



**City of Forest Grove Urban Renewal Agency  
Parklet Pilot Program Grant Application**

To apply for the Parklet Pilot Program, please fill out the entire application and include the required supporting information listed in Proposal Checklist of the Program Guidelines.

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax Lot #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

*Taxes:* Have all City of Forest Grove taxes levied on the building and property described in this application been paid to date?

Yes  No  If no, please attach explanation.

*Business License:* Has the City of Forest Grove Business License been paid and current?

Yes  No  Business License No. \_\_\_\_\_

Is Applicant for Parklet Pilot Program:  
The Property Owner  The Tenant

**ALL PROJECTS PROPOSED BY TENANTS:**

*Proof of Ownership:* Please provide proof of ownership or written authorization to proceed with the project from the property owner.

- Provide a notarized Authorization of Work and Hold Harmless Agreement from the property owner (attached).

**PROJECT INFORMATION:**

Estimated Project Costs: \_\_\_\_\_ Grant Request: \_\_\_\_\_(see guidelines for maximum amount)

Describe the scope of work (use additional sheets as necessary). Attach any project costs estimates obtained.

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**PROCESS OF REVIEW:**

This application will be reviewed and evaluated by Urban Renewal Agency staff. Urban Renewal Agency staff will notify you in writing of the decision. If your grant is approved, you will receive a contract outlining the roles and responsibilities of the applicant and the urban renewal agency. You will not be reimbursed for any work that commences or is completed prior to the date of the contract.

**CERTIFICATION BY APPLICANT:**

The applicant certifies that all information provided in this application given is true and complete to the best of the applicant's knowledge. If the applicant is not the owner of the property, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Application To:**

Bryan Pohl  
Community Development Director  
City of Forest Grove  
1924 Council Street  
P.O. Box 326  
Forest Grove, Oregon 97116  
Phone: (503) 992-3224  
Fax: (503) 992-3202  
Email: bpohl@forestgrove-or.gov



OWNER AUTHORIZATION FOR TENANT TO CARRY OUT STOREFRONT IMPROVEMENT AND/OR REHABILITATION PROJECT (required for tenant applicants)

I, (property owner name) hereby authorize (tenant name) to carry out improvements as specified in the accompanying Parklet Pilot Project Application, adjacent to my property located at (address), which is within the City of Forest Grove Town Center.

Property Owner Signature

Date

Property Owner Printed Name

Property Owner's Address

HOLD HARMLESS AGREEMENT (required for all applicants)

I agree to hold harmless the City of Forest Grove in the event of property damage or physical injury as a result of working on the aforementioned project.

Property Owner Signature

Date

Property Owner Printed Name

Property Owner Daytime Contact

State of OREGON

County of

Signed or attested before me on this day of, 20

By [name(s) of individual(s)]

Notary Public - State of Oregon

My Commission Expires:



**Parklet Pilot Program Guidelines**

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**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 attract 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, the URA will reimburse up to \$2,500 for a private parklet and up to \$5,000 for a public parklet, not to exceed \$10,000 total for the overall program.

- 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.

## **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 and must be installed no later than May 1, 2020. They 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 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  
beginning May 24, 2019:**

- Application form
- Parklet design and location materials (See Appendix A)
- 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.