CITY COUNCIL WORK SESSION
July 20, 2015, 6:00 PM
NEWBERG PUBLIC SAFETY BUILDING (401 EAST THIRD STREET)

WORK SESSIONS ARE INTENDED FOR DISCUSSION. NO ACTION WILL BE TAKEN ON THE AGENDA ITEMS AND NO DECISIONS WILL BE MADE. NO ORAL OR WRITTEN TESTIMONY WILL BE HEARD OR RECEIVED FROM THE PUBLIC.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. REVIEW OF COUNCIL AGENDA AND MEETING

IV. COUNCIL ITEMS

V. PRESENTATIONS

1. Presentation on drought and water conservation by Public Works Director Jay Harris
2. Street Seat Pilot Program Workshop Pages 1-20

VI. ADJOURNMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:
In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the city recorder at (503) 537-1283. For TTY service please dial 711.

MEMORANDUM

Date: July 20, 2015

To: Mayor Andrews, Newberg City Councilors

From: Steve Olson, Associate Planner

RE: Street Seat Pilot Program Workshop

At your July 20, 2015 work session we will present to you information about street seats, and a draft of a pilot program that would allow a limited number of street seats. We welcome your feedback or suggestions. If the street seat program is positively received then we plan to return to the Council with a final draft of the pilot program on August 17, 2015.

What are street seats?

Street seats are temporary platforms placed in an on-street parking space. The platform is the same height as the curb and extends the sidewalk space in order to add additional outdoor seating for a business. The street seats are owned and maintained by the adjacent private business, and require a permit from the City. They are not public parks, and serve as an extension of the adjacent business.

Are they a good fit for Newberg?

1. Newberg is not an early adopter of street seats, so we can learn from other's experiences. Some large cities, such as Portland and San Francisco, have allowed street seats for several years. Some smaller cities, such as Milwaukie, Oregon, have allowed them in recent years. Our proposed pilot program is based on Milwaukie's adopted pilot program for street seats.

2. We have had interest from a local restaurant in placing a street seat/bike corral in an on-street parking space adjacent to their restaurant.

3. Street seats vs. parklets: The terms "street seats" and "parklets" are sometimes used interchangeably. Some cities create public "parklets" that are little parks maintained by the city, while others only allow privately-maintained "street seats". Staff's position is we do not want to create small public parks. Our proposal is to allow privately-maintained "street seats," so we will call them "street seats" instead of "parklets" to avoid confusion.

Roles and responsibilities

1. City establishes pilot program, reviews applications, issues permits, inspects.

APPROVED
Jm Bet

2. Applicant designs the street seat, documents liability insurance, applies for a permit, installs, and performs maintenance. Obtain Oregon Liquor Control Commission (OLCC) and Yamhill County Health Department permits as needed.

3. Permit review process: Administrative review by Planning and Engineering. Estimated review time of 2-3 weeks.

Design Guidelines:

1. Designed for easy removal to allow maintenance of the public street and other infrastructure.

2. Designed to allow stormwater drainage along the curb.

3. ADA accessible.

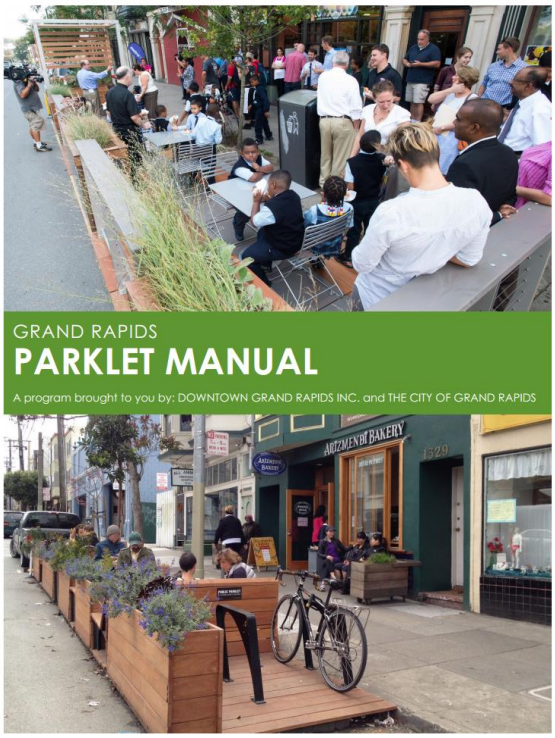
4. Adjacent to the applicant's business.

5. No advertising or smoking.

6. Located on a side street, not First or Hancock Streets.

7. Located at least one parking spot in from a corner, unless protected by a bollard, sidewalk bulb-out or similar protective feature.

Examples:



GRAND RAPIDS
PARKLET MANUAL

Urban Street Design Guide – by NACTO (National Association of City Transportation Officials)

The following pages are excerpted from NACTO's street design guide, and contain examples of street seats. NACTO uses the term "parklet" to refer to both public and private seating areas, but the general guidelines are applicable in either case.

Urban Street Design Guide

National Association of City Transportation Officials

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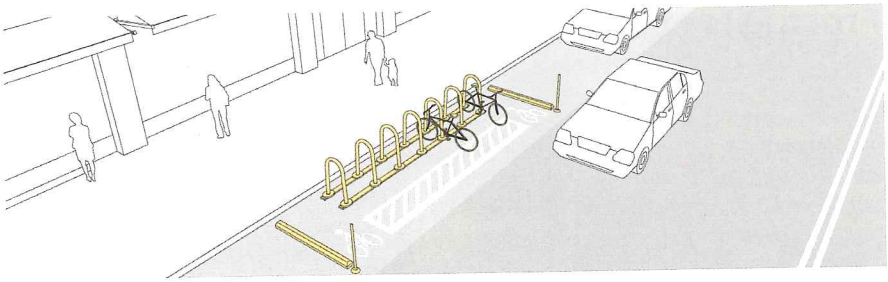
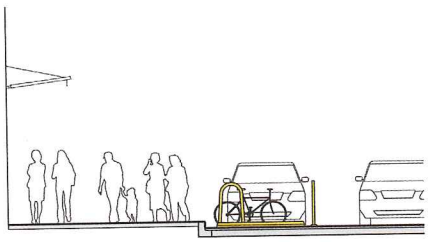
Sidewalks

Sidewalks play a vital role in city life. As conduits for pedestrian movement and access, they enhance connectivity and promote walking. As public spaces, sidewalks serve as the front steps to the city, activating streets socially and economically. Safe, accessible, and well-maintained sidewalks are a fundamental and necessary investment for cities, and have been found to enhance general public health and maximize social capital. Just as roadway expansions and improvements have historically enhanced travel for motorists, superior sidewalk design can encourage walking by making it more attractive.

Bike Corral

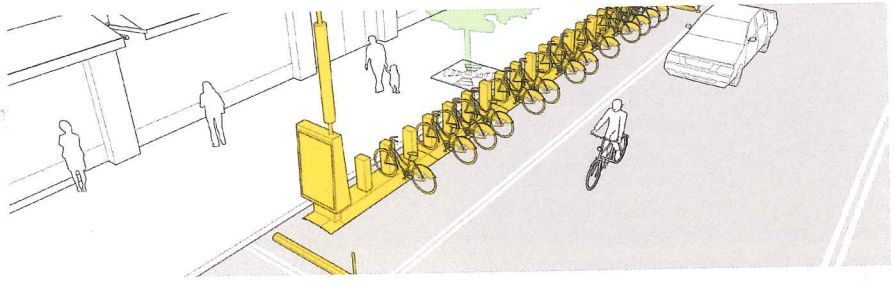
Bike corrals typically replace one parking space at the request of a local business or property owner and accommodate 12–24 bikes. Corrals can be installed at corners to daylight an intersection since bicycle parking has no effect on the visibility of pedestrians to moving vehicle traffic. Bike corrals have been shown to have a positive impact on business.[1]

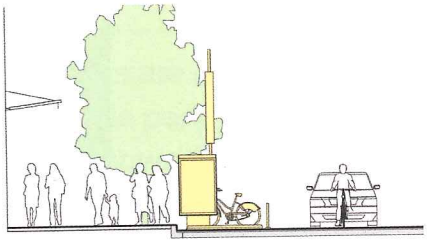




Bike Share

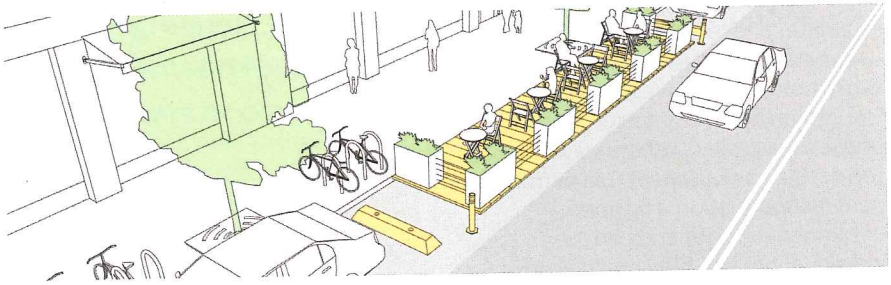
Bike share stations can serve as an integral part of the public transit system. Station maps and kiosks can serve as a focal point that orients tourists and visitors while drawing people to key destinations.

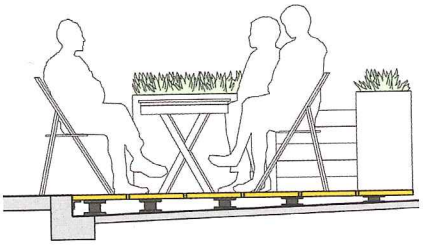




Parklet

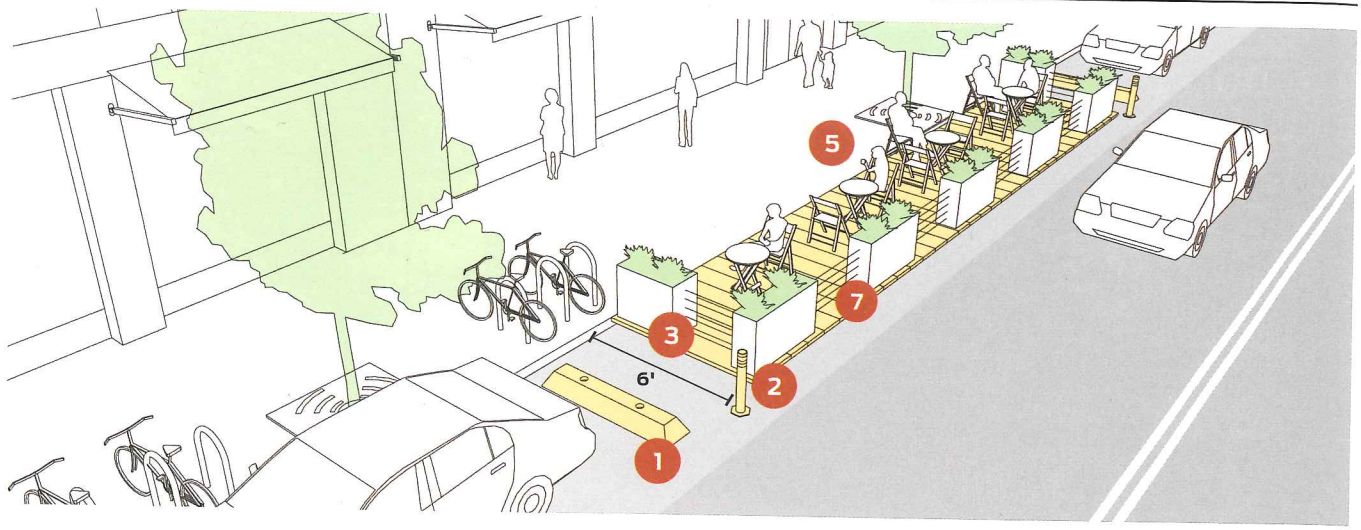
Parklets are public seating platforms that replace several parking spaces. They serve as a gathering place for the community and can energize local stores and shops.

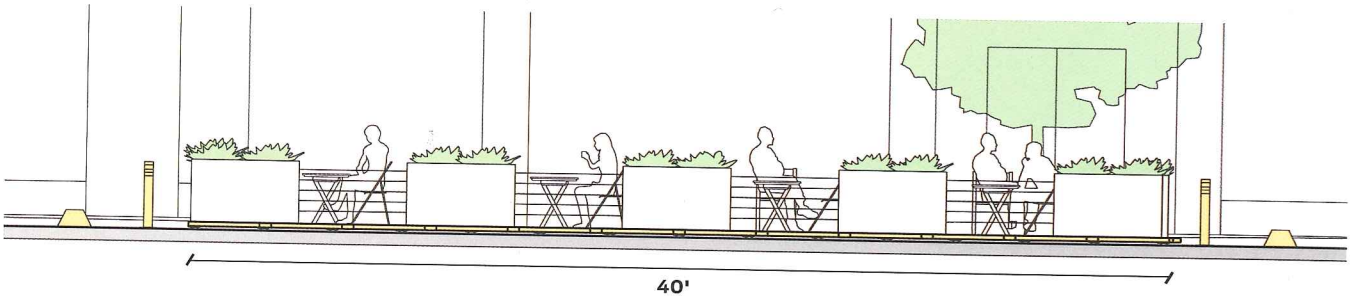




Parklets

Parklets are public seating platforms that convert curbside parking spaces into vibrant community spaces. Also known as street seats or curbside seating, parklets are the product of a partnership between the city and local businesses, residents, or neighborhood associations. Most parklets have a distinctive design that incorporates seating, greenery, and/or bike racks and accommodate unmet demand for public space on thriving neighborhood retail streets or commercial areas.





APPLICATION

Parklets are typically applied where narrow or congested sidewalks prevent the installation of traditional sidewalk cafes or where local property owners or residents see a need to expand the seating capacity and public space on a given street. To obtain a parklet, property owners enter into an agreement with the city, in some cases through a citywide application process, procuring curbside seating in place of one or more parking spaces.

BENEFITS & CONSIDERATIONS

Parklets are typically administered through partnerships with adjacent businesses and/or surrounding residents. Partners maintain and program the parklet, keeping it free of trash and debris. Where no local partners are present, a parklet may be installed and managed by the city as a traditional park or public space.

Parklets can be managed through a competitive application process by a city transportation, planning, or public works agency.[1]

Cities with frequent snowfall should consider the removal of parklets during the winter to prevent conflicts with plows and street cleaning vehicles.

Costs vary based on the design and size of the parklet. Design and installation costs are generally assumed by the maintenance partner. Standardized parklet designs may be made available by the city to make the program more appealing and affordable.[2]

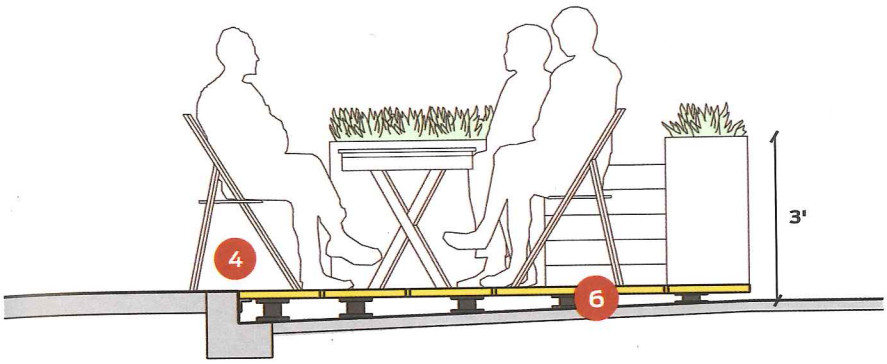
While parklets are foremost intended as assets for the community, their presence has also been shown to increase revenues for adjacent businesses.[3]

CRITICAL

1 To ensure visibility to moving traffic and parking cars, parklets must be buffered using a wheel stop at a desired distance of 4 feet from the parklet. This buffer may also serve as a space for adjacent property owners to accommodate curbside trash collection.

2 Parklets should have vertical elements that make them visible to traffic, such as flexible posts or bollards.

Wheel stops on either side of the parklet.



A steel transition plate ensures a flush transition from the curb to the wooden parklet surface.

Bison pedestals are a popular substructure for parklets.

LOCATION: PHILADELPHIA, PA
Before, during construction, and after—parklet on 44th Street.

3 Parklets have a desired minimum width of 6 feet (or the width of the parking lane). Parklets generally entail the conversion of one or more parallel parking spaces or 3–4 angled parking spaces, but may vary according to the site, context, and desired character of the installation. Where a parklet stretches the length of an entire curb, accessibility and sightlines must be taken into account.

The design of a parklet should not inhibit the adequate drainage of stormwater runoff. Small channels between the base and the platform facilitate drainage.

4 Parklets should have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.

RECOMMENDED

Parklets should avoid corners and are best placed at least one parking space away from the intersection corner. Where installation of a parklet is under consideration for a site near an intersection, volumes of turning traffic, sightlines, visibility, and daylighting should be taken into account.

Parklets should be heavy enough to make theft impossible or unlikely. Site selection should consider the level of surveillance both during the day and at night.

5 Incorporate seating into the parklet. Seating may be integrated into the design itself or made possible with moveable tables and chairs.

6 Designs for the substructure of a parklet vary and depend on the slope of the street and overall design for the structure. The substructure must accommodate the crown of the road and provide a level surface for the parklet. "Bison pedestals" spaced under the surface and of different heights are a common application. Another method is to provide steel substructure and angled beams.[4]

Parklets should use a slip-resistant surface to minimize hazards and should be accessible to wheelchair users.

Parklet floor load-bearing weight standards vary by agency. At a minimum, design for 100 pounds per square foot.[5]

7 Include an open guardrail to define the space. Railings should be no higher than 3 feet and be capable of withstanding at least 200 feet of horizontal force.[6]

Parklet siting should avoid obstructing underground utility access and electrical transformer vaults.

OPTIONAL

The design of any individual parklet may vary according to the wishes of the primary partner or applicant. Designs may include seating, greenery, bicycle racks, or other features, but should always strive to become a focal point for the community and a welcoming public gathering place. Cities may opt to have a standard design template to reduce design and construction costs for applicants.

Bicycle parking may be incorporated into or adjacent to the parklet.

SAN FRANCISCO PARKLET PROGRAM

San Francisco's Parklet Program converts parking spots into vibrant public spaces. Parklets extend the sidewalk and provide neighborhood amenities like seating, landscaping, bike parking, and art. Through an application process that requires documented neighborhood support, the program allows the community to actively participate in the beautification and creative use of the public realm. Designs are accessible and inclusive, inviting pedestrians, bicyclists, and shoppers to linger, relax, and socialize. Each parklet has a distinct, site-specific design that reflects the neighborhood's unique character,

Process

Each year, an interagency team, led by the San Francisco Planning Department, issues requests for parklet proposals. Storeowners, community organizations, business improvement districts, residents, and nonprofit institutions may apply to sponsor a parklet. Sponsors must conduct community outreach, design the parklet, fund its construction, undertake maintenance, and supply liability insurance. Materials and designs must be temporary and removable, and sponsors must renew parklet permits annually.

Design

San Francisco's parklets generally meet the following design requirements:

- Replace 1–2 parallel, or 3 perpendicular or diagonal parking spaces.
- Be sited on streets with speed limits of 25 mph or less and slopes below 5 percent.
- Have no interference with utility access, fire hydrants, disabled parking, bus zones, or curbside drainage.
- Meet construction standards of both the San Francisco Building Code and the Americans with Disabilities Act Accessibility Guidelines.
- Include wheel stops, reflective elements at corners, and a buffered edge.
- Incorporate high-quality, durable materials.

Privately sponsored and funded, parklets represent an economical means of expanding and energizing public space. Since the program's initial 2010 launch with 6 pilot parklets, San Francisco has installed 38 parklets across the city.

City of Newberg: Street Seats pilot program

A joint proposal by the Community Development Department & Engineering Services Department

Acknowledgement: The proposal text is based on a pilot program created by the City of Milwaukie, Oregon

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INFORMATION and APPLICATION

ABOUT THE STREET SEATS PILOT PROGRAM

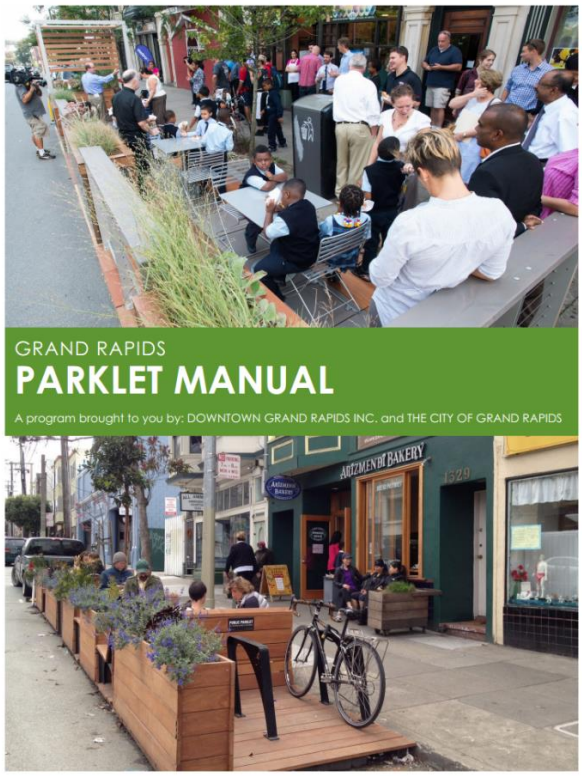
The City of Newberg is introducing a 2015 Downtown Street Seats pilot program. This pilot program is geared toward applications for a semi-permanent street seat (regular or daily occupancy) – repurposing on-street parking spaces to add additional outdoor seating for a restaurant so people can stop, sit, and take in the life of the street. To justify construction expense, and help ensure active use, this is a 2-year pilot program: August 2015 through August 2017.

WHAT ARE STREET SEATS?

Street seats are temporary platforms placed in an on-street parking space. The platform is the same height as the curb and extends the sidewalk space in order to add additional outdoor seating for a restaurant. The street seats are owned and maintained by the private business, and require a permit from the City.

Some cities call them “parklets”, and others call them “street seats.” Some cities create “parklets” as miniature public parks, while others only allow privately owned versions. Newberg’s pilot program is only for privately-owned street seats, so to avoid confusion the term “street seats” will be used in this document instead of “parklet.” One benefit of privately-owned street seats is that they are maintained and monitored by the adjacent business.

Example: From the City of Grand Rapids parklet manual



KEY ITEMS

- **Eligibility**: The pilot program is limited to eating/drinking establishments in the downtown C-3 commercial zone.
- **Location Limitations**: The pilot program uses a maximum of 6 parking spaces; no more than one street seat per block face. One establishment has been preselected (pending application submittal), having shown great interest in the program; a few additional street seats would be possible.
- **Parking space stenciling**: Applicants recognize that parking space stenciling done by the City will not be done where street seats are in place.
- **Design Documentation**: Design document package required at time of application submittal. Street seat applicants will be required to submit a complete set of proposal drawings in order to be considered for approval, including a full set of detailed design drawings.
- **OLCC & Yamhill County Health Dept.**: If applicable, applicant is responsible for obtaining separate Oregon Liquor Control Commission (OLCC) permits and Yamhill County Health Department permits.
- **Change in ownership**: If your business changes ownership you will either need to remove your street seat or transfer the permit to the new owner.
- **As a pilot project, the City reserves the right to adjust requirements as situations arise.**

FEES

All eligible applicants will be charged a $150 base permit fee. If the street seat requires other changes to the street (e.g. parking sign or striping changes) the applicant will be responsible for those costs. City staff will provide accurate cost estimates of these charges based on location. Filing fee will be due upon filing of application.

INSURANCE

If your application is approved, you will be required to provide evidence of at least $2M in liability insurance naming the City of Newberg as additional insured. Most businesses already carry this insurance; please check with your provider.

MAINTENANCE

The street seat will be owned and maintained by the applicant. The applicant is responsible for all costs associated with the design development, construction, installation, maintenance, and removal of the street seat. If an application is approved, this represents that the applicant shall keep the street seat free of debris, grime, and graffiti, and to keep all plants in good health.

The permit obligates you to ensure that the facility is swept daily and debris is removed from under (if applicable) and around the street seat a minimum of once a week. Any cleaning products that are used on the facility are required to be biodegradable and environmentally friendly, since they will ultimately drain into nearby streams.

DESIGN EVALUATION

The following evaluation criteria will be used to evaluate the design submissions and award approvals:

- **Design quality**: The quality and creativity of the design; the quality and durability of proposed materials and furniture.
- **Streetscape enhancement**: How the proposal will enhance the aesthetic quality of the streetscape.

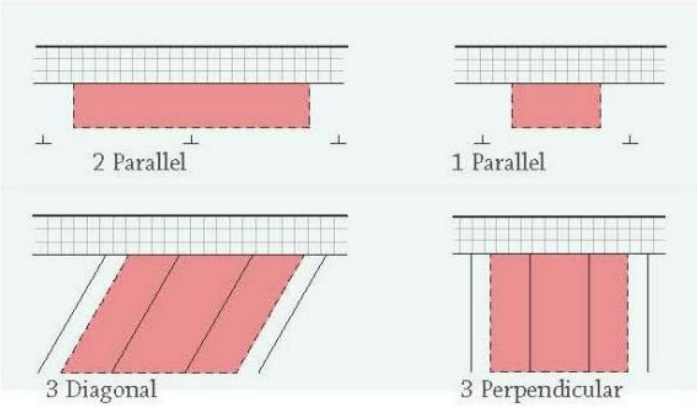
GENERAL GUIDELINES

- The street seat must be located adjacent to the applicant's business; no more than one street seat per business will be permitted.
- In some areas of downtown, curb heights in combination with the slope of the street make the installation of a traditional street seat platform very challenging. In these cases, the applicant may propose to not install a platform, but must demonstrate compliance with ADA accessibility requirements to ensure that accessible seating is provided in the overall street seat.
- Design for easy removal. The street seat will sit on top of the existing street surface. Because street seats may sit on top of critical infrastructure and utilities such as gas lines, sewer and water mains, they need to be designed for easy removal in case of an emergency. If the street seat has to be removed for city maintenance then the owner must remove it at their expense.
- The street seat may remain in place year-round but must be moveable.
- A street seat may include a bike corral. The bike corral must be located beyond the seating area, not before it, and cannot be permanently attached to the paving.
- No power lines can extend over the sidewalk to the street seat.
- No advertising. Logos, advertising, or other branding is prohibited.
- Smoking is prohibited in street seats.
- The proposal must include detailed plans for securing furniture when the business is closed.
- Maintenance and litter removal is the responsibility of the applicant/owner. Failure to maintain the street seat may result in the revocation of the permit.
- Extended lack of use may result in the revocation of the permit.
- Be creative.

LOCATION CRITERIA

- Street seats are not permitted in front of fire hydrants, in active bus service areas, across driveways, or over manholes or public utility valves or covers (including water shut off valves). As an alternative, if valves are present, the street seat must be designed for easy access.
- Fire hydrants cannot be blocked for a total distance of 10 feet (5 feet in each direction along the street from the hydrant).
- The proposed site should be located at least one parking spot in from a corner; otherwise a protected bollard, sidewalk bulb-out, or other similar feature must be present if located at the corner.
- The proposed site should be located on a street with a speed limit of 25 MPH or less.
- Street seats cannot be located on First Street, Hancock Street, or other ODOT rights-of-way.

- Multiple businesses may propose a shared street seat; details regarding the shared use agreement must be included.
- For street seats proposed on parallel parking spaces, a maximum of two (2) parking spaces shall be used. For proposals using angled parking spaces, a maximum of three (3) parking spaces shall be used. For proposals using perpendicular parking spaces, a maximum of three (3) parking spaces shall be used. Refer to Figure 1 for details.



DESIGN ELEMENTS – applicable to all street seats

- The street seat design must include vegetation in the form of planters.
- The use of high quality, durable materials capable of withstanding year-round use is encouraged.
- All rails must be capable of withstanding a 200-lb horizontal force. No wall, planter, or rail may be higher than 3', as measured from the walking surface.
- Design must maintain a minimum five-foot clear pedestrian through zone in the sidewalk corridor where access is taken to the street seat area.
- Street seat footprint: parallel parking. Twenty-four (24") inch setback on either end of the street seat, adjacent to parallel parking, shall be maintained. Wheel stops may be used but are not required. If proposed, wheel stops will be installed by the applicant and inspected by the City after final facility construction/installation is complete.
- Street seat footprint: diagonal parking. For diagonal and perpendicular spaces, the edge of the street seat must be set back eighteen (18") inches from the adjacent parking space on either side. This setback space must be included within the street seat space, and not be taken from the adjacent space.
- Street seat design must include a physical barrier along the street while maintaining clear visual sightlines to the street. Vertical elements, such as planters and umbrellas, should be included so that the facility is visible to vehicles.
- To protect a street seat in a parallel parking space from parking maneuvers, substantial planters, weighted bollards, or other structure that can withstand light vehicular impact, must be installed on either end of the street seat and at the street edge. Street seats in diagonal parking

spaces are not required to have such substantial edge materials, except for the side and corners at the street edge. Additional traffic safety items may be added to the final design by City staff.

- The proposed number of table and chairs shall be approved by the City. Furniture must be able to accommodate those with disabilities, wheelchairs, or mobility devices.
- Proposed covers or shelters may have additional structural engineering requirements. If canopies/tents/awnings are used there may be additional Fire Code requirements.
- Surface materials: loose particles, such as sand or loose stone, are not permitted on the street seat.

DESIGN ELEMENTS – applicable to street seats with platforms

- The platform may not be attached to or damage the street and must be easily assembled and disassembled. Any damage to the street is the responsibility of the applicant.
- Platform must be designed to allow for curbline stormwater drainage.
- Platform must be designed to accommodate the crown and cross slope of the street surface.
- Street seat decking must be flush with the curb and may not have more than a ½ inch gap from the curb. If this is impossible, the submitted design must demonstrate compliance with ADA accessibility requirements to ensure that accessible seating is provided in the overall street seat (e.g. sidewalk café seating).
- All plans must clearly articulate the spans and supports to be used for the body of the street seat.
- Street seat platform rest areas cannot exceed two percent (2%) cross slopes.

DEVELOPING the DESIGN DOCUMENT PACKAGE

Quality of design will be one of the prioritized evaluation criteria.

Site locations and street seat design are approved by City staff based on the attached Design Guidelines. Applicants are encouraged to communicate with staff during the design development phase. Staff can help flag potential design concerns early on, and foresee potential issues that could be arise later in the process.

Hiring a professional engineer is not required. Use of Google Earth or similar technology for planning purposes is sufficient. But accurate measurements are required for design details. Please provide as much detail as possible – it will speed the process of reviewing the application. The City prefers documents in 11" x 17" format.

1. Street seat Location and Context Plan. This drawing should show the street seat footprint in relation to the surrounding streetscape context. It should include footprint of the proposed platform in context with the surrounding streetscape, including:

- "footprint" of the proposed street seat
- building "footprints" and entrances
- sidewalk width
- existing parking stalls
- existing curb cuts and driveways
- adjacent bike lane and auto lanes
- all surface obstructions within 15 feet of the proposed area (e.g. fire hydrants, utilities, streetlights, parking meters, street trees, tree pits, etc.)
- required setbacks from adjacent parking stalls

2. Detailed Design Plan. This is a top-view drawing of your street seat design and should include:

- Various elements included in the design.
- Different materials to be used in the design.
- Plant types and/or species to be used.
- Street seat dimensions and elements (including required buffer areas).
- ADA compliance.
- If applicable, a detail showing how you will maintain positive drainage flow along the curb line.

3. Elevations. These are side-view drawings of your proposed design and should include:

- Various elements included in the design.
- Different materials to be used in the design.
- Dimensions of platform, street seat elements and buffer areas.

4. Renderings and Perspectives (optional)

5. Construction Drawings (if applicable). These drawings should show how your street seat will be assembled or constructed. They will include:

- Confirmation of all dimensions and materials to be used in the design.

- Any hardware such as fasteners to be used in the construction process.
- A detail showing how you will accommodate existing curb height and the cross slope of the road surface.

6. Right-of-way use drawing and construction information. This drawing identifies any right-of-way area to be temporarily used during the construction of the street seat. Identify any area of the street, parking spaces, sidewalk, etc. that are proposed to be temporarily used. A minimum of 5' of clear sidewalk access for pedestrians must be maintained at all times. Indicate the duration of construction including proposed dates and times.

STREET SEAT APPLICATION and PROCESS

The following is an overview of the street seat application, approval, and installation process:

1. Applicant reviews application materials and design guidelines

2. A location is selected that meets location criteria.

3. It is strongly recommended that applicants request a meeting with City staff to review design ideas prior to submitting an application.

4. Business and property owner approvals are obtained using Application Form.

5. Work begins on detailed design document package.

6. Applicant should consider contacting City staff with any questions about their application submission. Questions can be sent to the Community Development Department and Engineering Services Department.

7. Completed application and all required attachments and fees are submitted at the Community Development Department permit center counter.

8. The City will review the application for completeness and that all design guidelines have been met. Incomplete applications will need to submit any required information.

9. Applications are reviewed for design and technical requirements.

10. Applicants with approved applications will be contacted by City staff to schedule a preconstruction on-site visit if needed.

11. Installation must occur within 90 days of permit issuance.

12. Once installation is complete, applicant is required to notify the City within 48 hours of the completion of street seat construction to schedule a post-construction on-site inspection.

13. Post Construction. The City will continue to monitor the street seat for compliance with your revocable permit and design guidelines. Failure to comply may result in revocation of your permit. The City may also request your participation in assessments and studies of the program.

Street seat Pilot Program: Application Form. Permit #:_____

I. **APPLICATION FORM**

Site Address:_____

Cross-Street 1: _____ Cross Street 2:_____

Applicant Contact Information (main contact assigned to work with City staff)

Project Contact Name:_____

Phone Number: _____Email:_____

Business Information

Name of Business:_____

Address:_____

Type of Business:_____

Owner Name:_____

Owner Phone:_____

Owner Email:_____

Property Owner Information

Name of Property Owner or Representative:_____

Name of Property Owner Company:_____

Street Address:_____

City: State: Zip:_____

Business and Property Owner's Affirmation

I, the undersigned, do affirm that I am the owner or a duly authorized representative of the corporation owning the above referenced property. I have been made aware of the Applicant's intent to install a street seat in the parking lane in front of the business listed on this application and have no objections.

Business owner:_____ {Signature}

_____-{Print Name}_____- {Date}

Property owner_____ {Signature}

_____{Print Name}_____-_____ {Date}

Site Information

Proposed size of street seat (Square feet and # of parking spaces):_____

Is the street seat intended to span more than one storefront? Yes No

* If "yes", application must be received from each sponsoring business.

What is the proposed duration of the street seat? (Daily, every weekend, monthly, etc. Please describe expected timeframe.)

_____

II. REQUIRED DESIGN DOCUMENT PACKAGE

Please refer to the design requirements in the Street seat Program Overview. You can use the following checklist to ensure that your design proposal package is complete.

- ☐ Street seat Location and Context Plan. This drawing should show the street seat footprint in relation to the surrounding streetscape context.
- ☐ Detailed Site Plan. A top-view drawing of the street seat design.
- ☐ Design Elevations. Side-view drawings of the proposed design.
- ☐ Renderings and Perspectives (optional)
- ☐ Construction Drawings (if applicable)
- ☐ Right-of-way use drawing and construction information

Design/Architecture Services (if applicable)

Designer Name:_____

Design Firm:_____

Phone Number:_____

Email:_____

Construction Services (if applicable)

Contractor Name:_____

Company Name:_____

Phone Number:_____

Email:_____

III. APPLICATION SUBMISSION INSTRUCTIONS

- ☐ How to submit your completed application package:
- ☐ Format drawings to an 11x17 page layout
- ☐ Provide five (5) copies of the application and Design Package
- ☐ Attach documentation of Insurance Requirements
- ☐ Filing Fee