

**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY****Policy R-35: Guidelines for Temporary Non-Vehicle use of Parking Stalls****PURPOSE:**

The purpose of this policy is to clarify the restrictions and design standards for short-term non-vehicle use of regulated parking stalls in the City of Kirkland. In general, any parking stall occupant should be aware of the parking restrictions and these standards without them being designated or signed at any location. However, if a parking stall user is found in violation of these restrictions or standards, any future proposed uses may be denied and they will be subject to any fine determined by the City.

In most situations, Public Works will approve all temporary non-vehicle uses in regulated parking stalls throughout the City. Public Works staff will work in conjunction with the Police Department and the Fire Department to evaluate for any safety risk posed to the public.

A Site Plan is required for review of all Temporary Non-Vehicle uses proposed. The site Plan must identify the following items:

- Adjacent Land use (both side of the street)
- Sidewalk width
- Bike lane width
- Exact location and distance from nearest driveways, crosswalks, and intersections
- Nearest waste receptacles (depending on the proposed use, the applicant may be required to provide these as part of the permit)
- The profile of the proposed use and the impact on the surrounding area
- All utilities and other city assets (sewer drains, light posts, trees, etc.)

A Temporary is required if the proposed use is expected to overlap with any travel lanes within the right-of-way (shoulders, sidewalks, crosswalks, parking and bicycle facilities), in accordance with Pre-Approved Plans Policy R-29.

GENERAL NOTES:

1. All proposed uses must be equally available for the public for use.
2. No more than two parking stalls may be occupied at one time unless approved by the Public Works Department.
3. No use shall last longer than 24-hours.
4. No devices/signs/equipment which redirect movement in the roadway travel lanes is not allowed without department approval.
5. Any use of heating equipment requires the approval from the fire department
6. Artwork is allowed and encouraged, however, it cannot replicate any traffic control symbols
7. Painting on the pavement surface is not allowed

8. Play equipment is allowed, as long as the use does not overlap and impede movement in the travel lanes.
9. The Public Works Department reserves the right to deny any proposed use for any reason.
10. The Public Works Department issued parking permit must be on display at all times.
11. No Parking restriction signs must be in place no less than 24 hours prior to the proposed use date.
12. All adjacent land uses must be notified of the proposed use date and time at least two (2) business days prior to the prior to the proposed use date.

REQUIREMENTS:

Deck use requirements (Pre-Approve Plans No. E):

1. There must be a minimum gap of 6" between the deck and curb,
2. The top layer of the deck must be no more than ¼" above the top of the sidewalk,
3. The top layer of the deck must be no more than ½" between the top layer and the curb,
4. If a deck is to be used, ADA access must be provided in compliance with Title II of the American Disabilities Act.

Other Required equipment (Figure F)

1. Traffic reflector tubes (a.k.a. plastic bollards) linked with a rope along the outside barrier of the parking stall placed at every corner and every 10' of the parking stall to be used.

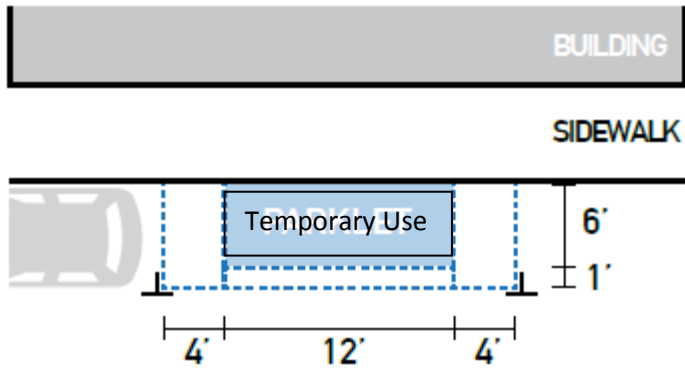
Table 1:

Proposed Use Design Guidelines									
Location	Stall width (ft)	Stall length (ft)	Buffer from travel lane (ft)	Buffer from car use (ft)	Available width for use (ft)	Available length for use (ft)	Min Height for use (ft)	Max Height for use (ft)	Pre-approved Plan No.
Mid-block	7	20	1	4	6	12	30"	8	A
Mid-block	7	40	1	4	6	32	30"	8	B
Corner	7	20	1	4*	6	12	30"	3	C
Corner	7	20	1	4*	6	32	30"	3	D

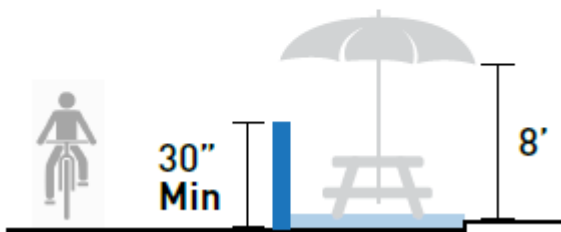
*The 4' buffer only applies on the side adjacent to car parking uses. The corner side does not require a buffer.

Drawing A

MINIMUM DIMENSIONS

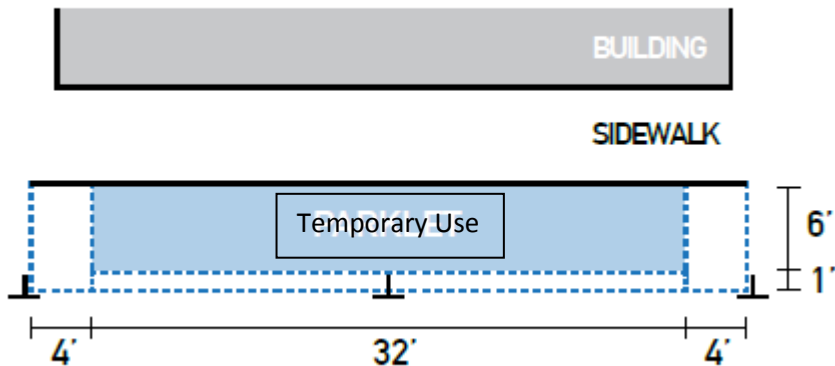


MINIMUM HEIGHT

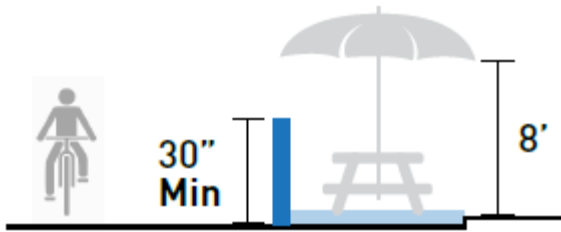


Drawing B

DOUBLE SPACE DIMENSIONS

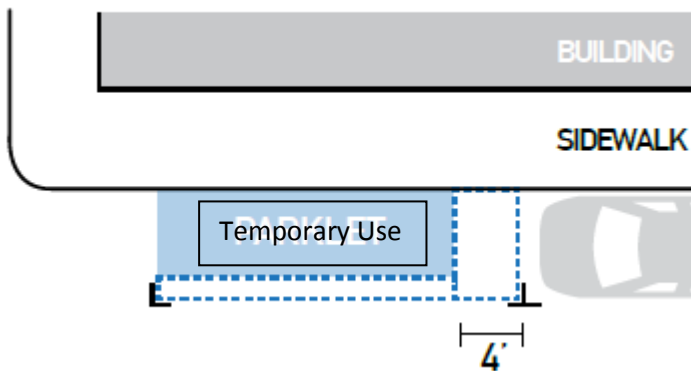


MINIMUM HEIGHT

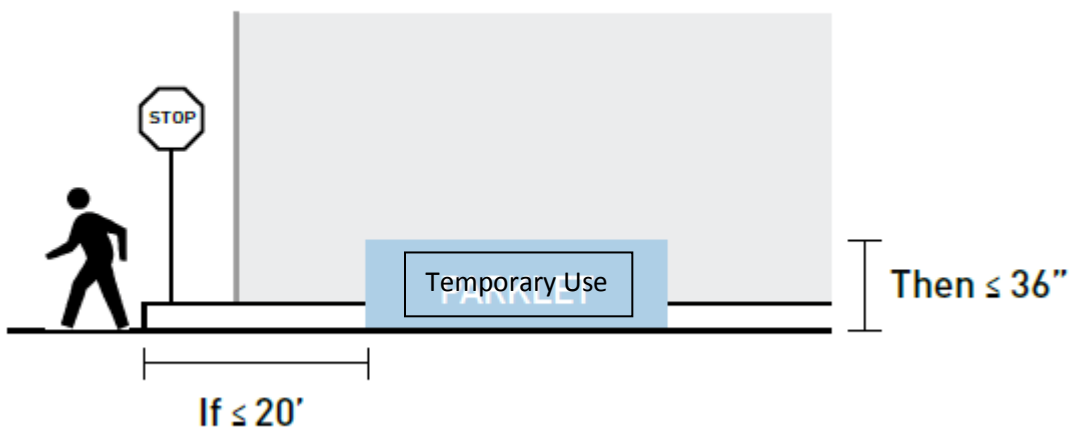


Drawing C

CORNER BUFFER

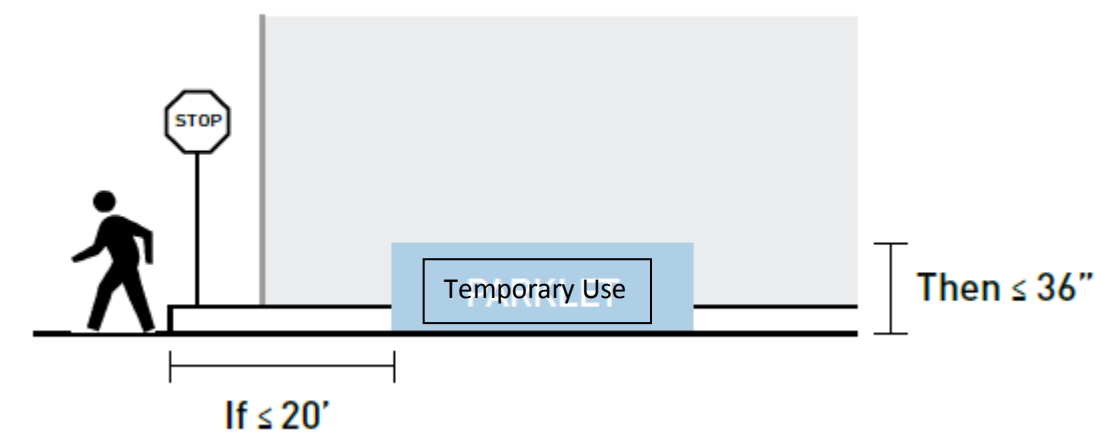


MAXIMUM HEIGHT NEAR CORNERS



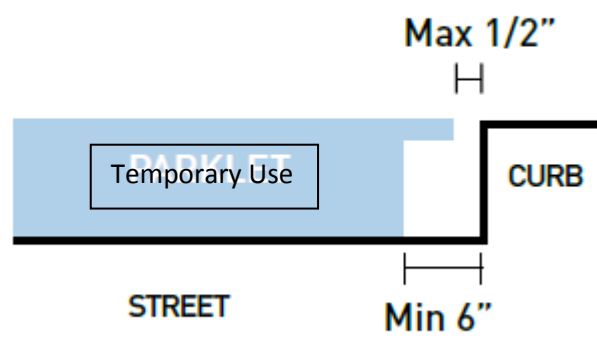
Drawing D

MAXIMUM HEIGHT NEAR CORNERS



Drawing E

GUTTER & DECK GAP



MAXIMUM VERTICAL GAP

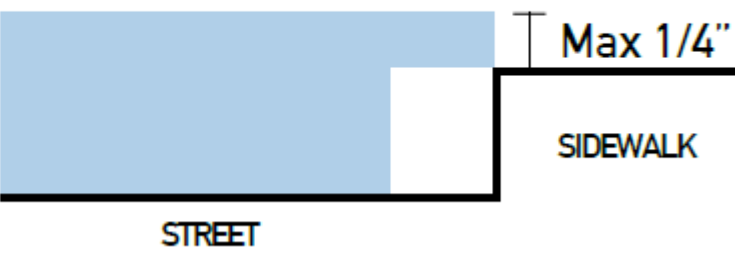


Figure F

