

# PARK(ING) DAY MANUAL

2018



# PBOT

PORTLAND BUREAU OF TRANSPORTATION

Commissioner: DAN SALTZMAN | Director: LEAH TREAT



Park(ing) Day is an annual global event that occurs on the third Friday in September. However, PBOT and Design Week Portland are inviting the community to participate in the first Portland-only PARK(ing) Day on April 14, 2018. PARK(ing) Day allows people to temporarily convert on-street parking spaces into interactive public spaces, basically turning a parking space into a community park! PARK(ing) Day is an opportunity to support creative placemaking.

Any use of the public space, including the use of on-street parking spaces for PARK(ing) Day requires a street use permit, however, we've endeavored to make it as easy as possible to participate. Your installation will need to meet all the requirements outlined below.

Deadlines: Design Week Portland installations: Applications must be in by: April 7, 2018

International PARK(ing) Day: Applications must be in by September 14, 2018

## 1. Location, location, location

All installations must be located within the boundaries of existing on-street parking spaces. You can utilize any parking space within the City of Portland if the space adheres to the following conditions.

All installations:

- Are only allowed on streets with speed limits 30 mph or less
- Not allowed immediately adjacent to rail tracks
- Not allowed in disabled parking spaces or truck loading zones



“Birds and Bees of Lloyd” by Go Lloyd at NE Multnomah St.



“PARK IT!” by Lango Hansen Landscape Architects at NW Glisan St.



“Portland in the Streets/Parkways Putt Putt” by PBOT at SW 4th Ave.

- Must adhere to parking restrictions (e.g., buses 4 to 6pm)
- Must be located at least 40 feet away from any bus stop
- Must be located at least 5 feet away from an alley or driveway
- May not be political or commercial in nature
- Cannot include amplified sound, point of sale, distractions for drivers such as balloons, flashing lights, canopies, etc

## 2. Keep cars & parks separate

Traffic control devices are required to mark the boundaries of your installation and clearly identify the edge of the traffic lane. Each installation must include a minimum of FIVE 36-inch orange cones/posts that are affixed with retro-reflective tape. All sites will be reviewed for safety and coordination prior to approval. The traffic engineer may require more extensive traffic control if necessary.

Remember as you're setting up or taking down your project that the traffic lane and the sidewalk need to remain clear. All loading and unloading activities must not interfere with pedestrian or vehicular mobility. Your installation must also be set up to not distract motorists (see activation for allowed and restricted items).

Your PARK(ing) Day installation must not impede sight lines. No structures or objects that exceed 7 feet in height are allowed.



“Central Perk” by Owen Jones + Partners at NW Flanders St.



“Stumptown” by MIG Inc. at SW 2nd Ave.



“Birds and Bees of Lloyd” by Go Lloyd at NE Multnomah St.

### 3. Parks by design

We want your installations to be as innovative, creative, and successful as possible, but for your own safety and that of others, we have restrictions regarding what you can and cannot have at your installation.

#### Allowable items:

- Astroturf, or sod material (placed on top of a tarp for easy clean up) and potted plants
- Tables, chairs, benches, or other furniture that is easily removable from the parking space
- Art displays, easels, installations
- Rugs, carpets, blankets, or similar objects
- Freestanding umbrellas
- Signs or displays



#### Restricted items:

- Banners, balloons, flashing lights, or other objects that may cause a safety hazard to drivers, cyclists, or pedestrians
- Canopies and freestanding tents
- Structures or objects that exceed 7 feet in height
- Charcoal or propane grills
- Commercial displays (please don't advertise or sell during this event")
- Amplified sound
- Loose or uncovered material (sand, dirt, gravel, etc)
- Alcoholic beverages of any kind



## 4. When in doubt, reach out (to your neighbors)

Before submitting your application, you'll need to notify each of the residents and businesses adjacent to your installation and submit proof of this notification as part of your application. This documentation can be in the form of a note, email, flyer or outreach log with addresses and descriptions of who has been notified and attach this to your application. Notification shall include the site of your installation, the time it will be present on the block, as well as your contact information.

## 5. Time to apply

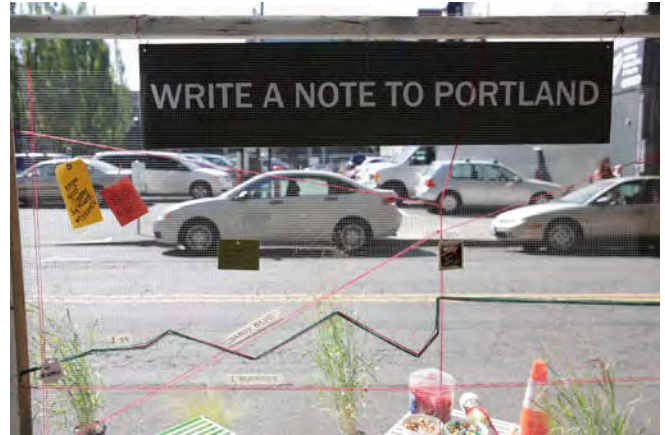
To apply for a PARK(ing) Day permit, you'll need three things:

1. A completed application form

This form will ask you for specific information about your location, the parking space(s) you'll be using and contact information

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 hand or computer drawn site plan. The site plan will need to include where the traffic control devices and all components of your mini park. This site plan can be drawn on the application documents or can be submitted as a separate document.



"Urban Fabric of Portland" by Walker Macy at SW Ash St.



"Park Games" by Opsis Architecture at NW 17th Ave.



"Portland in the Streets/Parkways Putt Putt" by PBOT at SW 4th Ave.

### 3. Proof of neighbor notification

You must submit documentation that you've contacted the residents and businesses adjacent to your installation. This documentation can be in the form of a note, email, flyer, or outreach log.

## 6. Reservations required

You will need to indicate on your application the specific location of your parking space. For example: "on the west side of SW 10<sup>th</sup>, closest to Stark" or "the third space from 2<sup>nd</sup> on the north side of Alder".

**Please keep in mind that you are only allowed to reserve a maximum of two parking spaces per blockface.**

In a metered area, a City of Portland Parking Enforcement deputy will reserve your spaces for you with either a delineator or other reservation device.

In a non-metered area, you will need to reserve your own parking. The PARK(ing) Day permit will come with "No Parking" signs that you will need to affix to easels, barricades, or sawhorses. The City does not provide you with barricades to place your signs on. The signs need to be placed 24+ hours before you plan to set-up your temporary park. If you would like to have the ability to tow, you may opt to [have Parking Enforcement involved](#).



## 7. Enjoy your Park!

You've spent so much time and energy creating an installation for PARK(ing) Day, now it's the time to sit back and enjoy your creation!

Let your installation inspire others, please take lots of pictures, tag PBOT and Design Week Portland and use our hashtags.

### **PBOT:**

Instagram: @PBOTinfo

Twitter: @PBOTinfo

### **Design Week Portland:**

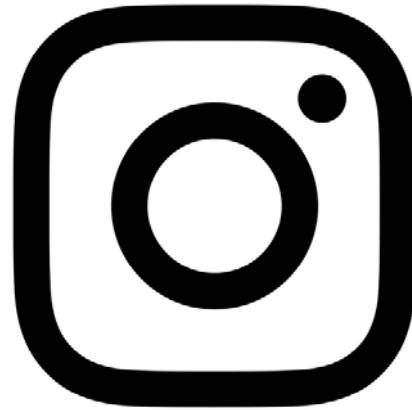
Twitter: @DesignWeekPDX

Instagram: @designweekpdx

**Hashtags:** #Portlandinthestreets

#dwpdx

#PBOTParkingDay



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Portland OR 97204  
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pbotparkingday@portlandoregon.gov

### **Questions?**

Please contact us at: 503-823-5520 or  
[pbotparkingday@portlandoregon.gov](mailto:pbotparkingday@portlandoregon.gov)

*The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCq>*