Date: July 20, 2018

To: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor


At the November 1, 2016 Board of County Commissioners (Board) meeting, the Board approved Resolution No. R-1066-16 (Attachment A) directing the County Mayor or County Mayor’s designee to: (a) create and implement a County Parklet Program, addressing all issues relevant to the creation, approval, and implementation of such parklets, including, but not limited to, safety, indemnification, and liability issues; (b) identify appropriate locations and facilitate the creation of parklets in unincorporated Miami-Dade County; and (c) consult with counterparts in local governments that have successfully implemented parklet programs. The Parks, Recreation and Open Spaces Department (PROS) has prepared this report in response to the Board’s directive.

While PROS supports increasing park and recreation areas in the County, the department currently does not have sufficient staffing and resources to complete a comprehensive analysis to create and run a parklet program. On April 17, 2018, I sent a memorandum to the Board (Attachment B) regarding the funding availability for directives from the March 6, 2018 Board meeting. While this directive was not included in the memorandum, without some kind of enhancement to revenues, the County will be prioritizing critical services at the expense of requested enhancements.

A parklet is a small public space that functions as a creative solution to extend sidewalks into the area of parking spaces that can be used by the general public for amenities, parks, plazas, or green space. A parklet program seeks to:

1. **Reimagine the potential of city streets.** Complete streets balance the needs of people walking, riding bicycles, taking transit, and traveling by car. Parklets are a relatively low-cost, easily implementable approach to achieving better balance for all users of the street.

2. **Encourage non-motorized transportation.** Parklets encourage walking by providing pedestrian amenities like public seating, landscaping, and public art. Parklets often provide bicycle parking that makes it easier for people to make the choice to bicycle.

3. **Encourage pedestrian safety and activity.** Parklets provide buffer areas between traffic lanes and the sidewalk. They also provide outdoor gathering place in areas where parks are few or far away.

4. **Foster neighborhood interaction.** Parklets invite pedestrians to sit and gather with friends and neighbors. In many cases, neighbors have participated in the design, financing, construction, and stewardship of parklets.

5. **Support local businesses.** Parklets enhance the pedestrian environment, which can help make the street feel safer and more comfortable for people shopping, running errands, and accessing services in their own neighborhoods.
Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners
Page 2

San Francisco Parklet Program
The world’s first formal public parklets were conceived and installed in San Francisco in 2010. As part of its Pavement to Parks Program, an overall strategy for creating safe, complete streets and new open space for the public, San Francisco’s Parklet Program (https://pavementtoparks.org/wp-content/uploads/2015/12/SF_P2P_Parklet_Manual_2.2_FULL1.pdf) has been replicated in cities around the world seeking to increase public space. As of March 2015, over 50 parklets have been installed by merchants, neighborhood groups, nonprofits, and other organizations.

Local Parklet Program Implementation
On May 23, 2013, the City of Miami adopted Resolution No. R-13-0207, which authorized the City of Miami’s Department of Public Works and the Department of Off-Street Parking to initiate, administer, and evaluate a Parklet Pilot Program within the City of Miami for one year to install parklets throughout the City of Miami (Attachment C).

On May 11, 2016, the City of Miami Beach adopted Resolution No. 2016-29409, which approved the final application, program details, and design guidelines for the Washington Avenue Pilot Parklet Program (Attachment D). Parklets for this pilot program are permitted on both sides of Washington Avenue, from 6th Street to Lincoln Road, and must adhere to strict design guidelines and approval.

Miami-Dade County Parklet Program
Parklets reimagine the potential of our streets, providing pedestrian amenities and encouraging non-motorized transportation, which supports local businesses and enhances public space. After a review of the programs in San Francisco and the cities of Miami and Miami Beach, it is evident that a County Parklet Program would require the development of a manual that would serve as a comprehensive overview of the goals, policies, processes, procedures, and guidelines for creating a parklet in Miami-Dade County. Interagency collaboration with the Department of Transportation and Public Works for use of rights-of-way, and the Department of Regulatory and Economic Resources for assistance with zoning and permitting issues, would be required. PROS currently does not have the funding or the staffing resources available to complete the required comprehensive analysis to create such a manual or effectively run such a program.

Although a County Parklet Program is not feasible at this time, PROS is in its fourth year of participating in “PARK(ing) Day Miami.” This is an annual event through which the department temporarily transforms parking spaces into pop-up mini parks for the day to call attention to the critical need for more urban open space; generate critical debate around how public space is created and allocated; and improve the quality of our urban habitat. The temporary pop-up parks, complete with grass, benches, trees, and flowers, echo the Miami-Dade County Parks and Open Space Master Plan that envisions the transformation of the County into a walkable, healthier community where every resident lives within 10-minute walking distance from a public park. PARK(ing) Day Miami is held in conjunction with PARK(ing) day events enacted in cities around the globe. Additional information can be found on the website (http://www.parkingdaymiami.com/).
Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners
Page 3

In accordance with Ordinance No. 14-65, this memorandum will be placed on the next available Board meeting agenda. If additional information is needed, please contact Maria I. Nardi, Director, Miami-Dade County Parks, Recreation and Open Spaces Department at 305-755-7903.

Attachment A – Miami-Dade County Resolution No. R-1066-16
Attachment B - Memorandum to the Board regarding Funding Availability for Directives from the March 6, 2018 Meeting of the Board of County Commissioners.
Attachment C - City of Miami Resolution No. R-13-0207
Attachment D - City of Miami Beach Resolution No. 2016-29409

c: Abigail Price-Williams, County Attorney
   Geri Bonzon-Keenan, First Assistant County Attorney
   Michael Spring, Senior Advisor, Office of the Mayor
   Maria I. Nardi, Director, Parks, Recreation and Open Spaces
   Cathy Jackson, Interim Commission Auditor
   Christopher Agrippa, Clerk of the Board
   Eugene Love, Agenda Coordinator
MEMORANDUM

TO:    Honorable Chairman Jean Monestime and Members, Board of County Commissioners

DATE:  November 1, 2016

FROM:  Abigail Price-Williams
        County Attorney

SUBJECT: Resolution setting policy for Miami-Dade County supporting the development of parklets in unincorporated Miami-Dade County as well as in municipalities within Miami-Dade County; directing the County Mayor to create and implement a Parklet Program to facilitate and provide guidelines for the creation of parklets; and directing the County Mayor to report to the Board on the creation and implementation of the County Parklet Program

Resolution No. R-1066-16

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Juan C. Zapata.

Abigail Price-Williams
County Attorney

APW/ smm
MEMORANDUM  
(Revised)

TO:  Honorable Chairman Jean Monestime  
      and Members, Board of County Commissioners

DATE:  November 1, 2016

FROM:  Abigail Price-Williams  
       County Attorney

SUBJECT:  Agenda Item No. 11(A)(30)

Please note any items checked.

________  “3-Day Rule” for committees applicable if raised

________  6 weeks required between first reading and public hearing

________  4 weeks notification to municipal officials required prior to public hearing

________  Decreases revenues or increases expenditures without balancing budget

________  Budget required

________  Statement of fiscal impact required

________  Statement of social equity required

________  Ordinance creating a new board requires detailed County Mayor’s report for public hearing

________  No committee review

________  Applicable legislation requires more than a majority vote (i.e., 2/3’s ____, 3/5’s ____, unanimous _____) to approve

________  Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required
RESOLUTION NO. R-1066-16

RESOLUTION SETTING POLICY FOR MIAMI-DADE COUNTY SUPPORTING THE DEVELOPMENT OF PARKLETS IN UNINCORPORATED MIAMI-DADE COUNTY AS WELL AS IN MUNICIPALITIES WITHIN MIAMI-DADE COUNTY; DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO CREATE AND IMPLEMENT A PARKLET PROGRAM TO FACILITATE AND PROVIDE GUIDELINES FOR THE CREATION OF PARKLETS; AND DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO REPORT TO THE BOARD ON THE CREATION AND IMPLEMENTATION OF THE COUNTY PARKLET PROGRAM

WHEREAS, a parklet is a small public space which functions as an economical and creative solution to extend sidewalks into the area of parking spaces to be used by the general public for amenities, parks, plazas, or green space; and

WHEREAS, cities such as San Francisco, Philadelphia, Oakland and Los Angeles have successfully implemented parklet programs; and

WHEREAS, the City of Miami and the City of Miami Beach are in the process of creating and implementing parklet programs; and

WHEREAS, this Board supports the promotion and creation of environmentally friendly uses of public space, as is occurring in other cities and metropolitan areas throughout the country; and

WHEREAS, the creation and implementation of a County parklet program by the County Mayor or County Mayor’s designee would be in the best interests of the public,
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The foregoing recitals are hereby incorporated into this resolution, and the Board finds that the residents of Miami-Dade County could benefit from the creation of a County Parklet Program.

Section 2. It is the policy of this Board to support the creation of parklets in unincorporated Miami-Dade County and in municipalities within Miami-Dade County, which will result in the creation of safe and productive areas to be utilized for the good of the community.

Section 3. This Board directs the County Mayor or County Mayor’s designee to: 1) create and implement a County Parklet Program, addressing all issues relevant to the creation, approval, and implementation of such parklets, including, but not limited to, safety, indemnification, and liability issues; 2) identify appropriate locations and facilitate the creation of parklets in unincorporated Miami-Dade County; and 3) consult with counterparts in local governments that have successfully implemented parklet programs.

Section 4. This Board directs the County Mayor or County Mayor’s designee to provide a report on the creation of the County Parklet Program as set forth in Section 3 above to this Board within 90 days of the effective date of this resolution and place the completed report on an agenda of the Board pursuant to Ordinance No. 14-65. This Board further directs the County Mayor or County Mayor’s designee to provide a report on the implementation of the County Parklet Program every 30 days thereafter by placing such reports on an agenda of the Board pursuant to Ordinance No. 14-65.
Section 5. This Board directs the Clerk of the Board to transmit certified copies of this resolution to the Mayor or Council Chair of each municipality in Miami-Dade County and to the Executive Director of the Miami-Dade County League of Cities.

The Prime Sponsor of the foregoing resolution is Commissioner Juan C. Zapata. It was offered by Commissioner Juan C. Zapata, who moved its adoption. The motion was seconded by Commissioner Rebeca Sosa and upon being put to a vote, the vote was as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Jean Monestime, Chairman</td>
<td>aye</td>
</tr>
<tr>
<td>Esteban L. Bovo, Jr., Vice Chairman</td>
<td>aye</td>
</tr>
<tr>
<td>Bruno A. Barreiro</td>
<td>absent</td>
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<tr>
<td>Jose &quot;Pepe&quot; Diaz</td>
<td>aye</td>
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<tr>
<td>Sally A. Heyman</td>
<td>aye</td>
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<td>Dennis C. Moss</td>
<td>aye</td>
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<td>Sen. Javier D. Souto</td>
<td>aye</td>
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<tr>
<td>Juan C. Zapata</td>
<td>aye</td>
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<tr>
<td>Daniella Levine Cava</td>
<td>aye</td>
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<tr>
<td>Audrey M. Edmonson</td>
<td>aye</td>
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<tr>
<td>Barbara J. Jordan</td>
<td>aye</td>
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<tr>
<td>Rebeca Sosa</td>
<td>aye</td>
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<tr>
<td>Xavier L. Suarez</td>
<td>absent</td>
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The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of November, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: Christopher Agrippa

Deputy Clerk

Approved by County Attorney as to form and legal sufficiency.

Debra Herman
Miguel A. Gonzalez
At your March 6, 2018 meeting, the Board approved a number of items directing my administration to develop a plan and identify funding and/or include funding in next year’s budget for enhancements in services. These items included:

R-233-18 RESOLUTION DIRECTING THE MAYOR OR MAYOR’S DESIGNEE TO DEVELOP A PLAN TO DEPLOY WASTE OIL COLLECTION SYSTEMS AT AS MANY OF THE 13 MIAMI-DADE COUNTY TRASH AND RECYCLING CENTERS AS POSSIBLE BY OCTOBER 2018; DIRECTING THE MAYOR OR MAYOR’S DESIGNEE TO REPORT TO THE BOARD; AND TO DEVELOP A PUBLIC INFORMATION CAMPAIGN INFORMING COUNTY RESIDENTS ABOUT THE PERILS OF WASTE OIL DUMPING AND ABOUT THE EXPANDED SERVICE

R-234-18 RESOLUTION DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO EVALUATE THE LONG-TERM POLICING STRATEGY FOR SOUTH MIAMI-DADE COUNTY; MAKE RECOMMENDATIONS REGARDING THE POTENTIAL FOR A NEW POLICING DISTRICT AND A RESIZING OF THE SOUTH DISTRICT; AND PREPARE AND SUBMIT A REPORT TO THIS BOARD WITHIN 120 DAYS

R-238-18 RESOLUTION DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO INCLUDE IRRIGATION SYSTEMS WHERE MEDIANS OR SWALES CONTAINING VEGETATION EXIST AS PART OF ANY ROADWAY PROJECT FOR MAJOR ARTERIAL ROADS MAINTAINED BY MIAMI-DADE COUNTY OR WHICH IS THE SUBJECT OF AN AGREEMENT WITH, OR CONVEYANCE FROM, THE FLORIDA DEPARTMENT OF TRANSPORTATION

R-245-18 RESOLUTION DIRECTING THE COUNTY MAYOR OR MAYOR’S DESIGNEE TO IMPLEMENT, AT THE RONALD REAGAN EQUESTRIAN CENTER AT TROPICAL PARK, A “COWGIRL AND COWBOY” PILOT PROGRAM TO TEACH YOUTH TO RIDE AND CARE FOR HORSES AND A “POLO SCHOOL” PILOT PROGRAM TO TEACH YOUTH HOW TO PLAY POLO, TO IDENTIFY, COORDINATE, AND CONTRACT AS NECESSARY, WITH COMMUNITY-BASED ORGANIZATIONS OR OTHER YOUTH RECREATION PROVIDERS WITH WHICH TO PARTNER TO IMPLEMENT THE PILOT PROGRAMS AND, TO THE EXTENT NECESSARY, IDENTIFY FUNDING SOURCES AND AMOUNTS NEEDED TO IMPLEMENT SUCH PILOT PROGRAM; FURTHER DIRECTING THE COUNTY MAYOR OR MAYOR’S DESIGNEE TO PREPARE AND SUBMIT A WRITTEN REPORT ON THE STATUS OF THE PILOT PROGRAMS BACK TO THIS BOARD WITHIN 30 DAYS

R-246-18 RESOLUTION CREATING THE MIAMI-DADE COUNTY RAPID RESPONSE TEAM TO ADDRESS VARIOUS COMMUNITY MAINTENANCE AND BEAUTIFICATION ISSUES; DIRECTING THE COUNTY MAYOR OR MAYOR’S DESIGNEE TO IDENTIFY LEGALLY AVAILABLE FUNDS FOR IMPLEMENTATION OF THE RAPID RESPONSE TEAM AS A PILOT PROGRAM; DIRECTING THE COUNTY MAYOR OR MAYOR’S DESIGNEE TO PROVIDE A
REPORT TO THE BOARD REGARDING LEGALLY AVAILABLE FUNDING, AND TO PROVIDE SUBSEQUENT REPORTS

R-247-18 RESOLUTION DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO DEVELOP A PLAN TO MAKE TRANSIT CIRCULATOR ROUTES IDENTIFIED IN RESOLUTION NO. R-61-18 FARE FREE AND INCLUDE SAID PLANS FOR FARE FREE SERVICE IN THE TRANSIT CIRCULATOR ROUTE PLAN CREATED PURSUANT TO RESOLUTION NO. R-61-18

In addition, R-237-18 approved the development of a community center and a government center in Northwest Miami-Dade County for which funding has not been identified and will have to be prioritized over other services, as was noted in the fiscal impact. Staff has not been able to complete an analyses of the total costs of these items, but so far the total estimated fiscal impact of a portion of the items identified above comes to more than $22.225 million in one-time costs and at least $30.69 million in recurring costs, based on preliminary analysis, which would require a rate increase for solid waste services and millage increases for both the Countywide and UMSA millage rates of 0.37 mills and 0.2919 mills respectively. This estimate is subject to change, but will increase as the analysis is completed.

This should come as no surprise to the Board, as we’ve been reporting for several years that declining property tax roll growth, combined with an anticipated increase in the Homestead Exemption to be decided by the voters in November 2018, has led to a deficit in our five-year financial forecast for the tax-supported operations. Other actions of the Board, including artificially freezing the General Fund contribution to the SMART Plan, approved by the Board at the second budget hearing on September 28, 2018, contribute to a combined $55.509 million gap in FY 2019-20 and a $127.336 million gap in FY 2020-21, assuming all services remain at current levels and nothing else happens to negatively impact the budget, as reported in the FY 2017-18 Adopted Budget and Multi-Year Capital Plan. These figures do not include covering any unreimbursed Hurricane Irma activation or recovery costs, the cost of the unscheduled election for District 5, or any other ongoing discussions regarding other service enhancements, additional benefits to employees, or unanticipated facility needs. Already, we have scaled back funding for maintenance and rehabilitation at many of our facilities and it has become noticeable. We have also held more than 1,300 positions vacant (positions which were not funded for FY 2017-18) throughout the County, and anticipated eliminating many of these positions in the FY 2018-19 Proposed Budget.

The purpose of this memorandum is to clearly state that without some kind of enhancement to revenues – i.e., property tax rate or other fee increases – this County will be prioritizing critical services at the expense of other activities. That answer is applicable to each of the resolutions identified above, as well as any future directives of the Board for service enhancements. Per Ordinance No. 14-65, this memorandum will be placed on the next available Board meeting agenda.

c: Abigail Price-Williams, County Attorney
Geni Bonzon-Keenan, First Assistant County Attorney
Office of the Mayor Senior Staff
Department Directors
Cathy Jackson, Interim Commission Auditor

mayor03518
A RESOLUTION OF THE MIAMI CITY COMMISSION, WITH ATTACHMENT(S), AUTHORIZING THE CITY MANAGER, WITH THE ASSISTANCE OF THE DEPARTMENT OF PUBLIC WORKS AND THE DEPARTMENT OF OFF-STREET PARKING, TO INITIATE, ADMINISTER AND EVALUATE A PARKLET PILOT PROGRAM WITHIN THE CITY OF MIAMI FOR A ONE (1) YEAR PERIOD, CONSISTENT WITH THE REGULATIONS AND POLICIES AS SET FORTH IN "ATTACHMENT A", ATTACHED AND INCORPORATED.

WHEREAS, a parklet is a small public space, typically the size of several parking spaces, which would function as an economical and creative solution to extend sidewalks into the area of parking spaces to be used by the general public for amenities or green space; and

WHEREAS, cities such as San Francisco, Philadelphia, Oakland and Los Angeles and numerous other cities in the United States have successful ongoing parklet programs; and

WHEREAS, a number of areas exist within the City of Miami ("City") that could be used for parklets and business owners within the City have expressed an interest in utilizing available on-street parking for parklets to expand their businesses; and

WHEREAS, a Parklet Pilot Program ("Pilot Program") would maximize benefits to the economic well-being of the City's general public and business owners interested in the Pilot Program;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted and incorporated as fully set forth in this Section.

Section 2. The City Manager, with the assistance of the Department of Public Works and the Department of Off-Street Parking, is authorized to initiate, administer and evaluate a Parklet Pilot Program within the City, for a one (1) year period, consistent with the regulations and policies as set forth in "Attachment A", attached and incorporated.

Section 3. The Resolution shall become effective immediately upon its adoption and signature of the Mayor.  (2)

APPROVED AS TO FORM AND CORRECTNESS:

[Signature]
JULIE O. BRU
CITY ATTORNEY
Footnotes:

{1} If the Mayor does not sign this Resolution, it shall become effective at the end of ten (10) calendar days from the date it was passed and adopted. If the Mayor vetoes this Resolution, it shall become effective immediately upon override of the veto by the City Commission.
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.
you were very passionate about it. And, you know, and we did vote unanimously, and I will
comprise and do this but --

Vice Chair Gort: I appreciate it, Commissioner, but one of the reasons I'm only pushing this is
because I received a lot of complaints. I could have this room full of senior citizens, but I don't
want to do that. I don't operate that way. But my office had received the complaints, and that's
one of the reasons why I'm trying to support this, because also, we're talking about creating jobs,
but we're going to maintain jobs, too. This is seven jobs that are on the line right now.

Commissioner Suarez: No, and I don't do that either, and I think you and I are similar in that
sense. We don't -- you know, there's no need for that. My understanding, in speaking to the
Administration, was that they were very happy with the company and that they had even renewed
the company at the City's request. And I didn't know that -- I had never been told that there was
any complaints about the company and the services.

Mr. Martinez: I was not aware of any complaints, but obviously, the Commissioner had received
some.

Commissioner Suarez: So I just want to be clear that, you know, the City has renewed their
contract. And these people buy, you know, their vehicles, their -- they staff people on the basis of
what their contract says with the City, so I just want to make sure. I'll vote for this one time. I
won't -- I'm not going to vote for it again.

Vice Chair Gort: I won't either, so don't worry about that.

Chair Sarnoff: All right. We have a motion, we have a second. Any further discussion?
Hearing none, all in favor, please say "aye."

The Commission (Collectively): Aye.

RE.16

13-00559

District 2-

Commissioner Marc

David Sarnoff

RESOLUTION

A RESOLUTION OF THE MIAMI CITY COMMISSION, WITH
ATTACHMENT(S), AUTHORIZING THE CITY MANAGER, WITH THE
ASSISTANCE OF THE DEPARTMENT OF PUBLIC WORKS AND THE
DEPARTMENT OF OFF-STREET PARKING, TO INITIATE, ADMINISTER AND
EVALUATE A PARKLET PILOT PROGRAM WITHIN THE CITY OF MIAMI FOR
A ONE (1) YEAR PERIOD, CONSISTENT WITH THE REGULATIONS AND
POLICIES AS SET FORTH IN "ATTACHMENT A", ATTACHED AND
INCORPORATED.

13-00559 Legislation.pdf
13-00559 Exhibit 1.pdf

✓ Motion by Vice Chair Gort, seconded by Commissioner Spence-Jones, that this matter be
ADOPTED WITH MODIFICATIONS PASSED by the following vote.

Votes: Ayes: 3 - Commissioner(s) Gort, Sarnoff and Spence-Jones
Absent: 2 - Commissioner(s) Carollo and Suarez

R-13-0207

Chair Sarnoff: RE.16, Parklet pilot project.

Commissioner Spence-Jones: Somebody presenting it?
RESOLUTION NO. 2016-29409

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, CLARIFYING RESOLUTION NO. 2015-29244 AND APPROVING THE ATTACHED FINAL APPLICATION, PROGRAM DETAILS, AND DESIGN GUIDELINES FOR THE WASHINGTON AVENUE PILOT PARKLET PROGRAM.

WHEREAS, a parklet is a small park, plaza, or creative public space that is physically installed in an on-street parking space; and

WHEREAS, on December 9, 2015, the Mayor and City Commission held a discussion regarding a pilot program to allow businesses to install temporary parklets along Washington Avenue; and

WHEREAS, immediately following the discussion, the Mayor and City Commission adopted Resolution No. 2015-29244, approving the creation of the Washington Avenue Pilot Parklet Program (the “Pilot Program”) with a duration of one (1) year; and

WHEREAS, on March 9, 2016, the Mayor and City Commission adopted Ordinance No. 2016-4003, to abate sidewalk cafe permit fees, including annual permit application fees and square footage fees, for business participating in the Pilot Program; and

WHEREAS, on March 9, 2016, the Mayor and City Commission adopted Ordinance No. 2016-4000, to authorize the City Commission to exempt, by resolution, temporary uses in public rights-of-way on Washington Avenue between 6th Street and Lincoln Road, from the City’s transportation concurrency requirements; and

WHEREAS, on March 9, 2016, the Mayor and City Commission adopted Resolution No. 2016-29331, exempting sidewalk cafes and parklets located on Washington Avenue between 6th Street and Lincoln Road from the transportation concurrency requirements of Chapter 122 of the City Code, for the period beginning on March 19, 2016 and ending on March 31, 2017; and

WHEREAS, the Administration now requests that the Mayor and City Commission approve the final application, program details, and design guidelines for the Pilot Program; and

WHEREAS, upon further review and analysis, the Administration has requested the following clarifications to the Pilot Program:

(1) The City shall have the discretion to authorize parklets on side streets for businesses with corner frontage on Washington Avenue. A parklet on a side street shall be counted as the parklet for that particular block on Washington Avenue.
(2) Parklets may consist of one (1) to two (2) on-street parking spaces.
(3) If necessary, parklets may cross over between business frontages; however, each parklet applicant shall use its best efforts to align its parklet with the business frontage.
(4) The consent of a landlord shall not be required to apply for a parklet permit.
(5) The only permissible uses in parklets are sidewalk cafes or landscaping, or other non-commercial uses that are open and accessible to the public. Commercial uses in parklets other than sidewalk cafes shall be prohibited.

(6) If a parklet applicant/permittee seeks to expand a parklet beyond the applicant/permittee’s property or business frontage, the same procedures that apply to sidewalk café permittees shall apply to parklet applicants/permittees (i.e., a parklet applicant/permittee shall be required to comply with Section 82-384 of the City Code, entitled “Permitted sidewalk cafe frontage; requests for expansions”).

(7) If a proposed parklet conflicts with a City-designated loading zone, the Parking Director shall have the discretion to relocate the loading zone in order to accommodate the parklet; and

WHEREAS, this Resolution hereby adopts the final application, program details, and design guidelines for the Pilot Program, including the clarifications herein, as recommended by the Administration.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, that the Mayor and City Commission hereby clarify Resolution No. 2015-29244 and approve the final application, program details, and design guidelines, which are attached hereto as Exhibit "A", for the Washington Avenue Pilot Parklet Program.

PASSED and ADOPTED this 11th day of May, 2016.

Philip Levine, Mayor

ATTEST:

Rafael E. Granado, City Clerk

APPROVED AS TO FORM & LANGUAGE & FOR EXECUTION

City Attorney

Date

NK
Condensed Title:
A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, CLARIFYING RESOLUTION NO. 2015-29244 AND APPROVING THE ATTACHED FINAL APPLICATION, PROGRAM DETAILS, AND DESIGN GUIDELINES FOR THE WASHINGTON AVENUE PILOT PARKLET PROGRAM.

Key Intended Outcome Supported:
Enhance Pedestrian Safety Universally.

Supporting Data (Surveys, Environmental Scan, etc): N/A

Item Summary:
On April 29, 2015, the Washington Avenue Blue Ribbon Panel presented its final report and recommendations to the Mayor and City Commission. Following the presentation, the Mayor and City Commission held a discussion regarding the potential expansion of sidewalk cafés and other uses into the existing parking lane to create an opportunity for “parklets.” The Mayor and City Commission directed staff to establish a program and guidelines for the design and approval of parklets on a temporary basis.

At the December 9, 2015 City Commission meeting, the Mayor and City Commission approved a Washington Avenue Pilot Parklet Program, to be administered by the Public Works Department. On March 9, 2016, the Mayor and City Commission adopted Ordinance No. 2016-4003, to abate sidewalk cafe permit fees, including annual permit application fees and square footage fees, for businesses participating in the Pilot Program. At the same meeting, the Mayor and City Commission adopted Ordinance No. 2016-4004, to authorize the City Commission to exempt, by resolution, temporary uses in public rights-of-way on Washington Avenue from 6th Street to Lincoln Road, from the City’s transportation concurrency requirements. After adopting Ordinance No. 2016-4005, the Mayor and City Commission adopted Resolution No. 2016-29331, exempting sidewalk cafés and parklets located on Washington Avenue between 6th Street and Lincoln Road from the transportation concurrency requirements of Chapter 122 of the City Code, for the period beginning on March 19, 2016 and ending on March 31, 2017.

Upon further review and analysis of the Pilot Program, certain issues arose that require clarification. A final draft Washington Avenue Pilot Parklet Permit Manual has been produced that includes the following clarifications:

- Parklets that are associated with businesses with corner frontage on Washington Avenue may be constructed on side streets but shall be counted as the parklet for that particular block on Washington Avenue.
- Parklets may consist of one (1) to two (2) on-street parking spaces.
- Parklets may cross over between business frontages; however, each parklet applicant shall use its best efforts to align its parklet with the business frontage.
- The consent of a landlord shall not be required to apply for a parklet.
- Uses other than sidewalk cafes may be introduced to parklets.
- If the parklet expands beyond the property or business frontage, the same procedures that apply to sidewalk café permits shall apply to parklet applicants/permittees.

Attached is the final draft Washington Avenue Pilot Parklet Permit Manual (Exhibit A) that outlines the requirements of the Washington Avenue Pilot Parklet Program, including the responsibilities of the applicant and including all the changes indicated above.

Advisory Board Recommendation:

Financial Information:

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Financial Impact Summary: Sidewalk cafés on Washington Avenue between 5th and 17th Street generate $64,160.00 annually in sidewalk café permit fees. If the program is successful in attracting additional sidewalk cafés to Washington Avenue, the program will generate food and beverage resort tax revenue.

City Clerk’s Office Legislative Tracking:
Jose R. Gonzalez, P.E.

Sign-Offs:

<table>
<thead>
<tr>
<th>Department Director</th>
<th>Assistant City Manager</th>
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<td>JRG</td>
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AGENDA ITEM R7L
DATE 5-11-16
COMMISSION MEMORANDUM

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: May 11, 2016


ADMINISTRATION RECOMMENDATION

The Administration recommends that this Resolution be adopted.

BACKGROUND

On April 29, 2015, the Washington Avenue Blue Ribbon Panel presented its final report and recommendations to the Mayor and City Commission. Following the presentation, the Mayor and City Commission held a discussion regarding the potential expansion of sidewalk cafés and other uses into the existing parking lane to create an opportunity for "parklets." The Mayor and City Commission directed staff to establish a program and guidelines for the design and approval of parklets on a temporary basis.

At the December 9, 2015 City Commission meeting, the Mayor and City Commission adopted Resolution No. 2015-29244, approving the creation of the Washington Avenue Pilot Parklet Program ("Pilot Program"), to be administered by the Public Works Department.

On March 9, 2016, the Mayor and City Commission adopted Ordinance No. 2016-4003, to abate sidewalk cafe permit fees, including annual permit application fees and square footage fees, for business participating in the Pilot Program.

On March 9, 2016, the Mayor and City Commission adopted Ordinance No. 2016-4000, to authorize the City Commission to exempt, by resolution, temporary uses in public rights-of-way on Washington Avenue from 6th Street to Lincoln Road, from the City’s transportation concurrency requirements. After adopting Ordinance No. 2016-4000, the Mayor and City Commission adopted Resolution No. 2016-29331, exempting sidewalk cafes and parklets located on Washington Avenue between 6th Street and Lincoln Road from the transportation concurrency requirements of Chapter 122 of the City Code, for the period beginning on March 19, 2016 and ending on March 31, 2017.

Upon further review and analysis of the Pilot Program, the Administration has determined that certain modifications should be made to the Pilot Program. A final draft Washington Avenue Pilot Parklet Permit Manual has been produced that includes the following clarifications:
Commission Memorandum – Resolution Clarifying Resolution No. 2015-29244 To Approve The Final Application for the Washington Avenue Pilot Parklet Permit Program
May 11, 2016
Page 2 of 2

- Parklets that are associated with businesses with corner frontage on Washington Avenue may be constructed on side streets but shall be counted as the parklet for that particular block on Washington Avenue.
- Parklets may consist of one (1) to two (2) on-street parking spaces.
- Parklets may cross over between business frontages; however, each parklet applicant shall use its best efforts to align its parklet with the business frontage.
- The consent of a landlord shall not be required to apply for a parklet.
- Uses other than sidewalk cafes may be introduced to parklets.
- If the parklet expands beyond the property or business frontage, the same procedures that apply to sidewalk café permittees shall apply to parklet applicants/permittees.

Attached is the final draft Washington Avenue Pilot Parklet Permit Manual (Exhibit A) that outlines the requirements of the Washington Avenue Pilot Parklet Program, including the responsibilities of the permittee and including all the changes indicated above.

RECOMMENDATION

The Administration recommends adopting the attached Resolution clarifying Resolution No. 2015-29244 and approving the attached final application, program details, and design guidelines for the Washington Avenue Pilot Parklet Program.

Exhibit A: Washington Avenue Pilot Parklet Permit Program

T:\AGENDA\2016\May\Transportation\Resolution amending and restating Resolution No. 2015-29244 to approve final application MEMO.docx
Exhibit A

City of Miami Beach
Washington Avenue
Pilot Parklet Permit Program

City of Miami Beach
Department of Public Works
1700 Convention Center Drive
Miami Beach, Florida  33139
www.miamibeachfl.gov
305-673-7000
Program overview
The City of Miami Beach’s Pilot Parklet Program aims to facilitate the conversion of on-street parking spaces into publicly-accessible open space on a temporary basis for all to enjoy. The Parklet Pilot Program provides a path for merchants to take individual actions in the development and beautification of the City’s public realm. The first formal public parklets were initially conceived and installed in San Francisco in 2010. Since that time the program has become very successful and is being emulated in cities around the world.

Parklets are intended as aesthetic enhancements to the streetscape, providing an economical solution to the need for increased public open space. They provide amenities like seating, planting, bike parking, and art. They reflect the City’s commitment to encouraging walking and biking, creating pedestrian-friendly streets, and strengthening our communities by providing an economical solution to the need for increased public open space.

Typically the materials consist of semi-permanent decks that expand the pedestrian realm beyond the sidewalk, allowing business owners to increase outdoor seating, without requiring permanent street redesign and construction. They may include amenities such as seating, planters, bike parking, art and other associated improvements, generally located in front of and developed and operated by the adjacent business.

Program goals
Reimagine the potential of city streets.
Public rights-of-ways make up approximately 25 percent of the City’s land area. Parklets promote a low-cost, easily implementable approach to public space improvement through projects that energize and reinvent the public realm. They help address the desire and need for increased public open space and wider sidewalks.

Encourage non-motorized transportation
Parklets encourage walking by providing pedestrian amenities like street furniture, landscaping and public art. Parklets often provide bicycle parking and thus increase the visibility of bicycling in Miami Beach.

Encourage pedestrian activity.
Parklets provide pocket spaces for pedestrians to sit and relax, while also improving walkability.

Support local businesses.
Parklets attract attention to businesses and provide additional seating that can be used by cafe customers and others. A parklet also beautifies the street and creates a neighborhood destination.
Reflective Elements at Corners.
Reflective elements are required at the outside corners of all parklets. Soft-hit posts are a standard solution deployed at the outside edges; however the City will consider additional reflective elements incorporated in the parklet design.

Wheel Stops.
For parklets in parallel parking spaces, a three-foot wheel stop must be installed one foot from the curb at the edge of the front and back parking spaces. When parklets are installed adjacent parallel parking spaces, wheel stops should be setback four feet from the parklet structure. For angled parking spaces and adjacent to driveways, City staff will work with you to determine the appropriate location for wheel stops. Wheel stops shall be made of recycled rubber/plastic.

Site Conditions.
Your initial site plan should accurately reflect the existing site conditions and include streetscape features like adjacent bike racks, utility covers, street poles, existing signs, street trees, tree wells, etc.

Sight Triangle.
Parklets must not interfere with sight triangles. A sight triangle is a triangular shaped portion of land established for unobstructed visibility of motorists entering or leaving a street or driveway intersection in which nothing, whether stationary or moveable (i.e., vehicles, vehicular maneuvering area, signs, landscaping or objects of any kind) is permitted to be located between a height of two and one-half (2½) and eight (8) feet above the elevation of the adjoining edge of pavement. An exception to the prohibition is a tree with clear trunk between two and one-half (2½) and eight (8) feet.

Parking Meter Location Numbers.
One (1) or two (2) on-street parking spaces will be allowed for a parklet per City block on the east and west side of the street. If your parklet is located in an area with single-meter parking, you will need to show the location of the parking meter (if applicable) to be removed and the zone number. If no single meter, the zone is posted and the number can be found on the parking meter (if applicable).
Drainage.
The parklet cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover openings at either end of the parklet with screens to prevent blockage from debris.

Platform Cross Slope.
Parklet platform rest areas cannot exceed two percent cross slopes. Your final construction drawings will need to show spot elevations for both the sidewalk and the platform areas.

Street Crown and Curb Height.
Most Miami Beach streets are crowned (parabolic in cross-section) and typically edged with a six-inch-high curb. This is to ensure that stormwater flows towards the curb and gutter during a rainstorm. The curb is intended to prevent water from jumping the curb and flooding adjacent buildings. This means that the elevation of the street rises the further you move from the curb, effectively reducing the amount of space to build the parklet platform. Whereas along the curb there may be 6 inches of clearance for your platform structure, clearance can be reduced to as little as 2 inches further into the street. Furthermore, both curb heights and street crown heights vary with each street segment. Applicants and designers are strongly advised to take field measurements before beginning the design to make sure their proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements.
The Parklet

Buffer the edges.
Depending on the location, the parklet should have an edge to buffer the street. This can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on local context. For example, on some low-traffic streets, a continuous edge may not be required. (If cable railing is used, spacing between cables cannot exceed six inches).

Maintain a Visual Connection to the Street.
Your parklet design should maintain a visual connection to the street. Continuous opaque walls above forty-two inches that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns and other vertical elements.

Umbrellas
For a parklet, if umbrellas are proposed, they shall not exceed 6 feet by 6 feet with a vertical clearance of 80 inches.

Responsibilities of Applicant
The applicant will be responsible for the following:
- A non-refundable application fee of $100.
- All costs related to design, materials and installation.
- In case of removal, the sponsor is responsible for all removal costs.
• The ongoing maintenance of the parklet including replacing, painting or fixing elements damaged due to vandalism. All parklet designs shall contain at least one (1) ADA compliant accessible entrance.
• Insurance requirements for the installation and maintenance of a parklet depending on location and use.
• Maintenance of any movable furniture. In addition, all movable elements of the parklet must be safely stored indoors after business hours. Landscaping elements are encouraged in parklet design. All landscaping maintenance is the responsibility of the parklet applicant.
• General maintenance including furniture and non-approved graffiti removal. In addition, applicants must maintain the area under the parklet free of debris in order to allow proper drainage, and pressure clean the parklet as necessary.

Only street-fronting property owners or tenants may apply for a parklet. Sidewalk café parklets should also comply with applicable requirements related to the City's sidewalk café ordinance, as specified in the proposed permit application program. Parklets will only be allowed for businesses with sidewalk cafes. Landlord consent to apply for a parklet is not needed.

Parklets that are associated with businesses with corner frontage on Washington Avenue may be constructed on side streets but shall be counted as the parklet for that particular block on Washington Avenue. If necessary, parklets may cross over between business frontages; however, each parklet applicant shall use its best efforts to align its parklet with the business frontage. If the parklet expands beyond the property or business frontage, the same procedures that apply to sidewalk café permittees shall apply to the parklet applicant/permittees.

Uses other than sidewalk cafes may be introduced into parklets.

Parklets shall not have any additional signage other than the parklet public space designation approved by the City of Miami Beach. Parklets must be located at least one parallel parking space away from the corner, unless curb configuration, such as a large bump-out, allows for safe placement of a parklet closer to the corner (evaluated on a case by case basis). In addition, parklets must have a three-foot wheel stop at both ends, and bollards or large non-movable planters, in order to provide adequate protection for parklet users.

The Public Works Department shall administer the Pilot Parklet Program as the application and approval process is very similar to that of sidewalk cafés. This is a pilot program and, as such, City staff will evaluate and adjust the details of the program as needed. The Public Works Department will accept parklet applications on a first-come, first-served basis.

Fees
The fees to apply for a parklet permit and participate in the Pilot Parklet Program are as follows:

1. A non-refundable application fee of $100.
2. $1,200 annual per on-street parking space occupied for the parklet.
1. Submit Application
   a. Application form. All applicants must complete the attached application form.

   Applications may be denied for the following reasons:
   (1) Incomplete applications will not be accepted.
   (2) Inactivity for a period of three (3) months since the last action was taken.
   (3) Failing to meet any required deadlines.

   b. Site Plan. All applicants shall provide a plan with their application form that clearly includes and indicates all of the following information:
   (1) The footprint of the proposed parklet, including sufficient detailed information to illustrate the design elements on either end of the proposed parklet.
   (2) Indicate all property lines, right-of-way lines, sidewalk width, parklet length and width, existing parking stalls, and all surface obstructions within 15 feet of the occupied area (e.g., fire hydrants, streetlights, parking meters, street trees, utility access covers).
   (3) The number(s) on all parking meters that are to be removed must also be included in all drawings. These numbers are generally posted on the meter.
   (4) Provide as much detail as possible to aid in the City’s review of the application.

   c. Parklet Programming. Indicate what type of elements you are proposing on the parklet (e.g. tables and chairs, benches, landscaping, bike parking, etc.)

d. Indemnity and hold harmless statement. Each applicant shall execute an agreement, in a form approved by the City Attorney, to defend, indemnify, save, and hold harmless the City and all its officers, agents, and employees from any liability for damages resulting from any and all operations undertaken pursuant to the permit.

2. Departmental review
   An interdepartmental committee (Public Works, Planning, Transportation, Parking) will review applications, on a first-come, first-serve basis, to ensure that applicants conceptually meet program criteria.

3. Permit Application
   For those applicants with an accepted conceptual application; the next step is to submit a construction permit application and fully detailed site plan, including but not limited to items such as cross sections, elevations, structural details, safety treatments, existing utilities and maintenance of traffic plans. City staff will work with the Applicant in a collaborative fashion during this period to ensure that the parklet design is appropriate and that the final drawings produced meet the City’s requirements.

4. Construction Permit Approval
   a. Within 10 days from submittal of a Final Plan, if it is determined by the Director/Department that the application satisfies all policy requirements and the Applicant has paid all necessary fees, the Public Works Department will grant final approval and issue a permit.

5. Construct Parklet
   Upon permit issuance and as a condition of permit approval, Applicants are required to inform the
Public Works Department no less than ten (10) days before beginning any site work. Installation of the Parklet must be completed within 2 weeks of permit issuance.

6. Other Permits
In conjunction with the parklet permit, the applicant is required to obtain any other applicable permits that may be required by other agencies.

7. Parklet Removal
Applicant, at applicant’s sole cost, shall be responsible for removal of the parklet and restoring the right-of-way to its original condition upon the occurrence of one (1) or more of the following:

1. the cessation of use,
2. failure to comply with permit conditions or other legal requirements, or
3. The parklet poses a dangerous condition or threat to life or property.

The City may remove the parklet for any of the following reasons:

a. Failure to maintain the parklet or any structures, fixtures, or furniture installed therein,
b. Violation of this Pilot Program policy,
c. Violation of the Permit,
d. Modifications unapproved by the City,
e. When the parklet encroachment causes a dangerous condition or threat of danger to life or property as determined by the Director of Public Works. This includes but is not limited to:
   - The parklet is encroaching into a travel lane or bike lane,
   - The structural integrity of the parklet is compromised,
   - A gap develops between the parklet and sidewalk, or
   - The parklet creates visibility issues.

f. As a condition of permit issuance, the parklet applicant shall agree in writing to authorize the City to remove the parklet at the applicant’s sole cost in the event of the occurrence of any of the circumstances set forth herein.

If any of the above violations occur, the permittee will be sent notice of the violation and, except in the case of dangerous or threatening conditions, the applicant will be given a maximum of five (5) working days to remedy the condition or remove the parklet. If in the event that the applicant fails to timely or adequately maintain or repair the encroachment or remove the encroachment within the five (5) working days, the permit will be revoked. Once the permit is revoked, the parklet must be removed at the sole cost of the applicant within three (3) calendar days. If the encroachment causes a dangerous condition or threat of danger to life or property, the permit will be revoked immediately, and shall be removed immediately, at applicant’s cost.

The City, at its sole discretion, may remove the parklet and restore the public right-of-way to its previous condition upon a finding that it is in the public interest for the City to fund or partially fund removal of the parklet.

Transfer of Permits
If the applicant sells its business interests, one of the following must be done:

1. Remove the parklet; or
2. With the City’s approval, the purchaser of applicant’s business interest and applicant must visit the City’s Public Works Department and execute a new permit in the purchaser’s name and comply with all other requirements for the issuance of a permit, including without limitation as insurance.

Pilot Program Changes
The City reserves the right to amend the Parklet Pilot Program and all terms contained within it up until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the Policy changes.
City of Miami Beach
Department of Public Works
1700 Convention Center Drive
Miami Beach, Florida 33139
www.miamibeachfl.gov
305-673-7000

Parklet Permit Application

All Parklet applications will be reviewed on a first-come, first-served basis.

Date Submitted:___________ New ____ Revised ____ Application

Applicant (Print)

Name: ____________________________________________

Address: ________________________________________

City, State, Zip: ____________________________

Telephone# (M-F, 8am-5pm): ____________________________ Alt. # (emergency number): ______________

Federal Tax ID Number (FEIN): ____________________________

City Business Tax Receipt #: ____________________________ Expiration Date: ______________

Parklet Operator, if other than applicant:

Name: ____________________________________________

Address: ________________________________________

City, State, Zip: ____________________________

Telephone# (M-F, 8am-5pm): ____________________________ Alt. # (emergency number): ______________

Business Entity (Person) Parklet Operation will serve if other than applicant

Name: ____________________________________________

Address: ________________________________________

City, State, Zip: ____________________________

Contact Number: ____________________________
Engineer / Architect:
Name: ____________________________________________
Address: _________________________________________
City, State: _________________________ Zip: ________
Contact Names, number(s) & email ___________________________

Comments: _______________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Parking Information
Number of Parking Spaces to be occupied: Parallel______ Angled/Perpendicular ______
Meter number(s) on Parking Meters to be removed:
__________________________________________

Additional Information
1. Name of Insurance Company (attach Insurance Certificate) __________________________

Commercial General Liability Insurance with a policy limit of $1,000,000 per occurrence and a $2,000,000 General Aggregate. The policy must include coverage for the liability assumed by the applicant under the indemnity provision of the permit, coverage for Premises/Operations, Products/Completed Operations, Broad from Contractual Liability and Independent Contractors.

2. Zoning District of the parklet area _______________________________________
3. Location/address of the parklet area _______________________________________
4. Distance from closest fire hydrant or fire connection to building _____________ ft.
   (cannot be closer than 10’ to nearest hydrant or fire connection to a building)

Acknowledgement and agreement to Terms and Conditions
By my signature, I, (Applicant Name) __________________________, acknowledge that I have received a copy of the Parklet Pilot Program Manual and agree to abide by the terms and conditions set forth in the Manual, along with any terms and conditions included during the permitting process and any other applicable federal, state, county, and local laws as amended during the term of the approved Permit. Failure to abide by such terms and conditions, or misuse of the Parklet Permit, may result in the suspension and/or revocation of the Parklet Permit as specified in the Ordinance.

__________________________________________  ____________________________  __________
Signature of Applicant                Printed Name               Date
Checklist of items to include with Parklet Permit Application

☐ 1. Completed and signed parklet permit application.

☐ 2. A copy of a current Business Tax Receipt from the City of Miami Beach.

☐ 3. Current liability insurance Certificate and documentation of Parklet insurance requirements.

☐ 4. A parklet operations plan, including a sketch or drawing of the parklet operations area, bicycle lanes, fire hydrant and fire connection locations, and
   a. Location Map
   b. Plan showing dimensions, features, traffic device placement and location of Parklet
   c. Elevations
   d. Construction details and structural design, signed and sealed by an engineer.
   e. Photos of proposed parklet area from 4 different viewpoints
   f. A bond to secure restoration of the right-of-way.
   g. And any other requirements as determined by the Interdepartmental Committee

☐ 5. Fees
    - A non-refundable application fee of $100.00
    - $1,200 annually per parking space used for the parklet.

If the application has insufficient space for you to complete any item, you may attach additional sheets that are labeled with the applicant’s name and applicable section of the application.

Note:
The Parklet Permit application must include all required attachments before acceptance.