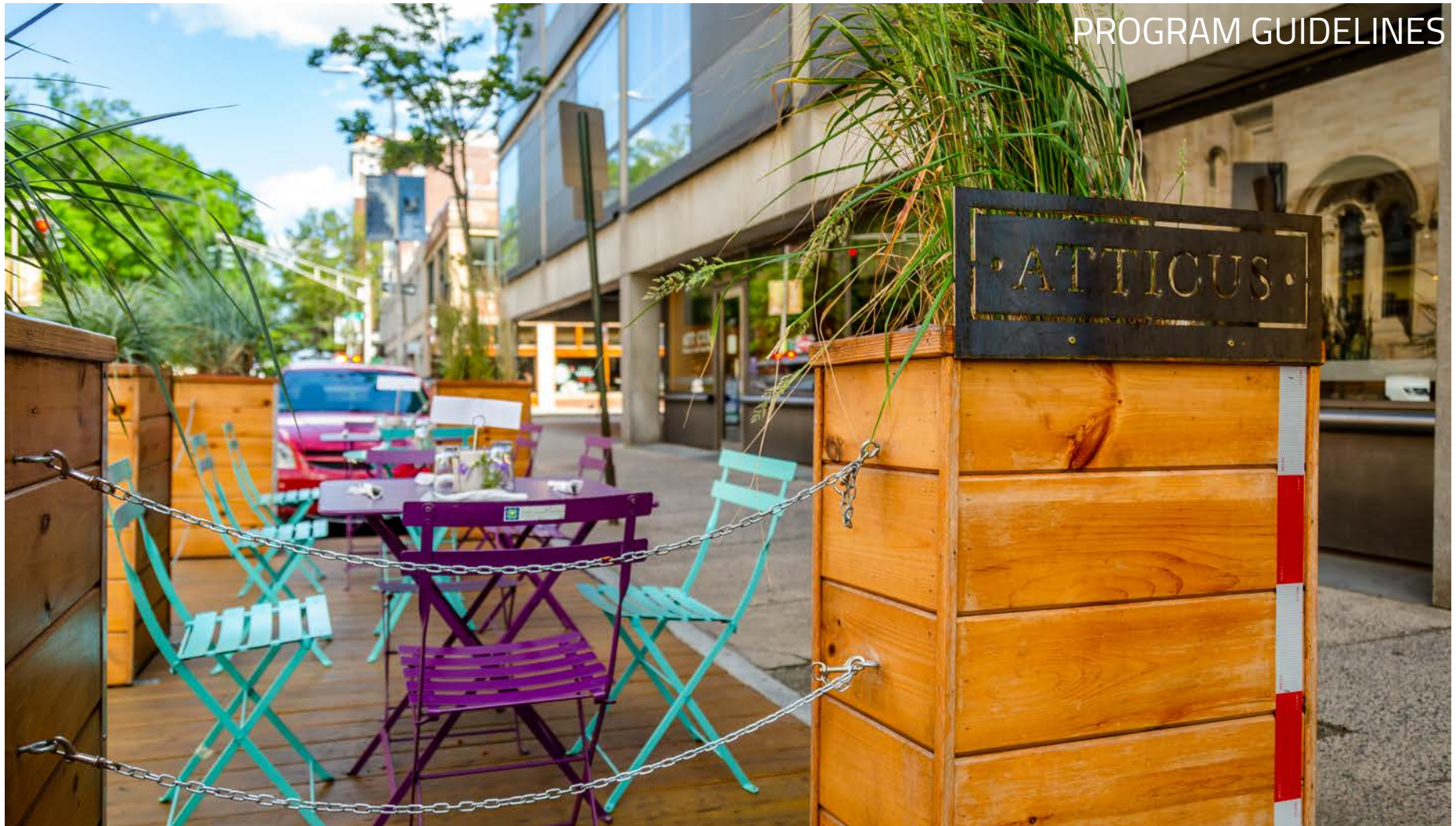




**Town Green  
District**  
Downtown New Haven

# 2019 Terrasse Program



PROGRAM GUIDELINES

In partnership with the City of New Haven and Downtown Merchants, the Town Green Special Services District

## PURPOSE

The intent of the Terrasse program is to provide an increased visibility, enjoyment, and outdoor seating capacity for local eateries within the downtown district. Its core purpose is to ensure quality outdoor seating areas, the appropriate use of existing metered parking spaces for outdoor dining, and safety for downtown pedestrians.

**For complete details visit:**

<https://www.downtownnewhaven.com>

## PARTICIPATION

The demarcation of parking spaces for outdoor dining must meet the outlined design guidelines and be permitted through an administrative approval process led by a partnership between the Transportation, Traffic, and Parking Division and the Town Green Special Services District.

It is recommended that each participant make their Terrasse unique in their own way and include signage. *\*All signage subject to approval*

## STEPS FOR APPROVAL

- 1) Contact Town Green District at (203)-401-4245 or in person at 900 Chapel St., Suite 703, New Haven, CT 06510
- 2) Sign the liability release waiver, sign guidelines, and provide proof of insurance
- 3) Contact Traffic and Parking and rent a meter bag for the duration of the program
- 4) Town Green installs the Terrasse participant supplies plants and installs signage
- 5) Start your in street seating program!



**A Terrasse in Action!**



# BARRIERS/BOLLARDS

## DESIGN OF BARRIERS

Barriers are meant to demarcate the seating area provided for tables, chairs, and umbrellas. The bollards are a wooden design with chains or cables connecting each individual bollard to protect diners. The bollards can be rented or purchased from the Town Green District or built by the establishment, as per the standard design, with the option to be stained with one of the stain colors below.



Meat & Co., Crown Street

Acceptable wood barriers, see pg. 4 for specifications.



Provincial

Golden Oak

Red Mahogany

Natural

Dark Walnut

Possible stain colors for bollards.

## PROHIBITED BARRIERS

No fabric inserts, chain link fencing, chicken wire, or cyclone fencing. No fabric or advertising on canvas is allowed on barriers.



# BOLLARD SPECS

**Bollard barriers will be built to the following specifications :**

**Dimensions:**

- Made of solid wood, the bollards must be:
  - 40" tall
  - 2 - 24" by 24" corner bollards
  - 3 - 12" by 24" mid and curbside corner bollards
- Must have a barrier between bollards
- Must include reflective strips on each of the wooden bollards bordering the street.

\* *TheTerrasse strEATING Committee reserves the right to review and deny design requests and placement of bollards.*



Reflective strip necessary on all bollards for high visibility.

## PLANTS AND FLOWERS

Flowers, shrubs, or small trees are required on top of all barriers. The height of the combined bollard and plants must not exceed 8 feet, measured from the ground.





## FURNITURE

### PATIO TABLES/CHAIRS

The Town Green District offers approved outdoor furniture to Terrasse strEATing participants. In the event that furniture items need to be replaced due to theft or damage, the participant of the program will be responsible for replacement. If the Terrasse participant wishes to provide their own furniture, it must be approved by the Terrasse committee.

#### Fermob Bistro Furniture:

A standard set of Bistro furniture is available from the Town Green District and will include:

- 2 - 28" x 28" Square Tables
- 1 - 24" Round Table
- 10 - Metal Chairs



Figure 6. Colorful Bistro Furniture to choose from.

## UMBRELLAS

Umbrellas must be designed specifically for patios or outdoor use and made of canvas material. Vinyl or plastic umbrellas are prohibited. Umbrella edges must not exceed the outer bounds of the parking space allotted. It is required that no more than 30% of the umbrella be adorned with branding or advertising.

*\*The Terrasse strEATing Committee reserves the right to review and deny design requests and placement of umbrellas within the Terrasse strEATing space.*



## STORAGE

### MAINTENANCE AND STORAGE

- Rented furniture and/or bollards will be maintained and kept clean by participating restaurants.
- The Program participant shall remove the outdoor furniture and store overnight.
- Outdoor dining furniture and/or appliances are not allowed to be stored in the public right-of-way.
- Bollards should be left out on-street for the duration of the program

*\* Any rental furniture lost will be immediately replaced at the cost of the host business.*

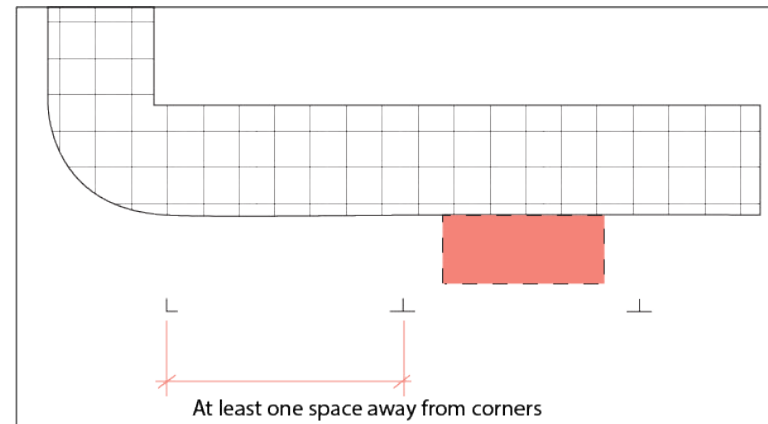
# GENERAL GUIDELINES

## A Terrasse parking space must:

- Utilize no more than 30% of total on street parking on any block face. Block faces with fewer than 10 parking stalls will be treated on a case by case basis.
- Not extend into parking spaces adjacent to the Terrasse designated space.
- Utilize a single parking space, requests can be submitted for up to two contiguous parking spaces.
- Have a highly visible barrier with the road and allow for curblane drainage.
- Rented parking space, furniture, and bollards must be kept clean and graffiti free.
- Advertising, logos, and other nonsanctioned branding is prohibited, except approved umbrellas.
- The Terrasse Program must accommodate winter street maintenance, and because a Terrasse space may sit on top of critical infrastructure and utilities, it needs to be designed for easy removal.
- Must not be placed in a location in which the speed limit exceeds 25MPH.
- The Terrasse Program will operate in the warmer months of the year only, May 31 - Nov. 15, or until the first snowfall of the year.
- The Terrasse may be used only for the consumption and serving of food and non-alcoholic beverages

\* *Not all requests will be accepted due to safety and parking demands.*

- **Businesses:** Terrasse area may only utilize spaces directly in front of the applicant's business. The area must not extend beyond the limits of the storefront without the written permission of neighboring businesses.
- **Driveways:** Terrasse spaces located next to driveways must be set back two feet from the outside edge of the driveway. If the driveway has been abandoned or no longer provides access to off-street parking space, the driveway may be incorporated into the Terrasse design.
- **Corners:** Terrasse space must be located at least one parking space away from an intersection or street corner. A curb extension or some other physical barrier that would protect the parklet in a corner location may allow a corner parklet to be considered on a case-by-case basis.
- **Impending City Projects:** A Terrasse proposal may be rejected if it conflicts with future program streetscape improvements. Terrasses installed on streets scheduled for improvements may need to be removed prior to construction of the improvements, fees would be prorated in such a case.
- **Bus Zones:** Terrasse spaces are not permitted in bus zones or adjacent to a bus zone.



## COSTS

**Terrasse participants are responsible for any replacement, maintenance, rental, permitting, and parking-related costs.**

### **Required Fees:**

Parking Space Rental from  
Transportation, Traffic, and Parking  
(per day): \$7

### **Program Participant Cost:**

Cost to be part of the program.  
Town Green will provide, at  
minimum, the deck, bollards,  
tables, and chairs. \$450  
(Monthly)

## REQUIREMENTS

### **REQUIRED ITEMS**

- Signed Guidelines
- Hold Harmless Waiver
- Certificate of Liability
- Meterbag for Parking Space

*\*Forms and further information available at:*

<https://www.downtownnewhaven.com/permitting>



## CONTACT

### PROGRAM MANAGER:

#### Town Green Special Services District

900 Chapel Street, Suite 703

New Haven, CT 06510

(203)-401-4245

### PROGRAM PARTNER:

#### City of New Haven

#### Transportation, Traffic, and Parking Department

200 Orange St. G3

New Haven, CT 06510

(203) 946-8055

## SIGNATURE

I/We hereby certify that I/We have fully read and fully understand the Terrasse program guidelines, and hereby accept the terms of this Agreement. I/We understand that I/We must comply with these rules/regulations at all times or be subject to enforcement actions by the Terrasse Committee.

PRINT NAME

SIGNATURE

DATE

BUSINESS NAME AND ADDRESS

EMAIL

PHONE #



# Town Green District

Downtown New Haven



City of New Haven  
C O N N E C T I C U T

