

REQUEST FOR PROPOSALS

PARKLET PROGRAM

Visit weho.org/parklets for more information

The City of West Hollywood invites your business and/or community group to submit an innovative proposal detailing your vision for a parklet. Parklets are extensions of the sidewalk, repurposing on-street parking spaces for the creation of new, publicly accessible open space, seating, greenery, etc. With countless successful programs worldwide, parklets have proven their ability to not only create greener, healthier communities, but also increase neighborhood character and sense of identity through creative and inspired design.

Submission details are outlined in Chapter 2 of the Parklet Design Guidelines Manual (Attachment B).



ELIGIBILITY

Applicants should fall into one of the following categories:

1. Adjacent / fronting property owner
2. Ground floor business owner
3. Non-profit and community organizations
4. Other applicants may be considered on a case-by-case basis



FUNDING

The City of West Hollywood will offer grants of \$25,000 to aid **up to 7** winning applicants in the construction of a parklet. A Grant Agreement will be used to ensure that the applicant follows through with the design and construction of the parklet.



SUBMISSION REQUIREMENTS

Submission requirements are outlined in Chapter 2 of the Parklet Design Guidelines Manual (Attachment B). **Review this section carefully**



SELECTION

The City of West Hollywood will select **up to 7** parklets to continue to through the design, development and permitting process. The City will select the following number of parklets for each neighborhood:



ATTACHMENTS

- A. Parklet Application
- B. Parklet Design Guidelines Manual

1. **Two** parklets on the Eastside
2. **Two** parklets on the Sunset Strip
3. **Three** parklets anywhere else



PROPOSAL SUBMISSION

Proposals are due on April 23, 2018 at 5PM (pst) and shall be submitted online at weho.org/parklets



NOTIFICATION

Applicants will be notified by May 30, 2018 if awarded the grant and selected to move forward with the parklet permitting process.

Note:

The City reserves the right to change the RFP schedule or issue amendments to the RFP at any time. In the event the City amends the RFP, the City will extend the Proposal Due Date commensurately. The City also reserves the right to cancel or reissue the RFP.



CITY OF WEST HOLLYWOOD

PARKLET PROPOSAL



Visit weho.org/parklets for more information

Please complete the following parklet proposal form to be considered. You must contact the Parklet Program Coordinator at parklets@weho.org to obtain per-approval of your proposed parklet location prior to submitting this application.

Proposal materials can be found at weho.org/parklets and submitted online or via email to parklets@weho.org
Printed applications are available at City Hall at 8300 Santa Monica Boulevard, West Hollywood, CA 90069

1| Community Partner Details (primary point of contact)

1.1 Last Name

1.4 Phone Number

1.2 First Name

M.I.

1.5 Email Address

1.3 Organization Name and Type

1.6 Street Address, City/Town, State and Zip Code

2| Proposed Parklet Location

2.1 Nearest Street Address

Parking Meter Numbers of Affected Spaces

2.1 Nearest Cross Street

2.3 Neighboring Businesses

3| Location Information

3.1 Describe the parking signage directly abutting in the area of proposed parklet:

3.2 Select what type of use is present on the block of the proposed parklet (can select more than one):

Retail/ Commercial

Bar/ nightclub

Restaurant/ Cafe

Apartments/Condos

Business/ Office Use

Houses/Duplexes

4| Additional Application Materials

4.1 Please attach **ALL** of the following materials

Project Description

Submit a project description of your proposed parklet. Concise, but thoughtful descriptions are encouraged (1 page max).

Photos of the Existing Site

Provide a minimum of three photos and any other images that may help to describe the proposed parklet and its existing site conditions.

Initial Site Plan / Conceptual Drawing

Provide detailed and measured drawing showing features 20 feet on either side of the parklet and your best conceptual representation of the proposed parklet design, including a list of proposed materials, lighting, seating, colors etc.

Preliminary Budget and Maintenance Plan

Provide a detailed plan for the regular cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Please indicate if community partnerships will be used to assist in this.

Proof of Community Support

Submit letters of support from at least 3 relevant parties showing support for the proposed parklet. These parties can include: adjacent property owners, neighborhood orgs, and nearby businesses/residents.

Proof of Notification

Applicants must provide written documentation that businesses/property owners in front of the proposed parklet and at least five businesses within the block and the block across the street have been notified

Proof of General Liability Insurance

Provide proof that you will be able to obtain (if application selected) comprehensive public liability insurance in a combined single limit amount of at least one million dollars (\$1,000,000.00) covering your operations on the sidewalk. This can be proof of your existing insurance or a quote.

Note: The Parklet Committee will not review and/or consider incomplete applications. Please make sure you have fulfilled all of the application requirements prior to submitting this application.

CITY OF WEST HOLLYWOOD

Parklet Design Guidelines Manual

February 2018



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ADDITIONAL INFORMATION AVAILABLE AT
WEHO.ORG/PARKLETS

1

PROGRAM OVERVIEW

Parklets are extensions of the sidewalk, repurposing on-street parking spaces for the creation of new, publicly accessible open space. With countless successful programs worldwide, parklets have proven their ability to not only create greener, healthier communities, but also increase neighborhood character and sense of identity through creative and inspired design. Since parklets are designed, paid for and maintained by a non-city entity, this program represents a unique opportunity for community partnership to increase quality of life. This document serves as a guide to understand the goals, process, and policies for establishing a parklet in the City of West Hollywood (the “City”). Proposed parklets must comply with the requirements set forth in this manual and in Chapter 11.29 of the West Hollywood Municipal Code.

GOALS

REIMAGINE the potential of City streets as venues for community gathering, events, and celebrations – improving day-to-day life of the street



Photo: WMBstudio

SHOWCASE the creativity and diversity of the West Hollywood community through the emphasis of streets as venues for social interaction



Photo: LoCO

FOSTER neighborhood liveliness through a high-quality streetscape experience accessible to all members of the community



Photo: Fábio-Arantes

ENCOURAGE pedestrian activity by providing green spaces and seating opportunities along commercial corridors, which in turn support local businesses



Photo: SF Planning

STAKEHOLDERS



THE CITY



APPLICANT



COMMUNITY



DESIGNERS

PROCESS



2

PARKLET PROPOSAL & SELECTION



Photo: Yuzhu Zheng Photography

Proposals for the Parklet Program are accepted annually during the application period following the release of the call for proposals. To determine parklet feasibility and learn more about the applicant's creative concept, the City requires several pieces of information. Application components include:

- Parklet Proposal form
- Project Description
- Photos of Existing Site
- Initial Site Plan/Conceptual Rendering
- Preliminary Budget and Maintenance Plan
- Proof of Community Support
- Proof of Notification

Before submitting the application, interested applicants must contact the Parklet Program Coordinator to obtain pre-approval of the proposed location to ensure site feasibility. Please submit site proposal as soon as possible to parklets@weho.org.

Please review this chapter carefully to ensure submission of a complete proposal.

ELIGIBILITY

ELIGIBLE APPLICANTS, also known as the Community Partner, should fall into one of three categories:

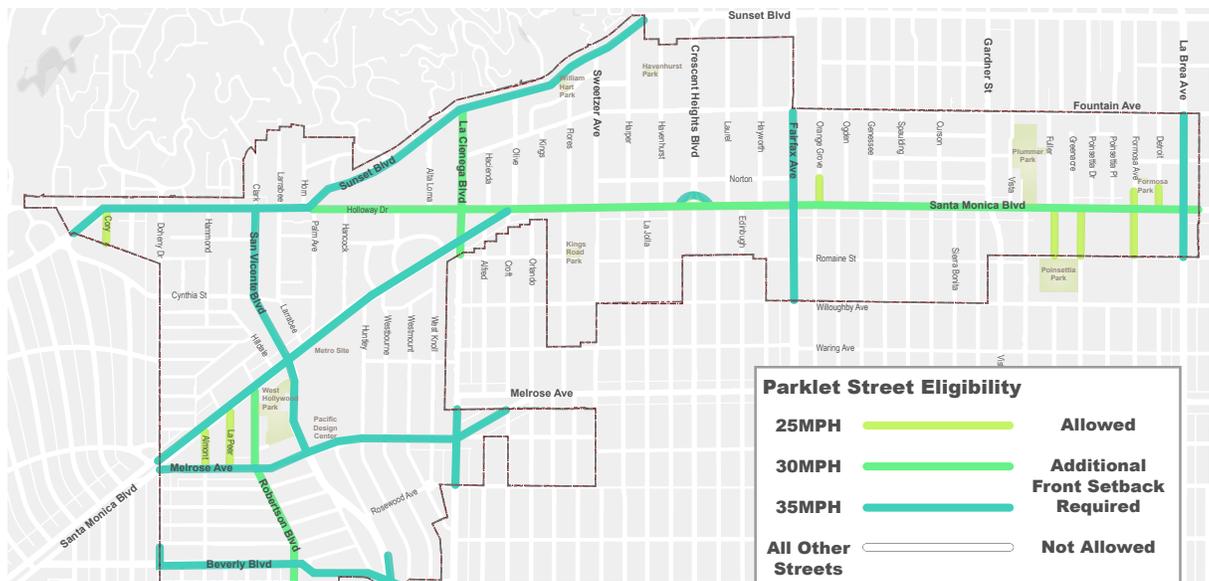
- Adjacent/fronting property owner
- Ground floor business owner
- Non-profit and community organizations
- Other applicants may be considered on a case-by-case basis

Parklets are not allowed to be used for table service, retail sales or displaying/staging of merchandise and/or services and are to remain public during all hours of operation.

ELIGIBLE STREETS must have posted speed limits of 35 mph or less. For roads with speed limits greater than 25mph, an additional setback along the roadway will be required. The map below highlights which roads would be subject to conditional approval due to speed limits. Additionally, parklets are allowed to be located on the sidewalk if a 4 foot unobstructed walkway is maintained for pedestrians. Note: No parklets will be permitted on Fountain Avenue at this time.

PARKLET SIZE must be 1-3 on-street parking spaces. If the parklet extends onto the sidewalk, it must not exceed the length equivalent to three on-street parking spaces. Larger parklets will be considered on a case-by-case basis. Parklets that extend from an on-street parking space into the sidewalk must ensure that there is a minimum 4 foot unobstructed clearance on the sidewalk for pedestrian traffic.

PARKLET LOCATION is only eligible in non-restricted on-street parking spaces and adjacent sidewalk spaces in commercial areas (no blue, green, red, yellow or white zones). Parklets at corner locations are only allowed where bulb outs currently exist, and are subject to additional design standards (see Chapter 3 for more details).



* Residential areas are ineligible

Figure 1 - Parklet Street Eligibility

PARKLET PROPOSAL FORM

All applicants must complete the Parklet Proposal form. This form details applicant contact information, high-level location characteristics of the proposed project, and a useful checklist of necessary documents needed for the application. This application can be found on weho.org/parklets. The following are required as part of the application:

PROJECT DESCRIPTION

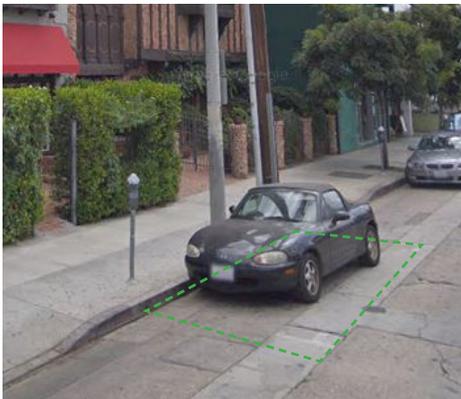
Applicants are required to complete a project description (maximum 250 words) of their conceptual parklet. Concise but thoughtful descriptions are encouraged and should address the following:

- General parklet concept
- How the parklet meets program's criteria
- How applicant intends to use the space
- How applicant intends to activate the space
- Any potential programming applicant envisions
- How applicant intends on making the parklet a welcoming public space for all users
- Relationship to nearby businesses/ residences
- Use of existing parking space

PHOTOS OF EXISTING SITE

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

Photos of unusual characteristics of the site and existing signage are also helpful.



Left Side



Right Side



Across

INITIAL SITE PLAN

To help the City understand a proposed parklet would fit into the streetscape, applicants must submit an initial site plan. This measured drawing does not have to be professionally designed. Rather, it can be done by hand or on simple computer software.

The site plan must include features 20 feet on either side of the proposed parklet and must contain the following:

1. Parklet dimensions
2. Width of the adjacent sidewalk
3. Location of the Community Partner (if business)
4. Distance to the nearest crosswalk or intersection
5. Location of any above-ground street fixtures (trees, fire hydrants, poles, bike racks, street lights, etc.) (If available, City may be able to provide base maps upon request)
6. At-grade roadway markings (color curbs, lane striping, parking stall markings, etc.)
7. At-grade utilities (panels, storm-drains, manhole covers, etc.)
8. Building addresses at parking space

Please see example site plan below for reference.

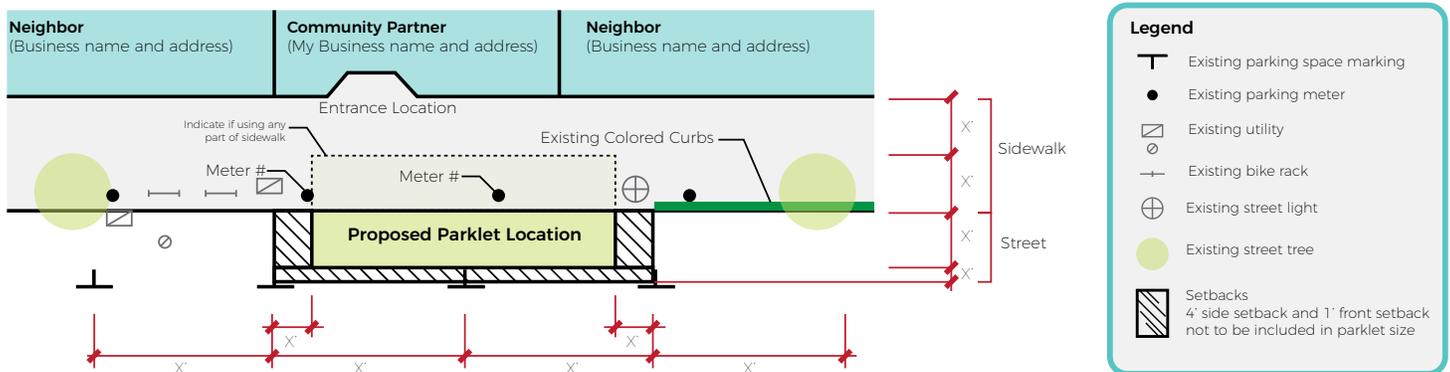


Figure 2 - Example Site Plan

CONCEPTUAL RENDERING

Additionally, the applicant must submit a conceptual rendering of the proposed parklet. The rendering must show all of the parklet elements with its surrounding context. This conceptual rendering will be used primarily to determine parklet suitability for a street and should not be considered the final architectural renderings (like the photo below) required later in the process.



Figure 3 - Sample conceptual rendering.

Photo: RHAA

PRELIMINARY BUDGET AND MAINTENANCE PLAN

CAPITAL COSTS for constructing a parklet range widely based on design and topography, with the most cost efficient starting around \$20,000 to the most expensive at nearly \$100,000. We do not expect applicants to have an itemized or concrete capital budget. However, the applicant should identify how they intend to fund their parklet. Some Community Partners choose to completely self fund, while others seek out grants, crowd-sourcing and other partnership opportunities as well.

MAINTENANCE COSTS are perhaps more important than the one time cost to construct the parklet. Maintenance embodies the Community Partner's ongoing commitment to provide quality open space to the public. Therefore we ask applicants to provide a plan for the regular cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Also, indicating how often certain maintenance items will occur.

Applicants will also need to include a proposal with how funding for the maintenance of the parklet will occur. Applicant should also indicate if grants or additional partners will be included in the proposal. Prior to submitting an application, applicants should ensure that sufficient resources and staff time are established in order to keep the parklet clean and in a state of good repair. Neighborhood groups proposing a parklet should work with nearby businesses or community members to ensure that the parklet is monitored on a regular basis, trash is picked up on a daily basis and that all cleaning and maintenance is covered.

PROOF OF COMMUNITY SUPPORT

Outreach is an essential part of the parklet program. The best parklets not only have an enthusiastic sponsor, but a community welcoming of the new public space a parklet will provide. A minimum of 3 letters of support are required for the initial application. These letters can come from the following:

- Adjacent building property owner (required if not the property owner)
- Neighborhood organizations
- Nearby businesses
- Nearby property owners
- Nearby residents

A sample letter of support can be found at weho.org/parklets.

PROOF OF NOTIFICATION

Applicants must provide written documentation that businesses/property owner in front of the proposed parklet and at least five businesses within the block and the block across the street have been notified by the Community Partner of their intent to submit a parklet proposal. Documentation should be in written form and should include the date of notification.

SELECTION CRITERIA

Once the initial proposal period closes, the proposal will be reviewed by the Parklet Committee, consisting of staff from the Departments of Community Development, Public Works, Public Safety, and Economic Development.

These proposals will be evaluated on the in the 3 following areas:



1. SITE CONDITION that is optimal for a successful parklet. The site should adhere not only to site location requirements, but also have high impact potential to attract a large number of users to the space. Parklets located in park poor areas will also be looked at favorably. Metered parking demand for the proposed parklet area will also be taken into consideration.



2. OUTREACH that is of high quality and extensive. The most successful parklets have robust community support, helping make them iconic and well utilized open spaces.



3. ALIGNMENT with the program's goals (see Program Overview). Parklets will be judged by the evaluation criteria on the following page.

DESIGN

- Provocative and creative submission
- Incorporates creative seating elements
- Use of durable materials, locally-sourced and sustainable materials
- Integration of landscaping and other green elements
- Responds to the unique characteristics of the site in which it is being proposed
- Transcends boundaries of gender, age, race, income and physical ability

ENGAGEMENT

- Provides a creative, interactive and active use that draws in people into the space
- Creates an experience that does not already exist for pedestrians

UTILITIES

- Allow gutter flow maintenance
- Allow for curb/gutter cleaning
- Provides access to and/or avoids utility covers/manholes

MAINTENANCE

- Durable and cleanable materials
- Drought tolerant plants
- Parts are easily replaced/ maintained

STEWARDSHIP

- Designated single, clear steward for the parklet
- Steward has time, resources and commitment

SAFETY, ACCESSIBILITY AND INCLUSION

- Parklet contributes to traffic calming by putting more activity at the edges of the street
- Ease of maintenance and cleaning
- Speed limit and clearances near parklet create a safe environment for users
- Design creates no tipping/toppling/jumping hazards near traffic
- ADA accessibility throughout, and in transition to sidewalk
- Accessible/equivalent tables and amenities
- Accessible handling of steep grades and transitions

DECISION NOTIFICATION

Applicants will be notified electronically of the Parklet Committee’s decision within 4 weeks from the closing date of the application period. Selected proposals will be invited to proceed with the parklet design development and permitting process established in Chapter 3 - Design, Development and Permitting of this manual.

PERMIT FEES

Applicants will be required to pay any Encroachment Permit fees for the parklet prior to the design development and permitting process. Encroachment Permit fees will be established by the Department of Public Works and may change on an annual basis.



Photo: Yuzhu Zheng Photography

3

Design, Development and Permitting



Photo: WMBstudio

Should a parklet project be selected to proceed, applicants will need to complete detailed designs of the proposed parklet. This section outlines the necessary design components, development process and permitting necessary before construction can begin. For additional design standards, please consult Chapter 11.29 of the West Hollywood Municipal Code (available at weho.org/parklets).

ASSEMBLING A PROJECT TEAM

Applicants will need to fill two different roles: a design team and a construction team. These teams can be filled by the applicant, volunteers, pro bono and/or paid professional services. The only requirement is that the individual(s) can complete the work required for each role.



THE DESIGN TEAM will turn the initial concept and preliminary drawings into detailed architectural drawings that meet the following Parklet Program standards in this chapter. The design team must be skilled at producing architectural drawings. They will be responsible for site plan, perspective view and section drawings.



THE CONSTRUCTION TEAM will take the design team's renderings and turn them into reality. This team should be familiar with interpreting detailed construction documents and know how to secure materials and construct with them. The construction team should also provide thoughts on best practices for maintenance to keep the parklet looking great under regular use and exposure to weather.

PARKLET DESIGN STANDARDS

Please refer to Figure 6 and 7 on page 18-19 for an illustrated summary of standards.

FOOTPRINT

Parklets can be proposed on on-street parking spaces and/or sidewalk areas. Parklets can take up between 1-3 on-street parking spaces. Parklets on the sidewalk cannot take up more than the length of three on-street parking spaces.

Length: The length of a standard parallel parking space is 24 feet for mid-block spaces and 20 feet for corner spaces. Parklet length, as determined from these measurements based on its size and location, cannot extend beyond these boundaries, including its required safety features.

Width: The width of a standard parallel parking space is 8 feet. The parklet, including all of its required safety features cannot extend beyond this width. The parklet may extend to the sidewalk only if a minimum 4 foot unobstructed walkway for pedestrians is maintained on the sidewalk.

Parklets that are near corners are only allowed where there is an existing “bulb-out” on the sidewalk.

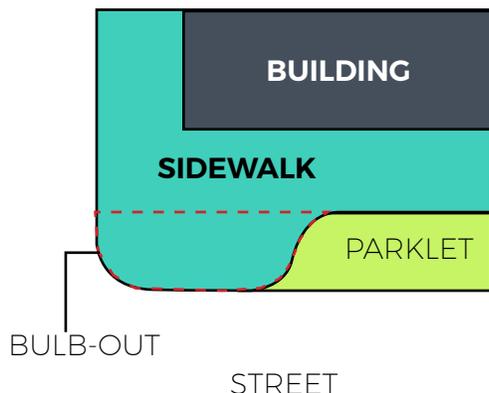


Figure 4 - Bulb-out condition

BUFFER

Side

To ensure visibility and to protect the parklet from parking cars, the applicant will be required to maintain a minimum 4 foot buffer on both ends of the parklet. A buffer is not required adjacent to a bulb-out (see Figure 3).

Wheel stops must be installed at the back of the buffers to prevent people from parking too close to the parklet. Please see pg. 16-17 for illustrations of the standards.

The wheel stops must be mounted 4 feet back from the edge of the parklet and 1 foot out from the curb, although this distance may be increased to accommodate bike racks or other amenities. To enhance visibility, reflector posts are required at the outside corners of the buffers. The delineator posts must be placed 6 inches out from the corners of the wheel stops.

Along roadway

Parklets must maintain a minimum 1 foot buffer along the roadway. For parklets on streets with speed limits greater than 25 mph, a minimum 2 foot buffer is required. The buffer must be clear from any amenities.



Photo: Strata Architects

VERTICAL ELEMENTS

Parklet must have a continuous edge along the vehicular travel lane, such as railings, planters, or seat walls. The vertical elements must be able to withstand a minimum of 500lbs of horizontal force. This edge helps to increase visibility for road users and must be a minimum of 36 inches and a maximum of 72 inches tall, as measured from the top of the parklet base.

If the parklet is located at a corner, opaque vertical elements must allow views through the parklet and may not exceed 36 inches in height (including plantings). This ensures that sight lines for pedestrians remain clear at crosswalks.

ACTIVATION/ PROGRAMMING

How a parklet is programmed for events or other activities is an important part of the parklets design and an opportunity to get creative! A parklet may be a simple space for relaxation or it may have more interactive features, such as art, music, play games. Applicants are required to submit an Activation Plan during the submittal of construction documentation. The Activation Plan must include a list of proposed events/ activities at the parklet.

ACCESSIBILITY AND ADA

Everyone should be able to use and enjoy the parklet, whether they are on foot, in a wheelchair, using a walker, or in a stroller. The sidewalk area around the parklet must be obstruction-free and clear, and the parklet must be accessible as required by the Americans with Disabilities Act (ADA).

The design should incorporate at least one ADA access point for each parking space used for the parklet. Seating must be accessible and meet ADA requirements for the turning movement (60" diameter turning circle) and the resting space of a wheelchair. The maximum vertical difference between the curb and the parklet decking is $\frac{1}{4}$ inch.

SIDEWALK EXTENSION

Parklets are allowed to extend to the adjacent sidewalk as long as a minimum 4 foot unobstructed pedestrian walkway is maintained from the building property line to the edge of the parklet. The portion of the parklet extended on the sidewalk shall not obstruct any of the following:

- Bus and MTA zones
- Fire hydrants
- Emergency zones
- Public utilities
- Bike share stations
- Entrances of adjacent businesses

A minimum 2 foot setback around the entire perimeter of a public utility must be maintained. If the parklet extends on to the sidewalk, it must not exceed the length equivalent to two on-street parking spaces.

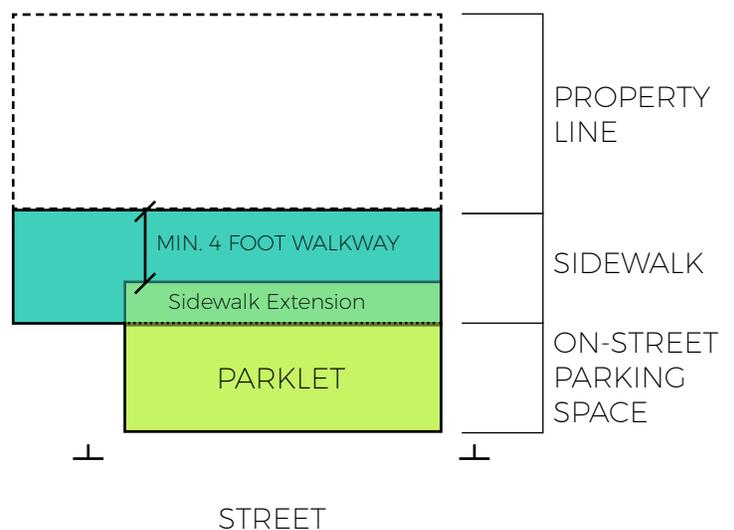


Figure 5 - Sidewalk Clearance

PARKLET BASE

The parklet base should be a freestanding structural foundation that rests on the street surface. This frame should not be permanently attached to the street, curb, or adjacent planting strip. The applicant may, however, use small pin bolts to attach the parklet to the street.

The parklet must be designed to allow rainwater to flow along the curb without obstructions. The entire parklet structure should be built to allow for easy removal of the parklet if necessary.

Concrete bases are encouraged so long as the applicant can ensure that the concrete will not bind to the street. The weight of the deck should be less than 200 pounds per square foot.

The height of the base surface should be flush with the adjacent sidewalk. A maximum horizontal gap of ½ inch between the curb and the deck is allowed (exceptions can be made to address ADA requirements).



Photo: Youth Art Exchange



SIGNAGE

All parklets must feature two 12" by 12" signs indicating “**Open to the Public**” in large lettering. These signs should be mounted to both ends of the parklet and should be highly visible from the adjacent sidewalk. Acknowledgment for sponsorship, sponsor logos (if a business), or designs that “brand” the parklet can be integrated, but not overshadow the sign. Commercial/advertising signage is not allowed under any circumstances.

A base template is available to download at weho.org/parklets.



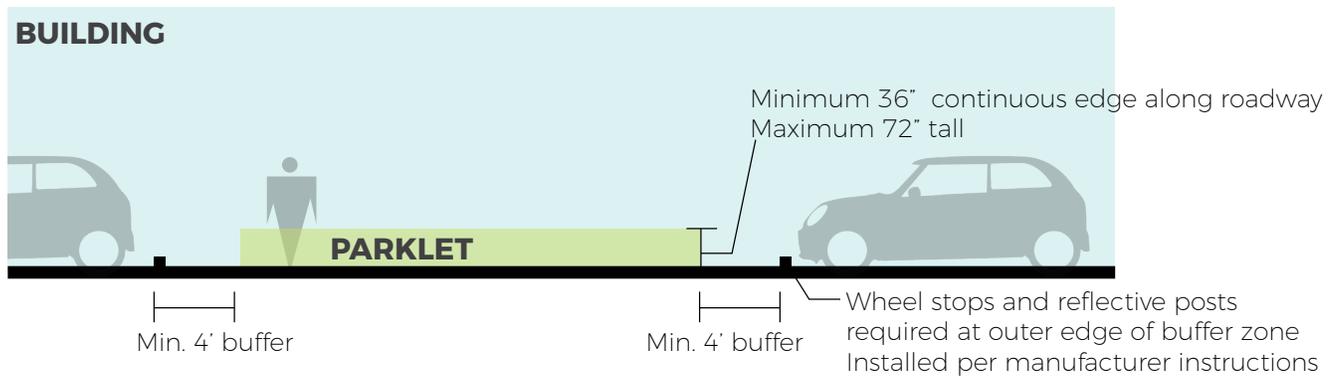
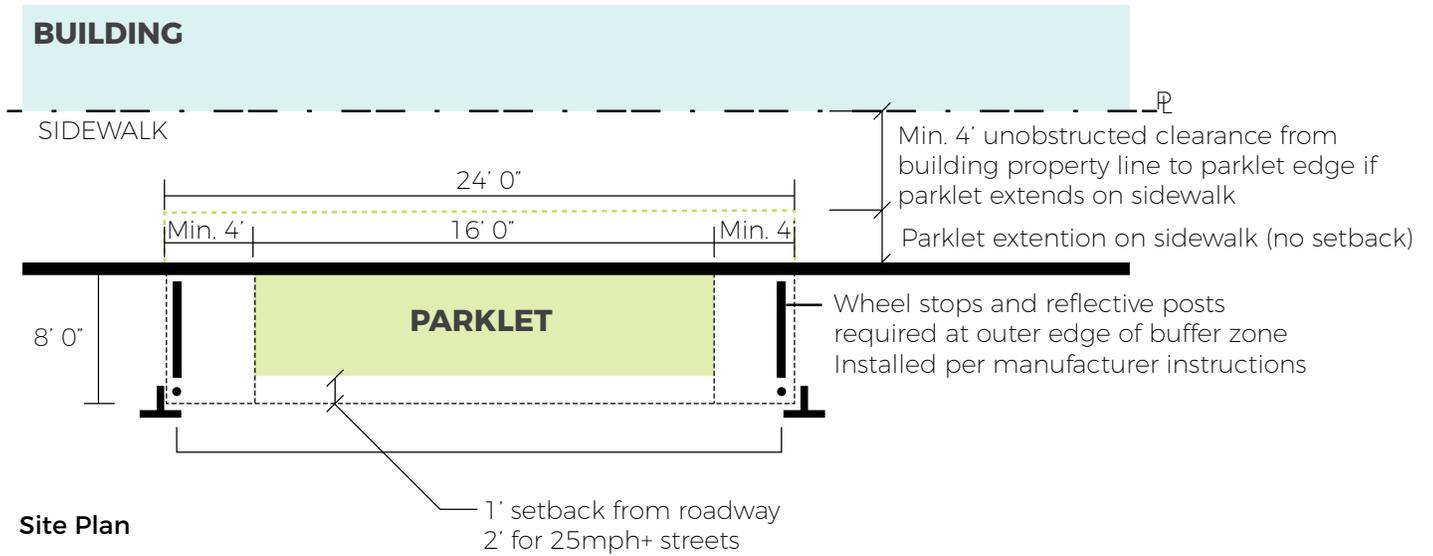
Photo: SF Planning



Photo: Maria Evans

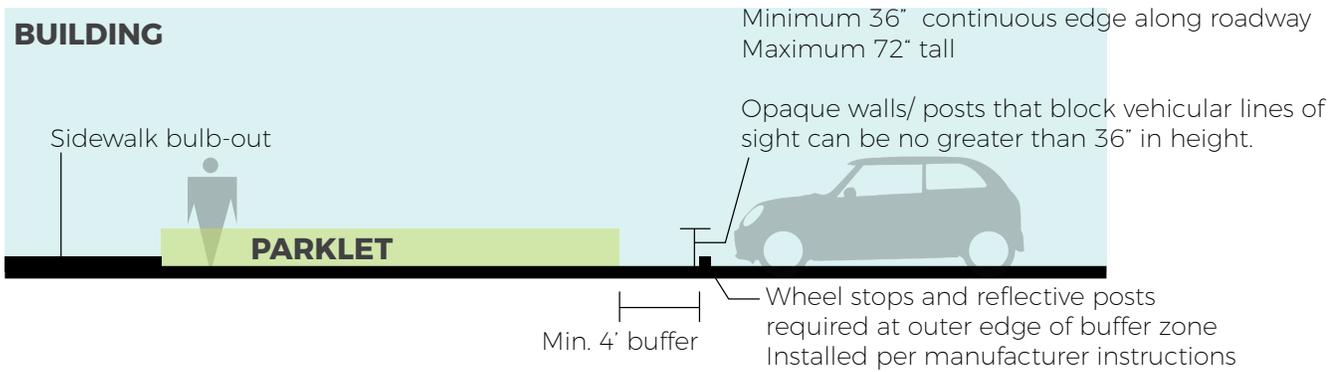
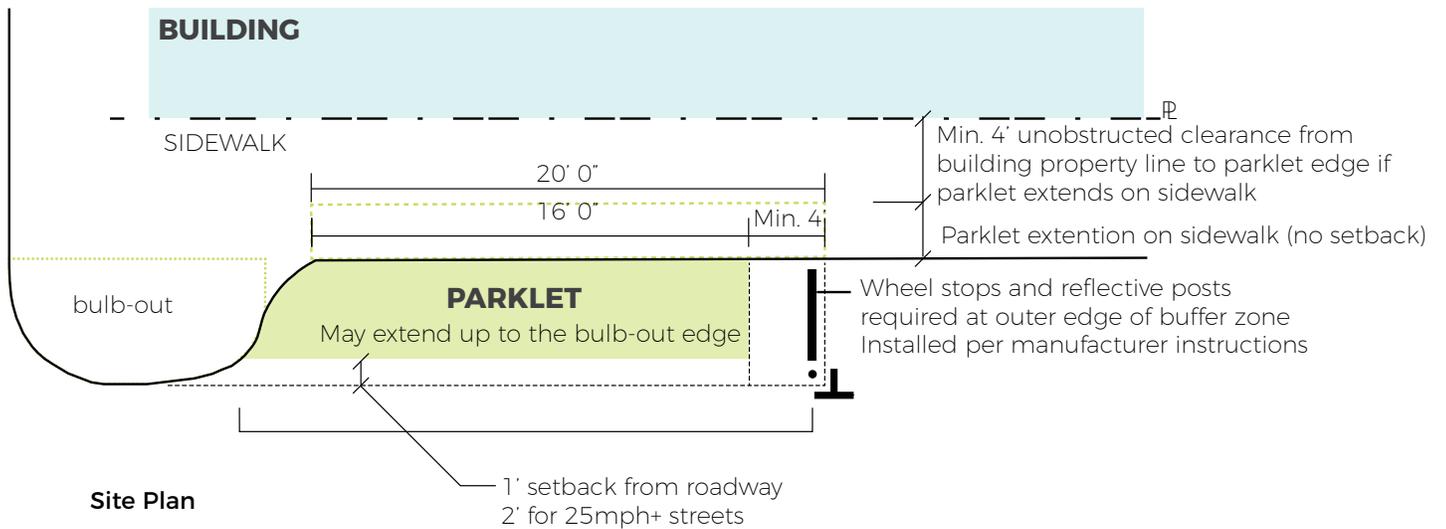
ILLUSTRATION OF PARKLET STANDARDS

Figure 6 - Mid-block parklet standards



Elevation

Figure 7 - Corner parklet standards



PARKLET DESIGN ELEMENTS

The following are additional design guidelines for the development of a parklet and will be used as criteria for selection. Not every element is required, but their incorporation is encouraged by the City. Should a parklet include an element below, applicants must adhere to the requirements related to that feature. Please keep in mind that since a parklet is a public amenity, parklet furnishings should be distinct from any furnishings used by the hosting business or organization.

MATERIALS

Parklets should be constructed of high-quality, durable, non-reflective, and aesthetically-pleasing materials. Steel, finished woods, salvaged building materials, and sustainably sourced materials are recommended. All walking surfaces should be non-slip and weather resilient to ensure safety and accessibility. Since parklets are intended to be temporary structures, it is also important to consider the ease of disassembly and potential for recycling or reuse of materials.

SEATING

Parklets are encouraged to incorporate built-in seating. Seating can be part of the parklet structure, planters, or creative features within the parklet. Comfortable places to sit are important to creating welcoming and inviting public spaces. Additional movable seating is recommended as well. This seating can be removed and stored at the end of the day or locked with cables to the parklet structure.

If the parklet host is a business with a sidewalk café, the tables and chairs must be a different style from the ones used in the café. This helps reinforce the public nature of the parklet.

BICYCLE PARKING

Whether integrated into the parklet structure or installed on the street next to the parklet, bike parking is encouraged. Bike racks may be creatively designed as a focal feature for the parklet.

LANDSCAPING

Landscape plantings help soften the space and can serve as a pleasant buffer along the street-facing parklet edge. Landscape elements can include planter boxes, hanging planters, green walls, or ADA accessible raised beds, for example.

Drought-tolerant landscaping is strongly encouraged for ease of maintenance and less use of water. Edible plants and plants with fragrance, texture, and seasonal interest are also recommended.

PLAY EQUIPMENT

Successful parklets include amenities that are comfortable, accessible, and enjoyable for people all ages. Applicants are encouraged to incorporate play elements in their parklet to make it a fun place for children (and adults) to spend time.

Play equipment may include integrated toys, games, or exercise equipment. These features can be creatively integrated into the parklet structure or can be movable.

ARTWORK

Public art can enhance the attractiveness of and create identity for a parklet. There have been countless examples of parklets across the world that have integrated permanent artwork into the design of their parklets, while others have dedicated spaces in parklets for rotating installations.

The space for art installations should be clearly indicated in the applicant's concept drawings. Some art, depending on size, design, and placement may require additional review by the City's Arts Division.

LIGHTING

Self-contained low-voltage lighting systems, such as solar or battery powered lights are encouraged. Flashing lights and cords that extend over the sidewalk (even if they're located overhead) are prohibited.

SAFETY

Parklets should be designed to encourage public safety around the site. Elements such as lighting encourage nighttime use of the parklet and adequate buffers ensure that the parklet is visible to moving traffic.



Photo: Team Parklet



Photo: Jennifer Wieland



Photo: ESTUDIO HAA!



Photo: Luna Rienne Gallery

ENCROACHMENT PERMIT

CONSTRUCTION DOCUMENTS

Once the applicant has a good concept, a location that could use a parklet, and a community that's on board with the idea, the last step to getting an Encroachment Permit is upgrading the conceptual design drawings to a technical level for final review and approval by the City. The City will review this last set of drawings in detail to make sure that the parklet will look and function as intended throughout its life in the public right of way. All of the requirements set forth in this manual and Chapter 11.29 of the West Hollywood Municipal Code must be satisfied before an Encroachment Permit can be issued. Additional standards and information not included in this manual may be required by the City on a case by case basis, depending on the complexity of the parklet.

For the technical review, applicants need a complete set of construction documents that are drawn to scale, showing the dimensions, material specifications, assembly details, and landscape plan for the parklet. In certain instances, the construction documents may require the stamp of a licensed architect and/or engineer upon submittal. The approval of the applicant's Encroachment Permit is contingent upon approval from Planning and Public Works. Once the Encroachment Permit is approved by the City, the City may require the applicant to have a licensed contractor to pull the permit prior to installation.

For this review, we prefer PDF documents in tabloid (11" x 17") format. Construction documents must include:

1) LOCATION AND CONTEXT PLAN

This plan should show the parklet in relation to the surrounding context, including buildings, property lines, intersections, driveways, bike and traffic lanes, and street features (e.g., trees, utilities, fire hydrants). This plan should also display dimensions of the parklet footprint, the adjacent sidewalk, and surrounding parking spaces.

2) ACCESSIBILITY PLAN

The plan should show elevations on the sidewalk and street as well as wheelchair paths, rest areas, and turnaround spaces within and next to the parklet.

3) DETAILED SITE PLAN

This top-view drawing of the parklet should show the dimensions of the parklet and its various elements, along with the different plant species and materials included in the design.

4) ELEVATIONS

These side-view drawings of the parklet should display parklet dimensions (including height), materials, parklet elements, and buffers.

5) SECTION DIAGRAMS

These "cut-through" drawings clearly articulate complex design elements, such as how accessibility and drainage are accommodated.

6) CONSTRUCTION DETAILS

These drawings should highlight the hardware and fasteners that the parklet will require in the construction process, as well as how the maintenance of drainage flow along the curb will occur.

7) PERSPECTIVE RENDERINGS

Three-dimensional perspective drawings of the completed parklet are required.

8) ITEMIZED PROJECT COST

Itemized list of total project construction costs and funding plan for maintenance are required.

ACTIVATION PLAN

Parklets shall not just be aesthetically pleasing, but also well utilized, active open spaces. Therefore the applicant must submit an Activation Plan for their parklet. This plan need not be long but should include a descriptive list of daily activities and proposed events envisioned for the parklet.

FINAL MAINTENANCE PLAN

During the submittal of the parklet construction documents, Applicants must also submit a detailed maintenance plan to be reviewed by the City's Department of Public Works. As part of the Parklet Proposal, applicants will have submitted a Preliminary Maintenance Plan. This will be the time to finalize the maintenance plan based on comments from the City for review by the City.

As a reminder, applicants are required to manage all upkeep of a parklet. This means that the applicant is responsible for all maintenance duties and costs to keep the parklet in good condition. Applicants should clean the parklet and the surrounding area on a daily basis, tend to landscaping, clear the drainage channel, stow or lock movable furniture every night, and repair any damage to the parklet. Proper maintenance is a condition of the Encroachment Permit.

GENERAL LIABILITY INSURANCE & BOND

Applicant must maintain general liability insurance and post bond with the City prior to construction of a parklet. Please see Chapter 11.29 of the West Hollywood Municipal Code for details.

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BUILDING THE PARKLET

READY FOR INSTALLATION

PERMIT ISSUANCE

After the technical review of the construction documents and the Encroachment Permit application is complete, a permit can be issued for the parklet following payment of remaining fees. All fees must be paid in person at the Permit Counter on the 1st floor of West Hollywood City Hall.

SITE CONSTRUCTION STAGING

Upon issuance of the Encroachment Permit, the City will advise the applicant on site-specific considerations related to the permit.

Prior to starting construction, applicants will be responsible for placing temporary “No Parking” signs adjacent to the parking spaces that will be used for the parklet. The signs must be placed in the right of way 72 hours in advance of the installation date.

Applicants will also be responsible for ensuring all nearby trees in planting strips and tree pits are protected during parklet construction. The tree root zone shall not be used to stage equipment or stockpile materials. Tree protection fencing must be used to mark a minimum 4-foot tree protection root zone around the trunk.

OFF-SITE CONSTRUCTION

The City recommends that applicants spend as little time building in the right of way as possible by starting the parklet construction off site. Pre-fabricated parklet components are strongly encouraged. Contractors often find that they can prepare materials and build the parklet frame on private property before delivering it to the parklet site.



Photo: Aaron Bialick



Photo: Fiona Lee/Hoodline

PARKLET SAFETY ELEMENTS

During construction, applicants must install wheel stops and reflective delineator posts at the outside edges of the parklet buffer. Wheel stops must be placed on each end of the parklet that borders a parking space.

Applicants must purchase wheel stops that are 4 feet long and bolt-mounted. Recycled rubber wheel stops are recommended. Delineator posts must be 36-inch tall, cylindrical, white flexible posts and must include reflective striping.

PARKLET SIGNAGE

Applicants must create and install the required two “Public Parklet” signs on both ends of the parklet. These required signs should be installed in places that are highly visible to passing pedestrians. The signs must be affixed to the parklet.

Again, a base template is available to download at weho.org/parklets.

PARKLET OPENING

It can take a lot of time, money and effort to realize a parklet vision. Applicants are encouraged to showcase this work by opening the parklet with great fanfare (i.e. ribbon cutting ceremony, music performance, dance party). This event will be a time to show off this new public space and thank all of the people who helped make it possible. Applicants should let the City know about opening plans so we can also do our best to get the word out through our social media outlets.

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POST INSTALLATION

PARKLET EVALUATION

After the Applicant installs a parklet, we will want to know how it's doing. We may visit the parklet after it's installed to count the number of people in the parklet and record how it's being used. In addition to the observational data we collect, we may ask the applicant to respond to a few surveys and provide us with sales data (if applicant is a business) from before and after the parklet installation. This information will help us measure the impact of parklets on business success and evaluate how they increase quality of life in West Hollywood.

MAINTENANCE

Proper maintenance is a condition of the Encroachment Permit. Community Partners manage the upkeep of a parklet. They are responsible for all maintenance duties and costs to keep the parklet in good condition. The applicant must clean the parklet and the surrounding area on a daily basis, clear the drainage channel, stow or lock movable furniture every night, and repair any damage to the parklet.

The Community Partner should be sure to have sufficient resources and staff available to keep the parklet clean and in a state of good repair. If a parklet is being hosted by a neighborhood group, the Community Partner may need to work with nearby businesses or community members to ensure the parklet is monitored on a regular basis and all cleaning and maintenance is covered.

CHANGE OF OWNERSHIP

If a business changes ownership or the neighborhood group dissolves, applicants may choose to either transfer the Encroachment Permit to a new host or remove the parklet.

Please contact the City at parklets@weho.org or (323) 848-6827 to transfer the Encroachment Permit.

PERMIT RENEWAL

Parklets are permitted under an Encroachment Permit, which must be renewed once a year. The City will send applicants a renewal notice and invoice prior to the anniversary date of the permit. An inspector will visit the parklet around the time of permit renewal and will work with the applicant to ensure that any maintenance, safety, or accessibility issues get resolved. Also, applicants will need to make sure the liability insurance policy is up to date prior to the renewal of the permit. The City reserves the right to deny renewal of a permit application for any reason.

Renewal is conditional on following the requirements in this manual and in Chapter 11.29 of the West Hollywood Municipal Code. Please go to weho.org/parklets for more information.

PARKLET REMOVAL

A parklet must be constructed and installed in a way that allows for easy removal. In rare circumstances, the City may require the temporary or permanent removal of a parklet. Applicants must be able to do so within 30 days of our notice. The City reserves the right to remove a parklet if emergency street or utility work needs to be conducted. The applicant is responsible for all costs associated with the disassembly and removal of the parklet. For more information on removal, see Chapter 11.29 of the West Hollywood Municipal Code.

Again, parklets are to be intended to be a public amenity. The City retains the right to revoke a permit for any reason, including, but not limited to: if the space be consistently used for table service, retail sales or displaying/staging of merchandise and/or services, if the parklet is not being maintained or is determined unsafe or if individuals are turned away from the space without just cause.



