

PARK(ing) Day Plus+ Guidelines

PARK(ing) Day is the annual event that allows Seattleites to create temporary parks in on-street parking spaces. Typically, PARK(ing) Day is held for a single day on the third Friday in September, but this year, we're trying something a little different, which we're calling PARK(ing) Day Plus+. PARK(ing) Day Plus+ will be on both Friday, September 16 and Saturday, September 17 and will allow community members to create either a standard pop-up park or demonstrate a safety improvement on Seattle's streets with simple, temporary materials.

Any use of the right of way, including the use of on-street parking spaces for PARK(ing) Day Plus+, requires a Street Use permit. But don't worry, we've created a special type of free permit to make it easy for you to participate. Your installation will need to meet all of the requirements outlined below, and you must submit your application no later than August 5 to publicspace@seattle.gov.

1. PRE-PLANNING

The first step in the PARK(ing) Day Plus+ process is deciding what type of pop-up project you'd like to create and where you want to locate it. You can choose between two types of projects for the event:

Pop-up Park

Pop-up parks are the foundation of PARK(ing) Day. These projects allow you to exercise your creativity to make a fun, engaging space for interacting with your community. Other than the few requirements listed below, you're free to do just about anything with your park. During past PARK(ing) Day events, parks have included urban farms, life-size games, art spaces, and even an outer space-themed lemonade stand!

Pop-up Street Improvement

These installations will test out ways to enhance the walking and biking environment on Seattle's streets. PARK(ing) Day Plus+ is your chance to think of great projects to improve safety in your neighborhood and to demonstrate these projects with quick, easy-to-install materials.

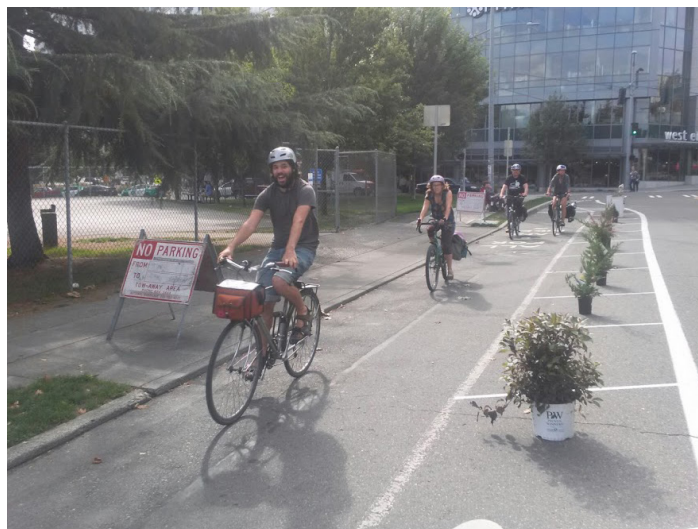
We've developed pre-approved guidelines for pop-up protected bike lanes and sidewalks (see section 2 below), but other types of pop-up street improvements can be considered on a case-by-case basis, including:

- Curb bulbs at intersections and existing crosswalks
- Slip lane closures
- Chicanes on non-arterial streets

Projects that include traffic control devices (e.g., crosswalks, bike boxes, stop signs) or traffic rechannelization (e.g., intersection diverters) will not be permitted.



Pop-up park in South Lake Union



Pop-up protected bike lane on 9th Ave



Seattle
Department of
Transportation

2. DESIGNING YOUR INSTALLATION

Location

Pop-up parks, sidewalks, and protected bike lanes must be located within the boundaries of existing on-street parking spaces and are limited to seven feet in width from the curb. For these projects you're free to use either paid or unpaid parking spaces, but be sure to clearly describe which spaces you're planning to use on your application form.

All PARK(ing) Day Plus+ installations are also required to be set back at least forty feet from bus zones (curbs marked with yellow and red paint) and cannot cross through intersections. This means that all PARK(ing) Day Plus+ projects must be limited to a single block in length.

Separation from Traffic

Traffic control devices are required to mark the boundaries of your installation and clearly identify the edge of the traffic lane. The devices must be at least 36" tall and can either be orange traffic cones or posts.

The number of cones/post you'll need depends on the number of parking spaces you'll use. Your park or street improvement project must have cones or posts placed every eight feet around its outside edge as well as one cone or post placed at the curb on either end of the installation (see illustration of the traffic control device layout on the PARK(ing) Day Plus+ application). Also, keep in mind that cones and posts may not be placed directly outside active driveways or alleys.

Pavement Markings

Pavement markings can be useful for helping people understand the intent of your project, especially if you're doing a pop-up street improvement project. You're free to mark your installation with temporary chalk or tape as long as all markings are fully removed by the time you take out the project and you don't mark the adjacent sidewalk or traffic lanes.

Maintaining Mobility

As you're setting up or taking down your project, remember to keep the sidewalk and traffic lanes clear. All loading and unloading activities must ensure pedestrian and vehicle mobility. And throughout the day, remember that the pedestrian walkway and bike lane must be kept clear (unless you've been permitted to use a portion of these spaces). Your installation must also be set up in a way that isn't distracting to motorists.



Finally, make sure that your pop-up park or street improvement doesn't impede sight lines. All items taller than three feet in your installation, must be kept within four feet of the curb. That means any tall plants, umbrellas, and giraffes (just in case...) need to stay closer to the curb than to the travel lane.

Activating Your Park

If you're installing a pop-up park for PARK(ing) Day Plus+, you'll need to think about what activities and items you'll include in your space after you've selected a location.

Allowable Items and Activities

We encourage you to try out some of these activities to help make your park a comfortable and inviting space (see the PARK(ing) Day Plus+ Application for height and setback requirements):

- Astroturf or sod material (over tarp) and potted plants
- Tables, chairs, or benches
- Arts and crafts, games, or other cultural activities
- Art displays or easels
- Rugs, carpets, blankets, or similar surface coverings
- Freestanding umbrellas adjacent to the curb
- Informative signs or displays

Restricted Items and Activities (this is not an exhaustive list)

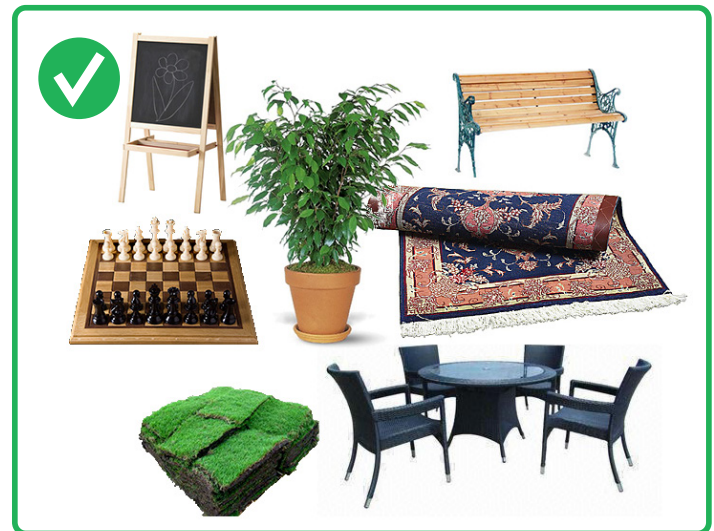
We want you to have fun in your park, but we want to keep everyone safe, too. This list isn't intended to be discouraging, but there are some things that just won't fly in a PARK(ing) Day Plus+ space. If you have questions about why you can't do or use anything below, feel free to drop us an email at publicspace@seattle.gov.

Anything that may pose a distraction to drivers is prohibited:

- Banners
- Balloons, flashing lights, or other similar objects
- Canopies or freestanding tents

Items or activities that may be a nuisance or pose a safety hazard or mobility impact are prohibited:

- Sidewalk storage or overflow onto sidewalk area
- Charcoal grills (must obtain permit from Fire Department for use of propane)
- Vending or merchandise display
- Amplified sound
- Loose or uncovered material (like sand or gravel)



3. MANAGING YOUR POP-UP

Hours of Operation

PARK(ing) Day Plus+ will run from 10 AM – 7 PM on Friday, September 16 and Saturday, September 17. All event activity, including set-up and tear-down, must occur within these hours. Projects that will be installed for both days of the event must be removed by 7 PM on Friday and re-installed no earlier than 10 AM on Saturday. If your project will use parking spaces on a street with parking restrictions during certain hours of the day, then you will need to conform to these rules. SDOT will remove any installation that remains set up after 7 PM or during parking-restricted hours at the expense of the host.

Monitoring Your Installation

Your PARK(ing) Day Plus+ installation will need to be staffed and monitored the entire time it is set up in the right of way. Additionally, if you're creating a pop-up street improvement, you'll need to have monitors stationed at all high-volume driveways and alleys located along the length of your project. These monitors will be responsible for stopping bike or pedestrian traffic if vehicles need to enter or exit the driveways.

4. OUTREACH

Before submitting your PARK(ing) Day Plus+ application, you'll need to notify each of the residents and businesses adjacent to your project and submit proof of this notification as part of your application. Your notification should include information about the project, including what type of project you'll be installing for the event (e.g., pop-up park, protected bike lane, sidewalk) and the days and hours that the project will be set up. The proof of notification you submit with your application can be as simple as a copy of a note, email, or flyer given to neighboring residents and businesses.



5. APPLICATION

To apply for PARK(ing) Day Plus+, we'll need three items:

1) A completed application form

This form asks for basic information about your installation, including its location, the parking spaces you'll be using, the type of project you'd like to install.

2) A site plan of the project

To help us understand how your project will be set up and function in the street, you are required to provide a basic hand- or computer-drawn site plan showing the layout of your project. This means you'll need to show where activities, markings, traffic control devices, and other amenities will be placed in the space. This site plan can either be drawn directly on the application form or can be submitted as a separate document.

3) Proof of neighbor notification

As explained above, you must submit documentation that you've contacted the businesses and residents adjacent to your proposed project. This documentation can take the form of a note, email, flyer, or outreach log.

6. PARKING SPACE RESERVATIONS

There are three steps you need to take to reserve parking spaces for your PARK(ing) Day Plus+ project:

- 1) Identify the spaces you want to use. You'll need to provide this information in your application.
 - a. In an area with paid parking, you can find the parking space numbers on the round metal plates bolted to the sidewalk. Include those numbers on your application.
 - b. In an area with unpaid parking, describe as accurately as you can the location of your installation (e.g., block or cross streets). Include the addresses of the businesses or homes in front of your installation on your application.
- 2) Arrange for "No Parking" easels. "No Parking" easels are required to reserve parking spaces and must be placed 72 hours in advance of when you want to use the spaces. Since PARK(ing) Day Plus+ will occur from 10 AM – 7 PM on September 16 & 17, your "No Parking" signs will need to be in place by 10 AM on either September 13 or 14, depending on the day(s) you plan to install your project. You will need to contact a traffic control vendor to arrange for "No Parking" easels to be installed. The traffic control vendor will charge a fee to provide the easels. For more information, please visit www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits.
- 3) Verify that the "No Parking" signs are in place 72 hours before you plan to set up your pop-up project. You should also verify that the date and time for the parking restriction are clearly written on the easels. After you've checked the easels, you will need to submit an online verification form as soon as possible and attach it to the easels (unless the traffic control vendor does this for you). The form is available at <http://web6.seattle.gov/sdot/nopark/>. Even though it seems like a hassle, submitting the form means that your temporary parking restriction is enforceable.

