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REFRAMING OUTDOOR SPACES: HOW-TO GUIDE

COLORADO MAIN STREET
ECONOMIC IMPACT TOOLKIT



COLORADO
Department of Local Affairs
Division of Local Government





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Most businesses in downtown areas have been hit hard financially due to COVID-19 and continue to operate at limited capacity due to health standards. To support businesses ability to recover from the pandemic, several communities are taking advantage of the nice weather and have loosened or amended rules to allow for more liberal use of their outdoor spaces. With such a significant opportunity to experiment, outdoor seating and retail displays are being accommodated on sidewalks and streets, and in alleyways, vacant lots, and parks. In *The Main Thing*, we capture several innovative trends relating to Reframing Outdoor Spaces.

This How-To Guide is meant to help you navigate outdoor dining and retail successfully and collaboratively. Each of the innovations prioritize functional spaces that offer a unique, safe, and controlled environment to help individuals comply more easily with public health guidelines around physical distancing. In addition to creating spaces for healthy outcomes, these innovative examples are also creating more lively downtown districts.



CURBSIDE PICK UP A WINDSOR MAIN STREET INNOVATION

As an alternative to completely shutting down, many restaurants and businesses quickly adapted their services by offering curbside pick up to allow customers to order online or by phone before driving to the business location to retrieve their order without having to leave the car. With today's heightened public health concerns, it is safer for everyone to do curbside pick up. This innovation requires close coordination with your municipality to ensure parking spaces and travel lanes are being reassigned to accommodate these high turnover pick up zones.

1 / FIND THE SPACE

Most often, there is enough room to assign individual parking spaces for pick up. When determining what spaces to assign, locate spaces that will have a neutral impact on immediately adjacent property. Windsor, for example, opted to locate the pick up spaces in front of a property owned by the Windsor DDA. If there aren't "neutral" spaces, look to prioritize spaces in lower traffic areas such as side streets. Contact individual restaurants to see if there is a parking space adjacent their property that they would like assigned for pick up.

2 / MARK THE SPOT

Once you have selected the spaces, use temporary signage to clearly indicate what spaces are dedicated to pick up. Monitor the locations to make sure they are in the right spot and solicit feedback from businesses owners to see how the parking spaces are working. After a few weeks, if everything is running smoothly, create more permanent signage for the spaces.

3 / MAKE IT FUN

While the signs should clearly identify time limitations and other important information, think about adding fun elements such as outrageous penalties for violating the time limit.

4 / PROMOTE

Use the backs of the signs to promote the restaurants in your district.

THANKS FOR YOUR ORDER!
TRY ALL OF OUR GREAT RESTAURANTS.

#SUPPORTLOCAL

CACCITORE AT HELLER'S KITCHEN

HEARTH RESTAURANT & PUB

OKOLE MALUNA HAWAIIAN GRILL

THE BORDER

TOAST COFFEE & WINE BAR

WINDSOR LAKE COFFEE

WINDSOR MILL TAVERN





OUTDOOR CAFES

MAIN STREET INNOVATORS IN ACTION

Several Colorado Main Street communities have launched temporary programs that allow restaurants, bars, and retail businesses to expand their business footprint onto the public rights-of-way, including sidewalks, on-street parking spaces, and parking lots. The purpose of these programs is to help businesses recoup some of the financial losses during the shut down and provide restaurant-goers greater social distancing and safety. Below are a few tips to help launch outdoor cafes in your community.

PLANNING

- First, measure the sidewalk areas you are considering for café spaces. Understanding the available space will help determine the maximum sizes of tables and other fixtures.
- Don't forget that minimum clearance is required – generally at least four feet – to accommodate pedestrians and ADA access.
- Consider shade – sidewalks can get hot when in direct sun!
- Apply for a larger area than you might think you need – you can always reduce the space you occupy, but expansion may require reapplication.
- Act quickly and adapt later.



DESIGN

- Utilize modular fixtures that allow you to move things as adjustments are needed for the space.
- Use affordable and accessible materials to help define the space. Tape, rope, traffic cones, planters, and chalk paint are all great materials that provide flexibility in their use. These items can be used to delineate pickup areas, dining spaces, or can be used to direct travel and mark locations for queuing.
- Look to align materials to the duration of the installation. For example, lighter materials should be used for short term installations whereas more durable materials should be considered for lengthier implementation.
- Use heavy separation fixtures to buffer the dining areas from vehicular traffic.
- Ensure all outdoor seating is spaced at least six feet apart. When placing tables and seats, measure from back-of-seat to back-of-seat.
- Maintain ADA access at all times in the public right-of-way and ensure enough space for pedestrian movement.
- Be creative with the space and add some pop with fun art installations.



OPERATIONS

- Use single-use paper menus, condiments, etc.
- Embrace new technology such as QR codes for downloadable menus.
- Provide easily accessible sanitizing options for patrons and employees.
- If feasible, implement contact-less ordering and payment processes.
- Use a reservation system to prevent capacity issues and patrons from congregating while waiting for service.
- Have customers wear face masks when not eating or drinking (i.e., walking past other tables to be seated and/or using restroom).



TEMPORARY BARRIER AND SURFACE MATERIALS

Creating outdoor dining spaces doesn't have to be difficult or expensive. We encourage you to use materials you already have on hand. Below are several materials that can be used creatively to define boundaries and extend business operations.



TAPE



TURF



CHALK



**BARRELS OR
PLANTERS**



TRAFFIC CONES



JERSEY BARRIERS

LIQUOR LICENSE PROCESS

A MAIN STREET INNOVATION IN STEAMBOAT SPRINGS & WINDSOR

Working with your Town or City is critical in streamlining Liquor Premises applications. Below are some options to consider prior to launching the effort:

1 / STREAMLINE

Windsor's Town Manager used an Executive Order to streamline the local hearing requirements, reducing the posted notice prior to the hearing from 10 days down to 5.

2 / REDUCE BARRIERS

The Town of Windsor also scheduled two hearing dates to help establish timelines for application submittals and waived the local application fee.

3 / ENGAGE

Create a brief form that allows businesses to register interest and provide an overview of the application process to help accelerate the approval process.

4 / PROMOTE

Publicize and promote the program and reach out to individual businesses to guide them through the application process and compliance requirements.

5 / PROVIDE ASSISTANCE

The Windsor DDA provided restaurant owners with help drafting the required mapping, including seating areas, circulation, access points, barrier location and other information. Steamboat Springs offered on-site consultations to help business owners with design solutions.



PARKLETS

A MAIN STREET INNOVATION IN RIFLE

Parklets are a great way to expand dining and retail space and repurpose on-street parking into a more active use that is supportive of multiple food establishments. Many communities that have piloted parklets have kept them as permanent fixtures in their downtown due to their powerful spillover effect, where businesses located near the parklet installations can see a large boost in sales. The City of Louisville, for example, administers a Downtown Patio Program that runs from late April through early November where downtown restaurants can rent a parklet from the City to accommodate some of the increased demand for outdoor seating. The seasonal rental fee is \$1000 per 12' section of street frontage. The City provides the deck/patio system while the business provides the furniture and accessories to spruce up the space. This is a great example of how cities and towns can provide a much needed service (offset the loss of indoor seating), gain from an increase in sales tax, and defray some of the operational costs to implement the program. The cost to design, construct, and install a parklet can range significantly. For communities wanting to experiment with parklets, we have created three semi-permanent parklet design options to provide you with a starting point to launch from. If you would like more information on the process to start a Parklet Program, please contact Kim Burner, manager of G.R.I.T in Rifle.



PARKLET DESIGN OPTION 1

CONSTRUCTION OF A 8X16 PARKLET



ITEM	UNITS	APPOX. QUANTITY	UNIT PRICE	TOTAL PRICE
Wood Frame 8'2x6	EA	18	\$9.00	\$162.00
Treated Timber Decking	EA	60	\$10.00	\$600.00
Wood Post for Railing	EA	6	\$15.00	\$90.00
2 Top Tables and Chairs	EA	3	\$150.00	\$450.00
Planter Pots	EA	4	\$500.00	\$2,000.00
Plants	EA	12	\$25.00	\$300.00
Fasteners	LS	1	\$100.00	\$100.00
Safety Cones	EA	4	\$30.00	\$120.00
Precast Concrete Curb	EA	2	\$50.00	\$100.00
Project Total				\$3,822.00
5% Contingency				\$191.10
Low Cost Parklet				\$4,013.10

PARKLET DESIGN OPTION 2

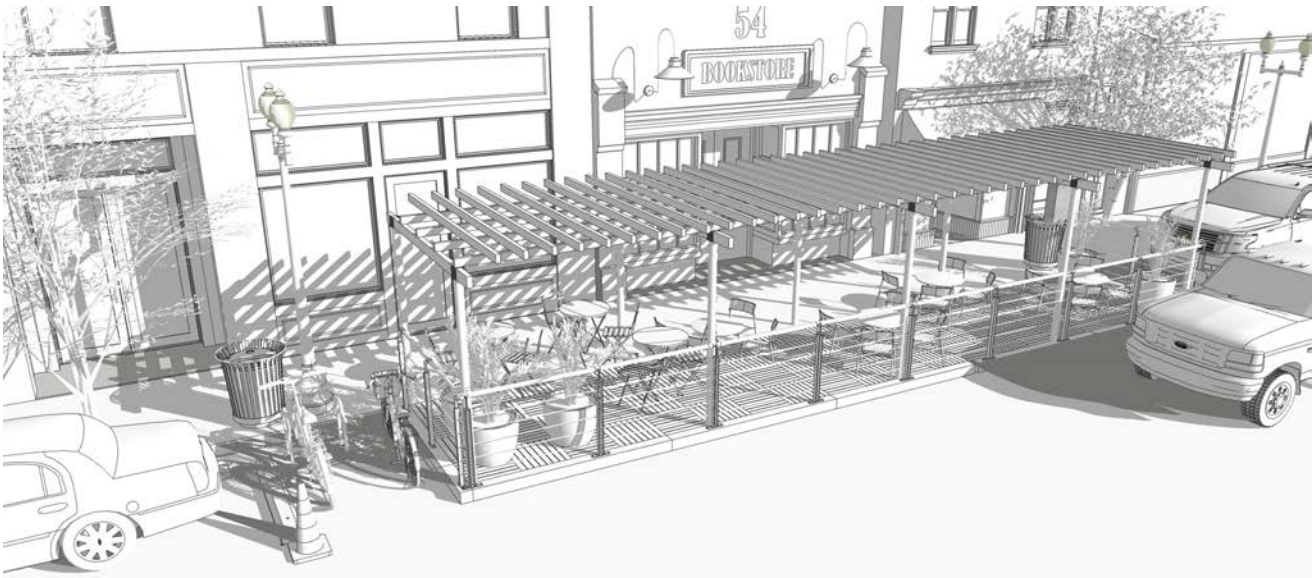
CONSTRUCTION OF A 8X40 PARKLET



ITEM	UNITS	APPOX. QUANTITY	UNIT PRICE	TOTAL PRICE
Wood Frame 8'2x6	EA	43	\$9.00	\$387.00
Treated Timber Decking	EA	132	\$10.00	\$1,320.00
Wood Post for Railing	EA	12	\$15.00	\$180.00
4 Top Tables and Chairs	EA	4	\$500.00	\$2,000.00
Planter Pots	EA	6	\$1000.00	\$6,000.00
Plants	EA	36	\$25.00	\$900.00
Fasteners	LS	1	\$200.00	\$200.00
Safety Cones	EA	4	\$30.00	\$120.00
Precast Concrete Curb	EA	2	\$50.00	\$100.00
Project Total				\$11,107.00
5% Contingency				\$555.35
Low Cost Parklet				\$11,662.35

PARKLET DESIGN OPTION 3

CONSTRUCTION OF A 8X40 OR 16X20 PARKLET



ITEM	UNITS	APPOX. QUANTITY	UNIT PRICE	TOTAL PRICE
Railing Support Structure (8' 4x4 Posts)	EA	18	\$9.00	\$162.00
Decking with pedestals	SF	320	\$15.00	\$4,800.00
Railing with Anchors	LF	56	\$125.00	\$7,000.00
Custom Shade Structure	EA	1	\$10,000.00	\$10,000.00
2 Top Tables and Chairs	EA	3	\$150.00	\$450.00
4 Top Tables and Chairs	EA	4	\$500.00	\$2,000.00
Planter Pots	EA	8	\$1000.00	\$8,000.00
Plants	EA	24	\$50.00	\$1,200.00
Fasteners	LS	1	\$300.00	\$300.00
Safety Cones	EA	6	\$30.00	\$180.00
Precast Concrete Curb	EA	2	\$50.00	\$100.00
Free Standing Bike Rack	EA	1	\$1,500.00	\$1,500.00
Project Total				\$35,292.00
5% Contingency				\$1,764.60
Low Cost Parklet				\$37,056.60