



2024 PARKLET INFORMATION PACKET

GRAND FORKS, NORTH DAKOTA



City of Grand Forks | Planning & Community Development Department

LIVE, LEARN, WORK, PLAY, AND STAY

The purpose of the Grand Forks Parklet Application Manual is to guide applicants through the process and procedures for applying for a Parklet. It provides an overview of the program for creating Parklets in the Grand Forks Downtown. Business owners, property owners, citizens, potential applicants, and designers in Grand Forks are strongly encouraged to read the Parklet Manual when they are first thinking about proposing a Parklet and during the process.

We look forward to collaborating with you on your Parklet.

The Grand Forks Parklet Manual was created by the City of Grand Forks Planning and Community Development Department

For more information on the Parklet program please contact:

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OVERVIEW

The term Parklet was first used in San Francisco in 2009 to describe the conversion of an automobile parking space into a mini park.

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 felt to include Parklets on a pilot basis. The pilot was instant success and resulted in Parklets becoming an ongoing program.

A Parklet reimagines 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.

The program objective is to enable and empower the community to enhance the pedestrian friendliness of their streets for more liveable and walkable city.



Applicants will accept the responsibility for the design, installation, operation, management, maintenance and removal of the Parklet. Applicants will maintain the Parklet structure and furniture in good repair.

Except for a small plaque recognizing donors, advertising is prohibited.

More and more cities are recognizing the benefits that Parklets bring to a community.

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 Forks 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 1 – November 1 and must be designed for easy de-installation. All approved Parklets are temporary installations and are subject to removal per 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 Bond – Applicants shall be required to present a construction bond, surety, or letter of credit to be approved by the City for the purpose of ensuring the costs of maintaining and or removing the Parklet are covered. The amounts to be covered shall include \$5,000 for construction and \$1,000 for maintenance.

Advertising - With the exception of a small plaque (4 inches by 6 inches) recognizing donors, advertising is prohibited.

Building Permit - A building permit is required for the deck, including built-in planters and/or railings and for any other structures, such as raised platform or roof.

Public Outreach – Notify any businesses which front and are adjacent to your proposed Parklet location. If you do not own your property, you are required to notify the property owner and provide documentation that the abutting property owners/business has been notified.

Service and consumption of alcoholic beverages – The applicant must obtain approval by the City Council if the service and consumption of alcohol is a part of the operation of 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.

DeMers Avenue – Due to DOT regulations business/property owners are not eligible to apply for Parklets along DeMers Avenue.

Corner Locations – The proposed Parklet site shall be located at least one

parking space (approximately 20 feet) from an intersection.

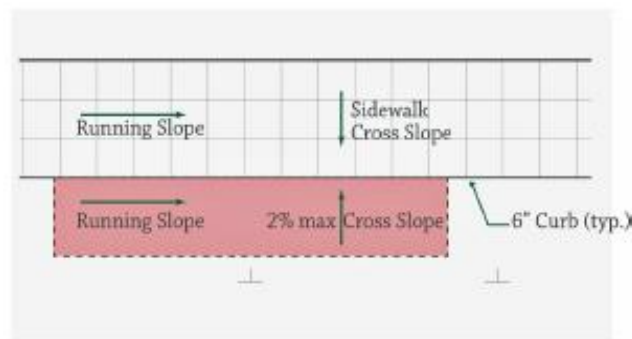
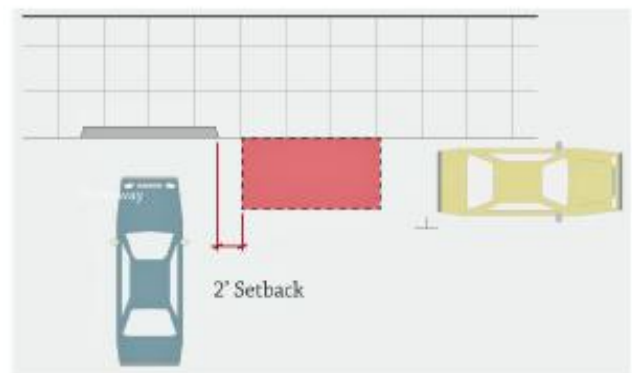
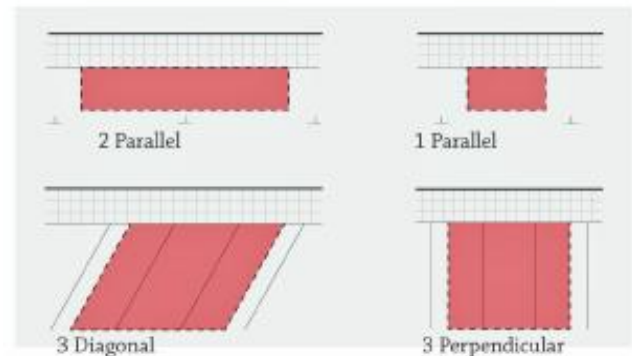
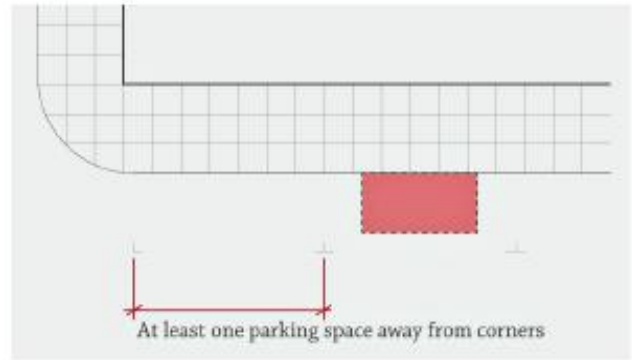
Parking Placement – Parklets can be sited along the curb line on streets where on-street parking spaces exist for on street parallel, angled, or perpendicular parking. Parklets must be located directly in front of the applicant’s place of business. Other proposed locations will be considered on a case by case basis.

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.

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.

Buffer from adjacent parking spaces – In the case 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.



Graphics courtesy of City of San Francisco Parklet Manual

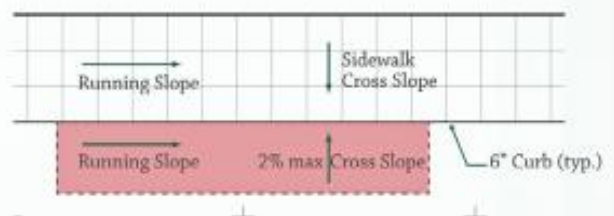
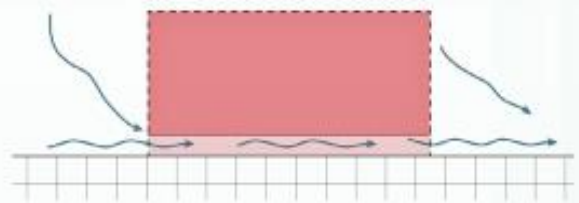
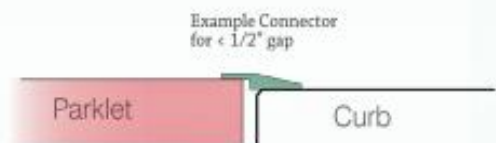
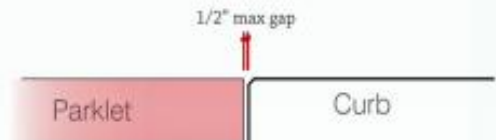
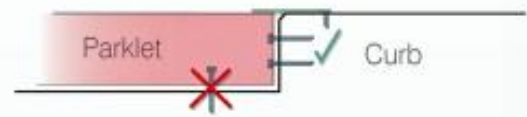
PLATFORM GUIDELINES

Platform Surface – The top of the Parklet platform must be flush with the sidewalk with a maximum gap of one-half inch (1/2”).

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. The platform must be designed in a manner to accommodate the drainage patterns on the street. Designers are required to cover openings at either end of the Parklet with screens to prevent collection of debris under the Parklet.

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

PLATFORM SURFACE MATERIALS



Stone



Wood



Concrete



Synthetic



Metal



Combination

ENCLOSURE MATERIALS



Wood

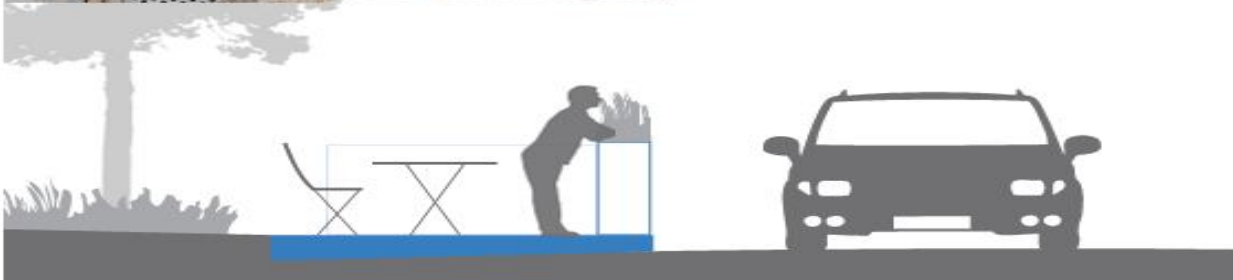
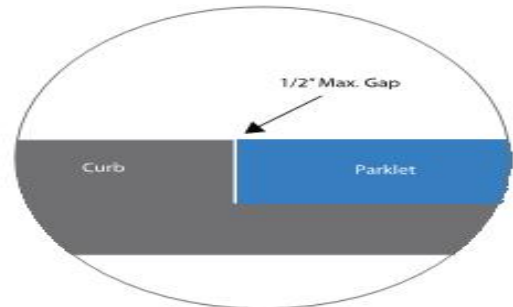


Concrete



Metal

"SPANNING THE GAP"



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.

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. You are allowed to include columns, overhangs, and other vertical elements with approval by the City of Grand Forks Planning and Community Development Department.

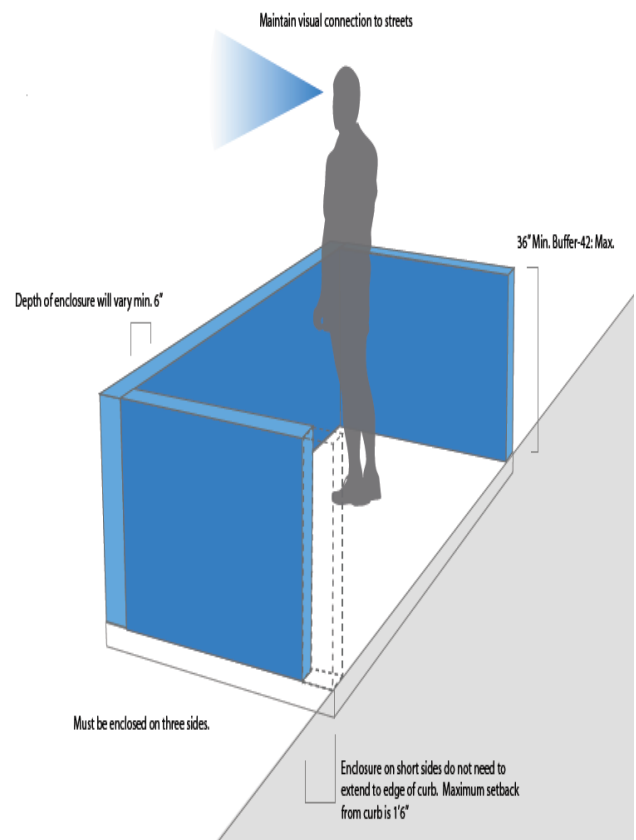


Parklet enclosure with cabling

Extend the Sidewalk – Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside edge.

Consider the street side 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.

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



AMENITIES

Integrate amenities into the Parklet structure –Bike racks or landscaped areas should be considered as part of the design.



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.

Planting – Integrated planting is strongly encouraged.



Lighting – Lighting elements are permitted but must be self-contained and low voltage. Parklets may not be powered by extension cords.

Incorporate 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.



SUSTAINABLE DESIGN AND CONSTRUCTION

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. Parklet applicants are responsible for making sure their Parklet is kept clean and in good repair.



FINAL APPLICATION MATERIALS

- Completed City of Grand Forks Encroachment Permit Application
- Required Maintenance and Construction Bond – Applicants shall be required to present construction bond, surety, or letter of credit.

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 will be considered on a case-by-case basis



- *Parklet Site Plan* – This drawing shows the Parklet in relation to the surrounding streetscape context and should include:
 - Your building, adjacent properties, and their building entrances
 - Existing sidewalk widths
 - Existing curb cuts and/or driveways
 - Adjacent bike lane or auto traffic lane
 - Existing parking spaces with dimensions
 - Other existing sidewalk features near the proposed Parklet area (fire hydrants, fire department connections, street lights, utility access panels, bike racks, etc.)
 - Existing street trees and tree pits
 - Proposed Parklet footprint and dimensions including setback dimensions
- *Detailed Parklet Plan and Elevations from all sides*
 - The various elements of the design
 - The materials proposed to be used in the design
- Dimensions of Parklet and Parklet elements Including buffer areas)
- How accessibility is provided
- *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
 - Any hardware such as fasteners to be used in the construction process
 - 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
- *Documentation of community outreach and letters of support*
- *Renderings are encouraged*



RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT

Insurance – In order to obtain an encroachment permit, applicants must provide the city with proof of general commercial liability insurance (certificate of liability insurance). The insurance policy must name the City of Grand Forks as one of the insured to the extent of at least five hundred thousand dollars (\$500,000) bodily injury and one hundred thousand dollars (\$100,000) property damage, which shall be in effect during the term of this authorization. The permit application must also include a signed hold harmless agreement that specifies that the permittee will defend, indemnify, and hold the city harmless for any loss, injuries, damage, claims or lawsuit, including attorney's fees that arise from the

encroachment.

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 – March.

