

# ROLLOUTWARRENTON! PARKLET PROGRAM GUIDE





The Town of Warrenton parklet program aims to provide the community with additional opportunities to enjoy our downtown area seasonally. The parklet program will run annually from the first week of April to the first week of November. All parklets must be removed from the right-of-way in the first full week of November.

Businesses wanting to participate in the program will apply with the Community Development Department.

**Each business wishing to participate will be required to complete an application, a right-of-way use agreement, and provide a certificate of liability insurance.**

Applicants are required to submit their parklet design drawings and estimated location of placement when applying. Community Development will schedule with the Department of Public Works to reserve the area needed for installation and schedule an inspection of completed parklet construction.





## APPLICATION PERIOD

Applications can be submitted anytime with the department of Community Development

### OPTIONAL

- The design of any individual parklet may vary according to the wishes of the primary partner or applicant. Designs may include seating, greenery, bicycle racks or other features, but should always strive to become a focal point for the community and a welcoming public gathering place.

### RECOMMENDED

- Parklets should avoid corners and are best placed at least one parking space away from the intersection corner. Where installation of a parklet is under consideration for a site near an intersection, volumes of turning traffic, sight lines, visibility, and daylighting should be taken into account.
- Parklets should be heavy enough to make theft impossible or unlikely. Site selection should consider the level of surveillance both during the day and at night.
- Incorporate seating into the parklet. Seating may be integrated into the design itself or made possible with moving tables and chairs.
- Designs for the sub-structure of a parklet vary and depend on the slope of the street and overall design for the structure. The sub-structure must accommodate the crown of the road and provide a level surface for the parklet. "Bison pedestals" spaced under the surface and of different heights are a common application. Another method is to provide steel sub-structure and angled beams.
- Parklets should use a slip-resistant surface to minimize hazards and should be accessible to wheel-chair users.
- Parklet floor load-bearing weight standards vary but will meet the minimum Uniform Statewide Building Code; design for 100 pounds per square foot.
- Include an open guardrail to define the space. Railings should be no higher than 3 feet and be capable of withstanding at least 200 feet of horizontal force.

### CRITICAL

- To ensure visibility to moving traffic and parking cars, parklets must be buffered using a wheel stop at a desired distance of 4 feet from the parklet. This buffer may also serve as a space for adjacent property owners to accommodate curbside trash collection.
- Parklets should have vertical elements that make them visible to traffic, such as flexible posts or bollards.
- Parklets have a desired minimum width of 6 feet (or the width of the parking lane). Parklets generally entail the conversion of one or two parallel parking spaces, but may vary according to the site, context, and desired character of the installation. Where a parklet stretches the length of an entire curb, accessibility and sight lines must be taken into account.
- The design of a parklet should not inhibit the adequate drainage of stormwater runoff. Small channels between the base and the platform facilitate drainage.
- Parklets should have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.

### LIMITATIONS ON PLACEMENT:

- Must not obstruct crosswalk, or sidewalk accessibility (ADA)
- Must not block a fire hydrant
- Must not obstruct public utility
- Must not replace a loading zone, handicap parking, or otherwise designated curb space

## **NUMBER OF PARKING SPACES ALLOWED FOR A PARKLET**

1-2 typical. The Town will consider more than two spaces on a case-by-case basis with endorsement of neighboring properties.

## **PARKING SPACE DIMENSIONS**

20' x 8' (approximate, 160 square feet)

## **APPLICATION EVALUATION**

Complete applications will be reviewed, and inspections scheduled. You must submit your parklet design drawings at time of application.

## **DURATION**

First whole week of April-first week of November

## **INSURANCE**

**Commercial general liability insurance is required for the duration of the parklets' use.**

The applicant must also cover the Town of Warrenton as "primary and non-contributory" additionally insured.

The Town of Warrenton should be given at least 30 days advance notice of cancellation of any of the required insurances. Failure to maintain the required insurance coverage shall be deemed a default for purposes of the Parklet Program. The Town shall have the right, but not the obligation, to remove the parklet at the business's expense.

## **MAINTENANCE**

Parklet hosts must maintain the parklet in a safe conforming order and remove debris and trash on a daily basis.

## **DESIGN**

Ordinary construction, should be assembled in sections (recommend 8'x8').

## **ACCESSIBILITY**

Parklets should be flush with the curb and seamless connection with no more than a 1/4" gap or height change.

## **LANDSCAPING**

Landscaping and greenery are strongly encouraged as part of any parklet. Watering and maintenance of any landscaping are the responsibilities of the host.

## **LIGHTING**

Low impact lighting may be a part of the parklet. Lighting should be self-sufficient (battery or solar-operated).

## **REMOVAL**

Parklets should be disassembled within 24 hours if necessary for emergencies. Removal of the parklet is the applicant's responsibility, as is the parklets disposal or storage after removal.

## **COLOR**

Parklet color/finish should follow the Town of Warrenton Guide to Historical Resources and resemble the period of the applicant's current occupancy.

## **SHADING**

Tents shall not be placed on parklets. The use of outdoor/table umbrellas, sunshades, or incorporated roof design will be permitted.



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