



GRAND RAPIDS PARKLET MANUAL

A program brought to you by: DOWNTOWN GRAND RAPIDS INC. and THE CITY OF GRAND RAPIDS



The Grand Rapids Parklet Manual was created by Downtown Grand Rapids Inc (DGRI) in close collaboration with the City of Grand Rapids Planning, Building Inspections, Parking Services, and Engineering Departments.

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San Francisco parklet, Noriega Street

GRAND RAPIDS PARKLET MANUAL

ABOUT THIS MANUAL

The Grand Rapids Parklet Manual is a comprehensive overview of the goals, policies, processes, procedures, and guidelines for creating a parklet in Downtown Grand Rapids. Business owners, property owners, citizens, potential applicants, and designers in Grand Rapids are strongly encouraged to read the Parklet Manual in its entirety when they are first thinking about proposing a parklet and to refer to it often throughout the process. Understanding what the program is trying to achieve and the process and regulations for a successful parklet may reduce the time it takes to receive a permit and will likely result in a superior parklet design.

Grand Rapids values and appreciates your willingness to devote your time, creativity, and resources to creating a parklet in your downtown. We look forward to collaborating with you on your parklet.



Boston parklet, Hyde Square



Bellingham, Washington parklet

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PROGRAM GUIDELINES

The Program Guidelines provides an overview of the process for the applicant to use to install a parklet in the public spaces within the Downtown Development Authority (DDA) AND the Monroe North Tax Increment Finance Authority (MNTIFA) boundaries. Refer to the map on Page 6.

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San Francisco parklet
photo Matarozzi Pelsinger Builders & Wells Campbell Photography, courtesy of City of San Francisco

INTRODUCTION

In downtowns across the country, there is a movement afoot to reclaim and repurpose underutilized spaces for people. This movement is memorialized in projects like New York City's Highline, and celebrated with events such as Park(ing) Day and Los Angeles' CicLAvia. It is seen in the miles of existing and planned downtown bike lanes, as well as in great urban parks, such as St. Louis' City Garden.

Lastly, it is demonstrated in the growing popularity of parklets.

A parklet repurposes part of the street into a public space for people. Parklets are intended as aesthetic enhancements to the streetscape, providing an economical solution to the need for increased public open space. Parklets provide amenities like seating, planting, bike parking, and art.

Parklets help to provide a path for individual actions in the development and beautification of the City's public realm.

While parklets are funded and maintained by neighboring businesses, residents, and community organizations, they are intended to provide benefits to all users of the public rights-of-way.



Highline, NYC



CicLAvia, Los Angeles

ORIGINS and POPULARITY

The term parklet was first used in San Francisco to describe the conversion of an automobile parking space into a mini-park for passive recreation.

The conversion is typically accomplished by building a platform on the pavement to extend the sidewalk, and then activating the space with amenities such as benches, planters, tables, or chairs.

Once installed, parklets provide an aesthetic enhancement to the streetscape and offer additional space for people to gather.



San Francisco parklet

photo Jeremy Shaw, courtesy of City of San Francisco

The first parklet was installed in San Francisco in 2009. The installation had its origins in Park(ing) Day, which encourages citizens across the world to install temporary parks in parking spaces. In 2011 Park(ing) Day resulted in **975 "parks" in 162 cities across 35 countries and 6 continents.**

Based on the popularity of Park(ing) Day, the City of San Francisco was compelled to include parklets on a pilot basis in its Pavement to Parks Program.

The pilot was an instant success and resulted in parklets becoming a permanent feature of the Program.

As of 2012, 38 parklets have been installed throughout San Francisco, and there has been widespread duplication in cities across the country. New York, Los Angeles, Chicago, Oakland, Philadelphia, and Long Beach, to name a few, have all installed parklets within the past three years.

PARKLET OVERVIEW

PURPOSE

Though parklets are becoming extremely popular, it is important to clarify their role in the public realm and the downtown experience in general.

In most examples, including San Francisco, Philadelphia, and Oakland, parklets are open to anyone and act in the spirit of a public park. They are prohibited from receiving table service from adjacent restaurants and must comply with the standards of the American Disabilities Act.

Additionally, except for a small plaque recognizing donors, advertising is prohibited. In this manner parklets reclaim part of the street as a public space for people and provide an economical solution for increasing public open space.



San Francisco parklet

While accessibility is a common feature, there are examples of parklets installed solely to augment and enhance businesses. In Long Beach, CA for example, parklets act as additional outdoor seating for restaurants. The restaurants have the ability to restrict access to their patrons only, and the parklets are only available for use during restaurant hours.

Though this limits the type of user, it can serve as a powerful economic development tool, a method for invigorating the public realm, and provide unique marketing potential for businesses.

FUNDING and MAINTENANCE

Funding for parklets is most often the responsibility of the applicant or sponsor seeking to have it installed. Typical costs may include design, permitting, fabrication, and installation - and often approach \$20,000. In some instances a city or a Business Improvement District (BID) may help fund an initial pilot project to determine if the parklets will be successful. Additionally, some cities may waive a portion of the permitting fees to offset costs, or may help applicants identify vendors willing to donate services.

Once a parklet is installed, it is common practice for the adjacent owner to oversee maintenance, security, and general upkeep. This arrangement is often memorialized by a maintenance agreement outlining the expectations of the city. In most instances there is also a requirement for additional liability insurance to cover the parklet. The amount of liability coverage required ranges from \$1 to \$3 million.

"A good city is like a good party - people stay longer than is really necessary, because they enjoy themselves."

-Danish urbanist Jan Gehl

IMPLICATIONS FOR DOWNTOWN

Parklets offer a unique opportunity for cities and downtowns to improve the public realm and create spaces for pedestrians to socialize and linger.

Though modest in size, parklets are significant in their representation of prioritizing people over automobiles.

Parklets can provide similar benefits to traditional parks with relatively low installation and maintenance costs. In some cases, they have also proven to be extremely effective in increasing pedestrian traffic and providing economic advantages for businesses. For example, a report from the transportation planning firm Nelson/Nygard cited a strong increase in retail sales for businesses adjacent to parklets. The same report also cited a 77 percent increase in pedestrians seated in front of businesses.

As more cities and downtowns become aware of these advantages, it can be expected for parklets to continue to grow in popularity. With this, the trend of reclaiming space for people will continue, one parking space at a time.

REIMAGINE THE POTENTIAL OF CITY STREETS

Public rights-of-way make up one of the largest percentages of the City's land area. Parklets promote a low-cost, easily implementable approach to public space improvement through projects that energize and reinvent the public realm. They help address the desire and need for increased public open space and wider sidewalks.



SUPPORT LOCAL BUSINESS

Parklets attract attention to businesses and provide additional seating that can be used by cafe customers and others. A parklet also beautifies the street and creates a neighborhood destination.



ENCOURAGE PEDESTRIAN ACTIVITY

Parklets provide pocket spaces for pedestrians to sit and relax, while also improving walkability.



FOSTER NEIGHBORHOOD INTERACTION

Parklets provide a public place for neighbors to meet and get to know one another. In some cases, neighbors have participated in the design, financing, and construction of parklets.



ENCOURAGE NON-MOTORIZED TRANSPORTATION

Parklets encourage walking by providing pedestrian amenities like street furniture, landscaping, and public art. Parklets often provide bicycle parking and thus may increase the visibility of bicycling in Grand Rapids.



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PARKLETS SHOULD BE WELCOMING

The Grand Rapids Parklet Program is intended to create publicly accessible open spaces that add vitality to the public realm. In this spirit, parklet design should convey a physical appearance that is inviting and accessible.

Accordingly, many of the guidelines listed in this manual are intended to ensure parklets are designed to feel welcoming and inviting to all users.



DESIGNING FOR THE URBAN LANDSCAPE

Despite their small scale, parklets can pose deceptively challenging design problems. Parklet designers must resolve potentially complex site issues like maintaining access for persons with disabilities on sloped streets or maintaining positive drainage underneath the parklet structure. Parklets must also be designed to be easily removed without damaging the curb, sidewalk, or underlying street or roadway, yet be durable enough to withstand the pressures of being outside in the urban landscape.



DESIGN IS ITERATIVE

Design is by nature an iterative process — in this case between the applicant, the designer, and the City. At times this process can feel subjective. The City's intent is not to impose a particular design aesthetic onto your parklet, but to promote unique parklets with a look and feel to reflect the individual character, location and creativity of the parklet applicant and designer. The guidelines are also intended to ensure that parklets are safe for the people who inhabit them and are accessible to all.



UPKEEP IS YOUR RESPONSIBILITY

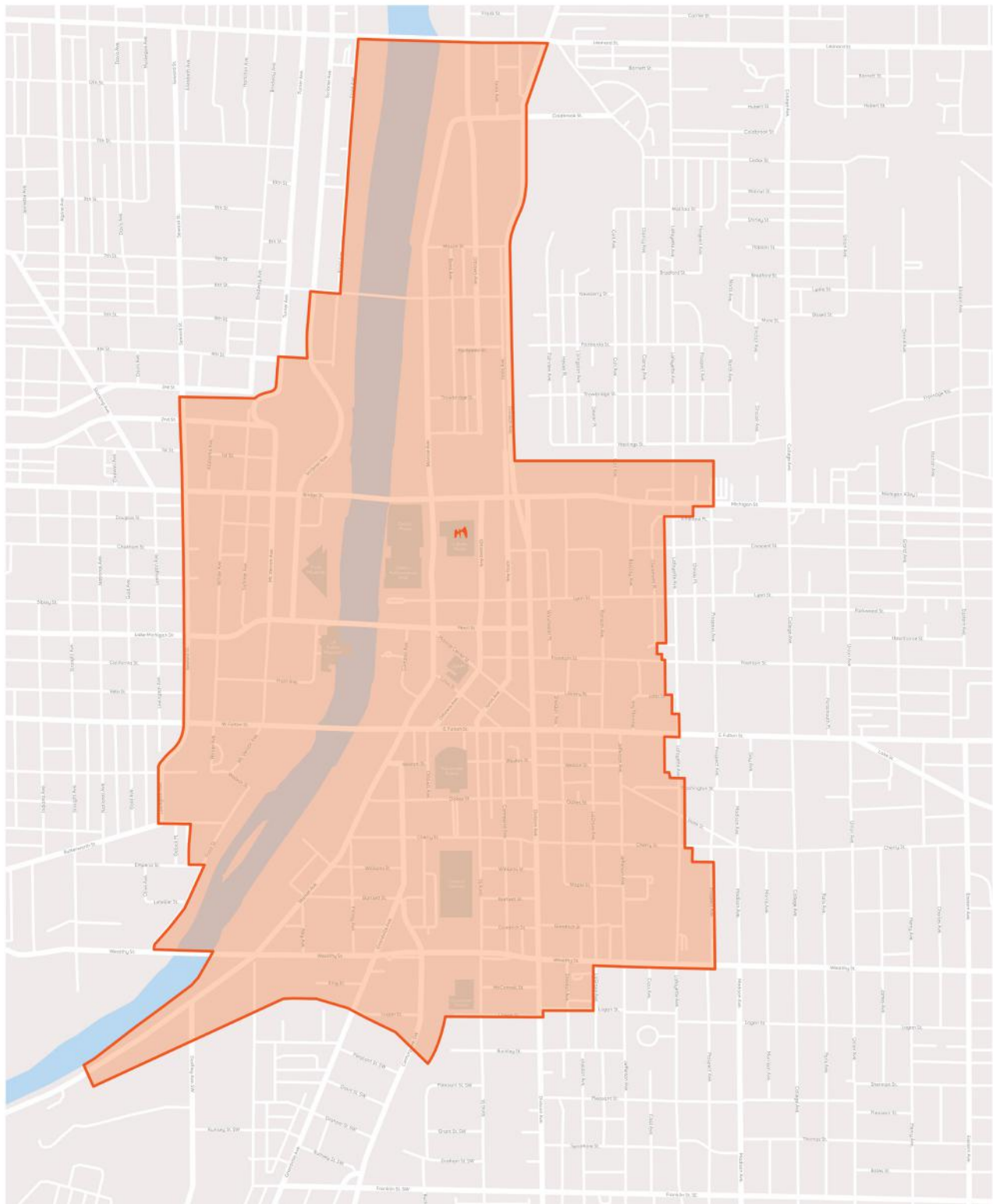
You are required to keep your parklet well maintained and in good repair under the conditions of approval of your permit. Parklet applicants are encouraged to develop a maintenance plan for keeping the parklet free of debris, grime, and graffiti, and to keep all plants in good health.

Parklet applicants are also required to sweep the area surrounding the parklet and keep it litter-free because City street sweepers are unable to reach the curb-line immediately adjacent to your parklet.



SITE SELECTION: MAP OF DDA BOUNDARIES

The red line on this map illustrates the Downtown Development Authority's (DDA). These areas may be appropriate for locations of parklets.



Downtown Grand Rapids Map



GRAND RAPIDS PARKLET GUIDELINES:

1 PRE-DESIGN

SITE SELECTION & PUBLIC OUTREACH



PRE-DESIGN: SITE SELECTION and PUBLIC OUTREACH

GENERAL GUIDELINES

DESIGN PROFESSIONAL. A licensed architect, landscape architect, or engineer must seal your proposed plans and supervise the installation.

ENCROACHMENT PERMIT. An encroachment permit issued by the City of Grand Rapids Engineering Department is required before a parklet can be installed. All installed parklets are subject to the terms and conditions outlined in the Encroachment Permit.

DURATION OF INSTALLATION. Approved parklets shall be permitted for installation from April – November and must be designed for easy de-installation. All approved parklets are temporary installations and are subject to removal per the terms of the Encroachment Permit.

ACCESSIBILITY REQUIREMENTS. All parklets must comply with the Americans with Disabilities Act (ADA) and be accessible to all users, including people with physical disabilities, wheelchair users, and those with impaired vision.

REQUIRED MAINTENANCE AND CONSTRUCTION. Applicants shall be required to present a bond to ensure the costs to maintain and/or remove a parklet are covered.

ADVERTISING. With the exception of a small plaque recognizing donors, advertising is prohibited.

PRE-APPROVED USE. The following parklet uses are pre-approved from the standpoint of zoning when ancillary to a permitted use: green space, bicycle parking, and/or outdoor seating (in accordance with section 5.9.21 and 5.9.05 of the Zoning Ordinance – see Supplement 1). Other parklet uses will be considered by the City Planning Department on a case-by-case basis.

BUILDING PERMIT. A building permit is not required for a deck corresponding to the dimensions of a parking space and flush with the sidewalk, including built-in planters and/or railings. A building permit is required for any other structures, such as a raised platform or roof.



Philadelphia parklet, depicting donor recognition

PUBLIC OUTREACH

Demonstrating support for your parklet from adjacent businesses, residents, and neighborhood organizations is important.

While full consensus is not required, those applications that do not include documentation of community outreach will not be considered.

At a minimum, you should notify any businesses which front and are adjacent to your proposed parklet location. Further, if you do not own your property, you are required to notify the property owner and provide documentation of their approval for the installation.

The following is a list of potential stakeholders who should be included as part of the public outreach process.

PROPERTY OWNERS. Applicants are required to notify the property owner(s) from whom they lease their space and whose property fronts the proposed parklet. If you own your property, indicate that in your outreach package.

ADJACENT BUSINESSES. At a minimum, you should notify any businesses which front and are adjacent to your proposed parklet location.

OTHER BUSINESSES ON THE BLOCK. You are encouraged to notify neighboring businesses that are not immediately adjacent to your parklet.

NEIGHBORHOOD ORGANIZATIONS. If your proposed parklet location does not have an active merchant's association or your proposed parklet will not be located along a commercial corridor, you should notify your local neighborhood association.

Full consensus in support of your parklet is not required. However, signed letters of support are the most effective tool for demonstrating effective outreach and support for your parklet. If you are unable to obtain a letter of support from the stakeholders listed above, please submit a copy of the correspondence which demonstrates that you notified them of your intent to install a parklet.

SITE SELECTION

SPEED LIMIT. The proposed location shall have a posted speed limit of 25 mph or less. Streets with higher speed limits may be considered on a case by case basis.

CORNER LOCATIONS. The proposed parklet site shall be located at least one parking spot (approximately 20 feet) from an intersection. If proposed on a corner, the parklet must be protected by a bollard, sidewalk bulb-out, or other similar feature.

PARKING SPACES. Parklets can be sited along the curb line on streets where on-street parking spaces exist. They will be considered in any location where there are or would be space(s) for on-street parallel, angled, or perpendicular parking, including spaces with metered or unmetered parking. Other proposed locations will be considered on a case by case basis.

STREET SLOPE. The proposed street shall have a grade of no greater than 5%. A parklet may be considered on a street with a grade greater than 5%; however, additional design requirements and review will be required prior to approval.

DRIVEWAYS. Parklets may be installed in front of a driveway if the applicant is the owner of the driveway or obtains written permission from the property owner to install the parklet. If the driveway has been abandoned or no longer provides access to off-street parking space, the driveway may be incorporated into the parklet design.

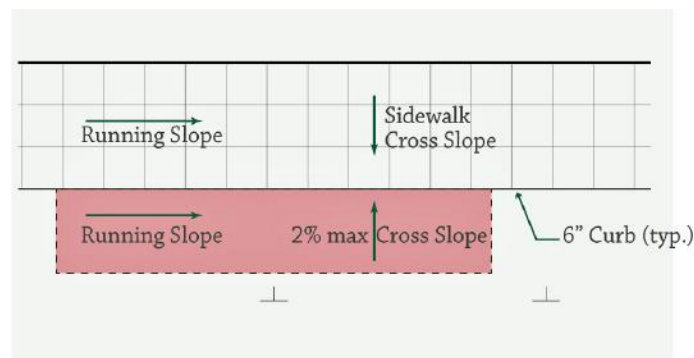
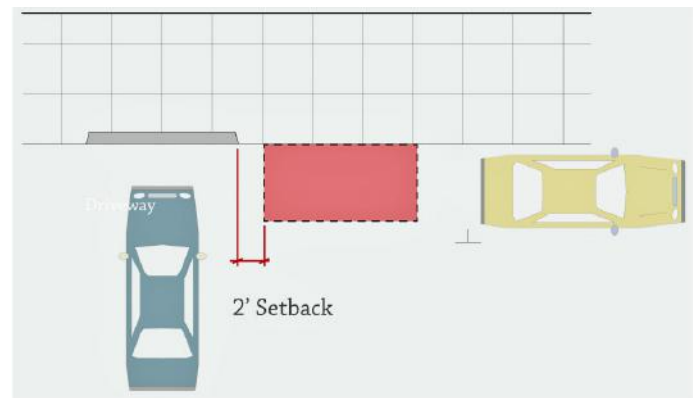
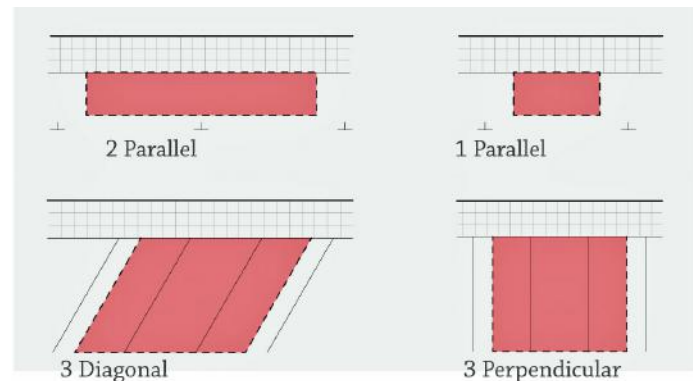
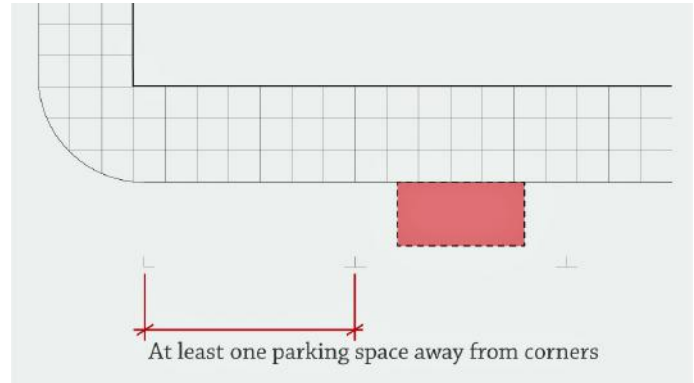
UTILITIES. Parklets shall not be allowed in front of fire department connections and fire hydrants, or over manhole covers, public utilities, or catch basins. Curb and roadside drainage shall not be impeded by the parklet. Additionally, parklets shall not inhibit the access to valves, manholes, or surface features that require access for inspections, operations, or service.

CITY PROJECTS. As part of its initial screening process, the City will review proposed parklet locations for potential conflicts with future programmed projects. Proposed locations may be rejected if there is pending streetscape improvement work planned.

TRANSIT. Parklets are not permitted in bus zones. They can be located adjacent to a bus zone.

BUFFER FROM ADJACENT PARKING SPACES. In cases where there are adjacent parking spaces, parklets shall be required to have soft hit posts, wheel stops, or some other buffer to prevent conflicts with parking cars.

PROXIMITY TO OTHER PARKLETS. As the number of parklets in Downtown increases, oversaturation may become an issue. The City will prioritize parklet proposals from under-represented neighborhoods.



Graphics courtesy of City of San Francisco Parklet Manual



All photos courtesy of San Francisco Planning Department

GRAND RAPIDS PARKLET GUIDELINES:

2 IMPLEMENTATION

FABRICATION, INSTALLATION, & AMENITIES





PARKLET PROTECTION GUIDELINES

The parklet is required to have wheel stops that shall meet the following specifications (refer to illustration below):

- 3 feet long
- Black rubber with yellow stripes
- Mounted with bolts
- Installed four feet from outside ends of Parklet which occupies parallel parking spaces. The City will advise you on placement for parklets in diagonal or perpendicular parking spaces.
- Installed 12 inches from the curb



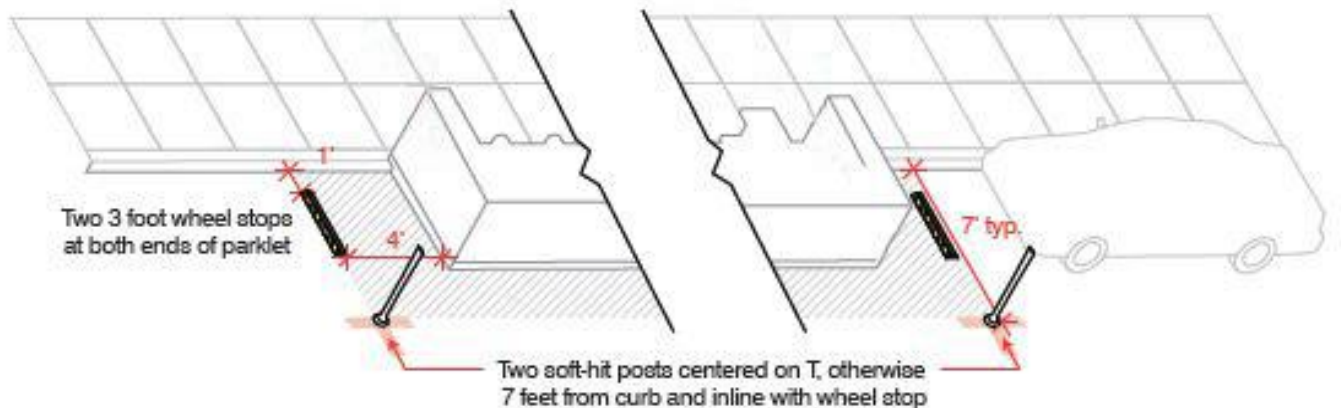
Example of wheel stop

The parklet may also have optional soft hit posts that shall meet the following specifications, if used (refer to illustration below):

- Safe Hit Type 2 Guide Post
- 36 inches tall, White
- Surface Mount Pin Lock Base.
- Butyl Adhesive Pad or 10 oz. Epoxy Kit



Parklet with wheel stop



Graphics courtesy of City of San Francisco Parklet Manual

IMPLEMENTATION: FABRICATION, INSTALLATION, and AMENITIES

PLATFORM GUIDELINES

The platform provides the structural base for the parklet.



Installation of parklet platform

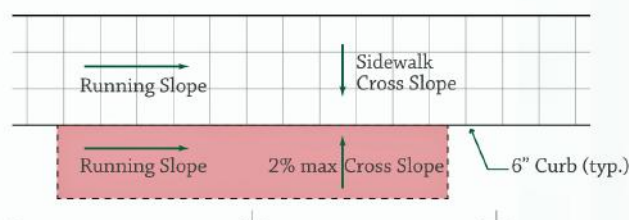
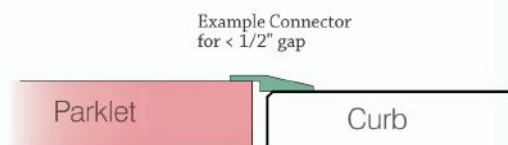
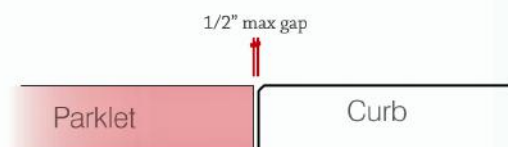
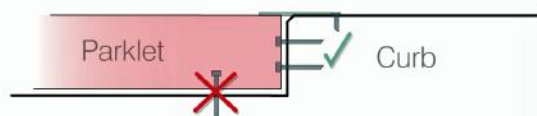
BOLTING. Bolting into the street or penetrating the surface of the roadway in any way is strongly discouraged and will not be allowed without a restoration plan and a bond posted by the applicant and their contractor for disassembly. Further, penetrating a street or sidewalk where snowmelt exists will not be permitted. Parklets may be bolted to the existing curb, with specific restoration requirements.

PLATFORM SURFACE. The top of the parklet platform must be flush with the sidewalk with a maximum gap of one-half inch. Sidewalk defects or empty tree wells at the parklet location will need to be repaired with a City of Grand Rapids permit to ensure safe ingress and egress conditions.

SURFACE MATERIALS. Loose particles, such as sand or loose stone, are not permitted on the parklet.

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.

PLATFORM CROSS SLOPE. Parklet platform rest areas cannot exceed two percent cross slopes. Your final construction drawings will need to show spot elevations for both the sidewalk and the platform areas.



Graphics courtesy of City of San Francisco Parklet Manual

IMPLEMENTATION: FABRICATION, INSTALLATION, and AMENITIES

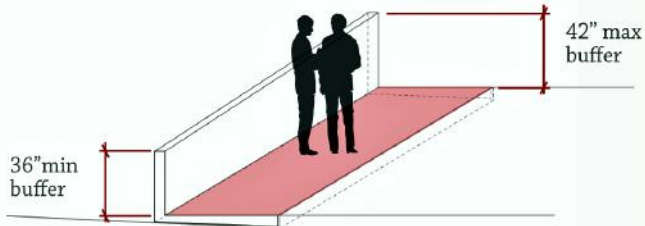
ENCLOSURE GUIDELINES

BUFFERS ON THE EDGES. All parklets shall have an edge to buffer the street. This can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on context of the site.



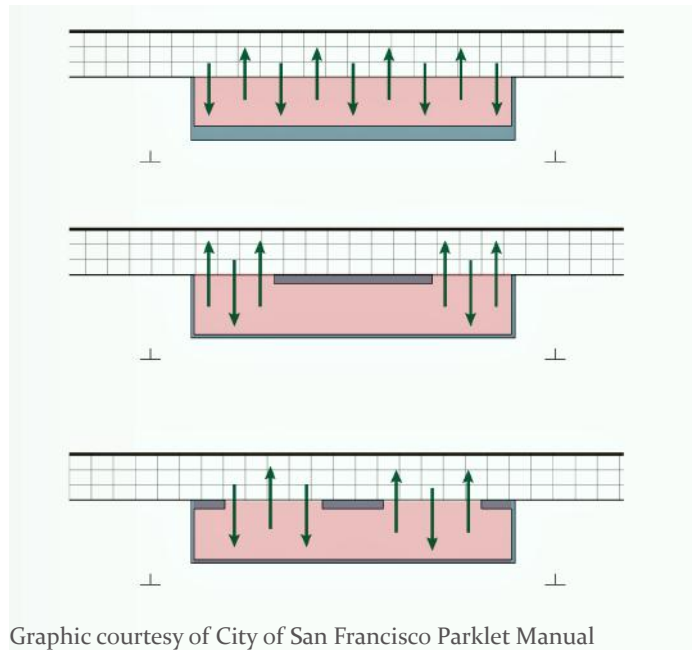
Parklet enclosure with cabling

MAINTAIN A VISUAL CONNECTION TO THE STREET. Parklet designs must maintain a visual connection to the street and not obstruct sight lines to existing businesses or roadway signage. Continuous opaque walls above forty-two inches that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns, overhangs, and other vertical elements with approval by the City of Grand Rapids Building Department.



Graphic courtesy of City of San Francisco Parklet Manual

EXTEND THE SIDEWALK. Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside edge.



Graphic courtesy of City of San Francisco Parklet Manual

CONSIDER THE BACK OF THE PARKLET. While not visible from the sidewalk, the parklet's back is highly visible from across the street. Large blank walls are not permitted.



Long Beach, California parklet - back side

MATERIALS. All materials must be high quality, durable, and capable of withstanding heavy use and exposure to the elements.

IMPLEMENTATION: FABRICATION, INSTALLATION, and AMENITIES

AMENITIES

INTEGRATE AMENITIES INTO THE PARKLET STRUCTURE. Parklets should include some permanent seating integrated into its structure. Bike racks or landscaped areas should also be considered as part of the design (see below).



San Francisco parklet with integrated seating

MOVEABLE SEATING. If you choose to use movable tables and chairs, they should be durable and comfortable for individuals and groups of all ages and abilities.



Philadelphia parklet with moveable seating

PLANTING. Integrated planting is strongly encouraged.



San Francisco parklet with integrated planting

LIGHTING. Lighting elements are permitted but may require a separate electrical permit. Electrical systems must be self-contained and low voltage (i.e. solar and/or battery powered). Parklets may not be powered by extension cords.



San Francisco parklet with light elements
Photo: Mission Local, courtesy SF Planning

INCORPORATED BICYCLE PARKING. Integrated bicycle parking is encouraged. Bike racks can be integrated into the parklet structure or installed adjacent to the parklet as a bike corral on the street.



San Francisco parklet with integrated bike parking



Boston parklet with integrated bike parking

IMPLEMENTATION: FABRICATION, INSTALLATION, and AMENITIES

SUSTAINABLE DESIGN AND CONSTRUCTION

LOCALLY SOURCED MATERIALS. Sourcing locally produced materials for your parklet supports our local economy and reduces the energy and resources used during construction.

RECYCLED AND RECLAIMED MATERIALS. Choosing recycled and reclaimed materials for your parklet can reduce construction costs and keeps materials out of landfills.

LOW EMISSION MATERIALS. Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing your parklet.

AVOID PLASTIC: Plastic of any kind, including plexi-glass, is strongly discouraged;

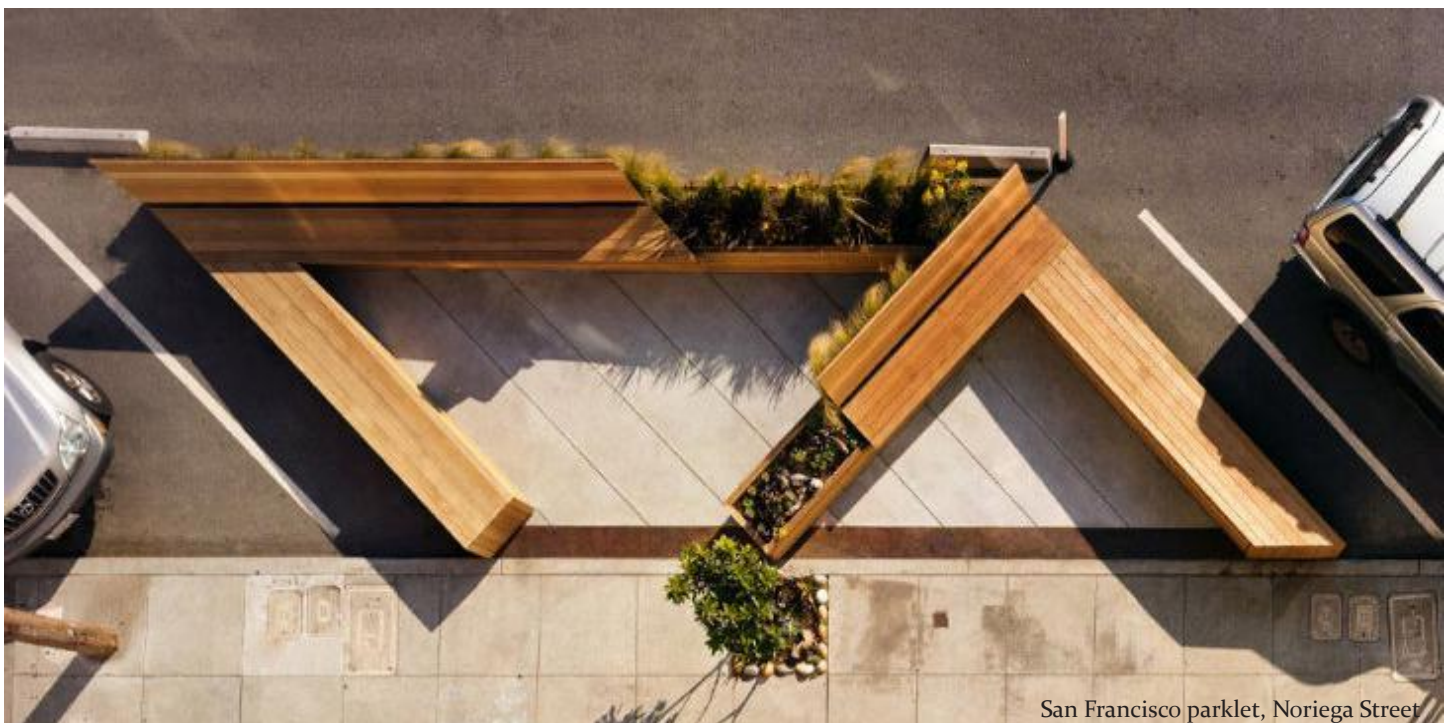
MATERIALS THAT ARE EASY TO MAINTAIN. Have a strategy for removing graffiti, and replacing or repairing damaged parklet features such as plants, railings, or other elements. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it can simply be cleaned with acetone. Project sponsors are ultimately responsible for making sure their parklet is kept clean and in good repair.



San Francisco parklet



San Francisco parklet



San Francisco parklet, Noriega Street



GRAND RAPIDS PARKLET GUIDELINES:

3 DUE DILIGENCE

APPLICATION, COSTS, and RESPONSIBILITIES



DUE DILIGENCE: APPLICATION, COSTS, and RESPONSIBILITIES

ELIGIBLE APPLICANTS

The following entities are eligible to apply for the installation of a parklet:

- Property owners
- Storefront business owners (with property owner's permission)
- Non-profit institutions
- Community organizations
- Schools

Other applicants may be considered on a case-by-case basis.

FINAL APPLICATION MATERIALS

The following elements **MUST** be included as part of your final application:

1. Completed Parklet Program Application. The Parklet Program Application can be found on pages 27-29 to become eligible for DDA's Placemaking Grant.

2. Completed City of Grand Rapids Encroachment Permit Application. The applicant for the encroachment permit must be the adjacent (to the parklet) property owner ([online application](#)).

3. Maintenance and Construction Bond. A \$5,000 construction bond and a \$1,000 maintenance bond are required as part of the parklet application. This is to ensure that the costs to maintain and/or remove a parklet are covered.

4. Street and Curb Restoration Plan. This is required for any parklet installation that bolts or otherwise mechanically fastens to, or penetrates the surface of, the roadway or other street elements such as curbs.

5. Parklet Location and Context Plan. This drawing shows the parklet in relation to the surrounding streetscape context and should include:

- a. Your building, adjacent properties (include addresses), and their building entrances.
- b. Existing sidewalk widths.
- c. Existing curb cuts and/or driveways.
- d. Adjacent bike lane or auto traffic lane.
- e. Existing parking spaces with dimensions.
- f. Existing parking meters, with numbers of all meters to be hooded.

g. Other existing sidewalk features near the proposed parklet area (fire hydrants, fire department connections, street lights, utility access panels, bike racks, etc.).

h. Existing utilities in the street, on the sidewalk, covered by or adjacent to the proposed parklet.

i. Existing street trees and tree pits.

j. Proposed parklet footprint and dimensions, including setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bike or auto traffic lane).

6. Detailed Parklet Plan and Elevations from all sides.

The parklet plan (top-view drawing of your parklet design) and the parklet elevations (side-view drawings of your parklet design) should include:

- a. The various elements of the design.
- b. The materials proposed to be used in the design.
- c. Dimensions of parklet and parklet elements (including buffer areas).

7. Construction and disassembly details. These drawings show how your parklet will be assembled and constructed. It should also detail a plan for disassembly. Additional elements to be shown include:

- a. Any hardware such as fasteners to be used in the construction process.
- b. A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked.

8. Documentation of community outreach and letters of support.

10. Renderings and Perspectives. Optional

REMEMBER: A licensed architect, landscape architect, or engineer must seal your proposed plans AND supervise the installation.

DUE DILIGENCE: APPLICATION, COSTS, and RESPONSIBILITIES

COSTS

The applicant is responsible for all costs and fees associated with the design and installation of the parklet.

Parklets typically cost from \$10,000 - \$20,000, depending on design factors, size, and material choice.

Up to 50% of project costs may be eligible for reimbursement through the DDA's Placemaking Grant.

FEES

The following fees are required for installation of a parklet.

Parklet Program Application Fee	\$150.00
Parking meter hooding fee	cost will vary by location
City of GR Encroachment permit	\$275.00

RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT

Successful applicants are required to commit to the following:

INSURANCE. You will be required to carry commercial general liability insurance with at least a \$1,000,000 limit as per City Risk Management policies. Most businesses already carry this insurance; please check with your provider.

CLEANING. You will be required to keep the parklet free of debris, grime, and graffiti. You must clean the surface of the parklet and rinse out the area beneath the parklet at least once a week. Seating should be dried after rainfall if necessary.

LANDSCAPING. You must keep plants in good health, including watering, weeding, and trimming when necessary.

MOVABLE FURNITURE. Any movable items, such as tables and chairs, must be either locked down at night or taken inside. Unsecured furniture that is not a permanent feature of the parklet is not permitted after business hours.

DISASSEMBLY. Applicants are responsible for completing disassembly and storing their parklet from November - April.

REPORTING. An annual report documenting the performance of each individual parklet, and the program as a whole, shall be produced. A template for reporting your parklet's performance will be provided by DGRI.



San Francisco parklet, courtesy San Francisco Planning Department



GRAND RAPIDS PARKLET GUIDELINES:

4 REVIEW & APPROVAL

PROCESS DIAGRAM AND APPLICATION



REVIEW AND APPROVAL PROCESS

The following illustration depicts the process that the applicant can expect to go through during the review of their parklet application. Applicant responsibilities are in **ORANGE**. The review process is estimated to take approximately 6 to 8 weeks (this timeframe may increase depending on the complexity of the parklet). Specific review times are indicated in the review steps below.

START HERE

APPLICANT RESPONSIBILITY:

Application materials and fee is submitted to Downtown Grand Rapids Inc. (DGRI). Note that during review process, additional information may be required to be resubmitted, specifically for applications that are not complete.

DGRI RESPONSIBILITY:

DGRI reviews to make sure the project complies with the guidelines of the Grand Rapids Parklet Manual, and that all required materials are submitted. **This review step is approximately 2 weeks.**

**Are all required materials submitted?
Does the project comply with the parklet guidelines?**

NO

If application DOES NOT meet requirements of the program, DGRI responds to applicant with a request for further information, or a rationale for why the application is denied.

YES

If application meets all the requirements of the program, DGRI forwards the Encroachment Permit Application to Traffic Safety for review.

CITY OF GRAND RAPIDS RESPONSIBILITY:

City of Grand Rapids Traffic Safety Department reviews the Encroachment Permit application to ensure all the required information has been provided. **This review step is approximately 2 weeks.**

Has all required information been provided?

NO

If additional information is required for the Encroachment Permit, Traffic Safety will notify the applicant.

YES

If all the required information is included, Traffic Safety will forward the application and materials to City of Grand Rapids Planning, Engineering, Risk Management, Parking Services, Water & Sewer, and any other applicable departments. Each department has its own review and approval process which will vary depending on the design and location of your proposed parklet.

REVIEW AND APPROVAL PROCESS

END HERE

After the pre-construction inspections, and all required permits are secured, applicant is free to begin construction



APPLICANT RESPONSIBILITY:

Once the Encroachment Permit is issued, applicants must notify DGRI and Traffic Safety of their intended construction date, so that a pre-construction inspection can be scheduled.

The City requires a minimum of 14 days to schedule an inspection.

If the Encroachment Permit is denied or if additional information is required, Traffic Safety will notify the applicant.

If the Encroachment Permit is approved, Traffic Safety will notify the applicant and DGRI, and issue the permit.

NO

YES

CITY OF GRAND RAPIDS RESPONSIBILITY:

If further information is required, the City Department will contact Traffic Safety, who will contact the applicant. If the Encroachment Permit is denied, Traffic Safety will contact the applicant.

**Has all the required information been provided?
Has the Encroachment Permit been approved?**

APPLICANT RESPONSIBILITY:

Note: If your parklet will include food or alcohol service, you must have required permits and approval for outdoor service from the City of Grand Rapids, and when applicable, from the State of Michigan's Liquor Control Commission.

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PARKLET PROGRAM APPLICATION

The information requested below is needed to confirm that your project meets the requirements of Downtown Grand Rapids's Parklet Program and funding assistance up to 50% of total project cost. Please read all instructions carefully and complete all sections of the application. There is a \$150.00 fee due at the time of application. Please make checks payable to Downtown Grand Rapids, Inc.

A. APPLICANT INFORMATION

Name _____

Organization/Business: _____

Property Address: _____

Location of Parklet: _____

Phone Number: _____

Email Address: _____

B. PROJECT INFORMATION

Total Estimated Project Cost : _____

Amount Requested for Reimbursement: _____

Square Footage of Parklet _____

Total Parking Spaces Occupied/Parking Meter #'s: _____

Project Description:



PARKLET PROGRAM APPLICATION

B. SITE SELECTION CRITERIA

1. Is the project located within the boundaries of the Downtown Development Authority or Monroe North TIFA?
Yes No
2. Is the proposed parklet location on a street with a speed limit of 25 mph or less?
Yes No
3. Is the parklet location on a street with a grade of less than 5%?
Yes No
4. Will the proposed parklet location interfere with any existing utilities?
Yes No
5. Is the proposed parklet location in an existing transit stop?
Yes No

C. PLATFORM

1. Will the proposed parklet require any bolting or penetration into the roadway or curb?
Yes No
2. Will the proposed parklet be flush with the adjacent sidewalk?
Yes No
3. Will the proposed parklet impede the flow of curbside drainage?
Yes No
4. Will the proposed parklet platform include any loose particles, such as sand or loose stone?
Yes No

D. ENCLOSURE

1. Does the proposed parklet design include a buffer to the street?
Yes No
2. Does the proposed parklet maintain a visual connection to the street?
Yes No
3. Was the back of the proposed parklet considered during the design?
Yes No

PARKLET PROGRAM APPLICATION

E. OWNER'S SIGNATURE

The undersigned hereby affirms and acknowledges that he, or she, or they the owner(s) of the property described in the application, are aware of the contents of this application, and hereby authorize the application to submit this application for the installation of a parklet. All work must be compliance with the aforementioned requirements and original receipts for work performed to receive reimbursement.

Name of Owner: _____

Signature: _____

Date: _____

SUBMITTAL AND QUESTIONS CAN BE DIRECTED TO:

Stephanie Wong, swong@downtowngr.org

29 Pearl Street Suite 1

Grand Rapids, MI 49503

Downtown Grand Rapids Inc.

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GRAND RAPIDS PARKLET GUIDELINES: **5** SUPPLEMENTS

1

City of Grand Rapids Zoning Ordinance, Section 5.9.21 Outdoor Seating Areas
City of Grand Rapids Zoning Ordinance, Section 5.9.05 Alcohol Sales and Consumption

2

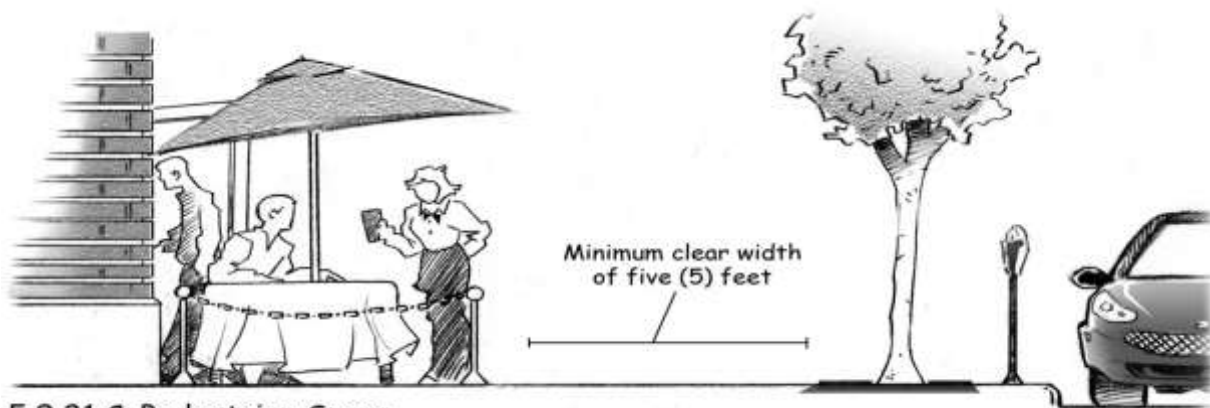
City of Grand Rapids Encroachment Permit Application ([online](#))
Make sure you have all the required information outlined on Page 20.



Section 5.9.21. Outdoor Seating Areas.

The term "outdoor seating area" refers to a balcony, patio, terrace, walkway, parking area, lawn, garden or any other place which is not enclosed where seating or other activities shall be permitted in association with a commercial use, subject to the following requirements and restrictions:

- A. **Ancillary Use.** Outdoor seating areas shall be permitted as an ancillary use to a permitted primary use such as a restaurant, café or similar establishment. A use that includes the consumption of alcohol shall also comply with Section 5.9.05. of this Chapter.
- B. **Site Plan and Photographs.** A site plan shall be submitted that includes the location and dimensions of the outdoor seating area; site dimensions of the building; and existing public improvements, such as fire hydrants, bus shelters, trees and tree grates and parking meters. Photographs of the area shall be included.
- C. **Pedestrian Space.** A minimum pedestrian clear width of five (5) feet is required along all public walkways at all times, unless waived in accordance with Section 5.2.19. Pedestrian Access.



5.9.21.C. Pedestrian Space.

- D. **Trash Receptacles.** Trash receptacles related to outdoor seating areas shall be maintained and shall be located outside of the public right-of-way during non-business hours.
- E. **Dining Areas.** Outdoor dining areas shall be designed so as to be architecturally compatible with existing structures on the subject property.

Section 5.9.05. Alcohol Sales and Consumption.

- A. Purpose. Alcohol-related uses tend to have a particularly detrimental effect on a geographic area where there is a concentration of such uses in proximity to each other. Neighborhood character, use type and type of activities, hours of operation, police resources and the secondary effects resulting from these uses must be taken into consideration during the alcohol licensing process.
- B. Applicability. Any land use that requires a license from the Michigan Liquor Control Commission (LCC) for the sale or consumption of beer, wine or alcoholic beverages (on- or off-premises, whether packaged, by the bottle, by the glass or otherwise) and any expansion or other changes in such a land use, shall require review and approval as specified in Table 5.9.05.C. The Planning Director maintains the right to direct any alcohol application to the Planning Commission for review.

	License	Description	Review Procedure
On-Premise Consumption	Class C, Club, Hotel, Resort, Tavern	New license for a new bar	SLU review
		Expansion of an existing bar	Administrative review if seating capacity and/or square footage of dedicated area is enlarged by no more than 20%; SLU if greater than 20% increase.
		New license for a new or existing restaurant; or expansion of an existing restaurant with alcohol	Administrative Site Plan Review if the establishment closes at or before midnight; SLU if hours extend past midnight.
	Outdoor Service	New outdoor license for a new or existing bar or restaurant	Administrative Site Plan Review if along public right-of-way at the ground floor and in compliance with hours for outdoor service (10:00 p.m. Sunday through Thursday; 11:00 p.m. Friday through Saturday); SLU review if not at right-of-way, outside of approved hours, or within 300 feet of a residential use.
		Expansion of an existing outdoor service area not abutting the public right-of-way	Administrative Site Plan Review if seating capacity and/or square footage of dedicated area is enlarged by less than 20% and hours of operation are in compliance with ordinance; SLU if greater than 20% or hours

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San Francisco parklet, courtesy San Francisco Planning Department



San Francisco parklet, courtesy San Francisco Planning Department



San Francisco parklet,
courtesy San Francisco Planning Department

GRAND RAPIDS PARKLET MANUAL



DOWNTOWN
GRAND RAPIDS, INC.