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City of San Leandro Parklet Program

Guidelines & Application

Rev. December 2016



City of San Leandro Parklet Program

parklet /pärklet/ *Noun* 1. A parking space sized area used for recreational or beautification purposes. 2. A means to repurpose part of a street for community use to promote a safer, more comfortable public realm.

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 are publicly accessible space for the enjoyment and use of all San Leandro 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 in a parklet. Commercial signage and advertising are not permitted.

Building on momentum in neighboring cities, the City of San Leandro will launch a pilot program for parklets. During this pilot, two applications for parklet permits will be considered per the initial two year cycle.

Applicants should review the **PARKLET GUIDELINES & RESPONSIBILITIES**, **APPLICATION CHECKLIST**, **APPLICATION** and **LETTER of INTENT** prior to beginning the application.



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PARKLET GUIDELINES & RESPONSIBILITIES

Location:

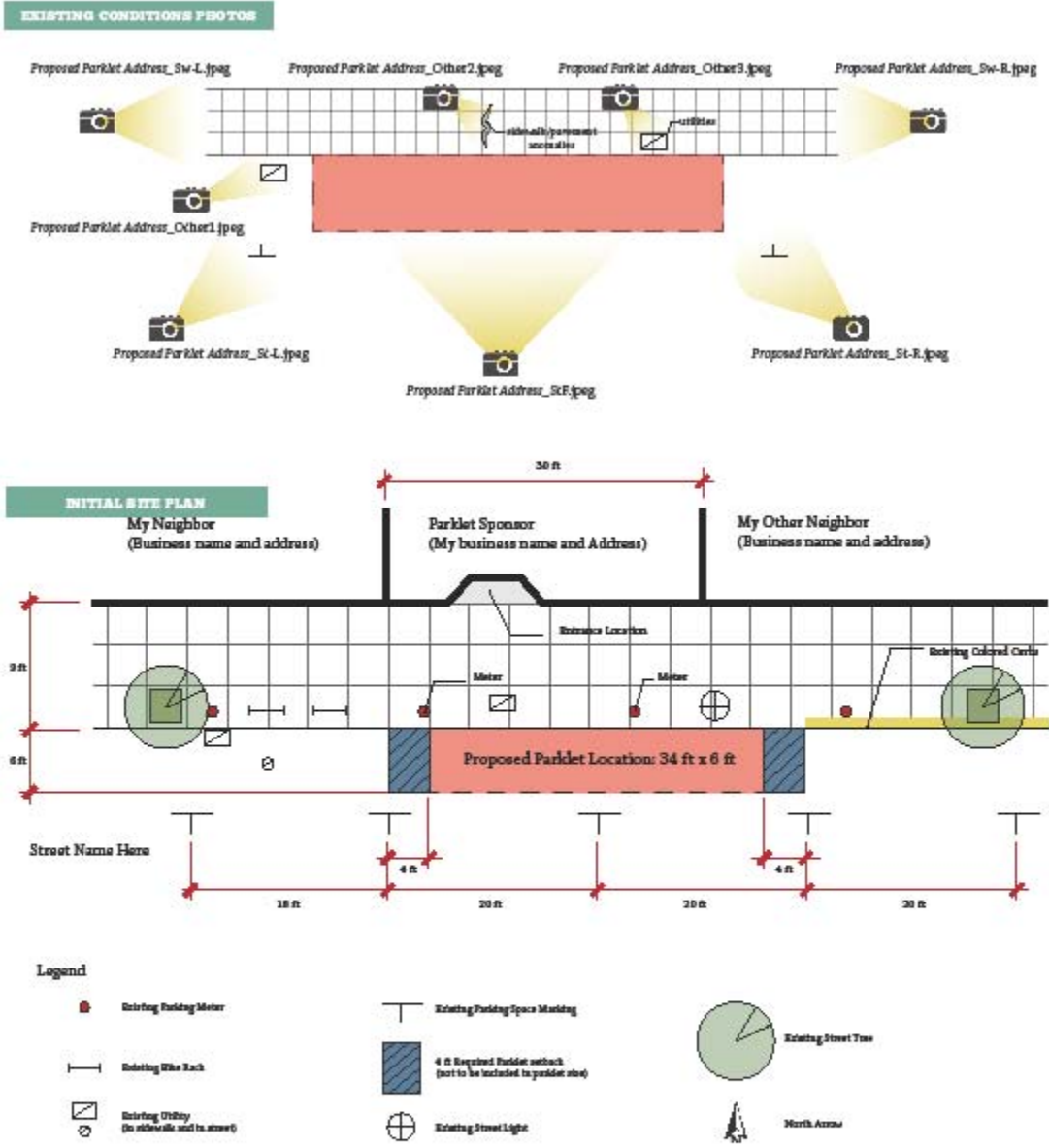
1. Parklet locations must be on a City street. This excludes any California State Routes such as East 14th Street, Doolittle Drive and Davis Street.
2. Parklets must be located on a street with a speed limit of 25 mph or less.
3. They may be allowed in white and green zones if the entity that originally requested the white or green zone agrees to repurpose that curb area.
4. Proposed parklet sites must be located on a street that has parking lanes, minimal cross slope and utilizes at least one parking space but not more than two.

Design Parameters:

1. Parklet plans must be designed and stamped by a licensed architect or civil engineer.
2. Adjacent to the roadway, a railing height of 42" minimum with openings that do not allow larger than a 4" sphere to pass is required. 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 the walking surface 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. See page 3 for additional design information.



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- 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.



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PARKLET GUIDELINES & RESPONSIBILITIES (continued)

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) and must follow guidelines included in **Attachment A – Accessibility Elements for Parklets**. Wheelchair users 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; 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)(20 ft. length) 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 San Leandro.
2. If a permit is issued the following fees are required:

Fee	When Due	Amount
Design Review Deposit	AFTER selection of initial application BEFORE any review begins	\$2,500*
Restoration Deposit	AFTER parklet plan is approved BEFORE any construction begins	\$2,500

Once design review is complete, any remaining funds from deposit will be refunded to applicant.



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PARKLET GUIDELINES & RESPONSIBILITIES (continued)

Responsibilities:

The permit holder for each parklet will be required to:

1. Carry Insurance. Provide evidence of at least \$2 million per person/ \$4 million per incident in general liability insurance naming the City of San Leandro as additional insured. The insurance shall be endorsed to include the City of San Leandro as an additional insured.

2. Sign a Maintenance Agreement.

The Maintenance Agreement with the City of San Leandro will 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 storm drain. Use appropriate storm drain inlet protection and storm water best management practices*.
- 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.

*You can find Mobile Cleaners guidelines at:
cleanwaterprogram.org/resources/commercial



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APPLICATION CHECKLIST

Below you will find a list of what **must be** included in your submission for your initial parklet application. Any submission missing any items listed below will not be considered for selection.

- 1. Application form.** This form is included at the end of this document. Please fill it out completely.
- 2. Application fee.** Make your check for \$150 payable to "City of San Leandro". Please write "Parklet Application" on the check. This fee is non-refundable.
- 3. Initial site plan.** *Refer to "PARKLET GUIDELINES & RESPONSIBILITIES" on pages 2-5 for further information about location.* 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.

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. We encourage as much detail as possible to help us review your application. Applicants may submit a pdf file.

- 4. Parklet programming.** Write narrative including:
 - How the neighborhood will benefit from the parklet
 - How the community can participate in the create and/or stewardship of the parklet
 - Describe what type of elements you are proposing on the parklet (e.g. tables and chairs, benches, landscaping, bike parking, etc.)
 - Explain your project goals and vision for your parklet
- 5. Photos of existing site.** Photos shall be submitted of the location where you would like to install the parklet, including the parking



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APPLICATION CHECKLIST (continued)

spaces, the sidewalk, and building facade in front of the proposed location. Applicants can 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. Demonstrate community support.** Letters of support from businesses on either side of your business. We also recommend you submit letters of support or petitions from your City Councilmember, other area businesses, organizations and/or residents.
- 8. Sign application.** By signing this application, you:
 - Acknowledge financial responsibility for design, construction, maintenance and removal of the parklet.
 - Acknowledge provision of liability insurance coverage of \$2,000,000/\$4,000,000 minimum, naming the City of San Leandro as additional insured.

Completed steps 1 - 8? You're ready to submit your application!

Once complete, submit application to the City of San Leandro Engineering and Transportation Department via email to Kirsten "Kurry" Foley at kfoley@sanleandro.org or mail (on flash drive or printed copy) to:

City of San Leandro
Engineering and Transportation Department
835 E. 14th Street
San Leandro, CA 94577

City staff will review submissions and make selection decisions after closure of parklet application submission period.



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PARKLET APPLICATION

Address of Proposed Parklet: _____

Cross Street: _____ City Council District #: _____

Sponsoring Business or Organization Name: _____

Contact Name: _____

Mailing Address (if different than above): _____

Cell phone: _____ Alternate phone: _____ Email: _____

San Leandro Business License No. _____ OR Driver's License # _____

Name(s) of Property Owner: _____

Property Owner Address: _____

Phone: _____ Email: _____

Designer Firm: ___I don't know yet Name of Firm: _____

Phone: _____ Email: _____

Anticipated Construction Schedule: _____

Parking Information

No. of parking spaces to be occupied: ___ Parallel ___ Angled/Perpendicular

No. of parking meters to be removed: ___ Colored curbs in proposed location? ___Yes ___No

Color: ___Yellow ___White ___Green Length: ___

By signing below, I acknowledge the provided information is true and correct. Further, I acknowledge that I will be responsible for provision of liability insurance per the City's requirements and financing design, construction, maintenance, removal and restoration of this parklet.

Applicant Signature: _____ Date: _____

Property Owner Signature*: _____ Date: _____

*Property owner signature required if applicant does not own property where business is located.



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**NEXT STEPS – So your initial application was selected
...what's next?**

If your proposal is selected, the steps below outline the parklet design and review process.

1. **YOU:** After working with an architect or other professional designer, submit:
 - a. Parklet design plan for review
 - b. Design Review fee
 - c. Evidence of liability insurance coverage, with an endorsement that names the City of San Leandro as an additional insured.
2. **CITY:** Reviews design; returns with comments.
3. **YOU:** Return plan with revisions.
4. **CITY:** Issues final design approval, grants parklet permit.
5. **YOU:** Pay Annual Encroachment Permit fee and Restoration Deposit fee. Sign Parklet Maintenance Agreement. Begin construction.

ACCESSIBILITY ELEMENTS FOR PARKLETS



CITY OF SAN FRANCISCO - PAVEMENT TO PARKS PROGRAM

WWW.PAVEMENTTOPARKS.ORG

The City and County of San Francisco seeks to make its public realm accessible to and usable by individuals with disabilities. This goal extends to Parklets, which become an extension of public sidewalks and pedestrian open space. All accessibility elements of the proposed Parklet shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC), Americans with Disabilities Act 2010 Standard's accessibility requirements (ADAAG), and other design criteria included in Public Works Order No. 183,392 for Temporary Sidewalk Extensions (Parklets). Additional information and references are located in paragraph.



Mayor's Office on
Disability

San Francisco
Planning



A. REQUIRED ACCESSIBILITY FEATURES.

A1. Sidewalk Condition and Maintenance. The sidewalk abutting the Parklet shall be in a state of good repair and maintenance, with a grade of no more than 5% running slope at the Parklet Entry. Sidewalk flags or cracks shall not exceed ½ inches in vertical change of elevation or in horizontal separation. Vertical changes between ¼” and ½” high shall be beveled. Tree well areas shall be filled level to the sidewalk surface.

A2. Parklet Path. A Parklet Path is an accessible route that connects the sidewalk to the Parklet Entry, Deck Surface, Wheelchair Turning Space and Wheelchair Resting Space.

The Parklet Path shall be 48 inches wide minimum on the sidewalk and not pass over tree wells. Once on the parklet’s Deck Surface, the Parklet Path shall be 36 inches wide minimum.

The cross slope along any portion of the Path shall not exceed 1:48 (2%). Where this is technically infeasible due to existing conditions, the applicant shall follow the instructions in the attached document title Public Works REQUEST FOR DETERMINATION OF TECHNICAL INFEASIBILITY.

A3. Parklet Entry and Deck Surface. The Parklet Entry is where the Parklet Path joins the parklet’s Deck Surface. An ideal Parklet Entry should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.

Any openings between the sidewalk and the Deck Surface shall be flush, without a horizontal or vertical separation that would allow the passage of a 1/2 inch sphere.

Where the curb or a portion of the curb is damaged, has settled lower than the deck surface, or has a separation greater than 1/2 inches, a continuous threshold unit shall span from the deck to the

sidewalk surface over the curb. Changes in level from the top surface of the threshold material and the deck or the sidewalk shall not exceed 1/2 inches maximum. Vertical changes in level of 1/2 inches high maximum are permitted, and changes in level between 1/4 inches and 1/2 inches shall be beveled with a slope not steeper than 1:4 (25%).

Where the Deck Surface edge abuts existing driveways or curb ramps, the driveway area or curb ramp shall be temporarily filled-in for the duration of the Parklet’s installation.

Changes in level of 1/2 inches high maximum may be vertical. Changes in level 1/4 inches to 1/2 inches high maximum shall be beveled with a slope not steeper than 1:4 (25%).

A4. Deck Surface. The Parklet’s Deck Surface shall be firm, stable and slip resistant.

The Deck Surface’s maximum cross slope shall be no greater than 1:48 (2%) measured perpendicular to the sidewalk or curb.

The Deck Surface’s maximum running slope (parallel to the curb) is 1:48 (2%) for the Wheelchair Turning Space, the Wheelchair Resting Space and the routes that connect them. For other Deck Surfaces, the running slope may not exceed 1:20 (5%) unless otherwise permitted through one of the Exceptions discussed in a *Public Works Request for Determination of Technical Infeasibility*. The Deck Surface materials shall be installed with no gaps larger than would permit the passage of a 1/2 inch sphere. Elongated openings shall be placed so that the long dimensions are perpendicular to the dominant direction of travel.

The Deck Surface shall be one single level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis. When stairs or ramps are permitted, they

must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

A5. Wheelchair Turning Space. A Wheelchair Turning Space is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360 degree turn. This space shall be located entirely within the Parklet, unless otherwise approved. The maximum encroachment shall be 12 inches over the curb and sidewalk unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than 1:48 (2%). Alternatively a "T" shaped Turning Space is permitted.

A6. Wheelchair Resting Space. A Wheelchair Resting Space has a 30 inch wide by 48 inch deep clear floor area. The space shall be located entirely on the Parklet deck. Within this space, there shall be no cross slope in any direction that is greater than 1:48 (2%). The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by 24 inch maximum in any orientation to one another. With the exception of knee clearance at tables and counters (see A.9), horizontal protrusions are not permitted at Wheelchair Resting Spaces.

A7. Head Height Clearance. An 80 inch minimum head height clearance is required for the Parklet Path, Parklet Entry, and Wheelchair Turning Space.

A8. Parklet's Positive Edge at Perimeter of Deck Surface. Parklets need a Positive Edge along the open sides the Deck Surface that is parallel to the vehicular traffic lane, to inhibit people who, while lingering, may inadvertently wander into vehicular traffic. Positive Edges serve to reduce potential tripping hazards at drop-offs along open sides of the Deck Surface.

a. A Positive Edge along vehicular traffic lanes may be achieved by providing a railing 36 to 42 inches

in height with openings of no more than 4 inches, or by other means as described in the next paragraph. All railings must be able to withstand a 250 lb. force anywhere and in any direction along the top of the rail from within the parklet. When using a horizontal cable rail or similar flexible design, the barrier shall have a solid cap rail at the top of the barrier, and a solid curb or barrier that is a minimum of 5 inch high at the bottom of the barrier to provide warning to the visually impaired. Top rail assemblies shall be designed to resist a load of 50 plf (0.73kN/m) applied in any direction at the top and to transfer this load through the supports to the structure.

- b. Other means for achieving this Positive Edge can include raised planters no less than 17 inches high and 12 inches deep, built-in seating or other built-in furnishings no less than 17 inches high and no less than 12 inches deep, dense plantings that visually enclose the space and discourage pass through, bicycle parking arrangements that act to provide a Positive Edge, or some other such similar means. In some instances, such as residential streets, alleys, shared public ways or other non-arterial streets, other barriers may be considered on a case-by-case basis.
- c. Other means for achieving the Positive Edge may considered on a case-by-case basis. This may include a tactile warning strip at the deck edge, level with the deck. The warning strip must provide sufficient color contrast with the adjacent decking material and roadbed material. Materials and profiles for the tactile warning strip will be considered on a case-by-case basis.
- d. At other areas, for example where the edge is perpendicular to the vehicle traffic lane, where any portion of the Deck Surface's perimeter is 1/2 inch or more above the street, curb, or sidewalk level, the edge shall be positively marked by a vertical element or barrier that is 17 inches

minimum in height. These vertical elements shall have visual contrast with the Deck Surface material: either light on dark or dark on light.

- e. On streets of 30 mph or greater, streets with four or more auto lanes, or when parklets are installed along a city truck route, or the MUNI Rapid Network, the parklet edge of deck may necessitate a design intervention that exceeds the minimal thresholds cited above.
- f. In instances where a parklet houses bicycle-racks, gardens, or other such spaces where people are unlikely to linger, the elements described may not be needed. This and other unique conditions will be determined on a case by case basis.
- c. A minimum of 36 inches clearance shall be provided between the edge of a table and another vertical obstruction, so that a wheelchair user can maneuver into the knee space.
- d. Where fixed counters are provided, a 60 inches long portion of a fixed counter shall provide the unobstructed knee clearance as listed in Paragraph 9b.
- e. Where drink rails are provided, a 60 inches long portion of a drink rail shall have 36 inches wide and level space adjacent to it for a side-approach by a wheelchair user.
- f. At fixed benches, a Wheelchair Resting Space shall be provided for a shoulder alignment adjacent to one side of the bench.

A9. Tables, Counters and Drink Rails and Benches.

Where tables, counters, drink rails, or benches are provided, at least one of each feature shall be accessible.

- a. The top surface height of wheelchair accessible tables, counters and or drink rails shall be 28 inches to 34 inches above the Deck Surface or ground. A Wheelchair Resting Area shall be provided adjacent to the accessible tables, counters and drink rails, and the Wheelchair Resting Area shall be accessible by a Parklet Path and a Wheelchair Turning Space.
- b. Wheelchair accessible tables, counters, or drink rails shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 19 inches deep, and 30 inches wide. When movable tables, chairs, counters or drink rails are provided in lieu of fixed, at least one of the movable fixtures must also be accessible.

B. TERRACED OR MULTI-LEVEL PARKLETS

For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks may be acceptable.

B1. Equivalent Facilities. At least one of these terraces must be wheelchair accessible and provide equivalent facilities to those found in other habitable terraces. Equivalent facilities can include integral seating (companion seating opportunities), tabletop and countertop features.

B2. Wheelchair Accessible Entry. The accessible terrace will require and wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between the sidewalk and parklet deck.

B.3 Ramps, Steps, and Stairs. Communication between terrace levels or between habitable terrace levels and the sidewalk may be achieved with steps or stairs. Per California Building Code, Steps are defined as a change in grade between 4" and 7". Any transition greater than 7" is considered an Edge and will require a Positive Edge (as with the Parklet Perimeter, see section A8).

B.4 Warning Strip. Any step or stair will require a warning strip at the nose of the step, pursuant to California Building Code.

B.5 Handrails. Any step or stair will require handrails, pursuant to California Building Code.

C. DESIGN AND CONSTRUCTION STANDARDS.

The Parklet shall meet current construction standards of both the SFBC and ADAAG. The pedestrian route to the Parklet shall meet the Alterations standard of the SFBC (Section 1127B.1 Exterior Route of Travel and 1133B.7.1.3 Walks and Sidewalks, Surface Cross Slopes) and ADAAG (Section 202 Existing buildings and Facilities).

Per Public Works Order No: 183,392 all elements of the above mentioned Parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of the:

- a. San Francisco Building Code (SFBC), specifically Chapter 11B SFBC is available for inspection and the San Francisco Main Library or the Department of Building Inspection. <http://publicecodes.citation.com/st/ca/st/b200v10/index.htm?bu=CA-P-2010-000008>
- b. The Americans with Disabilities Act (ADA) http://www.ada.gov/regs2010/titleII_2010/titleII_2010_withbold.htm and,
- c. The Americans with Disabilities Act Accessibility Guidelines, 2010 Standard (ADAAG). http://www.ada.gov/2010ADASTandards_index.htm.