



CITY OF NEW PORT RICHEY, FL

**PILOT**

# **parklet program**

April 12, 2018

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## Introduction

Parklets are temporary small platforms that generally take the place of one or two on-street parking spaces. By providing space for seats and tables, parklets offer residents and visitors alike new opportunities to stop, sit, and enjoy the surrounding neighborhood street life. Parklets can increase street vibrancy and improve quality of life in commercial corridors.



Baltimore Parklet



Chinatown Parklet – San Francisco



South Street Parklet – Philadelphia

This manual provides instruction on the pilot program including how to receive a Parklet Permit. Applications must demonstrate that:

1. The parklet location is appropriate;
2. The parklet design is appropriate;
3. The parklet has support from abutting property owners and the community; and
4. The parklet can be appropriately maintained.

Questions should be addressed to the Development Department at:

City Hall  
5919 Main St.  
New Port Richey FL, 34652

Phone: 727-853-1047

Email:

[development@cityofnewportriches.org](mailto:development@cityofnewportriches.org)

## Placement Guidelines

The guidelines below are general and all locations will be reviewed by City Staff for appropriateness:

### Placement within the Downtown

- Parklets must be placed in the street (and not on the sidewalk).
- Parklets may be on streets with posted speed limits not to exceed 25 MPH.
- Parklets must not be located in a travel lane or peak hour clearance lane.
- Parklets may be located in the Downtown zoning district in front of businesses or institutions that generate foot traffic and that can maintain and monitor the parklet.
- Parklets located on state roads may have additional requirements.

### Placement on the Block

- The parklet may take the space of one or two on-street parking spots long—although, both shorter and longer proposals will be considered. This length is inclusive of curb-stops and wheel lengths.
- Parklets are not permitted adjacent to corners.
- Parklets should be placed such that at least 20 feet of the sidewalk-facing side of the proposed parklet is unobstructed (by utility poles, trees, etc.).
- Only one parklet per block is permitted.
- Parklets should:
  - Have at least 5 feet of unobstructed clearance to utilities, loading zones or handicapped parking spaces;
  - Be at least 60 feet from any bus stop or shelter;
  - Be at least 15 feet away from any fire hydrant;
  - Be at least 20 feet from any marked crosswalk or 32 feet from the block corner at intersections without a marked crosswalk; and
  - Not be in a travel lane or in a peak hour clearance lane.

### Maintaining Access to Utilities

The parklet must not block access to utilities:

- |                             |                          |
|-----------------------------|--------------------------|
| ○ Manholes                  | ○ Gas shutoff            |
| ○ Sewer grates/storm drains | ○ valves                 |
| ○ Storm drain cleanouts     | ○ Electric meters        |
| ○ Water shutoff valves      | ○ Telephone switch boxes |

## Design Guidelines

Some of the guidance listed below is subject to review by the City's Staff and may be waived if the design is appropriate:

### Design standards

- Parklets should be well-designed, attractive, comfortable and inviting.
- Parklets should be designed to allow views into the space from the street and sidewalk.
- Parklets must include opportunities for seating. Both fixed (to the Parklet base) and moveable seating are appropriate and may be used in combination. Where fixed seating is provided it should be oriented toward the sidewalk to invite pedestrians into the space.
- Parklets must include planters with organic landscaping that provide year-round interest. Native and drought-tolerant plants are preferred.
- There shall be no exposed electrical wires.
- Applicants interested in overhead structures, banners, fabric sails, or other architectural features that may catch wind must provide proof that the structures have the ability to withstand wind loads specified by the Florida Building Code. Applicants must prove that said structures and canopies pose no risk to the surrounding area during storms or other instances of severe weather conditions. Design of overhead structures like canopies must be completed by a Professional Engineer to ensure compliance with building code wind load criteria.

### Parklet Furniture (movable)

- Shall not be placed outside or hang over the designated parklet area.
- Shall not be physically attached, chained or in any manner affixed to any structure, tree, signpost, or light pole.
- Shall be commercial-grade that is designed for outside use.

### Parklet Dimensions

- Parklets should not be any wider than the parking lane.
- The outside edge of the parklet railing must be 18" from the travel lane, creating an 18" clear zone.
- The outside edge of the parklet must be at least 6" high. A reduced curb height may be permitted if existing physical constraints limit the height provided that at least a minimum 3" curb height at the street edge is provided.
- Open guard rails are encouraged to reduce the risk that high winds will shift the parklet. No wall or rail may be higher than 3', as measured from the street.

- The platform should allow for easy access underneath the platform. Curbside drainage may not be impeded. A gap of 6" between the body of the deck and the curb must be maintained in order to facilitate the movement of water.

### Construction Standards

- All intrusions onto the sidewalk shall be limited.
- The sidewalk-facing side of the parklet is the only point of entry to the parklet.
- The entrance on the sidewalk-facing side of the parklet should be placed so as to avoid tree pits.
- Parklet decking must be flush with the curb and may not have more than a ½ inch gap from the curb. If this is impossible, the parklet must be ADA accessible. A minimum 36" ADA accessible entryway to the parklet must be maintained for all parklets.
- Parklet operators may not drill into the pavement but for the installation of wheel stops.
- The platform may not be attached to or damage the street and must be easily assembled and disassembled.
- All rails must be capable of withstanding a 200-lb horizontal force.
- Parklets should be finished with quality materials and must be able to support 100-lbs per square foot of live load.
- The outside edge of the platform must support 50-lbs per linear foot of live load.

### Safety Standards

- Parklets must be built from or contain lightly-colored or reflective materials to aid nighttime visibility.
- Parklets must have some vertical elements (e.g., planters, etc.) to ensure visibility to passing vehicles. These elements may not however obstruct driver views.
- Parklets must have reflective soft hit posts. They must align with the end of the platform. They may not be in the travel lane.
- Parklets' street-side corners and other street-side protrusions must be lined with reflective tape. Wheel stops are required on each end of the parklet, to protect the parklet from turning movements associated with parking cars. They must be installed 4' from the curb. Wheel stops may be affixed to the asphalt using a drill and bolts, provided the holes are filled with a polyurethane caulk, epoxy, or a flat head screw (flush with the street), for removal.
- To withstand bumps, the outside edge of the parklet closest to the street should contain a beam of pressure-treated lumber with a cross-section of 6" x 6", or equivalent.

## Maintenance

- Shall be maintained in a clean, sanitary and safe manner at all times; free of debris, grime, and graffiti.
- If the parklet is not associated with an adjoining business, all fixtures must be permanently attached to the parklet.

## Other

- Bicycle parking can be incorporated into parklet design. The design must ensure that parked bicycles do not extend beyond the permitted width of the parklet, as determined by the frontage of the applicant's building.
- No amplified entertainment shall be allowed in the parklet.
- No alcohol sales or consumption is permitted in a parklet.
- Parklets are public spaces. Parklets must display a sidewalk-facing sign that is one square foot that says "Public Parklet | All seating open to the public."
- No advertising or business identification shall be permitted.
- No outdoor merchandise shall be allowed in the parklet.
- No food preparation, food or beverage storage, refrigeration apparatus, or equipment shall be allowed in the parklet.
- Permittees must submit proof of required insurance in the form of certificate(s) of insurance issued to the City of New Port Richey. At all times during the term of this parklet permit approval, Permittee shall maintain procure and maintain insurance in the types and amounts as specified below. All insurance shall be procured from reputable insurers authorized to do business in the State of Florida and acceptable to the City. All insurance required herein shall be written on an "occurrence" basis and not a "claims-made" basis.

### WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- ✓ Workers Compensation: Statutory limits
- ✓ Employers Liability: \$100,000 each Accident - Bodily Injury by Accident; \$100,000 Each Employee - Bodily Injury by Disease; and \$500,000 Policy Limit -Bodily Injury by Disease. All States coverage and Florida Endorsement.

### GENERAL LIABILITY INSURANCE

- ✓ Limit of liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability;
- ✓ Coverage: Premises operations; blanket contractual liability; personal injury liability (employee exclusion deleted); products and completed operations; independent contractors; employees and volunteers as insureds; cross liability; and broad form property damage (including loss of use) liability.

### AUTOMOBILE LIABILITY INSURANCE

- ✓ Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- ✓ Coverage: Owned, hired and non-owned vehicles.

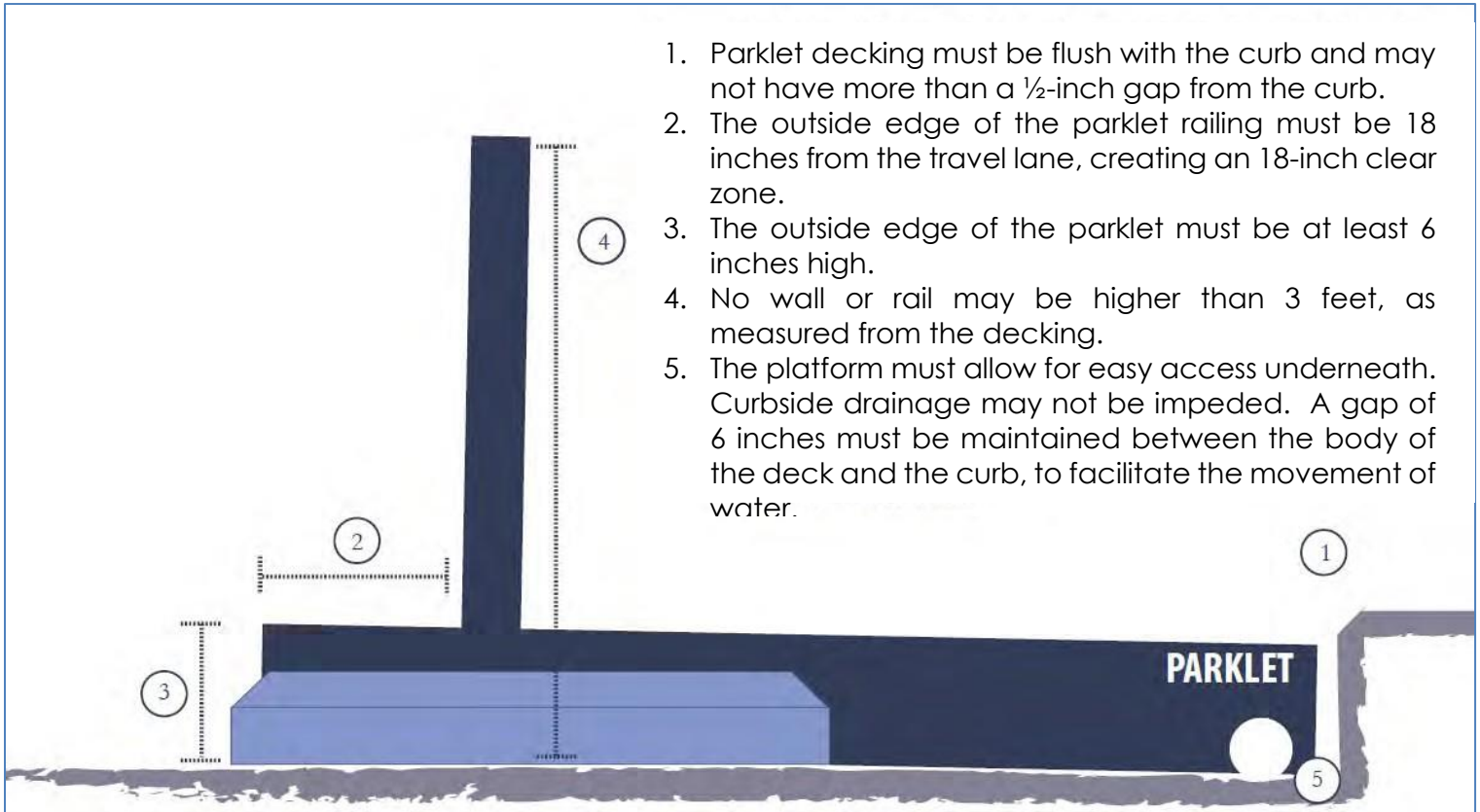
The City of New Port Richey shall be named as additional insured's on the General Liability Insurance Policy. Also, an endorsement is required stating that the coverage afforded the City as additional insured's will be primary to any coverage available to them. All insurance policies shall provide for a least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, cancelled, or not renewed. At least ten (10) days prior to the expiration of each policy, Permittee shall deliver to the City a Certificate of Insurance evidencing a replacement policy to become effective immediately upon the termination of the previous policy.

## Example Site Plan





## Illustrated Cross-Section View



## Guidelines for Operation

### General Guidelines

- Permittees may install and operate their parklets for 18 months as part of the pilot program, following approved inspection.
- Parklet cleaning and maintenance are the responsibilities of the Permittee.
- Permittees should keep a copy of their permit and attached special conditions on hand. The permit need not be displayed outside on the parklet.
- Connecting parklets to nearby power sources for lighting purposes is not permitted. Any electrical connections intended to provide power to the parklet must be approved by the City may require separate operations and insurance agreements.

### Using the Parklet

- Permittees are welcome and encouraged to host events at the parklet, so long as events are open to the public, comply with all existing regulations, and do not create a nuisance in the neighborhood.

### Parklet Relocation

- Permittees should be prepared to remove parklets with minimum notice in case of extreme weather events, emergency public works projects, or other unexpected events. The City does not expect to request parklet removal due to privately-organized street festivals unless otherwise specified on a permit; the City expects groups to work with applicants and parklet operators to ensure that parklets are either integrated into any privately-organized street festival or removed. The cost of removal and re-installation are the responsibility of the Permittee.
- Parklets are permitted for only one location. If a Permittee would like to move a parklet so it can serve at multiple sites, the applicant must receive a separate permit for each location.

## Parklet FAQs

### Who can apply?

Anyone can apply for a permit to install and operate a parklet.

Note that Parklet applications shall not be received from an applicant when:

- ✓ The applicant has a suspended or revoked health permit;
- ✓ The applicant has been found to have had a violation of city code within the prior six months;
- ✓ To prevent a nuisance from developing or continuing, or where necessary to protect the public safety; or to comply with applicable law;

### Are parklets open to the public?

Yes, parklets are public spaces. They must be posted as a public space.

### Who pays for a parklet?

Parklets are funded and maintained by the sponsor group or organization.

### Are parklets permanent or temporary?

Temporary Parklets are approved for a finite period of time.

### Can businesses serve patrons in a parklet?

Parklets sponsors are not permitted to establish table service in a parklet. However, just as in any public space, people may buy food or non-alcoholic beverages and enjoy them in the parklet.

### How much does it cost to design and build a parklet?

Many parklets are built using a combination of donated design and construction services and cost owners from \$5,000 to \$10,000. Without any donated services, a parklet can cost up to \$20,000.

### Under what circumstances will the City request parklet removal?

The City takes traffic and construction safety seriously and will request parklet removal if construction, utility repairs or other similar activity poses a safety hazard. The City can revoke a Parklet Permit if a Permittee is not abiding by City guidelines, if the parklet poses a hazard, or for other reasons.

### Can the City provide or assist with parklet funding, maintenance, or repair?

The design, construction, or maintenance of parklets is the responsibility of the private business.

If I would like to close and remove my parklet before the conclusion of my permit, what must I do?

Permittees must simply notify the City and detail the circumstances that necessitated parklet removal.

How long does a permit last?

Permits for the pilot program last 18 months.

## Parklet Permit Application Process

### When must I apply?

The City will review parklet applications on a rolling basis; there is no fixed deadline. You must apply and receive approval prior to any construction.

### What does the application process entail?

#### 1. Contact the Development Department

- Write to [development@cityofnewportrichey.org](mailto:development@cityofnewportrichey.org) or call 727-853-1047 to discuss your application, ask any questions, and learn about program.

#### 2. Submit a Parklet Application

- Applications must be complete to be considered for review.
- Fill out a parklet application form, including all required signatures.
- Submit the required attachments:
  - ✓ Photos and a map of the proposed parklet location;
  - ✓ Letters of support from property owners near the parklet. Support must be provided in writing from 75% of the owners and commercial tenants of properties on the same block as the parklet.

#### 3. City Review

- Staff will review the proposed parklet location to ensure it is consistent with the City's guidelines, will not conflict with upcoming public works projects or construction, and will not create conflicts.
- Parklet designs do not need to be designed or drawn by a licensed architect or engineer, unless an overhead canopy or covering is requested. All parklets must be drawn to scale and dimensioned.
- All plans must clearly articulate the spans and supports to be used for the body of the parklet.
- The name of the applicant must match that of the organization that holds required insurance.
- Include the application fee of \$50 to cover the cost of review and inspection. Methods of payment include check, cash, and credit card.
- Submit your application to the Development Department as soon as possible and no later than 10 business days prior to desired installation
- Staff will contact the Applicant upon approval.

Submit to the Development Department:

City Hall  
5919 Main Street  
New Port Richey FL, 34652

Phone: 727-853-1047

Email:  
[development@cityofnewportrichey.org](mailto:development@cityofnewportrichey.org)

## Parklet Application

Complete this form and submit it to the City's Development Department with all required attachments

### Permittee Information

Name and address of business or organization requesting the permit (proposed Permittee):

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Name of contact person for requesting organization: \_\_\_\_\_

Phone Email: \_\_\_\_\_

**Location Information**

Street Proposed \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_

Address(es) of property immediately in front of proposed parklet (on same block face), as applicable: \_\_\_\_\_

**Property Owner(s)**

Name of owner of property immediately in front of proposed location (if different than proposed Permittee named above): \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Applications must include the following:**

- ☐ 1. A site plan of the block face, drawn to scale, showing the location and dimensions of the parklet and other objects in the immediate area (same block). The plan shall include (but not be limited to):
- The street number addresses of nearby buildings;
  - The direction of traffic;
  - The presence and location of: vacant lots or buildings, driveways, fire hydrants, man- holes, stormwater inlets, bike parking, utilities (including, but not limited to tree grates, vault, covers, manholes, junction boxes, signs, lights, and poles), street furniture (including but not limited to bus shelters, benches etc.), cafe seating;
  - Existing parking (including, but not limited to handicap parking and loading zones);
  - The length of the applicant's street frontage.
- ☐ 2. A dimensioned and scaled site plan drawn to scale, showing specifics of the parklet including:
- Platform area;
  - Seating layout;



- Landscaping layout and planting details;
  - Umbrellas;
  - Lighting;
  - ADA accessibility;
  -
- ☐ 3. At least four color photographs from different angles along the sidewalk/street where the parklet is to be installed. Applicants are encouraged to include photographs of potential location-related conflicts (proximity to other street utilities, street furniture, etc.) noted in the detailed site plan.
- ☐ 4. Letter(s) of support from at least 75% of property owners on the street block.
- ☐ 5. Insurance

### Signatures

Application is hereby made to the City of New Port Richey for a revocable permit to install a parklet as part of the City's pilot program. Applicant acknowledges and agrees that applicant has read and understands the details of the program and agrees to be bound by the terms thereof upon receipt of a permit to install and operate a parklet.

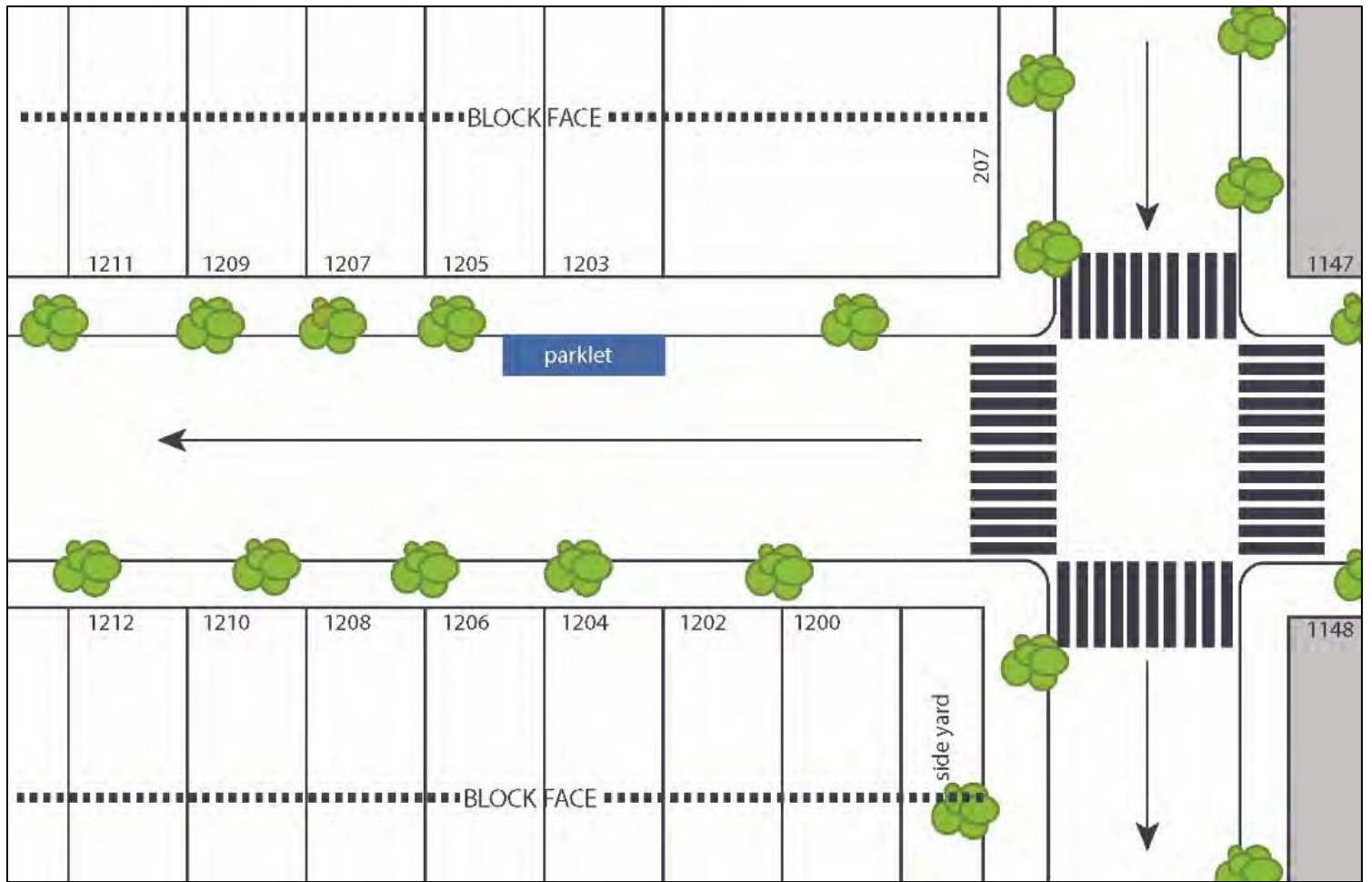
*Proposed Permittee/ Owner*

\_\_\_\_\_(Legibly Print Name)

\_\_\_\_\_(Signature)

\_\_\_\_\_(Date)

## Example Block Face



## Sample Letter of Support

The following represents a sample letter of support that should be submitted along with the application. Applicants are not required to use the exact language below. The name must be printed and signed for legibility.

City of New Port Richey  
Development Department  
5919 Main Street  
New Port Richey, FL 34652

To Whom It May Concern:

I am the owner of \_\_\_\_\_[address and/or entity] and I am writing this letter in support of the parklet proposed for \_\_\_\_\_

I have met with \_\_\_\_\_[proposed Permittee] and understand the rules and special conditions governing the placement and operation of parklets in the City of New Port Richey.

Sincerely,

\_\_\_\_\_

Printed name

\_\_\_\_\_

Signed name