

# PARKLET DESIGN MANUAL

Lafayette Consolidated Government



Photos courtesy of Downtown Lafayette; taken by Denny Culbert and Andrew Arceri.

The Parklet Design Manual for Lafayette, LA was created by Lafayette Consolidated Government with input from the LCG Development and Planning Department, LCG Public Works Department, Lafayette Police Department, Lafayette Fire Department, Lafayette Utilities System, and the Downtown Development Authority.

Recognition is given to the Grand Rapids Parklet Manual for policy guidance and the Ann Arbor Downtown Street Design Manual for manual layout and content formatting inspiration.

*To the team at Lafayette Consolidated Government who originally created and passed the downtown parklet ordinance— congratulations on seeing your vision taking form for Downtown Lafayette.*

*To the department leads who worked together in creating the standards by which the parklet ordinance would come to life and operate—your collaborative spirit and professional insight was highly appreciated.*

*To the first cohort of parklet applicants—thank you for your patience as the process was in development. We are so excited to see your investment into Downtown Lafayette come to life!*



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### ABOUT

The Parklet Design Manual is an overview of the goals, policies, processes, and guidelines for creating a parklet in Downtown Lafayette.

Business owners, community members, potential applicants, and design professionals are invited to review the manual in its entirety when considering the possibilities of a parklet. Please refer to this manual often as it will provide clarity on what the parklet program aims to achieve and will ultimately create a smoother permitting process for those who choose to apply.

Lafayette Consolidated Government appreciates your time and collaboration in creating a quality downtown environment. We value your willingness to contribute your time, creativity, and resources in building a parklet in Downtown Lafayette, and look forward to working with you throughout the process.

# PARKLET OVERVIEW

## 01

### WHY PARKLETS

Increasing vibrancy in the downtown area is a key goal of PlanLafayette and the Downtown Action Plan and a critical piece of building a thriving community. Successful downtowns and best practices recognize that bringing life to our public streets achieve many goals for the downtown district including high-quality city living, safer streets, and effective economic competitiveness.

Parklets in the downtown region “provide residents of the Acadiana region the option of high-quality city living. This means continuing the transformation of the downtown into the most convenient, vibrant, eclectic and charming urban center in the region” (Lafayette Downtown Action Plan, 2015).

### WHAT IS A PARKLET

The term parklet was first used in San Francisco to describe the conversion of an automobile parking space into a minipark for passive recreation.

A parklet is a reclaimed area of roadway that is repurposed into a shared public space. Parklets are intended as aesthetic enhancements to the streetscape and provide amenities like seating, dining, bike parking, vegetation planting, and public art.

Parklets help to provide a path for individual actions in the development and beautification of a city’s public realm. When creating a parklet, individuals are responding to a need for increased public open space and the proper maintenance of these facilities.

Parklets provide commercial value as they attract attention to businesses and can provide additional seating for customers and patrons to gather.



Figure 1

### LOCAL ADOPTION

In May of 2014, the Downtown Development Authority installed a semi-permanent parklet adjacent to their building on Jefferson Street. Boasting simple materials and features like wooden pallets, folding chairs, string lighting, and more, it lasted four years and acted as a catalyst for parklet interest and eventual policy creation. This structure attracted lunch crowds, impromptu rehearsals and events, coffee and gelato dates, and was a unique amenity in the downtown area.

In September of 2017, Lafayette held its first Park(ing) Day downtown. The event was hosted by the non-profit ReCover Acadiana, in partnership with the Downtown Development Authority (DDA), Downtown Lafayette Unlimited (DLU), and the Downtown Lafayette Restaurant and Bar Association (DLRBA). This globally-recognized day is an annual event where citizens, artists, and activists have the opportunity to collaborate in temporarily transforming metered parking spaces into unique public places. For this annual event, the city allows relaxed traffic and building regulations for one full day. (See Figures 1-10.)

With twelve organizations participating in the event and numerous creative Park(ing) spots created, Downtown recognized a public desire for the adoption of a parklet policy.

Since then, Lafayette has formally adopted an ordinance that allows for the construction of quality parklet structures that have the materiality to function year-round. Adopted in May of 2018, this manual is the culmination of the rules that were developed to ensure quality projects that meet appropriate building standards within the downtown area.



Figure 2

Figure 1: Lafayette Science Museum hangs a planetary installation above their parklet for Park(ing) Day 2017.

Photo taken by A. Danette Photography.

Figure 2: Local business along Jefferson Street celebrates Park(ing) Day. Photo taken by A. Danette Photography.

DOWNTOWN MANAGEMENT COMMITTEE

With the adoption of the parklet ordinance, the Downtown Management Committee (DMC) was also formed. This committee serves to issue all standards and regulations set by the ordinance, approves successful applications, and resolves conflicts that may arise with competing applications or existing permitted parklets.

The DMC follows public record rules and consists of the following representation:

- the Lafayette Police Chief, or his/her designee;
- the Lafayette Fire Chief, or his/her designee;
- the Director of Public Works, or his/her designee;
- the Director of Development and Planning, or his/her designee;
- the Lafayette City-Parish Traffic Engineer, or his/her designee;
- the Director of the Downtown Development Authority, or his/her designee;
- three (3) members of the public, appointed by the City-Parish Council.\*

To request an action summary from a previous meeting or the date/time of an upcoming DMC meeting, please contact the Designated Permit Manager at [cgilbert@lafayettela.gov](mailto:cgilbert@lafayettela.gov) or call 337.291.8445.

Downtown Management Committee public appointments commit to four year terms. Citizens may express interest in a Downtown Management Committee vacancy by submitting a resume to [BClafayette@LafayetteLA.gov](mailto:BClafayette@LafayetteLA.gov) or by calling 337.291.8800.

*\*Public appointments must own property or a business in the Downtown district OR be a director, partner, or member of a business entity owning property or operating a business from a Downtown location, and must also be a registered voter of the Parish of Lafayette.*



Figure 3: A passive parklet is set up with church pews and turf next to the Lafayette Science Museum. Park(ing) Day 2017 photos taken by A. Dannette Photography.



Figure 4

Figure 4 & 5: Pamplona Tapa s Bar & Restaurant creates a seating area with a water feature for Park(ing) Day 2017. Photos taken by A. Dannette Photography.



Figure 5



Figure 6

Figure 6: A local waste-free group adds visuals to educate the public as part of their parklet feature. Park(ing) Day 2017 photos taken by A. Dannette Photography.



Figure 7

Figure 7 & 8: Legends Downtown and Marley's team up to create a game-centric parklet on Jefferson Street for Park(ing) Day 2017. Park(ing) Day 2017 photos taken by A. Dannette Photography.



Figure 8



# ELIGIBILITY

## 02

### SITES AND USES

**ZONING.** Parklets shall only be applied in the “D” Downtown zoning district\*. (See Figure 11.)

**USE.** Parklets may be used for public seating, outdoor dining (if applicable)\*\*, passive recreation, supplemental streetscaping, public art, bike parking, enhanced vegetation, or any other purpose that is appropriate.

**ADJACENCY.** If a parklet is to be used for outdoor dining purposes, it must be located in a parking spot directly in front of the permitted restaurant. General businesses applying for a parklet permit are strongly encouraged to locate adjacent to their business as well.

*\*To see if your business is within the Downtown District, visit*

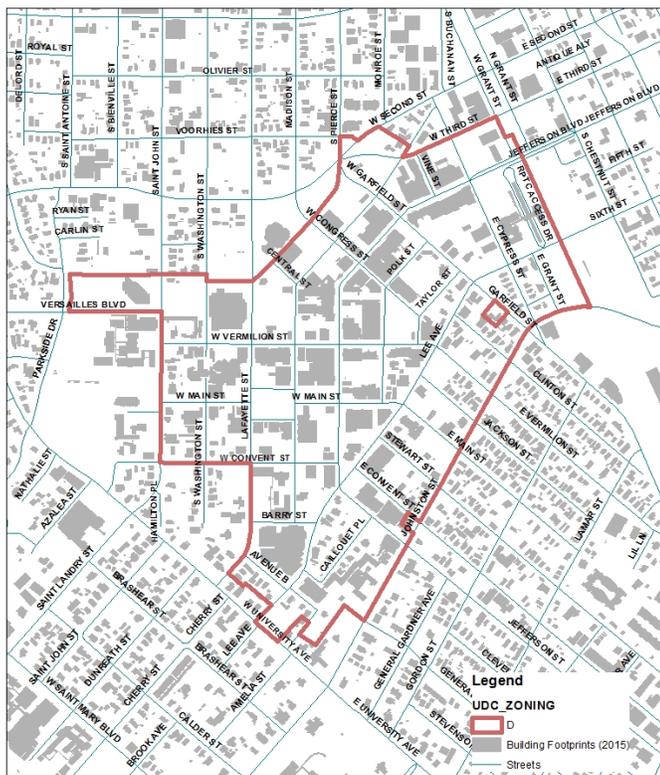


Figure 9: Lafayette ‘Downtown’ zoning district.

LafayetteLa.gov to view the [interactive UDC Zoning Map](#).

**QUANTITY.** Parklets will be limited to one parklet per block face, unless that block exceeds 300ft. For blocks over 300ft, the number of additional parklets allowed will be determined by block length.

**INSURANCE.** Insurance shall be carried by all permitted parklets prior to the issuance of the permit. After application approval, permitted entities will need to acquire and submit an Hold Harmless Agreement (LCG provided), general liability insurance covering the parklet, and a certificate of insurance. There shall be no liability on the part of Lafayette Consolidated Government for damage sustained by the permit holder.

**UTILITIES.** 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. Additionally, parklets shall not inhibit the access to valves, manholes, or surface features that require access for inspections, operations, or service. Parklets located in front of light poles will require height restrictions as determined by LUS Electric Distribution Engineering Coordinator. Request information on a location’s utilities before applying.



Figure 10: Parklet location eligibility depends on existing infrastructure at each parking spot.

# DESIGN REQUIREMENTS

## 03

### FABRICATION AND INSTALLATION

**SIZE.** Parklet must not exceed 20' l x 8'w x 4'h. Platform dimensions must not exceed 20'l x 8'w x 4'h and must include buffer elements between parallel parking spots.

**ACCESSIBILITY.** Parklet must be ADA compliant. Platform must be built and kept flush with sidewalk (max 1/2 inch separation).

**STRUCTURE.** Parklet design will require stamped approval by a design professional (engineer or architect), certifying the platform is able to withstand 130 mph wind load and adequate impact resistance (approximately 1,200lbs). Weight can be calculated utilizing weighted features attached to the platform.



Figure 11

Figure 11: A feature used by Nelson/Nygaard Consulting Associates that allows for parklet drainage, structure, and sidewalk cohesiveness. Photo courtesy of NACTO. Photo can be found on the NACTO.org parklet information page.

**DRAINAGE.** Platform must allow for 6" of water flow along the curb and from the street. Covering a catch basin or open drain is strictly prohibited.

**MATERIAL.** Platform must be made with durable materials, capable of withstanding the effects of weathering.

**INSTALLATION.** Platform must be built with disassembly in mind. A phased approach allows for easier removal/replacement upon cleaning, street maintenance, or other LCG-deemed emergency situations.

**ANCHORING.** Anchoring parklet platforms or any other feature to the roadway or sidewalk is strictly prohibited without written consent from the Director of Public Works or his/her designee.

**VEHICULAR BUFFER.** There must be a physical buffer between the platform and adjacent parallel-parked cars (e.g. safety cone, delineator post, decorative post, bollard, etc.). The vehicular buffer must be included within the 20' l x 8'w maximum parklet footprint.

**REFLECTORS.** Parklet must affix red reflectors onto the parklet so that they are clearly visible to oncoming traffic (including adjacent parking spaces).

**SIDEWALK ENCROACHMENT.** Sidewalk encroachment may be allowed by elements attached to the parklet, but will require the review and approval by the LCG Building Official or his/her designee. Sidewalk clearances of 5-7ft or greater must be maintained.

**RAILING/BUFFER.** Parklet must provide a barrier between users and vehicular traffic. This railing or buffer shall fall between 36-48 inches in height, measured from the street. Seating shall be a minimum of 18 inches from vehicular traffic lanes.

**COLUMNS/VERTICAL ELEMENTS.** Vertical elements will require written approval of LCG Building Official or his/her designee. Vertical elements must not obstruct sight lines to existing businesses or roadway signage.



Figure 12

Figure 12: Parklet in San Francisco, CA. Located at the Mill Bakery on Divisadero Street. Photo taken by Emily Peckenham and shared on inhabitant.com.

AMENITIES

**LIGHTING.** Lighting elements are permitted, but must be self-contained and low voltage (i.e. solar and/or battery powered). Power via extension cords or connecting to the LUS electrical system is strictly prohibited.

**SEATING.** Additional seating provided within the parklet must not exceed the occupancy load stated in the Certificate of Occupancy.

**FIXTURES.** All tables, chairs, and fixtures must be removed at closing each day unless secured to the parklet.

**WASTE.** No waste container shall be located on the street, sidewalk, or on public infrastructure. Waste from parklet must be removed by permitted business or organization.

**SIGNS.** Up to 4sqft of attached sign allowed per parklet, containing only logos, branding or advertising content of the parklet sponsor/business. No temporary, digital or illuminated signs allowed and readerboards may be conditionally allowed by a vote of the DMC.



Figure 13

Figure 13: Parklet in Philadelphia, PA. Parklet created by Logan CDC, a community development corporation serving the Logan neighborhood. Photo courtesy of Logan CDC's Facebook page.

Figure 14: Parklet located in Shoreditch, East London. Designed by Meristem Design, funded as a city initiative, and maintained by the clients of a local charity. Photo courtesy of Meristem Design.



Figure 16: Parklet in San Francisco, CA. Photo taken by Emily Peckenham and shared on inhabitant.com.



Figure 16

Figure 15: Parklet located in Boston, Massachusetts. Featured in an article by Martine Powers. Photo taken by Matthew J. Lee of the Boston Globe.



Figure 15



# PROCESS OVERVIEW

## 03

### OUTLINE OF PROCESS

#### 1. Apply for Your Parklet\*

- Applicant submits application form, necessary documentation, and design drawings to LCG (+ application/plan review fee)

#### 2. DMC Approval

- DMC approves or denies application after review of design and location

#### 3. LCG Design Review

- LCG reviews design drawings and documentation

#### 4. State Fire Marshal Review

- Applicant sends design to State Fire Marshall\*\*

#### 5. Feedback & Revision Loop (if necessary)

- LCG notifies applicant of any necessary changes
- LCG approves design drawings and documentation
- Applicant submits Hold Harmless Agreement to LCG\*\*\*

#### 7. Permitting

- Applicant receives a Building Permit from LCG
- Applicant receives Parklet Permit from LCG (+ parklet permit fee)

#### 8. Construction

- Applicant constructs parklet as approved by Building Permit and Parklet Permit
- LCG Building Official and LCG Fire Prevention authorized to inspect parklet
- Certificate of Occupancy issued

#### 9. Annual Renewal

- Applicant renews permit on January 1st each year (+annual parklet permit fee)

\* Applications can be requested from the LCG Community Development and Planning, the Downtown Development Authority

### OUTLINE OF COSTS

**Application/Plan Review fee (\$100)** - one time LCG fee  
 + Stamped Design from Engineer (Cost Varies) - not an LCG fee  
 + State Fire Marshal Review fee (Cost Varies) - not an LCG fee

**Building Permit fee (\$100)** - one time LCG fee

**Parklet Permit fee (\$1,000/yr @ metered location or \$500/yr @ non-metered location)** - annual LCG fee\*

*\*Prorates available for parklet permit fee if permitted after January 1st.*

### DOCUMENTATION NEEDED TO APPLY

- Application
- Tax ID Number
- Business filing from Secretary of State (certified copy)
- Certificate of Occupancy
- Alcohol Licenses (if applicable)
  - LCG Alcohol & Noise Control
  - State Alcohol License
- Proof of Tax Registration (if applicable)
  - LA Department of Revenue
  - Lafayette Parish School Board
- Notarized Hold Harmless Agreement
- General Liability Insurance Policy
- Certificate of Insurance
- Design Drawings
  - Indicate all required elements from design section
  - Structure stamped by an engineer or design professional

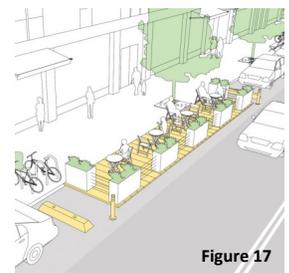


Figure 17

Figure 17: A parklet diagram provided by NACTO and can be found on the NACTO.org parklet information page.

\*\*State Fire Marshal submission can be done at the same time as LCG design review. Submit designs at <https://lasfm.louisiana.gov/>

\*\*\*LCG Offers a template Indemnity agreement. Request from LCG Community Development and Planning.

CONTACT RESOURCES

For information regarding the DMC or existing parklets, contact:  
 Cathie Gilbert, Planning Manager  
 Designated Permit Manager (DMC)  
 LCG Development and Planning  
 cgilbert@lafayettela.gov  
 337.291.8445

To apply for a parklet, contact:  
 Chris Adams  
 LCG Development and Planning  
 cadams@lafayettela.gov  
 337.291.7359

For general parklet information, contact:  
 Rachel Holland  
 Downtown Development Authority  
 rachel@downtownlafayette.org  
 337.291.5566

For parklet permitting information, contact:  
 Kimara Comeaux, Permit Clerk  
 LCG Development and Planning  
 kcomeaux@LafayetteLA.gov  
 337.291.8431

For Downtown Lafayette information, contact:  
 Anita Begnaud, CEO  
 Downtown Development Authority  
 anita@downtownlafayette.org  
 337.291.5566

For building code information, contact:  
 Bruce Williams, LCG Building Official  
 LCG Development and Planning  
 bwilliams@lafayettela.gov  
 337.291.8050



Figure 19

REFERENCE DOCUMENTS

- [Application for Parklet Permit](#)
- [Lafayette Code of Ordinances: Ordinance No. O-072-2018](#)
- [Lafayette Comprehensive Plan](#)
- [Lafayette Downtown Action Plan](#)
- Downtown Management Committee: Rules of Policy and Procedure
- Designated Permit Manager: Roles and Responsibilities



Figure 18

Figures 18-19: Parklets in San Francisco, CA. Photos taken by Emily Peckenham and shared on inhabitant.com.



Figure 20

Figure 20: Parklet in Cape Town, South Africa. Photo courtesy of @FacesoftheParklet Instagram account, where parklet goers can tag posts of themselves using the space.