

# **PARK(ing) Day**

**FORT LAUDERDALE**  
**TURNING PARKING SPACES INTO PUBLIC PLACES!**

**#FTLParkingDay**

## **Participation Manual**

[www.fortlauderdale.gov/parkingday](http://www.fortlauderdale.gov/parkingday)



Guests enjoy EDSA's pop-up park on E. Las Olas Boulevard. Photo courtesy of EDSA.

## About PARK(ing) Day

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PARK(ing) Day is a one-day global event held annually on the third Friday of September that brings everyone together to transform on-street parking spaces into temporary public places, such as pop-up parks, for everyone to enjoy.

PARK(ing) Day, which was started by the design firm Rebar in San Francisco, challenges us to rethink the way we use our streets and urban space, stimulates creative placemaking, and raises awareness for the importance of creating walkable, livable, sustainable, and healthy communities.

The City of Fort Lauderdale invites neighbors, business owners, guests, students, and employees to participate in PARK(ing) Day by reclaiming City parking spaces and transforming them into temporary public spaces.

This PARK(ing) Day Manual will guide you through the process required for transforming a public place into your own unique, fun, engaging people place on PARK(ing) Day.

## Pick a PARK(ing) Space

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The first step in the PARK(ing) Day process is deciding where you want to locate your pop-up park. The City has pre-selected parking spaces that will be available for PARK(ing) Day pop-up park installations. The parking spaces will be assigned on a first-come, first-served basis, and based on meeting all of the Park(ing) Day requirements. For a complete list of spaces available, please visit [www.fortlauderdale.gov/parkingday](http://www.fortlauderdale.gov/parkingday).

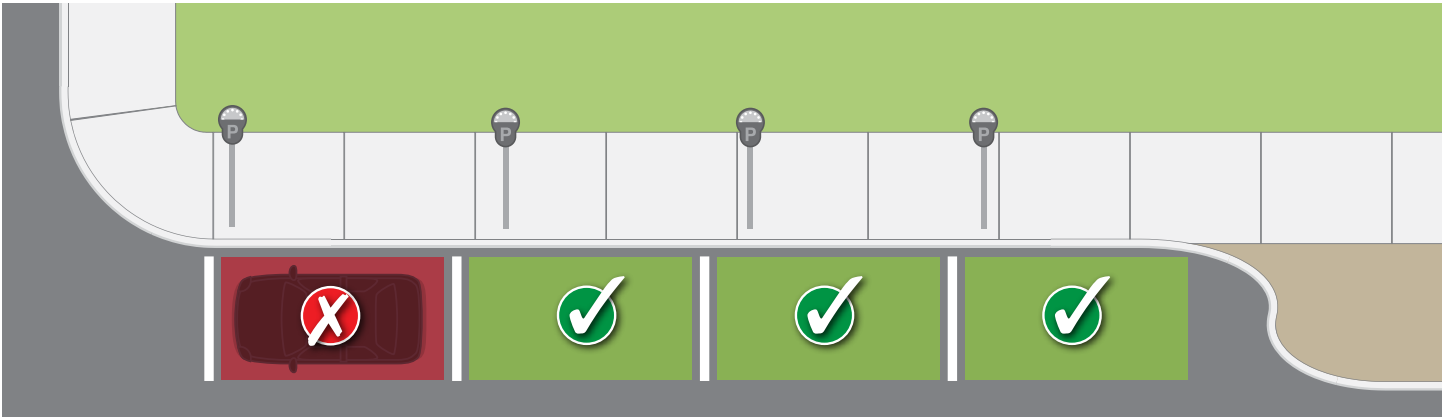
# Guidelines & Requirements

Pop-up parks allow you to tap into your imagination and unleash their creative genius to create a fun, engaging space to interact with the community.

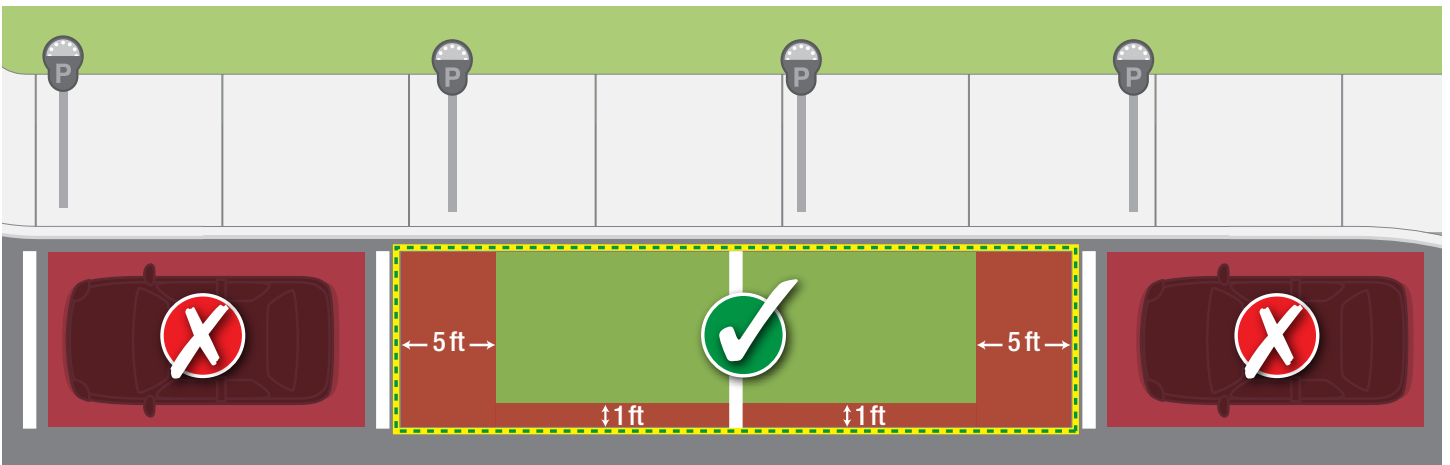
In order to participate in PARK(ing) DAY, you must meet all of the requirements outlined in this manual. Other than these requirements, you are free to do just about anything with your park. The more creative the better.

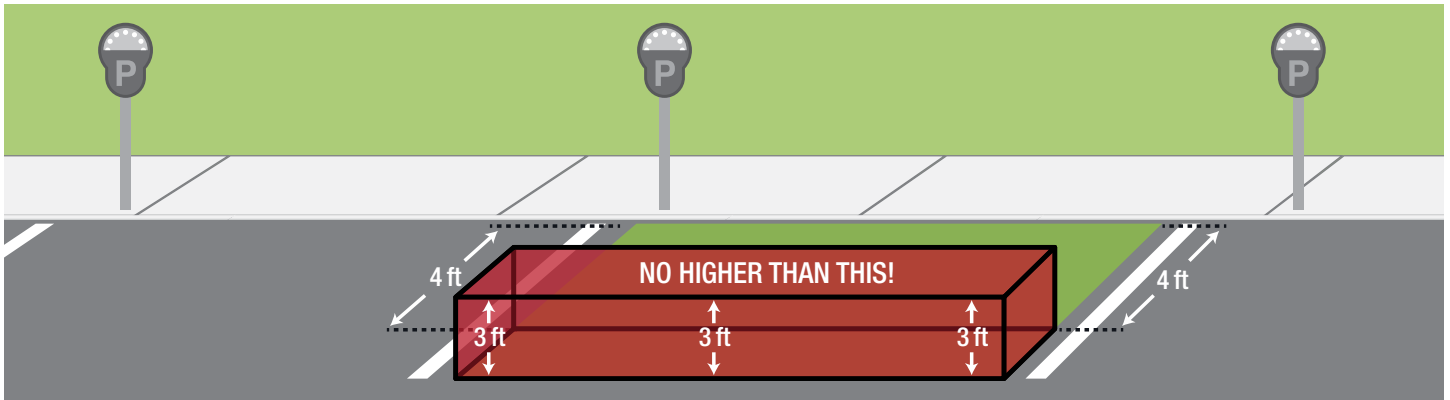
## Space Requirements

- PARK(ing) Day pop-up parks **may not** be located at the end of a block unless there is a physical barrier, such as a curb extension (e.g., bulb-out) on that end.



- Each PARK(ing) Day park shall occupy two (2) parking spaces.
  - Parks must be located in the center of the two (parking 2) spaces, allowing a half parking space buffer (at least 5') on each end.
  - One foot (1') of space must be allowed between the edge/border and the travel lanes.





- All items in your park that are taller than three feet (3') must be kept within four feet (4') of the curb.

### Separation from Traffic

- Each pop-up park must have a barrier or buffer between the park and the traffic lanes.
- Traffic control devices are required to mark the park's boundaries and clearly identify the edge of the traffic lane.
- Traffic control devices must be at least three feet tall (3') and can either be orange traffic safety cones, posts, fencing, plants, crowd control barricades, or similar.
- Each park must have a minimum of three (3) orange traffic safety cones or posts along the edge of the traffic side, PLUS one post or traffic cone at each of the two far corners.
  - **The City will install traffic cones in each reserved park location prior to your set up time.**



- Cones, posts, etc. may not be placed directly outside active driveways or alleys.
- A fence, not higher than three feet (3'), or another type of physical barrier may be installed in place of the traffic control devices.

### Site Plan/Sketch

**You will be required to provide a site plan/sketch, which must include:**

- Height of items and distance from the curb
- Barrier placement (e.g., fences or posts)
- Items and activities planned for the park

## Hours of Operation

- PARK(ing) Day will run from 9 a.m. to 2 p.m. Your pop-up park must be in place throughout the entire PARK(ing) Day event.
- Parks may be set up beginning at 8 a.m. and must be completely installed by 9 a.m.
- Parks must be broken down by 3 p.m. the same day. You are responsible for all **cleanup activities**. **Items may not be left** in the parking spaces and/or the surrounding areas (e.g., sidewalk/street). **No exceptions.**
- The City will remove any park installation or remaining items left in the space after 3 p.m.

## Activate Your Park



People and pets gather at pop-up park on N.W. 5th Street. Photo courtesy of Cadence.



Play life-size Jenga game in pop-up park. Photo courtesy of Cadence.

You will need to consider what type of items you will use to activate your park and what types of activities guests can engage in while visiting your park. PARK(ing) Day participants must supply their own park materials. You can find ideas and examples to inspire your park installation online using key words such as “pop-up parks” “Parking Day,” and similar.

## Allowable Items and Activities

**You are encouraged to try out some of these activities to help make your park a comfortable and inviting space:**

- Art displays or easels
- Arts and crafts, games, or other cultural activities
- AstroTurf or sod material (over tarp) and potted plants
- Freestanding umbrellas adjacent to the curb
- Pop-up tents (must be secured)
- Informative signs or displays
- Interactive, engaging activities
- Rugs, carpets, blankets, or similar surface coverings
- Tables, chairs, or benches
- Sustainable materials or activities
- Water and other snacks for all park guests



Guests enjoyed snow cones at Parking Services' pop-up park on Fort Lauderdale Beach.



City of Fort Lauderdale's pop-up park for 2015 PARK(ing) Day

## Restricted Items and Activities

The City wants your pop-up park to be a fun, inviting place, but we need to keep everyone safe too. The City does not want to discourage participation, but there are some things that may distract drivers, pose a safety hazard, impact mobility, or just will not work in a PARK(ing) Day space. Below is a list of items that are not allowed in your park. If you have questions about these restrictions or any items or activities that you are unsure of, please email [dparis@fortlauderdale.gov](mailto:dparis@fortlauderdale.gov) or call (954) 828-3771.

- Amplified sound
- Large banners
- Balloons, flashing lights, or other similar objects
- Loose or uncovered material (e.g., sand or gravel)
- Charcoal grills or any cooking
- Sidewalk storage or overflow onto sidewalk area
- Giraffes (just in case)
- Vending/selling or merchandise display

## Maintaining Mobility

To ensure everyone's safety, it is important to keep the sidewalk and traffic lanes clear at all times and never distract motorists.

- Keep sidewalks and traffic lanes clear at all times throughout the PARK(ing) Day event.
- All loading and unloading activities must allow for pedestrian and vehicle mobility.
- Make sure your park installation does not distract motorists.
- Your park installation should not obstruct sight lines. All items taller than three feet (3') in your park must be kept within four feet (4') of the curb. That means any tall plants and umbrellas need to stay closer to the curb than to the travel lane.

## Monitoring Your Installation

Your PARK(ing) Day installation will need to be staffed and monitored the entire time it is set up in the right of way. City Community Builders will be inspecting all PARK(ing) Day installations throughout the day.

- Park monitors will be responsible for maintaining the park, as well any materials used in the park.
- Park monitors must have the contact information for the park applicant in case of an emergency.



EDSA's pop-up park at Open Streets Fort Lauderdale



Pop-up park on S.E. 4th Avenue. Photo courtesy of Cadence.

## Outreach

Before submitting your PARK(ing) Day application, you will need to notify each of the neighbors and businesses adjacent to your pop-up park and submit proof of this notification to the City as part of your application.

- Your notification should include information about the park installation and the hours that the project will be set up.
- Proof of notification can be as simple as a copy of a note, email, or flyer given to neighbors and businesses.
- Share your plans with family and friends and encourage them to create their own park! During the PARK(ing) Day event, show off your project on social media using [#FTLPARKingDay](#) and tag the City in your posts.

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## Application

To participate in PARK(ing) Day, you will need to submit an application online at [www.fortlauderdale.gov/parkingday](http://www.fortlauderdale.gov/parkingday) with the items below. For questions or more information, email to [dparis@fortlauderdale.gov](mailto:dparis@fortlauderdale.gov) or call (954) 828-3771.

### 1. A completed application

The application provides basic information about your park installation and the type of park you would like to install. You will need to review the map of available locations at [www.fortlauderdale.gov/parkingday](http://www.fortlauderdale.gov/parkingday) and enter the numbers for your top three preferred locations on the application. Parking spaces will be assigned on a first-come, first-served basis, and based on meeting all of the PARK(ing) Day requirements.

### 2. Waiver of Liability and Hold Harmless Agreement

To participate in Parking Day, you must read and sign the Waiver of Liability and Hold Harmless Agreement and submit it as part of your application package. The Agreement is posted at [www.fortlauderdale.gov/parkingday](http://www.fortlauderdale.gov/parkingday).

### 3. Park description

Please tell us what you will be doing/creating/designing in your park. Make sure to include information about any items or activities that will be taking place.

### 4. Park site plan

To help reviewers understand how your park will be set up and function in the parking spaces, please provide a basic hand- or computer-drawn site plan showing the layout of your project. Please identify where activities, markings, traffic control devices, and other amenities will be placed in the space.

### 5. Proof of neighbor/business notification

You must submit documentation that you have contacted the neighbors and/or businesses adjacent to your proposed park. This documentation can be a note, email, flyer, or log with a description of who you contacted or sent it to.



# Happy PARK(ing)!

PARK(ing) Day is a registered trademark of Rebar, San Francisco, CA.  
All information in this document is subject to change.





