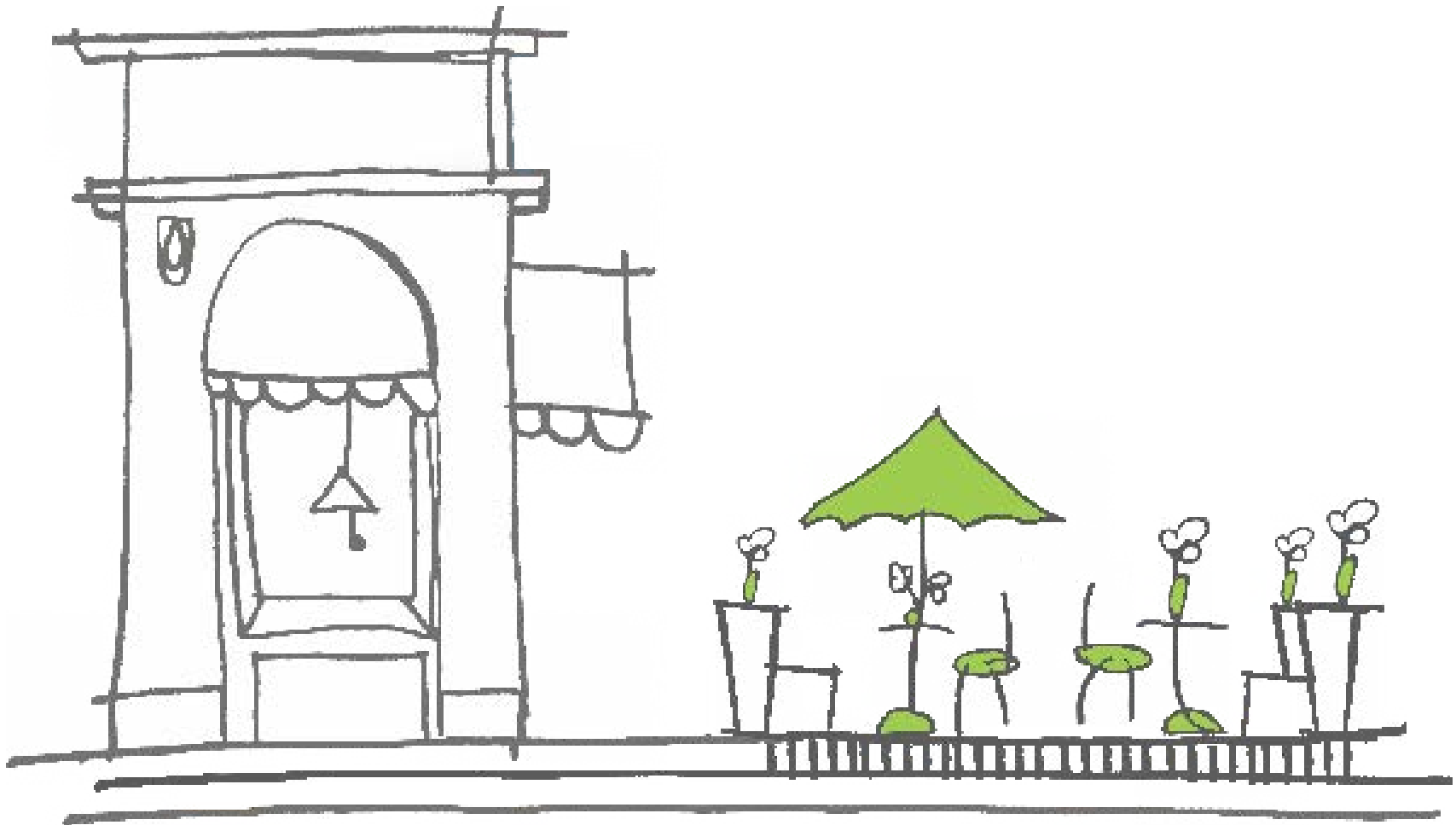


SALT LAKE CITY
OUTDOOR DESIGN GUIDELINES & PARKLET PILOT PROGRAM

PARKLET PILOT PROGRAM DESIGN GUIDELINES

SUMMER 2013



PARKLET

A parklet is a small urban park, often created by replacing several under-utilized parking spots with a patio, planters, trees, benches, café tables with chairs, fountain(s), artwork, sculptures and/or bicycle parking. See figure 1.



Figure 1. A parklet in the San Francisco area.

PURPOSE

The purpose of the parklet design guidelines is to create efficient uses of urban space, provide attractive additions to local streetscapes, invite people to sit and stay in public spaces, enhance walkability, and encourage business participation in a vibrant streetscape. Parklets are to be used as public space and are marked as such to promote use.

Because the process for establishing parklets is still preliminary, these guidelines are subject to change at the discretion of the Salt Lake City Community and Economic Development Department. Parklet sponsors are responsible for conducting outreach, designing, funding, and constructing their parklets. They also assume liability for the parklet and ensure the parklet is well-maintained and kept in good repair.

DESIGN

Parklets normally occupy two parking spaces and extend 6 feet into the parking strip for parallel parking and 15 feet for diagonal parking. Parklets must have a visible barrier with the road, wheel-stops at each end, soft stop posts for directing traffic, public seating areas, curb drainage, be flush with the curb, provide vertical elements such as a canopy or umbrellas, and provide access to persons in wheelchairs.

COSTS

Parklet installations normally cost between \$5,000 and \$20,000, depending on size, design and materials. If paid spaces are used, businesses would pay a one-time seasonal fee to bag meters. Other engineering and building permits are required for each parklet location. Parklet hosts are responsible for all construction, maintenance, permitting, and parking-related costs.

EXISTING PROGRAMS

Cities from San Francisco to Philadelphia have adopted similar programs in which they coordinate with businesses to issue permits for these installations. In surveys conducted in San Francisco, residents specifically named parklets as a desirable factor in improving their neighborhoods.

IMPACTS ON REVENUE

The cost of installing and maintaining a parklet has proven to be worthwhile for businesses. The Green Line Café in Philadelphia saw a 20% increase in revenue and the Mojo Café in San Francisco experienced a 30% increase. This is closely tied to increased foot and bicycle traffic. A study by the Great Streets Project showed that the best parklets increased foot traffic by 37% and increased the number of people stopping and sitting down by 30%.

PERMITTING

All parklet sponsors are required to have a permit. Parklet sponsors must obtain a permit from the Salt Lake City Transportation Division following review by the Transportation Division, Planning Division, Engineering Division, Public Utilities, and Property Management before undertaking any on-site installation.

-An initial site plan must be submitted with the application, and final construction documents must be submitted before receiving a permit. Construction documents should show parklet location and context, a detailed site plan, elevations from all sides, sections or cut-through drawings of the design, and construction details for assembly. Renderings and perspectives are optional.

the Engineering Division, Public Utilities, and the Planning Division will review all paperwork. Modifications and clarifications to your documents may be required. A Lease Agreement will then be arranged through Salt Lake City Property Management.

-Following approval of your design, an invoice will be issued for the final permit. The permit fee is a one-time charge to cover the cost to the city of processing your permit application and removal of parking spaces and meters.

-Permit fees depend on the processing and review required for your application, how many parking spaces your parklet will occupy, and whether your parklet is sited on a street with metered parking.

-A pre-installation on-site inspection must be scheduled at least 10 days before installation to authorize beginning construction.

-On-site construction and installation should be completed within 30 days.

-A post-installation on-site inspection must be scheduled within five days of the end of parklet construction, to verify that the parklet was built to the features, dimensions, and materials specified in the construction documents.

-Parklets must be designed for winter removal in order to accommodate snow plowing and winter street maintenance.

NEIGHBORHOOD SUPPORT

Parklet sponsors must demonstrate outreach to establish support for a parklet project through:

- Letters of support. The most effective method of demonstrating support for a parklet is through signed letters of support from property owners fronting the project, adjacent businesses, other businesses on the block, merchants associations, neighborhood organizations, or nearby residents and customers.
- Copies of correspondence. If signed letters of support from stakeholders cannot be obtained, please submit a copy of correspondence demonstrating that they have been notified of the intent to install a parklet. See Figure 2.

GENERAL

Parklets must observe the following general guidelines:

- Parklets must be open to public access, and the design should be open and welcoming to passersby. Public parklets shall include two “Public Parklet” signs which state that all seating must be publicly accessible at all times.
- No Advertising. Logos, advertising, and other branding is prohibited.
- Design for easy removal. Because this pilot program must accommodate winter street maintenance, and because parklets may sit on top of critical infrastructure and utilities, they need to be designed for easy removal.

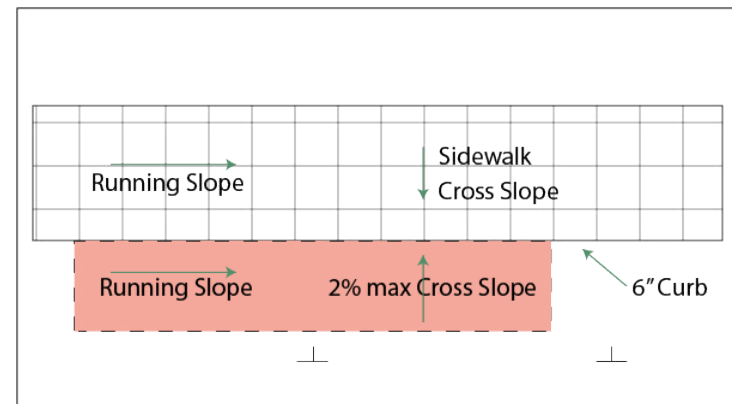
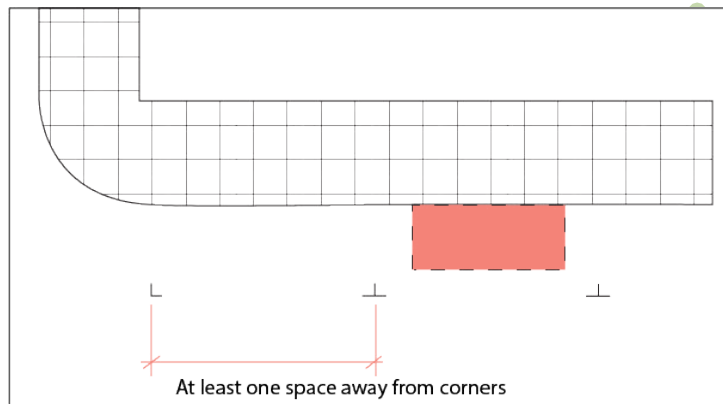
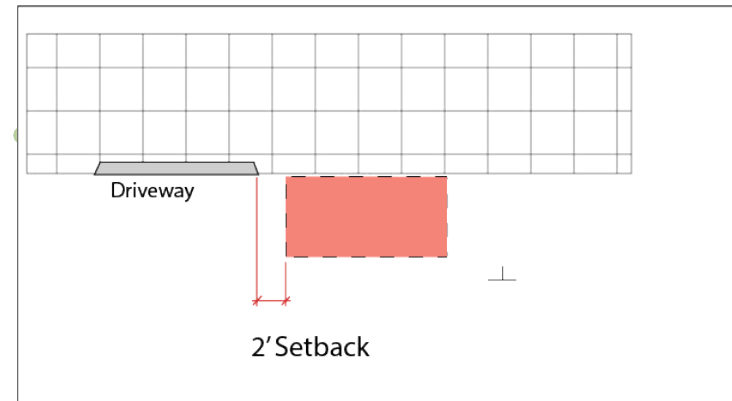
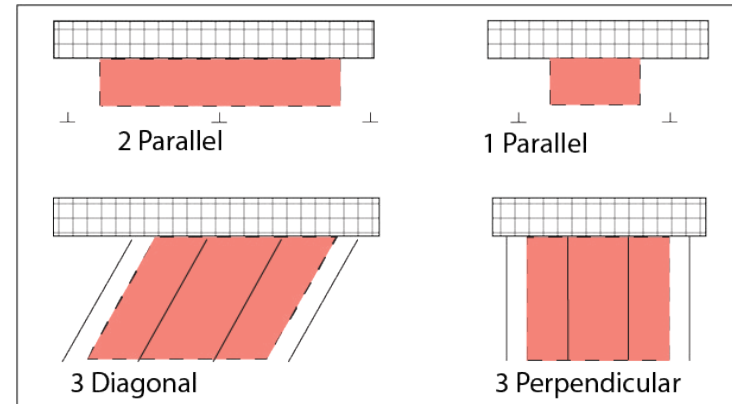


Figure 2. Neighborhood parklet. Image source: Mark Dregger.

FOOTPRINT

The parklet shall:

- Utilize 2 parking spaces (longer or shorter will be considered).
- Not extend beyond the host's lateral property line (this may be amended by request, with written permission of neighboring businesses).
- No more than 10% of parking on any block face may be used.
- Block faces with fewer than 10 stalls will be treated on a case by case basis.
- Not extend more than 6 feet into parallel parking stalls.
- Provide 4 foot setbacks on either side to buffer the parklet from adjacent parking spaces.
- Utilize flooring that is 6 inches high in order to be flush with the curb. This may be modified to match curb height.
- Not be located in front of a fire hydrant, manhole cover or utility access, or within 10-feet on either side of a fire hydrant, in accordance with Salt Lake City Fire Code.



LOCATION

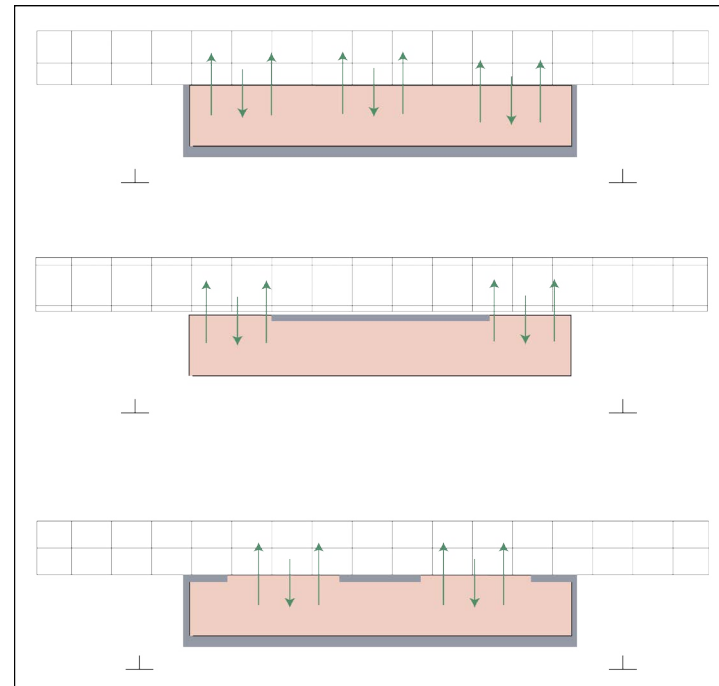
Selection of a parklet location must consider the following criteria:

- **Business:** Must utilize spaces directly in front of the business requesting. The area must not extend beyond the limits of the storefront without the written permission of neighboring businesses.
- **Driveways:** Parklets located next to driveways must be set back two feet from the outside edge of the driveway. If the driveway has been abandoned or no longer provides access to off-street parking space, the driveway may be incorporated into the parklet design.
- **Corners:** Parklets must be located at least one parking space away from an intersection or street corner. A curb extension or some other physical barrier that would protect the parklet in a corner location may allow a corner parklet to be considered on a case-by-case basis.
- **Slope:** Parklets are permitted on streets with a running slope of five percent or less. Parklets on streets with a running slope over five percent pose significant design challenges, leading to a more extensive design and review process, and less likelihood of approval.
- **Impending City projects:** A parklet proposal may be rejected if it conflicts with future programmed streetscape improvements. Parklets installed on streets scheduled for improvements may need to be removed prior to construction of the improvements.
- **Bus zones:** Parklets are not permitted in bus zones, but may be located adjacent to a bus zone.
- **Metered parking:** If your parklet is located in an area with metered parking, you will need to show the locations of the affected parking meters and include their associated parking space numbers and pay associated fees.

ACCESS

The parklet must:

- Provide entrances that are easily accessible from both sidewalk directions, unless specific requirements apply for establishments that serve alcoholic beverages.
- Be publicly accessible and include signage that states “This platform is public space and is not restricted to patrons of any particular business.” To that end, table service is not allowed at any parklet.
- Function as an extension of the sidewalk, with multiple points of entry. See image.



FUNCTIONAL DESIGN

The parklet must:

- Contain vertical elements (planters, umbrellas, canopies, etc.) so as to be visible to passing vehicles and to provide appropriate shading for occupants. These overhead elements should not span over the sidewalk, and must have a minimum clearance of 84 inches above the surface of the parklet.
- Consider the streetside appearance of the parklet.
- Contain green elements such as flowers or shrubs. Native plants, plants that provide habitat, and drought-tolerant plants are encouraged.
- Provide a protective, visibly penetrable barrier around the outside edge of the parklet so as to promote occupant safety and discourage illegal activity. The barrier must be set at least 18 inches back from the street side edge.
- Provide slip resistant surface materials.
- Ensure wheelchair users can access and enjoy the parklet.
- Ensure the parklet, and some seating within the parklet, is accessible to people with disabilities.
- Accommodate seasonal removal for winter street maintenance. See figure 4.

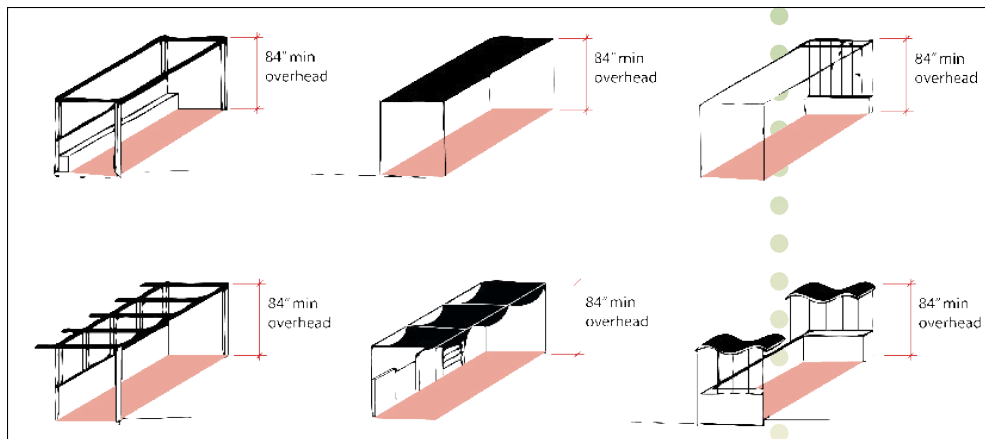


Figure 4. Examples of parklet locations.

SEATING

The parklet must include seating:

- Seating must be easily accessible and include both individual and group seating design.
- The majority of the parklet should be utilized for seating space.
- Seating must show consideration for access by those with disabilities.
- The City encourages permanent seating that is integrated into the parklet structure, so that when moveable furniture is taken in at night, the parklet still feels welcoming.
- Non-permanent seating must be bolted down or taken in after business hours.
- Overall, seating should contribute to an inviting atmosphere that encourages parklet use rather than simply contributing to aesthetic appeal. See figure 5.

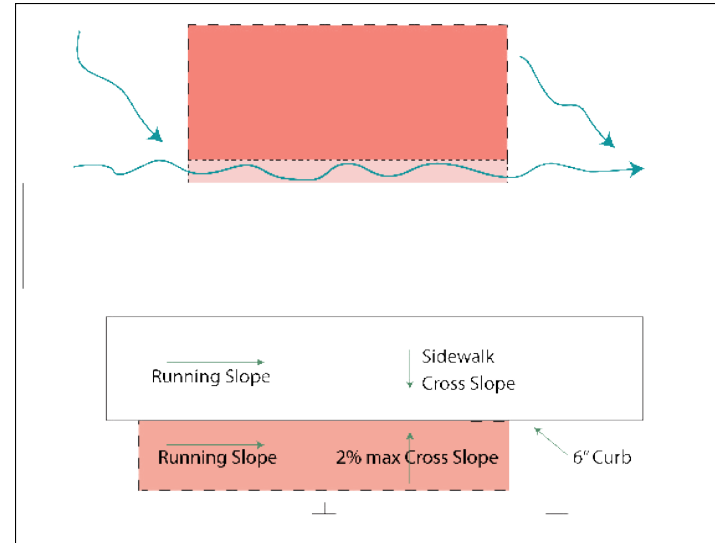


Figure 5. Permanent seating integrated into the parklet design
Image source: San Francisco Parklet Manual, SF Planning

ENGINEERING

The parklet must:

- Maintain an equal grade with the adjoining sidewalk
- Not impede curb or parklet surface drainage. Screen covers are encourage for openings along curbs to prevent blockage from debris. See image.
- Not exceed 2% grade on the cross slope extending into the street. See image.
- Take into consideration street crown and curb height when designing for cross slope and platform height.
- Take into consideration wind and occupancy load.
- Not attach to (i.e. bolt to) the street in any way.
- Include a gap between the curb and the parklet surface not more than 1/2". A connector spanning the gap is encouraged.
- Must be easily assembled and disassembled.
- Provide access underneath the flooring for cleaning.
- Not include concrete poured directly on the road surface. A plastic slip-sheet can be used to prevent concrete from bonding to the roadbed. Concrete floors should not include structural rebar and must weigh less than 200 pounds per square foot.
- Not use loose particles, such as sand or loose stone, for surface materials.



MATERIALS

High quality, durable and aesthetically appealing materials are encouraged.

- Locally sourced materials can reduce transportation costs.
- Recycled and reclaimed materials can reduce construction costs.
- Low emission materials that emit zero or low levels of volatile organic compounds (VOCs) can help improve air quality.
- Materials that are easy to maintain can reduce the difficulty of removing graffiti and the cost of replacing or repairing damaged plants, railings or other elements. Materials with higher up-front costs can reduce long-term maintenance expenses. See figure 6.

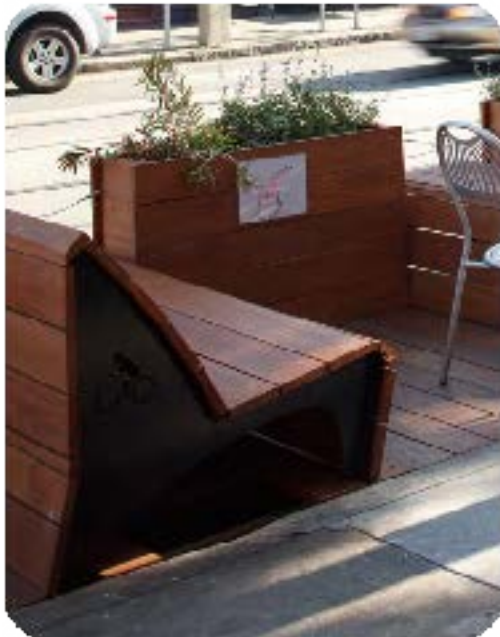


Figure 6. High-quality durable materials
Image source: San Francisco Parklet Manual

SAFETY

The parklet must:

- Include reflective soft-hit posts along streetside borders. See figure 7.
- Provide wheel stops placed 1 foot from the curb on any side adjacent to parking. See figure 8.
- Not be placed in a location where the speed limit exceeds 30 mph.
- Provide lighting, if intended for night use.



Figure 7. Safe-hit posts
Image source: San Francisco Parklet Manual



Figure 8. Wheel stops
Image source: San Francisco Parklet Manual

