



Committee Members: (Chair) Councilmember Elfers, Councilmember Bowman, Councilmember Cole

Staff: Community & Economic Development Director Ryan Windish

The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (First Floor Conference Room), or virtually by using the meeting access link below.

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COMMITTEE BUSINESS

1. Parklet Policy - Proposed

REPORTS

1. Permit Report - Year-to-Date

ADJOURNMENT

SUBJECT: Parklet Policy - Proposed

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. 20240826_Parklet_Exec_Summary
 2. Parklet Drawing 6.11.20.2
-

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

The CD Committee discussed the potential for additional parklets in the Historic Central Business District at their meeting in July. Staff is coming back with more detailed information and guidelines for feedback and potentially approval by the CD Committee. See attached memo for more information.

COUNCIL COMMITTEE/STUDY SESSION: CD Committee

MEETING/STUDY SESSION DATE: 7/31/2024

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Move to approve the Parklet Policy as presented.



DATE: August 26, 2024
TO: Community Development Committee
FROM: Ryan Windish, Community & Economic Development Director
RE: **City of Sumner – Parklet Program -Proposed**

Introduction

In 2020, in the middle of the pandemic, the City paid for the construction of two "parklets" that were installed on Main Street—one in front of two different restaurants. The purpose was to create outdoor seating space that was safer to use and to help keep the restaurants open through the pandemic and meet separation requirements. The two parklets ended up in front of the Craft19 Coffee & Creperie (1420 Main Street) and the Hometown Charm Café (1012 Main Street), respectively. The one at 1420 Main Street was hit by car and was not replaced. The other one remains intact and continues to be used by the café.

At this time the City owns one parklet and is considering purchasing 2 more for use in the Historic Central Business District (CBD) downtown. The City would obtain surplus parklets from the Kent Downtown Partnership (KDP).

Program Outline

Below is an outline of guidelines/criteria for a proposed parklet program for both City owned parklets and for those constructed and maintained by private businesses.

1. Guidelines:
 - a. Parklet Size
 - i. Limited to 8 ft. x 20 ft. and takes up 2 parking spaces. Parklets must be a minimum of 7ft. x 10ft.
 - ii. Rails must be fixed and a minimum height of 3ft.
 - iii. Roof structure must be a minimum of 7 ft to the lowest cross member.
 - b. Number on Main Street limited to no more than three (3). Maximum six (6) including side streets.

- c. Roofed parklets are allowed but must use a “shed roof” to minimize dripping on the sidewalks (see illustration below)



- d. Parklets shall be furnished with tables and seating such that it fully utilizes the floorspace on the parklet as provided at the expense of the lessee or owner.

2. Application-Requirements

- a. Lease agreement for no more than 3-years with option to renew for an additional 3 years if no other business is interested in using the parklet.
- b. Lessor must pay all the State Lease Excise Tax
- c. Lessor must have Certificate of Insurance showing that there is a “rider” for the parklet to cover up to \$1M in liability

3. Time Limits

- a. Any one business shall not retain control of the parklet for more than 36 months (3 years) unless granted an extension.

4. Process for selecting the next host of a parklet.

- a. The City shall notify all eating and drinking establishments in the Historic Central Business District that do not have a privately owned parklet, informing them that they can apply to have a parklet in front of their business. They will have 14 days to apply.
- b. The City will review applications and score them according to the following criteria:
 - i. Has the business previously had a parklet? If yes, they will be a lower priority giving others a chance to utilize a parklet.
 - ii. Is more than 10 percent of the available on-street parking on the block where the parklet will be located taken up by parklets?
 - iii. Are there any traffic safety concerns or reasons for denial? (e.g. too close to railroad crossing)
 - iv. Does the business have other outdoor seating options nearby or onsite that would not impact the use of the public sidewalk?
 - v. Will the business use the seating year-around or will it be seasonally?

- vi. Are there any other structures or elements in the public right-of-way that would impact the proposed location of the parklet such as light poles, street trees, utility boxes, etc.?
 - vii. Will the business be able to provide tables and chairs at their own expense?
5. Privately Owned Parklets
- a. Businesses have the option to build their own parklets so long as they are substantially in the same design as those provided by the city including the use of black railings and all weather decking material. See City parklets and illustration below:



- b. Designs shall be reviewed and approved by the city prior to installation. A final inspection will be completed by the city before use. The design shall meet the above criteria for size or any roof structures.
- c. The parklet may be installed for up to 3 years and approvals may be renewed.
- d. All other requirements above shall be met above for state lease excise tax, insurance, and siting criteria.

Policy Question

Should the City allow the businesses to have exclusive use of the parklets and not have it open to the public? As the lessee or owner of the parklet it seems reasonable to allow them exclusive use. In addition, the business should be allowed to serve alcohol.

Next Steps

Staff will review the above program and criteria with the City Council CD Committee for additional comments and questions and then move forward with implementation in September 2024.



PERMIT ISSUANCE SUMMARY (01/01/2024 TO 08/21/2024) FOR CITY OF SUMNER

Permit Type	Permit Work Class*	Permits Issued	Square Feet	Valuation	Fees Paid
Building Commercial/Industrial	Accessory Structure	2	120	\$18,200.00	\$521.71
	Commercial Fence	2	350	\$17,500.00	\$224.50
	Demolition	4	15,775	\$949,300.00	\$2,575.50
	Industrial Fence	1	0	\$31,700.00	\$953.90
	Modular Office	1	480	\$40,000.00	\$0.00
	New Construction	1	51,100	\$0.00	\$0.00
	Tenant improvement	22	890,118	\$5,970,500.00	\$81,054.20
BUILDING COMMERCIAL/INDUSTRIAL TOTAL:		33	957,943	\$7,027,200.00	\$85,329.81
Building Residential	Accessory Dwelling Unit	1	600	\$125,000.00	\$18,523.63
	Accessory Structure	4	1,400	\$29,435.85	\$1,060.81
	Addition	4	1,350	\$100,000.00	\$3,308.62
	Adult Family Home	1	496	\$20,000.00	\$566.56
	Alteration, Remodel, Repair	8	4,535	\$396,443.85	\$8,192.84
	Demolition	3	1,820	\$12,500.00	\$2,431.00
	New Construction	3	8,679	\$1,512,669.07	\$81,995.50
BUILDING RESIDENTIAL TOTAL:		24	18,880	\$2,196,048.77	\$116,078.96
Fire Permits	Fire Alarm	15	0	\$56,109.00	\$2,260.71
	Fire Sprinkler	10	0	\$155,848.00	\$4,327.76
	Fire Suppression	2	0	\$10,310.00	\$390.22
	Fire Underground	2	0	\$104,048.00	\$1,119.94
FIRE PERMITS TOTAL:		29	0	\$326,315.00	\$8,098.63
Landscape Irrigation	Landscape Irrigation - Residential	2	0	\$0.00	\$445.00
LANDSCAPE IRRIGATION TOTAL:		2	0	\$0.00	\$445.00
Mechanical Commercial/Industrial	Alteration, Remodel, Repair	18	0	\$0.00	\$1,591.36
	New Construction	1	0	\$0.00	\$49.80
MECHANICAL COMMERCIAL/INDUSTRIAL TOTAL:		19	0	\$0.00	\$1,641.16
Multifamily Building Permit	Addition	2	1,422	\$78,845.54	\$2,774.40
	Alteration, Remodel, Repair	2	3,296	\$123,500.00	\$1,964.74
	Mixed-Use Development	1	2,049	\$31,903,278.23	\$1,649,079.81
	New Construction	7	54,924	\$7,096,465.44	\$713,256.51
MULTIFAMILY BUILDING PERMIT TOTAL:		12	61,691	\$39,202,089.21	\$2,367,075.46
Plumbing Commercial/Industrial	Alteration, Remodel, Repair	12	0	\$0.00	\$10,378.58
	New Construction	1	0	\$0.00	\$0.00
PLUMBING COMMERCIAL/INDUSTRIAL TOTAL:		13	0	\$0.00	\$10,378.58
Plumbing Residential	Alteration, Remodel, Repair	12	0	\$0.00	\$666.60
PLUMBING RESIDENTIAL TOTAL:		12	0	\$0.00	\$666.60
Racks	Installation/Addition/Relocation	8	0	\$1,039,076.00	\$17,427.45
RACKS TOTAL:		8	0	\$1,039,076.00	\$17,427.45

* Double-click the Permit Work Class Name while in the browser to see Permit details for that Work Class.

PERMIT ISSUANCE SUMMARY (01/01/2024 TO 08/21/2024)

Permit Type	Permit Work Class*	Permits Issued	Square Feet	Valuation	Fees Paid
Re-Roof	Commercial/Industrial	5	0	\$554,750.00	\$5,986.42
	Multifamily	16	0	\$569,776.00	\$2,396.71
	Residential	18	0	\$360,115.65	\$5,658.95
RE-ROOF TOTAL:		39	0	\$1,484,641.65	\$14,042.08
Residential Mechanical	Alteration, Remodel, Repair	64	0	\$0.00	\$2,833.70
RESIDENTIAL MECHANICAL TOTAL:		64	0	\$0.00	\$2,833.70
Septic to Sewer	Septic to Sewer	1	0	\$0.00	\$6,477.00
SEPTIC TO SEWER TOTAL:		1	0	\$0.00	\$6,477.00
Sewer Line Permit	Side Sewer Installation	9	0	\$0.00	\$95,144.85
	Side Sewer Replacement	13	0	\$0.00	\$1,755.00
SEWER LINE PERMIT TOTAL:		22	0	\$0.00	\$96,899.85
Sign	Sign	11	0	\$0.00	\$354.00
SIGN TOTAL:		11	0	\$0.00	\$354.00
Site Development	Civil Site Development	5	0	\$0.00	\$58,028.84
	Sidewalk/Driveway Replacement	4	0	\$0.00	\$3,483.00
	TESC	2	0	\$0.00	\$39,673.71
SITE DEVELOPMENT TOTAL:		11	0	\$0.00	\$101,185.55
Special Events	Banner	3	0	\$0.00	\$450.00
	Special Event	8	0	\$0.00	\$5,952.00
SPECIAL EVENTS TOTAL:		11	0	\$0.00	\$6,402.00
Street Obstruction Notification	Street Obstruction Notification	130	0	\$0.00	\$27,965.00
STREET OBSTRUCTION NOTIFICATION TOTAL:		130	0	\$0.00	\$27,965.00
Tank Permit	Commercial Tank Decomission	2	0	\$33,000.00	\$923.90
	Commercial Tank Installation	1	0	\$164,000.00	\$2,704.30
TANK PERMIT TOTAL:		3	0	\$197,000.00	\$3,628.20
Temporary Use Permits	Firework Stand	2	0	\$2,400.00	\$200.00
	Temporary Tent	3	0	\$0.00	\$567.00
TEMPORARY USE PERMITS TOTAL:		5	0	\$2,400.00	\$767.00
Tree Permit	Street Tree Permit	1	0	\$0.00	\$0.00
TREE PERMIT TOTAL:		1	0	\$0.00	\$0.00
Water Line	Water Line	3	0	\$0.00	\$810.00
WATER LINE TOTAL:		3	0	\$0.00	\$810.00
GRAND TOTAL:		453	1,038,514	\$51,474,770.63	\$2,868,506.03

* Double-click the Permit Work Class Name while in the browser to see Permit details for that Work Class.