

La Crosse Parklets Handbook

ACKNOWLEDGEMENTS

The pilot Parklets program was created by City of La Crosse, I&S Group, Metre, and Downtown Mainstreet, Inc.



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*).
- 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 resubmittal 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 A permit fee pursuant to the Revocable Occupancy/Street Privilege Permit Application requirements of the City of La Crosse Municipal Code Section 25.01.



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:

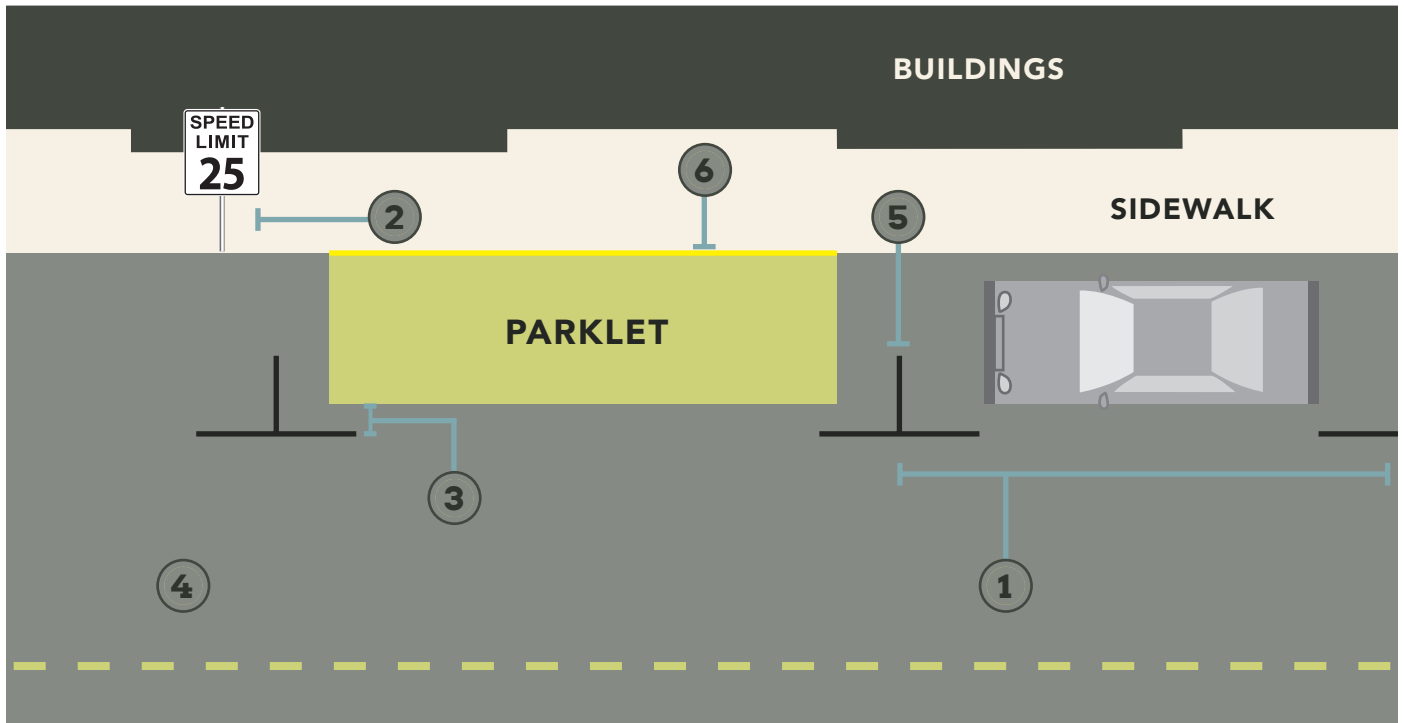


- 1 The proposed Parklet shall be permitted from May 1st through October 31st, unless the applicant can demonstrate that the Parklet will not be a hazard for snow plows or vehicles.
- 2 The proposed Parklet site shall be located at least one parking spot in from a corner or protected by a bollard, sidewalk 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.

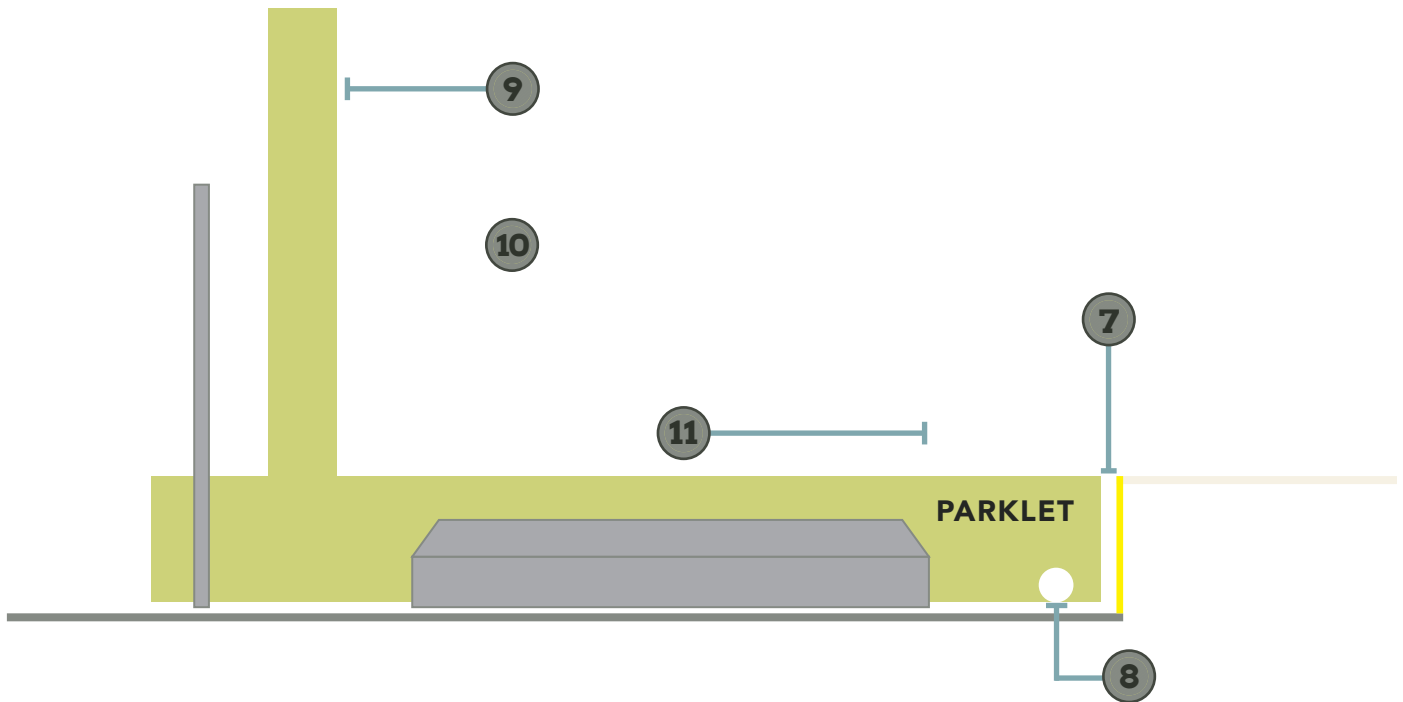
PLACEMENT GUIDELINES

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 worksite 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.

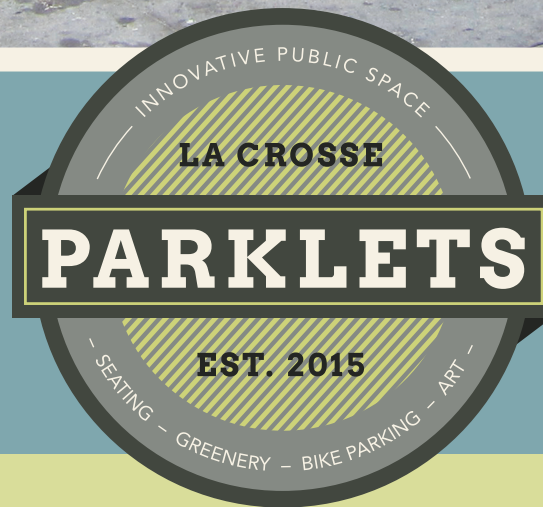
Installation shall be completed within 30 calendar days of the Notice to Proceed.

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.





Appendix

Parklet Application Checklist

PRE-APPLICATION

- Initial site plan showing the footprint/outline of the proposed Parklet, including the dimensions of the 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.
- Schedule and attend a pre-application meeting with the Planning and Development Department staff. Contact Lewis Kuhlman at 608.789.7361 or kuhlmanl@cityoflacrosse.org.

APPLICATION

- Completed Revocable Occupancy/Street Privilege Permit Application. Available online at <http://www.cityoflacrosse.org/DocumentCenter/Home/View/4332>.
- Letter requesting the Parklet and explain the elements being proposed to be placed on the Parklet.
- Final dimensioned site plan, including all elements of initial site plan plus all details, finishes, plant species, furniture types, etc.
- Maintenance plan, including access panels and how drainage will be provided along the existing gutter.
- A description of how the proposed Parklet meets each of the criteria set forth in Subsection (4) of Resolution 13-0490.
- Community support evidenced by:
 - Letter of support from the property owner,
 - Letter(s) of support from adjacent property owners,
 - Letter of support from the district council member,
 - Letter of support from the Neighborhood Association, if applicable,
 - A petition indicating that 51% of residents and/or business owners on the potential Parklet's block are in support of the Parklet.
- A nonrefundable application fee of \$200.00, payable to the City Treasurer.

BOARD OF PUBLIC WORKS

- Attend the Board of Public Works meeting during which the Parklet application is reviewed. (optional, but strongly encouraged)

If approved:

- Produce a certificate of insurance from the sponsor with the City of La Crosse listed as an additional insured and a general liability coverage of not less than \$1 million.
- Pay a permit fee pursuant to the Revocable Occupancy/Street Privilege Permit Application.

CONSTRUCTION/INSTALLATION

- Contact the Public Works Department at least 10 business days prior to the proposed installation date to schedule a pre-installation field review with the inspector.
- Install no parking signs as directed by the Public Works Department a minimum of 72 hours before the proposed beginning of installation.
- Install soft hit posts and wheel stops per the plan or direction of the Public Works Department prior to any other installation.
- Complete installation within 30 calendar days of the date on the Notice to Proceed.
- Contact the Public Works Department at least 5 business days prior completion of installation for a final field review.

MAINTENANCE/REMOVAL

- Address any written directives given by the Public Works Department to the satisfaction of the inspector within 72 hours of receipt.
- Remove the Parklet within 5 business days of request for removal from the City or October 31st, whichever comes first

[Date]

Lewis Kuhlman, Associate Planner – Community Development
City of La Crosse Planning Department
3rd Floor
400 La Crosse Street
La Crosse, WI 54601

Re: [Street Name/Location of Potential Parklet] Parklet

Mr. Kuhlman:

I am writing to express my support for the Parklet application submission by [applicant's name/organization] on [street name].

I am a [identify your relationship, such as City Council office, immediate neighbor, business owner, representative of local organization]. [Describe why you or your group supports the Parklet].

[If applicable, describe what role you or your organization will play in the installation or ongoing maintenance, operations, or programming of the Parklet].

I strongly encourage you to prioritize and approve the application for this Parklet.

Sincerely,

[your signature]

[name, title, organization, contact information, if not provided within letterhead]

On State Highway?
 Yes No

REVOCABLE OCCUPANCY/ STREET PRIVILEGE PERMIT APPLICATION

City of La Crosse Legal Department - Phone: (608)789-7511
<http://www.cityoflacrosse.org>

Permit Number:

APPLICANT			
Name: _____	Company Name: _____		
Address: _____	City: _____	State: _____	Zip: _____
Phone #: () _____	Cell #: () _____	Fax #: () _____	
Email: _____			
PROPERTY OWNER *If different from applicant			
Name: _____	Company Name: _____		
Address: _____	City: _____	State: _____	Zip: _____
Phone #: () _____	Cell #: () _____	Fax #: () _____	
Email: _____			

ENCROACHMENT TYPE (Check one):

<input type="checkbox"/> AWNING/ON-PREMISE SIGN/OVERHEAD HEATER/CANOPY	<input type="checkbox"/> OUTDOOR DINING AREA
<input type="checkbox"/> FIRE ESCAPE/ RESCUE PLATFORM/BALCONY	<input type="checkbox"/> AESTHETIC APPURTENANCE
<input type="checkbox"/> VENDING MACHINE/NEWSBOX	<input type="checkbox"/> GROUNDWATER MONITORING WELL
<input type="checkbox"/> UNDERGROUND WIRES AND INFRASTRUCTURES	<input type="checkbox"/> BOATHOUSE/HOUSEBOAT
<input type="checkbox"/> AUTOMATIC IRRIGATION SYSTEM/SIDEWALK ENCROACHMENT	<input type="checkbox"/> OFF-PREMISE SIGN
<input type="checkbox"/> OTHER: _____	

DESCRIPTION OF ENCROACHMENT/WORK TO BE PERFORMED: _____ _____	Desired Start Date: _____ Est. Completion Date: _____
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CONTRACTOR/SIGN CO.: _____	PERSON IN CHARGE: _____
Phone #: () _____	Cell #: () _____
	Fax #: () _____

For timely review, City Ordinance requires that applications be submitted at least 45 days prior to the need for any encroachment. Notwithstanding approval of the application, a permit is not valid until it is signed, recorded and compliance with all other permit conditions is verified. All necessary permits from other City Departments must also be obtained before the encroachment can be installed/erected.

I authorize the applicant listed above to apply for a Street Privilege Permit through the City of La Crosse.

STATE OF WISCONSIN)
)SS.
 COUNTY OF LA CROSSE)
 Personally came before me this ____ day of _____, 20____, the above named _____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Property Owner Signature: _____

A signed letter from the property owner or management company may be used in lieu of this signature **
 Signature of Property Owner **must** be notarized **

Tax Parcel ID #:	Notary Public, _____ County, _____ My commission expires: _____
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I certify that I have reviewed the Municipal Code and understand all that is related to this permit request. I further certify that I have the full authority to make the foregoing application; the information in the application and the required submittals are complete and correct; the Work or Use performed shall comply with all the laws of the State of Wisconsin, and all ordinances, rules, regulations, policies, and special conditions of the City of La Crosse. The applicant agrees to perform the work or use covered by an approved permit with diligence and convenience to the public. After approval, applicant shall be responsible for obtaining any final documents and follow all procedures as defined in the City Municipal Code. Approval of this application is subject to the conditions that appear in the actual permit to be signed after approval is obtained.

Signature of Applicant: _____ Date: _____

Please return this completed application along with required information and fees noted on checklist to: City of La Crosse, Legal Department, 400 La Crosse Street, 6th Floor, La Crosse WI 54601. With questions please contact the Legal Department at (608)789-7511. You will then be given notice of when your request will be on the Board of Public Works agenda.

Approved By: _____ Approval Date: _____	Required items to be provided by Applicant Scale drawing of encroachment <input type="checkbox"/> Legal Description <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Initial Application Fee \$ _____ <input type="checkbox"/> Annual Permit Fee \$ _____ <input type="checkbox"/> All items due prior to approval	Gray Shaded Areas to be Completed by City Staff <input type="checkbox"/> Special Conditions of Approval Attached NON-REFUNDABLE ANNUAL PERMIT FEE \$ _____ Payable to City Treasurer (See fee schedule) Check # _____ Date Received: _____
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13-0490

Resolution approving the creation of a pilot program to allow the installation of up to five parklets.

AMENDED RESOLUTION

WHEREAS, the City of La Crosse Comprehensive Plan calls for an increase in streetscape amenities and an interconnection between parks; and

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, the concept has been supported by Downtown Mainstreet, Inc. and has proven successful in cities such as Olympia, WA (pop. 47, 266); and

WHEREAS, planning staff recommends a pilot project due to the novelty of this project and will identify any necessary changes to existing or proposed ordinances;

WHEREAS, (Park)ing Day on Friday , September 20th was established by Rebar, a San Francisco art and design studio, and would be a great opportunity to build awareness of parklets.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of La Crosse, that it hereby approves the creation of a pilot program to allow the installation of up to five parklets; and

BE IT FURTHER RESOLVED that the City recognizes and supports participation in ~~(Park)ing~~ Park(ing) Day on the third Friday in September, as way for citizens to think differently about how they can use public space; and

BE IT FURTHER RESOLVED that the installation of parklets shall require review and approval by the Board of Public Works via a Street Privilege Permit or Revocable Occupancy Permit and be subject to the attached provisions.

BE IT FURTHER RESOLVED, that the Common Council directs the appropriate City officials to take all action necessary to effectuate this Resolution.

BE IT FURTHER RESOLVED that this resolution shall sunset in September, 2015.

Parklet Application and Review Process

(1) Application

- (a) The following applicants are eligible to apply for the installation of Parklets within the public right-of-way:
 - (i) Ground floor business owners
 - (ii) Non-profit and community organizations
 - (iii) Fronting property owners
 - (iv) Other applicants considered on a case by case basis
- (b) Pre-application Meeting
Applicant shall schedule an appointment with Planning and Development Department staff to verify the viability of the location and proposed elements.
- (c) The following shall be included in the application with the City's Street Privilege Permit or Revocable Occupancy Permit forms:
 - (i) A letter requesting the parklet and 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.
 - (ii) Type(s) of elements being proposed to be placed on the parklet; e.g. Tables & Chairs, benches, planters/landscaping, bicycle parking, etc.
 - (iii) Final dimensioned site plan, including all details, finishes, plant species, furniture types, etc.
 - (iv) Maintenance details, including access panels and how drainage will be provided along the existing gutter.
 - (v) A description of how the proposed parklet meets each of the criteria set forth in Subsection (4).
 - (vi) Provide documentation of support from adjacent property/business owners. Community support shall be evidenced by:
 - 1. Letter(s) of support from the property owner,
 - 2. Letters of support from adjacent property owners,
 - 3. Letter of support from the district council member,
 - 4. Letter of support from Neighborhood Association,
 - 5. A petition indicating that 51% of residents and/or business owners on the potential parklet's block are in support of the parklet.
 - (vii) An nonrefundable application fee of ~~\$100~~ \$200.00, payable to the City Treasurer

(2) Review Process

- (a) Application shall be submitted to the Planning and Development Department to be reviewed by the Director of Planning and Development, the City Traffic Engineer, the Street Superintendent, and the City Engineer for consideration and recommendation based on the following criteria:
 - (i) Meets established design criteria of Subsection (4)
 - (ii) Enhancement of streetscape quality

- (iii) Location (parklet is likely to be well used and active)
 - (iv) Community support
 - (v) Maintenance plan
- (b) Upon a review by the City Officials, the Planning and Development Department shall forward the request for a parklet to the Board of Public Works.
- (3) Approval Process
- (a) The Board of Public Works shall review the final detailed site plan and maintenance details. Applicant shall submit the following information and fees to the Department of Public Works for permit issuance:
 - (i) The City of La Crosse must be listed as an additional insured endorsement to the insurance policy with general liability coverage of not less than \$1 million.
 - (ii) A permit fee pursuant to the Street Privilege Permit or Revocable Occupancy Permit requirements of the City of La Crosse Municipal Code Section 25.01.
 - (b) The Board of Public Works may issue a Street Privilege Permit or a Revocable Occupancy Permit for the approved Parklet.
- (4) Appropriate Seasonal, Location, and Design Criteria
- (a) 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.
 - (b) 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.
 - (c) 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.
 - (d) 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 two (2) feet from the nearest edge of traveled way, as determined by the Traffic Engineer.
 - (e) The proposed street has a street grade of no greater than 5%.
 - (f) 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.
 - (i) Any edge shall be visually permeable.
 - (ii) If cables are used, vertical spacing between cables may not exceed 6”
 - (g) Parklets shall not be allowed in red and blue zones.
 - (i) Parklets may replace yellow 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.
 - (h) Parklets shall not be allowed in front of a fire hydrant, or over a manhole or public utility valve or cover.
 - (i) Parklets shall have one (1) sign no more than one foot by one 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.

- (j) All elements of the above mentioned parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of La Crosse Building Code, The Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

