



## Metropolitan Nashville Planning Department

Metro Office Building  
800 Second Avenue South  
Nashville, TN 37201  
www.nashville.gov/mpc

E-mail: [transportationplanner@nashville.gov](mailto:transportationplanner@nashville.gov)

# Pilot Parklet Application Guidelines

**Application Deadline: February 8, 2019**

Application No. \_\_\_\_\_ Date Submitted: \_\_\_\_\_

(Assigned by Planning Department staff)

Parklet Sponsor(s) \_\_\_\_\_

Parklet Name \_\_\_\_\_

Desired length of time (may not exceed one year) \_\_\_\_\_

New parklet    Returning parklet

**Refer to the enclosed documents and guidelines required before filing the Pilot Parklet application. Parklet sponsors should be adjoining property owners/merchants, a community group, or a neighborhood association.**

In response to growing community demand for increased urban amenities and streetscape activation that function on a semi-permanent basis, the Metropolitan Government of Nashville-Davidson County has created a pilot program to facilitate the creation of parklets within Metro right-of-way. Parklets function as extensions of sidewalks that temporarily occupy designated on-street parking spaces and they are managed by adjacent merchants, community organizations, and/or neighborhood associations. Parklets provide outdoor amenities such as café seating for adjacent restaurants, art installations, urban bioretention, and bicycle parking corrals.

While a parklet’s purpose can vary, they generally repurpose one to two on-street parking spaces and extend into the street up to the width of a parking space. Materials are intended to be durable and secured in place but movable following the end of applicable permits, for special events, and/or at the discretion of Metro Public Works. Specific materials and design standards are enclosed within this document.

Nashville’s pilot parklet program intends to facilitate the conversion of on-street parking spaces for publicly-accessible open and recreational space. Following the lead of established and successful parklet systems within peer and aspirational cities such as Charlotte, Minneapolis, and Seattle, the 2019 Pilot Parklet Application aims to enable enhanced streetscapes within mixed use corridors and to foster further economic development.

### Pilot Parklet Application Procedure

1. Contact the Multimodal Transportation Planning & Programming Division of the Metro Planning Department before filing an application for a parklet installation to begin the process of determining if the parklet will be deemed eligible for consideration. Contact Elwyn Gonzalez at 615-862-7163 or [elwyn.gonzalez@nashville.gov](mailto:elwyn.gonzalez@nashville.gov).
2. The following minimum criteria must be met for the proposed parklet to be eligible for consideration:
  - a. **Appropriate Location** is within Metro Nashville right-of-way: on-street parking space(s) (limited to one to two contiguous spaces) on corridors with posted speed limits of 30 MPH or less; and excess paved rights of way. Parklet installations are limited to the following policy areas identified in one of 14 Community Plans adopted by the Metro Planning Commission. Policies that identify areas to be mixed use and more walkable over time are most appropriate for parklets.
    - i. T4 – Centers and Corridors
    - ii. T5 – Neighborhoods and Centers
    - iii. T6 – Neighborhoods, Centers, and Corridors

(Adopted policy areas can be found online: <https://maps.nashville.gov/ParcelViewer/>)

- b. **Limited future conflicts** including but not limited to, planned bikeways identified in WalknBike, WeGo Public Transit bus stop/shelter placement, construction of turn lanes, roadway resurfacing, stormwater facility construction plans, etc.
  - c. **Limited operational conflicts** of the proposed project will be evaluated as they relate to the street circulation and network.
    - i. WeGo Public Transit routing, boarding, and alighting issues are identified and addressed.
    - ii. Parklets are to be sited at least 30' away from street corners, driveways, and alleys.
    - iii. Parklets proposed to occupy existing valet or loading zones will require coordination with associated parking management company, adjacent business, and approval by the Metro Traffic and Parking Commission.
    - iv. Parklets proposed to occupy existing on-street handicap parking spaces will not be permitted.
    - v. Parklets may be proposed within 40' of a WeGo bus stop and/or within 20' of a crosswalk following consultation with WeGo Public Transit and Metro Public Works.
    - vi. Parklets proposed for metered on-street parking spaces will need to coordinate with the Metro Traffic and Parking Commission with regards to the bagging of meters.
  - d. **Strong community support** as demonstrated by the use of letters of support and petitions of support from neighboring property owners, businesses, and established community organizations. Additional endorsements from Metro Councilmembers will also be taken into consideration.
3. Eligible projects will be evaluated by a Parklet Review Committee made of representatives from Metro Public Works, Metro Planning, Metro Police, Metro Water Services, Metro Nashville Arts Commission, the Nashville Civic Design Center, WeGo Public Transit, and the Nashville Downtown Partnership.
  4. Projects receiving endorsement by the Parklet Review Committee will submit applicable temporary permits to Metro Public Works.
  5. (Optional) Parklet permits may be renewed on an annual basis.



**Given the amount of private development and infrastructure work planned on our streets, Metro Nashville reserves the right to require removal of any existing parklets for maintenance and projects within the right of way. Sponsors will have 7 days from notification to remove parklets from the right of way.**

## Parklet Design Guidelines

### 1. Siting

- a. Parklets will not impede access to surrounding infrastructure:
  - i. Must be a minimum of 15 feet from fire hydrants
  - ii. Must be a minimum of 5 feet from utilities, manhole covers, etc.
  - iii. Must be a minimum of 15 feet from catchbasins
- b. Sloping – Parklets are able to be sited within paved areas with a maximum slope of 5%
- c. Drainage – Platforms are to be designed to allow stormwater to flow underneath utilizing pedestal supports. Pedestals will be installed a minimum of 6 inches from the edge of the curb.
  - i. Platforms should be leveled with curbs and a minimum of 2 inches from the surface of the street.
  - ii. Anchors between parklet platforms and street surface are not permitted.

### 2. Dimensions

- a. Minimum length of proposed parklet and required safety measures is 20 feet for projects which occupy one parking space. Parklets proposed to utilize two parking spaces will have a maximum length of 40 feet.
- b. Minimum width of proposed parklet from the edge of curb is 6 feet.
- c. Parklets should have continuous edges that provide buffering from the street. Edges will have a maximum height of 3 feet. Opaque walls above the three foot requirement are prohibited.
- d. Any overhead coverings utilized such as awnings, umbrellas, and pergolas will measure between 7 to 8 feet from the surface of the platform.

### 3. Clearances

- a. A 4 foot clearance zone is required on each flank of a proposed parklet.
- b. Parklets are to be a minimum one foot setback from the edge of adjacent travel lanes and bicycle lanes.

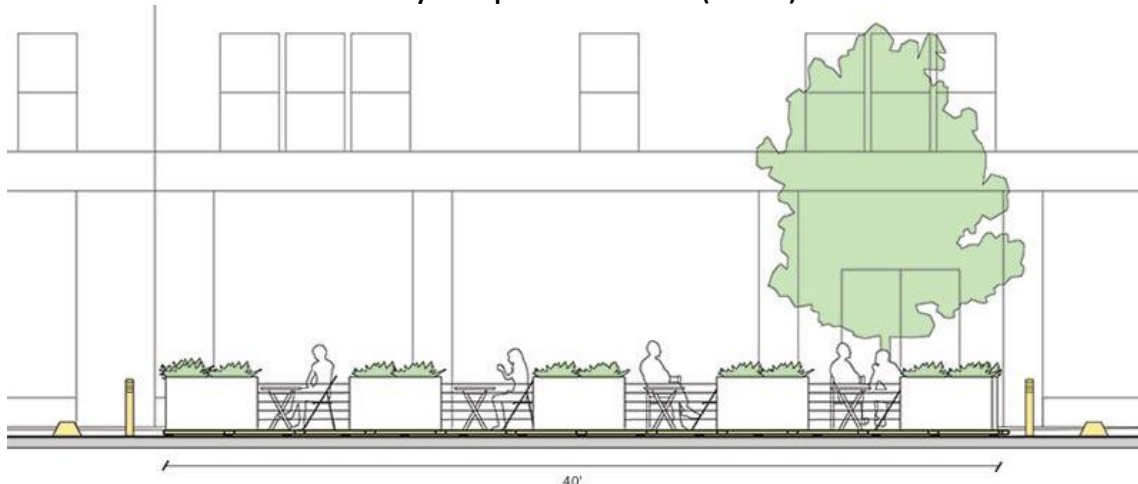
### 4. Safety and Accessibility

- a. Platforms must be flush with the curb with no more than a half inch gap from the curb and sidewalk.
- b. Parklets must be publicly accessible with signs identifying use as public space. Parklets proposed to be used as sidewalk café space must allow non-customers to occupy the space. Table service and/or consumption of alcohol are not permitted.
- c. Any seating must be ADA accessible. Additionally:
  - i. Entryways are to be a minimum of 3 feet wide with a maximum vertical difference of ¼ inch from the curb and sidewalk
  - ii. Turning movements must meet 60 inch diameter turning circle for wheelchairs
- d. Vehicle wheel stops are to be placed within each 4 foot clearance zone at a distance of one foot from the curb.
- e. Vertical elements with reflective treatments such as bollards and delineators are required at the corners of each parklet to provide further visibility for moving traffic.
- f. Movable furniture proposed to be utilized within parklet area will be required to be tied down and secured or moved indoors when adjacent business is closed.

### 5. Materials

- a. Parklet platforms and associated materials must be easily assembled and dissembled.
- b. Materials are to be durable and weather-resistant: Wood, synthetics, metals, stone, or a combination of the four are eligible for parklet platforms and enclosures. Permanent materials such as poured concrete will not be considered.
- c. Metro Nashville encourages the use of local and sustainable materials.
- d. Natural vegetation is strongly encouraged and plants are to be pruned in order to maintain clear sight lines from the street.

## Parklets – National Association of City Transportation Officials (NACTO)



Source: Urban Street Design Guide, NACTO

### Sample Parklet Design



Source: Metro Nashville Planning Department

### Nashville Special Event Parklet Examples:



Source: Nashville Civic Design Center

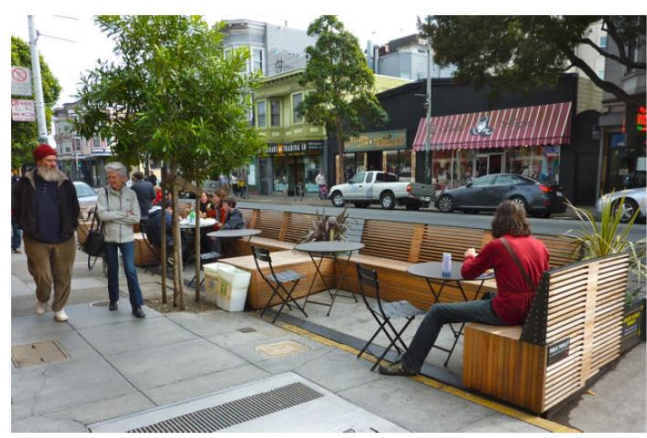


Source: Nashville Civic Design Center

### Semi-Permanent Parklet Examples:



City of Austin, TX



City of Milwaukee, WI