Fire Public Safety considerations related to construction; access and clearance requirements for fire appliances

**Process Overview**

1. Submit application
2. Public outreach (Applicant)
  - Applicants will be required to notify property owners and adjacent businesses, with a strong recommendation to also notify nearby property owners and businesses, merchant associations, neighborhood organizations, and nearby residents, if applicable.
3. Proposal Review (City)
  - This process may include a public notice period and other opportunities for input
4. Design development / other needs, including (as needed – Applicant and City)
  - Final construction documents
  - Proof of insurance

- Other interdepartmental review and final approval
- 5. Permit Issuance (City)
- 6. Fabrication and Installation (Applicant), includes
  - Inspections as needed (City)
- 7. Post Construction
  - City will monitor/review code compliance complaints if received, to ensure compliance with public access and maintenance requirements.
  - Permits will be reviewed annually for renewal.

### **Important Considerations**

- Public Access:
  - Will parklets be for public regardless of whether or not they patronize the sponsoring business? OR
  - Will parklets be allowed for use by public only if they patronize the sponsoring business? OR
  - Can the City create a hybrid model, and will there be different fees associated with that model?
- Design:
  - Must consider the urban landscape and resolve site issues such as ADA access, street slopes, drainage needs, etc.
  - Parklets must be designed to be easily removed without damaging the curb, sidewalk, street, or roadway, yet be durable enough to withstand the urban landscape over the years.
  - Aesthetic appeal – ideally the City would like good looking, welcoming, well designed structures. Consideration may be considered for the incorporation of public art, for example.
  - Advertising on or in the parklet will not be allowed

### **Parklet Location Criteria**

- Speed Limit  
Model programs limit parklets to streets with speed limits of 25 mph or less. Parklets on streets with speed limits over 25 mph may be considered on a case by case basis.
- Corner Locations  
in general, parklets should be at least one parking space away from an intersection or street corner.
- Parking Spaces  
Parklets are most commonly sited in commercial locations where metered or unmetered on-street parking exists, though they also may be considered where there *would* be on street parallel, angled, or perpendicular parking.
- Driveways  
Parklets could be installed in front of a driveway if the applicant is or has written permission from the property owner and the driveway is not needed/used.

- Other Locations  
Will be considered on a case by case basis
- Street Slope  
Model programs generally permit parklets on streets with a running slope of 5% or less. Additional ADA considerations may be needed on slopes greater than 3%.
- Curb Color Zones  
Providing there is support to remove a zone as well as appropriate alternative locations to restore them, parklets may replace yellow, white, or green zones. Model programs do not allow the removal of blue or red zones, nor in bus zones.

### **ADA Compliance (inclusive design)**

- Parklets must comply with ADA requirements including:
  - Slip resistant surface materials
  - Wheelchair access
  - Ensuring at least some seating within the parklet is accessible to people with disabilities

### **Design Elements**

- The Platform
  - Bolting into the street is discouraged
  - Surface – the platform must be flush with the sidewalk with a gap to the curb of ½ an inch or less
  - Access – the platform must allow access for road maintenance of space underneath the platform
  - Drainage – the parklet may not impede the flow of curbside drainage
  - The platform should be designed as an extension of the sidewalk
- The Enclosure
  - Street buffer – depending on the location, the parklet should have a buffer to the street that is responsive to the how trafficked the site is.
  - Visibility – parklet design should maintain a visual connection to the street
  - Overhead elements should not span the sidewalk. Proposals with overhead elements that span the sidewalk may be considered on a case by case basis and will require a minimum vertical clearance of 84” above grade.
  - As an extension of the sidewalk, multiple points of entry along the curbside edge should be considered.
  - Consider the aesthetics of not just the interior of the enclosure, but the backside that is visible from both the roadway and the other side of the street.