



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



Date: October 14, 2020

To: Finance Committee

From: Adam Tegen, Director

Re: Parklet Rental/Placement Procedure

In 2018, the Council supported the creation of a policy allowing for the use of a parklet within the downtown area. Unfortunately since that time, there has not been a request to place one. Earlier this year, funding for the first parklet prototype was approved and the parklet has been completed (see attached photos). To try and get some early talk and excitement we are planning on working with a local business owner to place the parklet for a few weeks prior to colder weather moving in. However, for the 2021 season, staff is proposing to utilize the parklet similar to the bandwagon, and rent it out to interested businesses over the course of the year. The recommended application form is attached with recommended fee levels. The intent of the fees is to pay back the cost of the parklet as well as covering the staff time needed for delivery, setup and takedown. Since this is a new program and process, we wanted to make sure the Committee and Council were in agreement on the path forward.

It is still our intent to utilize the parklet to build awareness of the policy with the goal of having local businesses purchase and utilize their own. If/when interest has grown staff would recommend selling off the parklet and not being involved with the program outside of the permitting process contained in the policy.

I am happy to answer any questions or provide any additional background necessary. I can be reached at 920-686-6391 or ategen@manitowoc.org

RENTAL OF CITY PARKLET FORM
City Of Manitowoc – Community Development Department
900 Quay Street, WI 54220 • 920-686-6930

Basic charges for the use of the city parklet shall be \$200.00 per month and, if available, \$100.00 for each consecutive additional month. All fees are due at the time of application. In addition to these charges, any user of the parklet shall also be billed for and required to pay all labor and equipment costs incurred by the Streets Division to facilitate the delivery, setup, and takedown of the parklet (generally \$250.00). Should any damages occur to the parklet above and beyond normal wear and tear during its use, any such damages shall be chargeable to the user above and beyond the charges provided for above.

Any business using the city parklet shall carry insurance in the amount of \$100,000.00 liability for injuries to any one person and not less than \$300,000.00 liability for injuries from any one accident, and in the sum of not less than \$50,000.00 on account of any accident resulting in the destruction of or injury to property, all with the condition that the parties will indemnify and hold harmless the City of Manitowoc in any action resulting from the use thereof. The aforementioned insurance is to be approved by the City Attorney and shall be submitted with this form

All requests for the use of the parklet shall be made to the Community Development Department at least seven days prior to the desired use of the parklet. Users are not guaranteed more than one month of use of the parklet. Requests for use of the parklet are filled on a first come, first served basis.

The parklet is available from April through November, weather permitting. Use of the parklet shall comply with the Parklet Policy and Guidelines approved by the Common Council on April 15, 2019.

_____ requests the use of the City parklet for the month(s) of
(business name)

(requested months of use)

I have read the above conditions, understand and agree to them.

Date: _____

Signature: _____

Printed name: _____

Address: _____

Phone: _____

Email: _____

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_____ Approved

_____ Community Development Designee

_____ Denied

Date: _____

_____ Amount Due (Monthly rate + Service Fee)

N STREET



Cafe Eats

WRAP & Brews & Eats

KITCHEN

830