Special Application Cycle 2018-2019: Parklets
### Program Goals

<table>
<thead>
<tr>
<th></th>
<th>Convert underused or redundant street space into a people place.</th>
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<tbody>
<tr>
<td>2</td>
<td>Emphasize streets as venues for social interaction and vibrancy.</td>
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<td>3</td>
<td>Support high-quality streetscape experience and improve the day-to-day life of the street.</td>
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<td>4</td>
<td>Create venues for community gathering, events, and celebrations.</td>
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<td>5</td>
<td>Increase safety for people who walk, bike, and take transit.</td>
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<td>6</td>
<td>Encourage increased levels of walking and bicycling which, in turn, support local business communities.</td>
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<td>7</td>
<td>Foster future investment in more capital-intensive infrastructure to support walking and bicycling.</td>
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**About Parklets**

A **Parklet** converts one or more on-street parking spaces into people-oriented places. **Parklets** introduce new streetscape features such as seating, planting, bicycle parking, or elements of play. **Parklets** encourage pedestrian activity by providing a space that breaks from the flow of pedestrian traffic, which is especially beneficial in areas that lack sufficient sidewalk width or access to public space.
Before: 3370 Motor Ave Parklet

After: 3370 Motor Ave Parklet

Before: 3242 Motor Ave Parklet

After: 3242 Motor Ave Parklet

PARKLET CRITERIA & RESPONSIBILITIES

In this section:
1. Community Partner Criteria
2. Parklet Cost and Responsibility Breakdown
3. Operations and Maintenance Requirements
4. Location Criteria
Community Partner Criteria

Community Partners will accept the responsibility for design, installation, operation, management and maintenance of the Parklet.

ELIGIBLE ORGANIZATIONS

- Business Improvement District (BID)
- Community Benefit District (CBD)
- Chambers of Commerce
- Ground-floor business owner
- Fronting property owner
- Nonprofit and community-based organizations
- Other eligible Community Partners may be considered on a case-by-case basis.

COMMUNITY CONNECTION

The Community Partner should have strong and productive relationships with property owners, business operators, and area residents. Prior collaboration with other community groups is also highly preferred. The Community Partner must have the organizational capacity to conduct outreach and organize public meetings regarding the Parklet.

HISTORY OF PUBLIC REALM IMPROVEMENTS

The Community Partner should have a track record of work in the public realm. Examples of this include community clean-up programs, planting and streetscape projects, or public safety and monitoring programs.

CAPACITY FOR MAINTENANCE

The Community Partner should have previous maintenance experience and/or demonstrated capacity to maintain the Parklet on a daily basis. Repairs and upkeep of vegetation are required throughout the lifetime of the Parklet.

Parklet Cost and Responsibility Breakdown

The table below describes how Parklet costs and responsibilities are shared between the Community Partner and LADOT. Additional details can be found on the following pages.

<table>
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<tr>
<th>RESPONSIBILITIES &amp; EXPENSES</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design development (assistance from LADOT consultant)</td>
<td>1. Design, manufacture, and installation of identity &amp; wayfinding signage</td>
</tr>
<tr>
<td>2. General liability insurance</td>
<td>2. Materials associated with chosen Kit of Parts for Parklets options</td>
</tr>
<tr>
<td>3. Maintenance &amp; upkeep</td>
<td>3. A-Permit</td>
</tr>
<tr>
<td>4. Removal</td>
<td>4. Construction and installation of parklet</td>
</tr>
</tbody>
</table>

Maintenance costs vary by project size, location, and ongoing operational budget and activities of individual Community Partners. See Kit of Parts for Parklets.

Note: Each party is responsible for facilitating the purchase, installation, repair and replacement of each expense item listed above.
Operations and Maintenance Requirements

If selected as a Community Partner, applicants will be required to sign an agreement with the City of Los Angeles, or People St Parklet MOU to keep the site in clean and safe condition.

Community Partner’s responsibilities include, but are not limited to the following:

ACCESS

• Enforce public access to the Parklet. Community Partners may not restrict access to the Parklet.
• Table or food service is not allowed at any Parklet seating. Nearby business staff cannot take orders at the Parklet nor deliver orders to patrons at the Parklet.
• People in wheelchairs must be able access all the primary features of the Parklet.

PUBLIC HEALTH AND SAFETY

• Keep the Parklet free of pests and vectors (vermin and pests like: rodents, birds, mosquitoes, etc.).
• Comply with all rules and regulations of the City and County Department of Public Health.
• Adequately maintain all surfaces of the Parklet so they are not hazardous to Parklet users.
• Notify the City of any accidents or other incidents that have caused or may cause injury to persons or property, if known, occurring at the Parklet and any claim for injury, death, property damage, or theft which may be asserted against Community Partner with respect to the Parklet.

MOVABLE FURNITURE

• Store unsecured furniture and equipment after business hours. If Community Partner is not a business, the hours for unsecured furniture and equipment will be 7:00 a.m. to 10:00 p.m.
• Keep any furniture—such as tables, chairs, and benches—clean.
• Repair and/or replace tables, chairs, and other elements of the Parklet as needed.

BUILT FACILITIES

• Keep all plants healthy and replace dead plants.
• Keep the Parklet free of debris and grime.
• Remove graffiti, as it appears.
• Maintain any special play equipment or fixtures.

UPKEEP

• Daily cleaning and emptying of trash receptacles.
• Sweep out debris from under the Parklet on an as-needed basis to allow proper drainage.
• Power wash under the Parklet annually.
Location Criteria

CLEARANCE AND ACCESS
- Parklet sites must be at least one parking spot abutting the traffic-direction side of the street.
- Parklet sites must provide adequate clearance for automobiles to turn in and out of nearby driveways.
- The curbside parking lane of a proposed Parklet site must be at least eight feet wide from curb to the adjacent bicycle or vehicular travel lane. Sites with a parking lane less than eight feet wide will be considered on a case-by-case basis.

POSTED SPEED LIMIT AND STREET DESIGN
- Parklets must be located along streets with a speed limit of 25 MPH or less.
- Parklets on streets with a speed limit of 30 or 35 MPH may be considered on a case-by-case basis and require additional LADOT review and approval. On these streets, an additional buffer space, at a minimum of five-feet, between the edge of the closest vehicular travel lane and the Parklet edge may be required.

COLORED CURB AND PARKING ZONES
- Parklets are not permitted in red zones, unless approved by LADOT.
- Parklets can replace white or green parking zones if the adjacent entity agrees to repurpose curb. The applicant must include letter(s) of support (page 29) from the associated entities.
- Parklets can replace yellow or blue parking zones if the original applicant for these parking designations agrees to their removal or relocation. Parklet applicant pays relocation fees.

Types of colored curb and parking zones:
- **Metered Parking** (Parking meter or pay station)
- **Street Parking** (No meters or pay stations, no colored curb)
- **Red Zone** (requires LADOT pre-approval; contact LADOT prior to applying)
- **Yellow Curb Zone** (Commercial Loading)
- **White Zone** (Passenger Loading)
- **Green Zone** (Short-term Parking Zones)
- **Blue Zone** (Disabled)
- **Bus Zone** (requires LADOT pre-approval; contact LADOT prior to applying)

PUBLIC UTILITIES
- Parklets are not permitted within 15 feet of a fire hydrant.
- Parklets must not cover any utility or manhole covers.
- The design must provide access to public utilities, access panels, valves, building standpipes, and other features.

SURROUNDING LAND USES
- Nearby land uses should include food service, retail, transit facilities, and cultural institutions to support the natural functions of a viable Parklet site.
- Adjacent businesses or other uses are also key partners to serve as stewards of moveable furniture.

PEDESTRIAN ACTIVITY
- Parklets work best in locations with existing pedestrian activity, and/or where more pedestrian-accessible public space would be helpful to accommodate current foot traffic.
PARKLET APPLICATION

IN THIS SECTION
1 Get Ready to Apply
2 Submitting Your Application
3 Parklet Application Materials & Checklist
4 Application

Hope St Parklet in Downtown LA
Experiencing pilot projects already on the ground can help you understand how a People St project might work in your neighborhood. Information on the location of installed pilot projects is on the People St website (peoplest.lacity.org). Consider taking a group of interested potential project partners on a People St Project tour, perhaps by bike, transit, or carpooling.

Review site location criteria carefully. This Application Manual outlines safety and design considerations required by the City of Los Angeles for determining if a potential site is appropriate and allowable for a Parklet. Prospective Community Partners are strongly encouraged to confirm initial site location feasibility with People St staff before proceeding on to the next steps of building support and starting the application process. Please contact us by emailing peoplest@lacity.org.

Generating community support and building relationships are important for future project success. Contacting your local Council District office and Neighborhood Council are great ways to start building a coalition of support. Reach out to the adjacent property owners, business operators, and residents to familiarize them with the proposed Parklet to help get the ball rolling.

Prospective Community Partners may wish to get an early start with generating funds for project materials and long-term maintenance. A great place to start is by contacting your local Council Office for ideas or by studying up on the People St projects already implemented. Information on partners involved in existing projects can be found on our website.

Think you are ready to start your application? People St is here to answer any questions you may have. If you want to inquire about launching a People St project at a desired location, or have questions about the site location criteria, email us at peoplest@lacity.org.

HELPFUL TIPS

Request letters early. Ask your Council Office, community stakeholders, and volunteer collaborating organizations for these important documents as early as possible. You may wish to show a draft application package to your Council Office when soliciting their letter of support.

Seek the guidance and assistance of qualified design professionals. Professionals can lend their skills to help you develop your project or produce required Parklet application documents.

Form a project team and secure partnerships. Parklet costs and responsibilities can be supplemented by commitments from local stakeholders. Submit letters from individuals or organizations willing to pitch in.

Share information. Photos and studies on pilot projects can be downloaded for your use in flyers or presentations from the People St website.
Submitting Your Application

The following section contains all materials—application and supporting items—that you must assemble in preparation for submitting your application online to LADOT. Complete applications with no missing information are encouraged and will be prioritized.

Once you complete your initial application form and gather all the required supporting materials, visit peoplest.lacity.org/specialcycle to access our online portal and officially submit your application for LADOT review.

LADOT strongly encourages applications be submitted via peoplest.lacity.org/specialcycle.

VIA PEOPLEST.LACITY.ORG (PREFERRED)

If you cannot submit via the website, there are two other options:

VIA E-MAIL

Applicants may submit the application via e-mail. Please use “Parklet Special Cycle Submittal” as the e-mail subject line. Original hardcopy documents requiring signatures—such as letters of support and petitions—should be electronically scanned and submitted as individual PDF documents.

peoplest@lacity.org

VIA MAIL

Hardcopy packages of this Parklet Initial Application form and all required application materials must arrive on or by the application-window closing date. Packages may be addressed to:

People St Special Cycle Application Submittal
City of Los Angeles Department of Transportation
Vision Zero
Attn: Kevin Ocubillo
100 S. Main Street, 9th Floor
Los Angeles, CA 90012

APPLICATION WINDOW

Initial applications for this special cycle are accepted through January 22nd, 2019.

VIA PEOPLEST.LACITY.ORG

peoplest.lacity.org/specialcycle

APPLICATION WINDOW

Initial applications for this special cycle are accepted through January 22nd, 2019.

Parklet Application Materials & Checklist

1. APPLICATION FORM
2. PROOF OF COMMUNITY OUTREACH AND SUPPORT
3. SITE PLAN
4. EXISTING-CONDITIONS PHOTOS
5. MODEL AND COLOR SCHEME WORKSHEET
6. BUDGET AND MAINTENANCE PLAN WORKSHEET
Application Form

The Community Partner must complete this form in its entirety before submitting online to LADOT.

Submit Online
peoplest.lacity.org/specialcycle

APPLICANT CONTACT INFORMATION

First Name
Last Name
Title
E-mail
Phone
Organization
Street Address
City and State
Zip

ORGANIZATION TYPE

- Business Improvement District (BID)
- Community Benefit District (CBD)
- Chamber of Commerce
- Property owner
- Ground-floor business owner
- Nonprofit and community-based organizations
- Other

COUNCIL DISTRICT

SITE LOCATION INFORMATION

(Please select all that apply.)

- Posted speed limit 25 MPH or less
- Posted speed limit 30-35 MPH (approved on a case-by-case basis)
- Posted speed limit greater than 35 MPH (disqualifies location)
- Does not block driveway access
- Does not restrict access to emergency vehicles, fire hydrants, or public utilities
- Does not interfere with public transit routes
- Provides alternative access to delivery trucks and sanitation vehicles
- Site is within 1/2 mile of Metro Rail station area*
- Site is within 1 mile of Metro Rapid bus station area*
- Site is within 1/2 mile of Metro Rail OR 1 mile of Metro Rapid transit station area to qualify

USE TYPES WITHIN TWO-BLOCK RADIUS

(Check all that apply.)

- Business
- Retail store
- Restaurant
- Cafe
- Bar
- Multifamily residential
- Single-family residential
- Office/commercial
- Other

PARKING ZONE(S) THAT THE PROPOSED PARKLET WILL REPURPOSE

(Check all that apply.)

- Metered parking
- Street parking (no meters, no colored curb)
- Red zone
- Yellow zone (commercial loading)
- White zone (passenger loading)
- Green zone (short-term parking)
- Blue zone (disabled parking)

*site must be within 1/2 mile of Metro Rail OR 1 mile of Metro Rapid transit station area to qualify
Example of a Letter of Support

Joe A. Smith  
XYZ GROUP | Partner  
XYZ GROUP | 500 Los Feliz Blvd | Los Angeles, CA 90000 | Tel. 213-555-0203 | www.xyz-group.com

January 1, 2015

Dear People St,

I would like to express my support for the proposed parklet next to my property at 1001 Chapparal Blvd. The Sunset BID, who is submitting the application for this parklet and would be the Community Partner for this project, has my complete support to move forward in this location.

For a few years, I have seen the need for more quality public space in the Sunset area, especially in this neighborhood. This particular part of Sunset Blvd experiences calm traffic and would be a good candidate site for a parklet. My property includes two restaurants and an incoming bike shop.

I recognize that the parklet needs to be located in front of a business that can help keep an eye on it and that the BID will maintain the space. I look forward to becoming a partner in the care of such a space and have offered my commitment to store the parklet’s moveable furniture at night.

I urge you to strongly consider their application and help us bring back some public open space back in this neighborhood.

Sincerely yours,

Bradley Avenue Plaza in Pacoima

Proof of Community Outreach and Support

Applicants must speak with each site-adjacent business as well as fronting property owners about their intent to apply. Applicants are also encouraged, but not required, to inform local community groups and/or business organizations.

A minimum of three letters of support are required for applications. If submitting electronically, scan and upload as individual PDF documents, or submit original hardcopies.

- A letter of support must come from the local Council District Office.
- Letters of support are also required from nearby entities associated with white, green, yellow, or blue curb color zones if the proposal involves relocation of those zones.
- Letters of support from adjacent property owner(s) and/or others directly impacted by or fronting the Parklet.

Applicants are required to present their proposed People St project at a local Neighborhood Council meeting. Neighborhood Council meetings occur monthly and applicant presentations should be scheduled well in advance of application deadline.

A minimum of one document must be submitted as proof of presentation. Acceptable documentation obtained from the Neighborhood Council includes:

- Meeting agenda
- Meeting minutes

Optional documentation that may also support a robust application include:

- Additional letters of support from other project stakeholders including, but not limited to: neighboring businesses, schools, neighborhood councils, community groups, and neighboring residents*
- Petitions in support of the Parklet*
- Flyers and posters created by applicant
- Community surveys
- Documentation of community-outreach meetings and/or visioning workshops
- List of coordinating participants and project partners

* Note: A sample letter of support and petition of support can be found on peoplest.lacity.org.

LADOT encourages applicants to actively involve the community in the development of the application as it evolves. In review, LADOT will pay special attention to the description of outreach efforts within the submitted application. Once an application is approved, a public notice will be placed in the window of the adjacent business for 10 days to solicit any public comment that may influence the acceptance or rejection of the application.
3 Site Plans: Existing and Proposed

The Community Partner must submit an Existing Conditions Site Plan & a Proposed Site Plan with the application.
The Community Partners should work closely with LADOT’s technical assistance consultant to produce these plans.
The plan may be hand-drawn as long as all the required elements are included, and the drawing is legible. LADOT prefers electronic submission of individual PDFs using the online application portal at peoplest.lacity.org/specialcycle. If submitting hard copies, please print at 11x17 inches.

Site Plans must show the following:
- Proposed site (proposed site plan should also include choices from model and color scheme)
- 20 feet on either side of the proposed site
- Proposed Parklet Footprint (with dimensions)

The Existing-Conditions Site Plan must also include the following existing elements:
- Parking stalls (with dimensions)
- Adjacent bicycle lane or auto traffic lane (with dimensions)
- Location of existing utility access panels in the sidewalk and in the street
- Location of storm drains
- Colored curb zones
- Driveways and garage doors (even if driveways are not actively used)
- Sidewalk dimensions
- Street trees and tree wells
- Permanent above-ground street fixtures (such as utility poles, street lights, parking meters, electrical boxes, fire hydrants, newspaper stands)
- Moveable above-ground street fixtures (such as trash bins, planters, benches, cafe tables, and chairs)
- Property lines where they meet the sidewalk
- Building entrances
- Building standpipes
4 Existing-Conditions Photos

Community Partners are required to submit photos like those shown below. LADOT prefers JPEG electronic submission using the online application portal at peoplest.lacity.org/specialcycle. If submitting hardcopies, please print at a minimum of 8x10 inches. Any photos that illustrate pedestrian activity near the site are encouraged.

**BUILDING ELEVATION**

Take a photo of the proposed site from across the street. Center the proposed site within the frame, including the sidewalk, fronting and adjacent buildings.

Submit as “B_Elevation_YYYY_MM.jpg”

**UPSTREET SIDEWALK APPROACH**

Take a photo of the Parklet site from the sidewalk, approximately one parking space to the left of the proposed site when standing at the storefront.

Submit as “US_Approach_YYYY_MM.jpg”

**DOWNSTREET SIDEWALK APPROACH**

Take a photo of the Parklet site from the sidewalk, approximately one parking space to the right of the proposed site when standing at the storefront.

Submit as “DS_Approach_YYYY_MM.jpg”
OPPOSITE ELEVATION
Take a photo of the opposite sidewalk and buildings from the proposed site.
Submit as “O_Elevation_YYYY_MM.jpg”

CURB, GUTTER, AND DRAINS
Take photos of the curb and gutter where the Parklet structure will connect with the sidewalk. Include photos of any storm drains within 20 feet to either side of the proposed Parklet site.
Submit as “Curb_[photo number]_YYYY_MM.jpg”

UTILITIES
Take photos of utility access panels on the sidewalk and in the street within 20 feet to either side of the proposed Parklet site.
Submit as “Utilities_[photo number]_YYYY_MM.jpg”

ABOVE-GROUND FIXTURES
On the sidewalk within 20 feet to either side of the proposed Parklet site, take photos of existing above-ground fixtures, including utility poles, newspaper dispensers, bike racks, parking meters, and street trees. Document movable fixtures such as trash bins, benches, and potted plants.
Submit as “Fixtures_[photo number]_YYYY_MM.jpg”

5 Model and Color-Scheme Worksheet

Refer to the Kit of Parts for Parklets to make these selections for your site.

Selections are preliminary. LADOT considers the tentative choices from the options in the Kit of Parts for Parklets to assess the viability with the chosen site. Final decisions and design development are made between the Community Partner and LADOT.

PROPOSED LOCATION
Number of parking spaces to occupy
- One *
- Two
- Three
- Four or more

PARKLET MODEL
- A1/2: The Spot *
- A3/4: The Pit Stop *
- A1: The Café
- A2: The Curbside Bench
- A3: The Counter

- B1: The Sidewalk
- B2: The Diagonal
- B3: The Streetside Bench
- C1: The Steps
- C2: The Planter
- C3: The Slope

* Size type for one-space Parklet only

PARKLET COLOR
- Blue
- Green
- Pink

Pattern
- Single color
- Dual color
The applicant must submit a draft of a fiscal year operating budget for maintenance of the Parklet, including but not limited to the following below. Fill out the form below or submit the plan in your preferred format.

<table>
<thead>
<tr>
<th>DAILY</th>
<th>x hours</th>
<th>x cost per hour</th>
<th>annual cost</th>
</tr>
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<tbody>
<tr>
<td>Clean and empty any trash receptacles</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Clean movable furniture and equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deploy/store movable furniture and equipment</td>
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<tr>
<td>Sweep ground surfaces and gutters</td>
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<td></td>
<td></td>
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<tr>
<td>Irrigate plants and trees</td>
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</tbody>
</table>

| WEEKLY                                        |         |                |             |
| Inspect ground surfaces for damage (report to LADOT for repair) | | | |
| Inspect plants and trees for damage          |         |                |             |

| ONGOING                                       |         |                |             |
| Power wash ground surfaces                   |         |                |             |
| Maintain, repair or replace damaged plants   |         |                |             |
| Repair or replace movable furniture and equipment |     |                |             |
| Abate graffiti                               |         |                |             |
| Outreach and communications                  |         |                |             |

**TOTAL:**

**TOTAL:**
For information on People St
visit peoplest.lacity.org
e-mail peoplest@lacity.org

facebook fb.com/ladotpeoples
flickr www.flickr.com/groups/peoplest

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