Parklet Pilot Program Manual

Parklet featured: Noriega Street Parklet, San Francisco, CA

CITY OF MORGAN HILL

Updated
October 2020

Parklet featured: Bellingham, WA

Parklet Pilot Program

The City of Morgan Hill is embarking on a two-year parklet pilot program which will allow businesses and community organizations situated in the downtown core an opportunity to extend their operations onto the street in the form of a parklet.

What is a parklet? A parklet is an extension of the sidewalk that repurposes on street parking spaces for the creation of public space. The idea is to transform public space, such a parking spot, into an area that can be utilized by pedestrians with seating, shade, and dinning.

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About Parklets

A parklet activates the street by replacing one or more on-street parking spaces with pedestrian oriented amenities such as seating, planting, and/or elements of play.

Program Goals

1 **Support downtown Businesses by adding unique opportunities in the public sphere.**

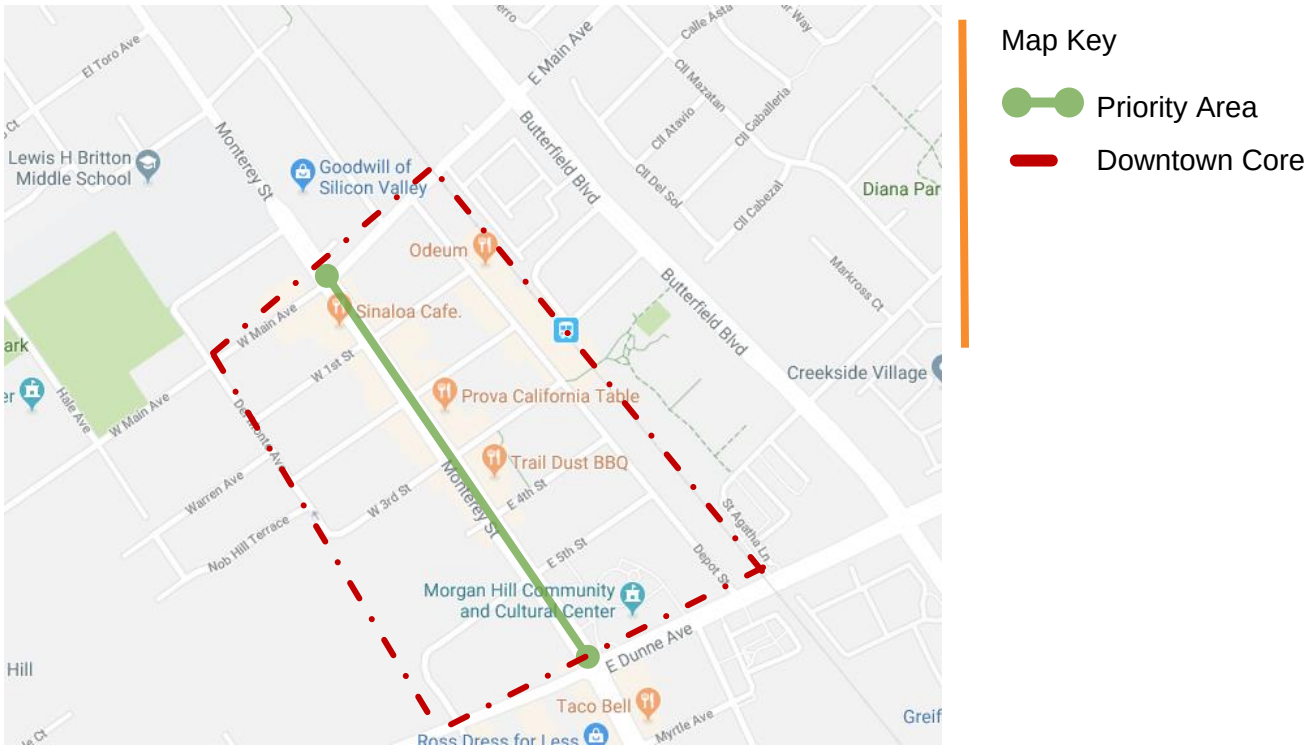
2 **Slow down traffic.**

3 **Make downtown interesting and vibrant.**

4 **Promote walkability.**

5 **Support the downtown strategies outlined in the Economic Blueprint, Station Area Master Plan, Downtown Specific Plan, Placemaking Investment Strategy, & 2035 General Plan.**

Location Criteria



The Parklet Pilot Program will be available only in the downtown core. The priority area for parklets are on Monterey Road between Main and Dunne Avenue as illustrated. However, installation of a parklet in the downtown core, as outlined in red in the map, will be considered on a case by case basis.

Parklet Eligibility

Eligible applicants include:

1. Downtown businesses
2. Community-based organizations

Parklet Cost

Before installing a parklet there are costs that should be taken into consideration:

1. Parklet Cost. Parklets can range in cost. The typical parklet with a platform (materials and installation), planters, tables, and chairs is approximately $16,000.

2. City Fees. The City will require an Encroachment Permit which costs $615. A refundable deposit of $2,000 is required when playing for the encroachment permit. This deposit will be returned when the parklet owner has completed their term with the parklet program and restores the parking stall to its original condition.

3. General Liability Insurance. General liability insurance of up to $1,000,000 in coverage is required to receive an Encroachment Permit. General Liability insurance can range from $300 to $1,000 a year.

4. Maintenance and upkeep. This will vary project by project but should be taken into consideration as the parklet will need to be kept in good repair year-round.

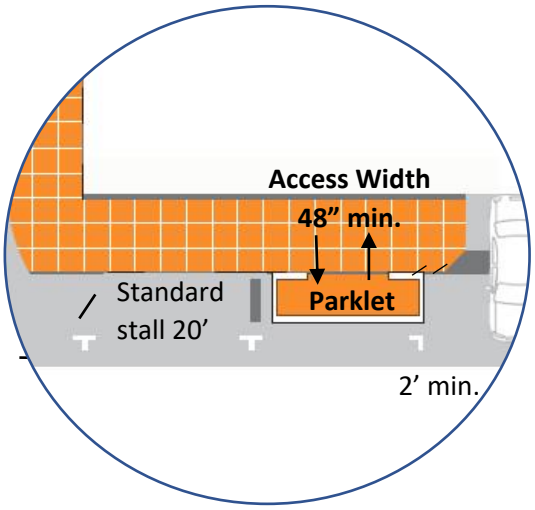
Basic Requirements

MOVEABLE FURNITURE	• Secure furniture overnight or when not in use. • Store unsecured furniture and equipment after business hours.
BUILT FACILITIES	• Must meet development standards (Page 9) • Develop plans with a Licensed B or C-5 Contractor • Built to approved plan by general contractor. • Structural engineer certification
UPKEEP	• Keep all plants healthy and replace dead plants. • Keep parklet free of debris, grime, and graffiti. • Keep the parklet free of pests. • Sweep out debris from under parklet on an as-needed basis to allow proper drainage. • Adequately maintain all surfaces of the parklet so they are clean and safe for community use. • Keep any furniture- such as tables and chairs, and benches- clean. • Repair and/or replace tables, chairs, and other elements of the parklet as needed.
PARKING ZONES	• Parklets are not permitted in an existing tow away, commercial loading, disabled parking, red, or white zones. • Parklets must have adequate clearance for automobiles to turn in and out of nearby driveways.
PUBLIC UTILITIES	• Parklets must not cover any utility or manhole covers. • The design must provide access to public utilities, access panels, valves, building standpipes, and other features. • The parklet design must provide for proper street drainage. • Space underneath and surrounding parklets shall be kept clean and shall be maintained free of debris and obstructions to allow for property drainage.

Parklet Standards

✓ Materials

If not proposing a decked parklet (See Page 9), the parklet can utilize the existing road as the ground for the parklet. Painting the road, poured concrete, or loose particles such as sand or stone are not permitted.

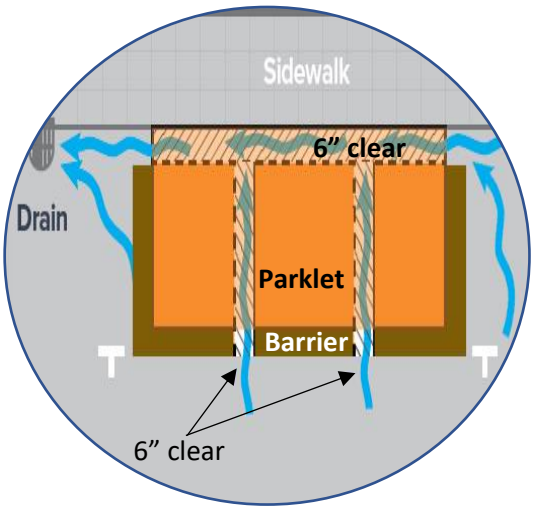


✓ Location

Parklets shall be located at least one parking space away from an intersection or street corner unless adjacent to a curb-extension or bulb-out. Parklets near an entrance only driveway must be at least two-feet from the driveway apron.

✓ Access

The width of the entrance(s) to the parklet should be at least 48-inches wide.



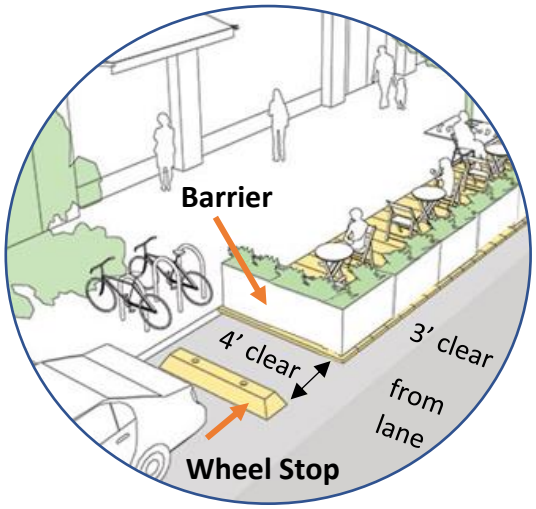
✓ Drainage

1. Parklets cannot impede the flow of curbside drainage.
2. The parklet design shall include a 6-inch clearance from sidewalk curb along the entire length of the parklet.
3. For parklets that include a platform, refer to Parklet Platform standards below.

✓ Defined Barrier

The parklet must be a defined space separating the space for pedestrians from bicyclists and vehicular traffic. These requirements include:

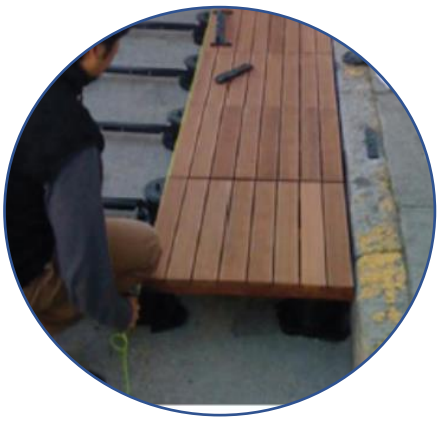
1. Perimeter wall or rail must be 3 feet minimum and 42 inches maximum height and must not obstruct views of traffic.
2. Platform ends and corners must be capable of withstanding 500 pounds of horizontal force. Confirmation of these requirements must be provided by a certified structural engineer.



Additional Standards for Platform Parklets

✓ Defined Barrier (Con't)

3. Additional street side platform reinforcement capable of withstanding 500 pounds of horizontal force must be placed a minimum of every 15 feet
4. Parking stops and reflective delineators must be placed at the traffic flow side of the parklet. Parking stop may not be required if parklet is directly adjacent to sidewalk "bulb-out".
5. Parklet barrier must be 3 feet clear from the adjacent vehicular travel lane
6. A wheel stop shall be installed a minimum of 4 feet away from the end of the parklet where the parklet is adjacent to a parallel parking stall.

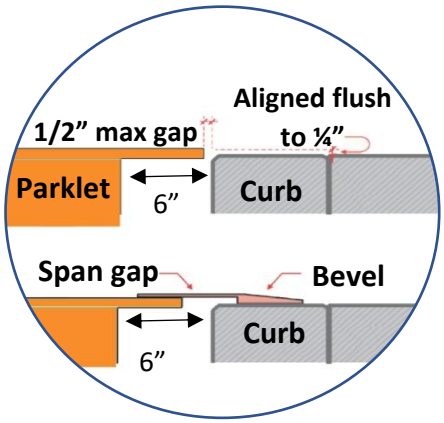


✓ Platform Materials

✓ Platform surface materials should be textured or treated with a non-skid coating to ensure a safe walking surface.

✓ Paneled decking is preferred. Allows for easy access under the deck if needed. Easy to replace damaged pieces.

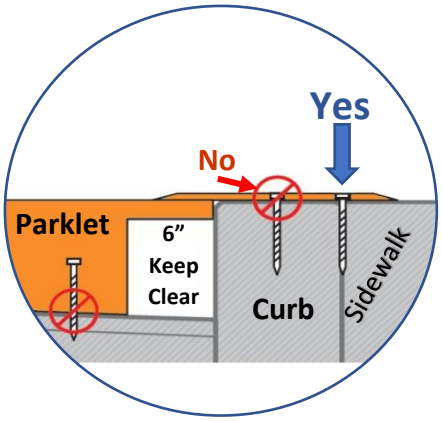
✓ Parklet floor load-bearing weight minimum is 100 pounds per square foot.



✓ Platform Extension

✓ The deck of a parklet platform shall be flush with the sidewalk without a horizontal or vertical separation greater than ½ inch.

✓ Vertical separation between ¼ inch and ½ inch high shall be beveled with a slope not steeper than 1:4 (25%).



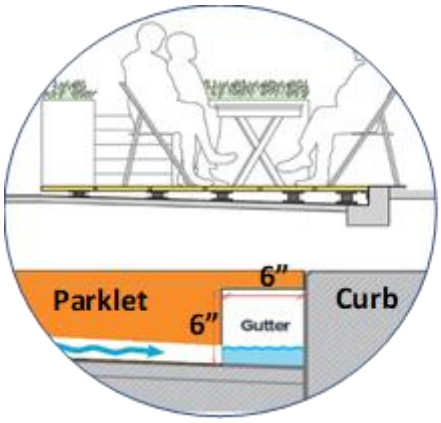
✓ Securing Structure

Bolting into the street or penetrating the surface of the road in anyway is prohibited.
(Not including wheel stop)

Additional Standards for Platform Parklets

✓ Drainage

1. Parklets cannot impede the flow of curbside drainage.
2. All parklets must provide access through the parklet platform to the gutter adjacent to the curb.
3. A six-inch by six-inch minimum clear gutter space must be provided along the entire length of the parklet adjacent to the curb. Barrier adjacent to vehicle lane should incorporate two six-inch clearance paths (see drainage image on page 8)



Parklet Application Process

The process to build a parklet consists of a two-step process:

1. **Preliminary Application** – The preliminary application is intended to be exploratory where the applicant can share their ideas for a parklet with the City.

2. **Encroachment Permit** – The encroachment permit submittal requires the plan and application to be completed with payment of fees. At the time of Encroachment Permit Application, a certification by a structural engineer on the barriers will be needed.

The following pages will walk through the items needed for both the preliminary application and the encroachment permit submittal requirements.

Preliminary Application

Applicants should submit Parklet Preliminary Application with the following information:

1. Photos of Site

The proposal should include at least three photos showing the proposed parking space(s) to be converted into a parklet. The three photos must show the parking space from across the street and one photo from each end of the proposed parklet.

Left Side

Right Side

Across

2. Project Description

The proposal needs a brief description of the parklet concept, this should include:

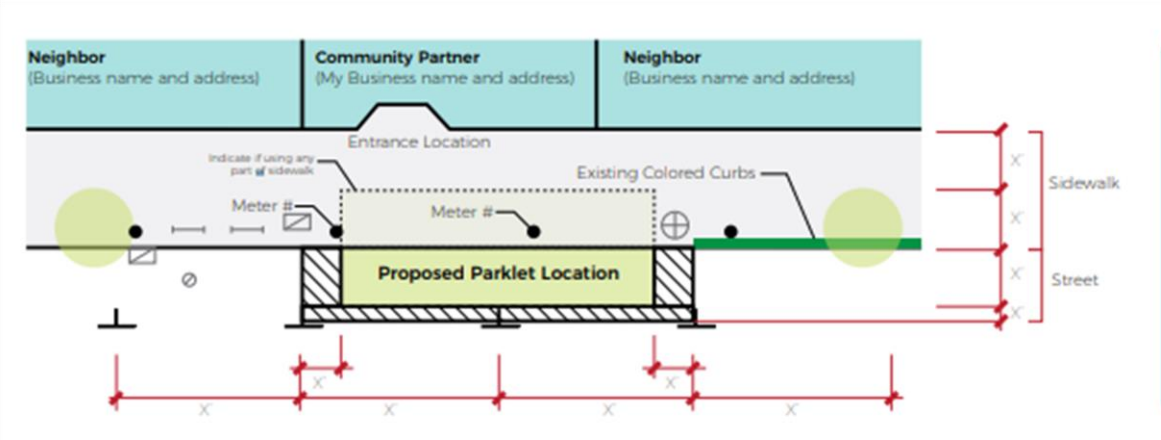
- General parklet concept
- How the parklet will be activated
- Any potential programming envisioned

You may bring in photos or a hand drawling to initially discuss your plan. Prior to encroachment permit submittal, a detailed plan showing compliance with the parklet standards will be required. Plans should be completed by a general contractor.

3. Initial Site Plan

Provide detailed and measured drawing showing:

A. Parklet dimensions
B. Identify parklet materials to be used (can bring photos, pamphlets, or pieces of material for examples)
C. Compliance with parklet standards
D. Width of adjacent sidewalk
E. Location of fronting business and neighboring businesses on both sides.
F. Location of any above ground fixtures (trees, fire hydrants, poles, bike racks, street lights, etc.)
G. At-grade roadway markings (color curbs, parking stall markings, etc.)
H. At-grade utilities (panels, storm drains, manhole covers, etc.)



4. When the proposal is ready for submittal please submit the application in person at City Hall to Economic Development Staff or by email to:
econdev@morganhill.ca.gov

Development Services Address:
17575 Peak Ave.
Morgan Hill, CA 95037

Encroachment Permit Phase

When ready to apply for permits, please visit City Hall.
Development Services Address:
17575 Peak Ave.
Morgan Hill, CA 95037

1. **Design Review**
   Design Review is an integral part of the permitting process which ensures the site, architectural design and landscape design meet City code and ensure that project will fit within the downtown as proposed.
   - All parklets require Design Review. Design Review will take place at both the preliminary permit and encroachment permit phase.
   - This review typically does not add any time to the project lead time.
   - Provide all materials with any suggested corrections from the preliminary application.

2. Notification
Upon approval of the proposal, the City will create a notification sign to inform the community of the intent to install a parklet. You must post the sign in front of the proposed parklet's location for 10 days. The notification must be visible to the public. If you are the adjacent business, then the sign can go in the window of that business.

3. **Encroachment Permit**
   An Encroachment Permit is written permission to encroach within the City's public right-of-way.
   - All parklets will require an Encroachment Permit before a parklet can be installed.
   - At the time of Encroachment Permit Application, a certification by a structural engineer on the barriers will be needed.
   - The Encroachment Permit fee for parklets is $615, plus the $2,000 deposit that will be reimbursed when the parklet is cleared and returned to its original condition.
   - Insurance for the parklet is required and part of the Encroachment Permit process
   - This permit typically takes between two and three weeks to process.
   - Under the Parklet Pilot Program, the initial Encroachment Permit will be valid for two-years with a one-year extension from date of approval.

Contacts

If you have any questions regarding the parklet process feel free to email Morgan Hill's Economic Development Staff at econdev@morganhill.ca.gov or call 408.310.4633.

CITY OF MORGAN HILL

Preliminary PARKLET APPLICATION

Please complete the following parklet proposal form and submit in person at City Hall to Economic Development Staff or by email to: econdev@morganhill.ca.gov

Applicant Information Date:_____

Name:_____ Business/Organization: _____

Business/Organization Address_____

Email: _____ Phone: _____

Proposed Parklet Location

Nearest Street Address:

_____

Neighboring Businesses:

_____

Date Public Notification Sign Up:

_____

I acknowledge this is the preliminary application and will apply for the encroachment permit if this preliminary application is approved. No work on the parklet shall begin until an encroachment permit is issued.

_____
Applicant Signature

Staff Use ONLY Additional Parklet Information
Please attach **ALL** of the following materials

☐ **Photos of Site**
Include 3 photos showing the proposed parking space(s) to be converted into a parklet. The three must show the parking space from across the street and one photo from each end of the proposed parklet.

☐ **Project Description**
Submit a project description of your proposed parklet. The description should include the general parklet concept, how the applicant envisions activating the parklet and any potential programming that is envisioned.

☐ **Initial Site Plan**
Provide a detailed and measured drawing of the parklet, sidewalks, etc. See page 10 of the Parklet Pilot Manual for details of what must be included in the Initial Site Plan.

Staff Use Only

Application Complete: Yes ☐ No ☐ Date Received: _____ Approved: Yes ☐ No ☐

Reviewer: _____ Date Approved: _____

Comments:_____ Fees Collected: _____