



DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

February 25th, 2021

Jeremy Robinson
Commissioner

Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

RE: Parklet Design Guide



Parklets are seating platforms that convert curbside parking stalls into comfortable areas for people. Parklets are the product of a partnership between the city and local businesses and organizations.

The City of Syracuse Department of Public Works will dictate all measurements, design, duration, and location for any parklet installation.

Parklets are to be temporary in their design and are to be removed no later November 1st of each year to facilitate winter maintenance of streets. This office may require an earlier removal date as necessary for any reason.

Parklets must be permitted each outdoor dining season and require explicit consent from this department prior to being installed. These items are subject to inspection without notice and must be removed within 24 hours if a determination is made by the Commissioner that a removal is necessary for any reason.

Parklet spaces must be kept clean and orderly at all times and are to adhere to following design requirements on page 2.

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Parklet Design Requirements:

- The parklet seating platform must not be wider than **6.5 feet**, in order to be narrower than surrounding parked cars.
- Waterfilled barriers are to be located "in front" of the edges of the seating area that is perpendicular to curb or parking and travel lanes. Barriers must be filled and incorporate reflective markings and be 36"H X 72"L or of similar size.
- Waterfilled barriers are to extend **6"** beyond the "outer edge" of the parklet that is parallel with the curb or travel lane.
- DPW will assess each site and will determine necessary traffic safety improvements, including but not limited to, street regulation signs, traffic markings, flexible bollards, and wheel stop bars. Items will be the responsibility of the applicant as directed.
- The parklet platform must be as flush with the sidewalk as possible. The platform must be flush with the sidewalk to comply with ADA guidelines.
- Curbside drainage must not be impeded.
- The parklet must allow for easy access to the space underneath (e.g. manhole covers.)
- The parklet platform must be able to support at least **75** pounds per square foot
- The parklet must have fixed vertical elements (e.g. planters, umbrellas) so that it is visible from vehicles.
- The parklet must include engineer grade reflective tape/markings along edges/corners facing the street.
- The parklet must include a continuous physical barrier/solid wall along the street-facing perimeter.
- The physical barrier/solid wall must not be higher than **36" tall**, excluding plantings and other amenities
- The sidewalk-facing side of the Street Seat must be open to pedestrians at all times.
- All items must fit within a typical parallel parking space, not to exceed **20'** in length as

measured along the curbline, or exceed **6.5'** as measured outwards from the curbline.

- Any parklet that exceeds **20'** in length (proposed or measured in field) will be subject to fees for two spaces. No parklet is to exceed **40'** in length.
- The City may request plans be stamped by licensed design professionals.
- All parklets should include planters with appropriate plant materials.

- *These design guidelines are subject to change.*
- *A parklet may be subject to additional requirements as determined by this Department.*

NB 2/25/21