

13-0490

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

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 Day 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.

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, 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).