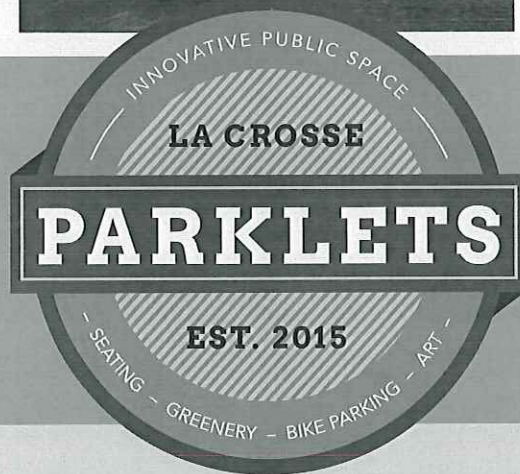




Steven's Point





## La Crosse Parklets Handbook

# ACKNOWLEDGMENTS

The Parklet pilot program was created by the City of La Crosse, in partnership with Downtown Mainstreet, Inc. Thanks to I&S Group and Metre for the donation of their service to complete this handbook.



# INTRODUCTION

## WHAT ARE PARKLETS?

Parklets are the reuse of on-street parking spaces to provide amenities and green space for the general public to sit and enjoy and to provide an economical solution to the desire and need for wider sidewalks where existing narrow sidewalks would preclude such occupancy. Parklets have the potential to add value to the surrounding area, increase commercial and residential occupancy, encourage pedestrian traffic, highlight the character of the neighborhood, and provide pleasant views and entertainment space.

The purpose of the pilot program is to increase streetscape amenities and interconnection between parks. The City of La Crosse chose to develop a 1-year pilot Parklet program to judge the demand for, response to, and success of Parklets in La Crosse. If the pilot program is successful, a more permanent policy may be investigated.



## WHO CAN CONSTRUCT A PARKLET?

The following applicants are eligible to apply for the installation of Parklets within the public right-of-way:

- 1 Ground floor business owners
- 2 Non-profit and community organizations
- 3 Fronting property owners
- 4 Other applicants considered on a case by case basis



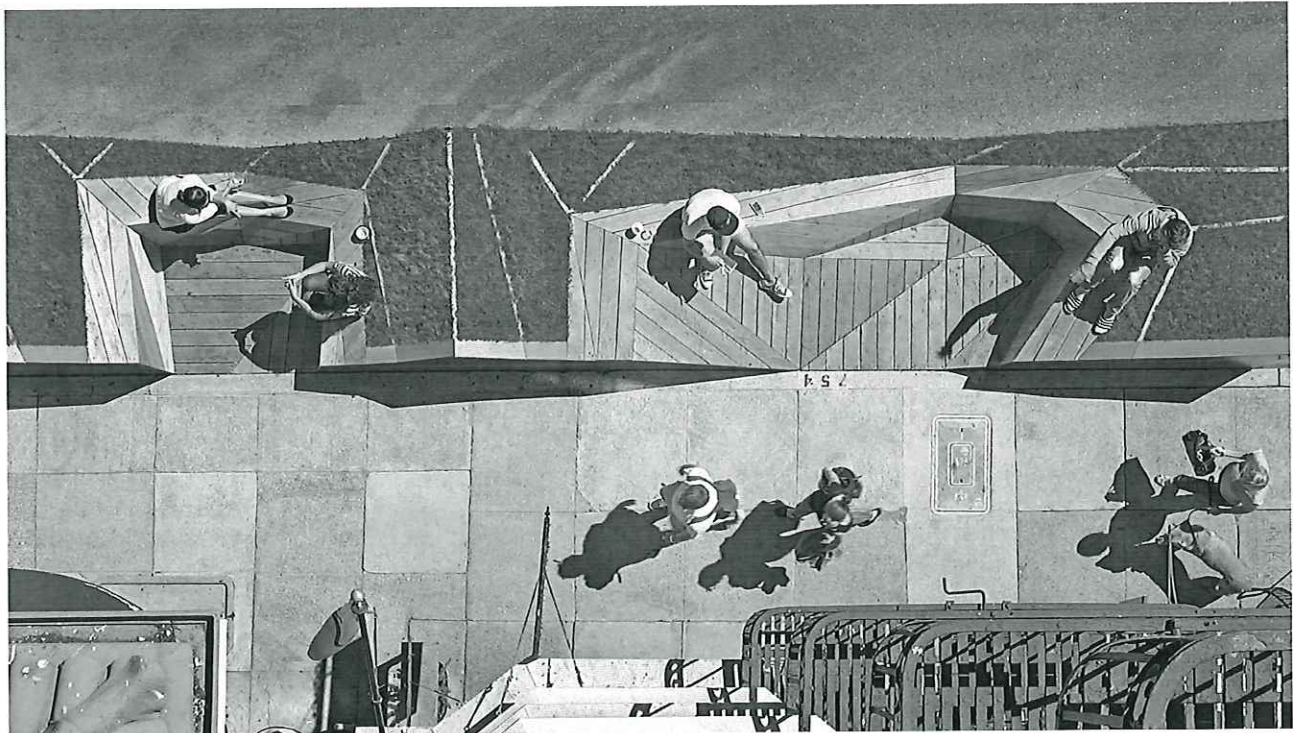
## INTRO, CONT.

### WHO APPROVES THE LOCATION AND CONSTRUCTION OF A PARKLET?

Parklet applicants must work through the following outlined process in order to receive approval to begin construction of a Parklet. City staff reviews and the Board of Public Works ultimately approves all proposed Parklets.

It should also be noted that neighborhood support is required for all approved Parklet applications and documentation of the support is required in several of the required forms within the application package. While unanimous support is not required, it is important that a Parklet has the backing of the majority of the neighborhood in which it is located. It is recommended applicants work on building this support for their proposed Parklet prior to beginning the application process to avoid spending time and resources on an unsupported Parklet. Be educated about the purpose, benefits, challenges, design, construction, and maintenance of a Parklet. Be specific in explaining the purpose and goals for your particular Parklet to potential supporters.

*City staff reviews and the Board of Public Works ultimately approves all proposed Parklets.*



# APPLICATION

## PRE-APPLICATION

All applicants are required to schedule an appointment with the Planning and Development Department staff to verify the viability of the location and proposed elements. Parklets should be proposed in areas where they are likely to be well used and active. Applicants can also pick up a copy of the application and instructions for completing the application in the Planning and Development Department. The results of the pre-application meeting do not guarantee approval of the Parklet location and design.

- 1 An initial site plan showing the footprint/outline of the proposed Parklet, including dimensions of Parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, etc.

## REQUIREMENTS AND APPROVAL PROCESS

After the pre-application meeting, the applicant may begin the process of completing the application and supporting materials. A completed application will include:

- 1 A Revocable Occupancy/Street Privilege Permit Application (*subject to annual renewal*).
  - a The legal description of the property abutting the Parklet
  - b A scale drawing showing the measurements of the encroachment (*site plan may be used*)
- 2 A letter requesting the Parklet and type(s) of elements being proposed to be placed on the Parklet; e.g. tables and chairs, benches, planters/landscaping, bicycle parking, etc.
- 3 Final dimensioned site plan, including all details, finishes, plant species, furniture types, etc.
- 4 Maintenance plan, including access panels and how drainage will be provided along the existing gutter.
- 5 A description of how the proposed Parklet meets each of the criteria set forth in Subsection (4) of Resolution 13-0490, which is attached to this application package.
- 6 Provide documentation of support from adjacent property/business owners. Community support shall be evidenced by:
  - a Letter of support from the property owner,
  - b Letter(s) of support from adjacent property owners,
  - c Letter of support from the district council member,
  - d Letter of support from the Neighborhood Association, if applicable,
  - e A petition indicating that 51% of residents and/or business owners on the potential Parklet's block are in support of the Parklet.
- 7 An nonrefundable application fee of \$200.00, payable to the City Treasurer.

The application package, including all supporting materials, should be submitted to the Planning and Development Department. The application will be reviewed by City staff to determine if the application meets the above requirements. Reviewing staff will also be looking at aspects of the application and plan for elements such as enhancement of streetscape quality, location, community support, and a maintenance plan. If more than five acceptable, complete applications are received, applications will be ranked in the staff recommendations to the Board of Public Works based on these elements.

*Reviewing staff will also be looking at aspects of the application and plan for elements such as enhancement of streetscape quality, location, community support, and a maintenance plan.*

City staff shall determine whether an application is complete within five business days of receipt. Should the application be determined by City staff to be incomplete, in non-conformance with standards, or in any other way not acceptable for being part of the pilot Parklet program, the application materials will be returned to the applicant with a description of why the application was rejected. The applicant will need to address all deficiencies prior to re-submittal of the application for review.

## APPROVAL

Once City staff determines an application is complete and meets the standards set by the City of La Crosse, the Planning and Development Department will forward the request and application to the Board of Public Works within fifteen business days. The Board of Public Works will review the final detailed site plan and maintenance details. The Board of Public Works may issue a Street Privilege Permit or a Revocable Occupancy Permit for the approved Parklet. The Applicant shall submit the following information and fees to the Department of Public Works for permit issuance:

- 1 The City of La Crosse must be listed as an additional insured endorsement to the sponsor's insurance policy with general liability coverage of not less than \$1 million.
- 2 An application fee and annual fee pursuant to the Revocable Occupancy/Street Privilege Permit Application requirements of the City of La Crosse Municipal Code Section 25.01. Currently these fees are \$50 each for a total of \$100.





# DESIGN

The Parklet design, location, and seasonality shall conform to the following standards, as well as any additional standards made part of the approval of the individual Parklet:

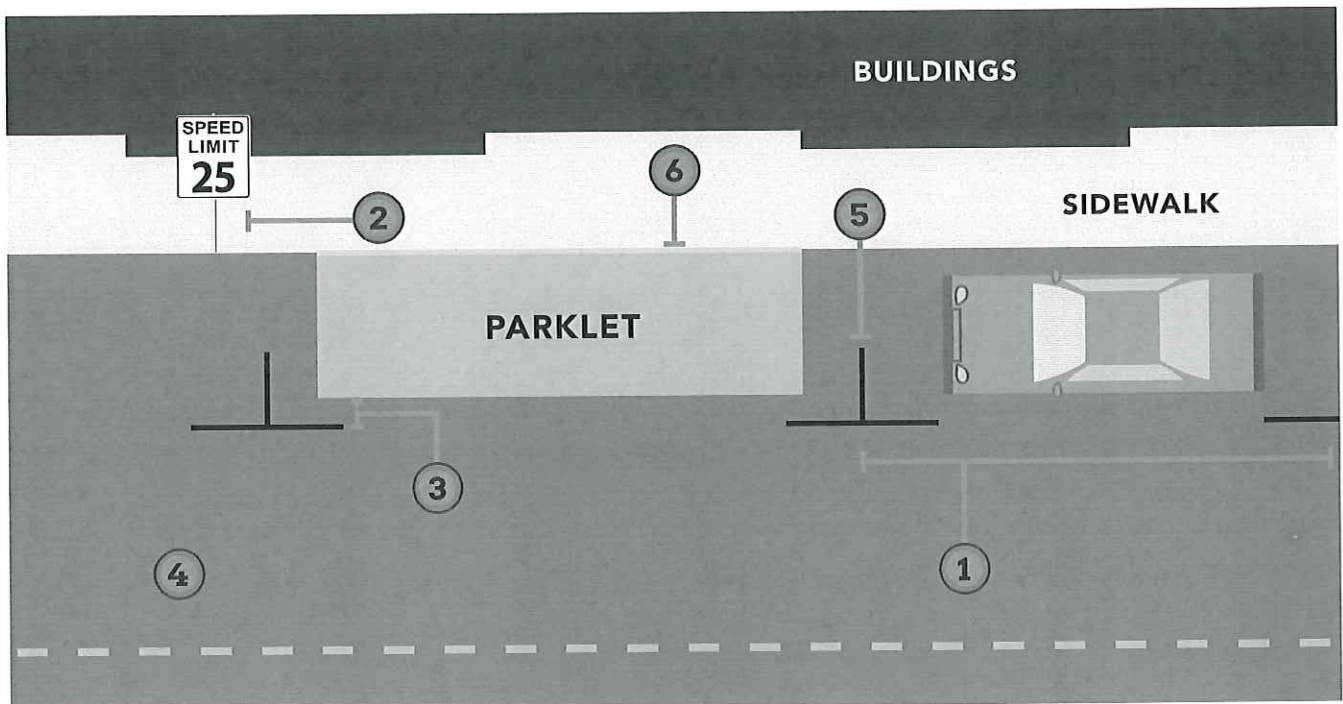


- 1 The proposed Parklet shall be permitted from May 1st through October 31st, unless the applicant can demonstrate that the Parklet will not be a hazard for snow plows or vehicles.
- 2 The proposed Parklet site shall be located at least one parking spot in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner.
- 3 The proposed location shall be in an area with a posted speed limit of 25 mph or slower. In the event the posted speed limit is changed, the Parklet permit is subject to revocation. Streets with higher speed limits may be considered on a case by case basis.
- 4 The proposed street has parking lanes that will not become a tow away lane, and the Parklet and appurtenances thereof shall be a minimum of 2 feet from the nearest edge of traveled way, as determined by the City Traffic Engineer.
- 5 The proposed street has a street grade of no greater than 5%.
- 6 Parklets shall be required to have reflective tape, soft hit posts, wheel stops, and depending on the proposed location, may also require edging such as planters, railing or cables.
  - a Any edge shall be visually permeable.
  - b If cables are used, vertical spacing between cables may not exceed 6".
- 7 Parklets shall not be allowed where there is no parking allowed or in parking spaces for people with disabilities.
  - a Parklets may replace yellow parking zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and the applicant is willing to pay additional fees for relocating these zones.
- 8 Parklets shall not be allowed in front of a fire hydrant, or over a manhole or public utility valve or cover.
  - a Parklets shall have 1 sign no more than 1 foot by 1 foot in size and may include any sponsorship information. Parklet shall be labeled with the following information: "Public Parklet. All seating is open to the public. Smoking is not permitted." Sponsorship text and images may not be larger than text of the above information.
- 9 All elements of the above mentioned Parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of the City of La Crosse's Building Code, The Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

## DESIGN, CONT.

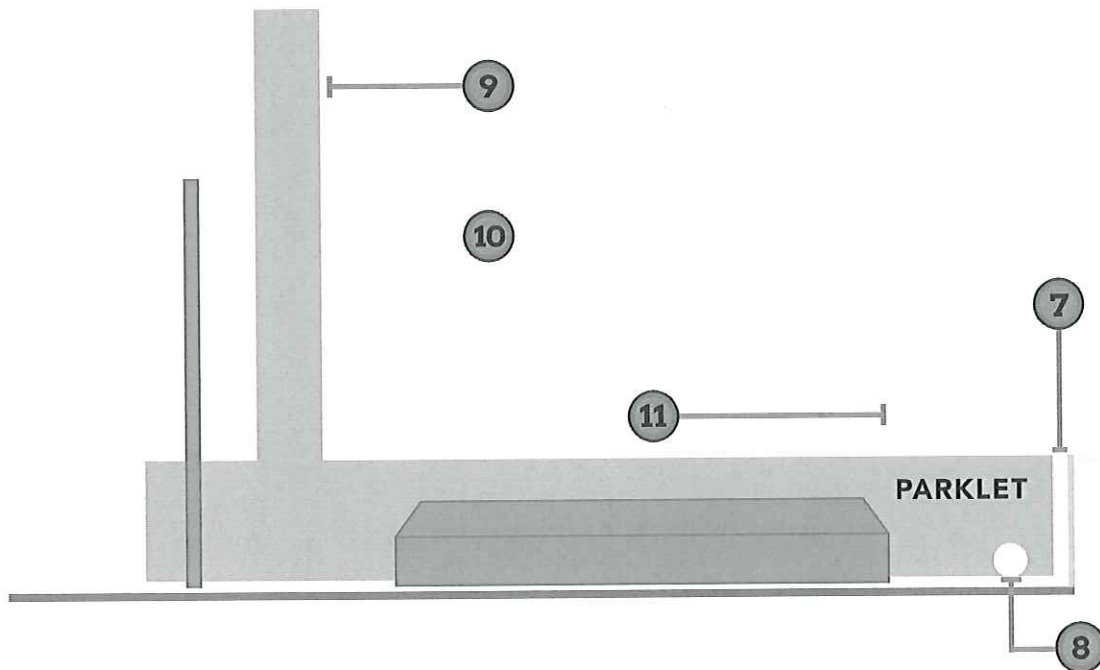
### PLACEMENT GUIDELINES

Diagram of design standards.



1. Located at least one parking spot from corner (*protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner*).
2. In an area with a posted speed limit of 25 mph or slower.
3. Minimum of 2 feet from the nearest edge of traveled way.
4. Street has a grade of no greater than 5%.
5. Must have reflective tape, soft hit posts, wheel stops, and may also require edging.
6. Not allowed in red and blue parking zones; may replace yellow parking zones or motorcycle parking.

## DESIGN, CONT.



- 7.** Parklet decking must be flush with the curb and may not have more than a  $\frac{1}{2}$ " gap from the curb. If this is impossible, the Parklet must be ADA accessible. A minimum 36" ADA accessible entryway to the Parklet must be maintained for all Parklets.
- 8.** The platform should allow for easy access underneath the platform and curbside drainage may not be impeded. A gap of 6" should be maintained between the body of the deck and the curb, to facilitate the movement of water.
- 9.** All edging shall be visually permeable. If cables are used, vertical spacing between cables may not exceed 6".
- 10.** All rails must be capable of withstanding a 200 lb horizontal force.
- 11.** Platforms shall not exceed a 2% cross slope.

# INSTALLATION

At least 10 business days prior to beginning installation of the Parklet, contact the Public Works Department to schedule a time to meet an inspector in the field to review the site. The Public Works Department will issue a Notice to Proceed after the field review of the site and plans. The City shall post temporary no-parking signs in the spaces approved for the Parklet for a minimum of 72 hours before installation. The applicant shall install the soft-hit posts and wheel stops per the plan prior to installation. The Parklet sponsor is encouraged to take before and after pictures of the Parklet location.

Installation shall be completed within 30 calendar days of the Notice to Proceed. The work site shall be clean and safe and no obstructions shall be left in the street, sidewalk, or adjacent parking spaces. Thought shall be put into the construction and installation phasing to assure these requirements are met each day. Notify the Public Works Department within five business days of the anticipated completion of the Parklet installation for a final field review to verify the Parklet was built according to the approved plans and application materials.

*Installation shall be completed within 30 calendar days of the Notice to Proceed.*

## MAINTENANCE AND REMOVAL

Parklet sponsors are responsible for keeping the Parklet in the condition of the approved plans and application materials. Maintenance shall be performed according to the approved maintenance plan, and conditions on the approved permit, and any directives given by the Public Works Department. Any directives given by the Public Works Department shall be addressed to the satisfaction of the inspector within 72 hours.

The City of La Crosse reserves the right to revoke a permit for a Parklet at any time. The Parklet sponsor is responsible for removal of the Parklet, whether the removal of the Parklet is initiated by the sponsor or the City. A Parklet shall be removed within five business days of the request for removal from the City or October 31st, whichever comes first. The City reserves the right to remove a Parklet for public safety emergencies with little or no notice. Once a Parklet is removed, it may not be reinstalled without a new approved application.

