



Town of Warrenton Parklet Program Manual

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1. Program Overview

Purpose

The purpose of parklets is to create new open space for pedestrians on Main Street. Parklets are an innovative and cost-effective way to add public gathering space with such amenities as seating, plantings and public art in privately-funded and privately-maintained public space. The parklet program is also a method for supporting the Main Street business community by creating a more attractive commercial corridor, fostering social engagement, providing enhancements that contribute to livability and attracting pedestrians.

- Complete Streets – Parklets are consistent with the Complete Streets principle, which seeks to balance the needs of people walking, riding bicycles and travelling by car.
- Encourage Non-Motorized Transportation – Parklets encourage walking by providing pedestrian amenities like public seating, landscaping and public art. Parklets often provide bicycle parking which makes it easier for people to choose the bicycle as the mode of transportation.
- Encourage Pedestrian Activity – Parklets provide outdoor gathering space adjacent to Main Street businesses. Parklets enhance the pedestrian environment which can make the street feel more safe and comfortable for people shopping, running errands and access services on Main Street.

- Foster Social Interaction – Parklets invite pedestrians to sit and gather with friends and neighbors. In many cases, new social connections are created during the construction and stewardship of the parklets.

History

Parklets are a new concept to many small towns, but they have been successful enhancements to larger cities around the country for several years. The first parklet was conceived and installed in San Francisco, CA in 2010. It is now an annual program there, and has also been initiated in the Virginia cities of Norfolk, Richmond, Roanoke and Harrisonburg. The Warrenton program will be among the first in small towns, and is modeled after these successful programs.

Overview

- The Town of Warrenton will administer a program to receive, review and consider approval of parklet proposals on Main Street for the period of July through October 2016. The Town may award one parklet, two parklets, or no parklets. *Town Council reserves the right to reject any and all proposals.*
- If approved, these entities are deemed as the “operators” of the parklet and are therefore responsible for all of the costs of construction, removal and maintenance of the parklet.
- The parklet will be built in the on-street parking spaces on Main Street, and are therefore in the public right-of-way. The operator may not restrict public access to the parklet.

2. Proposal Process and Selection

Applicants should develop and submit a proposal with the required elements described in this manual to the **Town Manager, Warrenton Town Hall, 18 Court Street, Warrenton, VA 20186 before May 24, 2016.** *We encourage early submission of complete proposals. We recommend that you work with an architect, designer or professional engineer during the design of the parklet. This will assist you in the construction and design details.*

Proposers will provide proof of collaboration and support by businesses and residents in the immediate area of the proposed parklet site. The Town’s final approval of the proposal will be contingent on this support. Proposers are required to provide a letter of consent from the property owner(s) from whom they lease their space and whose property fronts the proposed

parklet. Proposers are required to provide a letter of consent or support from any other businesses and residents immediately adjacent to the proposed parklet site.

Proposers will provide proof of ability to indemnify the Town by naming it as “Additional Named Insured” on its liability policy. If selected, the operator must provide the actual endorsement prior to the commencement of construction. The operator shall maintain Commercial General Liability Insurance with a coverage limit of not less than either \$2,000,000 combined single limits or \$1,000,000 each occurrence and \$2,000,000 general aggregate.

Proposals will be initially reviewed for completeness and technical and operational feasibility by an administrative team that includes the Town Manager, Police Chief, Fire Chief, Director of Public Works and Utilities, Director of Parks & Recreation, and Director of Planning. This team will evaluate and make a recommendation to the Town Council for consideration at its June 9 Work Session for final approval at the regular June 14 Council Meeting.

If approved, the successful operator(s) will be notified to proceed with construction. Construction should be completed by July 1. The Director of Public Works & Utilities will conduct a pre- and post-construction inspection. The Lead Building Official will inspect construction in-progress and issue a Certificate of Compliance. The parklet(s) will remain in place until October 31, 2016 (unless approved otherwise) and must be completely disassembled and removed no later than November 4, 2016.

3. Design Requirements

a. Designated Site Requirements

The Parklet must be designed for at least one parking space but not more than two parking spaces on Main Street between Alexandria Pike and Fifth Street. It may include the transition space between on-street parking and crosswalks.

The Parklet may not be proposed in the following locations:

- In front of a fire hydrant
- In front of the Post Office
- The closest parking space to the corner before a right turn onto a one-way side street
- The closest parking spaces to the intersection of a two-way side street
- Over a storm drain, manhole or shut-off valves
- In loading zones

The Parklet must have clear signage indicating that it is a public space. For restaurant storefronts, table service is not allowed. The installation must not be designed to create the impression of exclusivity or direct connection to its storefront (e.g. identical furniture, sidewalk-side railing or attached awning). Logos, advertising or other branding is prohibited. A small, unobtrusive plaque recognizing the project sponsors and materials donors may be acceptable as proposed.

Virginia Code § 4.1-308 prohibits the consumption of alcohol in a public place, which applies to the parklet. Again, parklets are not extensions of any business, and therefore are not allowed to be covered by a special ABC permit. The Virginia Code does not enable localities to prohibit smoking in outdoor public spaces. If the proposer desires to discourage smoking, they may propose installing a sign that requests parklet patrons to refrain from smoking for the health of all patrons.

b. Construction Requirements

- i. A space of at least one (1) foot must separate the parklet's street-side from traffic, and at least two feet must separate either parking side. Wheel stops, parking blocks, or flex posts delineators must be installed at the boundaries of adjacent parking.
- ii. The three faces of the perimeter joined to the street must have barriers such as rails and planters incorporated into their design. The barrier must be approximately waist-high (at least 3 feet and not more than 4 feet) and allow visibility for both pedestrians and vehicles. Soft-hit reflective posts aid visibility at each street-side corner and should be utilized.
- iii. The parklet must be built according to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) to the extent that such guidelines apply.
- iv. A parklet must be built as a semi-permanent structure capable of being dismantled in a single day for emergencies as determined by the Town.
- v. The parklet must be adequately secured in place by a manner approved by town engineer. The operator is responsible for any repairs to the street or sidewalk after removal. Parklet materials should weigh no more than 250 pounds per square foot to avoid damage to the surface or utilities.
- vi. Parklet decking must be flush with the top of the curb. In order to maintain curbside drainage, a minimum of six inches of cutout from the bottom of the base is required.

- vii. Design must be capable of bearing a load of 100 pounds per square foot and be stable under wind-loads of 80 mph.
- viii. The operator must keep clean the area no longer accessible by the street sweeper and clear debris from the gutter channel to maintain proper water flow.
- ix. Design and construction shall conform to the design elements in Attachment A.

4. Maintenance and Post-construction

Non-permanent furniture must be secured each night or operator bears the risk of theft or vandalism. The operator is responsible for the care and maintenance of all landscaping within the parklet. Plants should be watered daily or as needed depending on the weather. Drought-resistant plants should be considered when designing the parklet.

The operator may be removed from the program at the discretion of the Town Manager or his designee in the event that the operator:

- Does not maintain public use standards
- Operates or maintains the parklet in conditions that are detrimental to public health, welfare or is materially injurious to property or improvements in the vicinity
- Operates or maintains the parklet so as to constitute a nuisance
- Violates applicable law.

5. Program Evaluation

The 2016 season will be a pilot or trial year for the parklet program. There is no guarantee that the program will continue in future years. Operators are responsible for all of the expenses associated with the design, construction, removal and storage of the parklet and its furnishings.

In November 2016, the Town will evaluate the program based on satisfaction surveys of Main Street pedestrians and business owners. If the Town determines to continue the program in future years, it will solicit proposals in early 2017 in order to allow selection and installation for a longer season (May through October).

Proposal Checklist for submission to Town Manager by May 24, 2016:

- Name, contact information and qualifications of proposing entity
- Parklet design and location
- Letters of Support and Consent
- Proof of Insurance with required endorsements

Appendix A – Required Design Elements

This is a prototype program for parklets in the Town of Warrenton, and therefore the specifics and details of design are left to the proposer. In the review and selection process, Town staff will work with the selected proposal to achieve the best product that compliments Main Street.

The Project Manual outlines basic design requirements in 3.a Designated Site Requirements and 3.b Construction Requirements.

Attached is the City of San Francisco Parklet Design Guide for information and to be used as a resource of design ideas and elements.

Proposals will include design drawings with sufficient detail for staff evaluation. Drawings should include as a minimum the following:

- A) Location and footprint in relation to surrounding streetscape with dimensions.
- B) Elevations (side view drawings), minimum of at least from street and one end.
- C) Parklet platform, materials, drainage, and means of securing.
- D) Perimeter structure – enclosure
- E) Amenities
- F) Accessibility
- G) Materials and plantings
- H) Artist rendering (optional)

More detailed drawings may be required for final approval to construct.