



**Town Council Work Session**  
**RollOutWarrenton! Discussion**  
**January 10, 2023**



# INITIATIVE

RollOutWarrenton! began as a Town-wide economic development initiative to assist all businesses with the opportunity to mitigate the economic impacts of the COVID-19 pandemic. In the third year, the initiative aims to build on the success of the previous years by continuing to:

- Create an environment that encourages and promotes economic vitality.
- Allow businesses to be creative.
- Promote the government as a collaborative partner to support the business community.





# PROGRAM GOAL

- The goal of RollOutWarrenton! is to:
- Encourage businesses to move outside creating additional space for their customers
- Provide opportunities for alternative temporary signage and;
- Enhance the sense of community by promoting people-oriented spaces.





# BACKGROUND

- May 12, 2020 – Regular Meeting - it was introduced and had Council support to move forward. The program was implemented Town-wide.
- August 6, 2020 – Work Session – Staff provided an update, and Council discussion continued with interest in how the program would move through fall and winter implications.
- December 8, 2020 – Regular Meeting – Staff provided an update.
- April 13, 2021 – Work Session – Staff provided an update of the program. Discussion included a survey conducted by Experience Old Town Warrenton (EOTW) illustrating the overall support of continuing the program, introduction of a parklet program, associated documents, and the recommendation to continue the program for another year.
- February 8, 2022, Town Council Work Session discussion to continue the program while working on a more permanent program.
- March 8, 2022, Town Council Work approved continuation of the program with closing Main St. as outlined and discussed with the removal of the parklets to be determined by Public Works with the target of November, prior to Thanksgiving.
- December 13, 2022- Provided an update regarding the Second St. closing; directed to open Second St.
- December 22, 2022- Met with EOTW



A photograph of a street in a historic town. On the left, there are multi-story brick buildings with storefronts. One building has a sign that says "DENIM & PAJAMA". There are American flags and striped awnings. In the foreground, there is outdoor seating with blue metal tables and chairs, and some green plants. The street is paved and has a yellow double line. On the right, there are more buildings and a blue awning. The sky is clear and blue.

# Staff Recommendations

**General Requirements:** The minimum requirements for use of public space and installation of accessory structures (parklets) within the designated spaces will meet the criteria outlined in the “Parklet Program Guide.” Any space requested along First St. or Second St. must comply with maximum space requirements outlined in the guide- two parking spaces, 20ft by 8 ft: 160 sq. ft.

**Effective Dates:** Based on historical successes, concerns with weather related issues, accumulation of debris and overall use, we recommend the effective dates be April 1 through November 10.



A photograph of a street in a historic town. On the left, there are multi-story brick buildings with storefronts. One building has a sign that says "DENIM & PAJAMA". There are outdoor seating areas with tables and chairs. A red and white striped awning is visible. In the foreground, there are blue metal tables and chairs, and some green plants. The street is paved and has a yellow line. On the right, there are more buildings and a blue awning. The sky is clear and blue.

# Staff Recommendations

Responsibilities and requirements for use of public right of ways and streets: Any business wishing to use any section or portion of the public right of way or street must assume responsibility for the use of the designated space to include: Insurance covering the space; maintenance of the space and all improvements there in throughout the entire agreement period; obtaining all required permits and/or licenses allowing the business to extend their operations into the public space; and monitoring of all safety related issues in the designated area. The space requested for use must be immediately adjacent to the business.



A photograph of a street in a historic town. On the left, there are multi-story brick buildings with storefronts. One building has a sign that says "DENIM & PAJAMA". There are outdoor seating areas with tables and chairs in the foreground. A street sign on the left corner reads "ST ST" and "ST". A red and white striped awning is visible. The street is paved and has a yellow line. On the right, there are more buildings and a blue awning. The sky is clear and blue.

# Staff Recommendations

**Design criteria for parklets:** Parklets or any other improvements in the designated space will be the responsibility of the business to provide. Any structures or other improvements within the designated areas must comply with all provisions of safety, ADA, and provisions of State and Town Code. The design criteria outlined in the “Parklet Guide” is provided to provide an example of one type of parklet. Businesses can assemble or purchase a parklet based on the general requirements for safety and access and approval from the Town to ensure the design resembles the character of the location of the parklet.



A background image of a street scene in a historic town. On the left, there are multi-story brick buildings with storefronts. One building has a sign that says "DENIM & PAJAMA". There are outdoor seating areas with tables and chairs. A red and white striped awning is visible. In the foreground, there are green plants and a small blue table with a yellow birdcage-like object on it. The street is paved and has a yellow line. On the right, there are more buildings and a blue awning. The sky is clear and blue.

# Staff Recommendations

**Establish a process for permitting:** A permit will be required for any business or person requesting the use of any right of way, public space, or street. Applications will be processed through Community Development permitting in similar fashion of a building permit. The permit application must include the following information to process:

- Applicant's name and contact information.
- Proof of ownership of the business making the request.
- Responsible person(s) if different than applicant.
- Site plan for the proposed area to be used.
- Design criteria to include materials, size, layout, accessibility, and other information needed to properly evaluate the use of space and all assemblages within the space.
- Proof of required insurance.
- All required fees.





# Staff Recommendations

**Proposed fee structure:** Staff considered several methods of developing a fee structure for the use of the public spaces. Staff also compared several other jurisdictions and their fee schedules. As Warrenton is unique in this program, we thought it best to create a fee structure we feel reflects the Town as closely as possible. With this, we recommend a fee schedule based on square footage, like a standard lease or rental agreement for commercial uses. The fee will be \$1.20 per square foot per month. The fee is required at time of application.





# Staff Recommendations

Additional requirements for road closures: Any associated road closures, be it throughout the designated time for the program or other events, will be handled the same way as a Special Event permit. Application must be made and approved by the Town with all associated Special Event fees.



The background image shows a street scene with historic buildings. On the left, there are multi-story buildings with brick and wood siding. A sign for 'DENIM & PAJAMA' is visible on one of the buildings. In the foreground, there is outdoor seating with blue metal tables and chairs, and some greenery. The street is paved and has a yellow line marking. The sky is clear and blue.

# Staff Recommendations

**Second Street:** Closing of Second St. during the temporary program established an additional pedestrian zone and additional space for business use. The challenge with Second St. is the grade and the location of new businesses on Second St. Any permanent redesign of Second St. will need to incorporate changing the grade to more useable space(s), incorporating ADA standards, drainage, and safety. Regardless, staff recommends, if we are directed to have Second St. closed during the program period, any use of this space must comply with all the provisions set forth above with special consideration to safety of leveling the tables; stabilizing furniture or other improvements; providing a “hardened” barrier for safety; and ensuring ADA accessibility. If the space is not part of a business agreement for use, the space can be designated as open space for pedestrian access and additional community space. Staff will engage in a collaborative process to find best uses if directed to do so. EOTW is recommending Second St. remain open in consideration of the three new businesses along Second St.



A photograph of a street in a historic town. On the left, there are multi-story brick buildings with storefronts. One building has a sign that says "DENIM & PAJAMA". There are outdoor seating areas with tables and chairs. A red and white striped awning is visible. In the foreground, there are green plants and a small table with a yellow birdcage. The street is paved and has a yellow line. On the right, there are more buildings and a blue sky. The text "Staff Recommendations" is overlaid on the left side of the image.

# Staff Recommendations

**First Street:** First St. has remained closed, and we have begun transitioning the space into a community space. The space has been well received by those attending the Farmers market, looking for a casual space to sit and socialize, and maintaining a comfortable pedestrian access way from parking to Main St. Staff has been working with EOTW and Parks and Rec. to continue to improve the space for this use with the short-term goals:

- Pavement Seal Coating
- Tic Tac Toe Ground Game & Other Passive Recreation Activities
- Outdoor Gazebo with Seating
- Various Benches and Picnic Tables
- Whiskey Barrel Planters with String Lighting
- Way Finding Sign at 1<sup>st</sup> & Main.





Questions?