



## PARKLET REQUEST FOR PROPOSAL 2013

City of Olympia  
601 4<sup>th</sup> Avenue E  
Olympia WA 98501-1967  
Phone: 360.709.2790  
Bwilson1@ci.olympia.wa.us  
www.olympiawa.gov

**Application Deadline: 5:00 PM May 31<sup>st</sup>, 2013**



### BACKGROUND AND PROGRAM GOALS

- ❖ Parklets are a new type of public space—an economical and creative solution to the desire for wider sidewalks. They serve as “mini parks,” providing space for people to sit, relax, and enjoy the city around them, especially where narrow sidewalks or lack of open space would make such activities difficult.
- ❖ Parklets are created within on-street parking spots: a platform is built over the parking space at the same level as the sidewalk. Once the platform is installed, pedestrian amenities such as benches, tables, chairs, landscaping, and bike parking can all be placed on top in order to provide a welcoming public space along the street. Parklets are sponsored by a private partner (merchant, resident, institution, etc.) but all amenities on a parklet must remain free and open for any member of the public to use. Advertising, table service and other commercial activity are not permitted in parklets.



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### ELIGIBLE APPLICANTS

- ❖ Storefront business owners
- ❖ Community Benefit Districts (CBDs), Business Improvement Districts (BIDs), and similar organizations
- ❖ Non-profit institutions, community organizations, and schools
- ❖ Property owners (commercial or residential)
- ❖ Other applicants may be considered on a case-by-case basis.

### ELIGIBLE PARKLET LOCATIONS

- ❖ Parklets are typically installed on streets of 25 mph or less and set back one parking space from intersections. Other locations will be considered on a case-by-case basis. Please see the attached handout for specific design parameters.
- ❖ Parklets are intended to be aesthetic improvements to the streetscape. We ask that you design them with this in mind, ensuring that the materials used are high quality, durable and beautiful. Greening is an important aspect of this beautification. Access panels in order to maintain the gutter and area underneath the parklets must be included and the design must allow drainage along the gutter to pass underneath the parklet.



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### PARKLET COSTS AND BUDGETING

#### Matching Grant

- The Parking & Business Area Board will provide a matching grant not in excess of \$3,500.00
- All funding from the matching grant will go towards the supplies and materials used within the construction of the parklet.
- Permit and application fees will be covered by the City of Olympia.

#### Design & Installation

- The sponsor is responsible for all costs associated with the design and installation of the parklet.



#### Liability

- Applicants must provide evidence of liability insurance for a minimum coverage of \$1,000,000 naming the City of Olympia as additional insured.
- This insurance coverage must be in force for the duration of the permit. Most businesses already carry this insurance. Please check with your provider.

### RESPONSIBILITIES OF THE PERMIT HOLDER

- 1. Maintenance:** You will be required to sign a maintenance agreement to keep the parklet free of debris, grime, and graffiti, and to keep all plants in good health. You must maintain the surface of the parklet daily and rinse out the area beneath the parklet at least once a week. The Department of Public Health may require you to provide pest abatement beneath the parklet platform.
- 2. Moveable Furniture:** Any movable items, such as tables and chairs, must either be locked down at night or taken inside. Unsecured furniture is not permitted after business hours.
- 3. Table Service.** Parklets are free and open to all members of the public. You will be responsible for ensuring that there is no table service on your parklet. All tables and chairs must be different than what you may already be using as part of your business (including sidewalk café tables and tables inside the restaurant).



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### REVIEW PROCESS

#### Ranking (step 1)

- A Technical Staff committee from various City agencies will review the initial set of applications and will rank projects based on the following goals:
  - Enhancing the aesthetic quality of streetscape and thoughtful preliminary design.
  - Good location – proposed Parklet location is likely to be well used, active and safe.
  - Demonstrated community support.
  - Likely to be well-maintained.

#### Public Notice (step 2)

- Those applicants that are selected as part of the initial ranking will be notified and the City will issue a Public Notice, informing the public that a permit is being considered to allow the installation of a Parklet at the proposed location. The applicant will be required to post a copy of the Public Notice in a readily visible place in front of the applying location for ten calendar days. The City reserves the right to post the notice.
- Those applicants not selected as part of this initial ranking will be informed by a letter within ten calendar days of submittal.

#### PBIA Review (step 3)

- Once an application goes through the Staff Technical Review Process, Applications and Designs will be submitted to the Parking Business Improvement Area (PBIA) Placemaking Grant Committee for review and ranking to determine grant funding for the application. The design applications will be sent for final review and approval to the Olympia City Council after the public comment period has elapsed.

### NOTE

- ❖ The City reserves the right to amend this RFP and all terms contained within it up until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the amended terms. Please feel free to contact Brian Wilson with any further questions at 360.709.2790 or via email at [bwilson1@ci.olympia.wa.us](mailto:bwilson1@ci.olympia.wa.us).

# PARKLET INITIAL APPLICATION DESIGN GUIDELINES

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## GENERAL GUIDELINES

**Parklets are public.** Parklets are public spaces and should feel open and welcoming to passersby, even those who may not intend to patronize your business.

**No advertising.** Logos, advertising, or other branding is prohibited. A small unobtrusive plaque recognizing project sponsors and material donors may be acceptable.

**Include public parklet sign.** You are required to install two standard City of Olympia “Public Parklet” signs which state that all seating must be publicly accessible at all times. Make sure to incorporate placement locations for these signs. (Signs provided by PBIA)

**Design for easy removal.** Because parklets may sit on top of critical infrastructure and utilities such as gas lines, sewer and water mains, they need to be designed for easy removal in case of an emergency. No parklet component may weigh more than 200 pounds per square foot.

**Be creative.** Think outside the standard tables and chairs on a platform!



## INCLUSIVE DESIGN (ADA COMPLIANCE)

Your parklet design must be accessible and welcoming to all users, including people with physical disabilities, wheelchair users and those with impaired vision. Inclusive design considerations will affect many aspects of your parklet design ranging from how you allocate space within the parklet to the materials you chose to use. A few examples of the issues City staff will evaluate while reviewing your parklets design include:

- ❖ Slip resistant surface materials.
- ❖ Ensuring wheelchair users can access and enjoy your parklet.
- ❖ Ensuring your parklet, and some seating within your parklet, is accessible to people with disabilities.



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## CREATING AN INITIAL SITE PLAN

An initial site plan showing the existing street and sidewalk environment is required with all applications. The site plan does not need to show the proposed parklet design, but should show the footprint of the proposed parklet, all street and sidewalk utility covers, any poles, signs and meters, any sidewalk furniture, and color curb zones 20 feet on either side of the proposed parklet location. Site plans must be drawn to scale (by hand or computer). The initial site plan may be hand drawn, as long as it is legible and includes all the elements previously listed. When creating your initial site plan, consider:

- ❖ Your building, adjacent properties (include addresses) and their building entrances.
- ❖ Existing sidewalk width(s).
- ❖ Existing curb cuts and driveways.
- ❖ Adjacent bike lane or auto traffic lane.
- ❖ Existing parking spaces with dimensions.
- ❖ Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: XXXX).
- ❖ Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access panels, bike racks, etc).
- ❖ Existing utilities in the street and on the sidewalk and covered by or

adjacent to the proposed parklet.

- ❖ All colored curb zones (yellow, white).
- ❖ Existing street trees and tree pits.
- ❖ Proposed parklet footprint and dimensions.
- ❖ Parklet setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bike lane or auto traffic lane).

### **Parklet footprint: parallel parking.**

When replacing parallel on-street parking, most parklets are the size and length of one or two parking spaces.

All parklets are required to include setbacks on either side to buffer the parklet from adjacent on-street parking spaces and driveways. Parallel parking spaces in the City of Olympia typically range between 18 to 22 feet in length. With standard 4-foot setbacks on both ends and a 20-foot parking space, typical parklet dimensions would be:

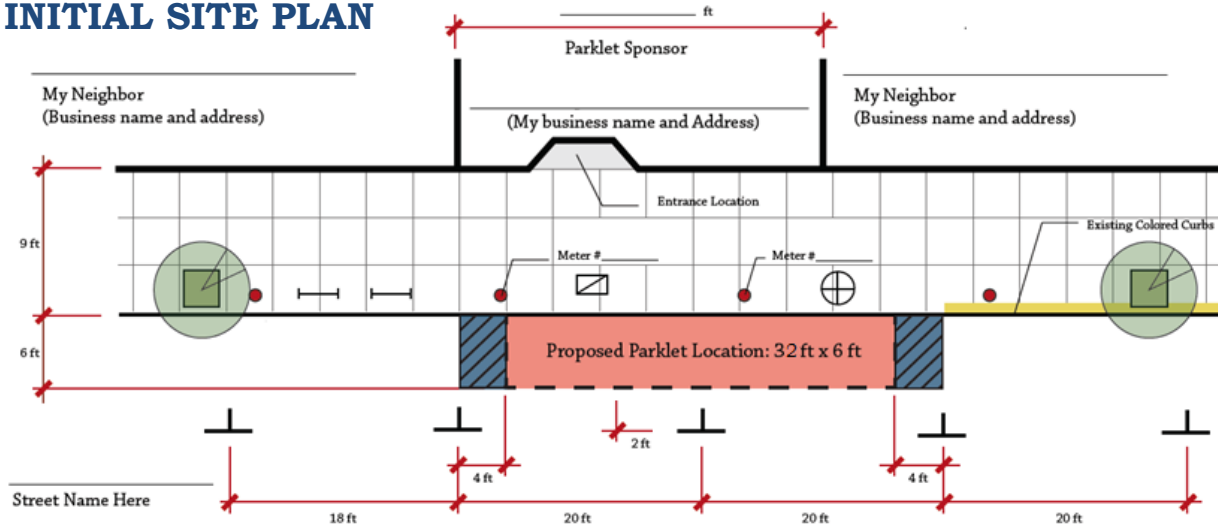
<i>Equivalent Parking Spaces (20')</i>	<i>Setbacks (2x4'=8')</i>	<i>Parklet Structure</i>
1 Parking Space	<b>8 Feet</b>	<b>12 Feet</b>
2 Parking Spaces	<b>8 Feet</b>	<b>32 Feet</b>



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## INITIAL SITE PLAN



### Legend

- Existing Parking Meter
- Existing Bike Rack
- Existing Utility (in sidewalk and in street)
- Existing Parking Space Marking
- 4 ft Required Parklet setback (not to be included in parklet size)
- Existing Street Light
- Existing Street Tree
- North Arrow

**Reflective elements at corners.** Reflective elements are required at the outside corners of all parklets. Soft-hit posts are a standard solution deployed at the outside edges; however the City will consider additional reflective elements incorporated in the parklet design. (Soft-hit post are provided by the city)

**Wheel stops.** For parklets in parallel parking spaces, a three-foot wheel stop must be installed one foot from the curb at the edge of the front and back parking spaces. Wheel stops should be made of recycled rubber; concrete wheel stops are discouraged. (Wheel stops will be provided and installed by the city)

**Site conditions.** Your initial site plan should accurately reflect the existing site conditions and include streetscape features like adjacent bike

racks, utility covers, street poles, existing signs, street trees, tree wells, etc.

**Driveways.** Parklets located next to driveways must be set back two feet from the outside edge of the driveway. If the parklet is located in front of a driveway, the platform must extend over the driveway so that the entire platform surface is level with the sidewalk .

**Parking meter location numbers.** If your parklet is located in an area with metered parking, you will need to show the locations of the parking meters to be removed and include their associated parking meter number(s). The number can be found on the parking meter.

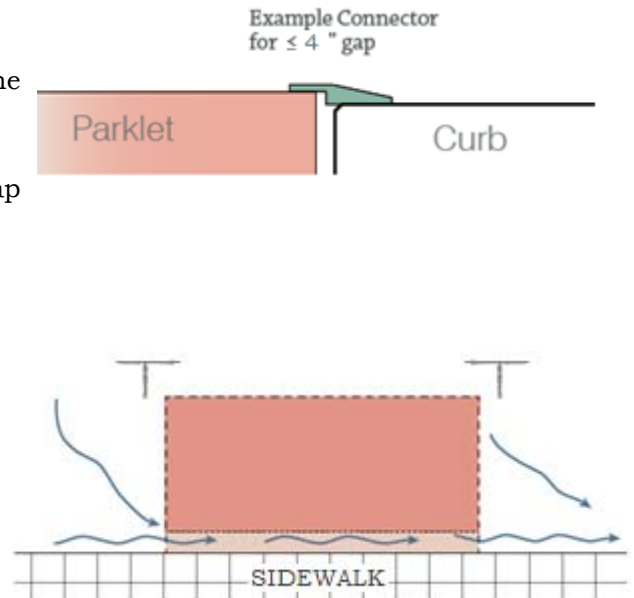


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## THE PLATFORM

- ❖ The platform provides the structural base for the parklet. The City strongly recommends consulting a design or construction professional to ensure that the platform will be sturdy and safe.
- ❖ **Platform Surface.** The top of the parklet platform must be flush with the sidewalk with a maximum gap of 6 inches.
- ❖ **Parklet Entry Joint Threshold.** Gaps in excess of one-half inch between the parklet and sidewalk will require the installation of a metal plate or pre-manufactured threshold. All transitions must have beveled edges and slopes no greater than 1:2 (2010 ADA Standard 303).
- ❖ **Drainage.** The parklet cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover openings at either end of the parklet with screens to prevent blockage from debris.

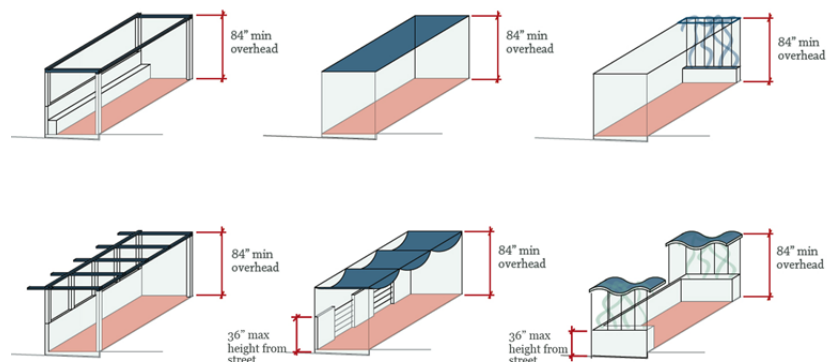


## THE ENCLOSURE

- ❖ **Extend the sidewalk.** Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside.
- ❖ **Buffer the edges.** Parklets are required to have an edge that acts as a buffer to the street. This can take the form of planters, railings, cabling, etc.
- ❖ **Maintain a visual connection to the street.** Your parklet design should maintain a visual connection to the street. Continuous opaque walls above forty-two inches that block the views into the parklet from the surrounding streetscape are prohibited. Columns and other vertical elements are permitted.

## THE AWNING

- ❖ Awnings are permitted on all parklets provided they offer a minimum vertical clearance of eighty-four inches above grade. Such proposals will be considered on a case-by-case basis.



**Note:** In the case of unique location attributes not covered within these guidelines, please contact Brian Wilson at 360.709.2790 or via Email at [bwilson1@ci.olympia.wa.us](mailto:bwilson1@ci.olympia.wa.us).





# PARKLET INITIAL APPLICATION INSTRUCTIONS

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## CHECKLIST

- 1) Initial Application Form.** Use these instructions and the worksheet found at the end of this document to help prepare for the application process.
- 2) Initial Site Plan.** Please provide a measured drawing that shows the footprint of the proposed Parklet installation. This initial site plan can be hand-drawn; a designer is not needed at this stage. Please consult the “Parklet Design and Construction Guidelines”, which include a sample plan and design parameters.
- 3) Photos of Existing Site.** Please include photos of the location where you would like to install the Parklet, including the parking spaces, the sidewalk, and building façade in front of the proposed location.
- 4) Initial Concept Design.** Please provide a detailed drawing illustrating the intended layout of your Parklet. Include all elements of the Parklet including railings, benches, tables, planters, ect. Please provide all dimensions and additional views as needed to provide an accurate representation of the intended design.
- 5) Initial Concept Description.** Please include a brief summary explaining your project goals and the vision for your Parklet. Within the summary, please discuss what activities would be promoted on the Parklet? How do you anticipate the community will be involved in the creation and use of the new Parklet? What materials will be used in the construction of the new Parklet?
- 6) Proof of Notification.** Document of notification from your building or property owner is required for all Initial Application Proposals.
- 7) Neighborhood Outreach.** It is important that you involve your community in the development of your design proposal. We encourage you to adequately and robustly outreach to your neighbors, tenants of the subject property, and any existing merchant groups, if applicable. Please submit documentation of community outreach.

## QUESTIONS?

For any questions regarding this RFP or the Parklets program, please feel free to contact Brian Wilson at 360.709.2790 or via email at [bwilson1@ci.olympia.wa.us](mailto:bwilson1@ci.olympia.wa.us).



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## APPLICANT INFORMATION

Address of Proposed Parklet: \_\_\_\_\_ Zip: \_\_\_\_\_

Cross Street: \_\_\_\_\_ Block#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Supervisor: \_\_\_\_\_ District #: \_\_\_\_\_

Name Sponsoring Business/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name 1: \_\_\_\_\_ Title 1: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Email 1: \_\_\_\_\_

Contact Name 2: \_\_\_\_\_ Title 2: \_\_\_\_\_

Phone 2: \_\_\_\_\_ Email 2: \_\_\_\_\_

Business Certificate: \_\_\_\_\_ OR Driver's License: \_\_\_\_\_

Name(s) of Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## DESIGNER INFORMATION

\_\_\_\_\_ I don't know yet \_\_\_\_\_ I'll design it myself \_\_\_\_\_ I'll hire a Designer

Designer Name (if known): \_\_\_\_\_

Design Firm (if known): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PARKING INFORMATION

Number of parking spaces to be occupied: \_\_\_\_\_ Parallel \_\_\_\_\_ Perpendicular

Meter numbers on parking meters to be removed \_\_\_\_\_

(found on the meter facing the street.) \_\_\_\_\_

Is there a colored curb(s) in your proposed location? \_\_\_\_\_ YES \_\_\_\_\_ NO

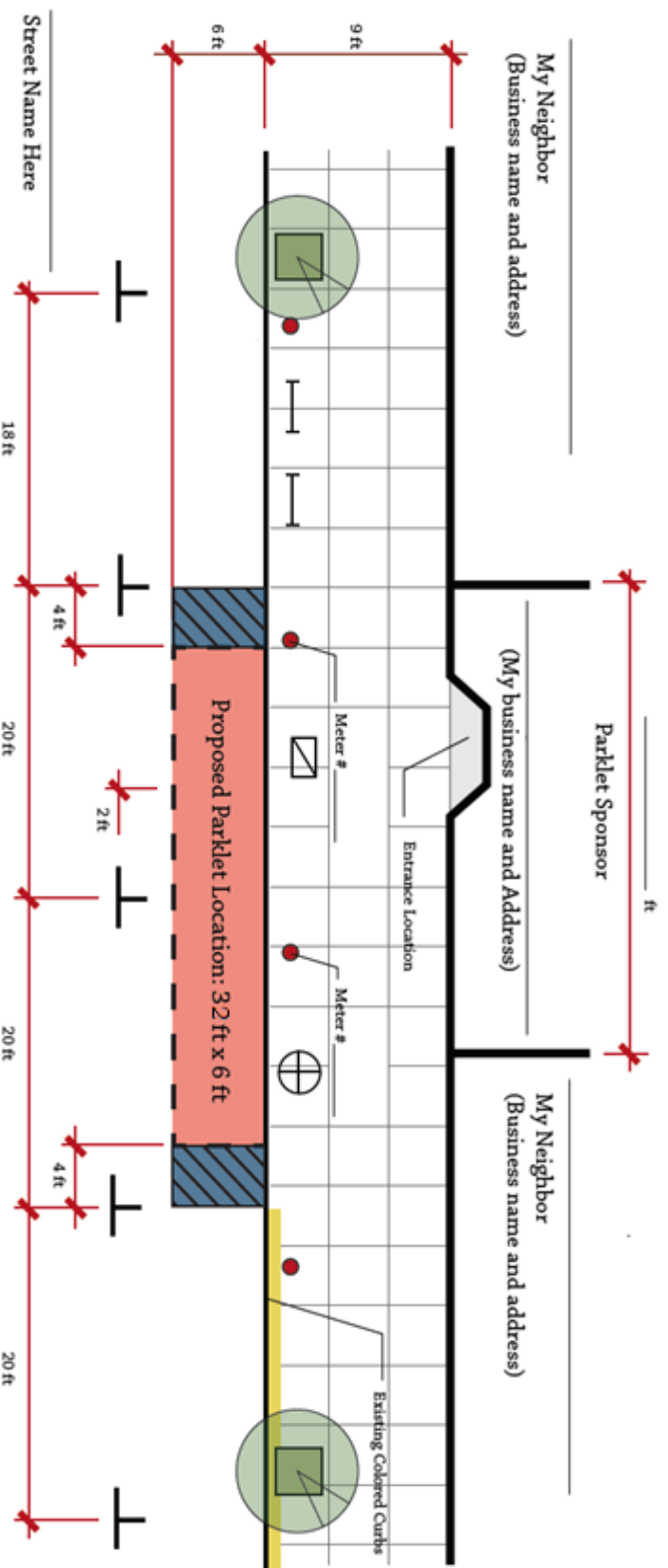
Length: \_\_\_\_\_ Yellow \_\_\_\_\_ White

I have read and understood the "Parklet Design and Construction Guidelines"

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## DESIGN TEMPLATE:

- ❖ Please use the provided template below as a general guide for taking notes, and documenting site characteristics.



**Do any of the following elements exist either within or around your proposed parklet:**

1. Parking meters? Yes / No (circle) Number? \_\_\_\_\_
2. Bike racks? Yes / No (circle) Number? \_\_\_\_\_
3. Utilities? Yes / No (circle) Number? \_\_\_\_\_
4. Street lighting? Yes / No (circle) Number? \_\_\_\_\_
5. Trees or planters? Yes / No (circle) Number? \_\_\_\_\_
6. Colored curbs? Yes / No (circle) Color? \_\_\_\_\_



PARKLET INITIAL APPLICATION
SAMPLE LETTER OF SUPPORT

City of Olympia
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To Whom It May Concern:

We at the Northwest Studios are very excited and in support of a Parklet coming to City Street Café and the Broadway district. We understand that this addition to the district will take the space of two parking stalls. We are very excited to hear about the possibilities of creating more unique public spaces, especially ones that will beautify and welcome downtown visitors.

We hope that we will see your vision come to fruition. The Broadway district businesses will certainly enjoy this creative and beautiful addition to the shopping and historic district of downtown Olympia!

Best of luck, keep us posted on the results.
Sincerely,

(Signature)

Address

Name (Printed)

Contact (email/phone)

(Position Title)

Date