

Parklet Guidance

During COVID-19



Overview

Parklets are the transformation of a parking space, or spaces, into public space. As an effort to provide additional space for social distancing needs, it has also been recognized that parklets are an opportunity for businesses to expand or acquire outdoor seating. In addition to providing businesses with additional revenue streams, parklets are a traffic calming method—meaning that their presence within a street scape encourages slower traffic speeds.



Steps Towards Implementation

Determine the space needed and how it will safely accommodate patrons



Contact Town/City Manager to work with them on submitting a request to the District Engineer*

***Requests must come from the Town Manager on behalf of the business**

Request must include:

- where and how parking will be accommodated
- where and how pedestrian traffic will be safely accommodated and how ADA requirements will be met
- description of how customers, pedestrians, cyclist and roadway traffic will be delineated
- planned design for parklet, mainly the method of separation of vehicle traffic and patronage, ie. barriers between roadway and seating
- identification of clear maintenance responsibility

There should be an executed agreement to document these accommodations, responsibilities and liability



District Engineer reviews the request and makes a recommendation to DOT to either approve or deny the request



If approved, the parklet may be installed, given that the guidelines of NH Executive Order for restaurants (seat distancing, reservation only, etc.) and agreed terms for implementation are followed

Request Guidance

Parking Accommodation

- Identify nearby parking spaces and lots that can accommodate additional vehicles
 - coordinate where the parking could be accommodated for other businesses to avoid confusion or restrictions for other requests
- Parklets cannot be put in accessible parking spaces

Pedestrian Movement & ADA Requirements

- Identify where pedestrians are meant to walk
 - this should be the sidewalk unless there is not enough space, then pedestrians will need to be redirected onto the road*
- *pedestrian redirections onto the road need a barrier or protection of some sort
- Make sure any detours or through-routes are ADA accessible (ramps, step-less, widths, etc.)



Stay in Your Lane

- Provide a mock-up drawing and description of how customers, pedestrians, cyclists, and vehicle traffic will be clearly delineated
- Provide a description of the type(s) of barrier(s) that will be used to separate the parklet (and pedestrians if applicable) from vehicle movement

Maintenance

- Provide a clear plan for how the parklet will be maintained, including during operational hours and when the business is closed
- Create an executed agreement to document these responsibilities, accommodations, and liabilities

For further guidance on submitting a parklet request, please contact:
Katie Lamb, Transportation Planner, at klamb@nccouncil.org
or visit <http://www.nccouncil.org/parklets/>