

PARKLET AND PEDLET POLICY

WHAT IS A PARKLET OR PEDLET?

A parklet or pedlet repurposes part of the street into a public space for people. They are intended as aesthetic enhancements to the streetscape, providing an economical solution to the need for increased space for businesses. Parklets provide direct amenities like seating, dining, plantings and art immediately on the parklet structure itself. A pedlet is a structure which acts as a sidewalk extension beyond the existing curb line. A pedlet is typically utilized to allow for a business to use the existing sidewalk as an extension of the business and the pedlet acts as new route for pedestrians to get around the extension of the business on the sidewalk.

Parklets attract attention to businesses and provide additional seating that can be used by cafe customers and others. A parklet also beautifies the street and creates a neighborhood destination.

They reflect the diversity and creativity of the people and organizations that sponsor and design them. They also reflect the City's commitment to encouraging walking and biking, creating great streets, and strengthening our communities.

Parklets catalyze vitality and activity in the city's commercial districts. They support local business communities by encouraging pedestrians to linger. Parklets can serve as neighborhood anchors and destination points—providing spaces for neighbors to gather and get to know one another. Collectively, parklets broaden the potential for the public realm to engage and delight while adding much needed open space to our commercial corridors.

Please note that the restrictions which apply to parklets throughout the document also apply pedlets and that pedlets may have additional restrictions beyond parklets.

GUIDELINES

1. Permitted only for food and drink establishments.
2. Cannot extend beyond the width of the applicant's tenant frontage.
3. If being used to accommodate outdoor dining and/or an extension of premise, it will require a Special Use Permit for outdoor dining.
4. Requires a Major Grant of Privilege.
5. The plan subject to Plan Commission review for aesthetics, signage, use, etc...If the area is already approved for outdoor dining; staff approval is possible, for changes to the outdoor dining area.
6. On arterial streets only pedlets are allowed. Pedlets are platforms with no tables; they are simply a temporary extension of the sidewalk to allow for dining in the existing sidewalk.

7. Large decorative planters should be utilized on each end of the parklet or pedlet to add protection to the structure.
8. **Reflective elements at corners.** Reflective elements are required at the outside corners of all parklets. Soft-hit posts are a standard solution deployed at the outside edges; however the City will consider additional reflective elements incorporated in the parklet design. Drainage to be integrated into the design (usually a pipe at curb or some clearance to allow for surface runoff along curb line).
9. **No advertising.** Logos, advertising, or other branding is prohibited. A small unobtrusive plaque recognizing project sponsors and material donors may be acceptable.
10. A railing is required to be installed around perimeter to prevent people from walking off into street.
11. **Design for easy removal.** Because parklets 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. No parklet component may weigh more than 200 pounds.
12. ADA accessible.
13. Term of use March through November (In other words, open for St. Patrick's Day and close/remove after Halloween).
14. **Speed limit.** Parklets are permitted on streets with speed limits of 25 mph or less. Parklets on streets with speed limits over 25 mph may be considered on a case-by-case basis.
15. **Corner locations.** In general, parklets must be located at least one parking space away from an intersection or street corner. Parklets close to corners can be more exposed to the risk of a collision by motorized vehicle. In some instances, a curb-extension (bulb-out), or some other physical barrier that would protect the parklet in a corner location may allow the city to consider a corner parklet on a case-by-case basis.
16. **Parking spaces.** Parklets can be sited along the curb line on streets where on-street parking spaces exist. They can be considered in any location where there are or would be space(s) for on-street parallel, angled, or perpendicular parking.
17. **Driveways.** Parklets may be installed in front of a driveway if the applicant is the owner of the driveway or obtains written permission from the property owner to install the parklet. If the driveway has been abandoned or no longer provides access to off-street parking space, it shall be cleared and removed before the parklet is installed.
18. **Other locations.** Other locations adjacent to the curb will be considered on a case-by-case basis.
19. **Street slope.** Parklets are generally permitted on streets with a running slope (grade) of five percent or less. When installed on streets with running slopes of three percent or greater, parklets will need to include a wheelchair rest area.
20. Parklets may be permitted on streets over five percent if they can provide safe access and turnaround area for wheelchair users. Parklets on streets with a running slope over

five percent pose significant design challenges. For those parklet proposals, you should anticipate a longer and more robust review process, and be aware there is a somewhat greater chance that such parklets will not be issued permits.

21. **Long-term City projects / future City-sponsored streetscape improvements.** As part of its initial screening process, the City reviews proposed parklet locations for potential conflicts with future programmed streetscape improvements and repaving projects. The City may reject parklet proposals that conflict with impending streetscape improvements. Parklets installed on streets scheduled for future improvements will likely need to be removed prior to the improvements being constructed.
22. **Proximity to other parklets.** As the number of parklets in the City increases, oversaturation may become an issue in some neighborhoods. The City will prioritize parklets proposal from under-represented neighborhoods.

ZONING APPROVALS

1. Any expansion of outdoor dining or extension of premise shall require a Special Use Permit (SUP) and Site Architectural Review is required (outdoor dining or extension of premise).
 - a. \$500 SUP fee
 - b. \$100-\$500 Site Review fee
 - c. Site Plan
 - i. Sidewalk view, to scale, from front of building to the centerline of the road.
 1. Show all objects/obstructions in right of way.
 2. Include a view of what the railings on the parklet will look like.
 3. Show the proposed location of all tables and chairs.
 4. Detailed written description which describes:
 - a. Proposed use of the outdoor area
 - b. Hours of operation

GRANT OF PRIVILEGE AND INSURANCE REQUIREMENTS

1. Major Grant of Privilege Required.
 - a. Certificate of Liability Insurance in the amount of \$1,000,000, with a \$2,000,000 aggregate and a \$5,000,000 umbrella.
 - b. An endorsement specifically covering the pedlet/parklet.
 - c. A Performance Bond in the amount of \$10,000 or a Cash Bond in the amount of \$1,000.
 - d. A one-time fee of \$50.00.
 - e. Board of Public Works approval.

INCLUSIVE DESIGN (ADA COMPLIANCE)

1. Your parklet design must be accessible and welcoming to all users, including people with physical disabilities, wheelchair users and those with impaired vision. Inclusive design considerations will affect many aspects of your parklet design ranging from how you allocate space within the parklet to the materials you chose to use. A few examples of the issues City staff will evaluate while reviewing your parklets design include:
2. Slip resistant surface materials.
3. Ensuring wheelchair users can access and enjoy your parklet.
4. Ensuring your parklet, and some seating within your parklet, is accessible to people with disabilities.
5. **Platform surface.** The top of the parklet platform must be flush with the sidewalk with a maximum gap of one-half inch. In the case of a sloping street, staff will work with the designer to address issues of access. The platform provides the structural base for the parklet. The City strongly recommends consulting a design or construction professional to ensure that the platform will be sturdy and safe.
6. **Drainage.** The parklet cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover openings at either end of the parklet with screens to prevent blockage from debris.
7. **Street crown and curb height.** Most streets are crowned (parabolic in cross-section) and typically edged with a six-inch-high curb. This is to ensure that stormwater flows towards the curb and gutter during a rainstorm. The curb is intended to prevent water from jumping the curb and flooding adjacent buildings. This means that the elevation of the street rises the further you move from the curb, effectively reducing the amount of space to build the parklet platform. Whereas along the curb there may be 6 inches of clearance for your platform structure, clearance can be reduced to as little as 2 inches further into the street. Furthermore, both curb heights and street crown heights vary with each street segment. Applicants and designers are strongly advised to take field measurements before beginning the design to make sure their proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements.
8. **Extend the sidewalk.** Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside edge. This may not be feasible on steeply sloped sites.
9. **Parklet's Positive Edge at Perimeter of Deck Surface:** Parklets need a *Positive Edge* along the open sides the *Deck Surface* that is parallel to the vehicular traffic lane, to inhibit people who, while lingering, may inadvertently wander into vehicular traffic. *Positive Edges* serve to reduce potential tripping hazards at drop-offs along open sides of the *Deck Surface*.

- a. A *Positive Edge* along vehicular traffic lanes may be achieved by providing a railing of no less than 42 inches in height with openings of no more than 4 inches, or by other means as described in the next paragraph. All railings must be able to withstand a 250 lb. force anywhere and in any direction along the top of the rail from within the parklet. When using a horizontal cable rail or similar flexible design, the barrier shall have a solid cap rail at the top of the barrier, and a solid curb or barrier that is a minimum of 5" high at the bottom of the barrier to provide warning to people who are blind or have low vision. Where a solid railing is provided at the top of the barrier, the railing must be constructed to withstand the forces of people leaning or sitting on it without structural failure. Top rail assemblies shall be designed to resist a load of 50 plf (0.73kN/m) applied in any direction at the top and to transfer this load through the supports to the structure.
- b. Other means for achieving this *Positive Edge* can include raised planters no less than 17 inches high and 12 inches deep, built-in seating or other built-in furnishings no less than 17 inches high and no less than 12 inches deep, dense plantings that visually enclose the space and discourage pass through, bicycle parking arrangements that act to provide a *Positive Edge*, or some other such similar means. In some instances, such as residential streets, alleys, shared public ways or other non-arterial streets, other barriers may be considered on a case-by-case basis.
- c. At other areas, for example where the edge is perpendicular to the vehicle traffic lane, where any portion of the *Deck Surface*'s perimeter is $\frac{1}{2}$ " or more above the street, curb, or sidewalk level, the edge shall be positively marked by a vertical element or barrier that is 17 inches minimum in height. These vertical elements shall have visual contrast with the *Deck Surface* material: either light on dark or dark on light. (See Figures D.3 and D.4)
- d. On streets of 30 mph or greater, streets with four or more auto lanes, or when parklets are installed along a city truck route, the parklet edge of deck may necessitate a design intervention that exceeds the minimal thresholds cited above.

The following accessibility features shall be provided for each Parklet:

1. **Sidewalk Condition and Maintenance.** The sidewalk abutting the Parklet shall be in a state of good repair and maintenance¹, with a grade of no more than 5% running slope at the Parklet Entry². Sidewalk flags or cracks shall not exceed $\frac{1}{2}$ " in vertical change of elevation or in horizontal separation. Vertical changes between $\frac{1}{4}$ " and $\frac{1}{2}$ " high shall be beveled. Tree well areas shall be filled level to the sidewalk surface.
2. **Parklet Path.** A Parklet Path is an accessible route that connects the sidewalk to the Parklet Entry, Deck Surface, Wheelchair Turning Space and Wheelchair Resting Space.
 - a. The Parklet Path shall under no circumstances be less than 48" wide minimum. Once on the parklet's Deck Surface, the Parklet Path shall be 36" wide minimum.
 - b. The cross slope along any portion of the Path shall not exceed 1:48 (2%).

3. **Parklet's Entry and Deck Surface.** The Parklet Entry is where the Parklet Path joins the parklet's Deck Surface. An ideal Parklet Entry should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.
4. Any openings between the sidewalk and the Deck Surface shall be flush without a horizontal or vertical separation that would allow the passage of a ½" sphere.
5. Where the curb or a portion of the curb is damaged, has settled lower than the deck surface, or has a separation greater than ½", a continuous threshold unit shall span from the deck to the sidewalk surface over the curb. Changes in level from the threshold's top surface material and the deck or the sidewalk shall not exceed ½" maximum. Changes in level of ¼" high maximum shall be permitted to be vertical, and changes in level between ¼" and ½" shall be beveled with a slope not steeper than 1:2.
6. Where the Deck Surface edge abuts existing driveways or curb ramps, the driveway area or curb ramp shall be temporarily filled-in for the duration of the Parklet's installation.
7. **Deck Surface.** The Parklet's Deck Surface shall be firm, stable and slip resistant.
 - a. The Deck Surface's maximum cross slope shall be no greater than 1:48 (2%) measured perpendicular to the sidewalk or curb. The Parklet's underlying frame or structure may need to be tapered or shimmed in order to accommodate the slope of the crown and the gutter in the street.
 - b. The Deck Surface's maximum running slope (parallel to the curb) is 1:48 (2%) for the Wheelchair Turning Space, the Wheelchair Resting Space and the routes that connect them. For other Deck Surfaces, the running slope may not exceed 1:20 (5%). The Deck Surface materials shall be installed with no gaps between them larger than would permit the passage of a ½" sphere. Elongated openings shall be placed so that the long dimensions are perpendicular to the dominant direction of travel.
 - c. The Deck Surface shall have no abrupt changes in level exceeding ½" along the Parklet Path. No changes in level (even if they are less than ½") are recommended at either the Wheelchair Turning Spaces or Resting Spaces.
 - d. The Deck Surface shall all be on one level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis. When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

OVERSIGHT

Dept. of Development staff shall approve all items proposed to be placed on the parklets or pedlets, including but not limited to, tables, umbrellas, chairs, signage and hanging baskets. Staff shall have the right to ask the applicant to remove those items for safety or aesthetic purposes.

The Public Works/Engineering Department shall approve the parklet/pedlet structure and other related items outside of the structure.

URBAN JOE CAFÉ - DEMONSTRATION PEDLET – 7028 W. Greenfield Ave.

