



DOWNTOWN DEVELOPMENT/PLANNING

PARKLET PERMIT & RENEWAL APPLICATION SUBMITTAL PACKET

- Program Purpose and Overview
- Pertinent Ordinance & Maps
- Minimum Requirements
- List of Required Submittals
- Parklet Application Form
- Letter of Intent Guidelines
- Frequently Asked Questions (FAQs)



PURPOSE AND LOCATION



Purpose:

The McKinney Parklet program was developed in 2020 to provide additional outdoor seating and dining opportunities in the Downtown. A parklet provides businesses with a license to use two City parking spaces in front of their business for additional customer area. Businesses operating in the Central Business District, may apply for a permit to close off and convert on-street parking spaces directly adjacent to their business into a parklet.

Overview:

Parklets require a permit and an approved Certificate of Appropriateness. There is a \$250 application fee and a \$250 per year fee for the two parking spaces rented for the parklet. All parklets must meet the minimum requirements outlined in Section 90-370 of the City of McKinney Code of Ordinances. Business must obtain and submit letters of approval from the adjacent business prior to receiving a permit to install a parklet. Parklet agreements are issued in 2-year terms. The parklet rental fees should be paid for the entire term of the agreement. Parklet agreements may be renewed in 2-year increments.

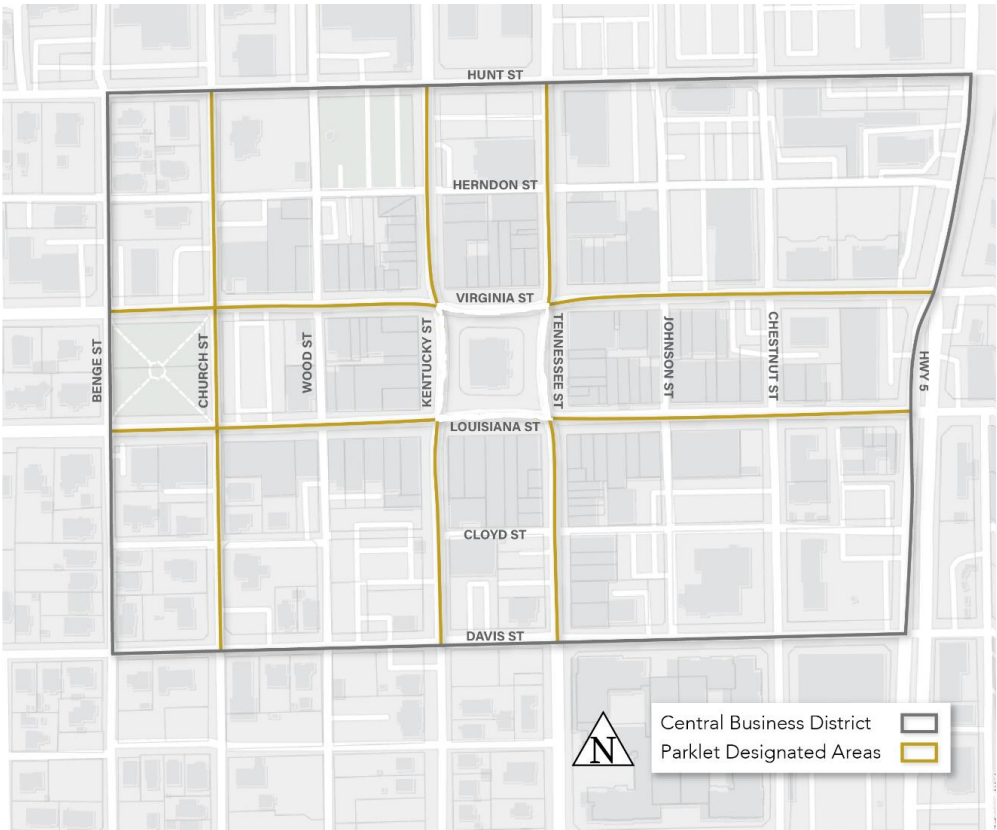


Figure 1 - Parklet Designated Area. Parklets are not available in parking spaces along the Historic Courthouse Square.

PERTINENT ORDINANCES



All City of McKinney ordinances are available at Municode.com

***Please note that this is not a comprehensive list. Please refer to the Zoning Ordinance for all applicable regulations**

PARKLETS AND SIDEWALK USE AREAS ORDINANCE: Section 90-360

HISTORIC OVERLAY DISTRICT ORDINANCE: Section 146-97, this includes the CoA process

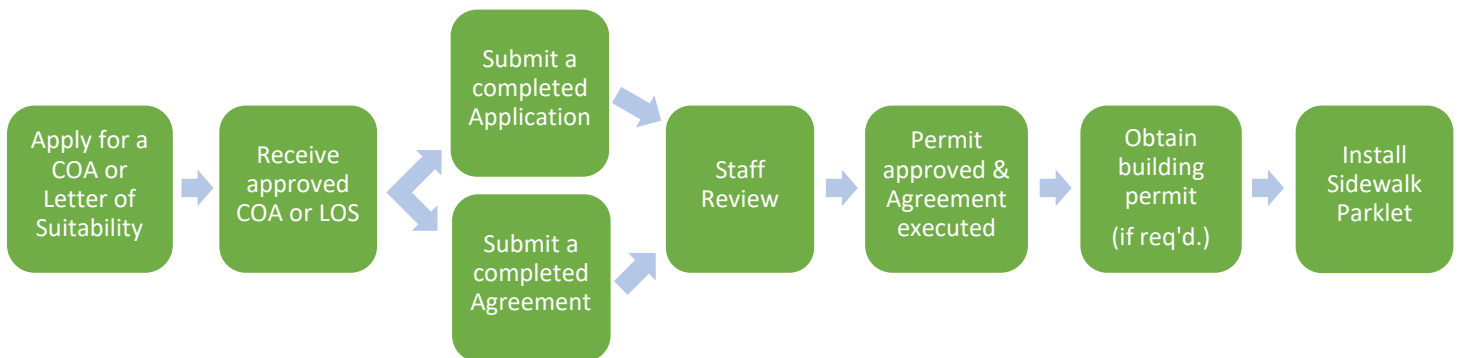
COMMERCIAL HISTORIC OVERLAY DISTRICT ORDINANCE: Section 146-96, this includes the CoA process

APPENDIX A – Schedule of Fees

APPLICATION PROCESS FLOWCHARTS



Initial Application:



Renewals:

Renewals should be submitted 60 days prior to the expiration of the Parklet agreement. See the Parklet Renewal Application below for the renewal requirements.

MINIMUM REQUIREMENTS FOR A PARKLET



Parklets must conform to the following requirements:

1. No more than two parking spaces per block-face may be converted into a parklet, except as provided for in subsection (a)(ii), herein;
2. Each parklet shall be no larger than two parking spaces and no smaller than one parking space, unless multiple adjacent businesses apply for a joint parklet, in which case a larger space may be approved by the planning department;
3. Each parklet must be located directly in front of the applicant's business, preferably at the end of any parking lane, such as a corner or bump out;
4. Parklets shall be constructed such that the floor of the parklet is level with the curb and sidewalk;
 - i. Where such parklets are elevated above the parking surface, a commercial alteration permit must be obtained prior to installation.
 - ii. Parklets elevated above the ground must have a fixed guardrail compliant with relevant building codes and accessibility standards and at least 36 inches in height. See figure 3.

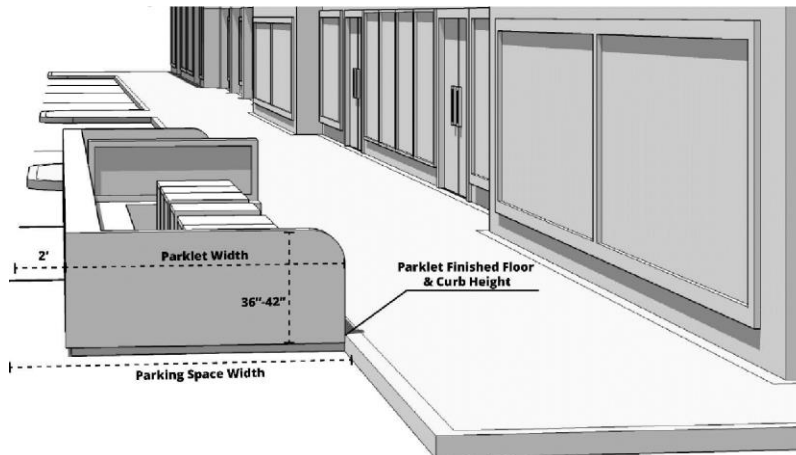


Figure 3 - Parklet base elevations

5. Parklets constructed at grade must be surrounded by a decorative barrier element on all sides of between 30 inches to 42 inches in height;
6. Parklets must keep two-feet clear on all sides of the parklet not adjacent to the sidewalk. See figure 4;

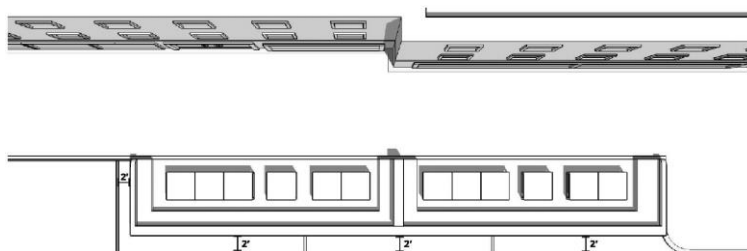


Figure 4 - Parklet plan setbacks

7. Parklets must include an approved traffic barrier on all sides that face a public roadway or adjacent parking space or loading zone;
 8. Parklets must be situated such that a minimum four-foot wide free and clear pedestrian path is maintained on the adjacent sidewalk.
 9. Parklets constructed with a finished floor above the finished grade of the parking surface shall have a minimum design load of 100 pounds per sf.
 10. Parklets may not be located in a parking space directly adjacent to a storm drain;
 11. Parklets may not be located in front of a fire hydrant;
 12. Parklets must have a portable fire extinguisher present during business operating hours;
 13. Parklets may not be located in a handicap accessible parking space or a designated loading zone space;
 14. Applicant must provide the insurance coverage required by city with the city named as an additional insured and a waiver of subrogation in favor of the city; and
 15. Alcohol service in any parklet must conform with those requirements established by the Texas Alcoholic Beverage Commission (TABC) and provide proof of TABC permitting, city permitting, and liquor liability insurance in favor of the city.
- (b) At the business owner's discretion, parklets may also include site furniture, planters, heaters that comply with current city Fire Code requirements (during business operating hours only), overhead lighting (subject to additional review and/or permitting), signage, umbrellas, and lighting, if appropriately placed.
- (c) The following are prohibited at parklets:
- (1) Tents, canopies, or screen enclosures above 42 inches as measured from the walking surface of the parklet; and
 - (2) Portable generators;
 - (3) Heaters and site furniture may not encroach into the sidewalk or adjacent parking spaces.
- (d) It shall be the responsibility of the business owner to ensure that the parklet conforms to all local, state, and federal accessibility requirements, including those contained in the Americans with Disabilities Act (ADA) and shall be at all times solely liable for any such violations.

LIST OF REQUIRED SUBMITTALS – NEW PARKLET



All submittals should be submitted via email as pdf files to:

contact-planning@mckinneytexas.org

- **Completed Parklet Application form**
- **Letters of Support from immediately adjacent businesses.**
- **Proof of ownership or lease that covers the term of the permit.**
- **Copy of Certificate of Insurance meeting city's insurance requirements**
- **Copies of TABC permits and/or licenses, City permits/licenses, and proof of liquor liability insurance in favor of the City for locations serving alcohol.**
- **Certificate of Appropriateness (COA) approval or COA application, if required based on location.**
 - Access this form at <https://www.mckinneytexas.org/350/Historic-Preservation-Resources>
 - For more information reach out to: contact-planning@mckinneytexas.org
- **Scaled Plan of the parklet**
 - Drawn to scale. (1"=20', 1"=30', 1"=40')
 - Dimensions and exact locations of all property lines, structures, parking spaces, and landscaping
 - Must demonstrate that the parklet meets the minimum requirements established in Section 90-370.
 - Locations and dimensions of any site furniture, signage, umbrellas, lighting , of overhead lighting. (Sign applications and permits must be submitted separately.)
 - North arrow
 - Property address, Business Owner's Name, and property owner's name
- **Color Elevations of the proposed parklet**
- **Parklet Application Fee**
 - \$250 one time for the construction of a new parklet.
 - Building permit fees will be assessed separately by the building department as needed.
- **Parklet Parking Space Rental Fee**
 - \$250 per year for the two parking spaces.

PARKLET APPLICATION FORM



Complete and sign this application and return this page with the Required Submittals listed above to contact-planning@mckinneytexas.org as a pdf.

By signing this application, the applicant affirms:

- All submitted information for this application represents an accurate description of the proposed work.
- Filing an application does not guarantee approval.
- The applicant certifies that the project described in this application will be constructed in exact accordance with aforesaid plans and specifications.

BUSINESS OWNER's NAME (Print): _____

BUSINESS TYPE: (Restaurant/Food/ Retail) _____

ADDRESS _____

ADDRESS _____

City, ST, ZIP: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Building _____

Building Owner's Address: _____

City, ST, ZIP: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

For Office Use Only

Submittal #: _____

Date Received: _____

COA/Letter Issued: _____

Date Agreement Signed: _____

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. SEE
"LIST OF REQUIRED SUBMITTTALS."**

LIST OF REQUIRED SUBMITTALS – PARKLET RENEWAL



All submittals should be submitted via email as pdf files to:

contact-planning@mckinneytexas.org

Renewal Application

- **Completed Parklet Renewal form** (on next page)
- **Proof of ownership or lease that covers the term of the permit.**
- **Copy of Certificate of Insurance listing the City as an additional insured and a waiver of subrogation in favor of the City.**
- **Copies of TABC permits and/or licenses, City permits/licenses, and proof of liquor liability insurance in favor of the City for locations serving alcohol.**
- **Photographs of the existing parklet**
 - Label each photograph with the property address and a sequential series of numbers,
 - For example, 222_N_Tennessee_1, 222_N_Tennessee_2, etc.
- **Plans for any changes to the parklet**
 - Must include dimensions
 - Must demonstrate that the parklet meets the minimum requirements established in Section 90-370.
 - Locations and dimensions of any site furniture, signage, umbrellas, lighting, of overhead lighting. (Sign applications and permits must be submitted separately.)
- **Parklet Parking Space Rental Fee**
 - \$250 per year for the two parking spaces.

PARKLET RENEWAL APPLICATION FORM



Complete and sign this application and return this page with the Required Submittals listed above to contact-planning@mckinneytexas.org as a pdf.

By signing this application, the applicant affirms:

- All submitted information for this application represents an accurate description of the proposed work.
- Filing an application does not guarantee approval.
- The applicant certifies that the project described in this application will be constructed in exact accordance with aforesaid plans and specifications.

BUSINESS OWNER's NAME (Print): _____

BUSINESS TYPE: (Restaurant/Food/ Retail) _____

ADDRESS _____

ADDRESS _____

City, ST, ZIP: _____

Email: _____ **Phone:** _____

Signature: _____ **Date:** _____

Building _____

Building Owner's Address: _____

City, ST, ZIP: _____

Email: _____ **Phone:** _____

Signature: _____ **Date:** _____

For Office Use Only

Submittal #: _____ Date Received: _____

COA/Letter Issued: _____ Date Agreement Signed: _____

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. SEE
"LIST OF REQUIRED SUBMITTTALS."**

FREQUENTLY ASKED QUESTIONS (FAQs)



Q: Do I need to reapply every year?

A: No. But you must apply for a renewal at least 60 days prior to the expiration of an existing agreement and permit.

Q: Do I need to build a parklet structure?

A: Parklets can be constructed by the applicant or be one of two rentable from McKinney Mainstreet. If you rent a parklet structure from McKinney Mainstreet you do not need to build one. A parklet permit must be obtained and an agreement signed with the City for the rental of the parking spaces.

Q: What if I close my business?

A: If you close your business, you must remove the parklet.

Q: If I relocate to another space in the parklet area, can I move my parklet to that space under this permit?

A: No. If the business relocates to a new space, a new parklet permit and agreement must be obtained.

Q: Can I use my parklet as an outside seating venue without food service?

A: Yes, but retail sales are not permitted in a parklet.