

Downtown Parklet Grant Program Program Guidelines

Program Summary

Parklet grants are awarded on a reimbursement basis only. The funding source is a one-time, \$30,000 allocation from the City's American Rescue Plan Act (ARPA) award. No additional grants are anticipated once the ARPA funds are exhausted.

- Up to \$4,000 for a private parklet
- Restaurants only (Defined in Article 30 of the Grants Pass Development Code)

Grant applications are reviewed and awarded on *FIRST COME, FIRST-SERVE* basis and subject to funding availability. Thus, the City encourages early submission to this Downtown Parklet Grant Program.

The deadline to apply for this grant is 5 pm on April 12, 2024.

If you're approved for a grant, **receipts for reimbursement MUST be submitted no later than June 7, 2024.**

Parklets may be installed from May 3 – Nov 4, 2024.

The City reserves the right to stop accepting grant applications at any time.

Purpose

The purpose of parklets is to create new open space for pedestrians and restaurant patrons in the City of Grants Pass. 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 Downtown Parklet Grant Program (Program) is also a method for supporting the 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 downtown businesses. Parklets enhance the pedestrian environment, which can make

the street feel more safe and comfortable for people shopping, running errands and accessing downtown businesses.

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.

Eligibility - The City of Grants Pass will administer this Program to receive, review and consider approval of parklet proposals from businesses located in the City of Grants Pass. Please note, a current, City-approved sidewalk café permit/parklet addendum is also required.

Selection Process

The Program will be administered as a competitive program where applicants submit a proposal that they think best meets the Selection Criteria set forth in these guidelines.

A Program grant selection committee will review and score the proposals according to Selection Criteria and decide which proposals to approve and award with the grant funding. The City reserves the right to reject incomplete parklet grant applications.

If the proposal is approved and grants funds awarded, operators shall provide or agree to the following:

- a) A completed and signed Sidewalk Café Permit/Parklet Addendum application is required to be acknowledged and signed by the property owner(s) from whom they lease their space and whose property fronts the proposed parklet and from abutting businesses.
- b) Proof of ability to indemnify the City 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.
- c) 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.
- d) The operator of the parklet is responsible for all of the costs of construction, permit (sidewalk café/parklet addendum), neighboring businesses approval, graffiti removal, on-going maintenance, removal and storage of the parklet.
- e) The parklet will be built in one on-street parking space and are therefore in the public right-of-way. The operator may not restrict public access to the parklet, unless during service hours for a private use parklet (referenced below).

Parklet Type

Private Use- Parklets that may be used for the sole benefit of the operator and the operator's patrons.

Proposal Process and Selection Criteria

Applicants shall develop and submit a grant proposal with the required elements described in these guidelines to the Community Development Department, Grants Pass City Hall, 101 A Street, Grants Pass, OR 97526, Attn: Downtown Parklet Grant Proposal. Grants funds are limited so we encourage early submission of complete proposals.

Complete and responsive grant proposals will be reviewed by the selection committee beginning in early March 2024. If no grant proposals are received, the Program will remain open until proposals are submitted. Incomplete or unresponsive proposals will not be considered by the committee.

All parklets constructed will be allowed to remain until 3:00 pm local time on **Monday November 4, 2024**.

Selection Criteria

Proposals for this program must address the following criteria and shall include a narrative that explains how the applicant believes they have addressed the Selection Criteria. A selection committee, composed of City staff and volunteers, will begin meeting the week of **To be determined**, to evaluate and score the proposals according to the criteria listed below:

1. **High Quality and Attractive** (40%) – Proposals shall implement pre-approved designs and endeavor to incorporate the highest quality materials as possible in order to create an attractive environment in the downtown. This could include elements such as plantings, lighting, games, art, or high-quality materials. These are only potential examples of what could constitute high quality. Proposers are encouraged to be creative in formulating an attractive and inviting proposals.
2. Approach to **Safety and Security** outside of business hours (30%) – The City would like to discourage parklets from becoming attractive targets for crime or nuisance. Proposers should focus on methods by which they will discourage criminal or nuisance elements (i.e., graffiti) from targeting their parklet.
3. Utilizes a sound **Maintenance and Operations Plan** (30%) – Over the life of this

program, it is inevitable that some level of maintenance or upkeep will be necessary. The City will not be paying or reimbursing for this upkeep. Proposers should demonstrate that they are prepared for such maintenance through the submission of a maintenance plan for the parklet.

Program Requirements

1. Businesses shall choose and build a pre-approved parklet designs only.
2. Parklets are limited to restaurants only.
3. The parklet shall be not more than one parking space and located adjacent to the applicant's business frontage.
4. Neighbor permission from abutting businesses is required.
5. The parklet may **not** be proposed in the following locations:
 - In front of a fire hydrant
 - 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
6. Logos, advertising or other branding is prohibited.
7. Signage must be installed that requires guests to refrain from smoking for the health of all patrons.
8. A City Sidewalk Café/ Parklet Addendum permit must be obtained through the Community Development Department.

Construction Requirements

1. The parklet shall include concrete barriers or alternative (i.e., plastic jersey barriers) on all three (3) sides of the proposed parklet.
2. 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.
3. 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.

4. The parklet must be built according to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) to the extent that such guidelines apply.
5. A parklet must be built as a semi-permanent structure capable of being dismantled in a single day for emergencies as determined by the City.
6. The parklet must be adequately secured in place by a manner approved by City. 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.
7. 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.
8. Design must be capable of bearing a load of 100 pounds per square foot and be stable under wind-loads of 80 mph.
9. 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.
10. Drought-resistant plants should be considered when designing the parklet.
11. Design and construction shall conform to the design elements in [Attachment A – Approved Parklet Designs.](#)

On-Going Maintenance and Post-construction

Non-permanent furniture shall be secured daily at the close of business. The operator bears all risk of theft or vandalism. The operator is responsible for the care and maintenance of all landscaping within the parklet. Upon notification to the business, any and all graffiti shall be removed within 24 hours of the next business day.

Parklet Removal

The Parklet Downtown Grant Program is a one-time grant program. Parklets approved under this Program will be allowed to remain until **3:00 PM, Monday, November 4, 2024.** Submission of a proposal under this Program indicates that the submitters understand this limitation and agrees to the removal or relocation of the parklet at the time that it is required.

The operator may be removed from the program at the discretion of the City Manager or his or her designee if the operator:

- A. 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.
- B. Operates or maintains the parklet to constitute a nuisance.
- C. Violates applicable law.

Checklist of What to Submit for a Parklet Grant

To be considered for a program grant, please submit the following to the *Grants Pass Community Development Department, Attn: Parklet Downtown Grant Program*.

- ☐ **Choose One (1) of the Three (3)** approved parklet design options ([See Attachment A](#)).
- ☐ Submit a [Sidewalk Café Permit application](#) (if you don't already have one).
- ☐ Have business, property owner and neighboring business signatures and approval on the [Sidewalk Café Permit/Parklet Addendum application](#).
- ☐ Write and provide a **Parklet Narrative** that explains how the grant selection criteria are met.
- ☐ **Parklet Site Plan** of proposed parklet location and footprint in relation to surrounding streetscape with dimensions.
- ☐ **Proof of Insurance** with required endorsements

Important links

[Downtown Parklet Program Guidelines](#)

[Downtown Parklets Allowed Parklet Designs](#)

[Sample of a ready-to-build approved plan](#)

[Parklet Addendum to Sidewalk Café Permit](#)

Downtown Parklet Grant Program Scoring Guide

Selection Criteria

Proposals for this program must address the following criteria and shall include a narrative that explains how the applicant believes they have addressed the Selection Criteria. A selection committee, composed of City staff and volunteers, will begin reviewing applications as they are submitted. Please read proposal narrative and evaluate using the following criteria. Assign points from zero to the maximum allowed for each criterion.

#	Evaluation Criteria	Available Points	Points Awarded
1	High Quality and Attractive (40%) – Proposals shall implement pre-approved designs (Options A, B or C) and endeavor to incorporate the highest quality materials as possible in order to create an attractive environment in the downtown. This could include elements such as plantings, lighting, games, art, or high-quality materials. These are only potential examples of what could constitute high quality. Proposers are encouraged to be creative in formulating an attractive and inviting proposals.	40	
2	Approach to Safety and Security outside of business hours (30%) – The City would like to discourage parklets from becoming attractive targets for crime or nuisance. Proposers should focus on methods by which they will discourage criminal or nuisance elements (i.e., graffiti) from targeting their parklet.	30	
3	Utilizes a sound Maintenance and Operations Plan (30%) – Over the life of this program, it is inevitable that some level of maintenance or upkeep will be necessary. The City will not be paying or reimbursing for this upkeep. Proposers should demonstrate that they are prepared for such maintenance through the submission of a maintenance plan for the parklet.	30	
Total Points		100	
Additional Comments:			

Evaluator: _____ Date: _____