

May 13, 2014 Draft

Potential Policy/Procedures for Approving a “Parklet” or “Cafelet”

These draft guidelines are meant for beginning discussion purposes only and will continue to be developed with City Staff and Committee input before being finalized for necessary approvals.

Site Requirements

- Speed Limit of 25 MPH or Less
- Site shall be located at least one parking space from the corner unless one of the following two conditions are met
 - Location is protected by a physical curb bumpout
 - Location is on a one-way street such that traffic is prohibited from entering the street from the closest cross street
- Street slope shall be 5% or less
- Utilities
 - Parklets shall not be allowed in front of fire department stand pipe connections or Fire Hydrants
 - Site shall provide a 6’ clear zone, free of all obstructions, to any fire hydrant
 - Parklet shall not cover any utility access structures, valves, manholes, or catch basins
 - Street has to maintain a 20-foot traffic path clearance for emergency vehicles
- Parklet shall not block any driveway
- Parklet shall not be located on arterial streets

Removal Policy

- Applicant shall remove parklet within 48 hours of notification from the City of Madison. If Applicant fails to remove parklet within 48 hours, The City may remove the parklet and bill the cost of removal to the applicant. The City of Madison shall not be liable for any damage to the parklet as a result of removal
- Parklet may be removed by the City or Private utility on an emergency basis. City of Madison or private utility shall not be held responsible for damage to parklet that needs to be removed on an emergency basis
- Failure to properly maintain parklet or installation of parklet that does not meet requirements of this policy may result in removal by the City of Madison and will be billed to the applicant.
- The City of Madison reserves the right to remove any parklet at any time if it is deemed as a danger to public safety

Application Requirements

- Application process and associated forms need to be developed
- City's Standard indemnification and insurance language will need to be added
- Public vs. Commercial Parklets
 - Commercial Parklets are created for the sole use of a business, restaurant or other commercial entity as an extension of their business.
 - Publicly Controlled Parklets are created by community, neighborhood or other groups that wish to construct a publically used parklet.
- Maintenance
 - Business sponsor will bear any maintenance responsibility of all commercial parklets
 - Public parklets must be sponsored by an individual property owner, City Registered Neighborhood Association, Business Association or Planning Council that can enter into a maintenance agreement with the city
- Dates and Hours of operation:
 - Parklets may only be installed from May 15 – October 15
 - Private parklets must operated under the City's Sidewalk Café regulations
 - Public parklets hours shall be limited to 6am – 10pm(?)
 - Occupancy Limits to be set by City Building/Fire Inspection
- Loss of Parking revenue: Arrangements for repayment of the loss of parking revenue must be made and approved by the City of Madison Parking Utility
- Adjacent property owner support: All parklets must have approval letters from adjacent property and business owners acknowledging the loss of parking and approving the proposal.

Parklet Design requirements

- Parklet shall be free standing and shall not be bolted to the roadway, curb, terrace, or sidewalk
- The deck should be designed and built to support a live load of 100 pounds per square foot.
- If parklet is to be placed directly adjacent to a legal parking spot, applicant shall provide rubber wheel stop(s) anchored to the pavement directly adjacent to the end of the legal parking spot. Curb stop shall be approved by the City Traffic Engineering Division. In addition the applicant shall provide the following setback from the wheel stop
 - Parallel parking
 - 4 foot setback from the wheel stop
 - Angled parking
 - 3 foot setback from the wheel stop
- Applicant shall provide a rubber curb stop(s) anchored to the pavement at the edge of the effective travel way of the roadway as determined by the City Traffic Engineer. Curb stop shall be approved by the City Traffic Engineer. Applicant shall provide a 2 foot setback from the outside of the curb stop to the nearest edge of the parklet.
- The top of the parklet platform shall be flush with the top of the sidewalk and have a minimum ½ inch gap, or have a transitional threshold. (If this is impossible, the parklet

must maintain ADA accessibility. A minimum 36" ADA accessible entryway to the Parklet must be maintained for all parklets.)

- Stairs if any, shall have a consistent rise and run. Maximum rise of 7 inches, minimum tread of 11 inches.
- Parklet shall not contain loose particles such as sand or loose stone
- The parklet cannot impede the flow of curbside drainage. A gap of 6" should be maintained between the underbody of the deck and the curb, to facilitate the movement of water.
- The cross slope of the parklet deck shall not exceed 2% slope
- Parklet shall not block the visibility of traffic signage except those related directly to the parking space being occupied by the parklet
- Advertising shall be prohibited on any portion of the parklet (In the case of a parklet built specifically for a café, a small sign, no larger than 1.5 square feet(?) noting the name of the café, can be placed on the sidewalk side to direct customers inside for seating arrangements.)
- If parklet is to be used for the purposes of a sidewalk café or extension of a sidewalk café, applicant shall meet all requirements of a sidewalk café.
- Applicant shall not attach signs or other equipment to public amenities such as light poles, trees, planters, benches, or street signs
- Railings, walls, or other type of attractive barrier must be affixed to the parklet along all sides not facing a sidewalk.
 - Guardrails must be 42 inches tall and shall be constructed to prevent a 4 inch sphere from passing beneath the top rail
 - All rails must be capable of withstanding a 200 pound horizontal force.
- Parklet shall be designed as an aesthetically pleasing addition to the urban environment:
 - Parklet shall be constructed of high quality materials, (unfinished or pretreated wood is not acceptable -see Sidewalk Café requirements.)
 - Parklets should be placed/designed as to not damage existing grass terraces.
 - Artistic solutions are encouraged
 - **The design of any individual parklet may vary according to the wishes of the primary partner or applicant. Designs may include seating, greenery, or other features, but should always strive to become a focal point for the community**
- Design of parklet shall be approved by Traffic Engineer and City Planning.

Parklet Site Design Examples:

Parallel parking: Two stall design option:



Angled parking: Two options

