



# Parklet Program Guide

July 2020



*Honolulu*  
COMPLETESTREETS

## What Is a Parklet?

A parklet is a public space created in an on-street parking space that may feature benches, tables, chairs, planters and landscaping, shade, and bicycle parking. Parklets are temporary installations that can be in place for a period ranging from several hours to several years.

While parklets are sponsored by private partners, all amenities must remain free and open for any member of the public to use. Advertising, table service, and other commercial activities are not permitted.



## Why a Parklet Program?

The City and County of Honolulu established a program for parklets due to private interest and City Council Resolution 13-290 which encouraged the establishment of such a program. The parklets permitted under this program since it began in 2016 have been very heavily used and contribute to the economic vitality and safety of the streets and communities in which they are located. Additionally, parklets are especially suited to Honolulu's climate, where they will be able to be enjoyed year round.



## Parklet Benefits

- Additional Public Space – Parklets provide places for people to sit, relax, and enjoy our City.
- Wider Sidewalks – Parklets can provide additional space for people to walk where sidewalks are narrow or congested.
- Vibrant Local Businesses – Parklets are unique public spaces that provide seating space for nearby business uses and attract potential customers.
- Social Life – Parklets foster a sense of community by creating welcoming public spaces where you can meet old friends and make new ones.

# Parklet Eligibility

**Who May Apply** – Examples of applicants include business improvement districts, chambers of commerce, storefront business owners, property owners, nonprofit institutions, community organizations, and schools. Other applicants can also apply.

**Where Parklets May Be Located** - Parklets are generally suitable and encouraged in business districts. In other areas, they will be considered on a case-by-case basis. Not all on-street parking stalls are suitable for a parklet. Parklets work best at locations with some pre-existing pedestrian activity. Nearby land uses such as food service, retail, transit facilities, and cultural institutions are great elements for selecting a parklet site. Please refer to the Design Guidelines and Technical Requirements on the following pages for more information.

**What Uses Are Appropriate** – While creativity in parklet design is encouraged, parklets typically provide amenities that facilitate people watching, socializing, reading, outdoor dining, and bicycle parking. Activities that involve open flames, torches, or cooking are not allowed, and parklets may not have hard-wired electrical connections, plumbing or gas hookups or generators.



# Requirements for Parklets

## Indemnification and Insurance

Applicant shall defend and indemnify the City for all activities and liabilities associated with the use of the parking spaces for parklets including, but not limited to, any damages that may occur and must maintain no less than \$2,000,000 in liability insurance coverage for as long as the parklet remains installed on a public street, and name the City and County of Honolulu as an additional insured.

## Maintenance

- **Cleaning and Repairs** – Applicant is required to keep the parklet in safe and usable condition and clear of litter, grime, and graffiti. This includes, but is not limited to, minor repairs, and painting as needed, emptying trash receptacles daily, and cleaning the surface of the parklet and rinsing out the area beneath the parklet at least once a week to ensure proper drainage (following Department of Environmental Services procedures);
- **Landscaping** – Applicant must keep plants in good health, including watering, weeding and trimming;
- **Movable Furniture** – Any movable items, such as tables and chairs, must be secured at night or taken inside. Unsecured furniture is not permitted after business hours;
- **Table Service** – Parklets are free and open to all members of the public to use. Applicant will be responsible for ensuring that there is no table service on the parklet, including the placement of condiments or napkins.



## Relocation and Removal

Circumstances may arise that call for temporary (street or utility work, public safety emergencies) or permanent relocation of the parklet at the Applicant's expense. In other circumstances, parklets may have to be temporarily or permanently removed. The City reserves the right to require removal or relocation of part or all of the parklet. In the event that the City should decide to remove or relocate the parklet, the Applicant is responsible for coordinating and paying for the removal or relocation within 72 hours of notification. If the Applicant fails to remove or relocate the parklet, the City may do so at Applicant's expense. The City may require removal if the Applicant is found in violation of the parklet permit conditions; does not successfully resolve complaints received by the City concerning the parklet; and/or does not renew its permit. Whether the City or Applicant decides to remove or relocate the parklet, the street where the parklet is located shall be restored by the Applicant to its original condition.

## General Design Guidelines

The following guidelines are not intended to be prescriptive but instead outline the standards that a successful parklet design is expected to fulfill.

- Parklets should be interesting and welcoming spaces that contribute to the beauty and character of the neighborhood and encourage passersby to pause, sit, relax, and interact with others, or people watch;
- Seating should be durable and comfortable for individuals and groups of all ages and abilities. Designs that encourage use in various weather conditions should be considered;
- Parklets are semi-permanent structures that must withstand the rigors of everyday outdoor use. Materials and design should be durable and low-maintenance;
- The character of the design should be unique and not have an overt visual relationship with any nearby businesses;
- Parklets should respond to surrounding conditions. For example, a parklet could create more space to walk on a particularly narrow or congested sidewalk or provide a place to sit and eat where there are many takeout restaurants;
- The design should consider travel patterns and behavior of people walking and biking in order to minimize potential conflicts and maximize contribution to street life and the public realm;
- Parklet should be easily installed and removed if necessary.

Further Resources - The San Francisco Parklet Manual includes helpful tips on site selection, public outreach, and design development. The following is a link to the manual:

<http://pavementtoparks.sfplanning.org/parklets.html>.

## Technical Requirements

The following are required to ensure safety and maximize parklet use.

- Parklets must be located where permanent parking is permitted (i.e., it must not occupy a lane used by moving traffic at any time);
- Parklets must be located at least one parking space from the corner, if on the far side of an intersection on the same side as the direction of the adjacent travel lane;
- Parklets should not be located on a street exceeding a running slope of 5 percent;
- Parklets must be at least 5 feet from manholes, drainage inlets, utility and traffic signal poles, and utility and traffic signal controller boxes and 10 feet from any fire hydrants;
- Parklets must not obstruct existing drainage patterns on the street;
- Parklets should be located in a well-lit area;

- Signage denoting the parklet as publicly accessible must be clearly and prominently displayed. Any additional signage and logos are not permitted;
- A positive barrier 42 inches high must separate the street edge of the parklet from the adjacent travel or bicycle lane. A continuous railing is an example of a positive edge but other materials and methods may be used. Rails must be capable of withstanding 200-lb horizontal force;
- The design must promote visibility to passing traffic and maintain clear sight lines at intersections and crossings;
- The sidewalk edge of the parklet must be permeable to pedestrians, including an unobstructed section at least 6 feet wide that is flush with the sidewalk to enable access for people of varying abilities;
- Parklets must be designed by a licensed architect or engineer;
- The majority of construction (as much as possible) should be completed off site, in advance of installation;
- Installation should be freestanding and not require anchoring into the City sidewalk or street;
- Reflective elements are required at the outside corners of all parklets;
- Parklets must be able to support 100-lbs per square foot of live load.

### **Permit**

Applicant must maintain a Permit for Street Usage through the Department of Transportation Services (DTS).

### **Community Outreach**

Applicant is responsible for garnering written community support for the proposed parklet. A presentation to the relevant neighborhood board is also required (formal board action is not necessary);

### **Before and After Survey**

Applicant is required to provide a simple before and after (within one year) assessment of the parklet site, including parklet usage, pedestrian and bicycle traffic counts, patronage of local businesses, and public opinion of the parklet.



# How to Apply

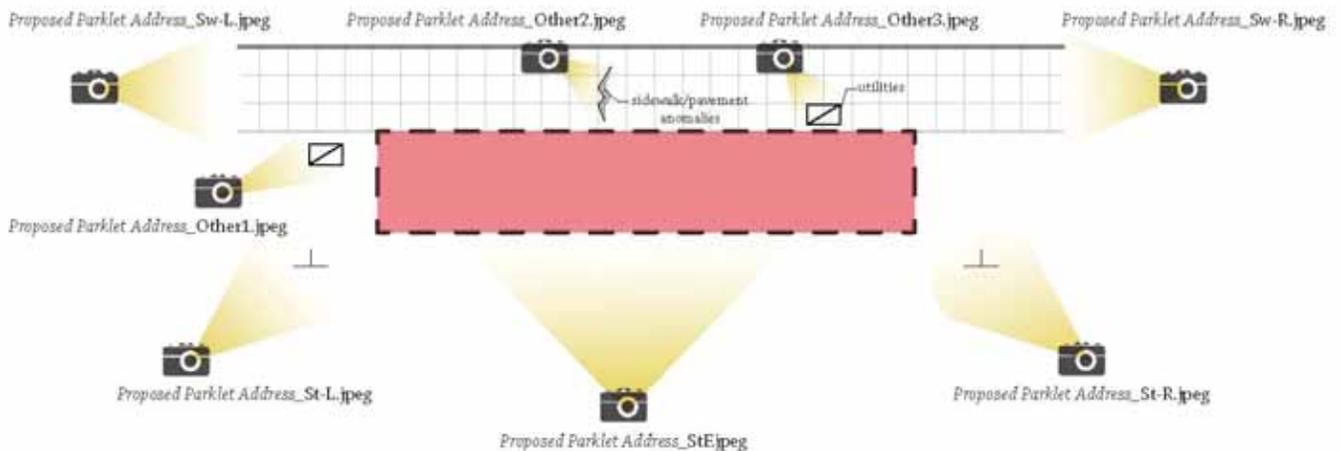
## Pre-Application Meeting

During the early stages of project planning, the Applicant should meet with the City to discuss proposed location, preliminary design, and other details before a formal application is submitted. To set up a pre-application meeting, contact the City's Complete Streets Administrator at [respiu@honolulu.gov](mailto:respiu@honolulu.gov) or (808) 768-8339.

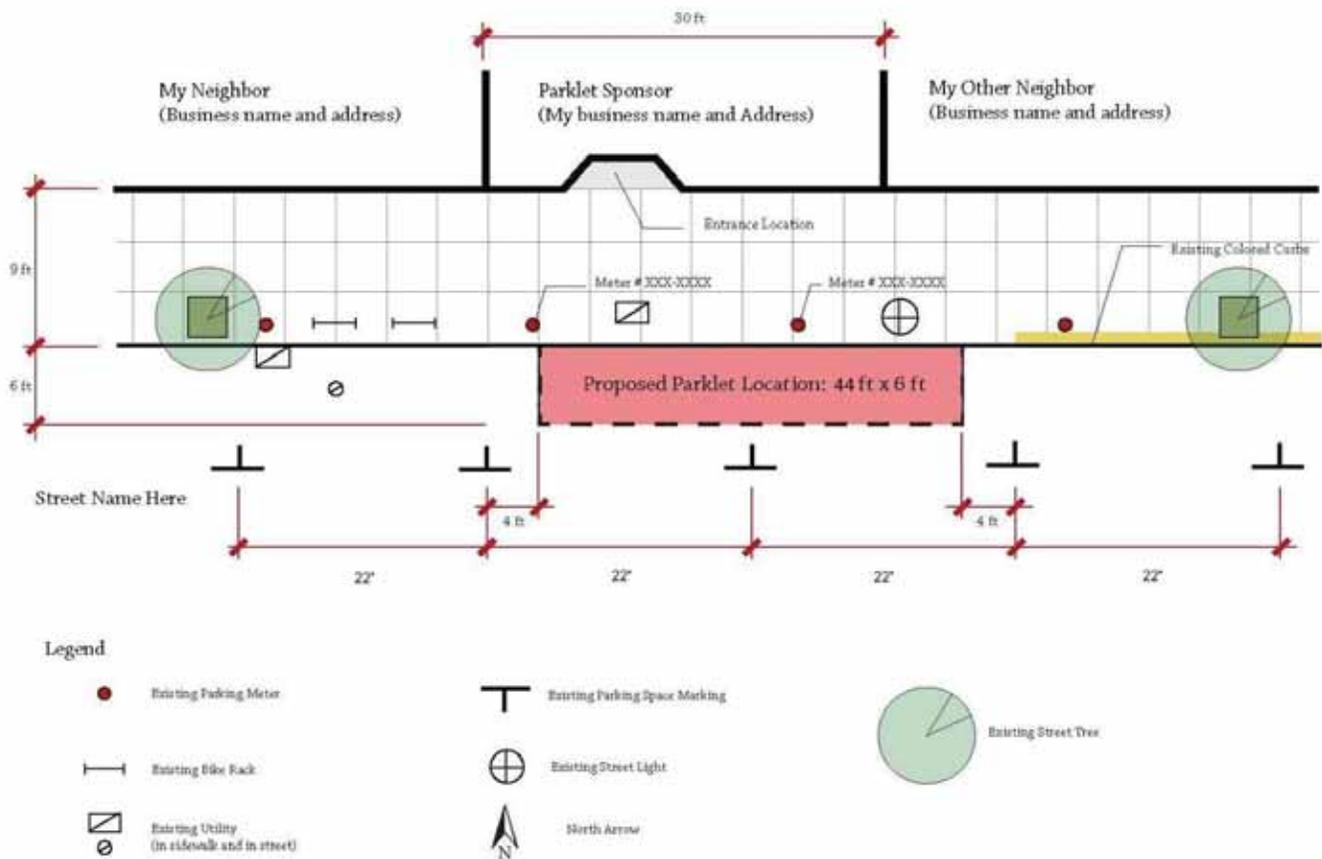
## Application

The application must contain the following elements and be submitted to the Complete Streets Program, City and County of Honolulu, 650 South King Street, 3rd Floor, Honolulu, Hawaii, 96813:

- Applicant Information – Provide organization name and description, contact person, address, phone number, and email address;
- Documented Community Support – Letters of support are required from the abutting and adjacent business owners. Additional documentation of support from property owners, area businesses, neighborhood organizations, residents, and institutions is encouraged;
- Photos of Existing Conditions – Photos should document the proposed parklet location, the sidewalk condition, surrounding land uses, curbs/gutters/drains, and utilities and above-ground fixtures as illustrated in the diagram below;



*Recommended Existing Site Photo Perspectives*

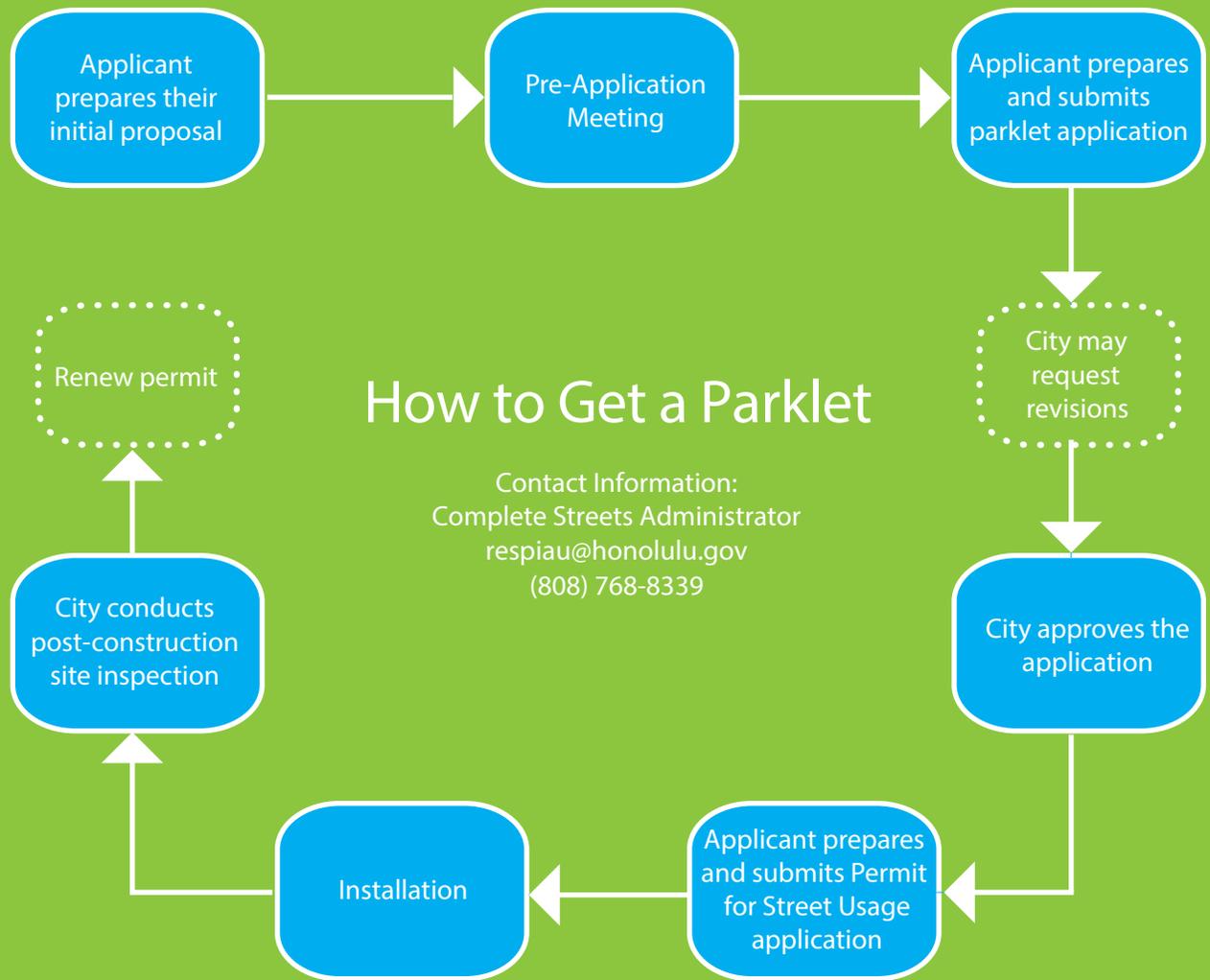


Sample Parklet Site Plan/Design

- Parklet Description – Includes proposed parklet location (nearest street address and cross street), existing parking regulations, land use context, other relevant street conditions (speed limit, presence of bicycle lanes, etc.), and goals and vision of the proposed space;
- Site Plan/Design – The site plan should show the proposed parklet location and design as well as important existing conditions, such as the location of parking meters, fire hydrants, street lights and utilities, street trees, street furniture, roadway striping, driveways, and abutting and adjacent businesses. Relevant dimensions should be clearly marked. The illustration above shows a sample site plan.

## Permit

Once the parklet application is approved by the Complete Streets Administrator, the Applicant must then apply for a Permit for Street Usage through the DTS. This permit can be issued for up to 180 days at a time, and the daily fee may be waived.



**Source Information:**

The following sources were used to compile photographs and diagrams used in this parklet guide:

- City of Philadelphia: Parklet Guidelines & Application
- City of Vancouver: 2013 Parklet Pilot Program Guide
- Grand Rapids Parklet Manual, Version 1.0, April 2014
- LADOT, People St: Parklet Application Manual, Spring 2014
- LADOT, People St: Kit of Parts for Parklets, Spring 2014
- San Francisco Parklet Manual, Version 1.0, February 2013

