



## Community Development Committee Meeting

Via [Zoom Meeting](#)

June 11, 2020, 6:00 pm

### Agenda

1. Stanwood City Beautification Action Program
  - a. Pilot Parklet Program



City of Stanwood  
10220-270<sup>TH</sup> Street NW  
Stanwood, WA 98292

# MEMORANDUM

---

**DATE:** June 11, 2020

**TO:** Stanwood Community Development Committee

**FROM:** Patricia Love, Community Development Director

**REGARDING:** Stanwood City Beautification Action Program

**ATTACHMENTS:** A. City Beautification Program  
B. MTSC Article on use of ROW  
C. Pilot Parklet Program Guide Book

---

The City of Stanwood is the commercial and cultural center of the greater Stanwood / Camano and the northern Snohomish County region. It is the desire of the City to preserve the community's historic rural, small town character while promoting the regions as a wholesome place to live, work, shop and play.

Over the last 10 years the City has developed an economic development strategy to promote the vitality of Stanwood's business districts and neighborhoods. A substantial amount of community volunteer hours went into crafting a vision for Stanwood's future.

Following the guidance laid out in these plans, the City is moving forward with an action plan referred to as the Stanwood City Beautification Action Program. It consists of 5 key program elements:

- Gateway Signage and Landscaping
- Main Street Revitalization
- Downtown Gateway Features
- SR 532 Beautification
- Wayfinding Signage

**City of Stanwood  
Economic  
Development  
Strategy**

**2010  
Economic Development  
Action Plan**

**2012  
SDAT: Destiny by Design**

**2015  
Downtown Subarea Plan**

These five components generally consist of the following work elements:

**Gateway Signage:** Create gateway signage based off of the historic “Velkommen” sign, with a connection to the Snow Goose wayfinding signage, at the entrances to the City on SR 532: Camano Island and Snohomish County. Gateway signage should include local community service group logos such as Kiwanis, Rotary, Lions, and American Legion.

**Wayfinding Signage:** Continue implementation of the Snow Goose wayfinding signage program. Phase 1 was completed in 2013 along SR 532 and Pioneer Highway. Phase 2 along 271<sup>st</sup> Street and Phase 3 in the Hill Top area were identified as future wayfinding areas directing traffic to local businesses. Part of the wayfinding program should include options for event advertising at predetermined locations. Beautification of the signage should include landscaping, trees and art that is appropriate for the various wayfinding signage options.

**SR 532 Beautification:** Improve the aesthetic quality of the SR 532 right-of-way within the City limits. SR 532 is the main road connecting residents to each end of town and portrays the first impression of the City to tourists coming into town. Envisioned beautification efforts include: colorful street trees at key nodes / intersections, street trees or colorful shrubbery in the landscape islands / parkways sections of SR 532, and/or light pole banners.

**City Streetscape Beautification:** Improve the aesthetic quality of the City’s local streets and create a gateway into the downtown shopping districts. Neighborhoods would be encouraged to celebrate their uniqueness by: installing street trees, flower baskets, or flower pots; painting murals which depict local history or community character; installing mini library boxes; installing etched rocks; or other similar public improvements which enhance the visual appearance of the streetscape.

Another element of the Streetscape Beautification element is the Main Street Revitalization project which consists of reconfiguring 271<sup>st</sup> Street to create a pedestrian friendly street that includes wide walkable sidewalks, allows for community festivals, connects the east and west business districts and promotes the concept of buying local. Project elements include reconfiguring 271<sup>st</sup> Street travel lanes, building wider sidewalks and plaza areas, building park areas, installing street trees and planter boxes.

**Gateway Features:** Gateway features should be used to signify special places such as city entrances, shopping districts, or roundabouts. They should be used sparingly to identify places as special. Features could include gateway arches and/or art sculptures.

Attached is a presentation that was provided to the Economic Development Board on Friday, May 29<sup>th</sup> and the Planning Commission on June 8<sup>th</sup>.

Also attached is a Pilot Parklet Program Guidebook which is intended to provide an economic revitalization “kick-start” to businesses in the two historic downtown districts following the COVID-19 shutdown.

# ATTACHMENT A

## City of Stanwood, Washington City Beautification Action Program

Planning Commission – June 8, 2020

Community Development Committee – June 11, 2020



## Vision

The City of Stanwood is the commercial and cultural center of the greater Stanwood / Camano region.

It is the desire of the City to preserve the community's historic rural, small town character while promoting the regions as a family friendly place to live, work and play.

The City Beautification project will celebrate the beauty of the area and promote the concept of buying local.

# Adopted Plans: Action Strategies

| Economic Development<br>Action Plan - 2010                                                                                                                                                                                                                                                                           | SDAT: Destiny by Design<br>– July 2012                                                                                                                                                                                                        | Downtown Subarea Plan –<br>Appendix to 2015 Comp<br>Plan                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Engage and Organize Downtown Stakeholders</b></p> <p><b>Invest in Downtown Beautification</b></p> <p><b>Build on Stanwood Station as a Focal Point for Downtown Revitalization</b></p> <p><b>Connect the Eastern and Western Nodes of Downtown</b></p> <p><b>Demarcate Downtown and Make it Accessible</b></p> | <p><b>Water Management and Flooding Mitigation</b></p> <p><b>Downtown &amp; Village Revitalization</b></p> <p><b>Economic Development Strategies</b></p> <p><b>Sustainable Urban Design</b></p> <p><b>Transportation and Connectivity</b></p> | <p><b>Promote Downtown as the heart and core of the community</b></p> <p><b>Recognize and Designate East and West Districts as the Historic Downtown</b></p> <p><b>Unify Downtown</b></p> |

## 5 Program Components

- Gateway Signage & Landscaping
- Main Street Revitalization
- Gateway Features
- SR 532 Beautification
- Wayfinding Signage

**Moving Beyond Planning  
and into Implementation**

***Identify Projects***

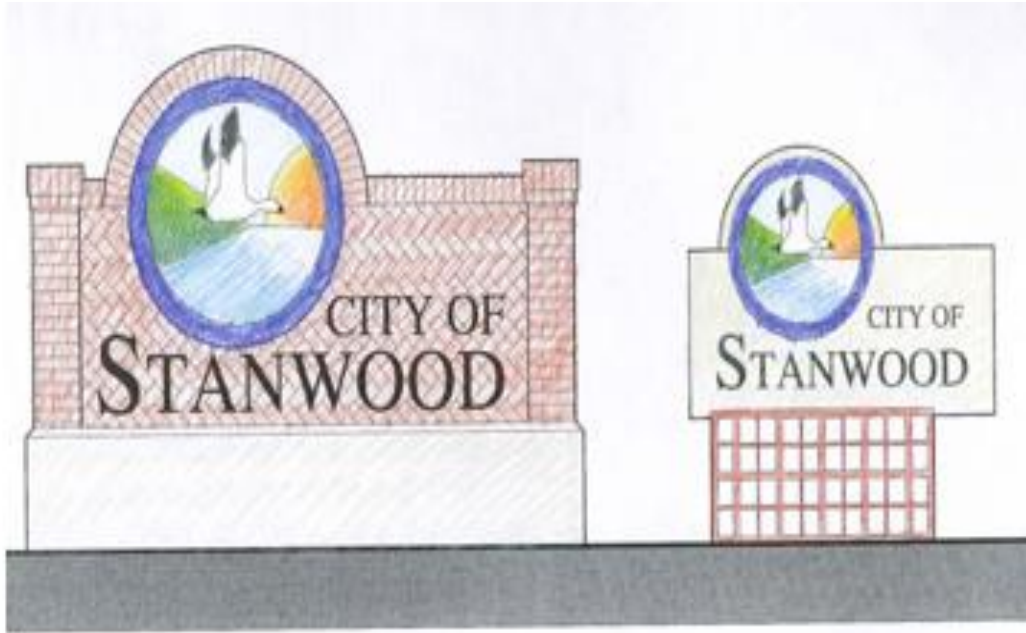
***Prioritize Projects***

***Adopt 6-Yr Budget***

***Design Projects***

***Construct Projects***

# Gateway Signage & Landscaping

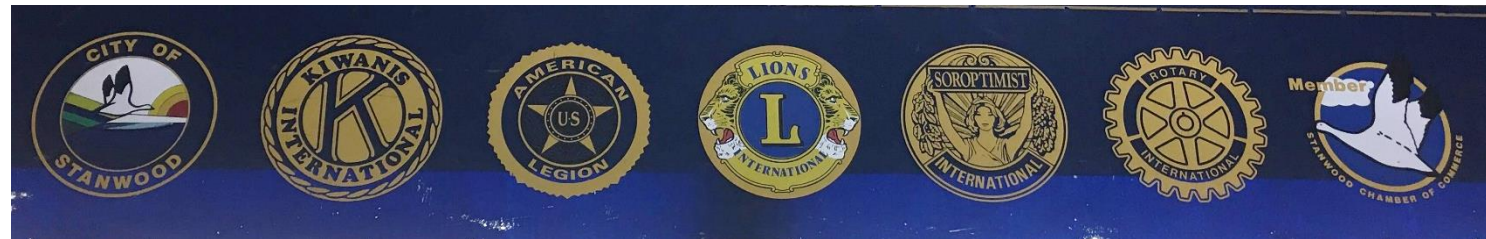


City Entrance Signs  
at Key Locations

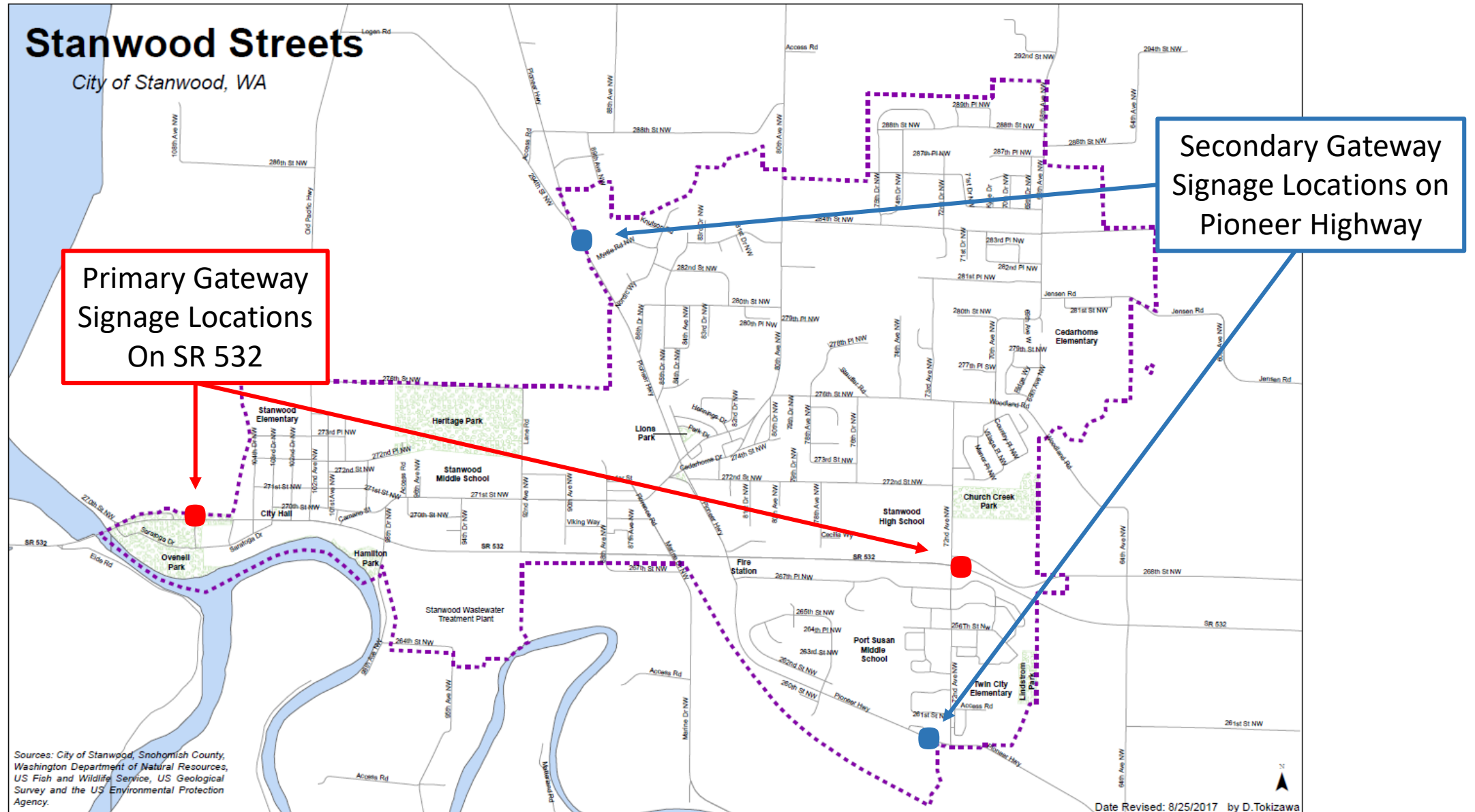
Use  
Historic  
“Velkommen”  
as  
Inspiration



Provide Logo Space for Community Organizations

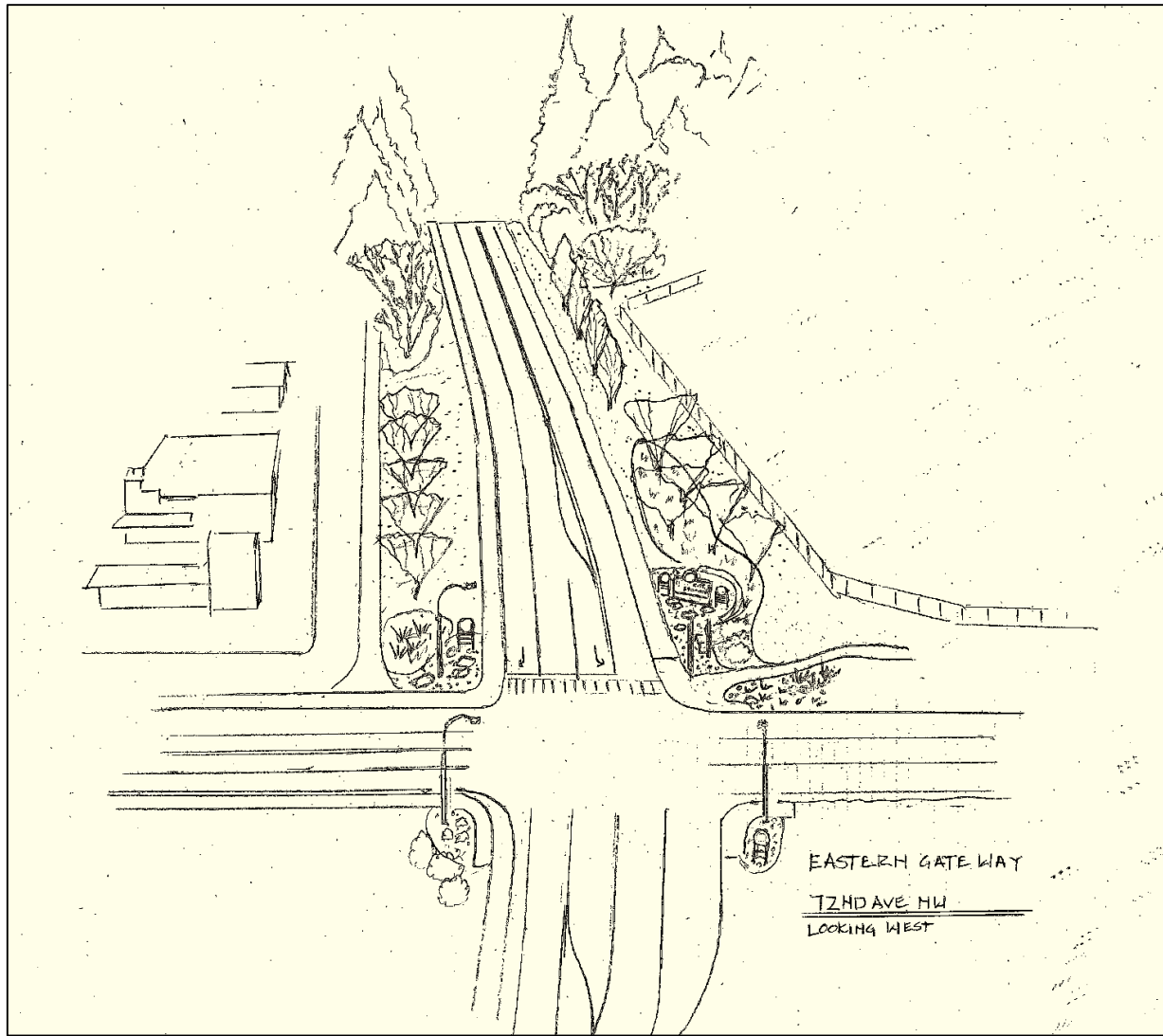


# Gateway Signage

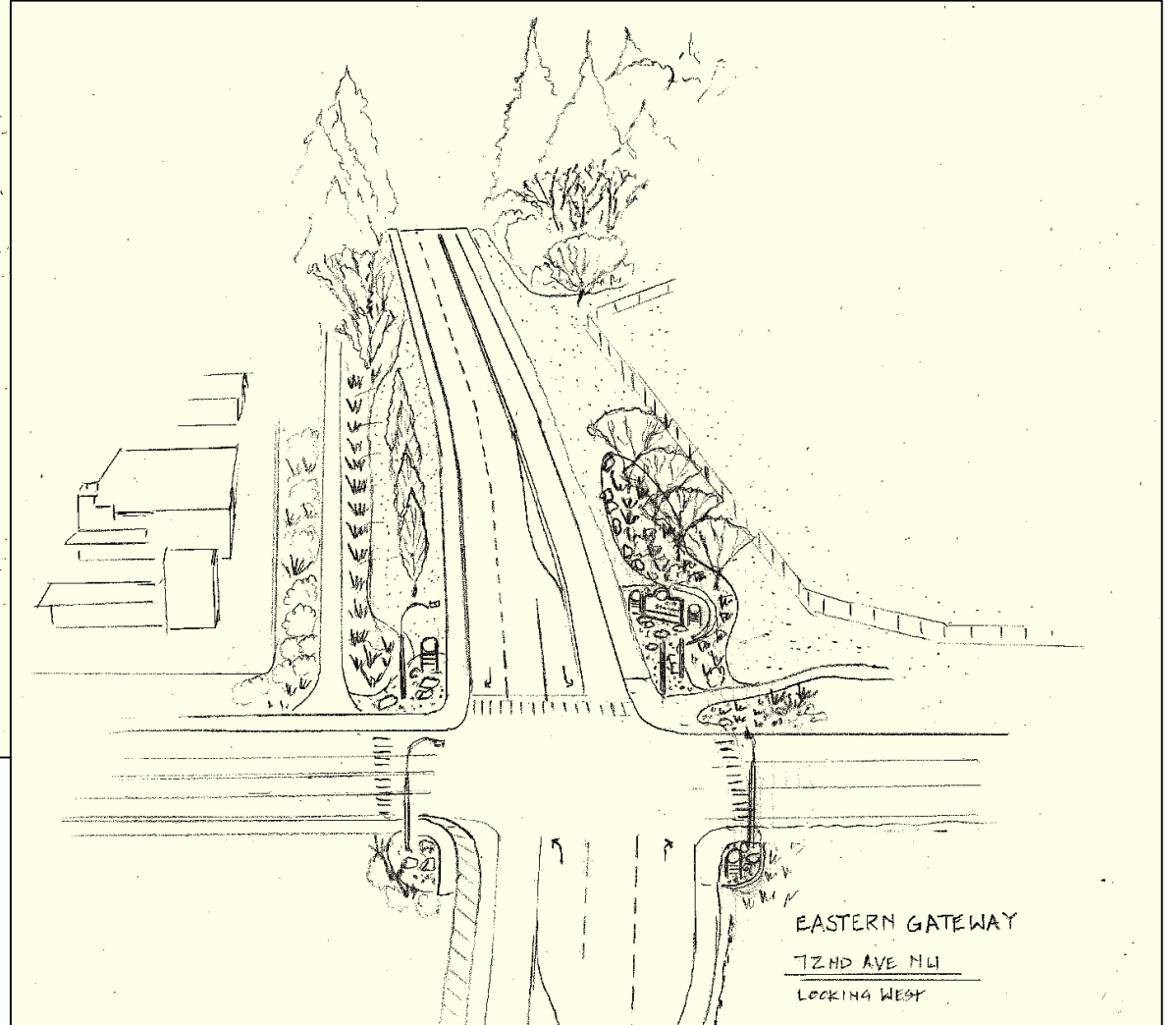


## Design Concepts: SR 532 Entry Locations

- City Welcome Signs
- Tree Lined Street
- Ground Covers with Seasonal Color



**SR 532 and 72<sup>nd</sup> Avenue**

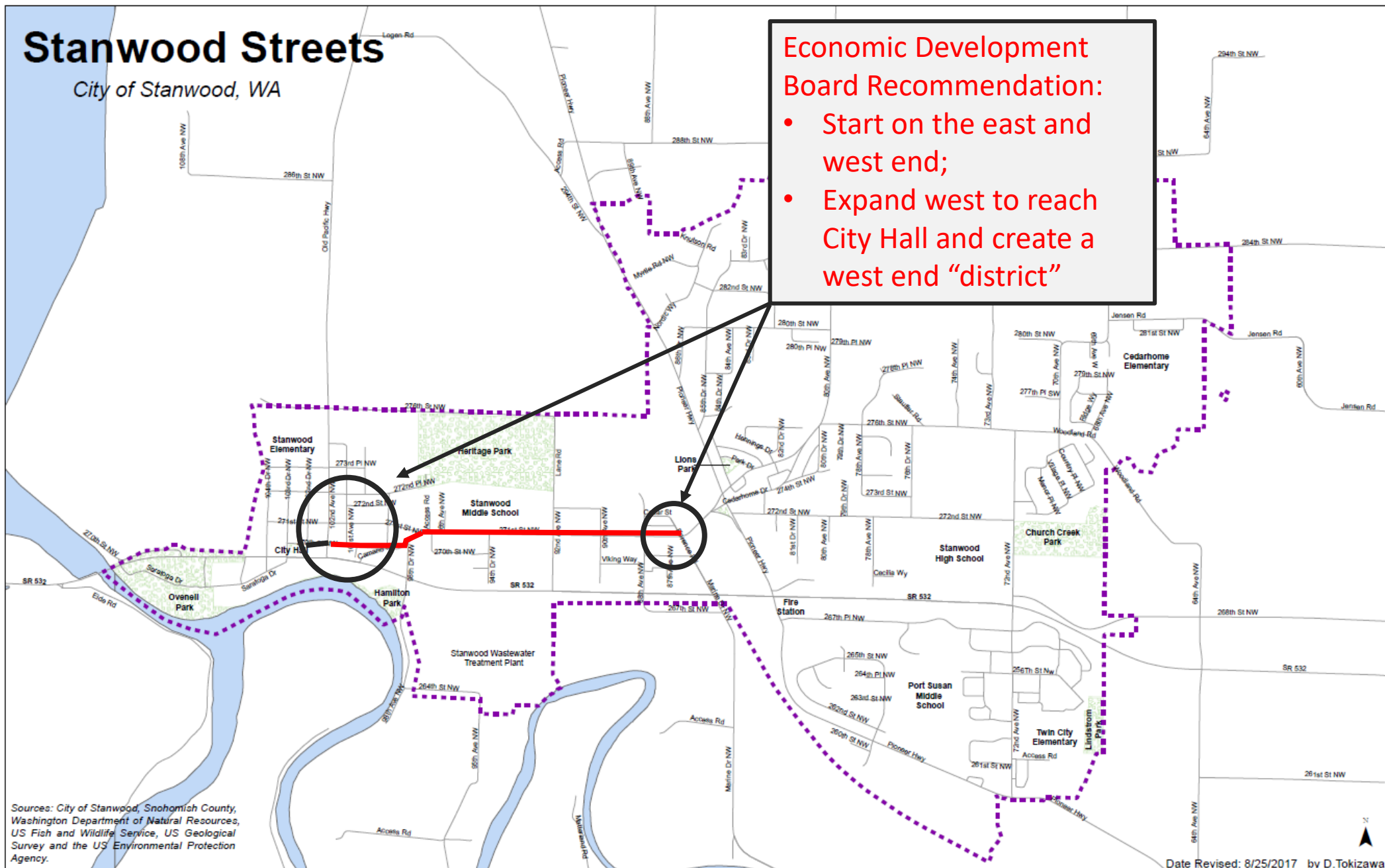


# Main Street Revitalization

## Project Concepts:

- Create a main street curb appeal with street trees, benches, flower baskets, painted murals, and / or street banners
- Consider “Road Diet” to encourage public use of the street
- Develop short term pilot and long range right-of-way use programs

# 271st Street Streetscape Improvement Ideas



# East End Shopping District

**Project Goal:** Pedestrian Friendly Plaza Space

## 271<sup>st</sup> Right-of-Way North to South:

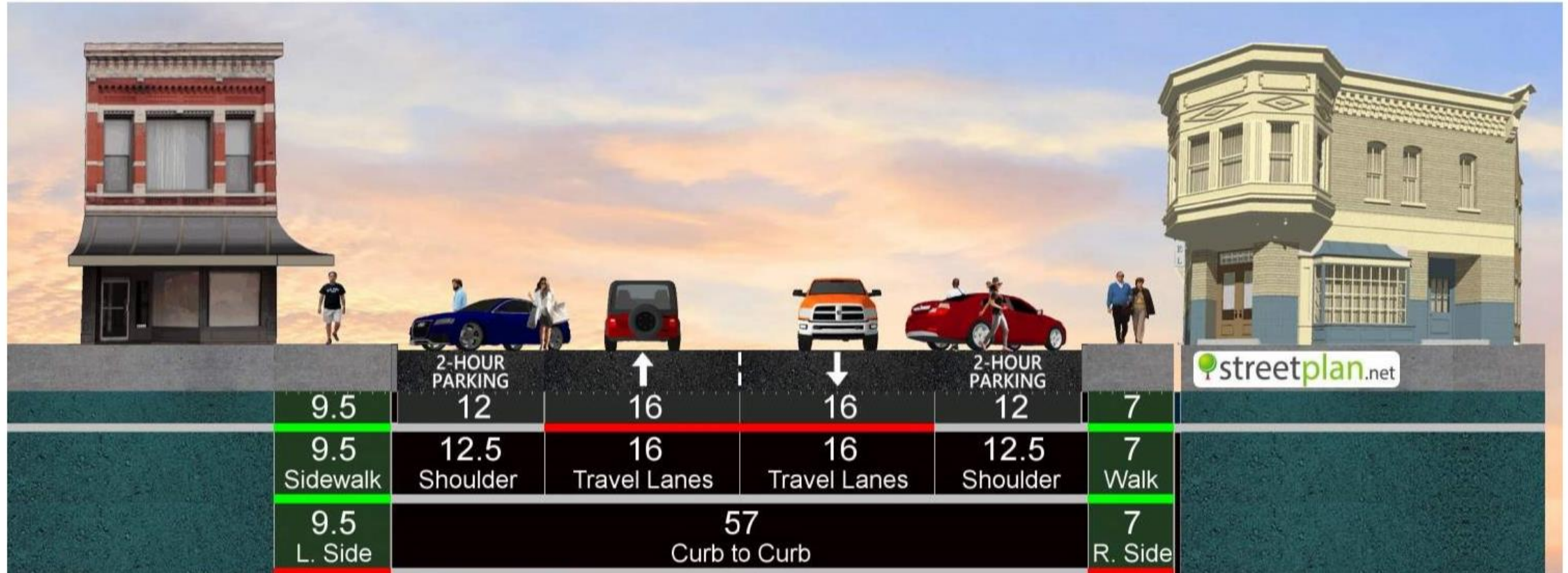
9.5' Sidewalk  
12' Angled Parking  
16' Travel Lane  
16' Travel Lane  
12' Angled Parking  
7' Sidewalk



# 271<sup>st</sup> Street – East End

## Existing Conditions

**271st** between 88th and Florence **Existing Conditions** Right-of-Way: 73.5' of 74'



# East End Design Options

## Pilot Program for Non-Motorized Use of the Right-of-Way

- Consider “Parklet” Design Where On-Street Parking Spaces are Turned into Public Use Spaces
- Restaurant Seating; Public Seating; Art Space

## Long Term

- Permanent Reconfiguration of Street to Create Public Space
- Public Plaza; Special Events; Concerts

# Pilot Program for Outdoor Café or Public Seating

Reclaim Portion of Parking For Pedestrian Use:

| Existing Use       | Parklet Concept     |
|--------------------|---------------------|
| 9.5' Sidewalk      | 9.5' Sidewalk       |
| 12' Angled Parking | 8' Parklet          |
| 16' Travel Lane    | 8' Parallel Parking |
| 16' Travel Lane    | 12' Travel Lane     |
| 12' Angled Parking | 12' Travel Lane     |
| <u>7'</u> Sidewalk | 8' Parklet          |
| 72.5' Usable ROW   | 8' Parallel Parking |
|                    | <u>7'</u> Sidewalk  |
|                    | 72.5' Usable ROW    |

Design, Construction and Maintenance of Parklet is the Responsibility of the Business Owner



# Parklet Design & Location Considerations

- Impact on Adjacent Businesses
- Wheel Stops or Other Form of Vehicle Barriers
- Separation from Passing Vehicles
- Accessibility - Extension of the Public Sidewalks
- Unrestricted Drainage Flow
- Unrestricted Access to Fire Hydrants
- Maintenance
- Trash Collection
- Aesthetics & Amenities
- Fabrication and Installation

**Concept Supported  
By the Economic Development  
Board – May 28, 2020**





169 Parking Spaces:  
117 Rear Parking Lot  
52 Main Street (271 Street)

Parking Impacts of “Parklets”  
52 Stalls Along 271<sup>st</sup> Street  
Parallel Stall Length: 20’

Assume Maximum Use:  
Parallel Stalls Remove 12-18 Stalls

Reality: Mix of Angled and Parallel Stalls

# Permanent Street Reconfiguration Options

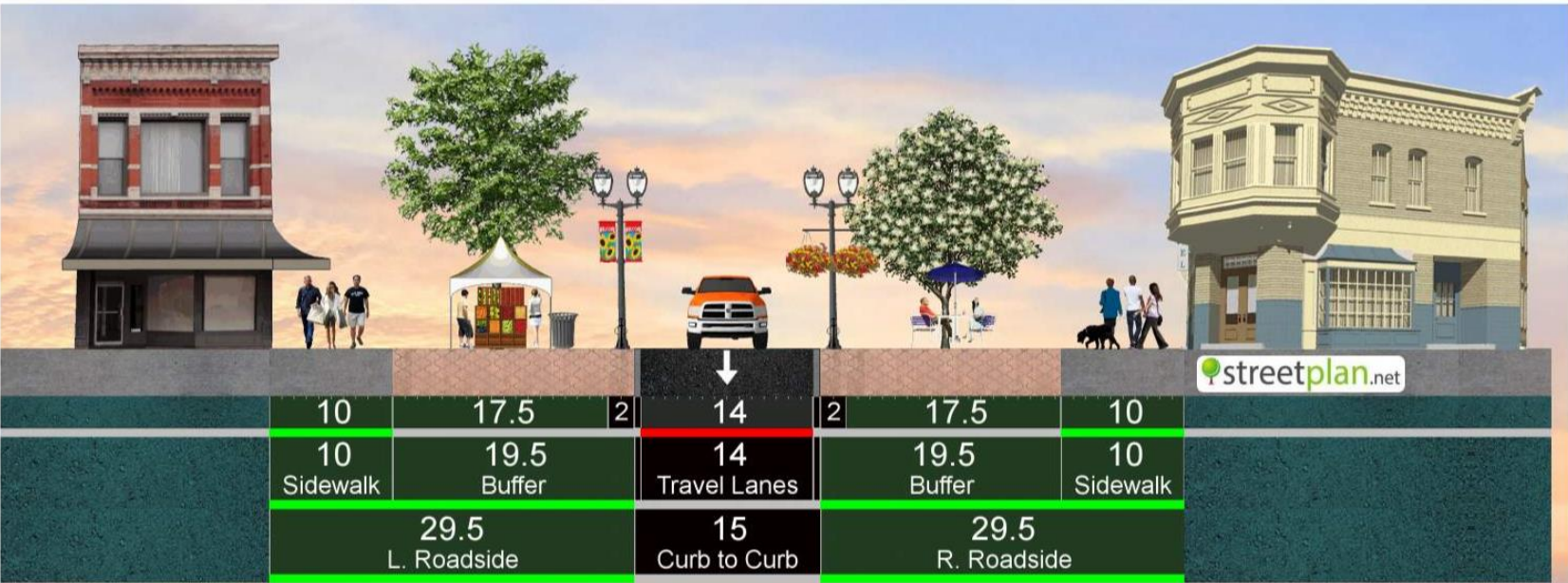
Three General Concepts to Initiate Conversations:

1. Create a One-Way Street Through the Center of the Road to Create Wide Pedestrian Friendly Sidewalks, Outdoor Seating, and Areas for Art
2. Create a One-Way Off-Set Street to Create Public Plaza Areas for Public Gathering, Outdoor Seating, Art
3. Close the Street Entirely to Create a Large Public Plaza Area for Public Gatherings, Special Events, Concerts, Festivals

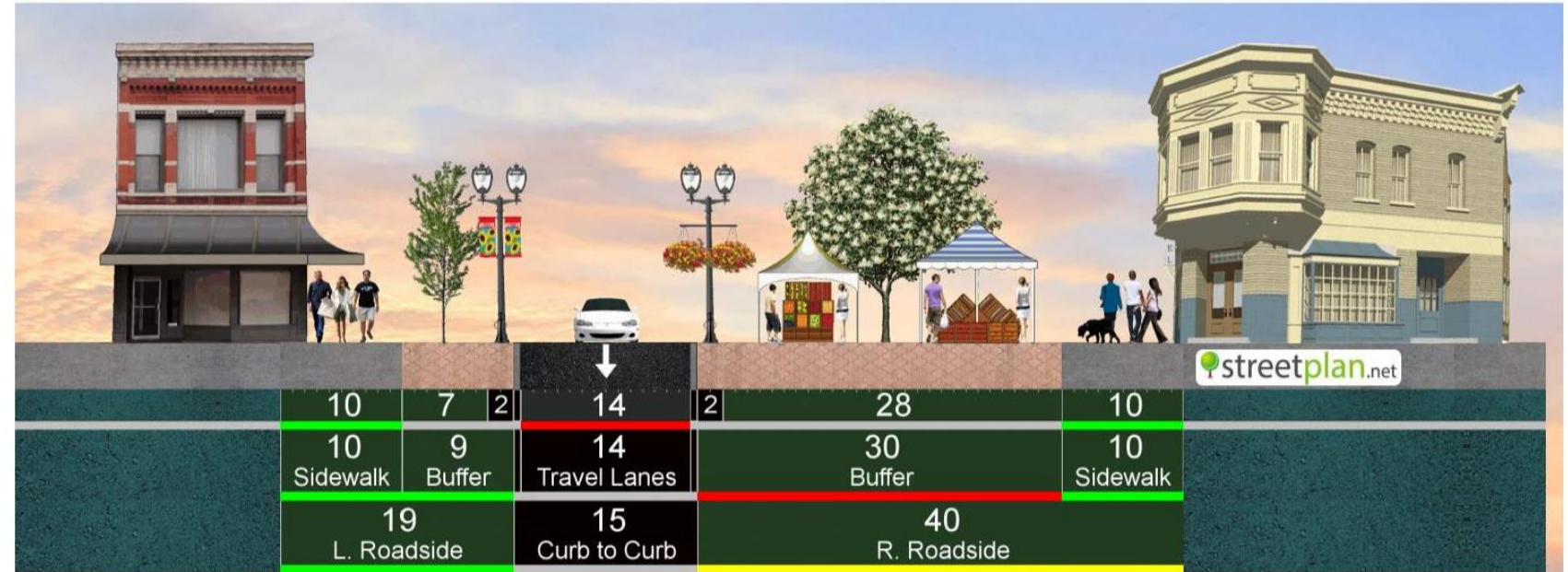
**271<sup>st</sup> Street**  
**Option 1 Cross Section**  
**Single – One Way Road**

**Potential  
One-Way Street  
With  
Open Plaza**

271<sup>st</sup> between 88th and Florence One Way Alt 1 Right-of-Way: 74' of 74'



# 271<sup>st</sup> Street Option 2 Cross Section Off-Set Single Curved Street - One Way Road



## Potential One-Way Street With Curved Road and Open Plaza

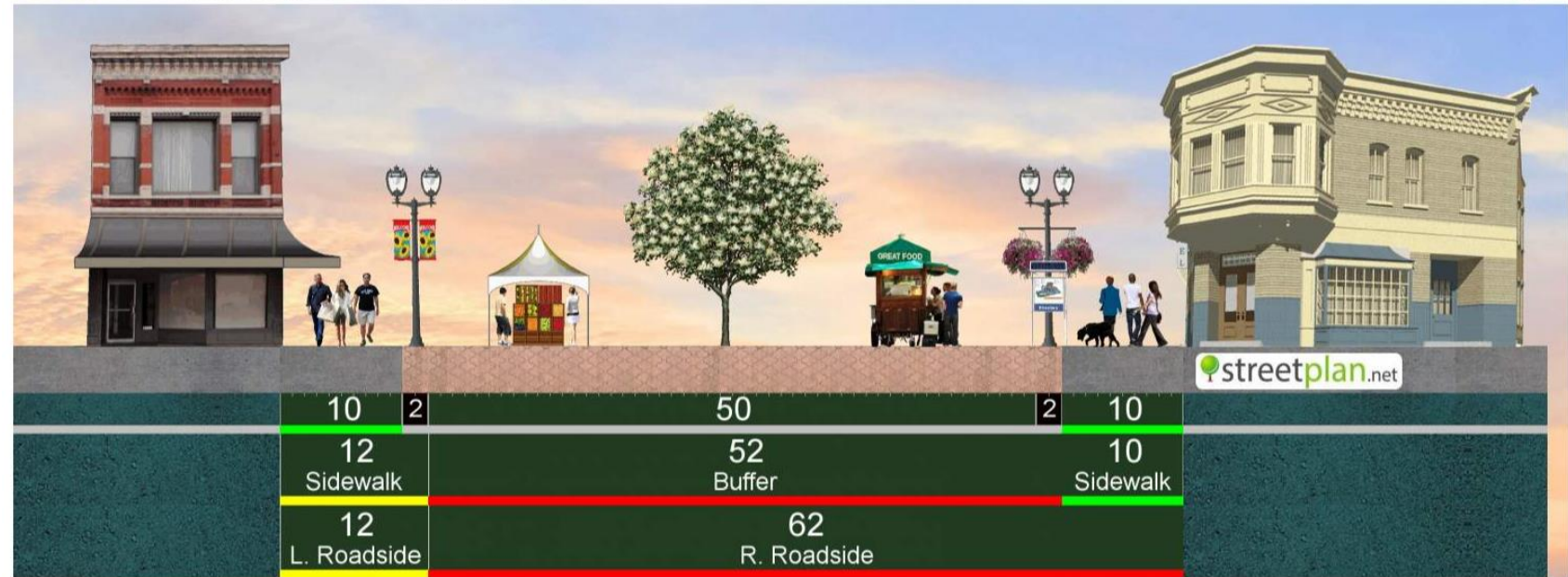


# 271<sup>st</sup> Street Option 3 Cross Section Partial Road Closure

## Potential Partial Road Closure With Open Plaza

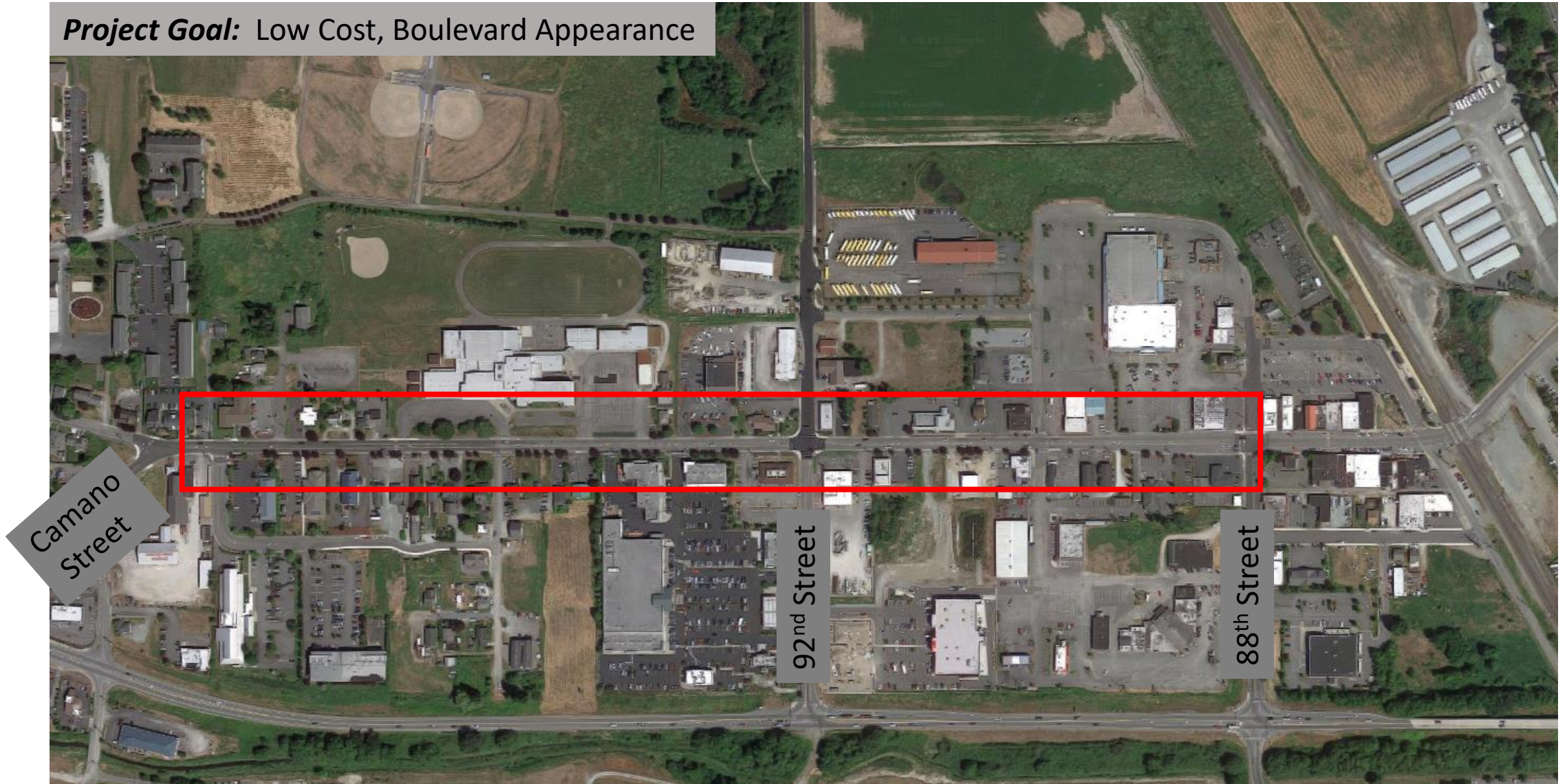
- Preferred Option of the  
Economic Development Board:
- With Removable Bollards so  
the Street Can Accommodate  
Vehicles if/when Needed

271st between 88th and Florence plaza Alt 3 Right-of-Way: 74' of 74'



# Connect Center District - Street Design Concepts

**Project Goal:** Low Cost, Boulevard Appearance



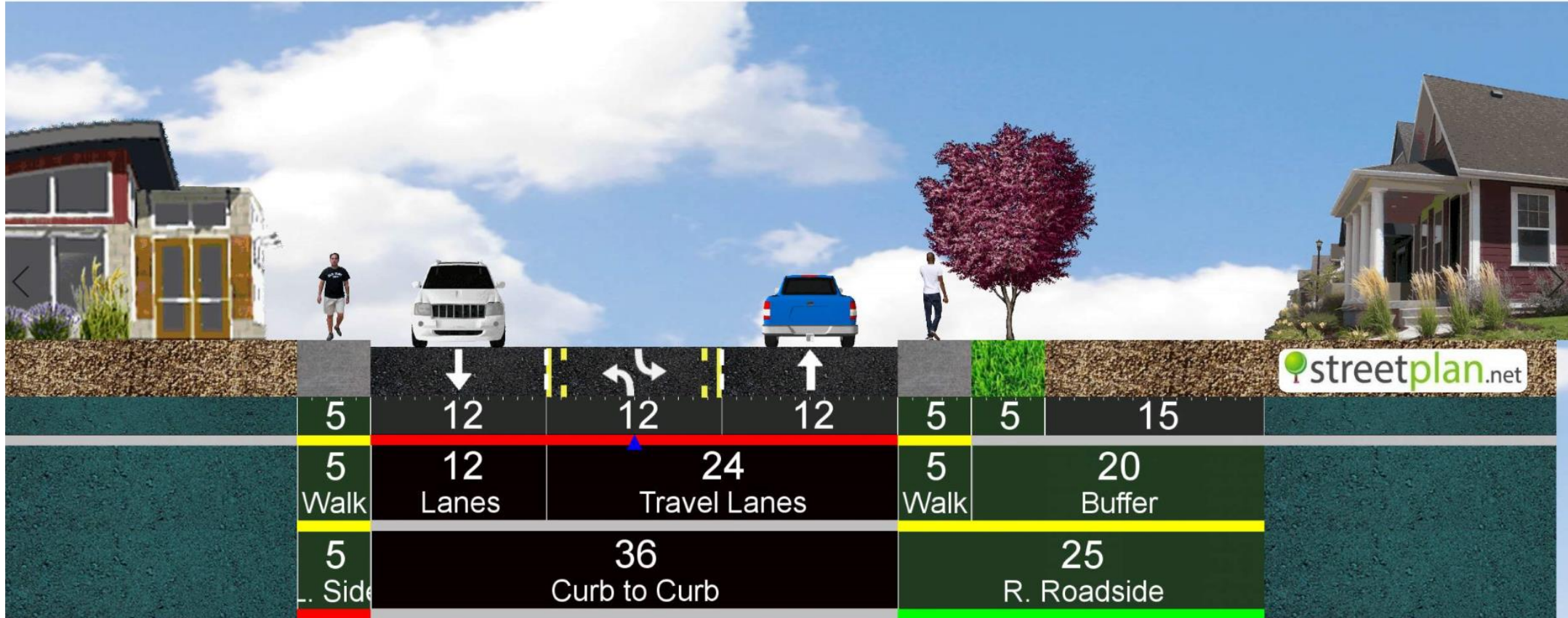
# 271<sup>st</sup> Street ROW – Existing Conditions

Center District

between 88th and Camano

Existing Conditions

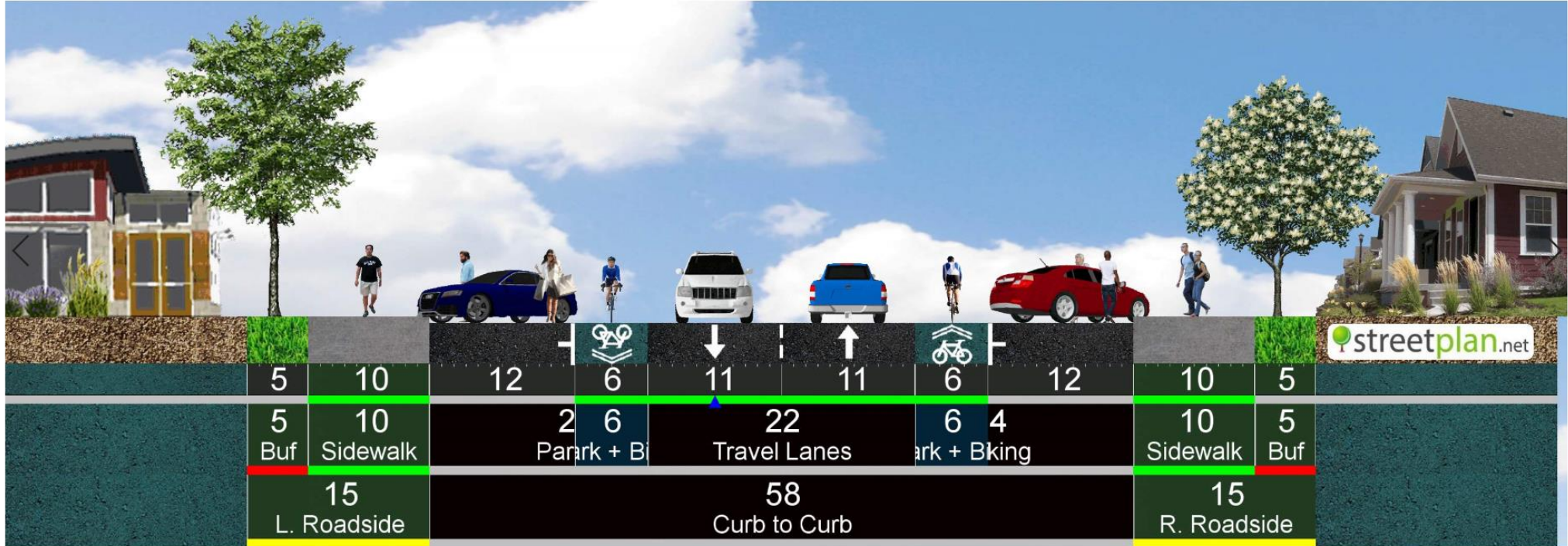
Right-of-Way: 66' of 66'



ROW Varies: 60 – 66'; Significant Amount of Unused ROW On South Side of Road

# Center District Street Option – Complete Street Concept

Center District between 88th and Camano complete street Right-of-Way: 88' of 88'



Too Expensive

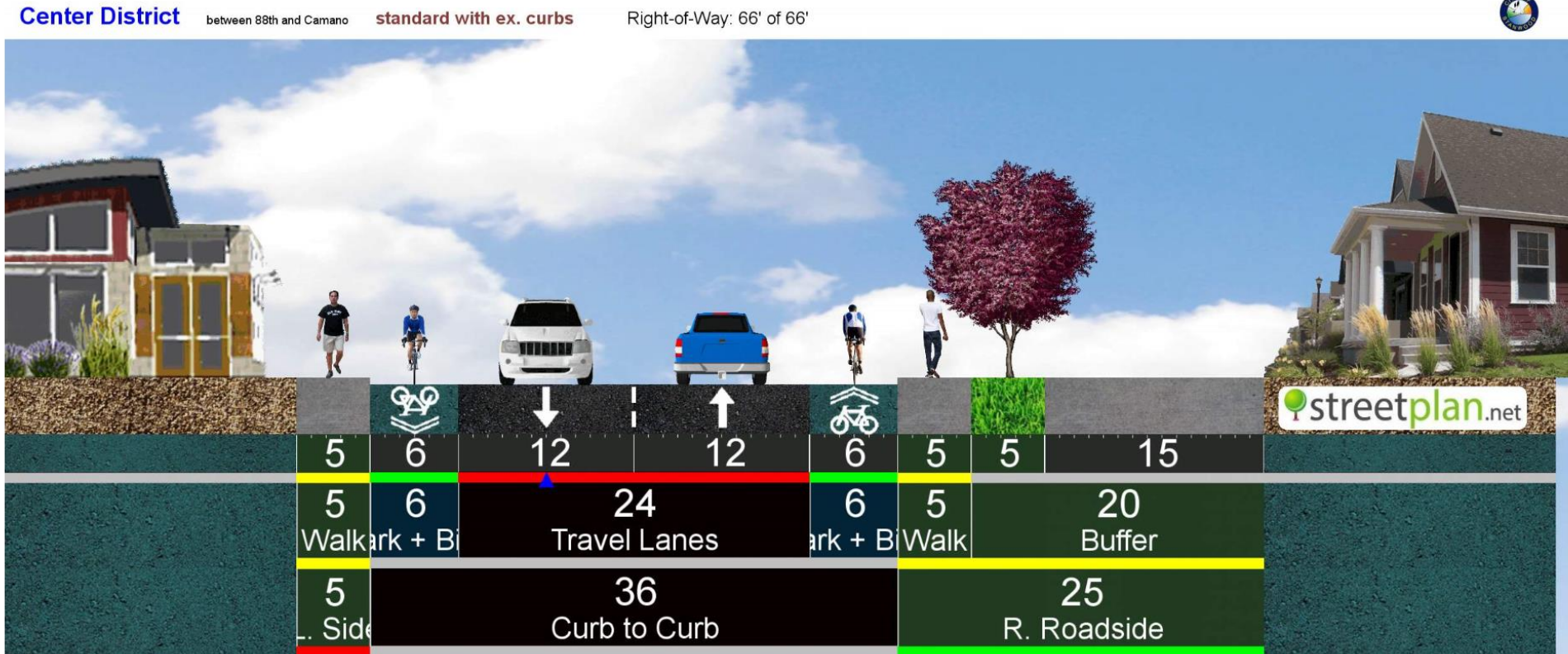
**Concept:** Mix of Downtown Subarea Plan and Non-Motorized Plan

**Cost:** \$\$\$

**Implementation Requirements:** ROW Acquisition, Sidewalk Construction, Paint, Infill Street Trees (Behind Sidewalks)

# Center District Street Option – Standard Street

Possible Between  
Camano Street and 90<sup>th</sup>  
Avenue



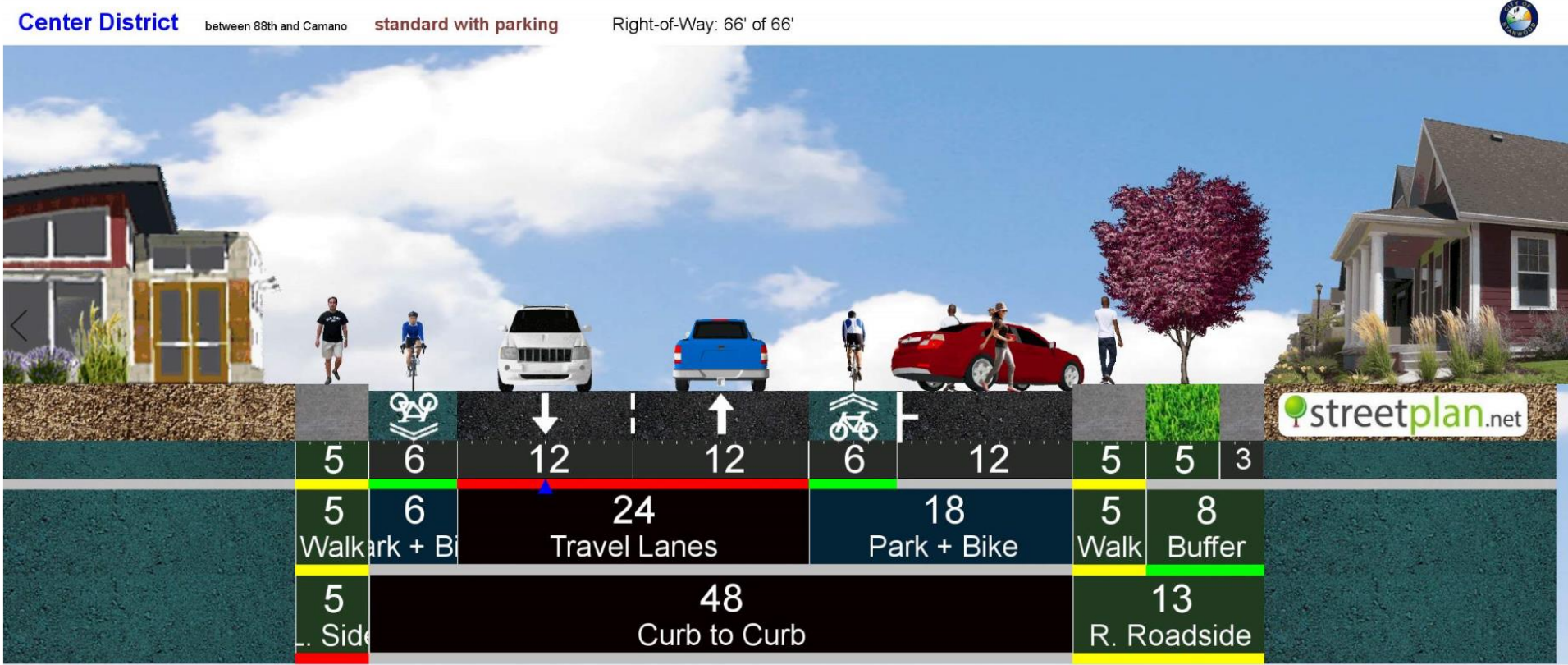
**Concept:** Follows Non-Motorized Plan by Providing Bike Lanes

**Cost:** \$

**Implementation Requirements:** Paint and Infill Street Trees (Behind Sidewalks)

# Center District Street Option – Standard Street w/ Parking

Possible Between  
Camano Street and 90<sup>th</sup>  
Avenue



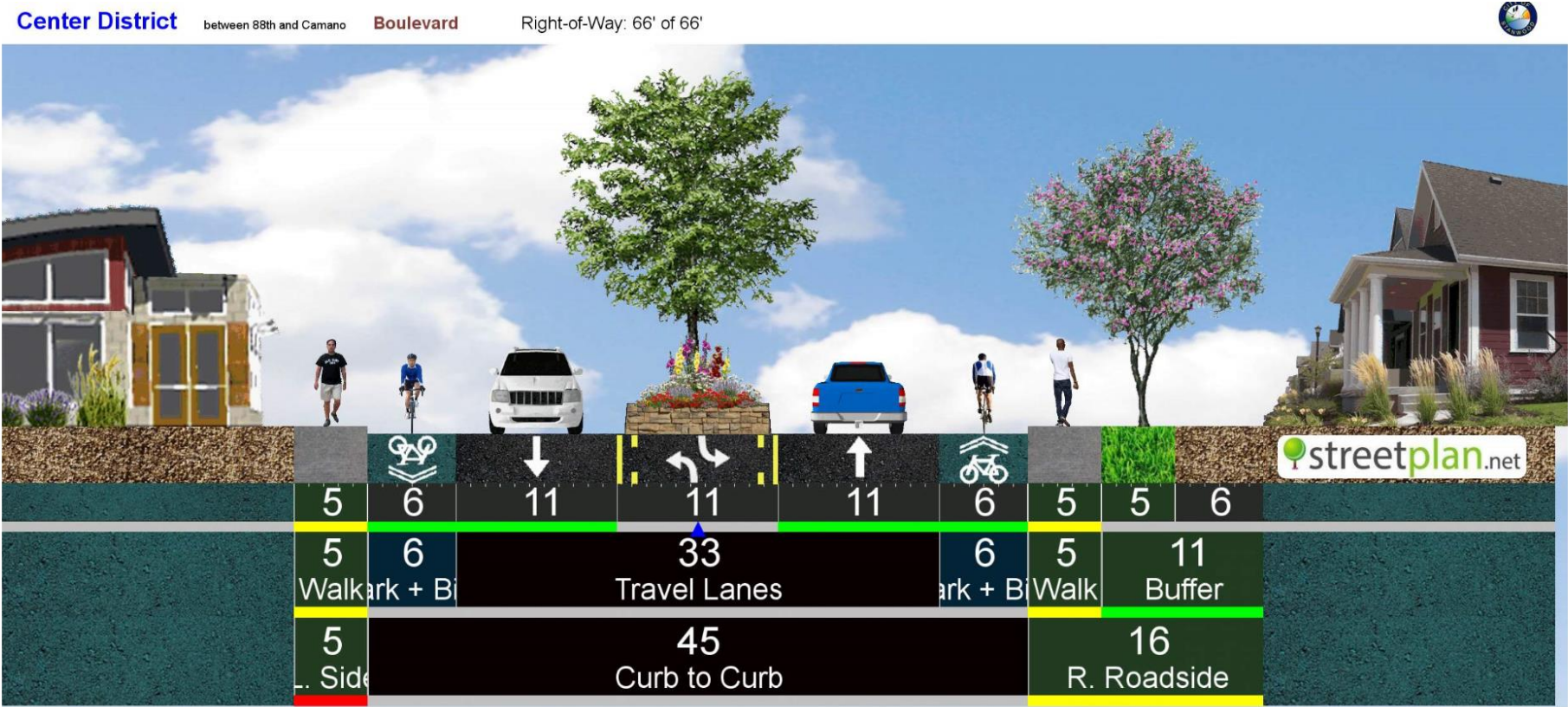
**Concept:** Hybrid of Downtown and Non Motorized Plan

**Cost:** \$\$

**Implementation Requirements:** Paint, Reconstruct South Side to Install Parking in Key Locations, and Infill Street Trees (Behind Sidewalks)

# Center District Street Options - Boulevard Concept

Possible Between 90<sup>th</sup>  
Avenue and 88<sup>th</sup> Avenue



**Concept:** Hybrid of Downtown Subarea Plan by Providing Landscaping & Bike Lanes  
Does Not Provide On-Street Parking

**Cost:** \$\$

**Implementation Requirements:** Paint, Infill Street Trees (Behind Sidewalks), Reconstruct Sidewalk on South Side and Construct Landscape Medians in Strategic Locations

# West End Design Options

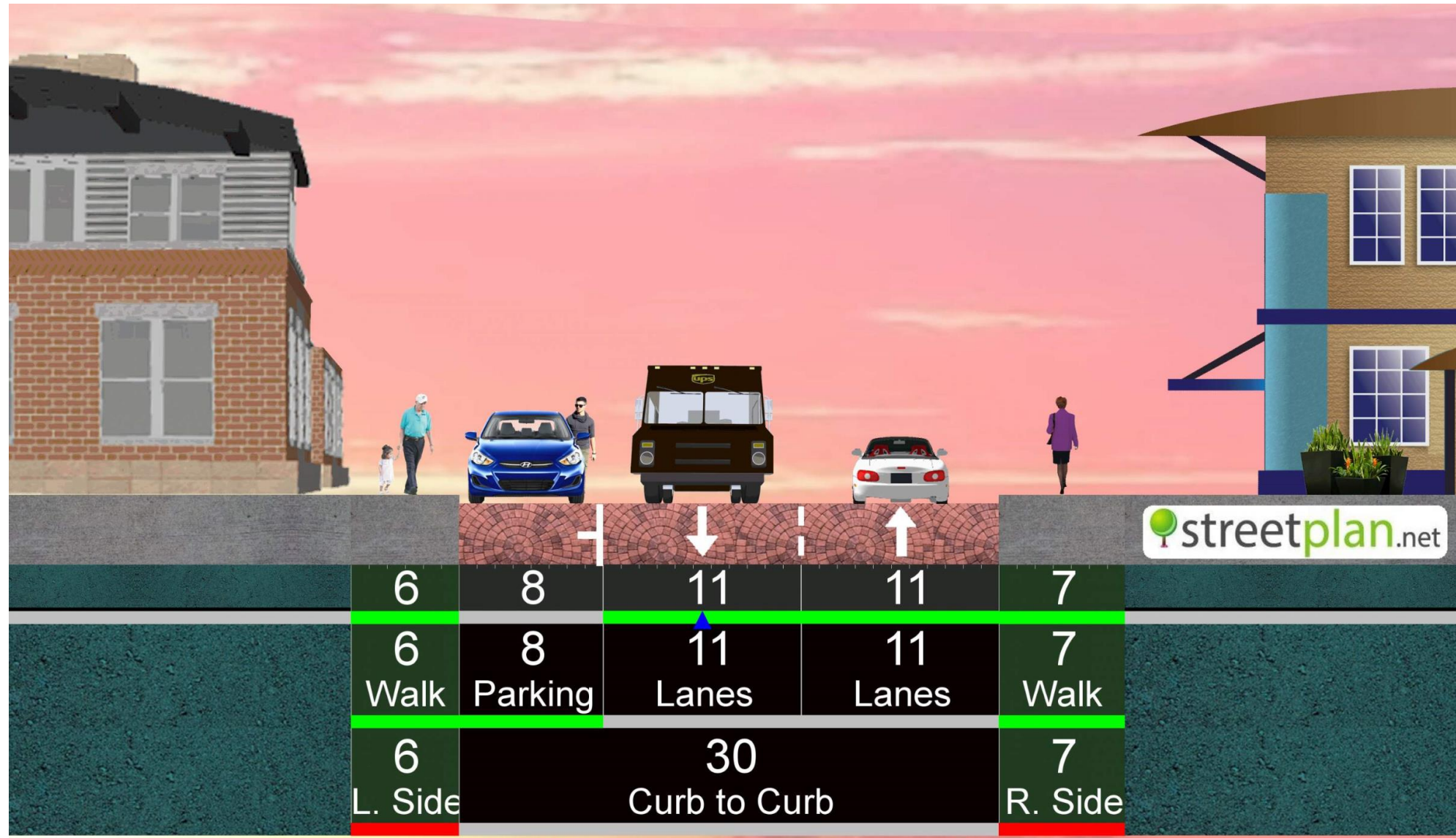
## Pilot Program for Non-Motorized Use of the Right-of-Way

- Reconfigure to One-Way to allow for “Parklet” Design Where On-Street Parking Spaces are Turned into Public Use Spaces
- Restaurant Seating; Public Seating; Art Space

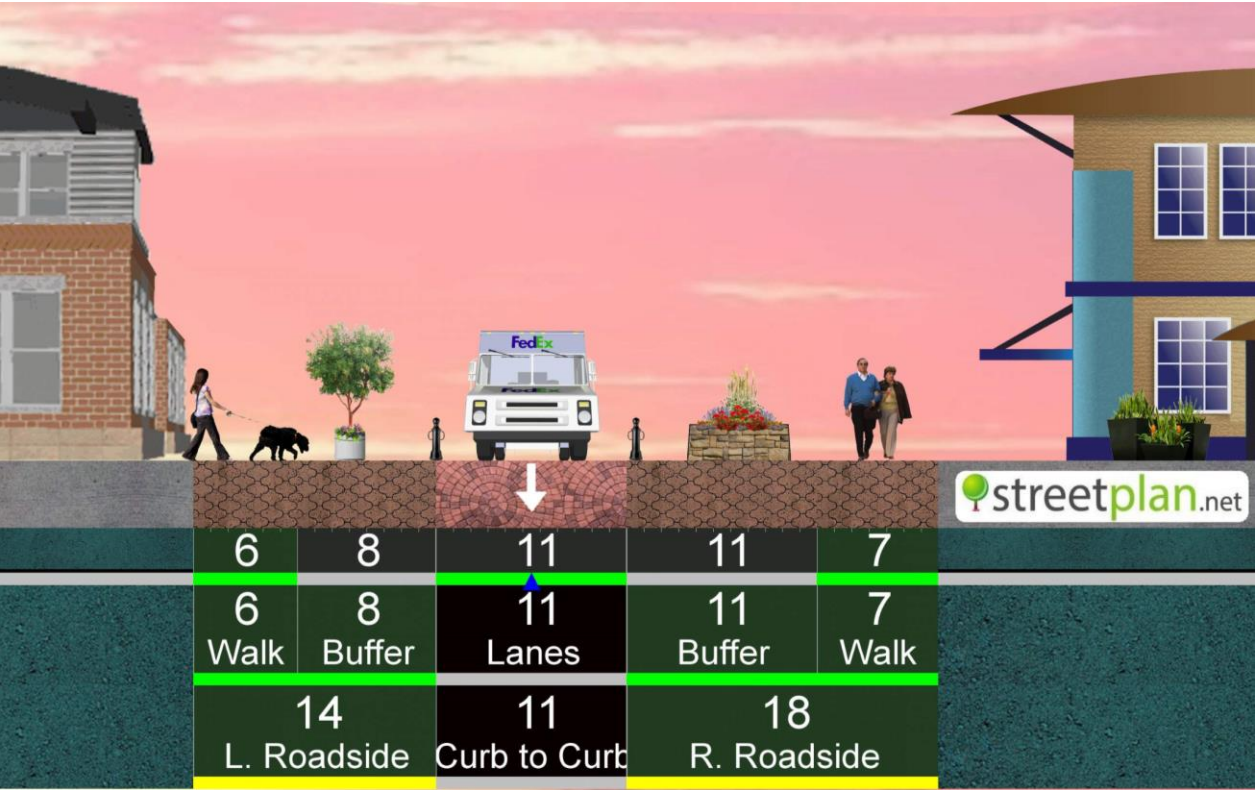
## Long Term

- Create a Public Arts / Theater “District”
- Permanent Reconfiguration of Street to Create Public Space
- Public Plaza; Special Events; Concerts

# West End Brick Road: Existing Conditions – 43' ROW



# West End Brick Road: Design Ideas



One – Way Through Traffic

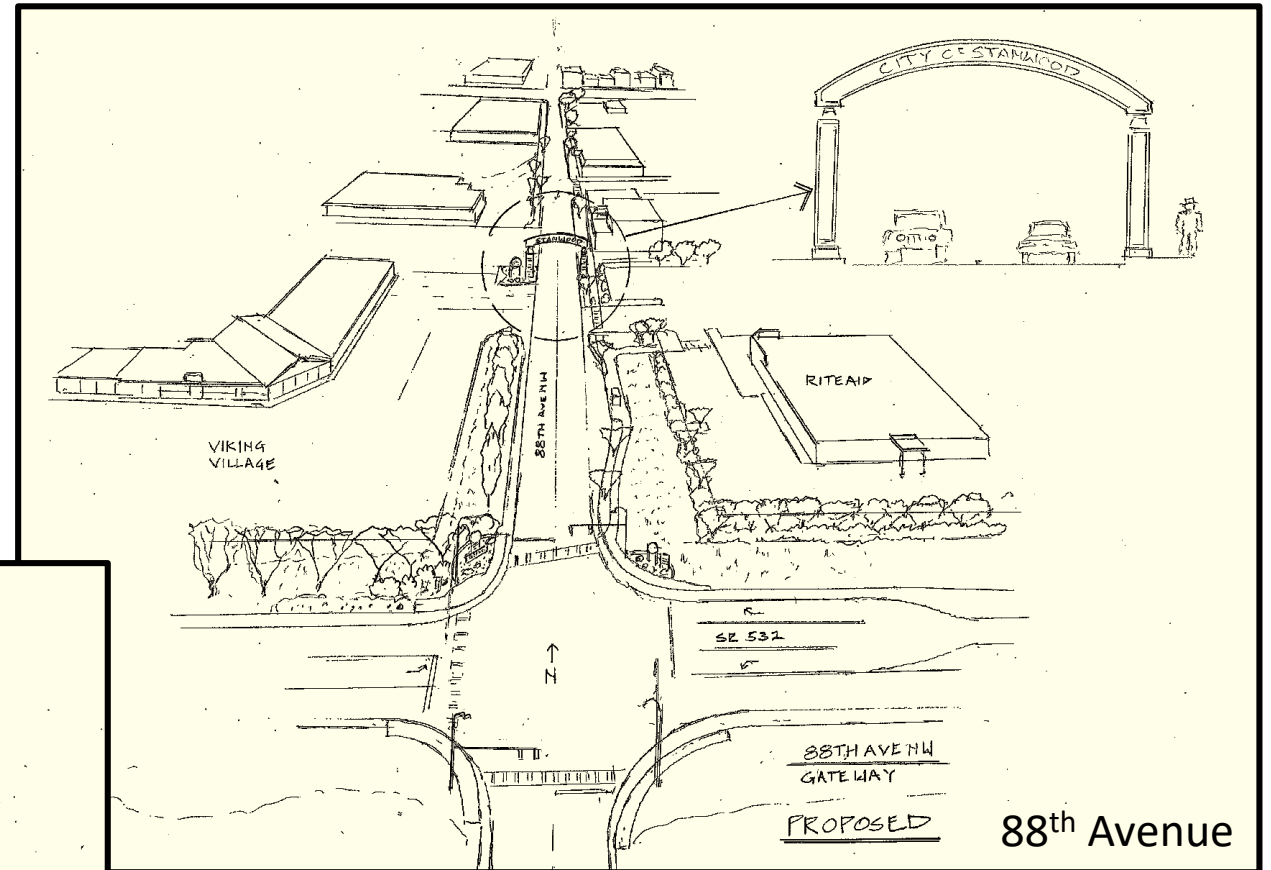
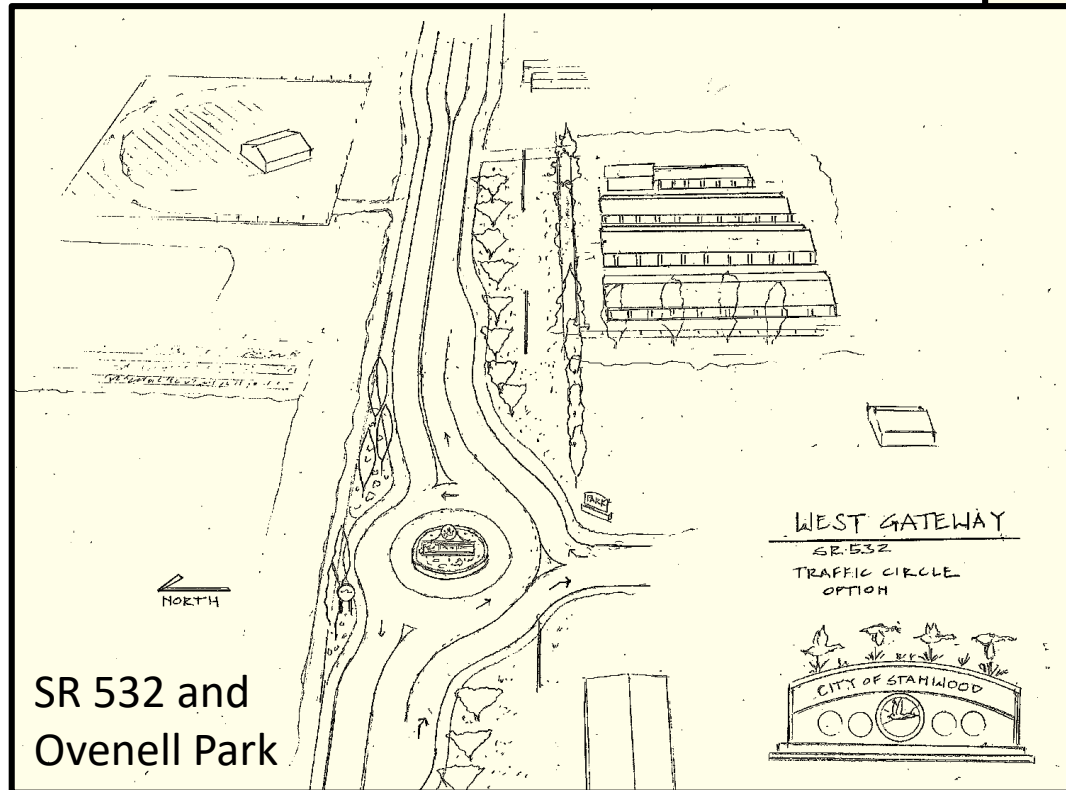


Close Street To Create A Public Plaza

# Gateway Features

## Gateways:

- Downtown Corridors
- Future Roundabouts



## Economic Development Board Recommendation:

- Potentially 2 Gateways: One at the 271<sup>st</sup> / 88<sup>th</sup> Avenue Intersection and a smaller one near SR 532

# SR 532 Beautification

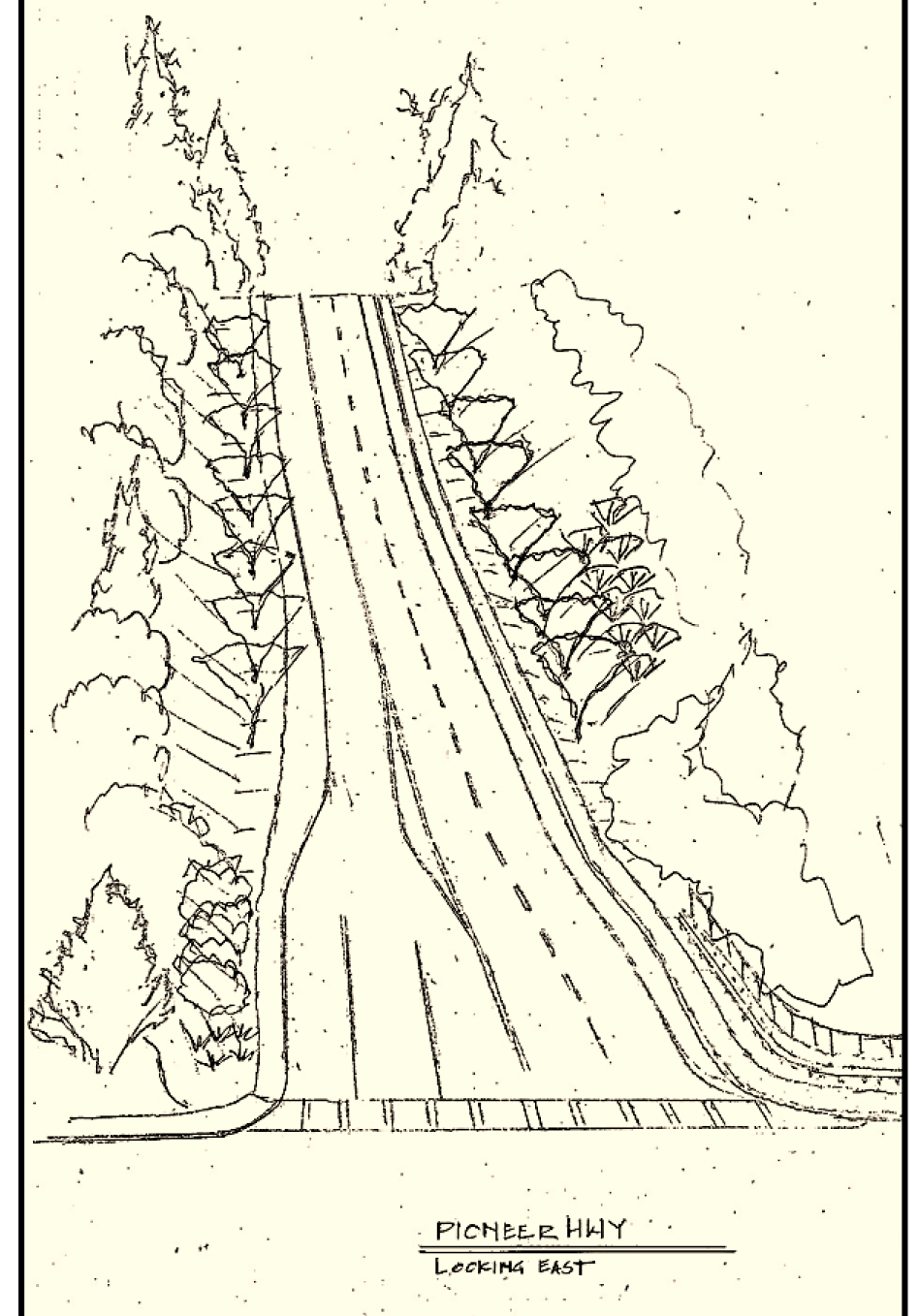
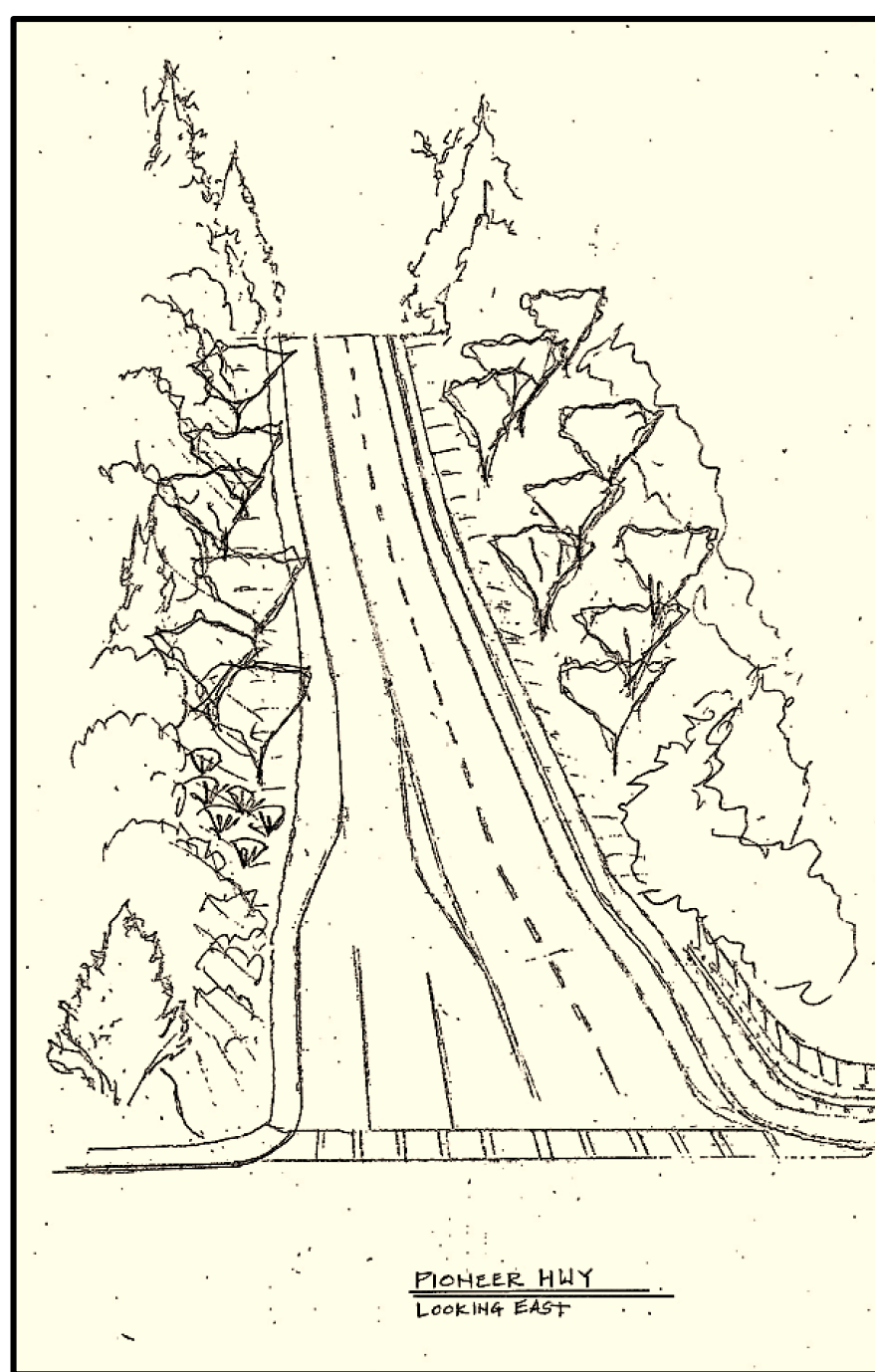
Improve aesthetic quality of SR 532:

- Create a colorful tree lined street curb appeal
- Establish landscape themes at key intersections
- Improve walkability & pedestrian crossings
- Adopt a seasonal banner program on street lights

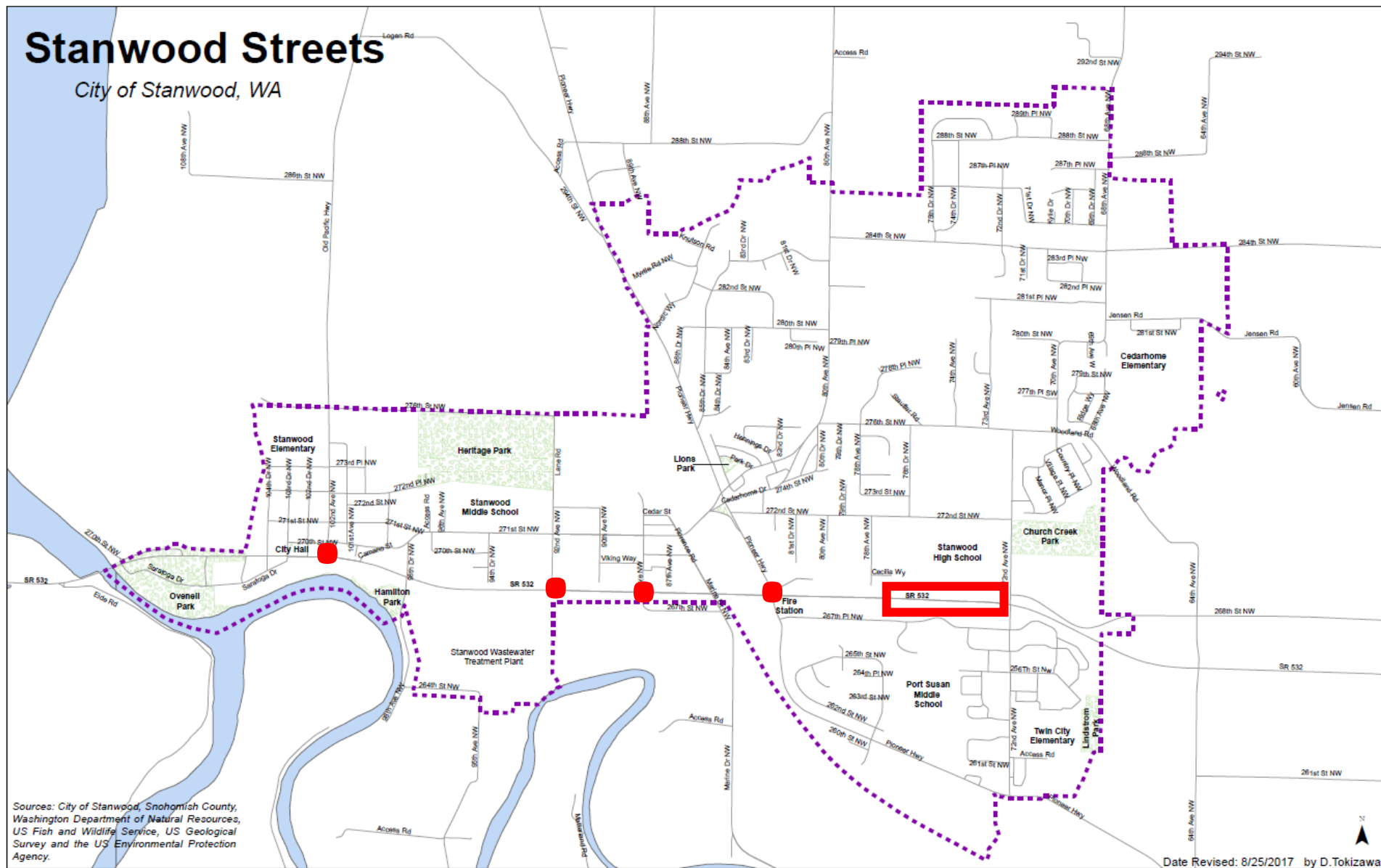
Design  
Ideas On  
SR 532  
Between  
the High  
School and  
Pioneer  
Highway

Colorful  
Seasonal  
Trees

Creates a  
Entrance to  
Downtown  
Stanwood



# Landscape Beautification at Key Intersections & Corridors



# Wayfinding Signage

## Purpose:

- Promote Economic Development in the City of Stanwood
- Promote Community Identity
- Encourage Tourism
- Promote Shopping Districts & Parking Opportunities
- Promote Community Events

# Wayfinding Sign Design

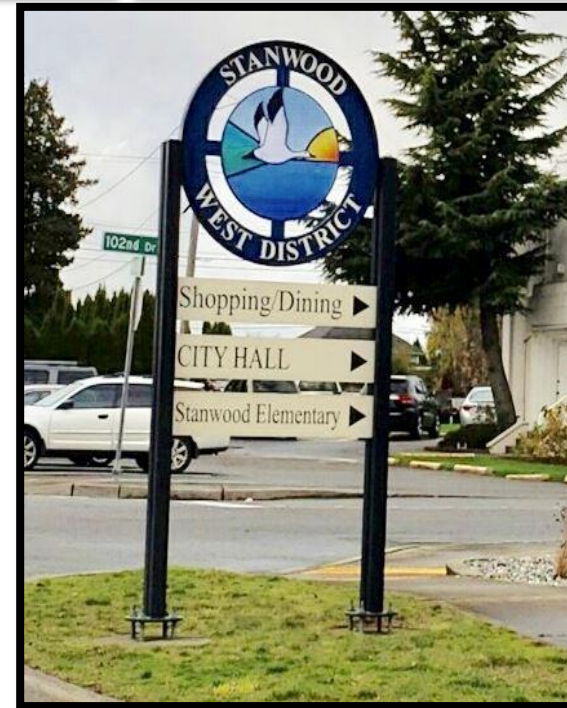
Snow Goose Design

Welcome & Visitor Information Signs

Designated Districts:

- West District
- Central District
- East District
- Hilltop District

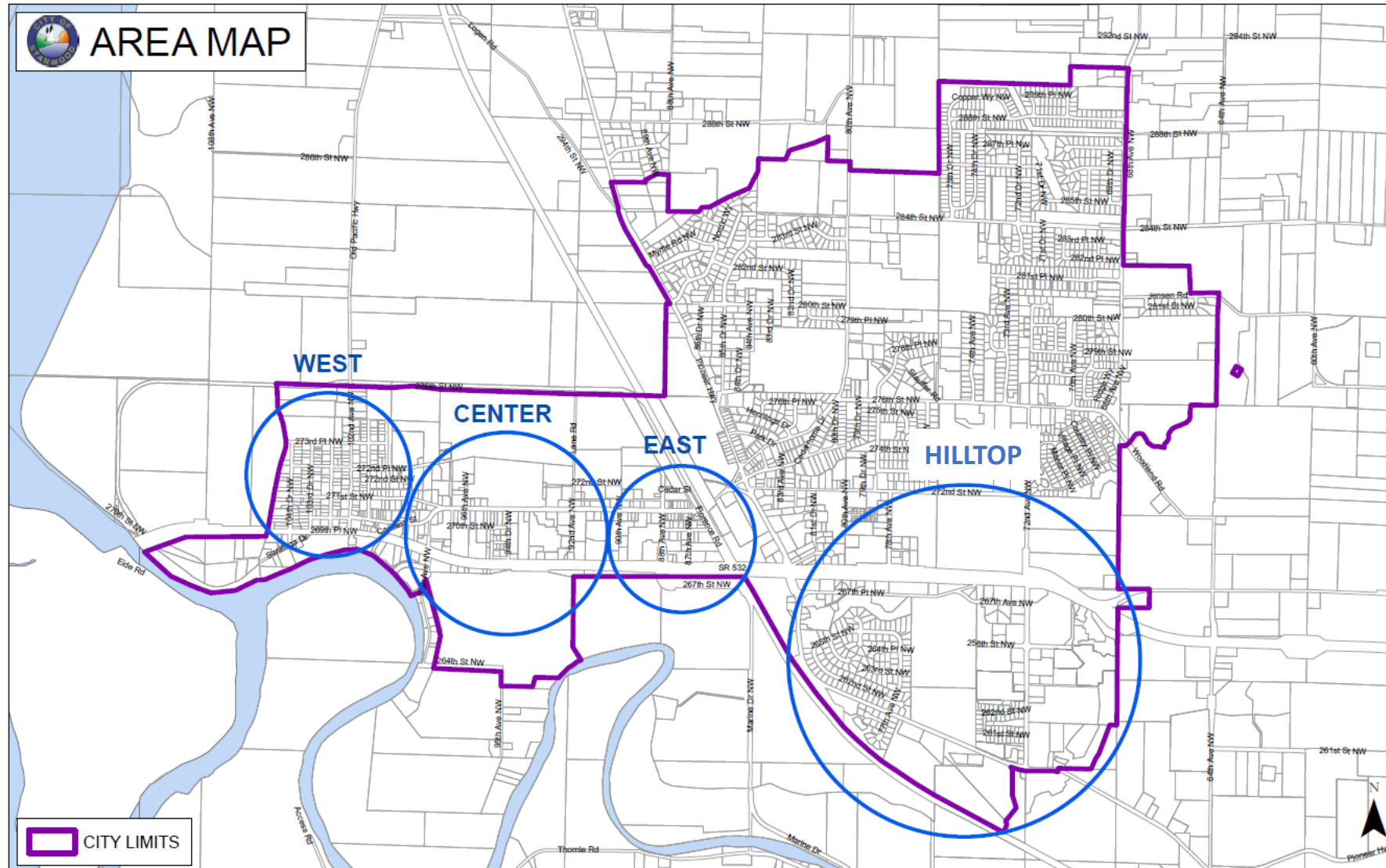
Promote Buying Local



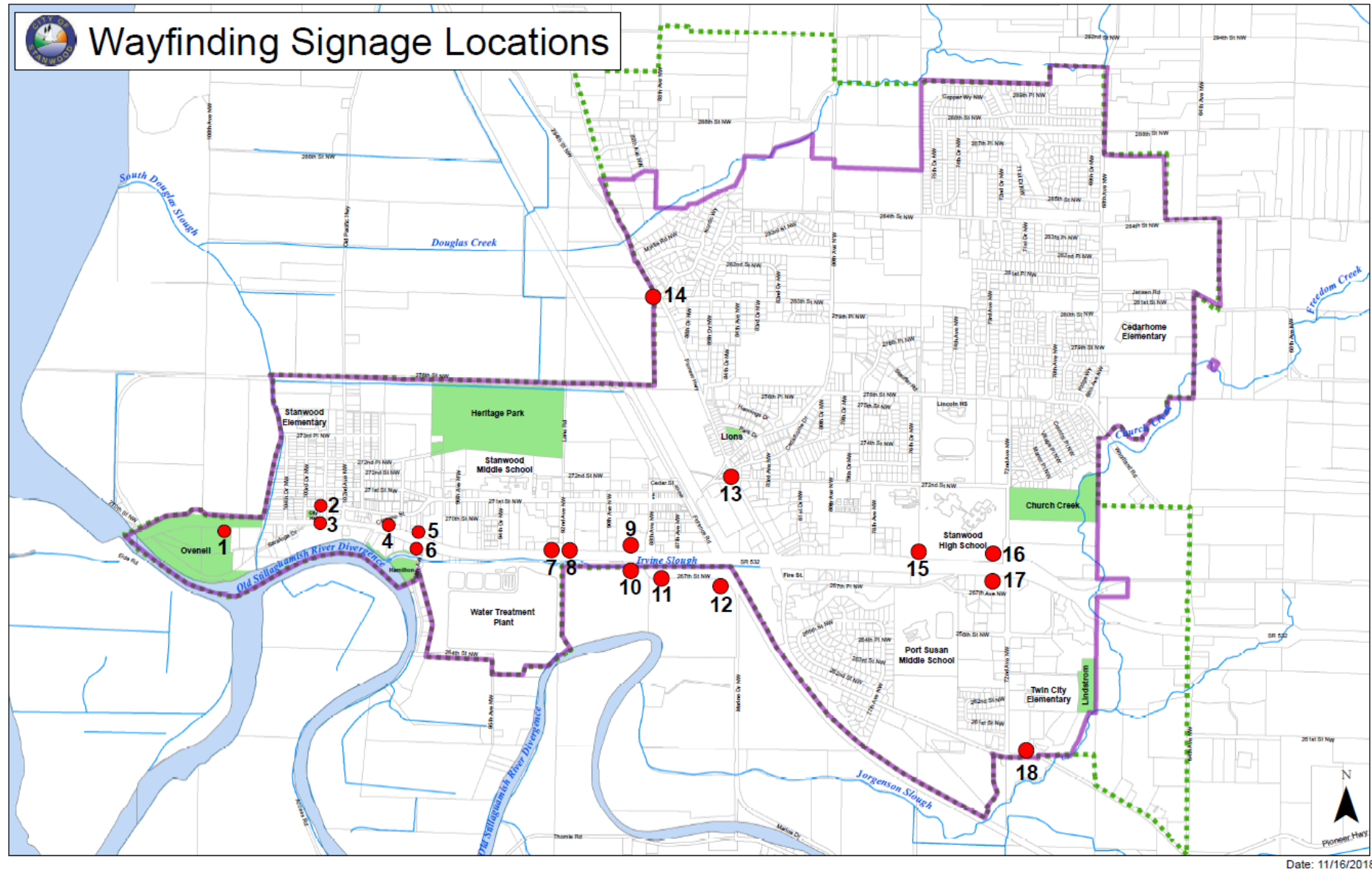
# Business Wayfinding Program

- Limited use of city right-of-way
- Identifying business opportunities and services
- Directing travelers to businesses and parking locations
  - Standard background, font and color
  - Exempt from off-premise sign restrictions
- Banners
- Public Information Kiosks
- Historic Street Signs

# Wayfinding Districts

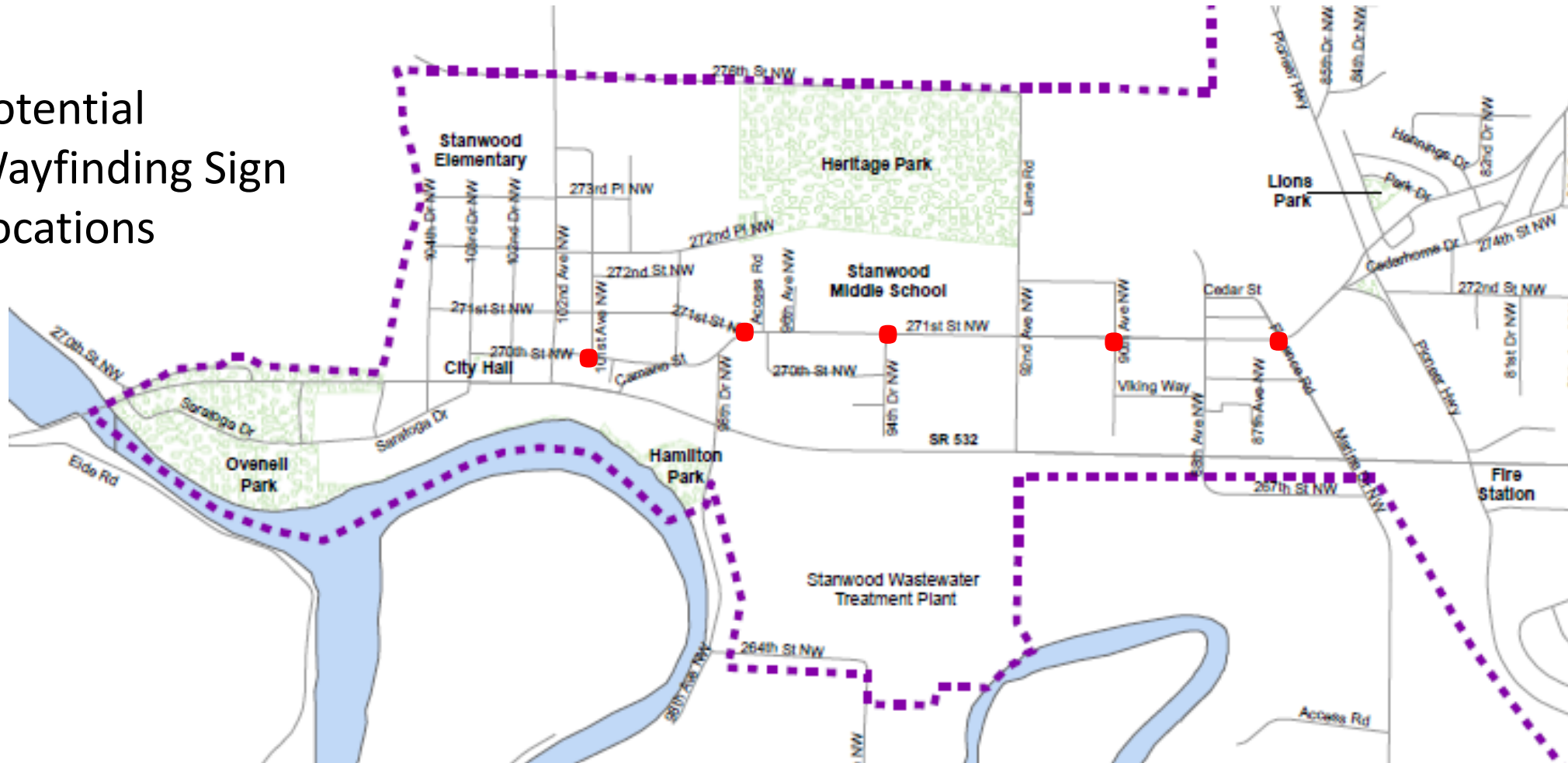


# Wayfinding Signs – Phase 1 Locations



# Wayfinding Signs: Center and East Districts

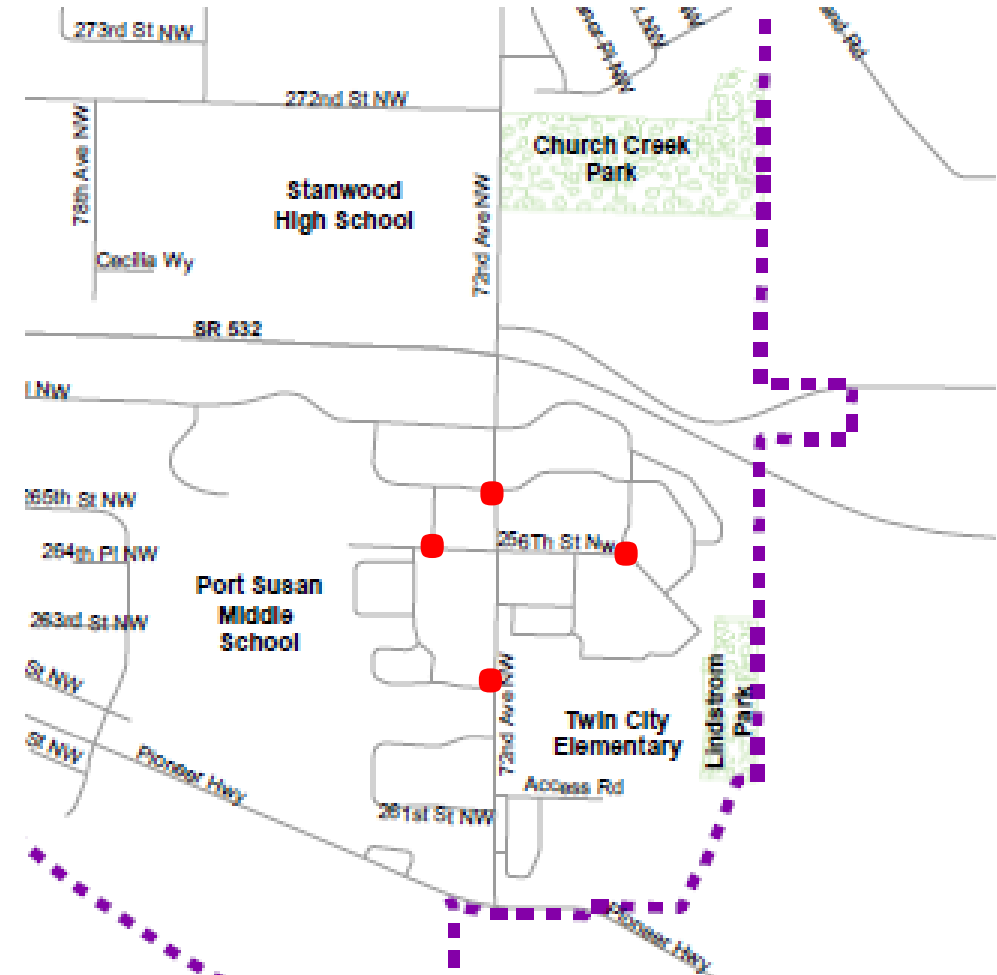
- Potential Wayfinding Sign Locations



# Wayfinding Signs: Hilltop

- Potential Wayfinding Sign Locations

Allowed on both the public and private streets; locating signs on private property requires approval of the property owner

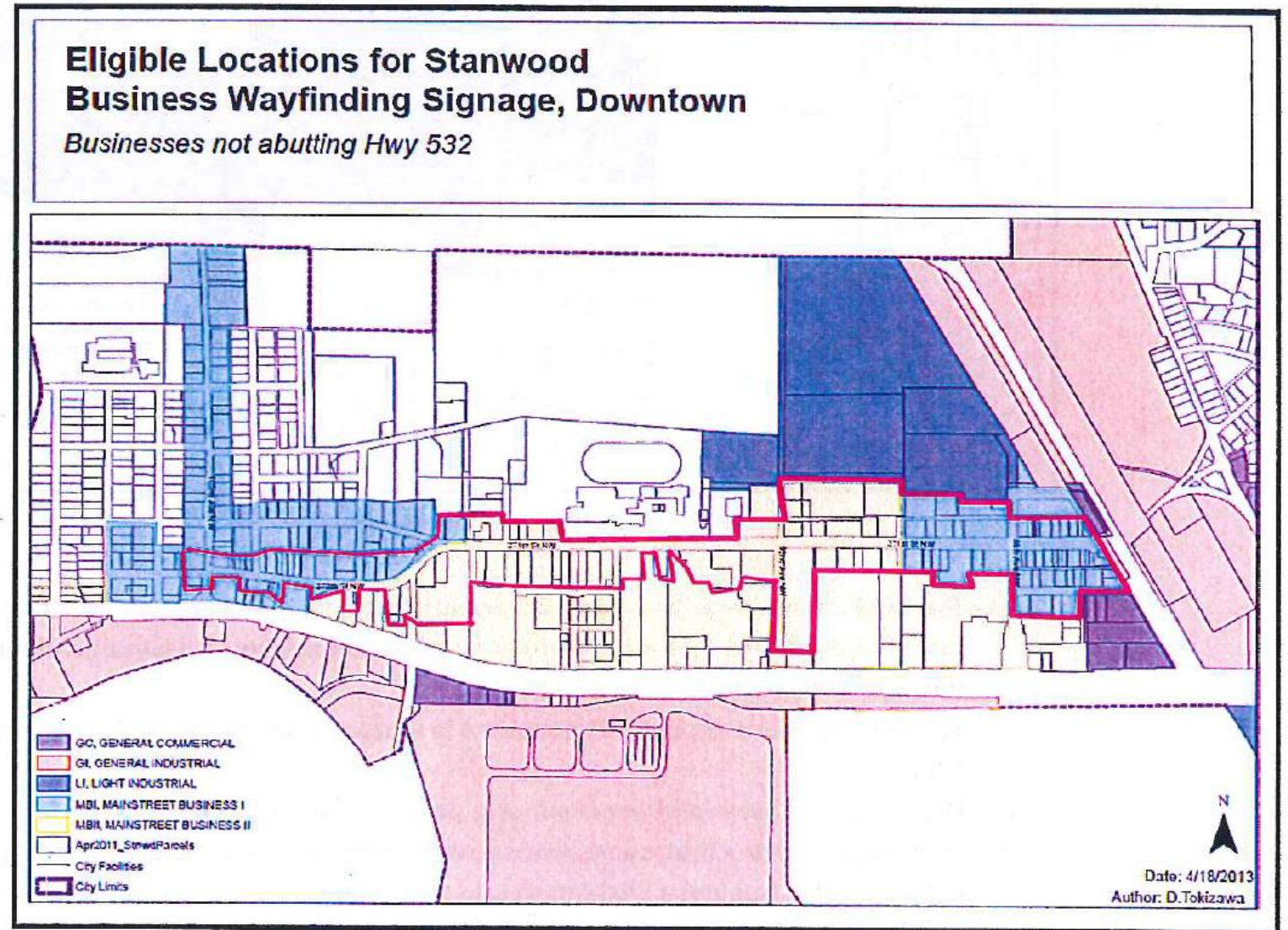


# Wayfinding Signs: Center and East Districts

Businesses not abutting SR 532 within commercial zoned land off of 270<sup>th</sup> and 271<sup>st</sup> Street are eligible to participate in the wayfinding sign program.

Options:

- Snow Goose Signs with General Business Topics with Arrows
- Visitor Information Signage



# Project Overview

| Gateway Signage & Landscaping                                              | Main Street Revitalization                                  | Gateway Features                     | SR 532 Beautification                                                       | Wayfinding Signage                                                           |
|----------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Potential Near Term Projects:</b>                                       |                                                             |                                      |                                                                             |                                                                              |
| Landscaping<br><br>Relocation of Existing Signage<br><br>Service Club Sign | Pilot Parklet Program<br><br>Landscaping<br><br>Benches     | Landscaping                          | Landscaping at Key Intersections<br><br>Installation or Relocation of Signs | Purchase and Installation of Wayfinding Signs by Local Businesses            |
| <b>Potential Long Term Capital Projects:</b>                               |                                                             |                                      |                                                                             |                                                                              |
|                                                                            | Street Reconfigurations for West, Center and East Districts | 88 <sup>th</sup> Avenue Gateway Arch | Roundabouts<br><br>Art                                                      | City Initiated Project for Signage in the East, Center and Hilltop Districts |

# Discussion – Implementation

How would you prioritize Projects:

- Creating a 6-Year City Beautification Budget and Capital Improvement Project List

| Priority #1<br>(Yearly)                                                                                                                                  | Priority #2<br>(1-2 Years)                                                                                                                                                                               | Priority #3<br>(3-5 Years)                                                                                                                                                                        | Long Term<br>(6+ Years)                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>■ Yearly Landscape Improvements</li> <li>■ Pilot Downtown Parklet Program</li> <li>■ Benches / Flowers</li> </ul> | <ul style="list-style-type: none"> <li>■ Gateway Signs at 72<sup>nd</sup> Avenue and Ovenell</li> <li>■ Service Club Signs</li> <li>■ Wayfinding Signs</li> <li>■ 88<sup>th</sup> Avenue Arch</li> </ul> | <ul style="list-style-type: none"> <li>■ <del>88<sup>th</sup> Avenue Arch</del></li> <li>■ Predesign &amp; Public Outreach for Main Street Reconfiguration</li> <li>■ Wayfinding Signs</li> </ul> | <ul style="list-style-type: none"> <li>■ Design and Permitting of Main Street Reconfiguration</li> </ul> |
| Budget<br>(Yearly)                                                                                                                                       | Budget<br>(1-2 Years)                                                                                                                                                                                    | Budget<br>(3-5 Years)                                                                                                                                                                             | Budget<br>(6+ Years)                                                                                     |
| \$10,000 Yearly; On-Going Budget Line Item<br><br>EBD: \$ Amount Seems Low                                                                               | \$50,000 - \$60,000 Per Year                                                                                                                                                                             | \$20,000 - \$40,000: Arch<br>\$250,000 Main Street Predesign                                                                                                                                      | TBD <div>May 29, 2020 Economic Development Boards Comments in Red</div>                                  |

## ATTACHMENT B



## Creative Use of Street ROW During the COVID-19 Pandemic

June 3, 2020 by [Steve Butler](#)

Category: [Streets and Sidewalks](#), [COVID-19](#)



The COVID-19 pandemic has had many negative effects on our national and local economies. Restaurants, espresso/coffee shops, and other business establishments serving food and beverages have been hit hard, with many having to close and only a limited number being financially able to offer “pick-up/to-go” service. The next wave of [Safe Start - Washington's Phased Reopening](#) program means those food and beverage service establishments,

(hereafter referred to as restaurants) can begin to provide some level of in-house service, subject to several conditions.

One challenge is that many restaurants, especially small ones, may not have enough interior space to easily meet the six-foot social distancing standard even when operating at only a 50% capacity level. If a restaurant could shift some of its tables onto the public right-of-way (ROW), however, it would be easier to follow social distancing guidelines and accommodate enough customers to make operations financially viable.

As a result, some local governments are considering allowing restaurants to extend their activities into the public ROW on a temporary basis. In a downtown context, the ROW usually consists of sidewalks, on-street parking spaces, and vehicular travel lanes, extending from the front of a building out to the street centerline. Of course, any new outdoor seating would be subject to the same coronavirus-related requirements as indoor seating.

### Where Outdoor ROW Seating Is Currently Allowed

In Washington State, [Langley](#), [Spokane](#), and [Vancouver](#) are some of the cities that are either allowing restaurants to temporarily expand into the ROW or seriously considering that option, while our municipal neighbor to the south, [Portland](#), already has such a program in place. Other U.S. cities, such as [Cincinnati](#), [Denver](#), and [Tampa](#), have recently given businesses (including restaurants and, in some cases, retail goods display) the option to extend into adjacent sidewalks, streets, and parking lots.

### Three Basic Approaches

There are three ways that the public ROW could be used by restaurants for outdoor seating: via sidewalks, on-street parking spaces, or the entirety of the ROW.

## 1. Use of sidewalks

This option would involve allowing seating for diners on a portion of a sidewalk, which would result in some practical difficulties and challenges. Providing safe pedestrian access within a business district while also maintaining a six-foot minimum distance between seated patrons and pedestrians (within a standard sidewalk's width) makes it difficult to place dining tables on most sidewalks. Unless you are dealing with a very wide pedestrian way, this physical challenge is the primary reason why most communities are viewing the use of an on-street parking area within the ROW (i.e., using parklets) as a better option than putting tables within a portion of a sidewalk (see below).

## 2. Use of on-street parking spaces (parklets)

This approach of using on-street parking (be it parallel, diagonal, or straight-in) to create a public space is usually referred to as creating a "parklet," although some communities distinguish the use of such space for outdoor eating as a "streatory," blending the words "street" and "eatery". This is not a new concept, with a few cities in Washington (and elsewhere in the U.S.) already allowing this type of use, such as [Seattle](#) and [Spokane](#).



*A temporary parklet in Santa Monica.  
Photo courtesy of [Melendrez](#).*

## 3. Use of the entire right-of-way

Some communities have limited vehicular access on one or two blocks of their downtown streets and only allow pedestrians and bicyclists to use them. [Cincinnati](#) has closed some of its streets, both partially and fully, and is allowing their use for street cafes.

Closer to home, [Coupeville](#) will be temporarily closing off a section of Front Street to cars during June, 2020, to allow local restaurants and retail businesses to use a portion of it.

There is actually a fourth option to encourage outdoor dining: If there is private, off-street parking to the rear or side of a restaurant, some local governments are allowing a portion or all of those lots to be converted from parking to outdoor dining use.

## Issues to be Considered

Before opening the ROW, local governments should carefully consider many issues, including access and how to communicate the new policy to residents and businesses.

## Communicating program goals to the public



It will be important to talk to your local business community (including those businesses that would directly benefit from outdoor dining in the ROW, along with those who would not), key governmental staff, and the general public about what you are considering. Be sure to ask what may be needed, solicit ideas, and get everyone's opinions.

### **Ensuring access for people with disabilities**

It is important that the outdoor seating areas be made accessible to

people with physical disabilities, as demonstrated in the Americans with Disabilities Act (ADA) [2010 Standards for Accessible Design](#). For example, a parklet should be constructed so that it is flush with the sidewalk. If that is not possible, then an ADA-accessible ramp should be built to allow access to the parklet.

### **Allowing liquor licenses**

Serving alcohol in these new public areas will require approval from the Washington State Liquor and Cannabis Board (LCB). Its [Adding or Extending Outside Liquor Service](#) webpage provides information about how businesses can apply to add or extend outside liquor service, and decisions on such requests are being expedited by the Board.

### **Minimizing barriers to program use**

Local rules and procedures should make it very clear what is and is not required to participate in your program. In particular, be sure to clarify what spatial requirements will be applied to any outdoor dining areas (one idea would be to develop a one- or two-page summary sheet, with easy-to-understand graphics). Reducing or waiving the program's application fees may be another step to consider.

### **How to Implement**

You don't necessarily have to "reinvent the wheel" to create an outdoor space in the public ROW for business use. Instead, a local government should consider using current processes if there are already existing permits and programs. Examples of such processes include temporary-use permits, temporary traffic permits, sidewalk cafe licensing, and an existing parklet/streeter program. If you want to create a new program or modify an existing one, you may need to take official action through an ordinance, resolution, or motion. Some cities have changed their standards, as seen in this [general proclamation](#) from the City of Langley or this City of Spokane [Executive Order](#). I would recommend that you consult with your legal counsel on the best approach for your jurisdiction.

### **Conclusion**

The COVID-19 pandemic has caused a major disruption in our daily lives and local businesses, such as restaurants, have been particularly hard hit. Even with the lifting of state restrictions over the next few months, it may still be difficult for restaurants and similar businesses to operate in a financially viable manner. Most local governments have shown themselves to be flexible and open to new ideas during the pandemic. Allowing the ROW to be used for public seating by restaurants and retail businesses may be a new idea that is worthy of serious consideration.

## Resources

At the national level:

- [National Association of City Transportation Officials \(NACTO\): Streets for Pandemic Response and Recovery webpage](#)
- [Portland \(OR\): Apply for a Healthy Businesses Permit webpage](#)
- [Denver \(CO\) Temporary Outdoor Expansions for Restaurants and Bars webpage.](#)
- [Route 55: Dining Out? Cities Allow Restaurants to Reopen with Seating in Streets, Parking Lots \(May 8, 2020\)](#)

At the local level:

### City of Spokane

- [Executive Order re: City's Restaurant and Retail Recovery Plan](#) — See Section 4 on conditions for temporary permission to utilize city ROW
- [An ordinance modifying requirements for sidewalk cafes, parklets and streateries](#)
- [A Guide for Expanded Restaurant + Retail Space webpage](#)

**City of Langley:** [General proclamation concerning temporary use of ROW](#)

**City of Bellingham:** [Temporary Right-of-Way Use Permits Guide](#)

---

*MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.*



### About Steve Butler

Steve joined MRSC in February 2015. He has been involved in most aspects of community planning for over 30 years, both in the public and private sectors. He received a B.A. from St. Lawrence University (Canton, New York) and a M.S. in Urban and Regional Planning from the University of Wisconsin-Madison. Steve has served as president of statewide planning associations in both Washington and Maine, and was elected to the American Institute of Certified Planner's College of Fellows in 2008.

[VIEW ALL POSTS BY STEVE BUTLER](#) ▶

© 2020 MRSC of Washington. All rights reserved. [Privacy & Terms](#).



10220 -270<sup>th</sup> Street  
Stanwood, WA 98292  
[www.Stanwoodwa.org](http://www.Stanwoodwa.org)

# Pilot Parklet Program A Main Street Economic Development Initiative

June 2020

## Table of Contents

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| <b>Introduction.....</b>                                               | <b>3</b>  |
| <b>Program Overview .....</b>                                          | <b>4</b>  |
| <b>Process Overview.....</b>                                           | <b>5</b>  |
| a. Step 1: Parklet Concepts and Meet with Neighbors .....              | 5         |
| b. Step 2: Design Development and Permitting .....                     | 5         |
| c. Step 3: Fabrication, Installation and Maintenance .....             | 5         |
| <b>Design Requirements.....</b>                                        | <b>6</b>  |
| a. Impact on Adjacent Businesses .....                                 | 6         |
| b. Separation and Protection from Vehicles .....                       | 6         |
| c. Accessibility .....                                                 | 7         |
| d. Design, Aesthetics and Amenities .....                              | 7         |
| e. Access and Function of Public Facilities .....                      | 8         |
| f. Building Design and Materials .....                                 | 8         |
| g. Prohibited Uses .....                                               | 8         |
| <b>Permit Requirements and Process.....</b>                            | <b>10</b> |
| a. Site Plan .....                                                     | 10        |
| b. Elevations from all sides .....                                     | 10        |
| c. Sections .....                                                      | 10        |
| d. Insurance .....                                                     | 10        |
| <b>Sponsor Responsibilities and Acknowledgements.....</b>              | <b>12</b> |
| attachment a: Sponsor Responsibilities and Acknowledgements Form ..... | 13        |

## Introduction

The City of Stanwood is the commercial and cultural center of the greater Stanwood / Camano and the northern Snohomish County region. It is the desire of the City to preserve the community's historic rural, small town character while promoting the regions as a wondrous place to live, work, shop and play.

Over the last 10 years the City has conceptualized economic development strategies to promote the vitality of Stanwood's Main Street business districts and neighborhoods. A substantial amount of community volunteer hours went into crafting a vision for Stanwood's future.

Using guidance from these plans, the City is moving forward with an action plan referred to as the Stanwood City Beautification Action Program. It consists of 5 key program elements:

- Gateway Signage and Landscaping
- Main Street Revitalization
- Downtown Gateway Features
- SR 532 Beautification
- Wayfinding Signage

### **City of Stanwood Economic Development Strategy**

#### **2010 Economic Development Action Plan**

#### **2012 SDAT: Destiny by Design**

#### **2015 Downtown Subarea Plan**

The Main Street Revitalization element of the plan consists of reconfiguring 271<sup>st</sup> Street and 270<sup>th</sup> Street to create a pedestrian friendly street that includes wide walkable sidewalks, allows for community festivals, connects the east and west business districts and promotes the concept of buying local. Project elements include reconfiguring 271<sup>st</sup> Street travel lanes, building wider sidewalks and plaza areas, building park areas, installing landscaped medians, street trees and planter boxes.

Achieving full build-out of the Beautification Action Plan will take time and significant resources, hence the Main Street Revitalization project is being broken into multiple project phases. The first of which is a pilot program to test the business community and the public's desire to temporally convert some of the parking spaces along 271<sup>st</sup> Street and 270<sup>th</sup> Street into useable public spaces. This concept is commonly known as Parklets. A Parklet is a sidewalk extension that provides more space and amenities for people using the street. Usually Parklets are installed on parking lanes and use several parking spaces.

This guidebook sets out the process and requirements for building a Parklet in the City of Stanwood.

## Program Overview

As a business retention and economic recovery tool for local businesses, the City of Stanwood is initiating a pilot project temporarily allowing businesses to extend their store fronts out into the adjacent public parking spaces in the east and west end business districts to create Parklets. Parklets are public or private seating platforms that convert curbside parking spaces into vibrant community spaces such as café seating, open seating areas, art space or other public amenities.

The City has selected Main Street for the pilot project because these Parklets would be located in areas next to our historic retail shops where there pedestrian activity is encouraged.

Parklets are allowed in the following locations:

1. 271<sup>st</sup> Street between 84<sup>th</sup> Avenue (Florence Road Near the Train Station) to 88<sup>th</sup> Avenue; and
2. 270<sup>th</sup> Street between 99<sup>th</sup> Avenue and 102<sup>nd</sup> Drive

Parklets can be used in one of two ways: open seating for the public, or private seating controlled by the business and used for serving food and beverages.

The remainder of this guide established the design requirements for Parklets, permit procedures and the sponsor's responsibilities.



Parklet Concept with General Open Seating



Parklet Concept with General Open Seating Using Angled Parking Stalls



Café Seating Parklet Concept

## Process Overview

Installing a Parklet requires coordination with the City and the adjacent neighbors. There are three steps major steps in the design, permitting and construction of a Parklet.

### **Step 1: Parklet Concepts and Meet with Neighbors:**

Main Street parking is shared by all businesses and removing parking may be a concern of neighboring businesses. Parklet Sponsors are required to inform nearby property owners and businesses, the Chamber of Commerce, and residents regarding your intention to propose a Parklet. Having a prepared schematic of your design helps to clearly articulate your Parklet vision!

As part of the Parklet application, a sponsor is required to submit a letter of support for the project from business owners on either side of your business. Early communication with your neighbors helps avoid permit delays.

### **Step 2: Design Development and Permitting**

Once you've met with your neighbors to determine if your project is viable, call City Hall to set up a General Development Meeting. City staff will meet with you to review your proposal and discuss any issues with parking, traffic, Parklet maintenance and Parklet building design. Please note that all Parklets must be designed to comply with the Americans with Disabilities Act (ADA) standards for accessibility as well as City regulations.

After the General Development Meeting, assemble and submit your Parklet application when ready. Staff will endeavor to review and approve the proposal within two to three weeks. When your Parklet design has been approved, the permit will be issued and you may begin the third step: construction.

### **Step 3: Fabrication, Installation and Maintenance**

After the Parklet permit is issued, you have up to two months to begin constructing your Parklet. There will be a site inspection prior to and after construction. Parklet Sponsors must have an ongoing maintenance plan on file with the City.

Enjoy your Parklet!

## Design Requirements

Parklets are intended to be seen as pieces of street furniture providing aesthetic enhancements to the overall streetscape. In place of car parking, a platform is built to extend the grade of the sidewalk into the street. Once the platform is installed, benches, tables, chairs, landscaping, and bike parking can all be placed on top in order to create a Parklet.

The design, costs and installation of Parklets are the responsibility of the business sponsor. For Parklets to function safely, the following design requirements must be followed. However, this does not mean that projects need to be dull or boring; Parklets should include creative designs that enhances the streetscape. Think beyond the standard tables and chairs on a platform. Use of historic references, color, and plantings are encouraged.

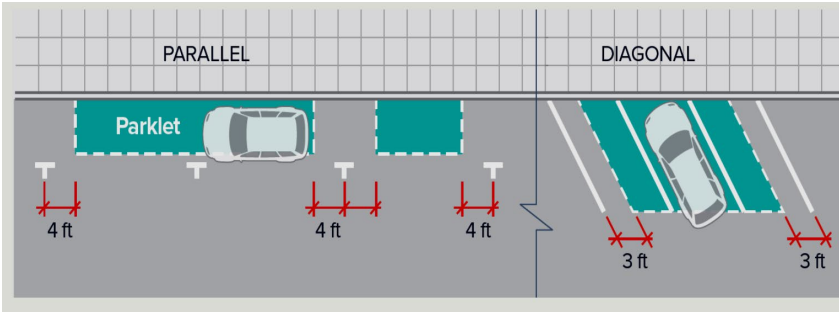
### ***Impact on Adjacent Businesses:***

As part of the Parklet application, a sponsor is required to submit a letter of support for the project from business owners on either side of your business. Early communication with your neighbors helps avoid permit delays.

### ***Separation and Protection from Vehicles:***

Parklets are sited along the curbside on streets where on-street parking spaces exist and next to busy travel lanes. Safety is of utmost importance. Therefore, setbacks from the street and other parking stalls is required.

- Parklets located in perpendicular or diagonal parking spaces shall be designed to be the size of two to three combined parking spaces to maximize habitable space
- Parklets shall include wheel stops with embed reflective candlesticks.
- The edge of the Parklet must be set back 3 feet from the adjacent angled parking space or 4 feet on parallel parking spaces on either side.
- The platform design must include a physical buffer along the street while maintaining clear visual sightlines to the street.
- Additional traffic safety measures may be required by the City Engineer upon review of the application.
- Install 2 safe-hit posts; one on each end of the parking space. Posts shall include reflection strips and be a minimum of 36 inches tall. Final designs shall be approved by the City Engineer.



Example of Street Layout for Parklets



Reflective Safe-Hit Posts

### ***Accessibility:***

Parklets are public spaces and must be accessible to and be usable by individuals with disabilities. As such all Parklets must be designed and constructed to conform to the Americans with Disabilities Act (ADA).

- All Parklets must comply with the Americans with Disabilities Act (ADA) and be accessible to all users, including people with physical disabilities, wheelchair users, and those with impaired vision.
- At least 50% of the platform must be flush with the adjacent sidewalk for wheelchair access.
- Furniture must be able to accommodate those with disabilities, wheelchairs, or mobility devices.
- Platform cross slopes cannot exceed two (2) percent. Your final construction drawings will need to show spot elevations for both the sidewalk and the platform areas.
- Platform decking must be flush with the curb and may not have more than ½ inch gap from the curb.

### ***Design, Aesthetics and Amenities:***

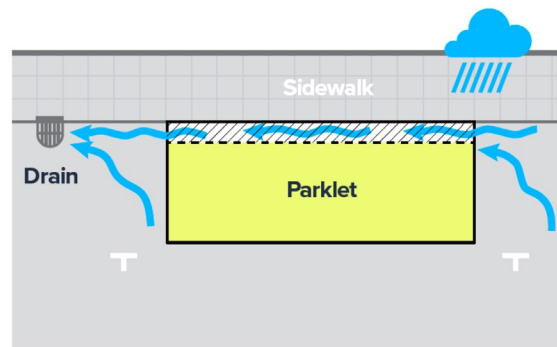
Parklets are intended to promote public use; amenities should include seating, planting, lighting or other elements that invite the public to gather and activate the street.

- The platform shall include some vertical elements, such as planters and umbrellas, to be visible to passing vehicles. However these must not obstruct driver views.
- Some form of permanent seating integrated into the Parklet structure is encouraged.

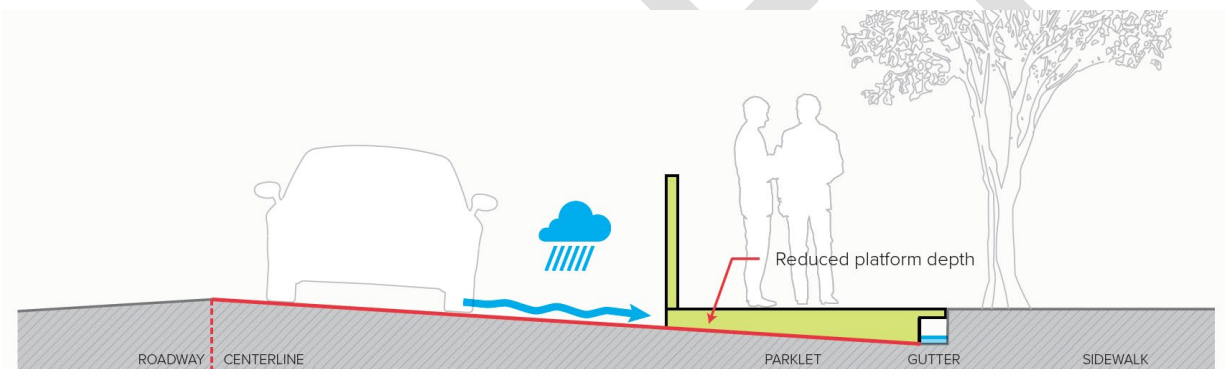
### ***Access and Function of Public Facilities:***

Public works crews and emergency services will continue to need access to public infrastructure. To ensure that public safety is not impaired, Parklets may not be constructed over utility access panels, manhole covers, storm drains or block access to fire hydrants.

In addition, platform must be designed to allow for curb line stormwater drainage. A gap should be maintained between the body of the deck and the curb, to facilitate the movement of water.



Platforms must be designed to accommodate the crown and cross slope of the street surface. Close attention must be paid to existing curb condition and height to ensure platform is flush with curb.



### ***Building Design and Materials:***

Parklets are intended to be aesthetic improvements to the streetscape and should be designed with high quality, durable materials capable of withstanding year-round use and weather.

- The platform may not extend beyond six (6) feet from the curb line.
- The maximum length of the platform must not be longer than the street frontage of Sponsors establishment unless permission is granted by the adjacent property owner(s).
- The design should not include any bolts/anchors or other elements that require disturbing the street surface or sidewalk.
- No wall or rail may be lower than thirty-six (36) inches, as measured from the street.
- Continuous opaque walls above forty-two (42) inches that block views into the Parklet from the surrounding streetscape are prohibited.
- If cable railing is used, spacing between cables cannot exceed six (6) inches.
- All rails must be capable of withstanding a 200 pound horizontal force.

- Platforms must be able to support 100 pound per square foot live load.
- Sponsors shall have a strategy for removing graffiti and replacing or repairing damaged Parklet features such as plants, railings, floor boards, and furniture.
- The platform design should allow for access and cleaning of the area underneath the platform.

### ***Prohibited Uses:***

For the peace and tranquility of the neighbors the following elements are not permitted:

- Generators, combustible fuel, tents, canopies, awnings, bands, large speakers.
- No elements may be stored on the sidewalk or on the street other than an allowance for a small planter on either side of the establishment's main entrance that does not impede pedestrian traffic.
- Nothing may be mounted or attached to the street, sidewalk, street posts, lights, or other public facilities in the Right of Way.

*Acknowledgement: The City of Stanwood would like to thank the City of San Francisco Planning Department for use of the graphics used in this section.*

## Permit Requirements and Process

A right-of-way use permit will be required for the installation of a Parklet. Project sponsors will be required to submit the following items prior to an application being reviewed. Accurate measurements are required. Please provide as much detail as possible – it will speed the process of reviewing your application. The City will accept and prefers pdf electronic documents in 17 x 11" format.

**1. Site Plan.** This is a top-view drawing of your Parklet design. It should include the footprint of the proposed platform in context with the surrounding streetscape, including:

- Dimension of the proposed Parklet and the required setback and safety measures from adjacent parking on either end of the platform.
- Location of the Parklet in relationship to the adjacent businesses.
- Building footprints and entrances.
- Sidewalk width and any other public facilities such as light poles or utilities.
- Existing parking stalls being affected.
- Any existing curb cuts and driveways.
- All surface obstructions within 15 feet of the proposed area (e.g. bike racks, fire hydrants, utilities, streetlights, parking signs, street trees, etc).
- Various elements included in the design, sculptural pieces, benches, and/or any proposed tables and seating.
- Different materials to be used in the design.
- Description of proposed vegetation and landscaping elements.
- Dimensions showing compliance with ADA requirements.

**2. Elevations from all sides.** These are side-view drawings of your proposed design and should include:

- Platform dimensions (various heights of proposed elements).
- A detail showing how you will maintain positive drainage flow along the curb line.

**3. Sections** (optional). These are “cut-through” profile drawings of your Parklet design that articulate complex design elements.

**4. Insurance.** At all times during the life of the Parklet, the Sponsor shall maintain procure and maintain insurance in the types and amounts as specified below. All insurance shall be procured from reputable insurers authorized to do business in the State of Washington and acceptable to the City. All insurance required herein shall be written on an “occurrence” basis and not a “claims-made” basis.

1. Workers compensation and employers liability
  - (a) Workers Compensation: Statutory limits
  - (b) Employers Liability: \$100,000 each Accident - Bodily Injury by Accident; \$100,000 Each Employee - Bodily Injury by Disease; and \$500,000 Policy Limit -Bodily Injury by Disease. All States coverage and City of Stanwood Endorsement.

2. General liability insurance
  - (a) Limit of liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability;
  - (b) Coverage: Premises operations; blanket contractual liability; personal injury liability (employee exclusion deleted); products and completed operations; independent contractors; employees and volunteers as insureds; cross liability; and broad form property damage (including loss of use) liability.
3. Automobile liability insurance
  - (a) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
  - (b) Coverage: Owned, hired and non-owned vehicles.

The City of Stanwood, its officers, employees, and agents, shall be named as additional insured's on the General Liability Insurance Policy. Also, an endorsement is required stating that the coverage afforded the City and its officers, employees and agents as additional insureds will be primary to any coverage available to them.

## Sponsor Responsibilities and Acknowledgements

The Parklet sponsor is responsible for all costs associated with the design, permitting, construction and maintenance of the Parklet. As an attachment to the permit, the Parklet sponsor will be required to sign an acknowledgement form noting their responsibilities for the Parklet.

- The Parklet sponsor shall provide daily maintenance of the Parklet and surrounding area.
- The City shall have the right to revoke the permit if the Parklet is not maintained in a safe and clean manner per the approved plan.
- The Parklet sponsor shall ensure that tables and chairs meet all ADA pedestrian clearances.
- There shall be no smoking in the Parklet.
- The Parklet Sponsor shall be a good neighbor and no generators, music or other such noises shall be permitted. :
- Removable furniture shall be put away and stored in the owners business at the close of business day.
- The Parklet sponsor is responsible for all trash collection and loading/unloading.
- The Parklet sponsor is responsible for all maintenance of the facility.
- The Parklet sponsor is responsible for obtaining all other state and local permits, including health and liquor licenses.



# Pilot Parklet Program

## A Main Street Economic Development Initiative

June 2020

### Sponsor Responsibilities and Acknowledgements

Sponsor Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The Parklet sponsor is responsible for all costs associated with the design, permitting, construction and maintenance of the Parklet. As an attachment to the permit, the Parklet sponsor will be required to sign an acknowledgement form noting their responsibilities for the Parklet.

\_\_\_\_\_ The Parklet sponsor shall provide daily maintenance of the Parklet and surrounding area.  
Initials

\_\_\_\_\_ The City shall have the right to revoke the permit if the Parklet is not maintained in a safe and clean manner per the approved plan.  
Initials

\_\_\_\_\_ The Parklet sponsor shall ensure that tables and chairs meet all ADA pedestrian clearances.  
Initials

\_\_\_\_\_ There shall be no smoking in the Parklet.  
Initials

\_\_\_\_\_ The Parklet Sponsor shall be a good neighbor and no generators, music or other such noises shall be permitted. :  
Initials

\_\_\_\_\_ Removable furniture shall be put away and stored in the owners business at the close of business day.  
Initials

\_\_\_\_\_ The Parklet sponsor is responsible for all trash collection and loading/unloading.  
Initials

\_\_\_\_\_ The Parklet sponsor is responsible for all maintenance of the facility.  
Initials

\_\_\_\_\_ The Parklet sponsor is responsible for obtaining all other state and local permits, including health and liquor licenses.  
Initials

Sponsor Name: \_\_\_\_\_ Sponsor Signature: \_\_\_\_\_

PLEASE PRINT

Date: \_\_\_\_\_