



Date: Wednesday, July 17, 2024
To: All Interested Parties
From: Richard P. Smith, P.E., PTOE, CFM, ENV SP, Interim Director, Houston Public Works
 Jennifer Ostlind, AICP, Interim Director, Planning and Development Department
Subject: Kiosk Placement in City Public Right-of-Way

The City of Houston, Houston Public Works and The Planning & Development Department are in agreement on the placement of the proposed kiosks based on the following criteria:

- When a kiosk is proposed within an existing sidewalk, the current unobstructed sidewalk width must be maintained, by adding the additional concrete area or equivalent material required.
- When existing physical obstructions do not allow for the existing sidewalk width to be maintained, HPW may suggest alternatives to meet the minimum sidewalk width, that would allow pedestrians to move in a similar manner as what it was allowed prior to the installation of the IKE Kiosk. When the alternative cannot be met, the application may be forwarded to the sidewalk committee for their review upon City Engineer’s recommendation.
- At all times the minimum ADA width requirement should be maintained.

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7/18/2024

Date: _____

Jennifer Ostlind, AICP
 Interim Director, Planning and Development Department

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Signature: _____

7/18/2024

Date: _____

Richard P. Smith, P.E., PTOE, CFM, ENV SP
 Interim Director, Houston Public Works

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