

City of Alexandria

Parklet Requirements

As identified in Section 5-2-29 of the City Code, the following are required for all parklets within the public right of way.

Number of parking spaces allowed for a parklet: 1-2 typical. More than 2 spaces considered on a case-by-case basis with written support from adjacent property owners and businesses and written justification from the applicant outlining the need for a larger parklet.

Parking space definition: 20' x 7-8' metered or unmetered curbspace.

Application period: On-going basis, with annual renewals each Spring.

Timeline: Year-round.

Uses Allowed: Parklets may be used for a private, commercial use if they comply with the requirements of the Zoning Ordinance. Otherwise, parklets shall be considered public spaces.

Locations: ~~Limitations to where you can put a parklet~~

Parklets are not permitted:

- ~~No~~ In dedicated bus lanes (against the curb) or bus stop areas (minimum 50' of curb space before nearest bus stop)
- In dedicated bike lanes
- In Emergency Vehicles Easements
- ~~cannot be placed~~ Where rush hour regulations exist (e.g. Washington Street)
- ~~cannot be placed~~ Within 20 feet of an intersection ~~On corners unless there is a bulb-out (min. 20' from corner)~~ unless a specific factors related to surrounding location and design justify approval by the director of T&ES
- Within 10 feet of a curb cut to a driveway, parking lot/garage, or alley, unless approved by the director of T&ES
- Within 20 feet of a storm inlet
- On street curves or hills where horizontal or vertical sight distance is an issue
- ~~cannot block~~ Within 15 feet of a fire hydrant ~~(15' clearance on either side required by City code)~~
- ~~must not~~ To obstruct or cover up access to underground public infrastructure or utility such as a manhole
- ~~cannot be~~ On a street with posted street sweeping restrictions
- ~~cannot be~~ On streets with a speed limit of more than 25 mph or with high vehicle traffic volumes (e.g. Patrick and Henry)

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- ~~cannot~~ To replace a loading zone, handicap parking, or otherwise designated curbspace unless the space is reviewed by the Traffic and Parking Board pursuant to Section 5-8-3(f) and recommended to be changed
- ~~not~~ To obstruct existing or planned Capital Bikeshare stations or bike and scooter corrals

Time-specific limitations:

- ~~Not~~ On roads on the City pavement improvement plan within the upcoming year (~~information to be provided on the parklet website~~). Parklet hosts will be required to remove the parklet

Applicants *may* host a parklet that is on the City's sidewalk improvement plan within the upcoming year, with the understanding that the parklet may be required to close for a short period during sidewalk improvements. In some cases, the parklet may need to be removed completely, and then can be reinstalled. City staff can provide more information on a case-by-case basis.

Specific locations may not be approved if the City determines the parklet will obstruct the required turning radius for emergency vehicles can be maintained.

Insurance: Commercial general liability insurance is required for the duration of the parklet permit. Permittee shall maintain the types of coverages and minimum limits indicated below, unless the City Risk Manager approves a lower amount, in his sole discretion. The required minimum limits may be met by any combination of primary and excess or umbrella policies:

- a. Commercial General Liability Insurance. \$1,000,000 each occurrence with \$2,000,000 general aggregate covering all premises and operations and including bodily injury, property damage, personal injury, completed operations, contractual liability, independent contractors and products liability.
- b. Automobile Liability. \$1,000,000 combined single-limit per accident for bodily injury and property damage.
- c. Workers' Compensation and Employer's Liability. Virginia Statutory Workers' Compensation coverage including Virginia benefits and employer's liability with limits of \$500,000.

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

The City of Alexandria 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 permit. The City shall have the right, but not the obligation, to remove the parklet at the Permittee's expense and/or to purchase such insurance at the Permittee's expense.

Maintenance: Parklet hosts are required sign maintenance agreements with the City that outline maintenance responsibilities. These agreements will include at a minimum, requirements related to the hosts responsibility to provide leaf clean-up and snow removal and to maintain the parklet to remove debris and graffiti. Watering, pruning, planting, and removal of landscaping elements will also be outlined as are part of maintenance responsibilities for the host.

Outreach: Applicants are required to notify all businesses, neighborhood organizations and residents on the block where they are applying to host a parklet. The property owner from whom they lease their space should be notified as well. If the applicant owns their property, indicate so in the application. Notification should include (at minimum) a basic design concept, the number of parking spaces the parklet will occupy, and the applicant's contact information. Applicants must provide the City with a list of the addresses notified and an example notice (City to provide notice template).

If the proposed parklet would occupy parking spaces other than those fronting the applicant's space, letters of support from the fronting businesses, residents, and property owners are required.

~~If the parklet proposal is accepted, the City will provide a 14-day public comment period. Notice of the application and comment period will be posted in a visible location near the site and on the City Recreation, Parks, and Cultural Activities webpage. At the close of the public comment period, City staff will review the comments and decide whether to approve, modify, or deny the parklet application.~~

~~The City will provide another on-site sign at least 5 days before a parklet is to be installed.~~

Design:

- **Buffer:** Maintain a 3'-4 feet buffer from other parking spaces and a 1 foot buffer (2 foot buffer on streets with transit) between the parklet and the travel lane. Two wheel stops and two flexible posts at minimum (City to provide and install).
- **Edge Barrier:** Provide a continuous 3-4 foot high barrier along all sides of the parklet except the side facing the sidewalk to separate parklet users from vehicle traffic. This may include planters, railings, fences, or traffic barricades. The barrier may not be within the required buffer. The Director of T&ES reserves the right to require additional barriers if determined necessary for specific locations. Where railings obstruct direct access from the street to a Fire Department Connection, the railing must be easily removable by one person.
- **Drainage:** The parklet should not inhibit the drainage of stormwater runoff. Small channels between the base and the platform must be provided, particularly along the curb, to facilitate drainage. A minimum of 2" of vertical clearance between the pavement/gutter and the bottom of the parklet shall be provided for a minimum of 2 feet from the curb. Additional clearance may be required depending on curb height.

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- **Accessibility:** Conform to ADA standards and requirements.
- **Platform Surface:** The top of the parklet must be flush with the curb and seamless connection with no more than a 1/2" gap.
- **Visibility:** Parklet should have vertical elements that make them visible to traffic. Four inch 4-inch wide orange and white retroreflective stripes shall be mounted to the outside of the railing facing oncoming traffic ~~Reflective features are strongly encouraged.~~ The structure of the parklet should not greatly obstruct visibility between the sidewalk and the roadway.
- **Emergency Access:** The parklet shall allow for visible and clear access to all building fire department connections and shall not cause any obstruction or interference with the path of egress from the building. The design of the parklet shall ensure a 6 foot wide unobstructed sidewalk clearance is maintained from front of the building to the beginning of the parklet.
- **Landscaping:** Landscaping and greenery is strongly encouraged as part of any parklet design. Applicants should consider how plants will do under the site shading conditions, and weather conditions. Watering and maintenance of any landscaping is the responsibilities of the host.
- **Lighting:** Low impact lighting may be a part of the parklet design. Lighting should be self-sustaining (battery or solar-operated). Extension cords are not permitted.
- **Awnings and other overhead coverings:** No overhead coverings are permitted in the design for the parklet except for umbrellas.
- **Signage:** For public parklets, signage must be installed in the parklet indicating it is open to the public. For commercial parklets, no signage advertising the business is permitted.
- **Removal:** Parklets should be able to be disassembled within 24 hours if necessary, for emergencies or special events. Removal of the parklet is the responsibility of the applicant, as is the disposal or storage of the parklet after removal.