

2025 Kirkwood Conversion Dining Program Guidelines

Timeline

- Deadline for submitting applications: Mar. 3, 2025
- Final staff determination of the number and location of parklets: Mar. 10, 2025
- Implementation of program (*weather permitting*): Mar. 31–Apr. 3, 2025
- Season officially begins: Apr. 4, 2025
- End of seasonal outdoor dining program: Nov. 10, 2025

Costs

- Kirkwood conversion outdoor dining cost:
 - For businesses with a capacity of under 20, the cost will be \$500 for utilization of the extended outdoor space on Kirkwood during the 2025 season.
 - For businesses with a capacity between 20 and 100, the cost will be \$1,250 for utilization of the extended outdoor space on Kirkwood during the 2025 season.
 - For businesses with a capacity 100 and above, the cost will be \$3,500 for utilization of the extended outdoor space on Kirkwood during the 2025 season.
- Businesses are responsible for any direct costs associated with utilizing expanded outdoor dining space.
- Each participating business must submit a certificate of insurance to the Economic and Sustainable Development Department establishing proof of a comprehensive general liability policy naming the City of Bloomington as additional insured to the extent of at least \$500,000 bodily injury and \$100,000 property damage, which shall be in effect during the term of this authorization.

Eligibility

- Eligibility is limited to establishments on Kirkwood Avenue from Indiana Avenue (500 block) to Walnut Street (100 block).
 - Each block from Indiana Avenue to Walnut Street will be fully closed during the program season except for the eastern half of the block from Washington Street to Walnut Street (100 block) will be open to traffic during the first part of the season for additional study.
 - City staff will review the proposed spaces' street locations to ensure they are suitable for the program.
 - Eligible businesses must complete the application and payment process as outlined in this memo.
 - Eligibility is limited to any business or organization located in the participating blocks of Kirkwood Ave. This program is focused on, but not limited to, food service establishments.
 - All participating businesses must agree to cease alcohol sales on Kirkwood by midnight.

- Other retailers will have the ability to participate in pop-up events via coordination with the City of Bloomington Economic and Sustainable Development department.
- Application process:
 - Application form will go live on the City's webpage in February 2025.
 - Applications are due by March 3, 2025. Businesses may submit applications in advance of the deadline.
 - A detailed site plan drawn to scale shall be submitted with the application. This site shall indicate the location of any ramps and seating installed in the parklet as well as any street furniture/trees. Measurements should be included to show conformance with accessibility guidelines below.
- Implementation:
 - The participating businesses will work with City staff to install and remove bollards at the beginning and end of the 2025 season. Implementation will be coordinated by City staff.
 - City staff will temporarily reconvert the participating blocks of Kirkwood Ave. during the 2025 season. No permanent physical changes will be made to the streetscape.
 - All cross streets will remain open.
 - A fire lane will be left in the middle of the street as necessary, as determined by the Bloomington Fire Department.
 - Where the street is closed with a contiguous barrier (i.e. orange jersey barriers as opposed to bollards), there will be a bike lane so that bikes and scooters may retain a path despite Kirkwood being a dismount zone.
 - City staff will review the quantity and location of ADA parking spaces in the downtown area and will determine whether additional ADA spaces are needed.
 - Areas not occupied by businesses or the fire lane will have opportunities for event programming, such as live music, mural and plein air painting, performances, festivals or markets. The nature and timing of this programming will be determined by City staff, in partnership with community stakeholders.
 - If the weather in March/April 2025, is not conducive to outdoor dining, City staff may exercise discretion on the exact dates the bollards are installed.
 - If a space is removed, either by request of the business or by determination of City staff, it may not be reinstalled in the same calendar year. Any fees paid by the business will not be refunded.
- Requirements for participating businesses:
 - Participating businesses are required to provide their own furniture, decorations, etc.

- Participating businesses are required to invest in the beautification of street spaces through decor that meets safety standards (see Exhibit C).
- Participating businesses must meet all requirements for their extended outdoor seating, including the Americans with Disabilities Act (ADA), PROWAG, Indiana Alcohol Tobacco Commission (ATC), Monroe County Health Department, safety, and insurance requirements.
- Participating businesses must meet ADA/Accessibility requirements. All businesses utilizing the extended outdoor space on Kirkwood will be required to have a temporary PROWAG-compliant ramp from the sidewalk into the section of the street they are utilizing.
- Tents and heaters are not allowed for use in the Outdoor Dining Program.
- Participating businesses must comply with Indiana Fire Code regulations.
- Businesses must remove all seating, furniture, decorations, and any other property from the parklet before the end of the program on November 10, 2025, when the parklet setups are set to come down or face fines in accordance with Title 12 of the Bloomington Municipal Code.

Exhibit B: ADA/Accessibility Requirements

Expanded outdoor street spaces must conform to the Americans with Disabilities Act (ADA) guidelines and Public Right-of-Way Accessibility Guidelines (PROWAG), or have adjacent outdoor seating options which conform to the ADA and PROWAG (if applicable). It is the responsibility of the applicant to design and implement their seating to be compliant. Below are guidelines that will help design your space to be compliant with the ADA, PROWAG, and the City of Bloomington's standards. The guidelines below are not expected to cover all contingencies, but rather to provide basic information that participants must adhere to.

Ramps for Curb Access

- All participating businesses shall have a ramp which provides access directly from the business to the seating area.
 - The ramp shall be placed in a manner that provides a clear, straight pathway, no less than 54 inches, leading from the entrance of the building to the seating area
- Slope: The maximum slope allowed is 1:12 (8.3%). This means that for every 12 inches in length there will be a 1 inch of rise (or less).
- Width: The width of a ramp shall be no less than 48 inches wide.
- Landings: The landing clear width shall be at least as wide as the ramp. The landing clear length shall be a minimum of 48 inches long. Ramps that change direction at the landing shall have a clear space a minimum of 48 x 48 inches.
- Further information can be found in the PROWAG:
 - Section R304 Curb Ramps and Blended Transitions
 - Section R407 Ramps

Accessible Seating

- While it is encouraged that all seating be wheelchair accessible, it shall be required that a minimum of at least 1 seat for every 25 to remain accessible. Seating can be made accessible by following the guidelines below:
- If only one accessible table is provided, it shall be placed closest to the accessible route into the space.
- Table Height: The table shall be 28-34 inches from the ground to the underside of the table.
- Knee Space: There shall be at least 27 inches of vertical knee space from the underside of the table, and at least 30 inches wide.
- Clearance: There shall be a clear floor space of at least 30 by 48 inches around the accessible seating.
- Availability: Accessible seating shall be available without necessitating the moving/removal of furniture.
- Further information can be found in the 2010 ADA Standards for Accessible Design:
 - Section 221 Assembly Areas
 - Section 306 Knee and Toe Clearance
 - Section 902 Dining Surfaces and Work Surfaces
 - Further information can be found in the PROWAG:
 - Section R405 Knee and Toe Clearance

Exhibit C: Beautification Guidelines

Several options are available to outdoor dining program participants for beautification. Examples of parklet + block beautification may include, but are not limited to, the adornment of art, accessibility alterations, or cosmetic improvements, all per guidelines listed in this “Exhibit C: Beautification Guidelines.” Given the potential costs for professional parklet beautification, employing cost-friendly and easy-to-implement solutions is crucial, as businesses will bear the costs.

Beautification Options:

- Additional seating platforms
 - Outside of their uses associated with outdoor dining, spaces installations may include wooden or metal benches, platforms, ramps, or additional forms of seating to compensate for increased customer capacity and general community interactions.
- Adornment of art
 - Program participants are encouraged to use a variety of art sources to beautify spaces.
 - E.g., collaboration with local artists and the utilization of murals
 - Private art installations within the public right of way have to be approved by the Board of Public Works through a special event application and comply with the City’s policy and procedures on private art installations
- Space greenery

- Additional lighting
 - Please review the Bloomington Municipal Code section 20.04.090 for compliance.
- Further cosmetic and logistical improvements
 - More options for cosmetic improvements include the use of budget-friendly space dividers, outdoor rugs/flooring, temporary installations of menu/special boards, spaces dedicated for bike parking, and the inclusion of interactive features.
- Businesses should work with City staff to determine appropriate beautification options for the spaces. No permanent physical changes can be made to the streetscape.

For more information see:

- [City Council Ordinance 2025-02](#)
- The Board of Public Works Resolution 2025-05