

2025 Outdoor Dining Program Guidelines

Timeline:

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

Costs

- Businesses are responsible for any direct costs associated with utilizing a parklet.
- 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.
- Cost to businesses will be \$250 per parking space. A two-space parklet will cost \$500, 3 spaces will cost \$750.
- Businesses that share a parklet may split the cost.

Parklet Logistics

- Eligibility:
 - Eligibility is limited to food service establishments adjacent to metered parking in downtown Bloomington.
 - City staff will review the proposed parklets' street locations to ensure they are suitable for the program.
 - All participating businesses must agree to cease alcohol sales in parklets by midnight.
 - Eligible businesses must complete the application and payment process as outlined in this memo.
 - As the City incorporates feedback and best practices, previously approved parklet plans and implementations do not guarantee approval for the 2025 season.
- 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 Exhibit B.
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- Implementation:
 - The participating businesses will work with City staff to install and remove parklets at the beginning and end of the 2025 season. Implementation will be coordinated by City staff.
 - If used, City staff will fill jersey barriers with water on the installation day. Participating businesses will be required to top off the barriers with water as needed, and the barriers must remain sufficiently full for safety purposes.
 - If the weather in March/April 2025, is not conducive to outdoor dining, City staff may exercise discretion on the exact dates the parklets are installed.
 - If a parklet 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 parklet 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), Indiana Alcohol Tobacco Commission (ATC), Monroe County Health Department, safety, and insurance requirements.
 - Participating businesses must meet ADA/Accessibility requirements as stated in Exhibit B.
 - Participating businesses must meet all Monroe County Building Department requirements and permits for their extended outdoor spaces.
 - Decks or platforms can be up to and under 30 inches in height.
 - If any portion of the decks/platforms exceed the maximum height requirement of 30 inches, construction design must be approved by the appropriate State and County building departments and a permit must be issued.
 - Decks/platforms, furniture, or anything else in spaces cannot block any building exits and must be designed to keep buildings in compliance with codes.
 - Any decks or platforms constructed shall allow for adequate drainage through the gutter and not block any drainage inlets.
 - Any decks or platforms constructed shall be easily removable in the event of an emergency.

- Parklet structures cannot block access to Fire Department Connections (FDCs) or Post Indicator Valves (PIVs).
- 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

Parklets 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 parklet 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

- A platform flush with the curb can be constructed. This allows easy access for all users without having to worry about slope or tripping hazards.
- If a flush platform cannot be constructed, a ramp may be installed. Any ramp shall adhere to the following minimum requirements:
 - 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 parklet.
 - 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

Decks and Raised Platforms

- Deck Surface:
 - Decks shall have a smooth, non-slip surface.
 - Deck gaps shall be no greater than **½ inch wide**.
- Ramps to Deck Surface:
 - Width: The width of a ramp shall be no less than **48 inches wide**.
 - Rise: The rise for any run shall be 30 inches maximum
 - Handrails: Ramps with a rise greater than 6 inches shall have handrails between **34 to 38 inches vertically** above the walking surface. The handrails shall extend 12 inches beyond both the top and bottom of the ramp.
 - Edge Protection: Ramps shall have edge protection a minimum of **4 inches above** the ramp surface.
 - Landings: The landing clear width shall be at least as wide as the ramp. The landing clear length shall be a minimum of **60 inches long**. Ramps that change direction at the landing shall have a clear space a minimum of **60 x 60 inches**.
- Further information can be found in the 2010 ADA Standards for Accessible Design:
 - Section 302 *Floor or Ground Surfaces*
 - Section 405 *Ramps*
 - Section 505 *Handrails*

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
- 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.**