



City of Redding Parklet Program

Policy & Procedures

General Information:

Parklets are a relatively new idea, with the first effort occurring in San Francisco in 2005. In 2010 the San Francisco Planning Department initialized the first official parklet. Since then, parklets have spread to many different cities across the country.

Parklets are constructed on public parking spaces adjacent to sidewalks and they allow citizens to utilize the area for the purpose of creating an attractive community gathering area. They typically include facilities for pedestrians and bicyclists such as seating areas, benches, and bike racks. Parklets create an appealing environment that may encourage activity in downtown areas and they attract pedestrians and bicyclists to the businesses surrounding them.

The goal of the City of Redding's parklet program is to encourage partnership between the city and the public in order to promote growth and beauty in our public areas. The public's involvement will complement the city's existing and future projects targeted at developing and improving walking and biking facilities. By participating in the parklet program, you are directly impacting your neighborhood's facilities in a positive way that will benefit many citizens.

The first parklet in Redding was set up on Oregon Street in 2013. In 2015, Shasta Living Streets successfully set up another temporary parklet on California Street. The parklet was a success and many people used this unique space while it was available. The city hopes to continue to facilitate these efforts and bring further enjoyment to downtown.

Parklets are funded and maintained by private organizations or businesses. Groups or businesses wishing to create a parklet may obtain an encroachment permit/agreement from the agency responsible for the street.

The Parklet Program Process:

If you are interested in participating in the parklet program, your first step is to come to the Permit Center at City Hall and inquire about an encroachment permit & agreement for a parklet; this will be handled through the Department of Public Works. Please refer to the overview on page 4 for information regarding program process.

Design Requirements:

The design requirements below are guidelines. Site specific deviations may be allowed at the discretion of the City Engineer.

- Parklets are allowed on streets with a speed limit of 30 mph or less and within the Downtown Specific Plan area
- Parklets may take up to 2 parallel spaces, 3 angled spaces, or 3 perpendicular spaces
- Parklets may take spaces which are metered (meter numbers must be identified); However, the applicant may be charged an additional fee to cover the cost of revenue lost
- Parklets must be at least one space from an intersection corner unless the corner already includes a setback feature such as a corner bulb-out, landscape area, or other design element that provides sufficient visibility
- Parklets must include a buffer distance of 4 feet for parked vehicles, and 1 foot for travel lane
- Parklets must include vertical walls to increase visibility and additional delineation for corners adjacent to travel lanes for safety
- Parklets must be closed off on 3 sides, and open to sidewalk
- Overhead structures may be subject to additional fees for plan review
- Parklets may not inhibit storm water drainage
- Parklets must conform to sidewalk elevation and be ADA (Americans with Disabilities) compliant
- Parklets may not block any utility access such as drainage inlets, valves, or manholes
- Parklets may not take up any disabled parking spaces or loading zones
- The City reserves the right to limit the number of parklets on any given block due to parking demands or other factors
- Any bolting to the street or curb will not be allowed without a restoration plan
- Parklets are not allowed at bus stops

Rules of Use:

- Parklets must have support from businesses/property owners on both sides of the affected block for a maximum distance of 300 feet (See “Parklet – Petition of Support”)
- Parklets may be limited to customers of the adjacent business or open to the general public. Please indicate the intended use on the application and include a sign indicating the space is limited to customers of adjacent business only or open to the general public
- Alcohol is only allowed if specifically authorized by the State Department of Alcohol Beverage Control (ABC)
- Only sales associated with adjoining businesses are allowed
- A sign identifying parklet facilitators may be installed; however, no commercial advertising is allowed
- Include a sign indicating the space is limited to customers of adjacent business only or open to the general public
- Parklets must be properly maintained and kept free of trash and debris
- Parklets may be permitted for up to one year; however, the encroachment permit/agreement may be annually renewable subject to renewal fee payment and approval of the City Engineer

*Failure to follow Rules of Use may result in revocation of permits and removal of parklet at owner's expense within 30 days of removal notice

Parklet Process Overview

Step 1 – Required Actions for Application

- Submit required documents listed below to the Permit Center at City Hall
- a) Obtain support from neighbors
 - ✚ Complete Parklet petition of support with signatures from occupants on both sides of the affected block within 300' of proposed Parklet
- b) Create a site plan for your parklet
 - ✚ See “Design Requirements” list on page 2
- c) Insurance Requirements
 - ✚ Certificate of Insurance General Liability: \$2,000,000 per occurrence (bodily injury, personal injury, property damage)
Aggregate: \$4,000,000
 - ✚ Insurance requirements are minimum and may be modified as required by Risk Management
 - ✚ Insurance requirements are effective for the life of the Parklet
- d) Complete an Encroachment Permit/Agreement Application
- e) Complete a Caltrans Encroachment Permit Application (if Applicable)

Step 2 – Review

- a) Submittals will be routed for review
 - ✚ Engineering Division
 - ✚ Planning Division
 - ✚ Caltrans (as necessary)
- b) **Re-Submittals may be required**

Step 3 – Public Review

- a) Parklet Application will be made available for a 15 day review period to allow for public comment. Notice shall be placed at the area selected for the Parklet. Should opposition be received, the applicant and City will review and determine if mitigations or modifications should be incorporated

Step 4 – Final Approvals

- a) Pay applicable fees:
 - ✚ Encroachment Permit fees
 - ✚ Lost revenue from parking meters (varies)
- b) Collect issued Encroachment Permit

Step 5 – Construction

- a) Notify all block occupants at least 10 days before parklet work begins
- b) Notify inspector listed on Encroachment Permit 24 Hours prior to construction (30 day construction window)
- c) **Enjoy your parklet for up to one year!**

Step 6 – Renewal

- a) If applicant wishes to extend parklet operation beyond one year, return to the Permit Center at City Hall to renew the Encroachment Permit/Agreement
- b) Pay applicable renewal fees
 - ✚ Minimum Encroachment Permit fees
 - ✚ Lost revenue from parking meters (varies)

Sample Parklets:



National Association of City Transportation Officials (NACTO) Diagrams:



