



Downtown Waterloo Parklet Program Proposal

City of Waterloo Complete Streets Advisory Committee
City Council Work Session December 5, 2022

INTRODUCTION

- Iowa Initiative for Sustainable Communities Parking Study
- INRCOG Waterloo's Master Pedestrian Plan
- Complete Streets Advisory Committee Priority Projects
- Parklet Subcommittee
- Research
- Development
- Implementation

WHAT IS A PARKLET?



Powell St, San Francisco, CA

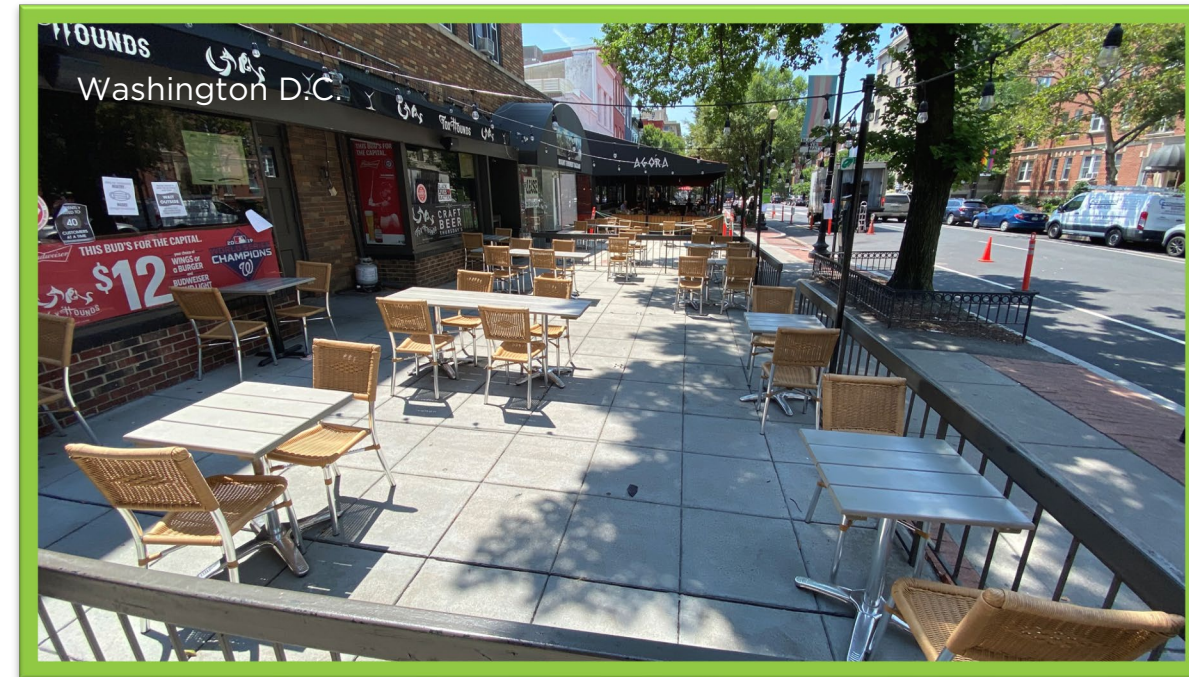
MANUAL & GUIDELINES

- Created to guide applicants through the process
- Program overview
- Policies
- Procedures
- Timeline
- How to apply



ELIGIBLE APPLICANTS

- Ground-floor business owners
- Streetside property owners
- Others on a case-by-case basis as determined by the Main Street Waterloo Design Council



APPLICANT RESPONSIBILITY

- Design
- Installation (April 1 through October 31)
- Removal (No later than November 7)
- Capital Costs
- Liability Insurance
- Maintenance
- Upkeep
- Complete a Confirmation of Eligibility application followed by a full application if approved
- Enter into a Memorandum of Understanding

SITE SELECTION

- Located in an unrestricted parking lane, adjacent to the sidewalk
- Located on streets with traffic speeds of 30 mph or less
- Does not block access to public utilities, hydrants, alleys, or driveways
- Does not block existing street drainage patterns
- Must be 15 feet from catch basins
- Can occupy between one and two parking spaces, length not exceeding 32 feet
- Located in the Downtown Waterloo District

APPLICATION PROCESS

- Complete a Confirmation of Eligibility Application
- If deemed eligible, applicant will be sent the full application
- If application is approved
 - Applicant will sign a Memorandum of Understanding
 - Applicant will sign a Maintenance Agreement
 - A construction notice will be installed two weeks prior to beginning of construction



AGREEMENT

- Between the City of Waterloo and the parklet owner with approval of the building owner
- Shall not confer property rights and may be terminated if the City or Main Street Waterloo determines the right of way is needed
- Shall included proof of insurance, indemnification, maintenance, and any other reasonable provisions as determined by the City and Main street Waterloo
- Shall be issued from April 1 through October 31

OPERATION

- Must follow the application process and execute an agreement
- Food & beverage must be available for service to patrons during hours of operation
- If serving alcoholic beverages, an employee must monitor the area at all times of service
- Amplified sound is not permitted
- Blockage of building entrances or exits is not permitted
- Annual application process
- Responsible for trash removal and maintenance
- Meet accessibility standards
- Follow all Federal, State, and local laws and regulations
- Fees set by resolution and paid by applicant

DESIGN

- ADA compliant
- Platform flush with sidewalk
- Curbside drainage not blocked
- Physical barrier along the three street edges
- Not wider than 6 ft and no longer than 32 feet
- Sidewalk facing edge open to pedestrians
- Vertical elements to be visible to passing vehicles
- Constructed of durable, quality materials
- Traffic delineators
- Maintain clear, unobstructed sightlines and path to and from the parklet



IMPLEMENTATION & TIMELINE

- Main Street Waterloo will notify the opening of the parklet pre-application process
- Applicants will submit the Confirmation of Eligibility Application for Main Street Waterloo review
- Following approval of eligibility, Main Street Waterloo will send the full application
- Main Street Waterloo's Design Council will review applications based on established criteria
- Applicants notified of approval and sent Memorandum of Understanding and Maintenance Agreement



IMPLEMENTATION & TIMELINE

- The City will be notified of approval and construction dates
- Applicant will notify Main Street Waterloo of installation dates
- City will visit the construction site
- Parklets cannot be installed prior to April 1
- Applicant will notify Main Street Waterloo of removal date
- Parklets must be removed no later than November 7

FEES

- No fee to submit a Confirmation of Eligibility
- Working with City departments to establish fees
 - Will bring to City Council to set a resolution



TIMELINE

- December, 2022
- January
- February
- March
- April-October
- November
- December

QUESTIONS?

COMPLETE STREETS ADVISORY COMMITTEE Parklet Subcommittee

Felicia Cass, Chair
feliciacass64@gmail.com

Jessica Rucker Subcommittee
director@mainstreetwaterloo.org