



PARKLET HOSPITALITY AREA SITE PLAN PACKET

Parklet and Sidewalk Hospitality Areas encourage a pedestrian-oriented environment by creating a vibrant and visually attractive streetscape that promotes and stimulates commerce. The following criteria allow these hospitality areas to serve the Downtown District in a safe, attractive, and cohesive manner.

This document has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process. **Additionally, a Standard Site Plan Application shall be submitted to Planning and Development Services.**

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Parklet Site Plan Requirements

These elements shall be shown on the site plan.

Site Plan Drawing Elements	
These components shall be shown on the site plan for review.	✓
The plan should be arranged so that the top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked	
Show the location and extent of the hospitality area. This includes the dimensions of the hospitality area and the underlying parking space dimensions, and the square footage of the hospitality area.	
Show surrounding curb cuts, alleys, driveways, intersections, bike lanes, bus stops, parks, ride-hailing stops or other hospitality areas within 30 feet of the parklet.	
Show locations of any utility access points (underground conduits, manhole cover, storm drains, fire hydrants, or water meters and valves).	
Provide elevation drawings showing the following components: <ul style="list-style-type: none"> a) Design and style of the hospitality area. b) Dimensions and location of the proposed perimeter barrier with style, design, and color denoted. c) Dimensions, location, and design of any proposed wind block. d) Dimensions, location, and design of any proposed temporary overhead structure, including clearance measurements between the structure's lowest point and the walking surface. 	
Show the following accessory components: <ul style="list-style-type: none"> a) A diagram showing the general location of the following: <ul style="list-style-type: none"> i. Tables and seating, including one ADA accessible seating option. ii. Outdoor heaters, if applicable. iii. Any temporary overhead structures, such as umbrellas, lighting, or shading canopies. b) Any accessory components that will be attached to the structure (ie planter boxes, benches). These components will need to meet the material standards applied to the perimeter barrier and platform structures. 	
Show the following access components: <ul style="list-style-type: none"> a) A minimum of 6 feet in width of unobstructed sidewalk between the building face (or sidewalk hospitality area if applicable) and the street curb, plantings, or parklet (whichever is closer). b) Dimensions of a path of entry and access path within the parklet. 	

Site Plan Notes	
The notes outlined in this sections shall be provided on the face of the site plan to assure compliance with and understanding of the parklet regulations. Please include them in a block labeled, 'Notes', located in the top right corner of the plan.	✓
A note stating that the Licensee will comply with all standards outlined in Ordinance 9928 and associated administrative regulations, Administrative Policy No. 138, related to site planning, construction, and operation of Parklet Hospitality Areas.	
Construction and Composition	
Note the proposed construction materials of the platform and perimeter barrier, as well as a note stating the following: "The proposed barrier and decking materials are non-combustible or fire-resistant of a Class A flame spread rating in accordance to ASTM E84."	
A note stating the following: "The platform surface will be non-slip and weather resilient to ensure safety and accessibility. Loose particles, such as sand or loose stone, are not permitted."	
A note stating the following: "Barrier walls placed behind the curb at the sidewalk grade shall be constructed in a modular fashion such that it can be dismantled or removed at the request of the City, with 24-hours' notice, for maintenance activities. In case of emergency maintenance, City staff may dismantle or remove such barriers at their discretion. The barrier wall may be returned to its former location by the Licensee once the City's maintenance work is completed."	
ADA Compliance	
"The parklet has a minimum of one table that meets ADA clearance requirements (28" min- 34" max)."	
"The parklet will maintain a 36" wide minimum accessible path within the parklet/seating area."	
"The parklet is designed to accommodate a 60-inch turning circle for a wheelchair."	
Accessory Components	
A note stating the following: "Any seasonal wind blocks will be installed after November 1 and removed before March 1, and not exceed a height of 7 feet (measured from the parklet platform). Any wind blocks shall be non-combustible or fire-resistant of a Class A flame spread rating in accordance to ASTM E84."	
A note stating the following: "No permanent roof structures are permitted. Any proposed temporary overhead structures shall meet a minimum clearance of 80 inches and the flame propagation performance criteria of NFPA 701."	
A note stating the following: "No more than 2 portable heaters shall be used per parking space of the parklet. Portable heaters will be located a minimum of 5 feet from any building and a minimum of 5-10 feet away from exits as identified by City	

Code, combustible material, vegetation, trees, utility poles, overhead structures, or other flammable materials.”	
A note stating the following: “There will be no heating, cooking, or open flames used for cooking in the parklet. There will be no outdoor food preparation. There will be no hotpots, barbecues, or other heating of food in the Public Rights of Way. Candles and open flames are not allowed in parklets.”	
A note stating the following: “Hospitality Areas shall not obstruct access to fire hydrants.”	
A note stating the following: “The hospitality areas may be powered at the expense of the Licensee or Owner, with the electrical service from the subject property to the parklet. Electrical service will be performed by a licensed electrician with appropriate permits when required. Persons and Establishments are expressly prohibited from tapping into the City’s electrical connections, including but not limited to streetlight poles.”	
A note stating the following, “Any wiring and electrical cords installed will be exterior rated and installed in accordance with NFPA 70.”	
A note stating the following: “Continuous reflective material will be added along the top outside edges of the perimeter barrier to ensure nighttime visibility and traffic safety.”	
A note stating the following: “Any amplified music or sound associated with the parklet shall comply with the City's noise ordinance.”	

If required by law, the site plan shall be reviewed and approved by the Historic Resources Commission and/or the State Historic Preservation Officer.

Additional Components to Consider

- The addition of lighting on parklets is encouraged.
- The City strongly encourages the use of solar-powered or other self-contained low-voltage systems.
- Seating may be designed as a part of the structure, planters, or other creative features as long as the proposed construction materials are non-combustible or fire-resistant of a Class A flame spread rating in accordance to ASTM E84. Seating may be movable or stationary.
- Using recycled and reclaimed materials can reduce costs to the applicant, and the City encourages the use of recycled and reclaimed materials.
- Pavers may be utilized if they can be easily removed or placed on a platform structure.
- The City may provide reflective striping along interior edges of a Parklet Hospitality Area to clearly denote the pedestrian walkway.
- The City will install vertical reflective posts and concrete wheel stops in the buffer area. Concrete wheel stops shall be bolted and removal of bolted wheel stops shall use appropriate joint sealing compounds.

Parklet Site Planning Checklist

This checklist is a tool to aid in the design of parklet hospitality areas. Assure that the proposed parklet hospitality area meets all the requirements of Ordinance 9928 and its associated administrative regulations, Administrative Policy No. 138. For a parklet site plan to be approved, all answers must be 'YES', unless the particular question does not apply to the proposed parklet.

Location	
Has a pre-application been submitted to the City Clerk's Office to determine availability?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet facing doors and windows of the applicant's main location?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet located outside of ADA parking spaces?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet located outside of any bike lanes, public parks, bus/lane stops, or ride-hailing stands?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet setback at least 30 feet from the nearest intersection, driveway, or alley?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If a sidewalk hospitality area exists, is it separated from the parklet?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet contain 3 or less combined angled parking spaces, OR 2 or less combined parallel parking spaces?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet not exceed the parking area it replaces (between the curb and travel lane) and not extend into the pedestrian walking area?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet maintain access to utility access panels, manhole covers, storm drains, or fire hydrants?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet provide a 15-foot clearance from a fire hydrant (7.5 foot on each side) along the curb, and a 3-foot buffer around the hydrant on all sides, which will be maintained at all times?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet allow access to water meters and valves?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is there a 4-foot wide opening between parklets adjacent to one another?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet set back a minimum of 2 feet from the travel lane (end of parking area)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet set back a minimum of 2 feet from adjacent parking spaces or curbs?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Construction	
Is the parklet finished with high-quality, weather-resistant materials that fit within the context of the Downtown District?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Is the parklet support (framing) constructed using wood frame, steel frame, pedestal support systems, or other acceptable method?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are all platforms (decking) and barriers (guards) of the parklet made using non-combustible materials of fire-resistant materials that specify "Class A Flame Spread-Rating" in accordance with ASTM E84?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the platform (deck) surface of the parklet non-slip and weather resilient?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet platform (deck) surface stable and free of any loose particles, such as sand or loose stone?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet designed to be removable?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Perimeter Barrier	
Does the hospitality area have a continuous vertical barrier (guards) or wall along all three sides of the perimeter?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the barrier or railing constructed of ornamental metal, wrought iron, or other compatible materials and reflect the character of the area?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do side-facing barriers run parallel to the angled curb lines and not encroach into adjacent parking spaces?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are any barrier walls that are placed behind the curb at sidewalk grade constructed in a modular fashion that can be dismantled or removed at the request of the City, with 24-hours' notice, for maintenance activities?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the height of the perimeter barrier (guards/railings) 36-45 inches (measured from the parklet platform)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If a seasonal wind block as an extension of the barrier is proposed, does it consist of tempered glass and metal framing, or other fire approved materials, and not exceed 84 inches (measured from the platform)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are gaps in the parklet barrier kept to 4 inches or less?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Will the parklet barrier be constructed at least 7 inches from the curb?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the barrier structurally sound, and stable and sturdy enough to not fall over, be pushed over, or blown over by strong winds?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet have continuous reflective material along the top outside edges of the perimeter barrier?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do barriers installed parallel to the 6-foot pedestrian walkway have a minimum of 4-inch clearance from the street-side edge of the pedestrian walkway and 6 inches from any tree located within the parklet?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Accessibility	
Do all accessibility elements of the hospitality area conform to the applicable provisions, rules, regulations, and guidelines of ADA?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are all parklet platforms flush with the curb?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet have an unobstructed path of entry from the public sidewalk of at least 48 inches in width?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet have a minimum of one table that meets ADA clearance requirements (28"-34" in height)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the parklet maintain a 36 inch wide minimum accessible path within the parklet/seating area?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the parklet designed to accommodate a 60 inch turning circle for a wheelchair?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Will the sidewalk passage area be kept free of any landscaping or decorative material associated with the parklet?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is at least 6 feet of unobstructed pedestrian space maintained between the parklet and sidewalk dining areas?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Components	
Does the parklet incorporate seating?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If the hospitality area has a temporary overhead structure, (lighting, shading canopies, or umbrellas) does it meet a minimum clearance of 80 inches and the flame propagation performance criteria of NFPA 701?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the Licensee agree to not use lighting that is dangerous to passing motorists, that flashes, or that could be mistaken for a traffic control device?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If applicable, are there 2 or fewer portable heaters per parking space use?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If applicable, are portable heaters located a minimum of 5 feet from any building and a minimum of 5-10 feet away from exits as identified by City Code, combustible material, vegetation, trees, utility poles, overhead structures, or other flammable materials?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Will propane be stored outdoors; not in public Rights of Way; not in, on, or under any hospitality area; and in accordance with NFPA 58?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the Licensee agree to not use any heating, cooking, or open flame used for cooking in the parklet? Outdoor food preparation is prohibited.	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Does the Licensee agree to not use candles or open flames within the parklet?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are proposed landscape plantings selected based on hardiness, durability, and interest? Proposed plantings shall not be poisonous, noxious, or invasive.	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Will plants be pruned to maintain clear sight lines to and from the street?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the licensee agree to maintain plantings in a healthy condition at all times?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If applicable, does proposed use of amplified music or sound comply with the city's noise ordinance?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Advertising signage is not permitted in the parklet except for the name of the establishment on chairs or tables as approved by the City. Does any proposed signage comply?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Electrical Connections	
If applicable, are proposed electrical connections within the parklet shown?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are proposed electrical connections powered at the expense of the Licensee/Owner and from the subject property to the hospitality area?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Will all proposed wiring and electrical cords be exterior rated and installed in accordance with NFPA 70?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the Licensee agree that any proposed electrical service will be performed by a licensed electrician with appropriate permits?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If any cords cross above the sidewalk, is a minimum clearance of 10 feet above the sidewalk and the parklet platform provided?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are wiring and electrical cords constructed so as to not affect the historic material of a building façade?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
If any wiring or electrical cords are drilled into structures, are they only drilled into masonry joints?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does the Licensee agree to not hang, wrap, staple or nail lights or electrical wires to trees?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Reference Documents and Supporting Offices

Documents

- [Article 12. Sidewalk and Parklet Hospitality Areas](#) (Chapter 6 of City Code, Ord. 9928)
- [Administrative Regulations for Sidewalk and Parklet Hospitality Areas](#) (Policy No. 138)
- [Building and Fire Codes](#)
- [Sign Codes](#)
- [Downtown Design Guidelines](#)

Offices

- Planning and Development Services – Site Planning and Design Review: (785) 832-7700; planning@lawrenceks.org
- City Clerk's Office -- Licensing: (785) 832-3200
- Parks and Recreation – Violation Review: (785) 832-3450

Terms and Acronyms

- NFPA: National Fire Prevention Association; the associated numbers refer to standards.
- ADA: Americans with Disabilities Act
- ASTM: American Society for Testing and Materials; the associate numbers/letters refer to standards.