

## Parklets

### **San Francisco, CA | Miami, FL**

By Neha Bhatt and Chelsea Hogan

*This model policy is part of the Parklets Policy Toolkit. Visit the “Policy Toolkits” page of the [Local Leaders Council web site](#) for more information and implementation tips.*

Parklets are an inexpensive infrastructure innovation that can change the look and feel of a street and boost economic activity. They involve converting one to three on-street parking spaces into an attractive public gathering spot. The parking space is raised up to the level of the sidewalk and distinguished with seating, plantings, and other features.

Two samples are provided here to start a local parklet program. The first is an ordinance from Miami (FL) that sets up a simple pilot program.

The second is a “Director’s Order” from the San Francisco, CA, Department of Public Works that establishes a formal, detailed parklet program, outlining the parklet application requirements, location and design parameters and review and approval processes.

These documents may be adapted into an ordinance or bill or used to draft a mayor’s directive to set up a new parklet program or a pilot project.

#### **San Francisco parklet program Director’s Order:**

[http://sfpavementtoparks.sfplanning.org/docs/SF\\_P2P\\_Parklet\\_Manual\\_1.0\\_DPW\\_Order\\_180,921.pdf](http://sfpavementtoparks.sfplanning.org/docs/SF_P2P_Parklet_Manual_1.0_DPW_Order_180,921.pdf)

#### **San Francisco parklets web site:**

<http://pavementtoparks.sfplanning.org/parklets.html>

#### **Miami pilot parklet ordinance:**

<http://egov.ci.miami.fl.us/Legistarweb/Attachments/71547.pdf>

#### **Miami parklet RFP instructions:**

<http://www.miamiparking.com/Files/Parklet%20Application%20and%20Instructions.pdf>

**City and County of San Francisco**



**Edwin M. Lee, Mayor**  
**Mohammed Nuru, Director**

**San Francisco Department of Public Works**

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**Jerry Sanguinetti, Bureau Manager**

**DPW Order No: 180921**

ESTABLISHING GUIDELINES FOR THE APPROVAL AND INSTALLATION OF  
TEMPORARY SIDEWALK EXTENSIONS (PARKLETS) FOR USE BY THE GENERAL  
PUBLIC AT APPROPRIATE LOCATIONS WITHIN PUBLIC RIGHTS-OF-WAY.

**I. PURPOSE:** Public Works Code Article 16, Section 810 governs the installation of sidewalk landscaping. This Department of Public Works (DPW) Order provides detailed implementation guidelines for the approval and installation of temporary sidewalk extensions (Parklets) consistent with the sidewalk landscaping program.

**II. BACKGROUND:** Parklets provide an economical solution to the desire and need for wider sidewalks and are intended to provide space for the general public to sit and enjoy the space where existing narrow sidewalks would preclude such occupancy. Parklets are intended as sidewalk/street furniture, providing aesthetic elements to the overall streetscape.

**III. REQUEST FOR PROPOSAL AND INITIAL REVIEW:**

A. The following applicants are eligible to submit a Request for Proposal (RFP) for the installation of Parklets within the public right-of-way:

- 1) Community Benefit Districts (CBDs)
- 2) Ground floor business owners
- 3) Non-profit and community organizations
- 4) Fronting property owners

Other applicants may be considered on a case by case basis.

B. The following shall be included in the application:

- 1) A letter with a project narrative requesting the Parklet
- 1) An initial site plan and photographs showing the footprint/outline of the proposed Parklet, including approximate dimension of Parklet, property lines, existing sidewalk widths, sidewalk slope (may be obtained from online DPW Grade Maps) and cross slope (may be approximated based on photos provided), existing parking stalls/alignment, existing parking regulations; e.g. color curbs, parking



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restrictions, etc.; and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, MUNI guy wires, etc twenty (20) feet on either side of the proposed parklet location.

- 2) Type(s) of elements being proposed to be placed on the Parklet; e.g. Tables & Chairs, benches, planters/landscaping, bicycle parking, etc. All furniture within the parklet shall be accessible to the general public.
  - 3) A description of how the proposed Parklet meets each of the criteria set forth in Section V of this DPW Order.
  - 4) Provide documentation of support from adjacent property/business owners. Documentation of support from any existing merchant or neighborhood associations is strongly encouraged.
- C. Each application shall be reviewed by a inter-agency review team, with representation from DPW, MTA, City Planning, et al, as necessary, specifically convened to review Parklet applications with each proposal reviewed based on the following criteria:
- 1) Meets established design criteria
  - 2) Enhancement of streetscape quality and preliminary design
  - 3) Location (Parklet is likely to be well used and active)
  - 4) Community support
  - 5) Maintenance plan
  - 6) Does not conflict with future city streetscape initiatives (upcoming streetscape redesigns, paving projects, etc.)
  - 7) Compliance with technical and accessibility provisions as specified in this DPW Order
- D. If a recommendation is made to approve the proposed Parklet:
- 1) DPW will issue a Notice of Intent to Approve Parklet. The applicant shall be required to post this Notice in a readily visible location in front of the property where the Parklet will be located for ten (10) calendar days from the date listed on the Notice.
  - 2) If there are no objections from the public, the applicant shall be required to submit the following information for further review:
    - a) Final dimensioned construction drawing package, including:
      1. Context plan
      2. Site Plan
      3. Elevations from all sides of the proposed parklet
      4. All relevant details, finishes, plant species, furniture types, etc.
    - b) Maintenance details, including access panels and how drainage will be provided along the existing gutter.



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- c) An application fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3.
  - d) A 24/7 contact if there is an emergency and the parklet needs to be removed. The Permittee shall be responsible for removal of the parklet within twenty-four (24) hours, and restoration of the public right-of-way upon notification by the City of any streetscape or paving projects.
- 3) If there are objections from the public, DPW shall schedule a public hearing to consider the proposed Parklet.
  - 4) The DPW Hearing Officer shall consider and hear all testimony in support and in opposition to the proposed Parklet and make a recommendation to the DPW Director.
  - 5) The DPW Director, in his or her discretion, may recommend approval or conditional approval of the permit subject to further review and final action.
  - 6) If the DPW Director recommends approval or conditional approval the permit, see #2a and #2b above for additional submittal requirements.
- E. If the application is disapproved, DPW shall notify the applicant, upon which the applicant may appeal the disapproval of the permit by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.

#### IV. APPROVAL PROCESS:

- 1) The inter-agency review team (See Section III. Paragraph C) shall review the final detailed site plan and maintenance details.
- 2) Once the review team makes a recommendation for DPW to approve the final plan and the permit, the applicant shall submit the following information and fees to DPW for permit issuance:
  - a) A Certificate of Insurance naming the City and County of San Francisco as additional insured, with general liability coverage of not less than \$1 million.
  - b) An additional permit fee pursuant to Section 2.1.3 of the Public Works Code. While each proposal will result in different additional permit costs based on the time and materials costs incurred by the City in review of the proposal.
- 3) Any interested person may appeal the approval of the permit decision by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.
- 4) The permit shall be renewed annually. Prior to expiration of the annual permit term, the Permittee shall submit to DPW a current Certificate of Insurance and a permit renewal fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3



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## V. APPROPRIATE LOCATION AND DESIGN PARAMETERS:

- A. The proposed Parklet site shall be located at least one parking spot, approximately twenty (20) feet, in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner.
- B. The proposed location shall have a posted speed limit of 25 mph or less. In the event the posted speed limit is changed, the Parklet permit is subject to revocation. Streets with higher speed limits may be considered on a case by case basis.
- C. The proposed street has parking lanes that will not become a tow away lane during morning or afternoon peak hours, and the Parklet shall provide a minimum clearance of 12" from the edge of any existing parking apron, where there is parallel, diagonal or perpendicular parking.
- D. The parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of San Francisco Building Code (SFBC), the Americans with Disabilities Act (ADA), and the 2010 ADA Standards. **For all ADA technical requirements, please refer to Appendix A "Accessibility Elements for Parklets" Standards.**
- E. A minimum of 84-inches in height must remain clear of any obstructions along the parklet's path of travel, entry and accessibility areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the parklet.
- F. The cross slope may not exceed 2.0% along the path of travel. If the cross slope is greater than 2.0%, then additional review is required and the applicant will need to fill out a *Request for Determination of Technical Infeasibility Form*. Please refer to the *Accessibility Elements for Parklets* in Appendix A.
- G. The proposed street has a street grade of no greater than 5%. On a case-by-case basis, a parklet may be proposed on a street grade greater than 5.0%, however additional design requirements and review will be required to make the parklet accessible for the public. For proposed parklets on street grades between 2-5%, see the *Accessibility Elements for Parklets*. The applicant will need to fill out a *Request for Determination of Technical Infeasibility Form*.
- H. Sidewalk defects or empty tree wells at the parklet location will need to be repaired with a DPW permit to ensure safe ingress and egress conditions.
- I. Parklets shall be required to have soft hit posts, wheel stops, and barriers on the edges such as planters, railing or cables. See *Accessibility Elements for Parklets*.
- J. If the parklet deck is constructed with concrete, the concrete specific weight shall be a maximum of 200 lbs/ square foot.
- K. Parklets shall not be allowed in red or blue zones.
- L. Parklets may replace yellow zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and if the applicant is willing to pay additional fees for relocating these zones
- M. Parklets may be allowed in white and green zones if the business that originally requested the white and/or green zones agrees to re-purpose that curb area for use as a Parklet.
- N. Parklets shall not be allowed in front of a fire hydrant, or over a manhole, public utility valve or cover or MUNI guy wires.



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This DPW Order rescinds and supersedes DPW Order No. 178,939 approved March 12, 2012.

1/4/2013

X 

Sanguinetti, Jerry  
Bureau Manager

1/6/2013

X 

Sweiss, Fuad  
Deputy Director and City Engineer

1/8/2013

X Mohammed Nuru

Nuru, Mohammed  
Director, DPW



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## ATTACHMENT A

### Parklet Pilot Program Policy

#### Terms:

1. The City of Miami ("City") will conduct a pilot program ("Pilot") for the installation of parklets throughout the City for a period not to exceed one (1) year. This Pilot shall terminate without further action of the City at the end of one (1) year.
2. Business owners ("applicant") with potentially available parking spaces shall apply for a permit to operate a parklet to the Department of Off-Street Parking ("MPA") in a form deemed appropriate by the Chief Executive Officer.
3. Applications shall be reviewed by the following departments: Department of Public Works; Department of Planning & Zoning, Department of Off-Street Parking, and Risk Management.
4. Applications shall be accompanied by an application fee.
5. There shall be a base fee for an annual permit for establishing a parklet.
6. No parklet permit shall be issued on any state road way in the absence of written approval from the Florida Department of Transportation. No parklet permit shall be issued on any Miami-Dade County road in the absence of written approval from Miami-Dade County.
7. At no point during the Pilot will more than five (5) parklets be allowed to operate.
8. The parklet shall be opened for use by the general public and such use shall not be restricted to patrons of the applicant.
9. The parklet shall be maintained in a neat and orderly appearance at all times and the area shall be cleared of all debris on a periodic basis during the day, and again at the close of each business day by the applicant.
10. If a platform is built over the parking space it shall be at the same level as the sidewalk and shall conform to all ADA regulations.
11. No advertising signs or business/building identification signs shall be permitted in the parklet.
12. A parklet shall be compatible with adjacent streetscape elements in terms of design and construction.
13. Awnings, umbrellas and other decorative material shall be fire retardant pressure treated, or manufactured of fire resistive material.
14. Prior to the issuance of a permit, the applicant shall furnish the MPA with a signed statement that the applicant shall hold harmless the MPA, the City, their officers and employees and shall indemnify the MPA and the City, its officers and employees for any claims for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit.
15. The issuance of a parklet permit does not grant or confer any rights whatsoever to use of the on-street parking space by the applicant for any other purposes that what the permit is authorized for. The City retains the right to deny the issuance of a permit or the renewal of a permit or to revoke a permit in the event applicant is using the parking spaces unlawfully or in an unauthorized manner.