CITY OF HOOD RIVER

PLANNING DEPARTMENT

211 2nd Street, Hood River, OR 97031 Phone: 541-387-5210

TEMPORARY RIGHT-OF-WAY USE APPLICATION

HRMC 13.52.040 (fee set by Council Resolution)

Applicant Name:_____e-mail:_____
Contact Person:_____Phone #:_____
Address:_____
Name of Business: _____
Business Address: (if different from above) _____
Property Owners name:_____Phone #: _____

Use of Right-of-Way for: (check one) *Please note to promote social distancing, additional downtown sidewalk bench and table installations not previously permitted may be limited during the Phased Reopening. The regulations and guidelines are subject to change based on feedback, health guidelines, and field observation of program performance.

Sidewalk Tables: _____ How Many: _____
Sidewalk Benches: _____ How Many: _____

On Street Parklet Limited to one per block face
(See Guidance Below) How Many: _____
Other: _____

Parklet Start Date: _____ Parklet End Date: _____

***NOTE:* Parklets are allowed for a maximum of six months in a calendar year and must be removed by October 31. Inclement weather may cause early removal of parklets, with a weeks' notice.**

*** **Fees listed on Page 3 of this packet**

Please Provide the Following:

- Location(s), Times and Description of Use: _____
  Submit a sketch plan showing building front, Parking Space, and location of items (We welcome Photos)
  Parklet permits are good for no more than 6 months
  Applicant is responsible for obtaining all food service permits and for compliance with fire safety regulations.

- Will alcohol be served at location? **Yes / No** Liquor license #: _____
  Applicant is responsible for obtaining all required OLCC permits and complying with OLCC regulations. (OLCC: 1-800-452-6522)

- I have attached my required Certificate of Insurance naming City of Hood River as additional insured. Yes / No . Policy Provider and #: _____

- If you are going to use on street parking for a parklet please attach the notice provided to your neighboring businesses (those on the block face) of your intent to use an On-Street Parking Space that includes your contact information. I intend to use public parking Yes/ No , and I have attached the notice Yes / No .

NOTE: Additional information may be requested to complete review of this application. ***By signing this permit I am stating that I have read it in its entirety and agree to comply with all applicable ordinances, resolutions and policies of the City of Hood River.***

_____ _____

Date: **Signature of Applicant**

When completed, please submit all forms and signatures to City of Hood River c/o Jennifer Gray, City of Hood River Recorder; 211 2nd Street Hood River Oregon, 97031 541-387-5212, j.gray@cityofhoodriver.gov

TO BE COMPLETED BY CITY:

Fee(s) Paid: $_____Receipt #: _____

Map & Tax Lot #:_____ Zone: _____

Routing:	Recommendation:	
_____	Planning	_____
_____	Fire Chief	_____
_____	Police	_____
_____	Public Health	_____
_____	Public Works	_____
_____	ROW Inspect	_____
_____	Insurance Rev.	_____

____APPROVED (or)_____APPROVED (with Conditions)_____

____DENIED (Reasons for Denial)_____

License #:_____Date Issued: _____CITY RECORDER

Parklet Guidance

1 To ensure visibility to moving traffic and parking cars, parklets must be buffered using a wheel stop at a desired distance of 4 feet from the parklet. This buffer may also serve as a space for adjacent property owners to accommodate curbside trash collection.

2 Parklets should have vertical elements that make them visible to traffic, such as flexible posts or bollards.

- Less Info

The design of a parklet should not inhibit the adequate drainage of stormwater runoff. Small channels between the base and the platform facilitate drainage.

4 Parklets should have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.

Parklets should avoid corners and are best placed at least one parking space away from the intersection corner. Where installation of a parklet is under consideration for a site near an intersection, volumes of turning traffic, sightlines, visibility, and daylighting should be taken into account.

Parklets should be heavy enough to make theft impossible or unlikely. Site selection should consider the level of surveillance both during the day and at night.

General:
Approval to use the right-of-way under this permit does not imply approval by the City of Hood River of any other permits required for the business to operate (liquor license, health regulations, sign, etc.) Separate applications are required to satisfy any of those requirements. Please note that if you intend to use a street operated by the Oregon Department of Transportation you may need additional approvals.

Guidelines:

a. If the parklet is not ADA accessible, the business owner must provide accessible access for individuals inside their business.
b. A parklet that includes a walled, and roof structure will require a building permit.
c. If the parklet will include outside heaters, the applicant must follow manufacturers guidelines for clearances from combustibles and structures
d. A parklet shall not extend more than 7 feet from the curb face.
e. Parklets that utilize street frontage in front of a neighboring business will require that business provide written permission prior to approval.
f. Handrails, guard rails, and barriers must be constructed to withstand 50 pounds per foot or a concentrated load of 200 pounds.
g. The sidewalk in front of the business must be wide enough such that a minimum of three feet (36 inches) of pedestrian clearance can be established. The clearance will be measured from the edge of the table closest the curb to the nearest curb, tree, light pole, meter, bike rack, or trash can. This four-foot clearance must be kept free of all obstacles. This includes obstacles used by patrons (strollers, bikes, dogs, etc.). In areas of congested pedestrian activity, the City may require a wider pedestrian path as circumstances dictate.
h. Placement of tables, chairs or other allowed items must not in any way interfere with curb ramps, access to buildings, driveways or fire accesses.
i. The applicant must submit a sketch plan with the application showing building front and location of tables, chairs, benches or other allowed items.
j. Permit holder must keep in force liability insurance in which the City is named as additional insured as long as the permit is in effect. The permit holder will file proof of this insurance with the City as part of the permit application.
k. Tables will be serviced from stations inside of the premises. Bus stations, bus trays, food trays, setups, and utensils, or any other items to service tables may not be stored outdoors.
l. The permit holder must keep the area clean of garbage, food, trash, paper, cups, cans, or other litter associated with the operation of the outdoor seating area. All trash and waste shall be properly disposed of by the permit holder.
m. For any outdoor seating area where alcoholic beverages are served, the permit holder shall comply with all state and local regulations for the sale, possession, and/or consumption of alcoholic beverages and shall provide the City with a copy of all permits or licenses for the sale, possession, and/or consumption of alcoholic beverages.
n. If alcoholic beverages are served, the patron must be advised that he/she is not allowed to leave the premises with the alcoholic beverage, except to go inside the premises.
o. The permit is temporary and City may revoke the permit if any of the conditions of the permit are not being met or if, for any reason, the City deems the occupation of the right-of-way no longer desirable, or the City requires the area for any other purpose.
p. The City reserves the right to temporarily suspend the permit of any or all applicants for any special events (First Friday, parades, etc.).
q. Tables, chairs, and any other objects provided by the permit holder shall be of sufficient quality, design, materials and workmanship to ensure the safety and convenience of the users, and to enhance the visual and aesthetic quality of the downtown and shall not be permanently fixed to the building face, street, or sidewalk.
r. Tables, chairs, and other objects must be sturdy, stable, and have sufficient weight so that they cannot tip over or be blown away by the wind. The permit holder shall be responsible for the maintenance, upkeep and security of the furniture and accessories.
s. The permit holder is responsible to repair and /or replace any or the entire sidewalk from damage done by accessories. The City has the option to make the repair and recover costs from the permit holder for the damages.

Fees:
The following fees will be submitted at the time of application:
Outdoor Seating (sidewalks only) - $75 per table
Parklet - $10 per metered space per day (excludes Sundays)

Penalties: Violations are punishable by a fine not to exceed:
$100 First Offense
$200 Second Offense
$500 Third Offense and subsequent offenses