

**CITY OF SAINT PAUL DEPARTMENT OF PUBLIC WORKS
RIGHT OF WAY MANAGEMENT DIVISION
PARKLET POLICY
May 18, 2017**

Policy:

Parklets are structures located in the parking lane adjacent to the curb and operate as an extension of the sidewalk. They provide amenities like seating, plantings, bike parking, and public art. While parklets are typically funded and maintained by neighboring businesses, residents, and community organizations, they are publicly accessible and open to all.

Parklet design has four main components: platform, seating, enclosure, and vegetation. These components can be arranged in endless ways, considering the surrounding conditions and community desires. A parklet should be designed to respect users of the street environment and be constructed of durable quality materials. Advertising and other commercial activities are not permitted in the parklet [see City Ordinance 64.401(i)].

Parklet applicants are responsible for parklet design, construction, installation, operation, management, maintenance, and removal. A Right-of-Way obstruction permit is required to place a parklet in a specific location in the right of way. Parklets may be installed beginning on May 1st and must be removed by October 31st.

Rationale:

Parklets are innovative and cost effective streetscape enhancements to add public gathering space to public streets. The objective of this policy is to enable community groups and businesses to enhance the pedestrian friendliness of their street and to make Saint Paul more livable, walkable, and beautiful. The benefits of this policy include transforming underutilized street space into vibrant public space, supporting local business communities by activating community corridors and attracting pedestrians, and fostering community interaction and social engagement.

Procedure:

An application for obstruction of the right-of-way must be submitted to the Right of Way Management Division of Public Works. Eligible applicants include but are not limited to:

- District Councils
- Ground-floor business owners and other fronting property owners
- Non-profit and community based organizations
- Others on a case-by-case basis

Participants defined

- Applicant/Permitee: The organization or individual submitting the application and overseeing the implementation of the parklet project and is responsible for all maintenance of the parklet
- Property owner: The owner of the property directly adjacent to the parklet location
- City: Oversees the approval process for applicants and ensures safety of the project

Application process

1. Applicant completes the Confirmation of Eligibility form
2. City staff reviews Confirmation of Eligibility form and either notifies applicant of ineligibility or invites applicant to submit a full application (within 10 business days)
3. Applicant completes full application, submitting:
 - Letter of commitment
 - Documentation of adjacent property owner support
 - A drawing of the basic parklet design and site plan
 - Photos of the proposed location
 - Documentation of community support [optional]
 - Proposed duration of parklet installation
4. City Staff reviews the full application and advises applicant if the application has been approved (within 20 business days)
5. Applicant submits right-of-way obstruction permit application, with proof of insurance and \$100 fee (within 20 business days) [Note: The normal obstruction permit is daily fee, imposed to minimize right-of-way disruption, which is not applicable here. The proposed \$100 fee is similar to valet zones and sidewalk cafes.]
6. Applicant installs the parklet on designated date (work must take place within 3 days)
7. City Staff inspects installed parklet and associated safety devices such as wheel stops, bollards, reflective materials, etc.
8. Applicant notifies city of planned installation and removal dates of parklet. Parklets may be installed beginning on May 1st and must be removed by October 31st.

Site selection: The Right of Way Division assesses the proposed parklet location during the Confirmation of Eligibility stage. A parklet shall be located:

- In an unrestricted parking lane, parallel to the curb edge, adjacent to the sidewalk and/or hardscape boulevard
- On a street with traffic speeds of 30 mph or less
- At least 5 feet away from catch basins
- At least 30 feet away from the nearest intersection (measured from back of sidewalk)
- At least 30 feet behind a bus stop zone
- At least five feet from driveways and alleys

A parklet cannot:

- Block access to public utilities, hydrants, alleys, or driveways
- Block existing street drainage patterns
- Block a marked bicycle lane or turn lane
- Be located on streets with steep slopes
- Be located at metered parking spaces

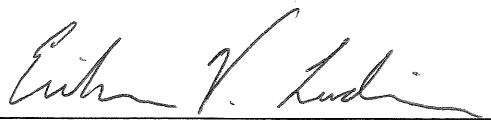
As part of the site review, the Right of Way Division will consider:

- Potential conflicts with future street projects
- Traffic patterns, street regulations, and roadway geometry
- Operational considerations
- Any necessary traffic and safety control measures required during the installation process

Design considerations: The Right of Way Division assesses the parklet design during the application process. Requirements for a parklet include but are not limited to:

- Minimum width: six feet, maximum width: eight feet or width of parking lane, whichever is less
- No longer than 32 feet long
- ADA Compliant (accessible from sidewalk, space for wheelchair to turn around)
- Platform flush with sidewalk using slip resistant materials and maximum gap of ½ inch
- Access to the Parklet must be across a smooth, hard surface such as concrete, brick, or other paved surface. Access to the parklet cannot be across any non-paved surface
- Continuous physical barrier along the three street edges
- Vertical elements to be visible to passing vehicles
- Addition of reflective material on the vertical element, facing oncoming traffic
- Optional overhead elements shall have a minimum vertical clearance of 84 inches and shall not extend beyond the width of the parklet
- Sidewalk facing edge open to pedestrians
- Constructed of durable, quality materials in a professional manner
- Clear, unobstructed sightlines to and from the street
- Publicly accessible with sign indicating the parklet as public space
- Installation of wheel stops, flexible bollards or other safety devices as determined by City

Approved: _____



Right of Way Manager

5/18/17

Date

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Proposed Parklet: Confirmation of Eligibility Form

Applicants must submit this *Confirmation of Eligibility Checklist* before submitting a full application. As part of the preliminary screening process the City will review proposed sites for:

- Potential conflict with upcoming street projects
- Traffic patterns, street regulations, and roadway geometry
- Operational considerations

Following approval of the site based on the *Confirmation of Eligibility*, you will be invited to proceed to the full application stage. You will be notified of your proposal's eligibility within 10 business days.

Name: first and last name

Contact Information: email address and a phone number where we can reach you

Parklet Applicant/Permitee: business, organization, property owner, or other entity "hosting" the parklet

Proposed Parklet Site Address:

Is the proposed Parklet site in an unrestricted parking lane?

- yes
- no

Is the proposed Parklet site on a street with a steep slope?

- yes
- no

Is the proposed Parklet site at least 30 feet away from nearest intersection?

- yes
- no

Is the proposed Parklet site at least 30 feet behind the nearest bus stop?

- yes
- no

Is the proposed Parklet site at least 5 feet away from any catch basins (storm drains)?

- yes
- no

Will the proposed Parklet site block or impede any existing utilities?

utilities = street lights, fire hydrants, utility boxes, manhole covers.

- yes
- no

Are adjacent business and property owners supportive of this proposed Parklet site?

(Documentation of Support is be required)

- yes
- no
- pending

City of Saint Paul Parklet Application

Thank you for considering hosting a parklet in Saint Paul. Parklets are an innovative and cost effective streetscape enhancements to add public gathering space to public streets. The objective of this program is to enable and empower community groups and businesses to enhance the pedestrian friendliness of their street and to make Saint Paul more livable, walkable, and beautiful. Benefits include transforming underutilized street space into vibrant public space, supporting local business communities by activating community corridors and attracting pedestrians, and fostering community interaction and social engagement.

Proposed Parklet Location: Address

Cross Street:

Duration: (Date of installation and date of removal)

Sponsor Name/Organization:

Mailing Address:

Contact Name:

Contact Phone Number:

Contact Email Address:

I have read and understood the City's Parklet Policy

- Yes
- No

Name of Adjacent Property Owner(s)

Property Owner Address:

Property Owner Phone Number:

Property Owner Email Address:

Designer Information

- I don't know yet
- I will design myself
- I will hire a designer

Designer Name/Firm

Designer Phone Number

Designer Email Address

Parking Spaces to be occupied

- o 1
- o 2

Email the following materials:

- o Site Plan and Parklet sketch
- o Site Photos [please label]
- o Documentation of adjacent property owner support
- o Documentation of community support [optional]

Sample Language for Obstruction Permit Conditions


Work Description:

PARKLET PLACEMENT ON _ STREET IN PARKING AT ABOVE ADDRESS

Conditions:

PERMITTEE SHALL BE RESPONSIBLE FOR INSTALLATION AND REMOVAL OF THE PARKLET ADHERING TO THE DATES SPECIFIED IN THIS PERMIT. PERMITTEE SHALL CARRY COMPREHENSIVE GENERAL LIABILITY INSURANCE AND WORKERS' COMPENSATION INSURANCE PER CITY OF ST. PAUL POLICIES.

PERMITTEE SHALL BE RESPONSIBLE FOR MAINTAINING A CLEAN AND SAFE PARKLET AREA, INCLUDING BUT NOT LIMITED TO MAINTAINING THE PARKLET STRUCTURE AND FURNITURE IN GOOD REPAIR, KEEPING THE PARKLET AND SURROUNDS CLEAN AND CLEAR OF DEBRIS; MAINTAINING WEEDING, WATERING, AND PRUNING OF ANY PLANTS; SECURING ANY FURNITURE AND OTHER MOVABLE ITEMS AS DEEMED APPROPRIATE AFTER BUSINESS HOURS; AND ANY OTHER CLEANING MEASURES DEEMED NECESSARY BY THE CITY.

PERMITTEE SHALL PROVIDE CONTINUOUS, ACCESSIBLE AND SAFE PEDESTRIAN WALKWAY THAT MEETS ADA AND MN MUTCD STANDARDS IF WORKING IN SIDEWALK AREA. CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL AS PER MN MUTCD REQUIREMENTS IF WORKING IN THE ROADWAY AREA. CONTRACTOR SHOULD CONTACT INSPECTOR TO DISCUSS AND APPROVE PEDESTRIAN AND TRAFFIC CONTROL PLAN BEFORE STARTING WORK. ALSO MUST ABIDE BY OSHA REQUIREMENTS TO PROVIDE A SAFE WORK ENVIRONMENT. 

THE CITY RESERVES THE RIGHT TO TERMINATE THIS PERMIT AND REQUIRE REMOVAL OF THE PARKLET WITHIN 5 DAYS OF NOTIFICATION TO THE PERMITTEE.