

Parklet Design Guidelines

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What is a parklet?

- A parklet is a repurposed car parking space(s) that extends the footpath and provides additional public open space in Yarra's activity centres and neighbourhoods.
- They can be used for additional public seating, street greening, additional footpath space, outdoor dining and waiting areas.
- They have been identified as a key tool in the phased re-opening of hospitality businesses in response to COVID-19 by increasing trading area to adjacent businesses.
- Increased outdoor dining areas through the use of parklets will help businesses comply with DHHS physical distancing regulations.
- Parklets can consist of one or multiple car parking spaces. It may be beneficial for groups of neighbouring businesses to create larger continuous parklets that can be shared.

Location criteria

Some locations more suitable for parklets than others. The following criteria are a guide to determining whether a parklet can be installed in a particular location.

A parklet can only be located in designated parking spaces, which:

- are on a street with a speed limit of 40km/hr or less
- are on council managed roads (not VicRoads managed roads)
- are on streets without clearways
- are more than 10m from an intersection
- are more than 20m from a signalised intersection
- do not have utility access panels or stormwater drains within the parking space.

Preferred locations for parklets are:

- within activity centres and/or areas with high pedestrian activity
- within roadways with relatively flat and straight geometry
- on streets with limited public seating and/or outdoor dining opportunities
- adjacent existing kerb extensions, outstands, garden beds or street trees
- in areas with passive surveillance and evening lighting.

It is recommended that parklets be grouped to create a larger continuous space rather than installed sporadically.

Site planning

Minimum buffer areas and requirements

When nominating the parklet footprint on your site plan, it should consider the following minimum buffer areas and requirements:

- Council will provide 600mm x 600mm concrete blocks at each roadside corner of the parklet, leaving a 500mm buffer between adjacent parking bays to allow cars to maneuver safely around the parklet.
- The operator is to provide cafe barriers and/or planter boxes in between to enclose the parklet area (see 'Parklet Design and Build' section below).
- Parklets on streets with tram and bus routes must not extend further than the designated parking bay and will be considered on an individual basis by our engineers.
- The main pedestrian path of travel (walkway zone) is to be free of obstructions. This is measured from the property line, and should meet the following minimums:

- For footpaths less than 3.5m wide – minimum 1.5m from the property line.
- For footpaths 3.5m and wider – minimum 1.8m from the property line.

Safety and lighting

- Area is to be well lit if operating at night. Additional lighting may be required.
- If a step down from the footpath is proposed (e.g. parklets without a continuous platform), a non-slip temporary kerb ramp may be required to ensure the space has safe, dignified and equitable access to best meet the intent of the *Disability Discrimination Act (DDA)*.
- Impacts on drainage are to be kept to a minimum and are to be assessed individually.

Site plan

- You must submit a scaled site plan for us to assess your application. You can [download a template](#) that may be used to assist you. The site plan ([download an example](#)) should include the following:
 - The host building and its entrance.
 - Adjacent buildings (include addresses, business names and entrances)
 - Roadway (including name), footpath (including width and walkway zone), front of kerb line, and driveways.
 - Adjacent traffic/bike lanes.
 - Existing parking spaces and their dimensions.
 - Existing street furniture and features, including but not limited to; bicycle parking, streetlights, poles, signs, fire hydrants/boosters, utility access points etc.
 - Street trees, tree grates, landscaped areas.
 - Proposed parklet footprint and dimensions, including buffer requirements and proposed safety elements and any kerb ramps.

Parklet build and design

The parklet must be made from materials durable enough to be outdoors and in the public domain. All parklet designs must be signed off by Yarra Council before construction and installation.

The following design considerations must be adhered to when constructing a parklet.

Floor

- If constructing a platform, it must be of a non-slip finish, flush with the kerb and relatively level, allowing for drainage and designed to prevent litter build-up underneath the parklet.
- No fixtures are allowed to be permanently fixed to the road surface, kerb or channel including but not limited to drilling or nailing.
- If not constructing a platform, the operator may be required to undertake additional measures to ensure the space has safe, dignified and equitable access to best meet DDA requirements. This could include:
 - Installing temporary non-slip kerb ramps between the kerb and the parklet.
 - Providing a durable floor covering (such as woven matting or synthetic turf) that can be laid over the top of any bluestone pavers or uneven surface. Any floor covering should cover the full extent of the parklet and be appropriately secured around all edges in a manner that allows for removal without damaging the existing road surface, kerb or channel. Edges must be continually checked by the operator to ensure no trip hazards are present at any times.

Sides

- Yarra Council will provide protective barriers in the form of 600mm x 600mm concrete blocks at the roadside corners of each parklet. The operator is to provide cafe barriers / planter boxes between the concrete blocks provided.
- The height of any non-transparent elements must not exceed 1m to ensure clear sightlines to oncoming traffic and adjacent businesses are maintained.
- Design all sides of the parklet to be visually appealing.
- For parklets longer than one parking space, a clear access way of at least 1m must be provided every 6m along the roadway side.

Furniture

- All furniture must be removable and packed away outside business hours.
- Tables/chairs must be spaced according to DHHS physical distancing requirements and density/capacity limits at the time (e.g. 1.5m spacing and 4m² / 2m² density rule).
- Maximum table height = 0.8m.
- Maximum seat/bench height = 0.5m.
- Seats with backs are preferred.
- Any umbrellas must be safely secured to comply with high/very high wind zone loading and must not be closer than 750mm to adjacent traffic lanes when fully opened.

Landscaping

- Planter boxes and landscaping elements may be used to enhance amenity.
- Any smaller plantings must be packed removed outside business hours. Larger planter boxes/trees may be left outside after business hours, however they must be safely secured or be large enough to prevent theft and vandalism.
- Avoid noxious weeds or toxic plant species.
- The height of any planting must not exceed 1m to ensure clear sightlines to oncoming traffic and adjacent businesses are maintained.

Operation and maintenance

- COVIDSafe Plans and physical distancing and risk plans will be required before final approval is given and must be adhered to for the duration of the parklet (for example, provision of hand sanitiser, regular cleaning of space with disinfectant etc.). It is the business's (not Yarra Council's) responsibility for ensuring a COVIDSafe environment.
- It is the sole responsibility of the operator to ensure any change to guidelines are adhered to at all times.
- It is the sole responsibility of the operator to regularly inspect the parklet and all associated elements to ensure no hazard is present at any times.
- Cleaning and maintenance of the parklet, barriers, and contents is the sole responsibility of the operator(s).
- All non-fixed items are to be removed outside business hours
- All landscaping is to be regularly watered and maintained by the operator to ensure it is kept healthy, neat, and ensure clear sightlines.