

**HISTORIC DOWNTOWN**  
**PILOT**  
**PARKLET**  
**PROGRAM**  
**GUIDELINES**

Installing a parklet is no small feat, but it doesn't have to be hard! We want to help provide a smooth process for you to design, construct, and maintain a new public parklet for the enjoyment of Mansfield's residents and visitors. There are a number of items that you'll need to consider before applying for your parklet, and this informational packet will help you get started.

These are guidelines and may not be required in all cases. Similarly, there may be instances where City staff requires additional design interventions not covered in these guidelines. The parklet should be designed by a qualified professional who understands accessibility and safe construction. Your parklet approval is ultimately subject to the discretion of the City of Mansfield. All design elements and parklet duration are subject to change as determined by the Mansfield City Council.

**PARKLET PLACEMENT**

- Parklets must be placed in the street (and not on the sidewalks). The speed limit of the street must not exceed 35 mph.
- Generally parklets should be located on commercial corridors and in front of businesses or institutions that generate foot traffic and that can maintain and monitor the parklet.

**PLACEMENT ON THE BLOCK**

- The parklet zone may not be longer than the frontage of the applicant's or supporting property owner's property lines. Generally, parklets should take the space of two on-street parking spots long - although shorter and longer proposals will be considered. This length includes the minimum 3 feet setbacks for wheel stops.
- Parklets should:
  - Have at least 5 feet of unobstructed clearance to utilities, loading zones or handicapped parking spaces;
  - Be at least 10 feet away from any fire hydrant; and

- Be at least 20 feet from any marked crosswalk; or 32 feet from the block corner at intersections without a marked crosswalk.
- A minimum setback of 2 feet from the travel lane is required.

### **NEIGHBORHOOD COMMUNICATION**

We strongly encourage applicants to communicate their intentions with their surrounding neighbors for constructing a parklet.

### **MAINTAINING ACCESS TO UTILITIES**

- The parklet may not block access to utilities, including:
  - Manholes, sewer grates/storm drains, storm drain cleanouts, water shutoff valves, gas shutoff valves, electric meters, telephone switch boxes.
  - Be sure to take a thorough inventory of utility access covers in your proposed parklet area by checking under parked cars.

### **ACCESSIBILITY AND ACCESS TO THE PARKLET**

The Historic Downtown Pilot Parklet Program seeks to make all parklets accessible to and usable by individuals, including those with disabilities.

- The sidewalk-facing side of the parklet should be open to pedestrians, and the entrance should be placed so as to avoid tree pits.
- Parklet decking must be flush with the curb and may not have more than a ½ inch gap from the curb. A minimum 36 inch ADA accessible entryway to the parklet and 36 inch parklet pathway must be maintained.
- 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.
- The top surface height of wheelchair accessible tables, counters and/or drink rails should be 28 inches to 34 inches above the platform surface. Wheelchair accessible tables and counters shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 30 inches wide and 19 inches deep.

### **MAINTAINING CLEAR SPACE ON THE SIDEWALK**

All intrusions onto the sidewalk must be limited.

### **VISIBILITY**

- Parklets must be built from or contain lightly-colored or reflective materials to aid in nighttime visibility. Including vertical elements (e.g. planters, etc.) ensures visibility to passing vehicles. These elements may not however obstruct driver views.
- To increase visibility in traffic, vertical elements such as flexible posts, bollards, or reflective tape must be placed on parklet street-side corners and other street-side protrusions.
- Designs should allow pedestrians on either side of the street to see into the parklet.

- While not visible from the sidewalk, the outside of the parklet enclosure is highly visible from across the street. Large blank walls can be an invitation for tagging/graffiti. This can be mitigated by adding visual interest like pattern, color, modulation, and planting.

### **PROTECTION FROM VEHICLES**

- Wheel stops are required. Wheel stops are used to protect the parklet from turning movements associated with parking cars. Wheel stops may be affixed to the asphalt using a drill and bolts, provided the holes are filled with polyurethane caulk, epoxy, or a flat head screw (flush with the street), when the parklets are removed.
  - Wheel stops must be installed a minimum of 3 feet from outside ends of Parklet and 12 inches from the curb.
- Parklet design must include railings to prevent any accidents or falls into the street.

### **ATTACHMENT TO THE STREET**

The parklet platform serves as the foundation for your parklet, and as such, must be thoughtfully designed to handle the wear and tear of the elements, be accessible, as well as respond to the local environment.

- Parklet operators may not drill into the pavement but for the installation of wheel stops (see "Protection from Vehicles" above).
- The platform may not be attached to or damage the street and must be easily assembled and disassembled.

### **PARKLET DIMENSIONS**

The parklet enclosure marks the boundary between your parklet and the street or sidewalk. While it should be visually appealing and inviting, it most importantly must serve to create a safe edge for its users.

- Parklets should not be any wider than the parking lane. If no parking lane is striped, applicants shall consult with the City to obtain official parking lane width.
- A minimum 3 inch curb height at the street edge must be provided.
- Open guard rails are encouraged to reduce the risk that high winds will shift the parklet. No wall may be higher than 3 feet, as measured from the street.
- Parklets cannot impede the flow of curbside drainage. A 6 inch by 6 inch minimum clear gutter space must be provided along the entire length of the parklet adjacent to the curb. Openings at either end of the parklet may be covered with screens to prevent debris building beneath the deck and in the gutter.

### **COMPONENTS**

Parklet construction is intended to be an aesthetic improvement to the streetscape. We ask that you design them with this in mind through ensuring that the materials used are of a high quality, durable, beautiful, sustainable and healthy for Mansfield residents and visitors.

- Parklets may use 4 inch x 4 inch metal plates as footings.
- Platforms consisting of concrete pavers mounted on a metal and cable frame are a recommended option as they are durable, easy to de-install, and permit water flow under the parklet.
- In open railings of any material, spacing between rails cannot exceed 4 inches.
- Applicants interested in overhead structures, banners, fabric sails, or other architectural features that may catch wind must provide proof that the structures have the ability to withstand wind loads. Applicants must prove that said structures pose no risk to the surrounding neighborhoods or passing vehicles during storms or other instances of severe weather conditions. The City may require overhead structures to be sealed by an engineer.

### **PARKLET AMENITIES**

Including amenities is an important aspect of parklet operation as it invites passer-bys to gather, linger, and help activate our streets.

- Bicycle parking can be incorporated into parklet design. The design must ensure that parked bicycles do not extend beyond the permitted width of the parklet.
- A diversity of form helps to ensure that your parklet design will be accessible and comfortable for a wide variety of users. The creative integration of seating and tabletop elements into a parklet can take many forms including traditional seating, railings designed for leaning, narrow benches, single-seat benches, and seating steps.
- Native plants, plants that provide habitat, and drought-tolerant plants are encouraged.

### **GENERAL GUIDELINES FOR OPERATION**

- Permittees may install/operate their parklets anytime from July 15, 2020 to January 3, 2021.
- Permittees should keep a copy of their permit and attached special conditions on hand. The permit need **not** be displayed outside on the parklet.
- Connecting parklets to nearby power sources for lighting purposes is discouraged by the City. Power cords may not be laid or strung across the street or sidewalk to connect the parklet to a power source. Battery-operated and solar-powered lighting is encouraged.

### **MAINTENANCE OF THE PARKLET**

The safety and comfort of your parklet users as well as your relationships with your neighbors are two things of the utmost importance. Keeping Mansfield beautiful is also a city-wide goal that means a lot to our community. Parklets typically require daily attention, so it's a best practice for parklet sponsors to designate a person/persons to manage parklet maintenance tasks.

- All maintenance plans require the baseline tasks listed in the accompanying table; note, however, additional maintenance activities may be required depending on the parklet location and/or design. Be prepared to include your maintenance plan in your application.

Baseline Maintenance Tasks	Frequency
Litter/debris removal and general tidying on and adjacent to parklet	Daily
Litter/debris removal from under the parklet platform, including the gutter	Weekly or as needed
Surface cleaning (e.g. sweeping, power washing/hosing)	Weekly or as needed
Plant watering and maintenance	Weekly or as needed
Graffiti removal	As needed
Parklet structural maintenance	As needed
Maintenance of parklet surface materials (e.g. painting, staining, etc.)	As needed

**USING THE PARKLET**

While parklets may benefit the permittee, they are not extensions of a business or storefront. Parklets are community assets for all to enjoy.

- Permittees are welcome and encouraged to host events at the parklet, so long as events are open to the public, comply with all existing regulations, and do not create a nuisance.
- Table service is not allowed at parklets.
- Parklets are public spaces. Parklets must display a sidewalk-facing sign that says "Public Parklet | All seating open to the public."

**PARKLET RELOCATION**

- Permittees should be prepared to remove parklets with a minimum notice in case of extreme weather events, emergency public works, or other unexpected events. The cost of the removal and reinstallation are the responsibility of the Permittee.
- Parklets are permitted for only one location. If a Permittee would like to move a parklet so it can serve at multiple sites, the applicant must receive a separate permit for each location.
- The City can revoke a Parklet Permit if a Permittee is not abiding by City guidelines, if the parklet poses a hazard, or for other reasons.
- As part of the 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 upcoming streetscape improvements and potential Permittees can reapply after the improvements are constructed.

- If the permittee would like to transfer their permit to another parklet operator, the new parklet sponsor must submit a parklet application. The current permittee retains full responsibility for the parklet until such time as the new sponsor's permit is approved.

## **FAQS**

### **CAN THE CITY PROVIDE OR ASSIST WITH PARKLET FUNDING, MAINTENANCE, OR REPAIR?**

The City does not currently have the funds to support the design, construction, or maintenance of parklets.

### **IF I WOULD LIKE TO CLOSE AND REMOVE MY PARKLET BEFORE THE CONCLUSION OF MY PERMIT, WHAT MUST I DO?**

Permittees must simply notify the City and detail the circumstances that necessitated parklet removal.

### **HOW LONG DOES A PERMIT LAST?**

As this is a pilot program, the permit will last through January 10, 2021. Permittees are expected to have restored their parklet location to its original state, as it was prior to parklet installation. Permittees will be notified if the program will be continuing after this date, and any changes or updates to the program that will be instituted moving forward.

### **WHO CAN APPLY?**

Anyone can apply for a permit to install and operate a parklet. Partnerships are encouraged.

### **WHEN MUST I APPLY?**

The City will review parklet applications on a rolling basis; there is no fixed deadline. Please consider the delay time for any design revisions, if required. Reviews will happen as expediently as possible during the pilot program.

### **WHAT DOES THE APPLICATION PROCESS ENTAIL?**

1. Submit a parklet application
  - a. Fill out a parklet application form, including all required signatures
2. Location Review
  - a. Applicant is to submit a site plan of the proposed parklet location.
  - b. City staff will review the proposed parklet location to ensure it is consistent with the City's guidelines and will not conflict with upcoming public works or construction.

#### **c. Site Plan Checklist**

You must submit a measured, to-scale drawing that shows the footprint of the proposed parklet. The site plan can be hand-drawn, as long as it is legible and includes all of the elements listed below:

- Your building and adjacent properties (include addresses) and their building entrances
- Existing sidewalk widths
- Adjacent bicycle lane or auto traffic lane
- Existing parking spaces with dimensions
- Other existing sidewalk features near the proposed parklet area (e.g. fire hydrants, streetlights, planters, bicycle racks, etc.)
- Existing utility valves and panels in the street and on the sidewalk
- Existing street trees and tree pits
- Proposed parklet footprint and dimensions
- Parklet setback dimensions (3 feet from adjacent parking spaces and 2 feet from adjacent bicycle lane or auto traffic lane)

### 3. Design Drawing Review

You must also submit a design drawing to the City for review. We recommend working with a professional who can help you refine your vision for the parklet, as well as navigate design and construction challenges. Design drawings should include the elements listed in the **Design Drawing Checklist:**

- Furnishings, plantings, bike racks, lighting or other included amenities
  - Elevations from all sides.
  - Clearly articulated spans and supports to be used for the body of the parklet. They must show how the parklet will be assembled or constructed; a proposed material palette should be included.
  - "Cut-through" sections that articulate complex design elements such as how accessibility is provided, how drainage is achieved at the gutter, or how the parklet is assembled.
- a. For some projects, design review may entail necessary revisions to align with the City guidelines. The City expects the parklet to be constructed with the materials and forms depicted in the final design drawing set. Substitute materials must be of equal quality to the original material proposed. If you are unsure if a replacement material meets this threshold, contact the City.
4. Upon Approval of Design, Permit Application will be Processed
  5. Construction
    - a. You are now ready to begin construction.
    - b. Upon Completion of Construction Permittee must contact the City to schedule an inspection to ensure adherence to City guidelines.
  6. Host your grand opening!