



PILOT PARKLET/STREET PATIO PROGRAM

Overview

The Pilot Parklet/Street Patio program is being initiated in response to interest from stakeholders within Fort Worth entertainment districts and commercial corridors to employ the Parklet concept as a tool to expand seating capacity for businesses impacted by COVID-19 seating capacity limits.

A Parklet is a pedestrian space that is created by building a temporary sidewalk extension within an on-street parking space with amenities such as seating, art, and landscaping. Parklets are used to activate pedestrian street activity and they support economic development by encouraging pedestrian traffic at local businesses.

The program is anticipated to be a six-month pilot that begins on June 15, 2020 and expires on December 15, 2020. During this time, businesses within entertainment districts such as Near Southside, Downtown, Historic Stockyards, and the West 7th Urban Village can apply for a permit to develop a Parklet or street patio in front of their business. Businesses along commercial corridors are eligible as well. The Parklet will serve as an extension of the impacted business. As such, food and beverage service is allowed and businesses have the ability to limit Parklets to customers only. National Association of City Transportation Officials ([NACTO](#)) Parklet design guidelines will be followed. All designs that deviate from NACTO design guidelines will be reviewed on a case-by-case basis to ensure pedestrian safety is maintained.

Application and Review Process

- 1 Complete and Submit Parklet Eligibility Checklist via email to Chelsea St. Louis, AICP, Chief Transportation Planning Officer
Chelsea.St.Louis@fortworthtexas.gov
(copy Shammi Rahman on email shammi.rahman@fortworthtexas.gov)
- 2 Transportation Management staff will provide Applicant with feedback on eligibility based on the Pilot Parklet/Street Patio Program Checklist and staff field visit within two days of submittal.
- 3 If eligible, Applicant will submit full application, inclusive of a photo of the proposed location, a petition signed by adjacent business owners (immediately adjacent to the applicant on the block face), a scaled design that follows NACTO Parklet Guidelines with material specifications, and a certificate of insurance (\$1 million general liability insurance).
- 4 Transportation Management staff approves application when final design is received and Applicant provides certificate of insurance to the City. A permit will be provided to the Applicant.
- 5 Applicant provides Transportation Management with construction schedule.



PILOT PARKLET/STREET PATIO PROGRAM

Pilot Parklet/Street Patio Checklist

Eligibility is determined based on meeting all requirements as verified by Transportation Management staff field visit.

- I understand the Parklet/Street Patio is a 6-month temporary pilot program starting on June 15, 2020 and ending on December 15, 2020.
- Parklet is located within entertainment district, mixed use or along a commercial corridor.
- Parklet is located on a roadway with 30 mph or less speed limit.
- Parklet is located on a street with dedicated parking.
- Adjacent sidewalk has a minimum unobstructed pedestrian zone of 6 feet.
- Parklet is limited to a minimum of two and a maximum of three parallel parking or three perpendicular (head-in/back-in) spaces.
- Parklet maintains at least 60 feet of clearance from any bus loading zone.
- Parklet maintains at least 15 feet from any fire hydrant.
- Parklet maintains at least 30 feet from an intersection.
- Parklet maintains at least 30 feet from a crosswalk.
- Parklet maintains at least five feet of clearance to on-street utility access points, i.e. stormwater drainage, electrical poles, underground utility access, electrical transformer vaults, etc.
- Proposed Parklet is not in a designated Valet Zone; Commercial Loading Zone, or Transportation Network Zone.

The completed checklist and one photo of the proposed location should be emailed to:

Chelsea St. Louis, AICP, Chief Transportation Planning Officer
Chelsea.St.Louis@fortworthtexas.gov
(copy Shammi Rahman on email shammi.rahman@fortworthtexas.gov)

The Applicant will receive email receipt confirmation from staff and a field visit will be scheduled within one day of submittal.



PILOT PARKLET/STREET PATIO PROGRAM

PERMIT APPLICATION		
APPLICATION DATE _____		
NAME OF APPLICANT _____		
NAME OF BUSINESS _____		
BUSINESS ADDRESS _____		
CELL PHONE # _____ OFFICE PHONE # _____		
EMAIL _____		
NUMBER OF SPACES (MIN 2 SPACES REQUIRED, MAX 3 SPACES) _____		
DO YOU INTEND TO SELL ALCOHOL WITHIN THE PARKLET (Y/N) _____		
LIST DAYS AND TIMES OF PARKLET/STREET PATIO OPERATION:		
DAYS	(BEGIN TIME)	(END TIME)

THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION:

- 1) Checklist Approved by Transportation Management
- 2) Photo of proposed location
- 3) Signed petition with support of immediate adjacent business owners within block face
- 4) Scaled Parklet Design
- 5) Certificate of Insurance (\$1 million general liability insurance)

Authorized Signature _____ **Date** _____

TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
Transportation Management
5001 James Avenue Suite 301
Fort Worth, Texas 76115

Office Use Only

Application Fee: Waived Parking Meter Permit Fees (\$10/day per space): Waived
Received _____ Approved _____ Permit # _____ Denied _____



PILOT PARKLET/STREET PATIO PROGRAM

Applicant Considerations

- Applicant is responsible for all costs associated with parklet installation and removal.
- Design must adhere to zoning requirements regarding height of structures and materials (i.e., fencing, railings, etc.)
- Design must align with City's regulations, no advertising in City right-of-way.
- Parklet Sponsor will maintain the parklet.
- Parklet Sponsor will be responsible for removing all parklet elements if there is street construction.

National Association of City Transportation Official Parklet Design Guidelines

Required

- Ensure visibility to moving traffic and parking cars.
- Parklet must be buffered using wheel stops, 4 feet from the parklet on either side.
- Parklet must have vertical elements that make them visible to traffic, such as flexible posts or bollards.
- Parklets have a desired minimum width of 6 feet, or a 2-foot set-back from the width of the parking lane.
- The design of the parklet must not inhibit drainage of stormwater runoff.
- There should be small channels between the base and the platform to facilitate drainage under the platform.
- Parklets must have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.

Recommended

- Avoid corners and be placed at least one parking space away from the intersection corner.
- If proposed site is near a corner, considerations should include: turning traffic volumes, sightlines, visibility, and daylighting.
- Parklet should be heavy enough to make theft impossible or unlikely.
- Site selection should consider a level of surveillance both during the day and at night.
- Parklet should incorporate seating, either integrated into the design itself or moveable tables and chairs.
- Designs for the substructure of the parklet must accommodate the crown of the road and provide a level surface for the parklet.



PILOT PARKLET/STREET PATIO PROGRAM

- Parklets should use a slip-resistant surface to minimize hazards and should be accessible to wheelchair users.
- Parklet floor should have a minimum load-bearing weight of 100 pound per square foot.
- Parklet should include an open guardrail to define the space.
 - Railings should not exceed 36 inches in height (Sidewalk Café Design Standards)
 - Railing should be capable of withstanding at least 200 feet of horizontal force.
- Parklet siting must avoid obstructing underground utility access and electrical transformer vaults.