

**URA RESOLUTION NO. 2019-03**

**RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF  
FOREST GROVE ESTABLISHING A PARKLET PILOT PROGRAM AND  
AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE PROGRAM**

**WHEREAS**, the Urban Renewal Agency of the City of Forest Grove ("Agency") adopted the Urban Renewal Plan on June 24, 2014; and

**WHEREAS**, Goal 4 of the Urban Renewal Plan promotes a vibrant Town Center through strategic urban renewal investments; and

**WHEREAS**, a parklet pilot program for the Forest Grove Urban Renewal Area supports Plan Goal 4 by enhancing the pedestrian environment and encouraging people to visit and spend time in the Town Center; and

**WHEREAS**, City Council conducted work sessions during July, September, October and November 2018 and January 2019, to discuss improvements in the Town Center, including a parklet pilot program.

**NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY AS FOLLOWS:**

**Section 1.** The Urban Renewal Agency Board does hereby adopt the Parklet Pilot Program (Program) as provided in Exhibit A: "Parklet Pilot Program Guidelines".

**Section 2.** The Urban Renewal Agency Board does hereby authorize the Executive Director to implement the Program consistent with the guidelines and requirements provided in the Program.

**Section 3.** This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board of Directors.

**PRESENTED AND PASSED** this 22<sup>nd</sup> Day of April, 2019.



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Jesse VanderZanden  
Urban Renewal Executive Director

**APPROVED** by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22<sup>nd</sup> Day of April 2019, and filed with the Forest Grove City Recorder this date.



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Peter B. Truax  
Urban Renewal Agency Chair



## **Exhibit A: City of Forest Grove Parklet Pilot Program Guidelines**

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### **Appendix A – Required Design Elements**

#### **1. Program Overview**

##### **Purpose**

The purpose of parklets is to create new open space for pedestrians in the Forest Grove Town Center. Parklets are an innovative and cost-effective way to add public gathering space with such amenities as seating, plantings and public art in a privately-funded and privately-maintained public space. Parklets are also a method for supporting the downtown business community by creating a more attractive commercial corridor, fostering social engagement, and 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, making it easier to choose bikes as transportation.
- **Encourage Pedestrian Activity:** Parklets provide outdoor gathering space adjacent to downtown businesses. Parklets enhance the pedestrian environment which can make the street feel safe and comfortable for people 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.

### History

Parklets are a new concept to many small towns, but they have been successful enhancements to larger cities around the country for several years. The first parklet was conceived and installed in San Francisco, CA in 2010. It is now an annual program there, and has also been initiated in Oregon cities such as Milwaukie, Eugene, Astoria, and Newberg. The Forest Grove program will be among the first in small towns, and is modeled after these successful programs.

### Overview

- The City of Forest Grove, in cooperation with the Urban Renewal Agency, will solicit applications for up to one parklet each at the following locations for the period of May-October for the years 2020-2021:
  - Main Street: between 19<sup>th</sup> and 21<sup>st</sup> Avenues
  - 21<sup>st</sup> Avenue: between College Way and A Street
  - A Street: between 19<sup>th</sup> and 21<sup>st</sup> Avenues
- The City reserves the right to reject any and all proposals.
- If approved, notwithstanding funding under this program, the operators of the parklet are responsible for all of the costs of construction, removal and maintenance of the parklet.
- 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 Types

- Public use – Public use parklets are available for full-time public use and may not be restricted from public access between the hours of 8am and 10pm.
- Private use- Parklets that may be used for the sole benefit of the operator and the

operator's patrons.

### Funding

- Subject to funding availability and appropriation by the URA Board, this program will not exceed \$10,000 during the two year trial period.
- Projects will not be reimbursed above the amount spent on parklet materials.
- The URA reserves the right to deny any and all applications and to award no grant funding for parklet construction.
- Subject to funding availability, the URA will reimburse up to \$2,500 for a private parklet and up to \$5,000 for a public parklet.

## **2. Application Process**

Applicants may develop and submit a written application with the required elements described in this manual to the **Community Development Director, Forest Grove City Hall, 1924 Council Street, Forest Grove, OR 97116-0326, beginning May 24, 2019**. Applications will be reviewed and certified for compliance on a first-come, first-serve basis. The City recommends, but does not require, that you work with an architect, designer or professional engineer during the design of the parklet. This will assist you in the construction and design details.

Proposers are required to provide a letter of consent from the property owner(s) from whom they lease their space and whose property fronts the proposed parklet. Proposers will provide proof of ability to indemnify the City by naming it as "Additional Named Insured" on its liability policy. The operator must provide the actual endorsement prior to the commencement of construction. 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.

Proposals will be reviewed for completeness and compliance by City staff. If approved, successful applicants will be notified to proceed with construction. City staff will inspect construction for compliance prior to the use of the parklet. The parklet(s) will remain in place until October 31, 2019 and must be completely disassembled and removed no later than November 4, 2019. For the 2020 season, the parklets may be reinstalled beginning April 28, 2020; must be installed no later than May 1, 2020; must remain in place until October 31, 2020; and must be removed by November 4, 2020.

### **3. Design Site Requirements**

#### **a. Designated Site Requirements**

The Parklet must be designed for not more than one parking space. It may include the transition space between on-street parking and crosswalks.

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

Logos, advertising or other branding is prohibited, other than an A-framed sandwich board sign, as permitted by the Forest Grove Development Code. A small, unobtrusive plaque recognizing the project sponsors and materials donors may be acceptable. Signage must be installed that requires guests to refrain from smoking.

#### **b. Construction Requirements**

- i. 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.
- ii. 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.
- iii. The parklet must be built according to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) to the extent that such guidelines apply.
- iv. 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.
- v. The parklet must be adequately secured in place by a manner approved by the City Engineer. 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.

- vi. 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.
- vii. Design must be capable of bearing a load of 100 pounds per square foot and be stable under wind-loads of 80 mph.
- viii. 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.
- ix. Design and construction shall conform to the design elements in Attachment A.

#### **4. Maintenance and Post-construction**

Non-permanent furniture must be secured each night. The operator bears all risk of theft or vandalism. The operator is responsible for the care and maintenance of all landscaping within the parklet. Plants should be watered daily or as needed depending on the weather. Drought-resistant plants should be considered when designing the parklet.

The operator may be removed from the program at the discretion of the City Manager or their designee in the event that the operator:

- 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.
- Operates or maintains the parklet so as to constitute a nuisance as defined by City code.
- Violates applicable law.

#### **5. Program Evaluation**

The 2019 and 2020 seasons will be the pilot years for the parklet program. There is no guarantee that the program will continue in future years. Not including grant funds, operators are responsible for all of the expenses associated with the design, construction, removal and storage of the parklet and its furnishings. In November 2020, the City will evaluate the program based on satisfaction surveys of Main Street pedestrians and business owners.

**Proposal Checklist for submission to Community Development  
Director by May 22, 2019:**

- Name, contact information and qualifications of proposing entity
- Parklet design and location
- Letters of Support and Consent
- Proof of Insurance with required endorsements

## **Appendix A – Required Design Elements**

This is a pilot program for parklets in the City of Forest Grove, and therefore the specifics and details of design are left to the proposer. In the review process, City staff will work with the applicant to achieve the best product that compliments its surroundings.

The Project Guidelines outline basic design requirements in 3.a Designated Site Requirements and 3.b Construction Requirements.

Applications will include design drawings with sufficient detail for staff evaluation. Drawings should include as a minimum the following:

- A) Location and footprint in relation to surrounding streetscape with dimensions.
- B) Elevations (side view drawings), at least two drawings, one from the street and one from one end of the parklet.
- C) Parklet platform, materials, drainage, and means of securing.
- D) Perimeter structure – enclosure
- E) Amenities
- F) Accessibility
- G) Materials and plantings
- H) Artist rendering (optional )

More detailed drawings may be required for final approval to construct.



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	6. & 7.
MEETING DATE:	04/22/2019 URA RESOS
FINAL ACTION:	2019-02 & 2019-03

**URBAN RENEWAL AGENCY STAFF REPORT**

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**TO:** *Urban Renewal Agency Board of Directors*

**FROM:** *Jesse VanderZanden, Executive Director*

**MEETING DATE:** *April 22, 2019*

**PROJECT TEAM:** *Daniel Riordan, Senior Planner; and Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Resolution Amending the Forest Grove Urban Renewal Plan to Add Streetscape Improvement Project*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

  
*X all that apply*

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**ISSUE STATEMENT:**

The Board has expressed interest in adding a project to the Forest Grove Urban Renewal Plan for streetscape improvements within the urban renewal area.

**BACKGROUND:**

The Forest Grove Urban Renewal Plan was adopted in 2014. The plan and accompanying report describes projects that may be undertaken. Projects include acquisition of key opportunity sites, redevelopment project assistance, a building façade improvement program, an interior building improvement program, and a sustainability incentive program. Many of these projects have been implemented or continue on a programmatic basis. However, these projects and initiatives are not an exhaustive list of projects that can be undertaken by the Urban Renewal Agency (URA).

The City Council held several work sessions to consider possible improvements within the Town Center. On January 28, 2019, Council considered the Urban Renewal Plan strategic outlook and discussed possible short-term project priorities. One short-term priority discussed was streetscape improvements within the Town Center including public art, festival street design, parklet pilot project, wayfinding improvements, and street tree replacement and planting.

Under state law (ORS Chapter 457) an urban renewal agency must determine the scope of type of projects that are appropriate to include in the urban renewal plan that will be financed with tax increment funds. In addition, ORS Chapter 457 also requires the urban renewal plan include:

- A description of each project;
- Cost of each project and the source of revenue to pay such cost; and

- Anticipated completion date of each project.

Since the Forest Grove Urban Renewal Plan does not specifically identify streetscape improvements as a project in the plan, the Board must consider and approve a resolution amending the Urban Renewal Plan to include the project and address the ORS 457 requirements. The attached resolution and Exhibit A address these requirements.

The Urban Renewal Plan authorizes several types of amendments:

- Substantial Amendments;
- Major Amendments; and
- Minor Amendments.

Substantial amendments involve adding land to the urban renewal boundary in excess of 1% of the existing plan area. Substantial amendments also involve adding a project that exceeds \$500,000 in project cost. Substantial amendments also include increasing the maximum amount of debt the Agency may issue and extending the term of the urban renewal plan. Substantial amendments must be adopted in the same manner as the original Plan including review and recommendation by the Planning Commission and consultation with each taxing district affected by the urban renewal plan. Adding the streetscape improvement project to the Plan is not a substantial amendment to the plan as described in Resolution Exhibit A.

Major amendments include identification of property for an infrastructure project requiring the use of eminent domain. This is the only use of eminent domain authorized by the Plan. The Plan requires that major amendments be approved by City Council by adoption of an ordinance. Since adding the streetscape improvement project will not involve eminent domain it is not a major plan amendment.

Minor amendments include those which are not substantial or major amendments. Since adding the streetscape improvement project is neither a substantial or major amendment it is classified as a minor amendment. The Plan states that minor amendments shall be approved by resolution of the urban renewal agency Board of Directors.

The Resolution provides a description of the proposed streetscape improvement project. The description is intended to be general to allow flexibility but detailed enough to determine financial feasibility. The project description identifies a range of streetscape improvements in the Town Center including purchase and installation of public art, construction of parklets, festival street design, street tree planting and replacement and general wayfinding improvements. The description also addresses the project's benefit to the urban renewal plan and potential impact on blight.

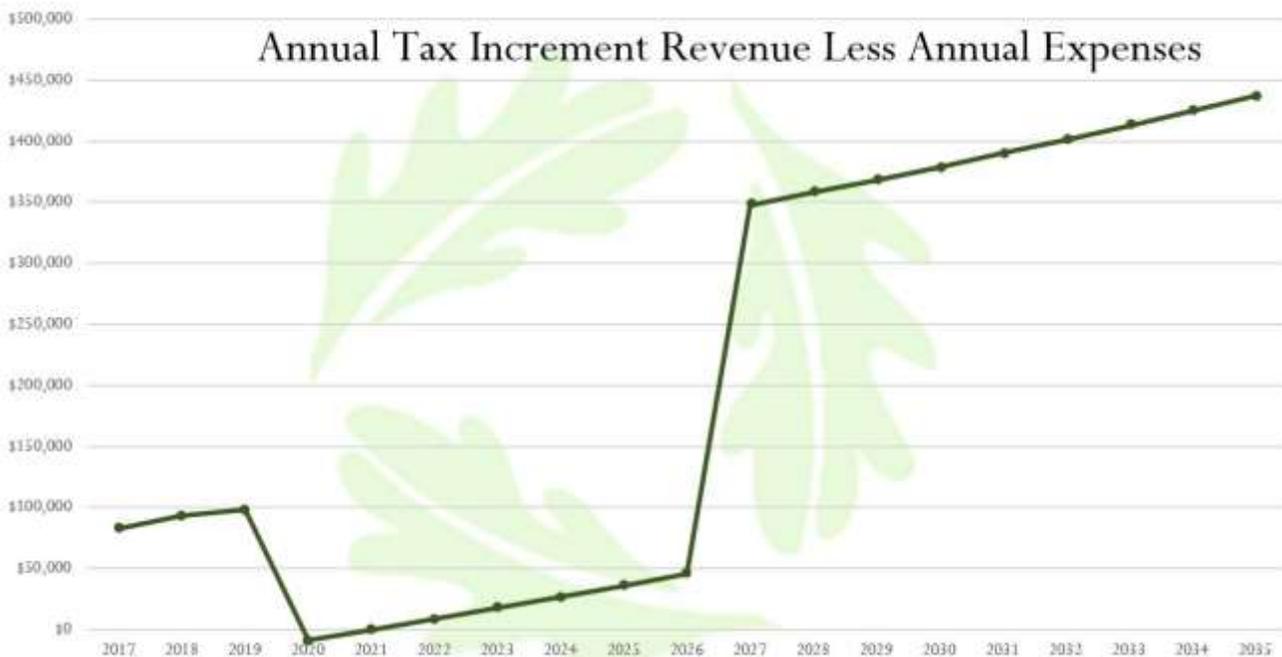
**FISCAL IMPACT:**

Finding of economic feasibility estimated tax increment revenue. Adding the project will change maximum indebtedness authorized by the Plan. The streetscape project is capped at \$225,000. A breakdown of project elements and costs is provided below.

Streetscape Element	Amount
Public Art Program	\$100,000
Festival Street Design	\$50,000
Parklet Pilot Project	\$10,000
Wayfinding	\$50,000
Street Tree Replacement and Planting	\$20,000
<b>TOTAL</b>	<b>\$230,000</b>

A future plan amendment will be necessary to exceed the project amount identified above. The amount above does not include construction of the festival street.

The streetscape improvement project is estimated to cost \$230,000. The project is deemed financially feasible under the Plan’s maximum indebtedness of \$15,000,000 and estimated cash flow. The figure below shows estimated annual tax increment revenue less expenses over the duration of the Plan.



**STAFF RECOMMENDATION:** Staff recommends the Board approve the attached resolution adopting a minor amendment to the Forest Grove Urban Renewal Plan to include a streetscape improvement project with an estimated cost of \$230,000.

**ATTACHMENT(s):**

- A. Resolution Amending the Forest Grove Urban Renewal Plan.
- B. Resolution Exhibit A