



BUTTE-SILVER BOW PARKLET GUIDE



OVERVIEW

The term Parklet was first used in San Francisco in 2009 to describe the conversion of an automobile parking space into a mini park.

The installation had its origins in Parking Day, which encourages citizens across the world to install temporary parks in parking spaces. In 2011 Parking Day resulted in 975 "parks" in 162 cities across 30 countries and 6 continents.

A Parklet re-imagines part of the street into a public space for people. Parklets are intended as aesthetic enhancements to the streetscape, providing an economical solution to the need for increased public open space. Parklets provide amenities like seating, planting, bike parking, and art.

The program objective is to enable and empower the community to enhance the pedestrian friendliness of their streets for more livable and walkable city.

Applicants will accept the responsibility for the design, installation, operation, management, maintenance and removal of the Parklet. Applicants will maintain the Parklet structure and furniture in good repair

Except for a small plaque recognizing donors, advertising is prohibited.

More and more cities are recognizing the benefits that Parklets bring to a community.



San Francisco parklet
photo: Metrosocial, Pelting Builders & Wells Campbell Photography, courtesy of City of San Francisco

GENERAL GUIDELINES

Encroachment Permit - An encroachment permit issued by the City and County of Butte-Silver Bow is required before a Parklet can be installed. All installed Parklets are subject to the terms and conditions outlined in the Encroachment permit.

Duration of Installation - Approved Parklets shall be permitted for installation from May 1 - October 1 and must be designed for easy de-installation. All approved Parklets are temporary installations and are subject to removal per the Encroachment Permit.

Assessibility Requirements - All parklets must comply with the Americans with Disabilities Act (ADA) and be accessible to all users, including people with physical disabilities, wheelchair users and those with impaired vision.

Required Maintenance and Construction Bond - Applicants shall be required to present a construction bond, surety, or letter of credit to be approved by the City-County for the purpose of ensuring the costs of maintaining and or removing the Parklet are covered. The amounts to be covered shall include \$5,000 for construction and \$1,000 for maintenance.

Advertising - with exception of a small plaque (4 inches by 6 inches) recognizing donors, advertising is prohibited.

Building Permit - A building permit may be required for the deck, including built-in planters and/or railings and for any other structures, such as raised platform or roof.

Public Outreach - Notify any businesses which front and are adjacent to your proposed Parklet location. If you do not own your property, you are required to notify the property owner and provide documentation that the abutting property owners/business has been notified.

SITE SELECTION

Speed Limit - The proposed location shall have a posted speed limit of 25 mph or less.

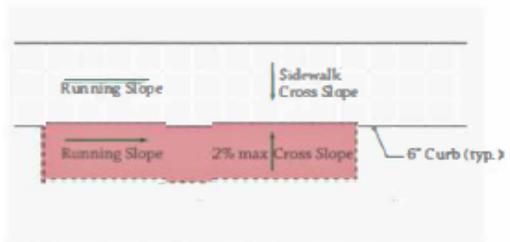
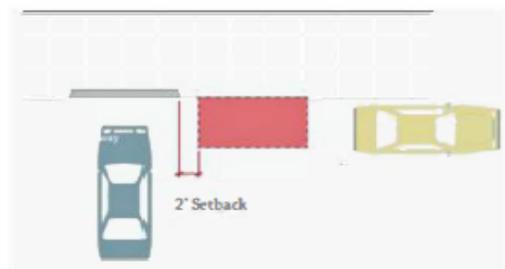
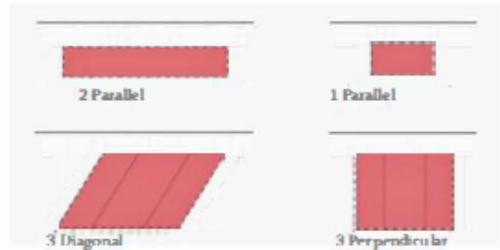
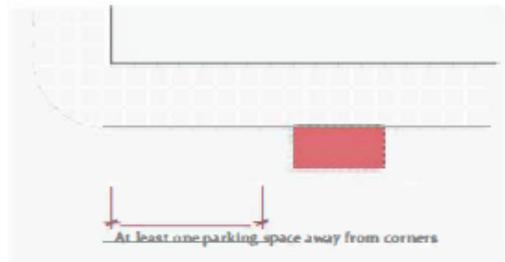
Location - the nearest edge of the parklet shall be a minimum of 20 feet from a non-signalized intersection, driveway or crosswalk. In the case of a signalized intersection the nearest edge shall be located a minimum of 30 feet from the intersection.

Parking Placement - Parklets can be sited along the curb line on streets where on-street parking spaces exist for on street parallel, angled, or perpendicular parking. The parklet shall be a minimum of two feet from the edge of the travel lane. Parklets must be located directly in front of the applicant's place of business. Other proposed locations will be considered on a case by case basis.

General - Parklets shall not be allowed in front of fire department connections and fire hydrants, or over manhole covers, public utilities, or catch basins. Curb and roadside drainage shall not be impeded by the Parklet.

City/County Projects - As part of its initial screening process, the City/County will review proposed Parklet locations for potential conflicts with future programmed projects. Proposed locations may be rejected if there is pending streetscape improvement work planned.

Buffer - Parklets shall be required to contain a continuous physical barrier along the three sides of the Parklet not facing the walk, in conformity with local building codes.



Graphics courtesy of City of San Francisco Parklet Manual

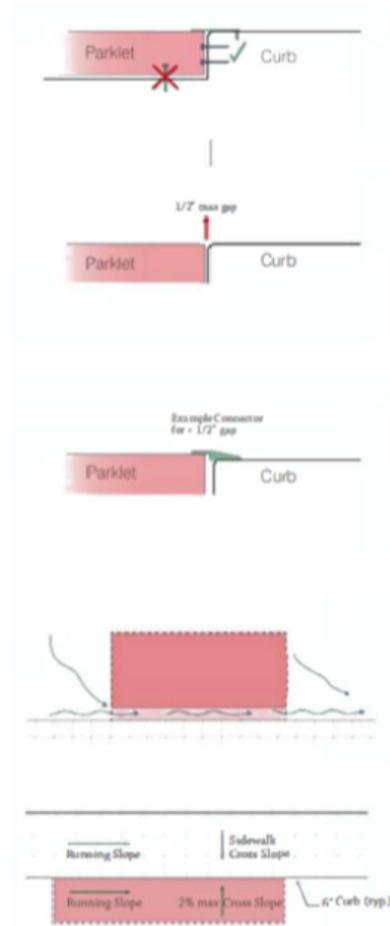
PLATFORM GUIDELINES

Platform Surface - The top of the Parklet platform must be flush with the sidewalk with a maximum gap of one-half inch (1/2").

Surface Materials - must use slip-resistant materials.

Drainage - the Parklet cannot impede the flow of curbside drainage. The platform must be designed in a manner to accommodate the drainage patterns on the street. Designers are required to cover openings at either end of the Parklet with screens to prevent collection of debris under the Parklet.

Platform Cross Slope - Parklet platform rest areas cannot exceed two percent cross slopes. Your final construction drawings will need to show spot elevations for both the sidewalk and the platform areas.



Graphics courtesy of City of San Francisco Parklet Manual

PLATFORM SURFACE MATERIALS



Stone



Wood



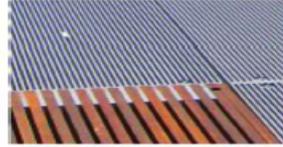
Concrete



Synthetic



Metal



Combination

ENCLOSURE MATERIALS



Wood

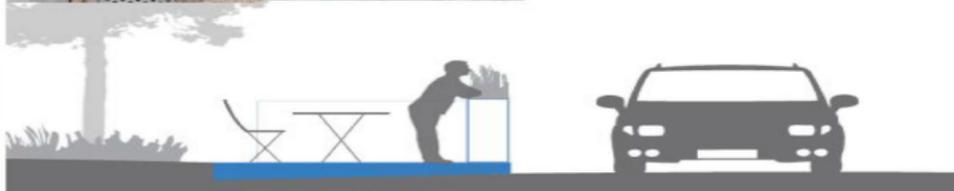
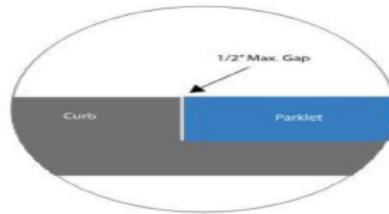


Concrete



Metal

"SPANNING THE GAP"



ENCLOSURE GUIDELINES

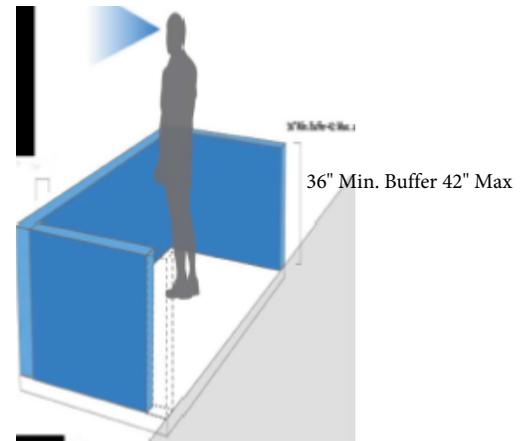
Buffers on the edges - All Parklets shall have an edge to buffer the street and parking spaces. This can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on context of the site.

Maintain a visual connection to the street - Parklet designs must maintain a visual connection to the street and not obstruct sight lines to existing businesses or roadway signage. You are allowed to include columns, overhangs, and other vertical elements with approval by the Butte-silver Bow Public Works and Planning Department.



Consider the street side of the Parklet - While not visible from the sidewalk, the Parklet's back is highly visible from across the street. Large blank walls are not permitted.

Materials - All materials must be high quality, durable, and capable of withstanding heavy use and exposure to elements.



Extend the Sidewalk - Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside.

AMENITIES

Integrate amenities into the Parklet structure - Bike racks or landscaped areas should be considered as part of the design.



Movable Seating - If you choose to use movable tables and chairs, they should be durable and comfortable for individuals and groups of all ages and abilities.

Planting - Integrated planting is strongly encouraged.



Lighting - Lighting elements are permitted but must be self-contained, low voltage and white or soft white in color. Parklets may not be powered by extension cords.

Incorporate Bicycle Parking p
Integrated bicycle parking is encouraged. Bike racks can be integrated into the Parklet structure or installed adjacent to the Parklet as a bike corral on the street.



SUSTAINABLE DESIGN AND CONSTRUCTION

Materials that are easy to maintain - Have a strategy for removing graffiti, and replacing or repairing damaged Parklet features such as plants, railings, or other elements.



FINAL APPLICATION MATERIALS

- Completed Butte-Silver Bow Encroachment Permit Application
- Required Construction Bond - Applicants shall be required to present construction bond, surety, or letter of credit.

ELIGIBLE APPLICANTS

The following entities are eligible to apply for the installation of a Parklet.

- Property Owners
- Storefront business owners (with property owner's permission)
- Non-profit institutions
- Community organizations
- Schools

Other applicants will be considered on a case-by-case basis



- Parklet Site Plan - This drawing shows the Parklet in relation to the surrounding streetscape context and should include:
 - Your building, adjacent properties, and their building entrances
 - Existing sidewalk widths
 - Existing curb cuts and/or driveways
 - Adjacent bike lane or auto traffic lane
 - Existing parking spaces with dimensions
 - Other existing sidewalk features near the proposed Parklet area (fire hydrants, fire department connections, street lights, utility access panels, bike racks, etc.)
 - Existing street trees and tree pits
 - Proposed Parklet footprint and dimensions including setback dimensions.
- Detailed Parklet Plan and Elevations from all sides
 - The various elements of the design
 - The materials proposed to be used in the design
 - Dimensions of Parklet and Parklet elements including buffer areas
 - How accessibility is provided
- Construction and disassembly details - These drawings show how your Parklet will be assembled and constructed. It should also detail a plan for disassembly. Additional elements to be shown include:
 - Any hardware such as fasteners to be used in the construction process
 - A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked.
- Documentation of community outreach and letters of support
- Renderings are encouraged



RESPONSIBILITY OF THE SUCCESSFUL APPLICANT

Insurance - In order to obtain an encroachment permit, applicants must provide the city-county with proof of general commercial liability insurance (certificate of liability insurance). The insurance policy must name the City and County of Butte-Silver Bow as one of the insured and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage in amounts required by the City-County at the time of the permit issuance. The permit application must also include a signed hold harmless agreement.

Cleaning - You will be required to keep the Parklet free of debris, grime, and graffiti. You must clean the surface of the Parklet and rinse out the area beneath the Parklet at least once a week. Seating should be dried after rainfall if necessary.

Landscaping - You must keep plants in good health, including watering, weeding and trimming when necessary.

Movable Furniture - Any movable items, such as tables and chairs, must be either locked down at night or taken inside. Unsecured furniture that is not a permanent feature of the Parklet is not permitted after business hours.

Disassembly - applicants are responsible for completing disassembly and storing their Parklet from October - May.

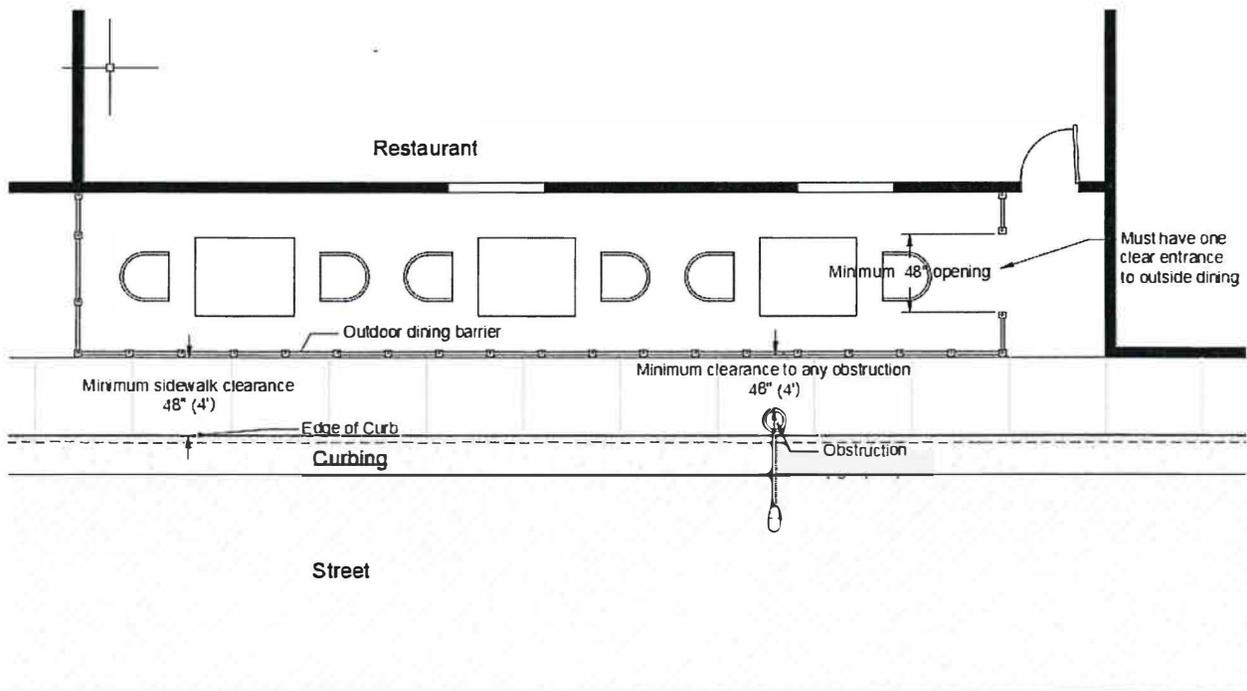


Outdoor Seating-Pedlet Design Standards

PURPOSE

The intent of the design guidelines for outdoor dining is to ensure quality outdoor seating area, the appropriate use of the public sidewalk for outdoor dining and safety for pedestrians and to comply with ADA requirements.

Design Requirements



The minimum clearance from the barrier to the edge of curb shall be 48". Any obstructions shall have a minimum of 48" clearance.

A barrier shall have one clear entrance to the outdoor dining area with a minimum clearance of 48".

Outdoor Seating-Pedlet Design Standards

BARRIERS

DESIGN OF BARRIERS

Barriers are meant to demarcate the section provided for tables, chairs and umbrellas, for both temporary and permanent use. Barriers may include but not limited to removable fences, freestanding fences, hedges, planters, trees, removable columns, and other. See figures 1-3 for acceptable barrier styles.



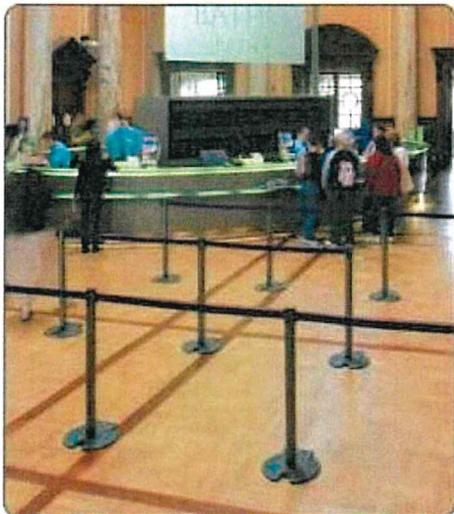
Figure 1 - Acceptable metal barrier.



Figure 2 - Wood and metal planters as a barrier.



Figure 3 - Freestanding glass and metal fence.



Outdoor Seating-Pedlet Design Standards

BARRIERS

Prohibited Barriers

No chain link fencing, bike rail fence, plastic, vinyl, chicken wire, or cyclone fencing. No advertising on fabric or canvas allowed on barriers. See figure 4 unacceptable barrier style.



Figure 4 – No fabric, canvas inserts, or chicken wire.

HEIGHT OF BARRIERS

The height of any barrier may not exceed 36 inches.

The bottom of the rope/chain barrier must not exceed 27 inches above the sidewalk surface.



Figure 5 – Max Height of barriers is 36 inches (3 feet).

ENCLOSED OUTDOOR DINING

The City reserves the right to review final design for requests that include vertical elements, awnings, canopies and removable side walls covering the outdoor dining space.

Outdoor Seating-Pedlet Design Standards

FURNITURE

UMBRELLAS

Umbrellas must be free of advertisements and contained within the outdoor dining area. Advertisements are allowed only if it is to advertise the name of the restaurant. No fluorescent or strikingly bright or vivid colors. Market style umbrellas, designed specifically for patio or outdoor restaurant use are preferred. Umbrellas are to maintain a minimum height clearance of 8 feet. See figures 7 & 8.



Figure 7 - Acceptable logo on umbrella.



Figure 8 - Unacceptable logo on umbrella

Outdoor Seating-Pedlet Design Standards

FURNITURE

MATERIAL

All furniture material should be preferably of durable materials such as wood or metal. See figure 9.

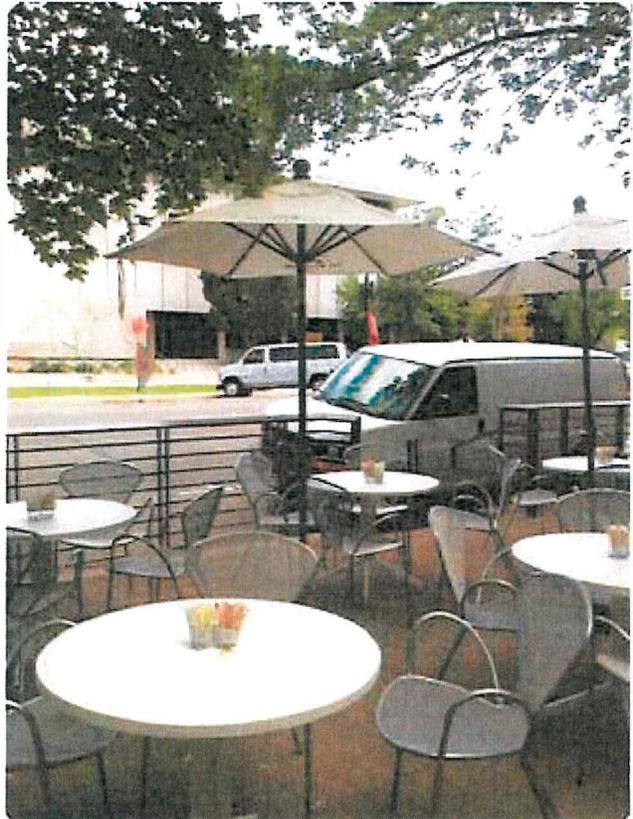


Figure 9 - Furniture must be of durable material, wood or metal