

### Parklets

Parklets transform excess parking spaces into vibrant public spaces built for people to sit, relax, and enjoy the city. These spaces provide fun, unique, and creative ways to experience and reimagine the potential of public space.

In 2019, the City of Terrace designed and constructed a parklet pilot project that was successfully implemented by local businesses. The following **4-step guide** outlines the approval process for businesses and property owners interested in designing and hosting their own parklet.



*City of Terrace parklet*

### Step 1: Find a Location

#### Site Criteria

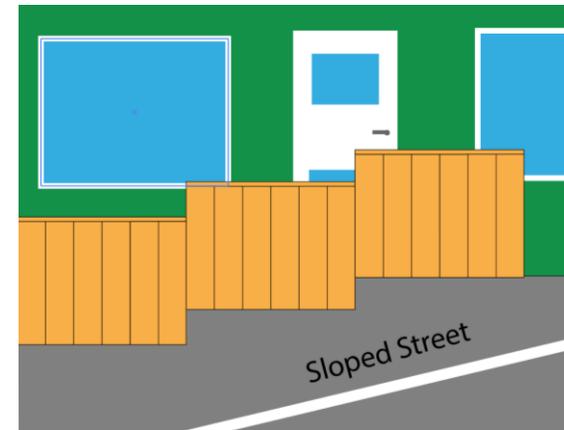
Parklets are to be located:

- 6 m from the edge of crosswalks or intersections
- 1.5 m from driveways or lanes
- 5 m from fire hydrants
- 1 m from street lights, manhole lid openings, valves, or grates

Parklets cannot block access to bus stops or utility connections (e.g.: sewer, water, or gas connections).

### Parklets Located on a Slope

- Parklets are not permitted on a substantial slope.
- Parklets located on a moderate slope must be designed to create a level surface and maintain curb height at parklet entry points.



*Tiered parklet to create level surface*

### Multiple Parklets

Applications for multiple parklets on the same street will be considered for approval on a case-by-case basis to ensure there is adequate parking available.

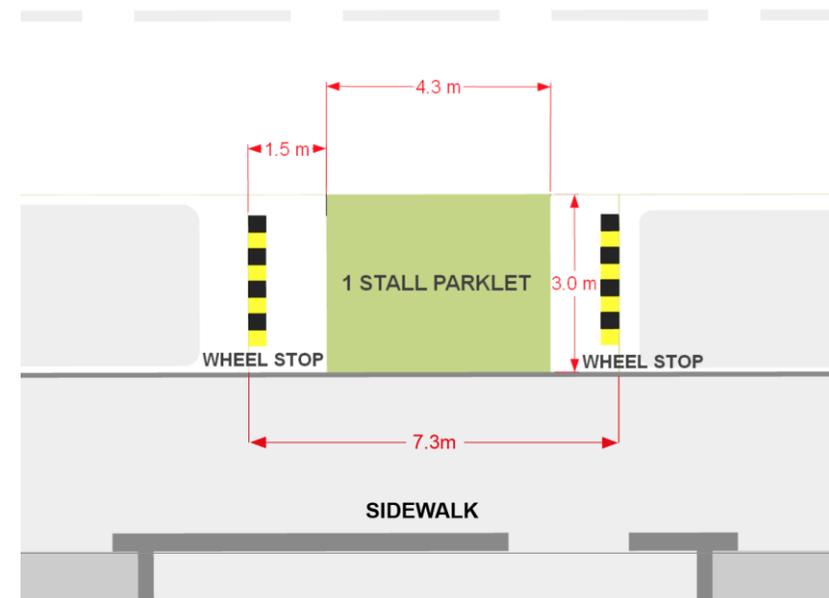
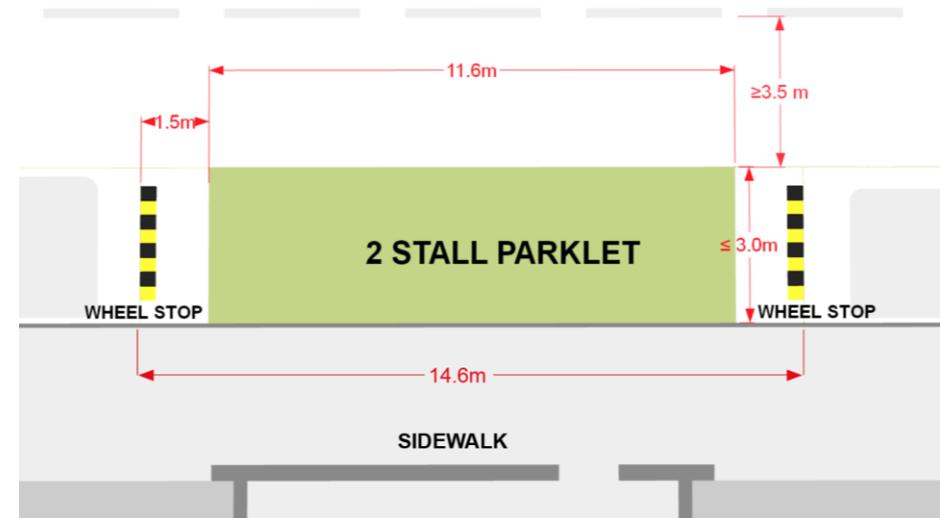
- Applications will be reviewed on a first-come, first-served basis.

### Step 2: Design Your Parklet

#### Dimension Guidelines

The following table provides dimensions and guidelines for parklet designs. These guidelines are subject to change based on roadway width, parking availability, and other site-specific concerns.

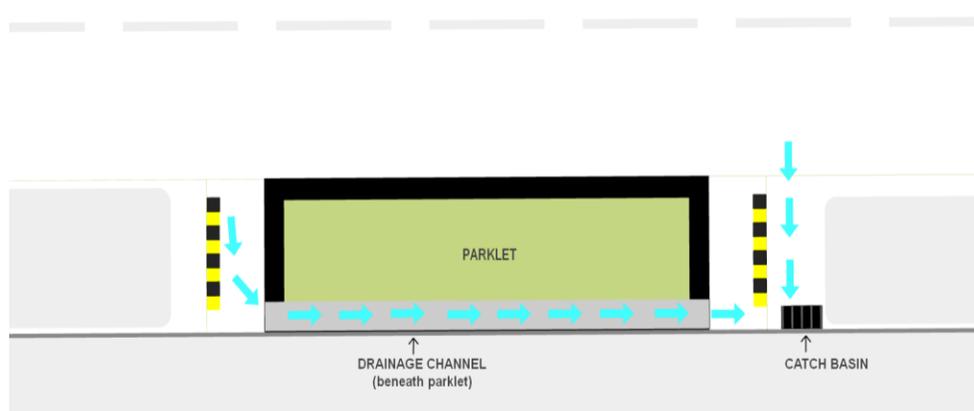
Dimension and Design Guidelines	Measurement
Parklet length (1-stall design)	4.3 m
Parklet length (2-stall design)	11.6 m
Distance from parklet to wheel stop	1.5m (wheel stops to be installed by City crews)
Parklet width	≤ 3 m (3.5 m travel lane to be maintained adjacent to parklet)
Parklet surface height	Must align with adjacent curb
Height of guardrail or containment measures <ul style="list-style-type: none"> <li>Guardrails or containment measures must be durable and act to separate users from adjacent vehicular traffic.</li> </ul>	0.75 m–1 m (physical barrier must be on all 3 sides exposed to the street)



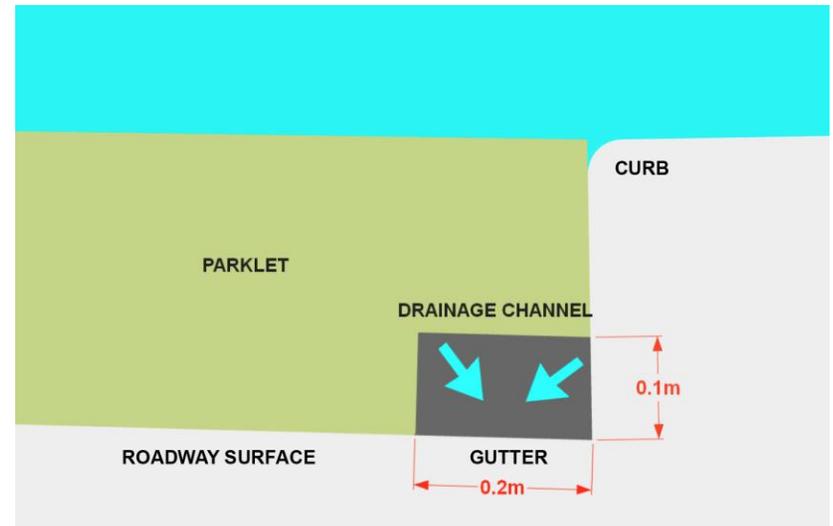
### Drainage Requirements

Drainage channels located underneath parklets, along the adjacent curb, are required.

Drainage channels must be at least 0.1 m (10 cm) tall and 0.2 m (20 cm) wide to maintain curbside drainage.



*Plan View of Drainage Channel*



*Curb and Gutter Cross Section*

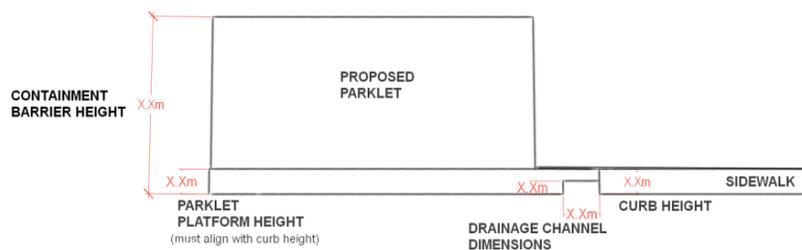
### Step 3: Obtain City Approval

The City is **waiving all permit fees** for parklets. However, applicants are required to submit the following documents before installation is permitted:

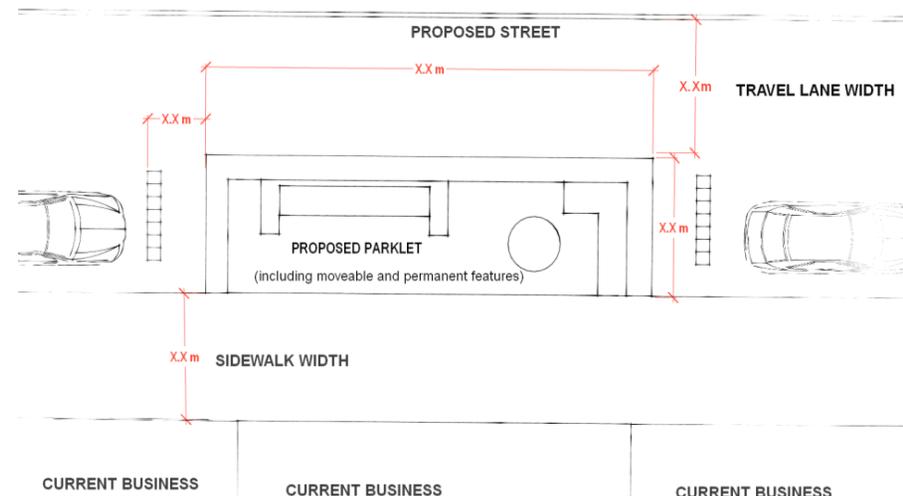
1. Comments from adjacent property owners
  - Applicants must obtain comments about the proposed parklet from businesses directly adjacent to the proposed location.
2. Permit to Construct
  - A permit to Construct must be obtained prior to parklet installation. To obtain an application form, contact the City of Terrace's Public Works Department at 250-635-3467.
3. Photos of the existing site (see example, right)
  - Photos must show no interference with city infrastructure on the proposed site.
4. Site plan and elevation drawings (see example, below)
  - Computer-generated or hand drawn sketches that include the footprint, context, and dimensions of the proposed parklet. Required dimensions are outlined in red in the images below.



Example of an existing site photo



Example of parklet site plan drawing



### Step 4: Follow Operation Guidelines

#### Parklet Use

Parklets are to be designed as outdoor gathering spaces and are not permitted to act as advertising or display spaces for commercial purposes.

- Uses that provide public amenity spaces are encouraged.

#### Parklet Maintenance

Parklets are to remain well maintained for the duration of their installation.

- Parklets must have a garbage can that is regularly emptied by the parklet operator or adjacent business owner.
- Moveable elements such as tables, chairs, and garbage cans are to be removed outside of business hours, and stored securely.

#### Parklet Modifications

Parklet hosts are permitted to make minor changes to their parklet after installation, such as changing the type of moveable furniture.

- City staff must approve changes to the function or dimensions of parklets.
- Parklet permits are issued on an annual basis and must be reviewed every year of a parklet's operation.
- Application fees will be waived for parklet modifications and annual renewals.

#### Liability

- Parklet hosts must carry at least \$3,000,000 in commercial general liability insurance and add the City of Terrace as an "additional insured" to their insurance policy.
- The City is not liable for damage or injury caused by private parklets within the public right-of-way.



*City of Terrace parklet*

### City-Owned Parklet Operation Guidelines

In addition to the other guidelines outlined in this document, the following regulations apply to hosts using the City of Terrace's parklet.

#### Rental Application

Applicants are required to submit the application materials outlined in Step 3 of this guide to determine location suitability.

- City Staff can supply parklet dimensions and assembly processes for the City of Terrace's parklet to applicants.

#### Rental Policies

The City of Terrace's parklet may be loaned out a maximum of 60 days to interested applicants on suitable sites.

- The maximum loan out period may be adjusted based on the number of interested parties.

### HOW TO LEARN MORE

Contact the City of Terrace's Development Services Department at 250-615-4022.