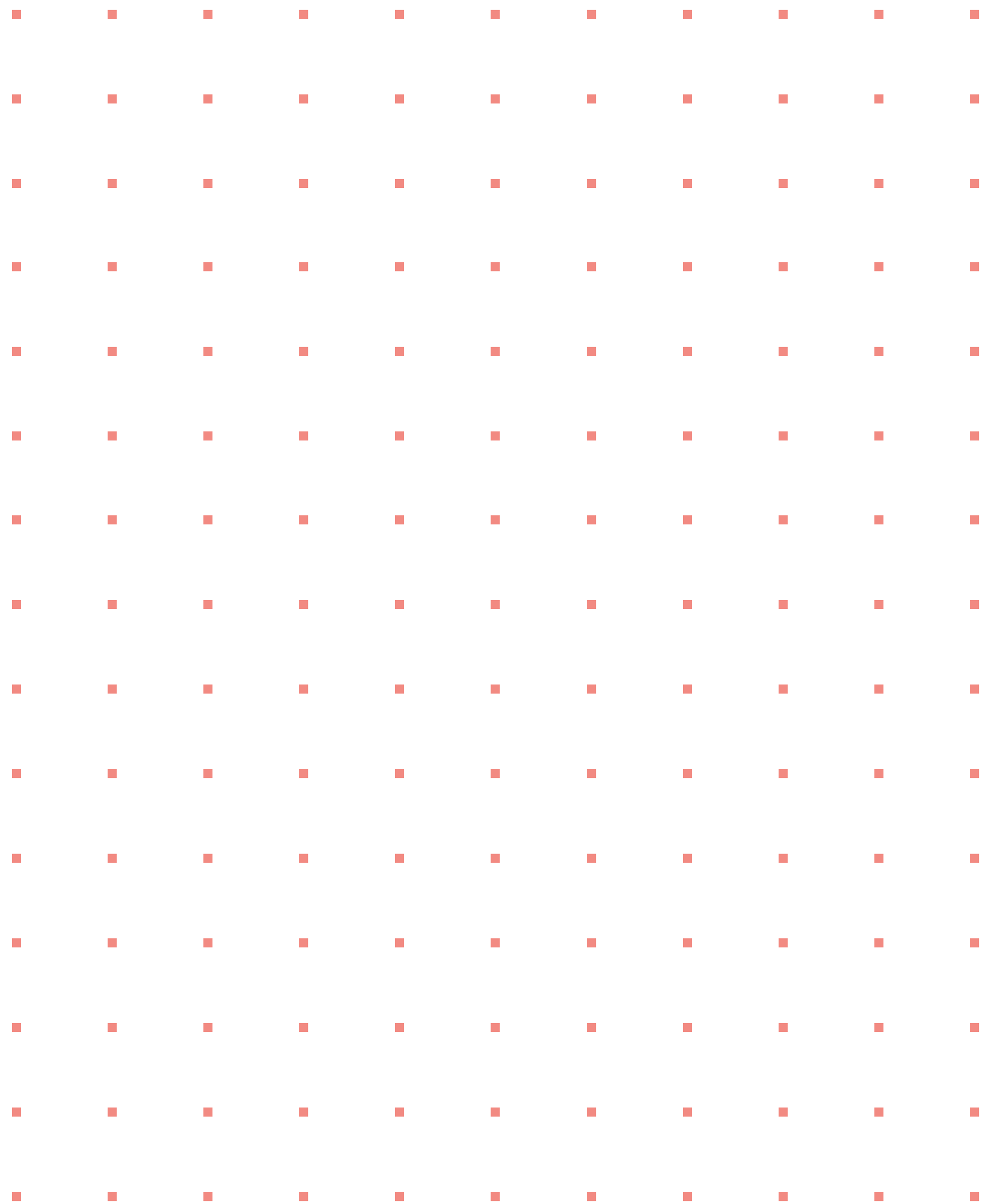


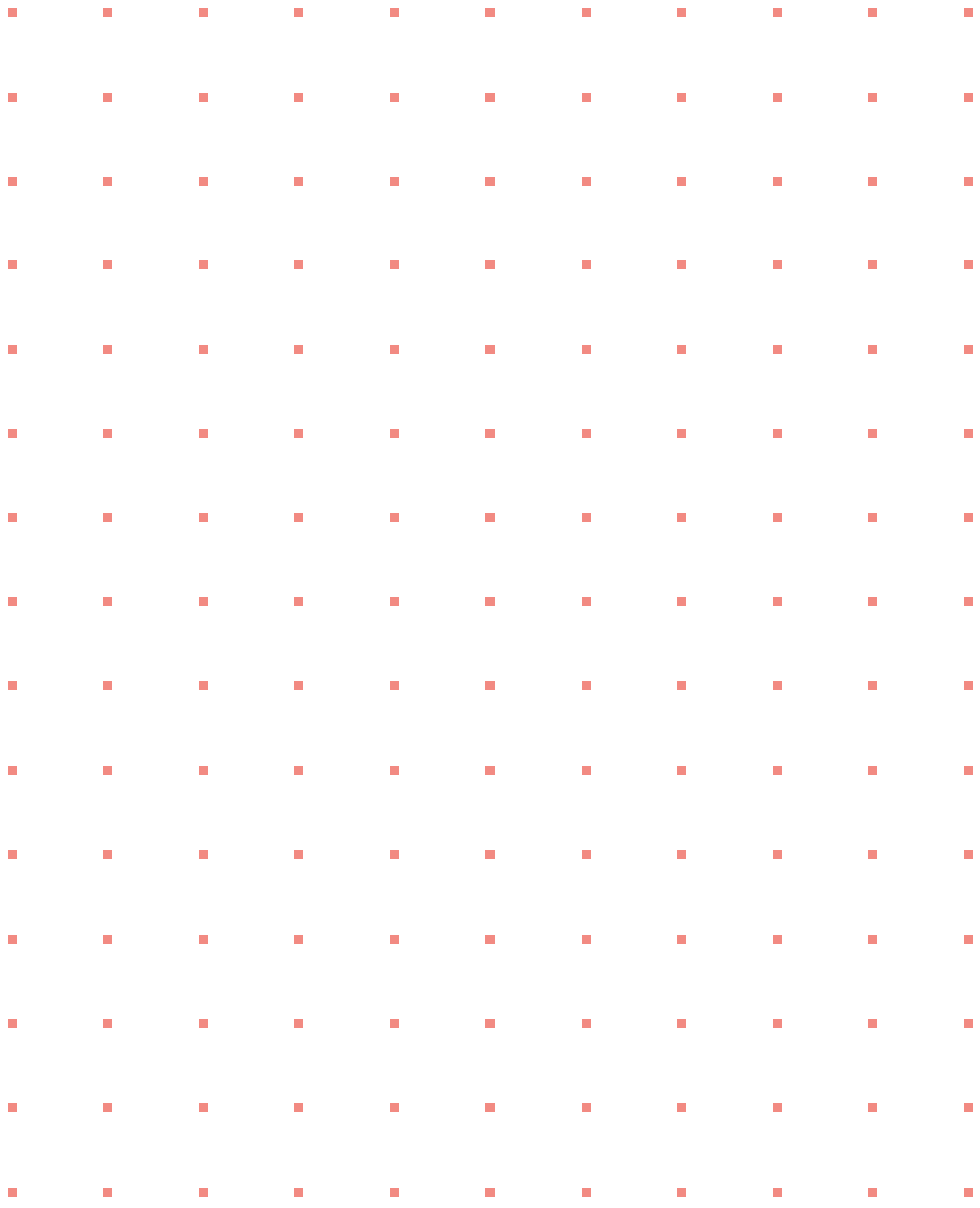


CITY OF ORLANDO

Parklet Manual



**We've been interested
in how the Orlando City
Parklet Program works,
so we created this
manual to help citizens
and business owners.
Take a peek at it and
see what you think.**



ABOUT

NAK DESIGN STRATEGIES' PARKLET DESIGN MANUAL IS A COMPREHENSIVE OVERVIEW OF THE CITY OF ORLANDO'S APPROVAL OF A TEMPORARY PARKLET PROGRAM FOR CALENDAR YEAR 2020 AND 2021, INCLUDING THE PROGRAM'S GOALS, POLICY CHANGES, AND WHAT STEPS TO TAKE IF YOU WANT TO BUILD A SIDEWALK EXTENDING-PARKLET OF YOUR OWN.

PARKLETS ARE INTENDED FOR PEOPLE TO STOP, SIT AND ENJOY COMMUNAL STREETSCAPE SPACE! THIS MANUAL WILL GUIDE CITIZENS AND BUSINESS OWNERS THROUGH THE PROCESS OF PERMITTING AND DESIGNING A PARKLET THAT CAN BE ENJOYED BY FELLOW ORLANDOANS.



CITY OF ORLANDO
PARKLET MANUAL

PREPARED BY:

NAK DESIGN
STRATEGIES

SPECIAL THANKS TO
THE CITY OF
ORLANDO

CONTENTS

1 PARKLET PROGRAM OVERVIEW

- PROGRAM OVERVIEW
- PROGRAM GOALS
- WHY NOW
- AMENDED CITY POLICY

2 OVERVIEW OF THE PARKLET PERMITTING
& DESIGN PROCESS

- THREE STEP PROCESS
- CONSIDERING A PARKLET
- APPLICATION
- DESIGN GUIDELINES

PROGRAM OVERVIEW

Following the success of sidewalk-extending “Parklets” in urban centers across the nation, the City of Orlando has introduced a new temporary parklet program that can extend outdoor commercial space (e.g. restaurant dining) into on-street parking spaces, at the request of an adjacent business to help support economic recovery.

This program will allow more businesses to expand their commercial space to the outdoors, especially when surface parking is unavailable or additional social distancing space may be needed for the business to safely operate.



GOALS



REOPEN LOCAL BUSINESSES
& DRIVE NEW REVENUE



PROVIDE MEASURES FOR
SAFETY AND ACCESS



REIMAIN CITY STREETS



ENCOURAGE PEDESTRIAN
ACTIVITY AND ENHANCE
OUTDOOR PUBLIC SPACE

WHY NOW

The COVID-19 global pandemic has altered many aspects of urban life and business operations. In response, a growing number of cities around the world have implemented strategic street closures and created other locations -- such as on-street parking spaces -- where business may be conducted. Increasing the amount of outdoor space available to patrons can make it easier for businesses to comply with, changing public health guidance for longer periods of time.

The City of Orlando has experience with the creative design of parklets during the annual “Park-In” day, coordinated by the Transportation Department. This annual event includes temporary “park” transformations on what are typically small urban infill sites in the winter months.

Regionally, Winter Garden and Winter Park are examples of cities that have coordinated current similar efforts which transform on-street parking spaces in response to COVID-19 (see example images at the end of this document from Winter Garden).

Project DTO’s vision lends itself toward utilizing Orlando’s transportation spaces differently than what has traditionally been solely focused on serving the automobile. Examples from that effort include transforming street corridors in downtown to induce more foot traffic and commercial activity on the streets themselves.



AMENDED CITY POLICY

Section 54.27-1

Provides the City Council the ability to allow business to be conducted within the City’s rights-of-way. While this has previously been granted through a “Temporary Use Permit Program for certain Temporary Signs, Outdoor Retail Sales & Restaurant Seating, and Small Tents (Citywide)” as of the May 1, 2020 City Council meeting, it is now approved to extend that concept to on-street parking spaces within City rights-of-way within the Downtown CRA that are directly adjacent to businesses, through this proposal.

Section 33.06(b)(6)

The Chief of Police is authorized to allow the sale and consumption of alcohol within the City’s rights-of-way, which would apply to this program and be reviewed on an individual basis when on-site consumption is requested. The recommended rules included below will create an expanded, yet defined premises for these operations so the temporary parklets are adequately spaced to provide proper social distancing.

Section 39.08(17)

This also authorizes the Transportation Engineering Division Manager to establish parameters for use of rights-of-way, and it is proposed that the following program and rules be implemented for businesses that want to utilize the city’s on-street parking spaces for temporary parklets.



OVERVIEW OF THE PARKLET PERMITTING, DESIGN AND CONSTRUCTION PROCESS

1 CONSIDERING A PARKLET



- Review City of Orlando's parklet program
- Review NAK's Parklet Design Guideline Manual
- Identify eligibility and location within the CRA Boundary
- Develop a Funding Plan

2 APPLICATION

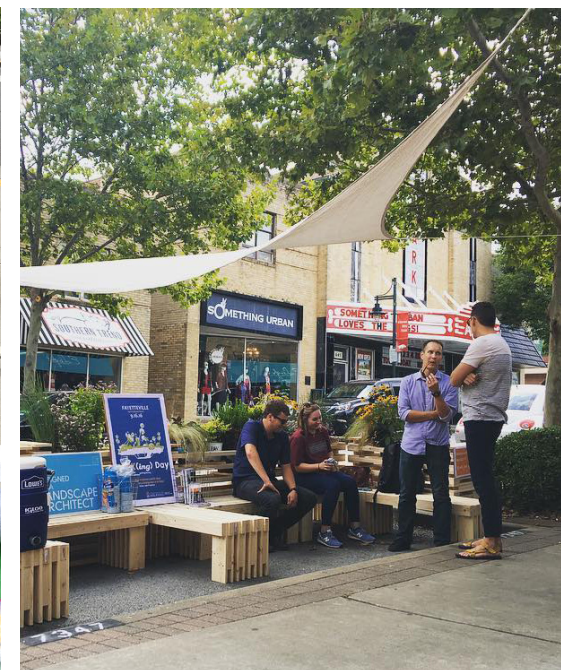


- Permit Application
- Parklet Site Plan / Rendering
- Provide Certificate of Insurance
- Description of Proposed Improvements
- Description of Safety Elements / Barriers

3 DESIGN GUIDELINES



- Guidelines to help you build the parklet
- Sample product and price



1

CONSIDERING A PARKLET

Review City of
Orlando's parklet
program

Review NAK's Parklet
Design Guideline
Manual

Identify eligibility and
parklet location within
the CRA Boundary

Develop a Funding
Plan

ELIGIBLE APPLICANTS

Any business store front within the downtown CRA
boundary.

ELIGIBLE STREET

The location must be permanent on-street parking spaces
where the speed limit is 25 miles per hour or less, and
within the Downtown CRA. City-controlled rights-of-way, or
FDOT and Orange County controlled rights-of-way, with the
agreement of either of those relevant agencies. The adjacent
map shows the CRA boundary.

PARKLET SIZE

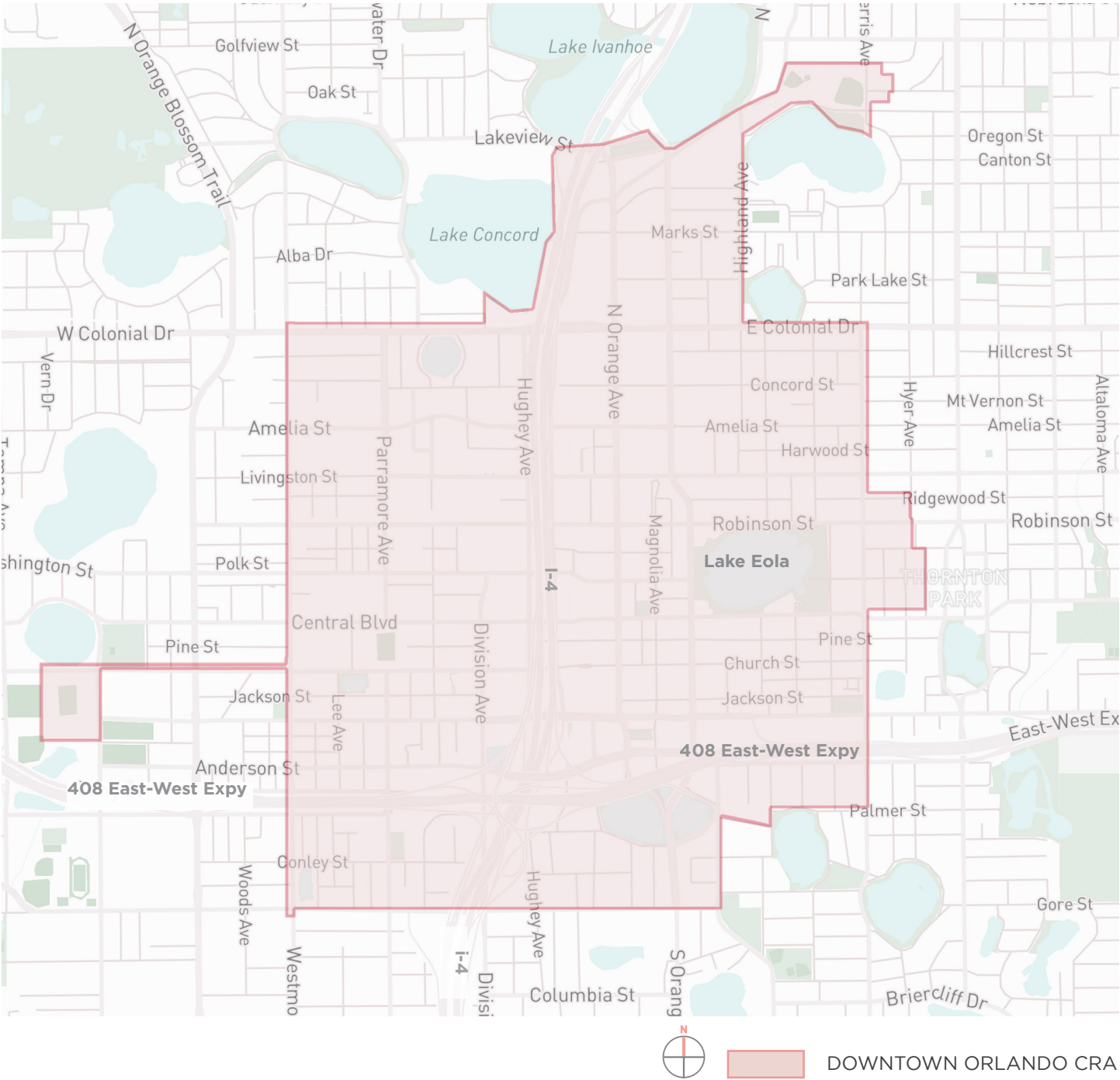
The parklet must fit within one (1) on-street parking space. In
areas where the proposed parking space is not individually
delineated, design the parklet to occupy a space no greater
than 7.5 feet x 23 feet for each parking space dimension.

PARKLET LOCATION

The parklet is only allowed in an permanent parking space,
and not in any loading zone, fire lane, bus stop, taxi stand,
ADA space or other specially designated space. Parklets
aren't allowed in front of a utility connection, fire hydrants,
or over manhole covers, public utilities, or stormwater catch
basins. Curb and roadside drainage shall not be impeded.
The parklet site shall be located at least one parking spot
from an intersection, or if on a corner, be protected by a
bollard or streetscape bump-out.

FUNDING PLAN

Using a cost benefit analysis to determine level of design and
finish of materials that match your vision and boundary.



2

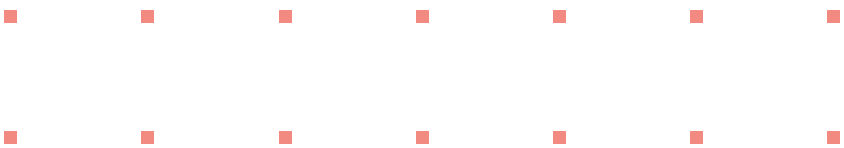
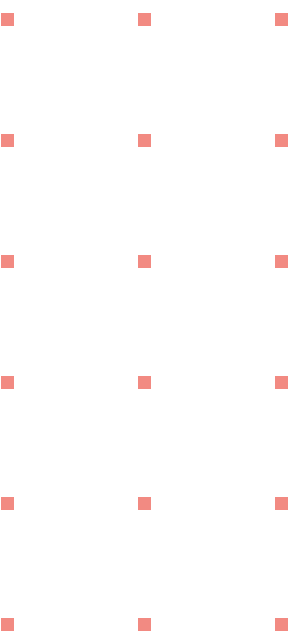
APPLICATION

Parklet Site Plan /
Rendering

Provide Certificate of
Insurance

Description of Proposed
Improvements

Description of Safety
Elements / Barriers



PERMIT APPLICATION REQUIREMENTS

The City of Orlando permit application includes the following items

Parklet Site Plan / Rendering

Prepare a planning diagram depicting the parklete space in front of your store. A site plan that includes the surrounding 100 feet. Make use of the design guidelines set by the City of Orlando and the sample site plan prepared by NAK Design Strategies, both contained in this document. See the site plan template in this document you can use to prepare your diagram.

Certificate of Insurance

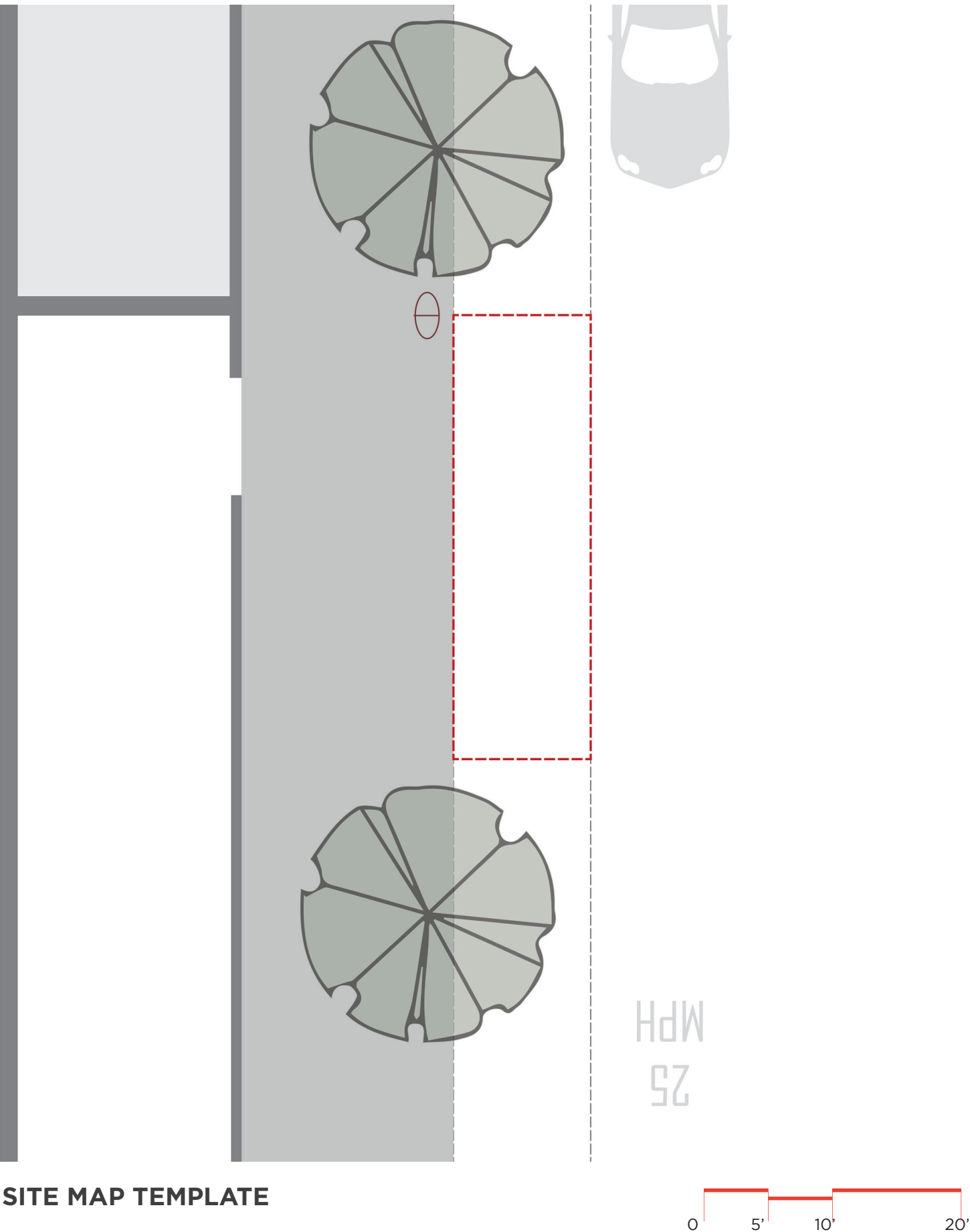
Provide a copy of certificate of insurance, a statement of coverage issued by the company to insure your business for the extended use in the on street parking space. (\$1 million per incident, \$2 million aggregate).

Description of Parklete

Describe the parklet design and intended use to accompany the parklete site plan/ rendering (such as tables, chairs, benches, planters/landscaping, bicycle parking, life-size games, alcohol service, etc.)

Description of Safety Elements / Barriers

Describe the elements of your site plan that contribute to the safety of the space that adhere to the design guidelines set by the city of Orlando.



SITE MAP TEMPLATE

3

DESIGN GUIDELINES

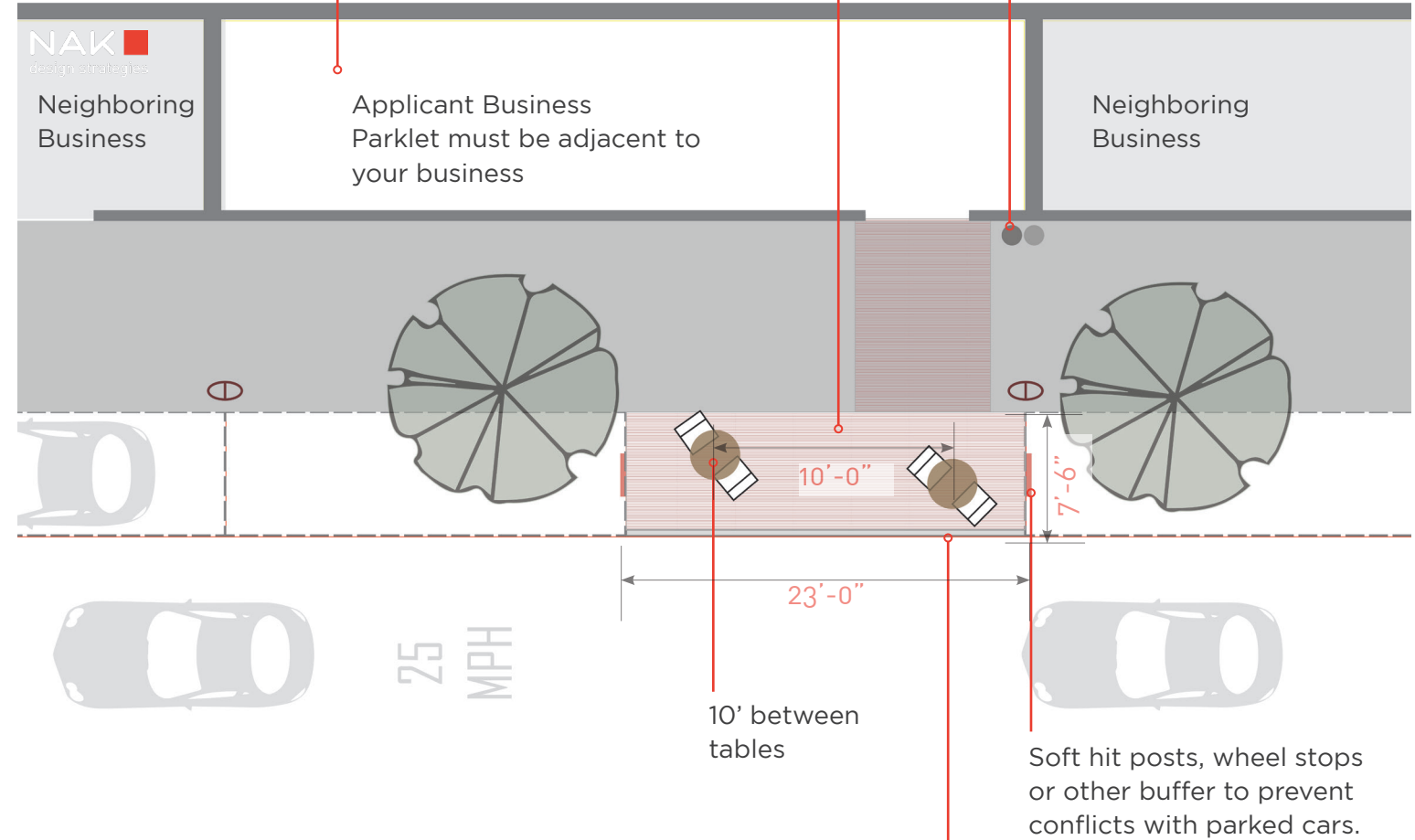
A site plan that includes the surrounding 100 feet.

Minimum life safety requirements and Americans with Disability Act (ADA) standards must still be met

Provide one trash receptacle and one recycle bin

Applicant Business
Parklet must be adjacent to your business

Neighboring Business



*Any proposed removable tables, chairs, planters or other outdoor items that should be **locked or stowed nightly**, according to City standards and best practices.

LOCATION

Parklets can be located In an existing permanent parking spot adjacent to your business

Parklets can not be located in....
In a loading zone
In a fire lane
In front of a bus stop
In front of a taxi stand
In an ADA parking space

*Parklets are not allowed in front of City utility connections, fire hydrants, or over manhole covers, public utilities or catch

FOOD SERVICE

The kitchen facilities must be a **permitted Food Service Establishment** in good standing.

Food trays, carts, receptacles for dirty dishes, etc. shall not be placed or stored on any portion of the sidewalk or parklet.

Cooking devices are prohibited within the parklet.

DESIGN AND COST

The design of any individual parklet may vary according to the wishes of the owner. Designs may include seating, greenery, bicycle racks, or other features but should always strive to become a focal point for the community and a welcoming public gathering place. Cost vary based on the design and size of the parklet. Design and installation costs are generally assumed by the owner.

ALCOHOL SERVICE

City Police must review and approve of the location for on-premise consumption.

The adjacent business must have a valid state alcohol license for on-premise consumption, and follow DBPR requirements.

Signs shall be installed clarifying that alcoholic beverages may not be taken off-site, at the appropriate boundaries of the location.

OPERATIONS

Hours of operation 8AM to 12AM (midnight). Keep parklet well maintained and in good repair with daily cleaning.

Free of debris, grime, and graffiti
Empty waste during the day and night
Water and maintain plants

SAFETY

Pedestrian Safety Measures

Provide a continuous physical barrier, such as planters, furniture, or crowd control barriers, that are at least 30 inches in height along any edge that is adjacent to a drive aisle.

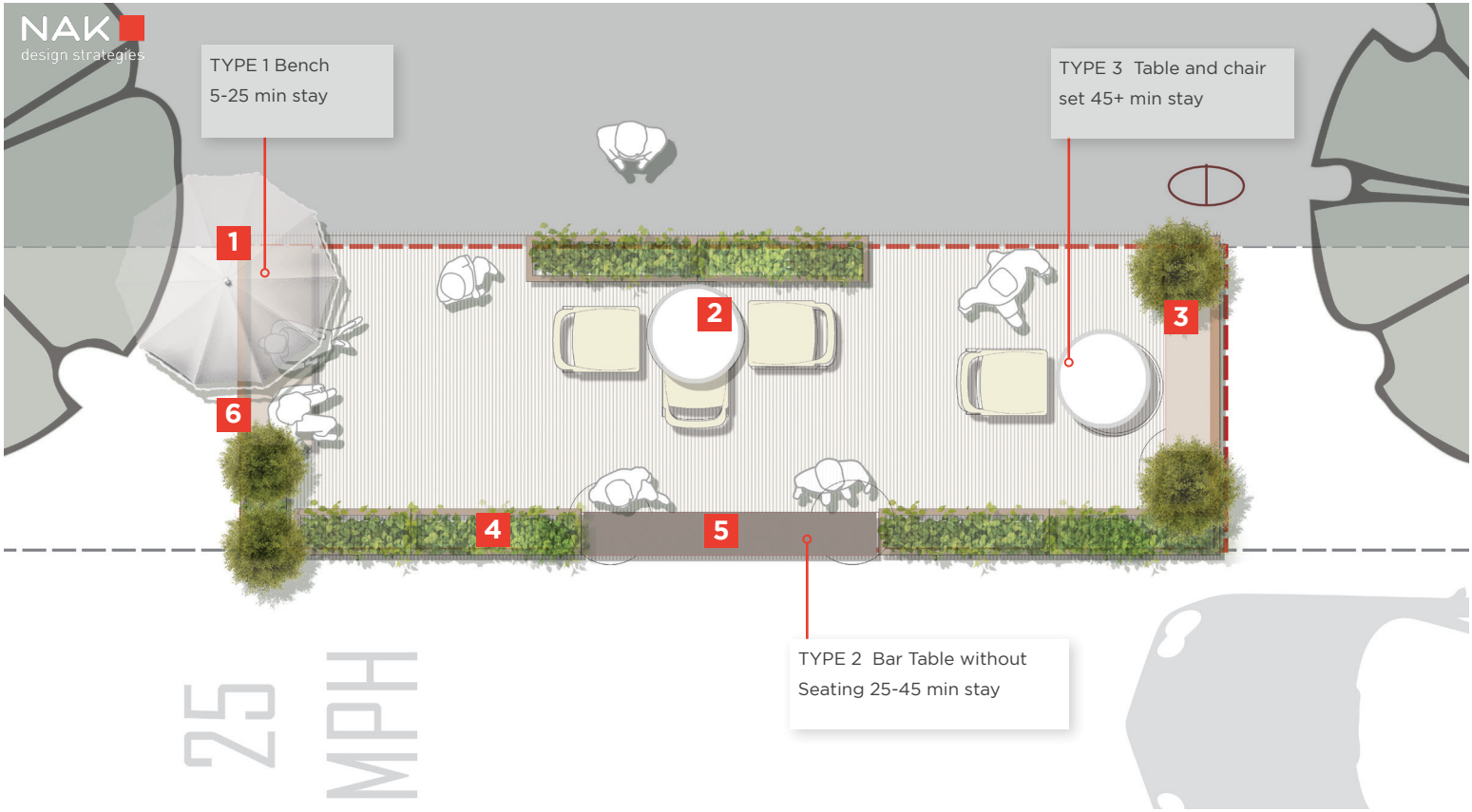
Maintain sight lines as required by the City's Transportation Engineer.

The roadway adjacent to the proposed parklet location should have a speed limit of 25 mph or less.

The parklet site shall be located at least one parking spot from an intersection, or, if on a corner, the parklet must be protected by a bollard or streetscape bump-out.

If located adjacent to parallel parking spaces, parklets are required to have soft hit posts, wheel stops, or other buffer to prevent conflicts with parked cars.

SAMPLE SITE PLAN



1 SHADE CANOPY

2 TABLE & CHAIR SET

3 BENCH

4 PLANTER

5 FENCE WITH BAR TOP

6 BARRIER

+8

OUTDOOR SEATING FOR EVERY PARKLET

40-60

POTENTIAL CUSTOMERS TO BE SERVED DAILY

\$750

ESTIMATED ADDITIONAL INCOME FROM 50 MORE CUSTOMERS PER DAY OUTDOORS, AVERAGING \$15 PER BILL.

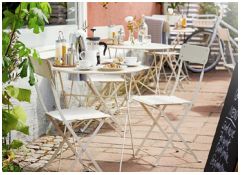
DESIGN PRODUCT OPTIONS TO GET YOU STARTED



1 SHADE CANOPY



2 TABLE & CHAIR SET



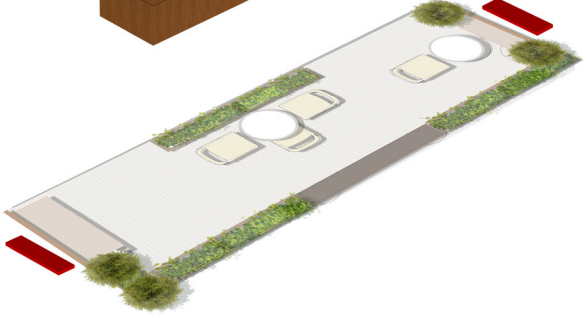
3 BENCH



4 PLANTER



5 FENCE WITH BAR TOP



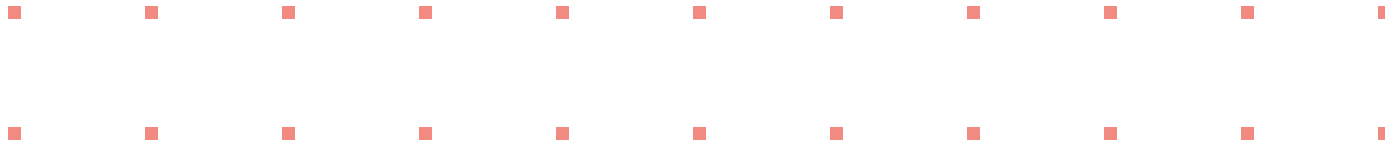
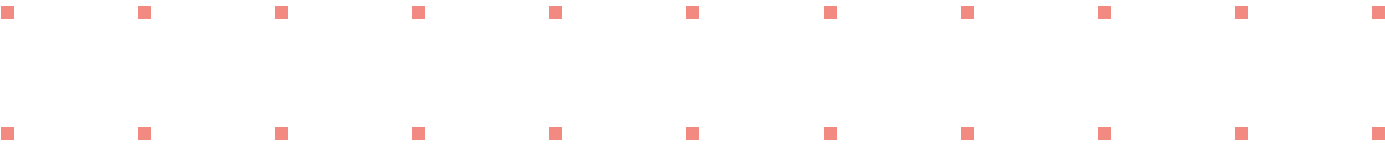
6 BARRIER





SAMPLE PARKLET COSTS

ITEM	PRICE	QUANTITY	TOTAL	MANUFACTURER	PRODUCT
FENCE WITH BAR TOP	\$35/FT	10FT	\$350	FEENEY	CableRail Kits for Metal - 3/16"
WHEEL STOP	\$50/EA	2	\$88	TRAFFIC SAFETY STORE	6 FT. RUBBER PARKING BLOCK (WITH HARDWARE)
OUTDOOR SEATING SET	\$89/EA	2	\$178	IKEA	SALTHOLMEN TABLE WITH 2 CHAIRS
PLANTER 1	\$157/EA	1	\$157	VERADEK	PLASTIC PLANTER BOX SKU: UBGK1139,34" W
PLANTER 2	\$200/EA	6	\$1200	VERADEK	PLASTIC PLANTER BOX SKU: UBGK1139, 46.5" W
BENCH	\$95/EA	1	\$95	IKEA	SJÄLLAND Bench
BENCH WITH PLANTER	\$107/EA	1	\$107	LANGELY STREET	Arianna Rectangular Wooden Planter Bench, SKU: LGLY6047
SHRUB	\$46.65/BOX	6	\$280	HOME DEPOT	2.5 Qt. Croton Petra Shrub Plant
TREE	\$42/EA	4	\$168	HOME DEPOT	3 GALLON CYPREE
CANOPY(OPTIONAL)	\$600/EA	1	\$600	IKEA	KUGGÖ / LINDÖJA uMBRELLA WITH BASE
TOTAL			\$2613	NO SHADE CANOPY	
			\$3213	WITH SHADE CANOPY	



SAMPLE PRODUCTS & PRICES

1 SHADE CANOPY

Name Kuggo / Lindoja
Price \$129/EA
Source Ikea



Name Seglaro / Svarto
Price \$219/EA
Source Ikea



Name Cantilever Patio Umbrella
Price \$631.79/EA
Source Home Depot



3 BENCH

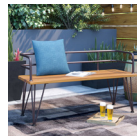
Name Sjalland
Price \$95/EA
Source Ikea



Name Applaro
Price \$95/EA
Source Ikea



Name Guyapi Garden Bench
Price \$156/EA
Source Allmodern



2 TABLE & CHAIR SET

Name Tarno
Price \$49.99/SET
Source Ikea



Name Saltholmen
Price \$89/SET
Source Ikea



Name Askholmen
Price \$129/SET
Source Ikea



4 PLANTERS

Name V-Resin Series Plastic Pot
Price \$63.99/EA
Source



Name Wyatt Short Polymer Planter Box
Price \$209.99/EA
Source



Name Reformation Planter
Price \$312/EA
Source Winnoby



5 FENCE | SAFETY BARRIER

Name 8.5 Ft. Lightweight Steel Barricade
Price \$69.95/EA
Source



Name 8.5 Ft. Heavy Duty Steel Barricade
Price \$87.95/EA
Source Crowd Control Warehouse



Name 6.5 Ft. Heavy Duty Plastic Barricades
Price \$168/EA
Source



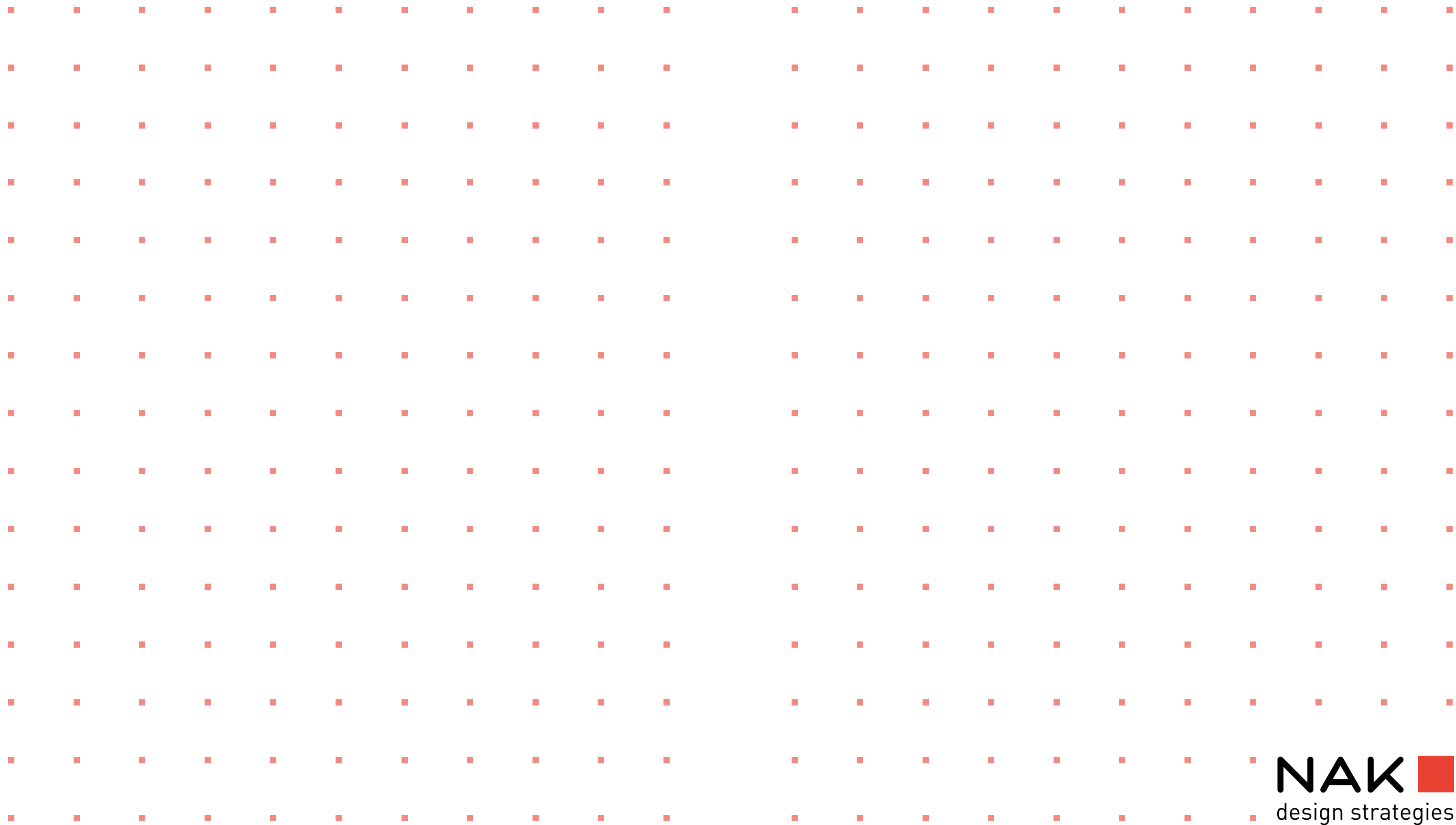
6 PARKING BARRIER | WHEEL STOP

Name 6 Ft. Rubber Parking Block
Price \$43.95/EA
Source



Name Fold Down Bollards
Price \$133.13/EA
Source Seton







NAK DESIGN STRATEGIES

1011 E. COLONIAL DRIVE, STE 202 ORLANDO, FL 32803 |
TEL: 407.505.6600 | EMAIL: ORLANDO@NAK-DESIGN.COM |

LANDSCAPE ARCHITECTURE |
LAND PLANNING |
URBAN DESIGN |