

Parklets and Shared Spaces Rapid Implementation Guidelines

Version 1: July 10, 2020

On July 10, 2020, in light of additional restrictions on indoor restaurant activity, the City launched the Parklet/ Shared Space pilot program. This new program allows business owners to potentially utilize the public parking space in the street in front of their business for outdoor dining, wine tasting, or other outdoor uses.

Typically, a “parklet” is a built platform that extends out from the sidewalk to the width of the adjacent parking space. The resources and time to approve and construct a parklet may make them prohibitive to businesses that need additional outdoor space sooner. Therefore, businesses may also apply for use of the parking space without building a parklet platform. This type of parklet is what the City is calling a “Shared Space” parklet. Both types of parklets will require barricading and will need to be designed to be accessible and to address drainage considerations (see Technical Considerations below for more details).

Because of the rapid implementation of this new program, the City’s review process will focus on ensuring the safety of these new use areas and that adequate, convenient public parking remains available to community members and visitors alike.

Napa will use the City of San Francisco as the model until we can develop our own guidelines. Napa will utilize the design parameters from the established Parklet program and recent changes under their ‘Shared Spaces’ program.

Reference: SF Parklet Program <https://sfpublicworks.org/services/permits/parklets>.

SF Shared Space Program <https://sf.gov/use-sidewalk-or-parking-lane-your-business>

Where these abbreviated guidelines for rapid implementation lack detail, the City will refer to **San Francisco Parklet Manual** for additional direction.



<http://groundplaysf.org/wp-content/uploads/San-Francisco-Parklet-Manual.pdf>

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Technical Considerations:

City of Napa has simplified key design issues into three categories:

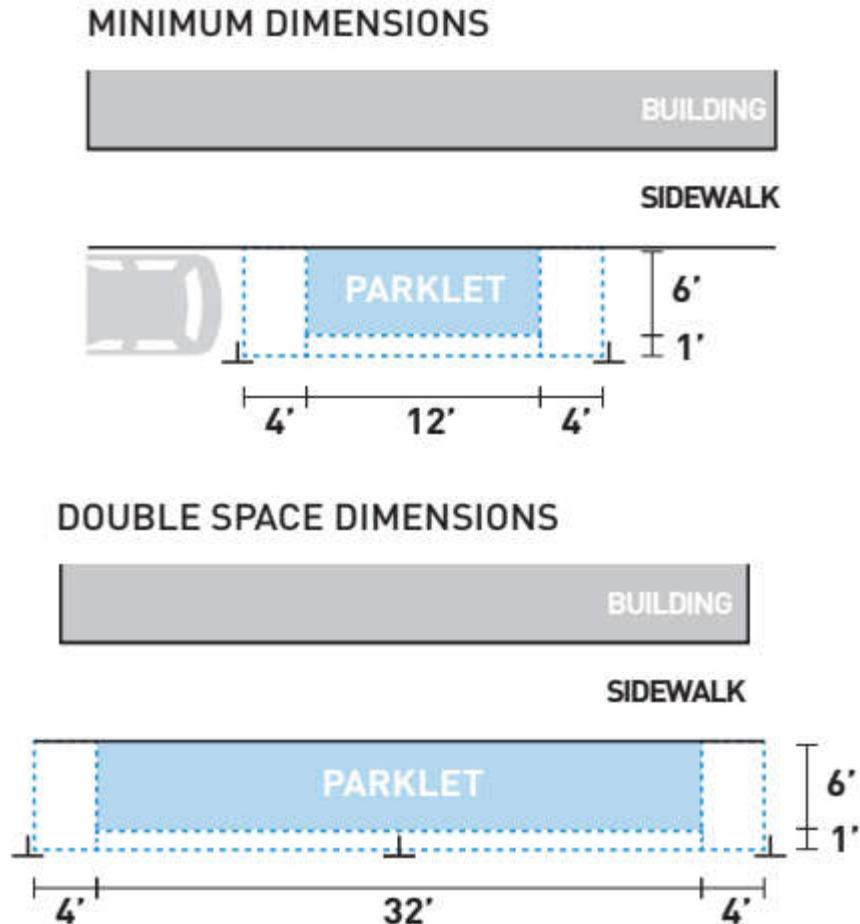
- Safety
- Americans with Disabilities Act (ADA) accessibility
- Drainage

Safety

What must be done about safety?

Keep sufficient barriers and buffers between the road user and the parklet user.

The site shall be designed to keep the minimum dimensions and buffers:



Source: http://www.seattle.gov/Documents/Departments/SDOT/PublicSpaceManagement/Parklet_Handbook_DIN_2017.pdf

The ends of the parklet space shall include a bumper spot perpendicular to the curb and a 'soft-hit post' at the parking space striping.

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SOFT-HIT POSTS

Purchase two standardized safe-hit posts, one for each end of the parklet. You may purchase the posts from any vendor, but they must meet these specifications:

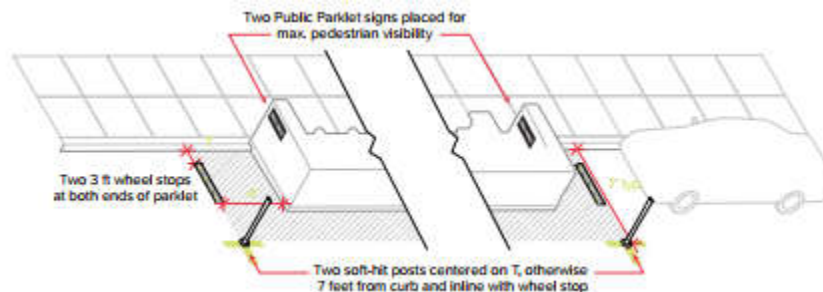
- Safe Hit Type 2 Guide Post
- 36 inches tall, White
- Surface Mount Pin Lock Base.
- Butyl Adhesive Pad or 10 oz. Epoxy Kit



WHEEL STOPS

You may purchase the stops from any vendor, but they must meet these specifications:

- 3 feet long
- Black rubber with yellow stripes
- Mounted with bolts
- Installed four feet from outside ends of Parklet which occupies parallel parking spaces. The City will advise you on placement for parklets in diagonal or perpendicular parking spaces.
- Installed 12 inches from the curb



The new Shared Spaces guidelines have the following criteria for pedestrian diverters and barriers.

Sidewalk Diverters

To use the sidewalk for business operations, you must install diverters.

Your diverters must be:

- At least 30 inches high, 12 inches wide, and 24 inches long
- Solid within at least 24 inches off the ground
- Sturdy, stable, and heavy enough so they cannot tip over or be blown away by the wind

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- Distinctly visible with contrasting colors
- Removable when you close every day
- Flush with the building at approximately 90 degrees

Nothing may extend beyond the diverter at any point.

Traffic Barriers

If you are using the parking lane for seating or dining, you must install a barrier between the parking lane and adjacent traffic lane.

The barrier must be:

- 36 inches to 42 inches high
- Not easily moved, altered, or stolen
- Stable and sturdy enough not to fall over or be pushed over (**must withstand 250 lbs of force**)

Water-filled Jersey Barriers are allowed. (White is preferred for this option.) This is the City's preference for quick approval. Other constructed options can be considered provided they meet the 250 pounds of force requirement.

Make a 3-foot gap in the barrier between every parking space for emergency access from the street to the curb. If there are no parking spaces, make a 3-foot gap every 20 feet.

Sample of Jersey Barrier:

The screenshot shows the Traffic Safety Store website. The main heading is "Jersey Style Barriers" with a 5/5 star rating. The product is currently on sale for \$315.00 each, down from \$365.00. The page offers two color options: White and Orange, both marked as "On Sale". A quantity selector is set to 1. A volume pricing table is also visible.

Quantity	Price
Quantity 1-24	\$365.00 \$315.00 each
Quantity 25-49	\$335.00 \$315.00 each

These are available for rental or purchase at Traffic Safety Supply or Construction Equipment Rental businesses.

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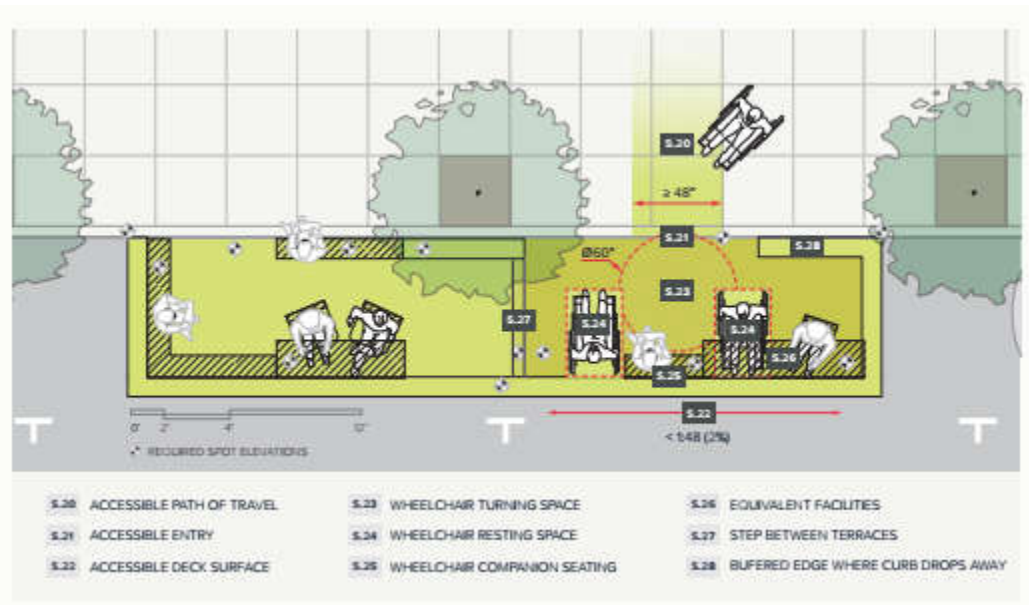
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ADA

What must be done about Americans with Disability Act (ADA) requirements? **Short term – If a platform isn't constructed, path of travel clearances and minimum one table accessible.**

Long Term – Any constructed platforms shall meet all aspects of ADA.

The guidelines have this diagram.



Seating or dining

Accessibility requirements

There must be at least one of **each type of seating** for accessibility users, this is called equivalent facilitation to able to have the same experience as others.

1. The 30" by 48" clear floor space is for front approach to a fixture/ table. If the user was to use a side approach or be in a 3-sided alcove position the clear floor space should be 36" by 48".
2. The entire dining area should have a cross slope of 2% max both ways .
3. 1/4" max vertical change in level of all floor surfaces. 1/2" max if radius/ chamfered.
4. Any drop off greater than 2" should be protected by a 6" minimum curb or wheel guide.
5. Max 4" projections within a 27" to 80" range from grade.

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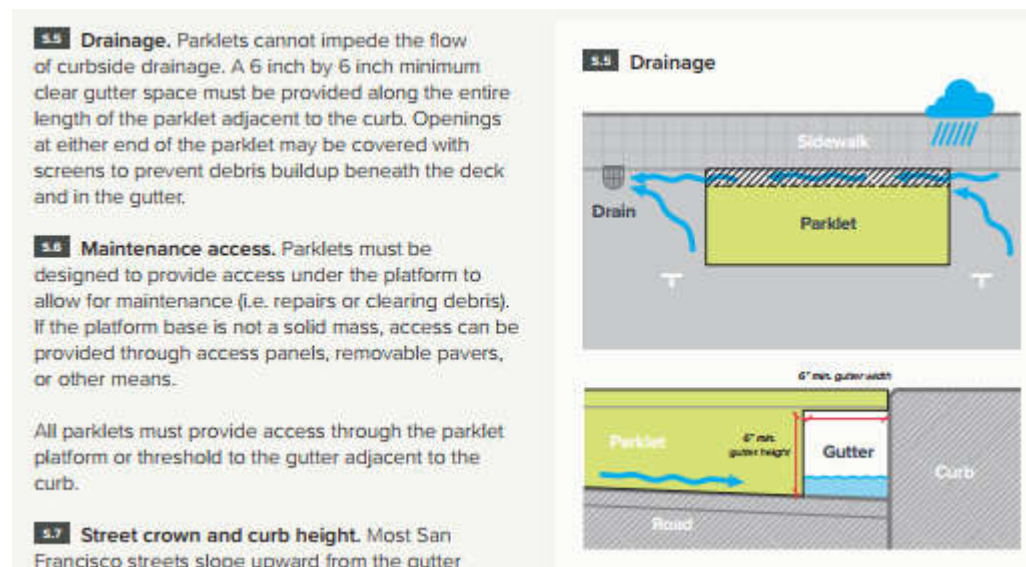
The table must:

- Be between 28 to 34 inches high
- Have at least 27 inches of space from the floor to the bottom of the table
- Provide knee clearance that extends at least 19 inches under the table
- Have a total clear floor space of 30 inches by 48 inches per seat
- Be located a minimum distance of 4 feet to the nearest obstruction
- Have a label displaying the International Symbol of Accessibility

Drainage

What must be done about drainage? **Keep the Gutter Clear**

The Guidelines have this diagram:





Fire Prevention Division

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Fire Department Parklet Submittal Requirements

The checklist below has been designed to assist applicants in completing the Parklet application and plan submittal. In order to provide expedited review and approval of your submittal, please use this checklist as a means of verifying that you have included all needed information.

- Where will the Parklet be located?
- What are the dimensions of the proposed Parklet?
- What is the Permit duration?
- What type of materials will the Parklet be constructed of?
- Will any combustible fabrics be used? (**see installation requirements below*)
- Will any temporary lighting be used? Where will the power come from?
- Are all intersecting streets shown on the plan?
- Are all nearby fire hydrants, fire department connections, other fire related appurtenances and utility shut offs shown on the plan?
- Does the plan show a clear sidewalk pathway between Parklet and store front?
- Does the plan show all barricades used?
- Are the barricades to be constructed and installed in manner that is meant to be temporary and readily moveable in the event of an emergency?
- What is the time frame in which road blockages will occur during installation?
- Will any ignition sources be used during inclement weather? If yes, what sources?

Fire Department Installation Requirements for Parklets

- Any use of combustible fabrics or materials must be approved by the Fire Code Official prior to plan approval
- Use of any open flame devices or open flame heating equipment must be approved by a Fire Code Official prior to plan approval
- Emergency service devices such as hydrants, FDC's, street water valves, etc. must be accessible to emergency personnel at all times
- Sidewalk area must remain free of obstructions to emergency response and/or pedestrian ingress or egress