



# Parklet Design Guidelines

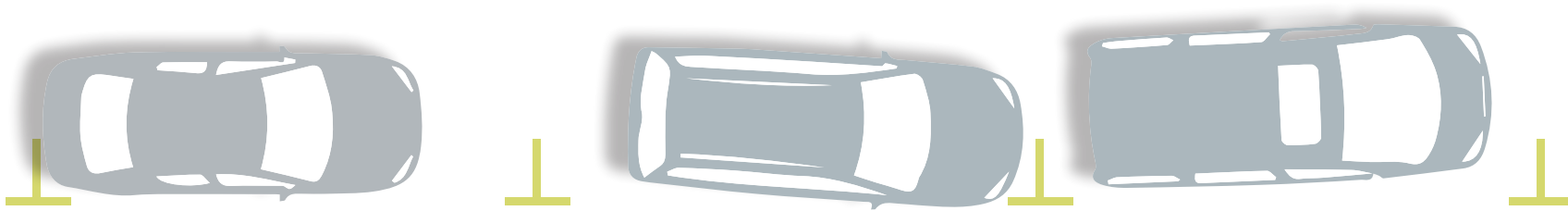
A Placemaking Initiative of the City of Richmond, Virginia

Departments of Planning & Development Review, Public Works & Public Utilities

**MARCH 2016**



Dwight C. Jones, Mayor



Developed by staff from the City of Richmond's Departments of Planning & Development

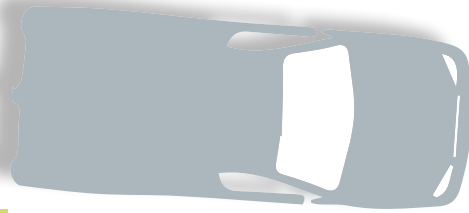
Review, Economic & Community Development, Public Works, and Public Utilities.

Designed by Kathleen Onufer, Yessenia Revilla, and Josh Son.

Adopted by the Richmond City Planning Commission on March XXXX.

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# GUIDE DEFINITIONS



## **Authority**

These Parklet Design Guidelines are promulgated in accordance with Chapter 24, Article II, Division 9 of the code of the City of Richmond (2015), which was adopted by Richmond City Council on February 22, 2016 (Ordinance No. 2016-026). The design guidelines were adopted by resolution of the Planning Commission on March XXXX, and may be amended from time to time by commission resolution.

## **Definition**

A Parklet is a removable platform made available to the public for recreational use that occupies a portion of a parking lane that is closed to motor vehicle parking.

## **More Information**

For more information, please contact [Parklets@richmondgov.com](mailto:Parklets@richmondgov.com).

## WHAT IS A PARKLET ?

Parklets are small platforms that take the place of two or more on-street parking spaces. They offer amenities that allow people to stop, sit, and enjoy their neighborhood street life. Parklets act like a community front porch or stoop.

These small spaces can make a big difference on a street by creating new pedestrian areas and public spaces that improve the quality of life in Richmond's neighborhoods and commercial corridors.

The City of Richmond supports neighborhoods and commercial corridors making their public spaces more vibrant. A parklet can express the unique character of Richmond's neighborhoods and commercial corridors, celebrating their history and sense of place.

Local business owners and community groups interested in bringing parklets to their neighborhood should review this short set of program requirements and design guidelines before submitting a request to the City for a Pedestrian Enhancement Permit.



These photos show how parklets work as public spaces in other American cities and commercial corridors as well as how they might work in Richmond.

## THE QUALIFICATIONS

In order to receive a Pedestrian Enhancement Permit, applicants must fill out the Parklet Application and demonstrate the following based on the Parklet Design Guidelines:

### 1 The parklet location and construction is safe and appropriate:

Appropriate location shall be demonstrated via photographs and drawings of proposed locations. Safe construction shall be demonstrated by stamped engineering drawings for loading requirements (please see page 13). Both location and construction must meet the Parklet Design Guidelines.

### 2 The parklet has community support:

Support shall be demonstrated via letters of support from adjacent property owners, as well as petitions of support from neighbors and other groups. Prior to being awarded a Pedestrian Enhancement Permit, applicants will submit:

- A letter of support from the property owners in front of the property the parklet will be located (required); and
- Other evidence of support from neighbors, such as a letter of support from the City Councilperson and petitions of support from neighbors.

### 3 The parklet can be appropriately maintained:

The maintenance of the parklet includes but is not limited to: cleaning the parklet and immediate environs, storing the parklet in the case of temporary or seasonal removal, and maintaining insurance. Appropriate maintenance will require:

- A signed maintenance and operation agreement; and
- A certificate of insurance providing coverage to the amount specified in the maintenance and operation agreement.

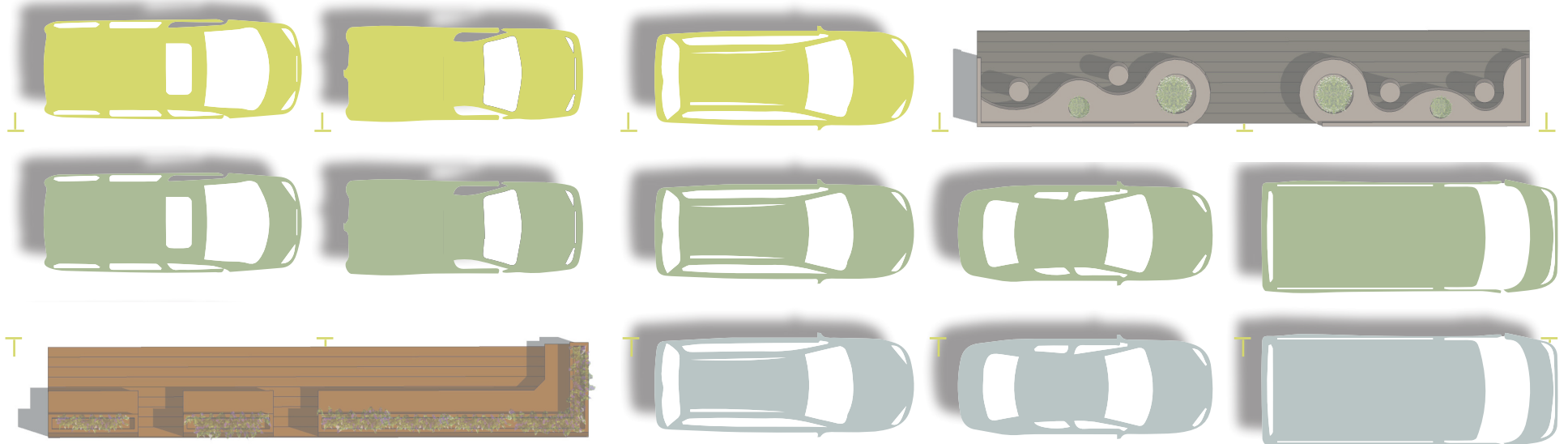
# THE PARKLET PROCESS

## DESIGN PHASE

1. Where Parklets Should Go
  - a. Which Streets
  - b. Where on the Street
2. How Parklets Should Be Built
  - a. Entrances
  - b. Width & Height
  - c. Loading
  - d. Installation
  - e. Signage
  - f. Additional Safety Measures

## APPLICATION PHASE

1. Identify A Location
2. Submit An Application
3. Location Review
4. Finalize Community Support
5. Design Review
6. Final Approvals
7. Install Parklet



## DESIGN PHASE Where Parklets Should Go

### Which Streets:

- Parklets should be on streets with posted **speed limits** of **25 MPH** or less.
- Parklets must be located on streets with a **parking lane**. They cannot be located in a travel lane or a peak hour clearance lane.
- A peak hour clearance lane is any lane that becomes a travel lane, even if parking is allowed otherwise.



### PLEASE NOTE:

All parklet locations are subject to review by the Department of Public Works (DPW), the Department of Public Utilities (DPU), and the Department of Planning and Development Review (PDR). Some of the guidance listed below is subject to DPW, DPU, and PDR's discretion and may be waived if the Director of Public Works feels the location and placement is safe and appropriate.

└ The highlighted areas in these photos represent the type of spaces that may be eligible for parklets. ┘



## DESIGN PHASE Where Parklets Should Go

### Where on the Street:

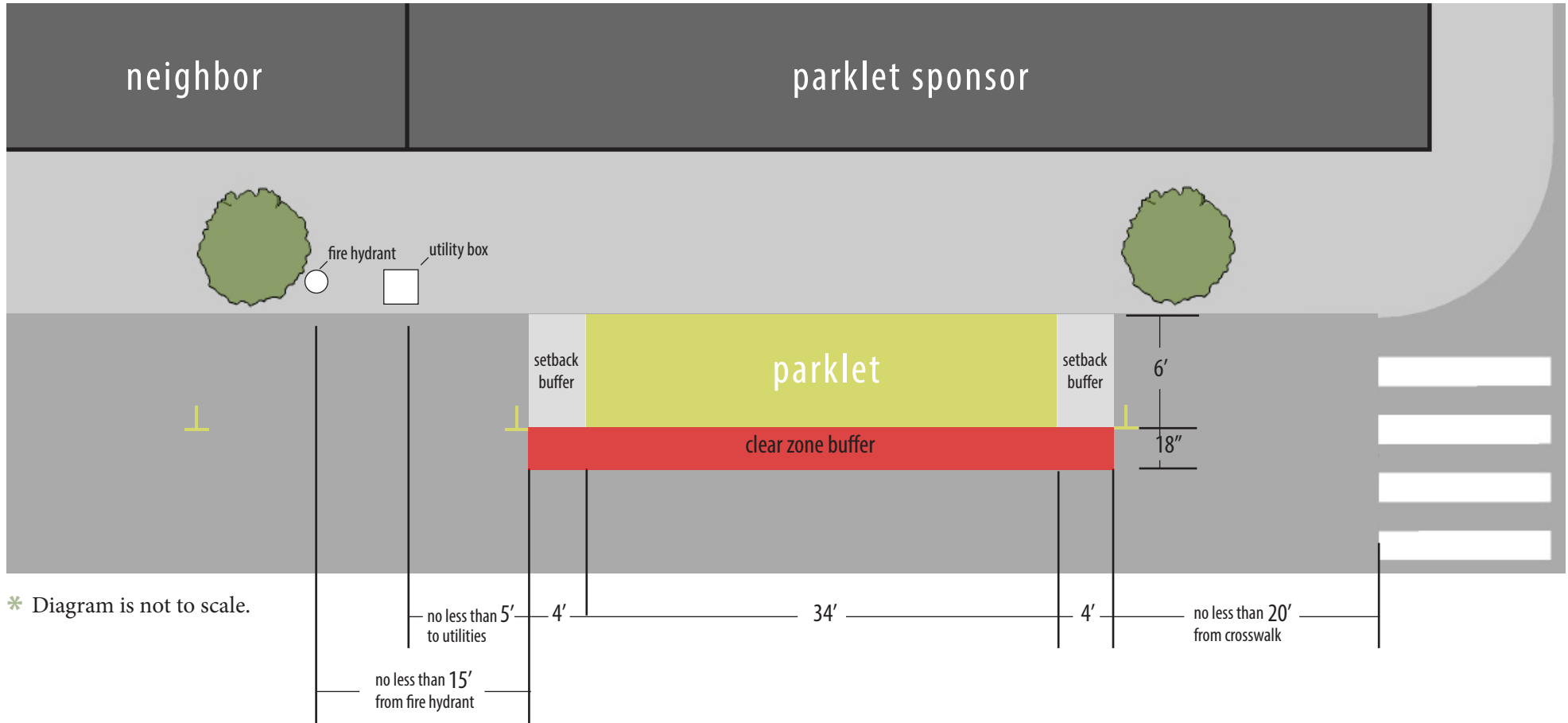
- Parklets should be **two on-street parking spots long**, though both shorter and longer proposals may be considered. This length is inclusive of curb-stops and wheel lengths.
- The parklet zone may not be longer than the frontage of the applicant's or supporting property owner's property line.
- Parklets must be placed such that they:
  - Are at least **5 feet of clearance** to utilities (including manholes and valve boxes), loading zones or handicapped parking spaces.
  - Are no closer than **60 feet to any bus stop** or shelter.
  - Are no closer than **15 feet from any fire hydrant**.
  - Do not **block stormwater drainage**.



### WHEN APPLYING:

You must submit a scaled drawing or annotated map, like the one on the following page, showing the parklet location and distance to those elements.

DESIGN PHASE Example of Site Plan Diagram



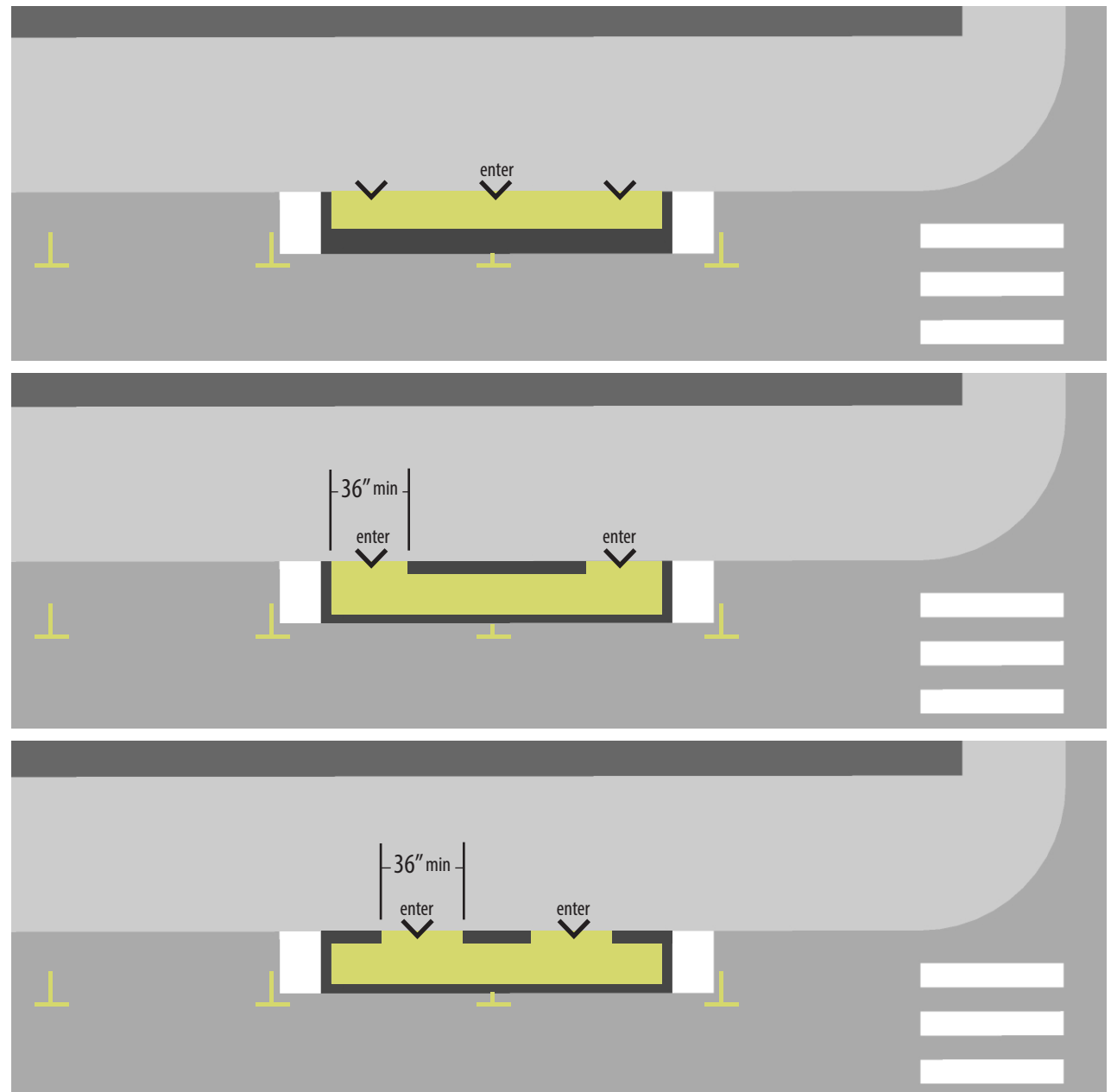
## DESIGN PHASE Building the Parklets

### ENTRANCES:

- The sidewalk-facing side of the parklet should be **open to pedestrians**.
- The entrance on the sidewalk-facing side of the parklet should be placed so as to avoid existing tree wells and bike racks when possible.
- Parklet **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 parklet must be ADA accessible**. A minimum 36" ADA-accessible entryway to the parklet must be maintained for all parklets.

### REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



\* Diagram is not to scale.

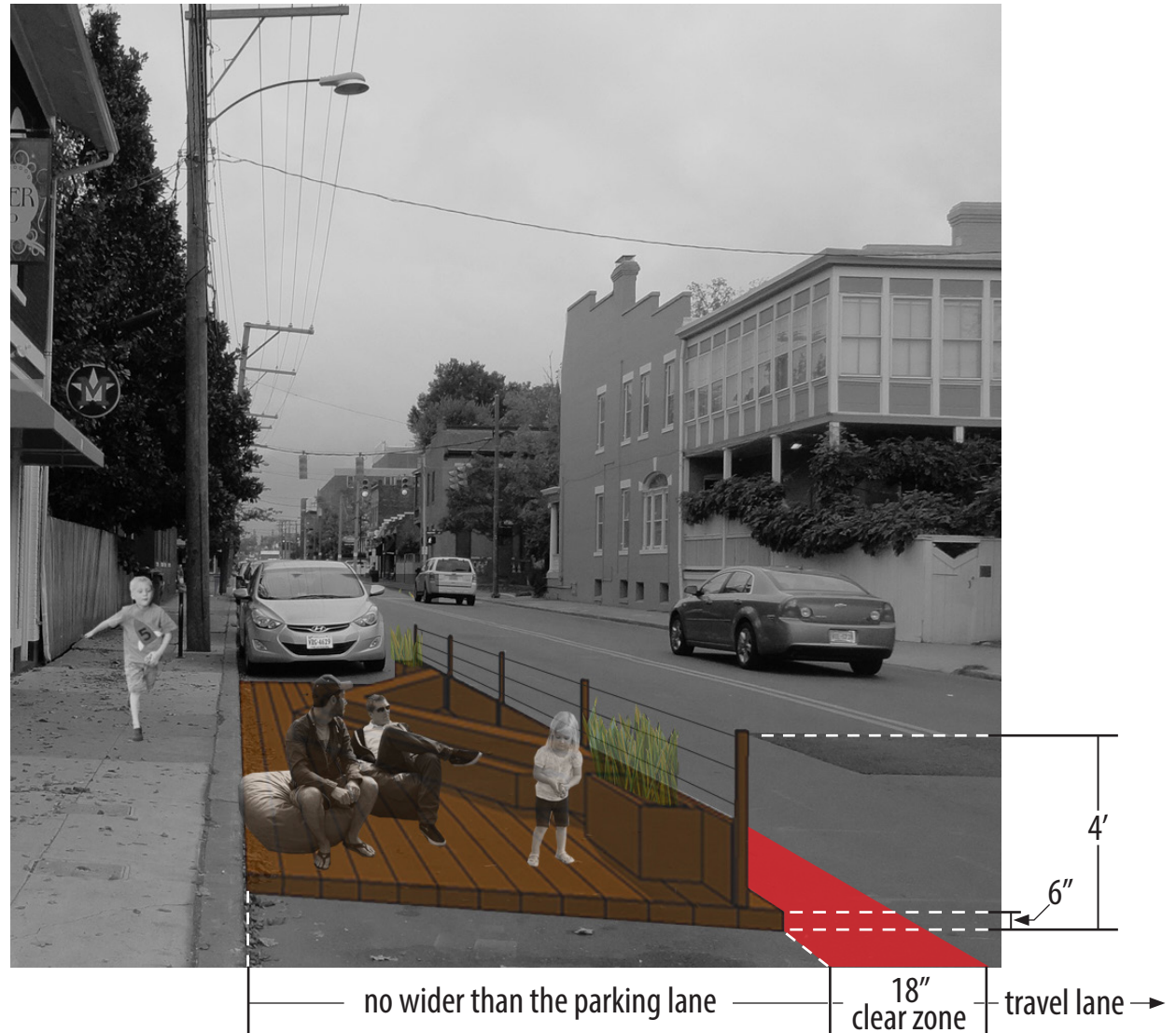
## DESIGN PHASE Building the Parklets

### WIDTH AND HEIGHT:

- Parklets should not be any wider than the **parking lane**. If no parking lane is striped, applicants shall consult with DPW to obtain official parking lane width at the proposed site.
- The outside-edge of the parklet railing must be 18" from the travel lane, creating an **18" clear zone**.
- The outside-edge of the parklet must be at least **6" high**. A reduced curb height may be permitted if existing physical constraints limit the height provided that at least a minimum 3" curb height at the street edge is provided.
- To withstand bumps, the outside edge of the parklet closest to the street should contain a beam of pressure-treated lumber with a cross-section of 6"x6" or equivalent.
- Parklets should have **vertical elements** that are visible to passing vehicles without obstructing driver views.
- Open guard rails are encouraged to reduce the risk of high winds using the guard rail to move the parklet. **No wall or rail may be higher than 4'** as measured from street.

### REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



\* Diagram is not to scale.

## DESIGN PHASE Building the Parklets

### LOADING:

- All **rails** must be capable of withstanding a **200-lb. horizontal force**.
- Parklets should be finished with quality materials and must be able to support **100-lb. per square foot of live load**.
- The **outside edge** of the platform must support **50-lbs. per linear foot of live load**.
- All plans must clearly articulate the **spans and supports** to be used for the body of the parklet.
- Applicants interested in utilizing fabric sails or other architectural features which may “catch” the wind must provide proof that the structure has the ability to withstand any required wind loads.



### REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.

## DESIGN PHASE Building the Parklets

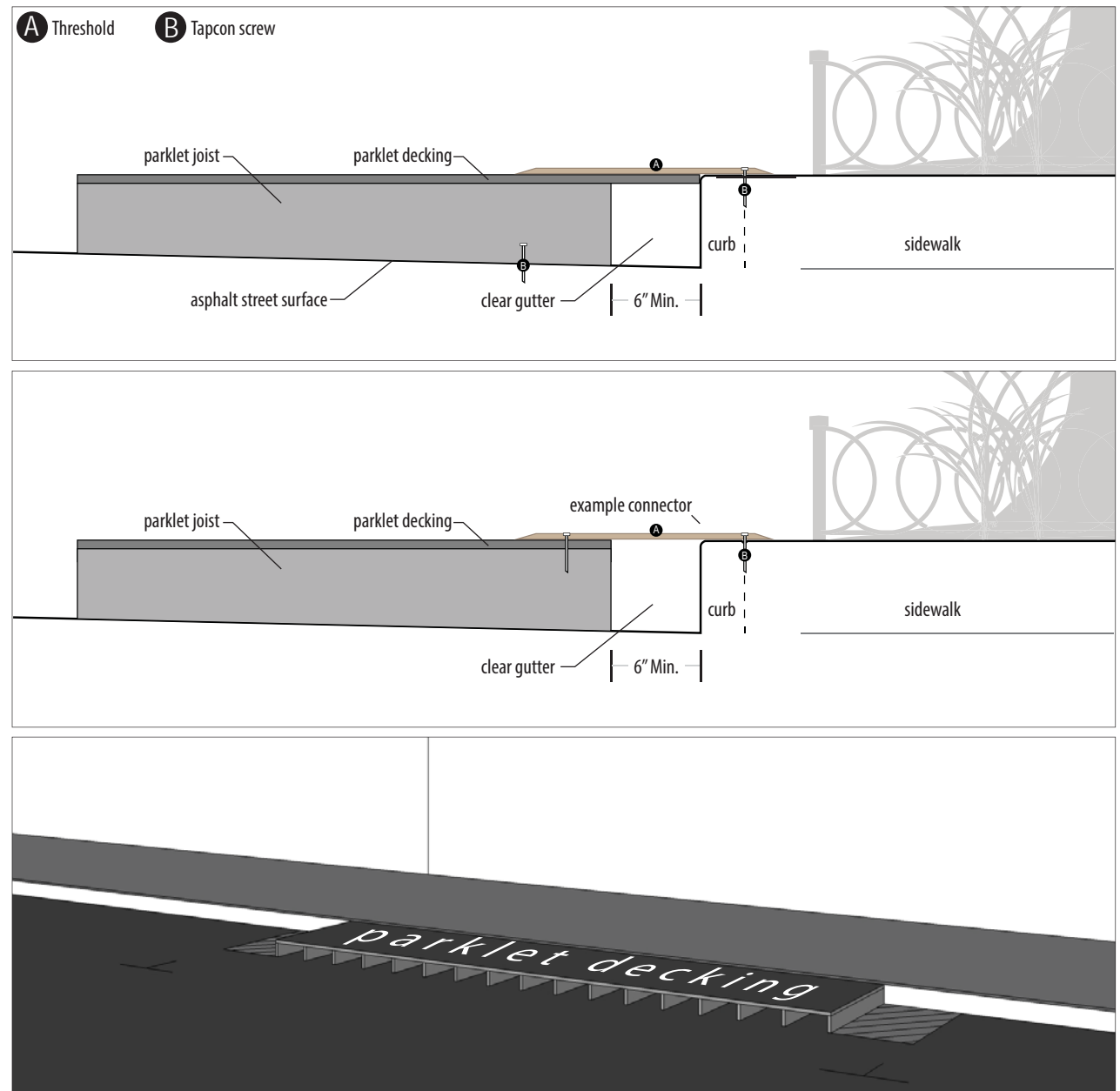
### INSTALLATION:

- The platform must be easily assembled and disassembled.
- The platform should allow for easy access underneath the platform and curbside drainage must not be impeded. A 6" gap from the face of the curb is desired.
- The parklet decking should not contact the street surface in order to facilitate the movement of water.
- The platform must be affixed to minimize unintentional shifting.

Options include:

- anchoring into curb (concrete curb only)
- anchoring to sidewalk over curb using a plate of straps
- anchoring to street surface
- anchors to be max 3/8"

If parklet is removed, anchor holes must be filled with sealer approved by DPW.



\* Diagram is not to scale.

## DESIGN PHASE Building the Parklets

### SIGNAGE:

- Parklets are public spaces. No table service is allowed at a parklet.
- Parklets must display two signs, with a maximum size of 6”x12”, that says:  
“Public Parklet | All seating open to the public.”
- Parklets cannot contain advertising signage. In the case of a sponsorship, the parklet can display a sign of up to 1’ x 2’ with the following wording  
“Parklet (name) sponsored by (sponsor name)”.



## DESIGN PHASE Building the Parklets

### ADDITIONAL SAFETY MEASURES:

- Parklets must include a reflective element in their design or in the form of surrounding soft hit posts in order to be visible at night.
- Parklets may have wheel stops installed 4' from the curb. Wheel stops may be affixed to the asphalt using a drill and bolts, provided the holes are filled with a polyurethane caulk, or a flat head screw, if the parklet is removed.
- Parklet design must incorporate any additional safety measures requested by the Department of Public Works.



### REMEMBER:

Parklets must be accessible and safe. All parklet designs must satisfy all of the requirements listed here. Stamped engineering drawings for loading will be required.



## THE APPLICATION PHASE

### FIRST, ANSWER THESE...

- 1 Have you filled out the application form and paid the fee?**
- 2 Have you reviewed the Program Guidelines?**
- 3 Does your proposed location meet the criteria outlined in the guidelines?**

IF YOU ANSWERED YES TO ALL THREE, MOVE ONTO THE APPLICATION PROCESS

### THE APPLICATION PROCESS

#### 1. SUBMIT AN APPLICATION

Have you filled out the application form? Have you remembered to provide pictures and a map? Have you provided letters of support from adjacent property owners? If so, your application can be reviewed for location approval.

#### 2. LOCATION REVIEW

DPU, DPW and PDR will review the parklet location to ensure it is safe and appropriate. Appropriate locations also ensure easy access to and from the parklet and comply with the location guidelines of this program. Project managers will contact the Applicant upon approval at which point the Applicant shall finalize community support.

#### 3. FINALIZE COMMUNITY SUPPORT

Once the Applicants receive location approval from DPU, DPW and PDR they must then further prove evidence of support, to be demonstrated by things as letters of support by the councilperson, neighborhood association, merchant association, and community petitions. Applicants may submit designs for review to the Project Manager while finalizing community support.

#### 4. DESIGN REVIEW

Applicants submit designs to the Project Manager for revisions and approval by DPW, DPU and PDR. Project managers will contact the Applicant upon design approval at which point the applicant shall provide all documents required for final approvals. The applicant may also be asked to submit their design to the Urban Design Committee.

#### 5. FINAL APPROVALS

Upon design approval, the applicants shall present proof of insurance and sign a maintenance agreement with the City. At this point DPW will issue a Pedestrian Enhancement Permit which gives the applicant the right to operate a parklet. Applicants must separately submit a Work In Street Permit to DPW to receive permission to place the parklet in the right-of-way.

#### 6. INSTALL PARKLET

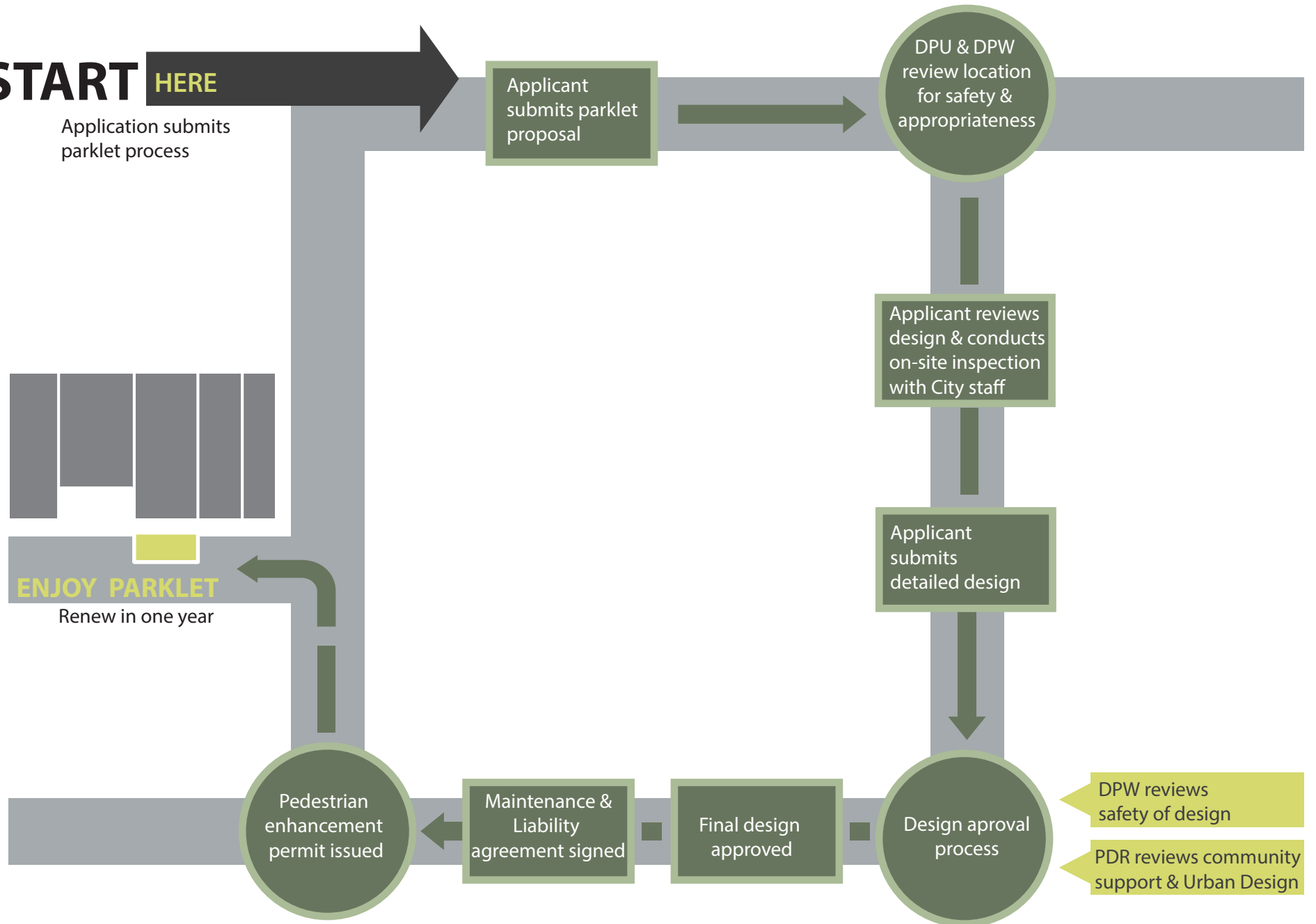
With community support, design approval, and permits, applicants can install their parklets and the public can enjoy them!

SEE AN APPLICATION PROCESS FLOWCHART ON THE NEXT PAGE

# THE APPLICATION PHASE

**START** **HERE**

Application submits parklet process







To get the city you want, use the city you have...