

# City of Kingman Parklet/Pedlet Program



**Contact Information**  
**Community Development**  
**310 N. 4<sup>th</sup> Street**  
**Kingman, AZ 86401**  
**(928) 753-8130**

## **Introduction**

As part of the City of Kingman's vision and goal to have a successful downtown that serves as a hub for the arts, entertainment, tourism and activities, the Parklet/Pedlet Program is one of many programs that was created to help achieve these goals.

### **What is a Parklet?**

A parklet is a sidewalk extension that provides more space and amenities for people using the street. Usually parklets are installed on parking lanes and use several parking spaces. Parklets typically extend out from the sidewalk at the level of the sidewalk to the width of the adjacent parking space.

### **What is a Pedlet?**

A pedlet is basically a temporary sidewalk, made out of wood and pieced together like a puzzle. It allows a business to use the sidewalk as outdoor dining space, while still providing a safe area for pedestrians to walk. The pedlet uses the parking spaces to accommodate pedestrian traffic, is level with the side, has an edge, and is ADA-compliant.

### **What is the purpose?**

**Parklets/Pedlets** offer benefits and change how people view and use public space. At a low capital cost, they create new mini-public plazas and mini-parks that attract people. Parklets/pedlets emphasize the pedestrian experience by making streets beautiful, increase foot traffic, increase business sales and more people stop to socialize.

The City of Kingman looks forward to working with the downtown business property owners on the installation of new parklets/pedlets for the community and tourists to enjoy.

### **Who Can Apply?**

Any property owners who own commercial property that fronts E. Beale Street between 2<sup>nd</sup> Street and 6th Street may submit a Parklet/Pedlet program application. This project area may be expanded in the future. Business owners may submit applications with the consent of the property owner.

### **Application Period**

The application period will open up the Parklet/Pedlet Program application period on **January 1, 2020**. Applications may be submitted on an ongoing basis and there is no submittal deadline. Applications will be reviewed and processed in the order they are received. The Parklet/Pedlet Program will be reviewed on a yearly basis to make improvements to the program.

# **Parklet/Pedlet Application Guidelines**

## **1. Schedule a Pre-Application Meeting:**

Please fill out the pre-application meeting application and submit it along with three (3) copies of supporting documentation to the Community Development Services Department. Please fill out all requested information that is applicable to the parklet/pedlet project. This application will be kept on file for the duration of the project.

A pre-application meeting application can be found online at:

<https://www.cityofkingman.gov/Home/ShowDocument?id=650>

A Community Development Services team member will contact the applicant to schedule a date and time to meet with various City departments. The intent of the pre-application meeting is to review the project proposal with the applicant and the project engineer, to provide feedback, review the permit process, fees, state what supporting documentation is needed and answer any additional questions the applicant may have.

## **2. Permit Application and Fees:**

Once the applicant is ready to move forward with the parklet/pedlet project, a fee of \$250 needs to be submitted with supporting documents to the Community Development Services Department for review and processing. Once the parklet/pedlet application is approved, the applicant may start construction.

## **3. Project Completion:**

Once the parklet/pedlet is completely constructed, team members from various city departments will conduct a final inspection of the parklet/pedlet to make sure all City requirements have been met. If the final inspection passes, the applicant will be notified that they may begin use of the parklet/pedlet to the public.

## **GENERAL GUIDELINES**

These general guidelines are being provided to assist the applicant with some points to consider during the designing of the parklet/pedlet. This list is not conclusive of what additional requirements may be requested by other City departments. City team members will do our best to review design requirements with the applicant at the pre-application meeting.

Please review the following Parklet/Pedlet Program guidelines:

- Must be designed as a temporary removable structure. No portion of the structure can be attached to the street.
- The parklet/pedlet may need to be temporarily removed for annual or emergency street maintenance. The applicant will be notified prior to street maintenance.
- When the City of Kingman moves forward with a Streetscape Plan, the applicant may need to remove the structure.
- The applicant must maintain the parklet/pedlet so that the structure is safe, clean so the appearance does not deteriorate (ex: no peeling paint, splintering wood, loose boards, unsafe railings, broken pieces, faded or ripped materials, and other items that take away from the original appearance of the parklet/pedlet).
- May not extend beyond the width of the applicant's business frontage
- May not extend into the street more than 6 feet (as measured from the outside of the curb edge). Proposals which extend further may be considered on a case by case basis.
- No portion of the parklet/pedlet shall be taller than 8 feet.
- Parklets shall have a buffer of two (2) feet on all sides to protect it from parking vehicles. Corner parklets, shall have a minimum buffer of 5 feet on the corner street side and is subject for review to ensure adequate site distance.
- Pedlets shall have a two (2) foot buffer along the portion of the structure that is adjacent to the street.
- Wheelstops must be placed at the back of the buffers to prevent people from parking too close to the parklet.
- Reflector posts are required at the outside corners of the buffers.
- The parklet should have a continuous edge along the travel lane such as railings, planters or seat walls. The minimum height should be 30" and the maximum height should be 36" as measured from the street surface.

## **GENERAL GUIDELINES (Cont'd)**

- Parklets/pedlets should be designed to allow for drainage and not block any existing drainage. Many parklets/pedlets are designed with pedestals to allow the continuous flow of water to the City's drainage system.
- The height of the deck shall be flush with the City's sidewalk.
- Building materials such as slatted lumber, wood tiles and pavers allow for drainage to run off the parklet/pedlet.
- Shall meet all ADA requirements such as including at least one ADA access point. Seating must be accessible and meet ADA requirements for the turning movement and the resting space of a wheelchair.
- The maximum vertical gap between the curb and parklet platform is ¼". Level changes exceeding ¼" may require ramps.
- The parklet/pedlet should be constructed of high-quality, durable, non-reflective, and aesthetically-pleasing materials.
- All walking surfaces should be non-slip and weather resilient to ensure safety and accessibility.
- When designing a parklet/pedlet near an existing tree, please design it so there is not direct foot traffic through the tree pit.
- Parklets should include seating and landscaping (drought tolerant plants). Landscaping can be placed as a buffer as long as it is able to be easily removed if necessary.
- Lighting is allowed but will be reviewed a part of the permit process. Self-contained low-voltage systems, such as solar or battery- powered lights, are a good choice. Flashing lights and cords that extend over the sidewalk are not allowed.
- Bicycle racks are encouraged to be placed in a safe location as a part of the parklet/pedlet.
- All parklets must feature signs indicating the space is public. These signs should be mounted to both ends of the parklet and should be visible from the adjacent sidewalk.
- Signs acknowledging sponsorship, logos, or designs that "brand" the parklet must comply with the City sign code.

## **GENERAL GUIDELINES (Cont'd)**

- Any proposed artwork on the parklet/pedlet should be included as a part of the parklet/pedlet project application.
- Outdoor heating elements may be allowed but must be approved by the City of Kingman Fire Department and Building and Life Safety Division.
- Play equipment may be incorporated into the parklet/pedlet but it must be shown in the proposed site plan as a part of the parklet project application.
- Food and drink establishments are required to have all relevant licenses for food and beverage service in parklet/pedlet areas.
- Outdoor food and drink service is allowed during the business/applicants normal operating hours.
- Parklets/pedlets may be installed in front of a driveway if the driveway has been abandoned or no longer provides access to off-street parking space, it shall be cleared and removed before the parklet/pedlet is installed.
- Parklets/pedlets may be permitted on streets with speed limits of 25 mph or less.
- Street Slope. Parklets/pedlets are generally permitted on streets with a running slope (grade) of five percent or less. Parklets/pedlets may be permitted on streets with a grade exceeding five percent if the parklet/pedlet design complies with accessibility requirements.
- Parklets/pedlets are not permitted within bus zones.
- Parklets/pedlets may not be constructed over utility access panels, manhole covers, storm drains, or fire hydrant shut off valves.
- Upon written notice by the City, the permittee hereby agrees to remove the encroachment at his own expense; and agrees to restore right-of-way to original condition; and further agrees that if he does not remove the encroachment at his own expense and restore right-of-way to a reasonable condition, a lien will be placed on the property, as required by ordinance.
- If the property is transferred, new property owner information must be provided immediately to the Community Development.
- The permittee hereby agrees to comply with all elements of the City of Kingman Street and Sidewalk Development Rules and Regulations dealing with Encroachment Permits.

**\*Insurance Requirements:**

- Commercial General Liability in the amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage. The insurance must be on a per occurrence basis and name the City of Kingman as additional insured. The insurance must be by a company licensed in the State of Arizona with an AMBest rating of A or better. Certificates and endorsements shall be submitted to City of Kingman, Attention Risk Management, 310 N. 4th Street, Kingman, AZ 86401 or by email to [riskmanagement@cityofkingman.gov](mailto:riskmanagement@cityofkingman.gov)
- The City reserves the right to request a copy of the insurance policy. The liability insurance is required to continue in effect for as long the permit is in effect.
- Automobile Liability in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage during the term of construction.
- Workers Compensation and Employers Liability as required by the State of Arizona in an amount equal to or exceeding statutory limits per accident.
- Must be a licensed contractor to work in the public right-of-way

**Oversight**

Any applicant who violates guidelines set by the Parklet/Pedlet Program will have their permit revoked and a notice to remove the parklet/pedlet within 24 hours. If the applicant has not removed the parklet/pedlet, portion of the parklet/pedlet, or identified accoutrement(s) within 24 hours the City shall have the right to remove the parklet/pedlet, that portion of the parklet/pedlet, or any accoutrement(s) and place the item(s) into storage.

Once in storage the applicant shall be notified of its location and it shall have 15 business days to pick up the materials from the date of notification. If the applicant does not pick up the materials within that time period the City shall recycle or discard the materials.

Any holder of a grant of privilege for a parklet/pedlet who fails to remove the parklet/pedlet or accoutrements to the parklet/pedlet that is erected or maintained contrary to the requirements of this Policy may be banned from having a parklet/pedlet permit in the future.

# **NEIGHBORHOOD NOTIFICATION**

Name of Applicant: \_\_\_\_\_

Project Location: \_\_\_\_\_

I have been notified that the above applicant is seeking to install a parklet/pedlet in front of the address listed above.

Additional Comments (if any):

Signature:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Circle One: Owner      Tenant

## **Indemnification Statement**

Applicant covenants and agrees that it will save and indemnify and keep harmless the City of Kingman, its officers and employees against all liability, judgments, costs and expenses which may in any way come against the City, its officers and employees in consequence of the granting of this application, or which in any way result in damages to any person or property caused in whole or in part by the use of the subject parklet/pedlet within the City of Kingman.

Applicant also agrees to reimburse the City, its officers and employees any actual reasonable attorney fees incurred by the City, its officers and/or employees in defending or responding to any action alleging damages caused in whole or in part due to any activities, placement, design, lighting or deterioration of the parklet/pedlet subject to the application dated \_\_\_\_\_.

BY:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_