



## **Parklet Pilot Program Extension Fall 2014**

### **Notice of Parklet Opportunity, Applications for Proposal**

**Parklet Applications Open: September 19, 2014**

**Informational Meeting: October 14, 2014, 5:30 – 6:30 pm in Hearing Room 4 of City Hall**

**Applications Due: November 17, 2014**

Thank you for your interest in applying to the City of Oakland's Pilot Program for Parklets!

While newer to Oakland, Parklets have been successful in San Francisco and other cities around the world and have found success in Oakland as well. During the initial 2012 Pilot Program, some of the Parklets approved were not built for various reasons, so the City is proposing to extend the pilot program to allow the review of additional Parklet applications while the City works out the details on a future permanent program.

A Parklet is the temporary use of space in the dedicated public right-of-way (parking spaces, unused bus stops, and other types of vehicular and non-vehicular zones) for public uses such as seating or bicycle racks. Parklets will be publicly accessible space for the enjoyment and use of all Oakland citizens, and are privately constructed and maintained. It is envisioned that the Parklets will be located in areas with pedestrian activity, as additional seating areas for retail patrons, and in areas where there is a desire to create a more pedestrian-friendly environment.

Parklets are intended to be seen as pieces of street furniture, providing aesthetic enhancements to the overall streetscape. In place of car parking, a platform is built to extend the grade of the sidewalk into the street. Once the platform is installed, benches, tables, chairs, landscaping, and bike parking can all be placed on top in order to create a Parklet. Parklets must remain publicly accessible and will require signage to this effect. Table service is not permitted and alcohol is not allowed on the Parklets. Commercial signage and advertising are not permitted.

#### **Eligible Applicants:**

1. Business Improvement Districts (BIDs), Community Benefit Districts (CBDs)
2. Storefront business owners, property owners, non-profits, community-based organizations, and other applicants may be considered.

## Number and Location

There will be up to fifteen (15) Parklets selected in this pilot program extension. As much as possible, the selected Parklets will be distributed throughout the City.

Parklets must be set back one parking space from a corner and along a street with a speed limit of 25 mph or less (consideration may be given for other streets on a case by case basis). They may be allowed in white and green zones if the entity that originally requested the white or green zone agrees to repurpose that curb area. Parklets are not permitted to be placed in front of a hydrant or in a way that restricts access to any private or public utility or within a handicap space. Parklets shall not be placed in front of or adjacent to a multi-space parking meter (Kiosk) and a minimum clearance of six (6) feet shall be maintained around all Kiosks.

## Responsibilities

The Permit Holder for each Parklet will be required to:

1. **Carry Insurance.** Provide evidence of at least \$1 million in general liability insurance naming the City of Oakland as additional insured.
2. **Sign a Maintenance Agreement.** Sign a Maintenance Agreement with the City of Oakland that **may** require the Permit Holder to do the following:
  - a. Maintain all plants in good health.
  - b. Keep the Parklet free of debris and grime.
  - c. Keep the Parklet free of pests and vectors.
  - d. Adequately maintain all surfaces of the Parklet so they are not hazardous to Parklet users.
  - e. Sweep out debris from under the Parklet on an as-needed basis.
  - f. Keep any furniture such as tables, chairs and benches clean.
  - g. Access panels must be included in order to maintain the gutter and area underneath the Parklet.
  - h. Once a year before the rainy season power wash under the Parklet. Do not allow powerwash water to flow into the stormdrain. Use appropriate stormdrain inlet protection and stormwater best management practices. (see Mobile Cleaners guidelines at <http://cleanwaterprogram.org/resources/commercial.html>)
  - i. Unsecured furniture is not permitted after business hours if the Permit Holder is a business. If the Permit Holder is not a business, the hours for unsecured furniture will need to be included in the Maintenance Agreement.

## Design Parameters

1. Parklet plans must be designed and stamped by a licensed architect or engineer.
2. Along roadway, a railing height of 42" minimum with openings that do not allow larger than a 4" sphere to pass. A visible edge to the Parklet is required on all sides except for the sidewalk, which may consist of planters, railing, or cabling. The edges should be visually permeable or "see-through."
3. Parklets are intended to be aesthetic improvements to the streetscape, and materials will be required to be of high quality, durable, and attractive.

4. The width of the Parklet must not extend beyond six (6) feet from the curb line.
5. Safe hit posts and wheel stops, or approved equals, are required.
6. Access panels must be included in order to maintain the gutter and area underneath the Parklet and the design must allow for drainage along the gutter to pass underneath the Parklet. Please see attached Handout for additional design information.
7. If bike parking is provided, the bike racks can be at street grade.
8. Parklets must be accessible to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG). People who use wheelchairs must be able to enter the Parklet and access all the primary features of the Parklet. Parklets shall not reduce the adjacent pedestrian travel way (sidewalk) width to less than 5 ½ feet clear. Parklets shall not interfere with the use of designated disabled parking zones; passenger loading zones; curb ramps; AC transit stops or other access features of the public right of way.
9. Where the Parklet utilizes parking spaces, the Parklet shall not exceed the length and width (6 ft width) of two (2) curb parallel parking spaces with a setback of a minimum of one (1) foot from either end of the parking space regardless of the length of the space. **Parklets proposed for parking spaces that are either angled or perpendicular to the curb will be reviewed on a case-by-case basis.**

## **Fees**

1. There will be a non-refundable Application Fee of **\$150** per Applicant made payable to City of Oakland.
2. If a permit is issued the following fees are required:
  - a. **\$1,133.73** Minor Encroachment Permit Fee
  - b. **\$57.38** Design Review Exemption Fee for noticing (applicant is responsible for mailing by certified mail the adjoining and block neighbors)
  - c. **\$127.00** Inspection Fee (for before and after installation)
3. Design, materials, and installation: The sponsor is responsible for all costs associated with design and installation of the Parklet. Parklets typically cost around **\$7,000 - \$12,000** per parking space, depending on design factors and materials used.
4. Renewals: A yearly renewal/inspection fee will be charged at **\$127.00**
5. Removal: The sponsor is responsible for costs associated with the removal of the Parklet. This includes circumstances related to streetscape improvements, public safety and utility serving emergencies, or violation of the Parklet Maintenance Agreement.
6. Parking Meters: In order to qualify, a project shall be designated as Revenue neutral, which means:
  - a. No loss of parking revenue at the selected location; or
  - b. City staff has identified and created new metered spaces to bring in equivalent revenue as to what is being lost; or
  - c. An annual lost meter revenue fee of **up to \$14,442.44 per space** shall be paid to the City. The Applicants will not be required to identify alternative meter locations; however, suggestions will be taken.

### **Demonstrated Community Support**

As part of the application process, Applicants will be required to demonstrate community support for their Parklet. Evidence can be provided in the form of:

1. Notification or letters of support from local BID or CBD. If no BID or CBD is present, letters from adjacent businesses on the block.
2. Letters of support or a signed petition from institutions, residents or other adjacent organizations that should include the location of the Parklet, the home or business address of the supporter, and any comments.
3. Documentation about community meeting(s) held to discuss the Parklet proposal.

### **Selection Process and Public Noticing**

The projects will be ranked according to the following criteria:

1. Good location – the proposed Parklet is likely to be well used and active
2. How it enhances the aesthetic quality of the streetscape
3. Innovative and unique design
4. Demonstrated community support for public space at the proposed location
5. Evidence that the Parklet will be well-maintained

Once the initial fifteen Applicants are selected, the Planning Department will provide copies of a Public Notice and the Applicant will be required to post them on site for 10 calendar days, informing the public that a permit is being considered to allow the installation of the Parklet at the proposed location. Planning staff will provide mailing labels and notices to Applicants to mail to property owners adjacent to the proposed location and along the same side of the block and the block on the other side of the street. If there are no objections from the public, the Applicants will submit detailed plans and drawings showing all details, including finishes, plant species, and furniture types, as well as a Maintenance Plan and proof of insurance. Upon review and approval of a complete set of plans, a permit will be issued.

If there are objections from a resident, business owner, or property owner who lives or works adjacent or along the block of the proposed Parklet, a special meeting with planning staff in the Bureau of Planning.

### **Permitting**

The permitting will be done as a Minor Encroachment Permit. As part of that permit, Public Works will review and approve the plans for the Parklet. Parklets that are elevated to be level with the sidewalk will have to meet the minimum distributed live loads in the 2013 CA Building Code Table 1607 A.1 (60 pounds per square foot – Walkways and elevated platforms). The Parklet will need to meet standards for flooring gaps, rail gaps, and handrail height that will be determined by Public Works.

If the program is successful and the City allows more Parklets, the Municipal Code may be amended to add a specific section on Parklets.

### **Why a Pilot Program?**

Parklets can be an innovative way to improve the pedestrian experience of the City. We hope all residents will benefit from the creativity and initiative of private businesses and community groups in the creation of unique, attractive urban spaces. Parklets have been very successful in San Francisco and Oakland so far. Please see <http://oaklandnet.com/parklets> for examples in Oakland and <http://sfpavementtoparks.sfplanning.org/> for San Francisco examples. Since Parklets are newer to Oakland, a pilot program will allow us to work out what is best for Oakland.

### **Why a Temporary Program?**

A Parklet is a temporary structure and is not meant to be permanent. It needs to be movable, have access beneath for cleaning and for drainage and also to be re-movable. The initial permit will be for one year, with up to two annual renewals contingent upon the Permit Holder meeting its Maintenance Agreement. Parklet renewals will be charged an annual Renewal Fee. After three years, the Parklet permit may be extended as part of the more permanent program.

### **Schedule**

September 19: Issue Notice of Parklet Opportunity

October 14: Informational Meeting, 5:30 – 6:30 pm in Hearing Room 4 of City Hall

### **November 17: Applications due**

After November 17: Staff review of applications

January 5, 2015: Initial selections announced

January 20: Applicants post Public Notice and mail notices

January 30: 10 day public notice period ends, Applicants have 6 months to submit their final construction document package to Public Works

July 30: Final construction document package due to Public Works

**What Must Be Included In Your Initial Application**  
**Due November 17, 2014**

1. Application Form. This form is included at the end of this document. Please fill it out completely.
2. Application Fee. Please make your check for \$150 payable to "City of Oakland". Please write "Parklet Application" on the check.
3. Initial site plan. Please provide a plan that shows the footprint of the proposed Parklet, including enough detailed information to understand what is happening on either end of the proposed Parklet. Please show property lines, sidewalk width, Parklet length and width, existing parking stalls, and all surface obstructions within 15 feet of the occupied area (e.g. fire hydrants, streetlights, parking meters, bicycle racks, street trees, etc.) on the plan. Accurate measurements are required. We encourage as much detail as possible to help us review your application. Please submit a *pdf* file.
4. Parklet programming. Please describe what type of elements you are proposing on the Parklet (e.g. tables and chairs, benches, landscaping, bike parking, etc.) A brief summary explaining your project goals and vision for your Parklet. Photos and drawings are encouraged.
5. Photos of existing site. Photos shall be submitted of the location where you would like to install the Parklet, including the parking spaces, the sidewalk, and building facade in front of the proposed location. Please submit *.jpg* files.
6. Construction schedule. Who will build your Parklet if you are selected, and how long after you receive the permit do you anticipate installation?
7. Community Support. Letters of support from your immediate neighbors, residents, businesses on the block, and from any existing community groups, local BID or CBD, institutions. A signed petition can be included that include the location of the Parklet, the home or business address of the supporter, and any comments.

**Final Notes**

The City reserves the right to amend this Program and all terms contained within this document until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the amended terms.

Special thanks to the San Francisco Planning Department for their support in developing this program.

All applications may be submitted electronically. If the file is larger than 5MB please use YouSendIt or another online file sharing service. Paper submissions along with PDFs and jpegs are acceptable.

**Application for Parklet Pilot Program**  
**Due November 17, 2014**

**Applicant Information**

Address of Proposed Parklet: \_\_\_\_\_

Cross Street: \_\_\_\_\_ City Council District #: \_\_\_\_\_

Sponsoring Business or Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Cell phone: \_\_\_\_\_ Work or Home phone: \_\_\_\_\_

Email: \_\_\_\_\_

Oakland Business License # \_\_\_\_\_ OR Driver's License # \_\_\_\_\_

Name(s) of Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Designer Information**

\_\_\_\_\_ I don't know yet      \_\_\_\_\_ I'll design it myself      \_\_\_\_\_ I'll hire a Designer

Designer Name (if known): \_\_\_\_\_

Design Firm (if known): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Anticipated Construction Schedule: \_\_\_\_\_

**Parking Information**

Number of parking spaces to be occupied: \_\_\_\_\_ Parallel      \_\_\_\_\_ Angled/Perpendicular

Number of parking meters to be removed: \_\_\_\_\_

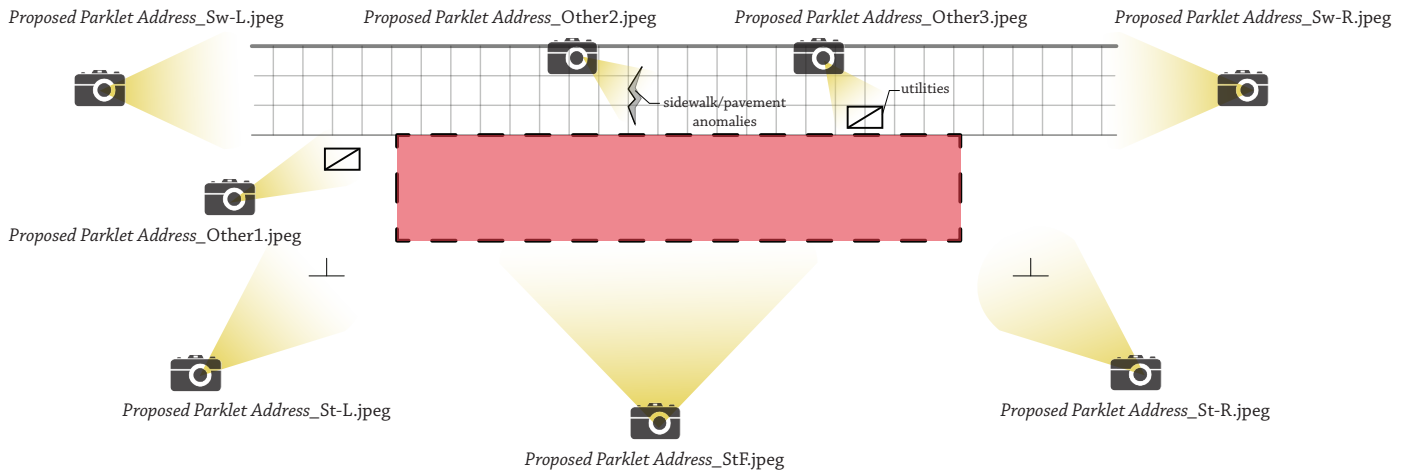
Is there a colored curb(s) in your proposed location? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Length: \_\_\_\_\_ Color: \_\_\_\_\_ Yellow      \_\_\_\_\_ White      \_\_\_\_\_ Green

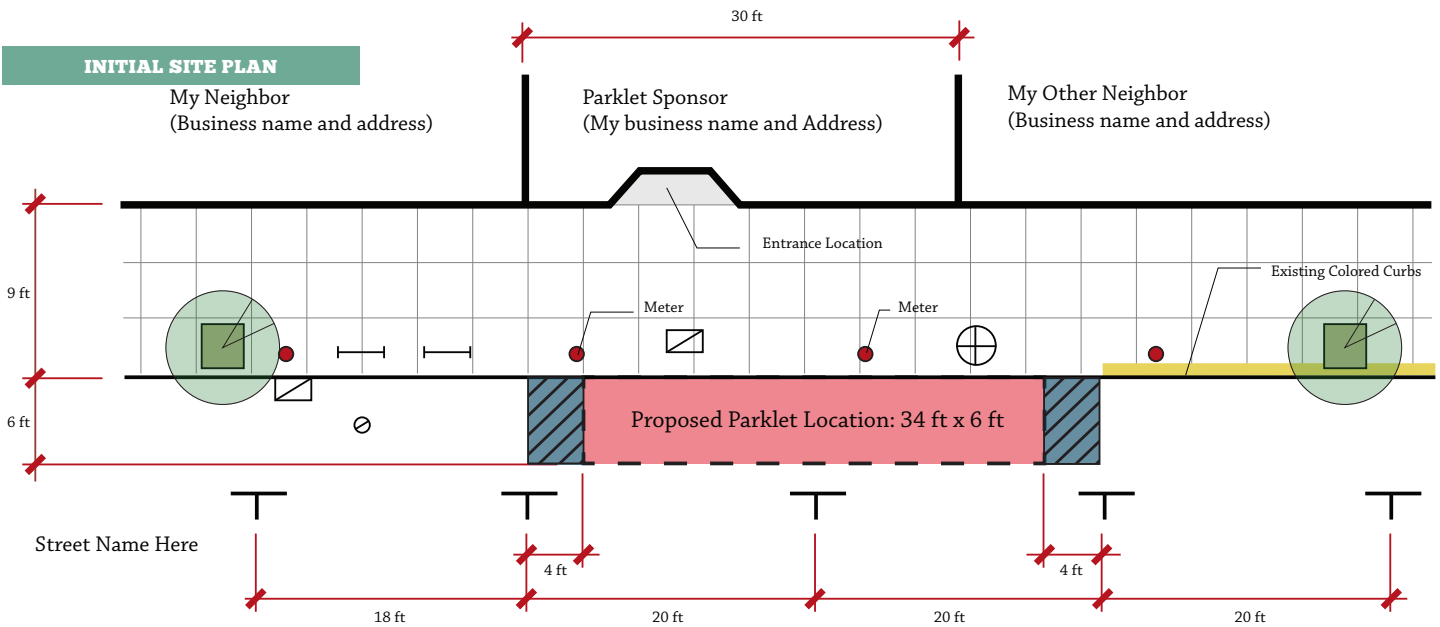
**Please submit your application and letters of support/petition to:**

Laura Kaminski, Parklet Project Manager  
Bureau of Planning  
250 Frank H. Ogawa Plaza, Suite 3315  
Oakland, CA 94612  
(510) 238-6809, [lkaminski@oaklandnet.com](mailto:lkaminski@oaklandnet.com)

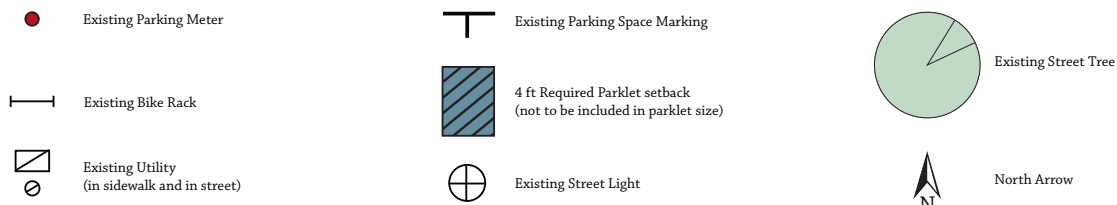
## EXISTING CONDITIONS PHOTOS



## INITIAL SITE PLAN



### Legend



### Things to include in your site plan:

- Your Building and neighboring Properties (include addresses)
- Proposed Parklet and dimensions (don't forget to leave a 4' buffer)
- Existing parking meters to be removed
- Any colored parking zones (green, white, yellow)
- Other utilities and sidewalk features adjacent to your parklet. (e.g: trees, utility access panels, bike racks, street lights. You can make up your own graphic symbols)
- Dimensions (you will probably have to measure with a tape measure)

Hand Drawn images are fine. You may consider using graph paper to help scale streetscape features.