



1.0 Introduction

1.1 Overview

In town centres across the globe, new community led public spaces are being established in the footprint of traditional car parks. These temporary structures, known as ‘parklets’ are able to be quickly and relatively cheaply introduced into existing streets without the need for major expense or disruption of the street.

Parklets provide new pedestrian spaces for:

- People to meet and gather
- People to eat / drink (takeaway)
- People to sit, pause and unwind

In addition parklets provide safer streets for people as well as cyclists, influencing driver behaviour and slowing vehicle speed.

Parklets are attractors along the street, able to:

- Enhance presentation, visibility and recognition of local businesses (increased pedestrian activity around and into shop fronts)
- Add colour, life, greening and additional services (seating, bike racks) into the street

Typically, they have been established where local streets lack interest, or where the existing footpath width cannot accommodate new uses proposed by the community.

1.2 Parklet Program

The Parklet Program, which was introduced in 2014, has seen the City of Unley provide and fund two parklet structures. The structures include a compliant platform and road enclosure. Parklets can be more than a place for tables and chairs. The intent is that the activation of parklet space is driven by local traders.

Traders, groups and the community are encouraged to come forward with their creative ideas for these spaces and nominate to be a parklet host. Successful applicants become responsible for the ‘personalisation’ of a structure and will remain its guardian for a 24 month period.

The project principles provided an important overarching framework to direct action within the precinct:

- Move from transactional to experiential
- Prioritise initiatives that strive for an authentic experience
- Pursue adaptive flexible public spaces
- Encourage development that invites people to linger
- Enable the community to showcase and collaborate
- Amplify and celebrate existing assets to the street
- Establish opportunities for making trans-generational environments
- Reward initiatives that contribute to achieving the community’s vision
- Facilitate a better journey for car, bike and people
- Enable ideas to be demonstrated quickly

1.3 City of Unley Community Plan 2050

The Community Plan sets out our long-term vision and aspirations for what we want to achieve for and with our community and stakeholders as we head Towards 2050. The long term vision for the City of Unley is:

“A Connected, Progressive, and Resilient City.”

The vision is reinforced by 4 key goals, and a range of strategic objectives and outcomes. The Parklet Program provides an innovative and practical response to achieve the vision and in particular demonstrates the following key objectives of each goal.

GOAL 1: COMMUNITY - Welcoming, Safe and Inclusive

Objectives

- 1.3 We support and encourage all people to be healthy, active, and socially connected.

GOAL 2: ENVIRONMENT - Green and Sustainable

Objectives

- 2.1 We lead by example and innovate to grow our urban forest and make our City greener, cooler, and more biodiverse

GOAL 3: ECONOMY - Innovative and Prosperous

Objectives

- 3.2 We generate vibrancy and economic vitality by activating and connecting thriving business precincts and innovation hubs throughout our City.
- 3.3 Alternative travel options

GOAL 4: PLACES AND SPACES - Connected, Accessible and Vibrant

Objectives

- 4.2 We create and activate welcoming public spaces for all people to deliver memorable experiences that inspire connection, foster a strong sense of place, and strengthen our City’s identity whilst enhancing its unique brand.

1.4 Parklet Guiding Principles

The Parklet Program is defined by the following key principles:

- **Encourage safer, greener streets that provide for greater community activity and a distinctive lifestyle**
- **Reinforce Council’s collaborative role to support and enable local business initiatives towards economic growth and prosperity**
- **Seek a better balance in the shared use of our streets to discover new opportunities for public spaces, accessible to all**
- **Support temporary activation initiatives to engage with the community and inform long term precinct change and enhancement**

2.0 Design Guidelines

2.1 Parklet Location Criteria

The following are important considerations to identify appropriate locations for parklets:

- Parklets will occupy 2 parallel parks, in direct proximity to the host's business
- Parklets must not exceed the width of the existing parking space (2.0m maximum width from front of kerb)
- Parklets are to be set in one car park from corner (along main streets), or 10.0m back from intersection (along side streets)
- Parklets are to maintain 1.0m clearance zone around all existing service utility points, located above and below ground, as well as ensure direct onstreet access to fire hydrants
- Parklets must not restrict or limit kerb and roadside drainage
- Parklets are to avoid no-parking zones, taxi ranks, bus zones, loading or disabled parking zones
- All Parklets are to maintain Disability Discrimination Act access, including 1.2m wide clear zones for circulation around adjacent structures (light poles, verandah posts, bollards, etc)

2.2 Hosting a Parklet

The nomination of parklet locations and the identification of design proposals is the responsibility of interested parties. This includes seeking support from other local businesses as well as local residents who may be directly impacted by the transformation of the car parks.

It is recommended that all surrounding businesses in the precinct or residents who directly face onto or are immediately adjacent the identified parklets are contacted prior to nomination. It is important that submissions demonstrate support from the local community prior to Council review.

Parklets can be applied for by local businesses, property owners, community organisations, schools or business associations. Business or community partnerships in a shared parklet proposal are also welcome.

Providing Space for People

The parklets provide an ideal opportunity to encourage people to spend more time on the street and in front of local businesses. Parklets are public spaces and intended for everyone to enjoy.

Outdoor Dining

Keeping the parklet clean is the responsibility of the permit holder, including rubbish from third parties within the parklet.

Furniture

The parklet structure provided by Council will have some seating built in with flexible space available for moveable furniture. Moveable tables, chairs, umbrellas etc is to be provided by the applicant. They provide parklets with great adaptability, however will require greater daily maintenance.

As well as furniture, space within the parklets can be used for displays, installations, art work or other items of interest. Any items that are not fixed are required to be setup and stored away each day, in accordance with the permit holders's business hours.

Advertising and Branding

Advertising, branding and signage is to be limited in use within the parklet, in accordance with Unley's Outdoor Dining Policy. Any signage or use of logos in-conjunction with moveable furniture are to be approved by Council prior to installation.

The parklet structure provided by Council will include a standard sign that denotes the parklet as a public space and welcomes all to use it.

Smoking and Drinking

Parklets are encouraged to be smoke and alcohol free zones to ensure a healthy and pleasant environment for all the community to use and enjoy.

Colour

The most attractive and successful parklets are those that introduce colour and life into the street. The parklet structure provided by Council can be painted by the permit holder to distinguish it along the street. In addition, planters are provided for the permit holder to place plants into the parklet thus enhancing the 'greening' of the street.

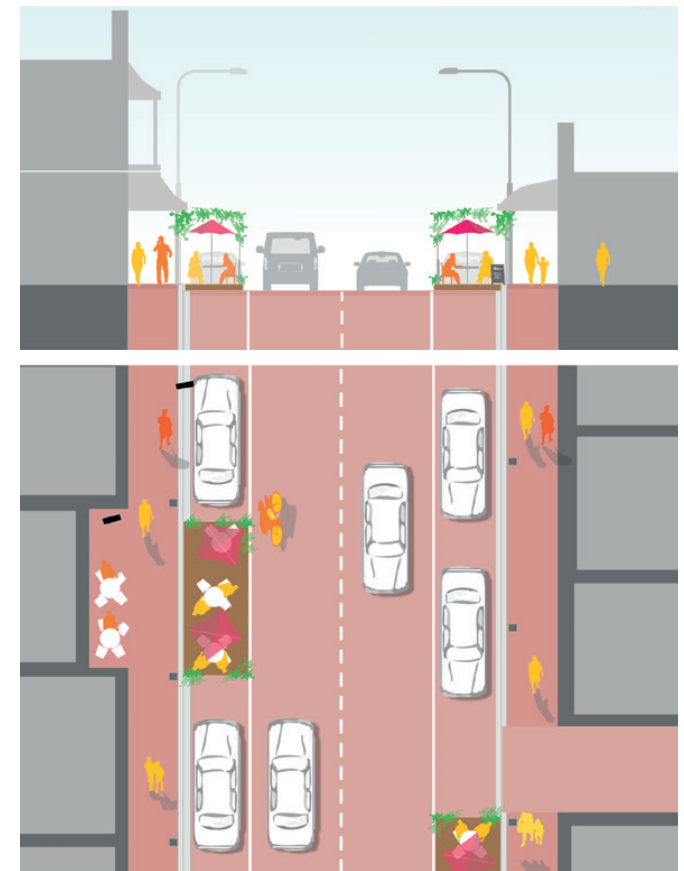
Upkeep and maintenance of the parklet presentation as well as plantings, is the responsibility of the permit holder.

2.3 Applying for a Parklet

The Parklet Application process is categorised into the following steps:

- Applications and Approval
- Detail Design and Construction
- Management and Maintenance

Council has sought to streamline the application process, and will assist businesses, community groups or individuals in the development of their proposals and navigation through the process.



Parklet Artist Impression, King William Road.
Image by HASSELL.

3.0 Application Process

3.1 Application Period

The City of Unley will be calling for parklet applications in May of each year. During this time, City of Unley staff will be available to answer any questions about the design and hosting of parklets, as well as the application process and its requirements.

3.2 Nomination Submission

All parklet applications are required to submit the following relevant information:

- Proposed parklet location plan, including identification of all surrounding services and structures
- Photographs of existing conditions and surroundings (all sides)
- Project description summarising what the parklet will look like and what it will be used for, as well as any other ideas unique to the proposal (max 800 words)
- Proof of Consultation and Community Support

Sketches or example images illustrating the proposed parklet or how it is to be used is optional, however the more information or images that are submitted, the better Council will be able to understand and assess each proposal.

3.3 Nomination Review Criteria

Parklet submissions will be assessed according to the following criteria:

1. How well does the parklet proposal align with the Goals of the City of Unley, as well as the goals of the parklet program?
2. How popular is the current environment around the proposed site, and how suitable is it for increased pedestrian/cyclist activity?
3. Do the local conditions pose any significant design / planning challenges (including existing infrastructure, local traffic history or future planned works)?

4. Is the submission appropriate to the presentation and function of the street? How significant is the potential loss of 2 car parks? Does the proposed management / hosting of the parklet suit its local setting?
5. Does the submission comply with the framework standards, including demonstrating a proportion of local support?

The submissions will be reviewed by Council, with consideration to the urban design, economic, traffic and built form merits of each.

3.4 Public Notification

If a submission is successful in being short-listed, Council will then place notices in the location of the proposed parklet to inform the public of the permit application. The notice will be in place for 10 working days, and any objections will be received by Council.

3.5 Objections

If Council receive objections to a parklet proposal during the notification period, Council will review the proposal against the objection raised and reach a consensus how to proceed. Where appropriate, Council may seek to negotiate with either party to appropriately resolve any objection raised.

The recommendation will be provided to the General Manager for review and confirmation.

3.6 Approval to Proceed

At the conclusion of the notification period and the resolution of any objections, the short listed parklet proposals will be submitted to the CEO for final review and approval.

Council will then advise all applicants of the review process and the selected parklets. For unsuccessful applications Council will provide summary feedback on request.



4.0 Design Development

4.1 General Requirements

Council will work with each short-listed parklet proposal to ensure the development of detailed proposals achieves the host's vision whilst remaining compliant with Council standards.

4.2 Design Criteria

The following identifies some of the common challenges faced when designing a parklet, as well as outlining Council's expectations of the detail design.

AMENITIES

Diversity of form

Parklets are points of interest along the street. The more effort that goes into the design and construction of distinctive forms, the more interest and greater use they will generate. It is just as important to consider the design and presentation of the back of the parklet as the front.

Removable furniture

Moveable furniture will add interest and multiple uses to the parklets. The moveable furniture should be chosen with consideration for ease of set up, pack away and storage which will be required each morning and night.

Planting

Parklets are encouraged to maximize their 'green' character by including plants into the planters provided. Hardy, drought tolerant species, in particular local native species are encouraged to be used within the parklets.

Lighting

Given the semi-permanent / temporary nature of the parklet structures, the time and costs associated with supplying electricity from adjacent residences is not recommended. Council would support secure fixed solar lighting to provide additional colour and character at nights. Any lighting must not adversely affect driving conditions on adjacent roads.

Colour and finishes

To create additional interest, the parklet finishes can be adapted by painting (colours), application of graphics or alternate materials. At the conclusion of the 12 month permit, any amendments to

the structure must be rectified by the permit holder. Any colours, graphics or finishes must not adversely affect driving conditions on adjacent roads.

SUSTAINABILITY

Locally sourced materials

Parklets should promote the value of using locally sourced as well as recycled or reclaimed materials in the construction and presentation.

Easy to maintain and repair

Unfortunately, parklets may be subject to vandalism or accidental damage on the street. As these are public settings, parklets cannot be accessible if damaged, nor can it remain fenced off for an extended period of time, or in poor condition. Thought should be given to the ease of repair or replacement of elements within the parklet to ensure a high quality presentation is retained at all times. This is the upfront and ongoing responsibility of the applicant.

4.3 Detail Design Submission

The proposed parklet is to be formally submitted to Council for review and assessment. To ensure the review process is as efficient as possible, the following are the minimum submission requirements:

- Detail Site Plan, including Disability Discrimination Act compliance
- Rendering and perspectives
- Specification/details of furniture, primary materials and plant palette
- Proposed Hosting Program
- Proposed maintenance requirements / commitment
- Fees and Insurances

Council staff will be able to inform applicants regarding the level of detail required for the above criteria. The above information will be used to enable Council Approval.

4.4 Council Review and Assessment

Council staff will assist applicants with the review and assessment of their proposal, including the proposed design and planned uses. Council staff will provide constructive feedback to the design

proposal towards achieving a successful assessment.

4.5 Public Notification

Once a proposal has been assessed by the City of Unley, Council will then place notices in the location of the proposed parklet to inform the public of the permit application. The notice will be in place for 10 working days, and any objections will be received by Council.

If Council receive objections to a parklet proposal during the notification period, senior Council staff will review the proposal against the objection raised and reach a consensus how to proceed. Where appropriate, Council may seek to negotiate with either party to appropriately resolve any objection raised.

The recommendation will be provided to the General Manager for review and confirmation.

4.6 Approval to Proceed

At the conclusion of the consultation, and subject to successful resolution of any objections raised, the proposed parklet is to be submitted to the CEO for final review and approval.

5.0 Management + Maintenance

5.1 Hosting a Parklet (Management)

The following is considered the minimum requirements and responsibilities of the permit holders for the operating and maintaining of a parklet:

- Maintenance to be undertaken on a daily basis to ensure a safe and clean parklet
- All moveable items to remain within the parklet during opening hours and securely stored off-site at all other times
- Watering of plantings, as well as regular maintenance, including removal of dead plants and necessary pruning to maintain sight lines
- Any damage as a result of vandalism or vehicle impact should be made safe and rectified as soon as practical
- Parklet sub-structure to be regularly maintained, in particular the build-up of litter / debris adjacent to the water table to be closely monitored and removed
- Upkeep of surface finishes, including any specific amendments

5.2 Permit Renewal

The parklet structure will be provided by Council for a 24 month period. At the conclusion of the permit, the platform will be reclaimed by Council and relocated to support other applications.

If the parklet has been successful and retains the support of the local community, Council will be willing to further discuss potential options for the permanent creation of public spaces in place of the parklet.

5.3 Removal of Parklets

Parklets are temporary structures and to be removed at the conclusion of the permit. Alternatively, the parklet may be removed before the 24 month duration on request of the host, or in situations where the host is noted to continue to fail in the upkeep of the parklet, or repeated misuse.

The removal of the parklet prior to the expiration of the 12 month permit will be at the cost of the permit holder.

6.0 Fees and Insurance

5.4 Change of Ownership

The parklet permit may in particular circumstances be transferred, in consultation with Council staff. Council approval of the transfer will be subject to the proposed host demonstrating an understanding of the parklet aims and commitment to maintain it for the remainder of the permit.

6.1 Parklet Nomination

It is free to nominate a parklet proposal with Council, in accordance with the submission requirements. Nominations must be received by 5pm on Friday 24 March 2017.

6.2 Parklet Application

If your proposal is successful in being selected through the short-listing process, the applicant will receive the first two years free of charge.

6.3 Insurance requirements

As part of the detailed proposal submission, the host must provide evidence of compliant insurance policy covering the proposed parklet. Council requires the host provide a \$20million Public Liability Insurance Policy for the duration of the parklet permit (nominally 12 months occupancy). The City of Unley is to be listed as Parties of Interest on the policy.

7.0 Further Information

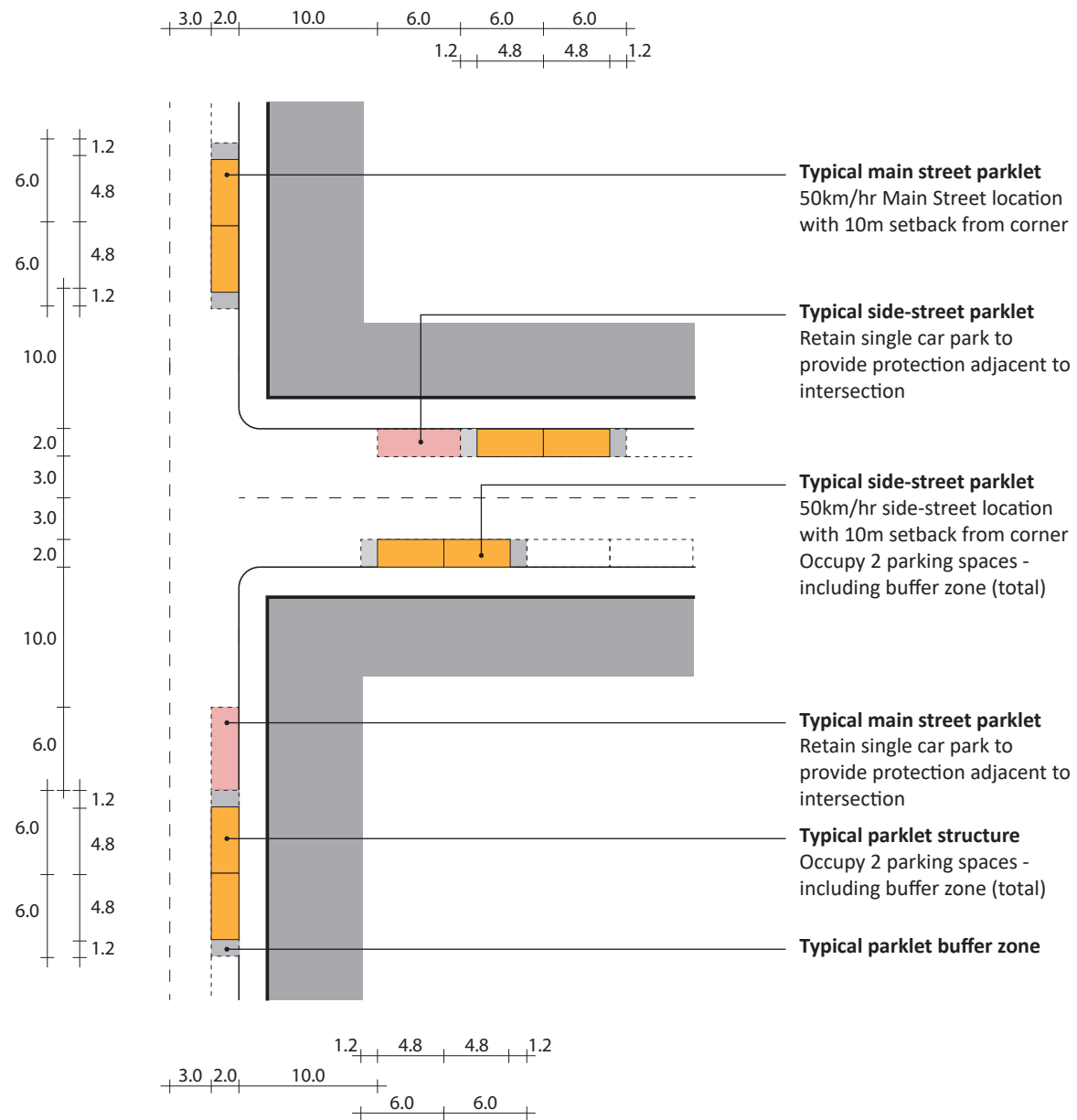
7.1 Council Contact

For further information regarding the Parklet Program, please contact:

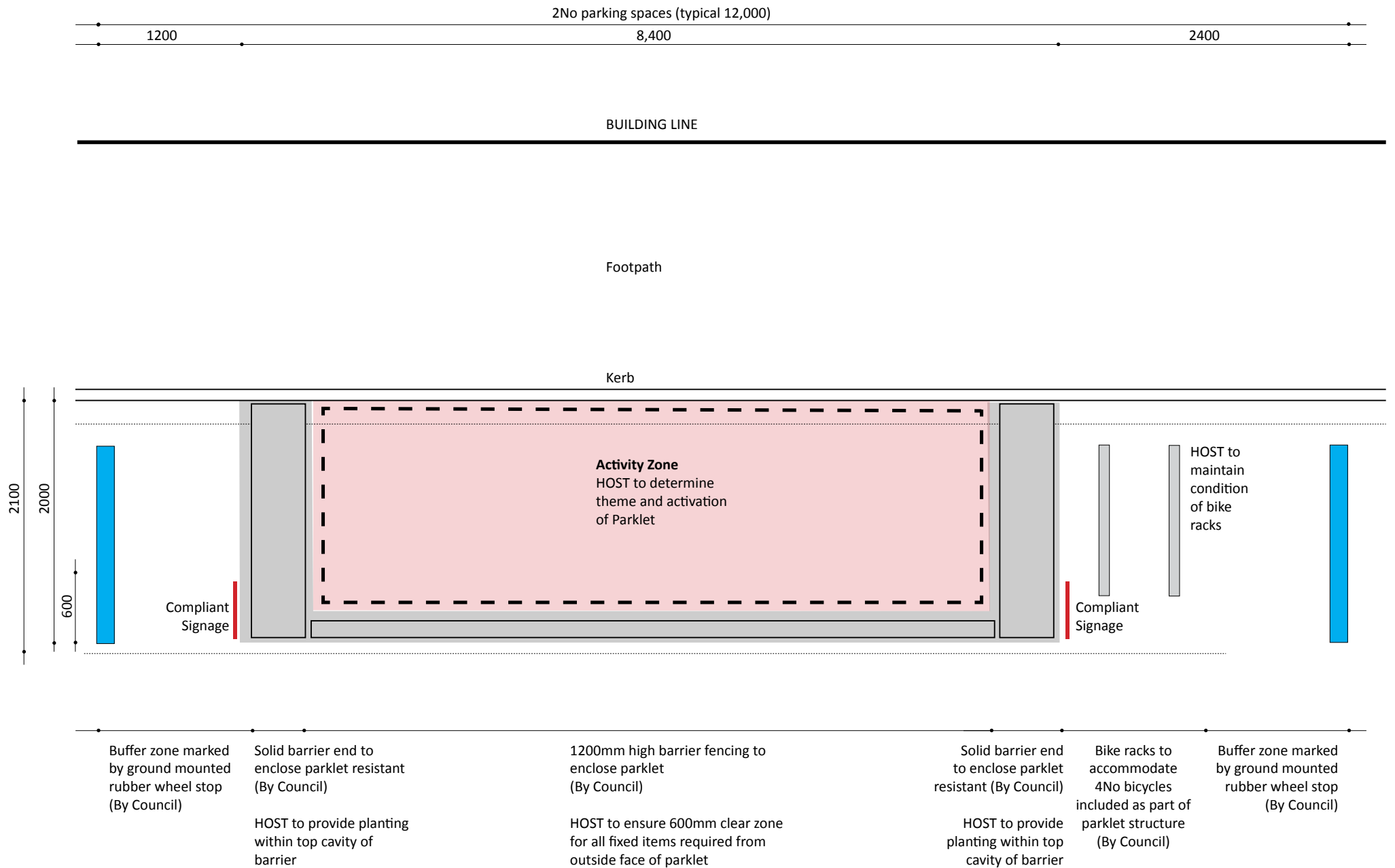
(08) 8372 5111
unleybusiness@unley.sa.gov.au

A parklet nomination form can be downloaded from the Your Business website at www.yourbusiness.unley.sa.gov.au/arklet-program

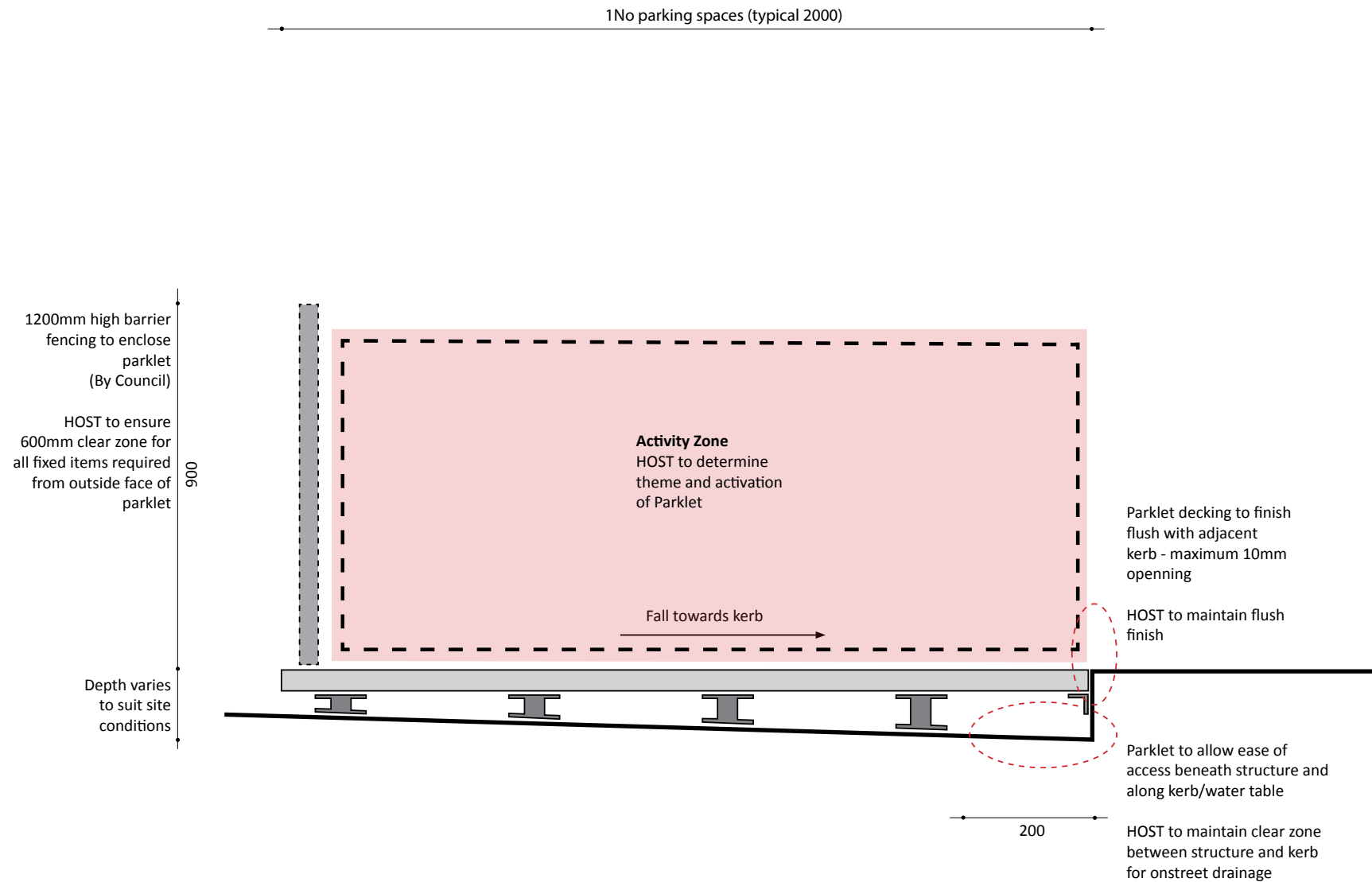
APPENDICES



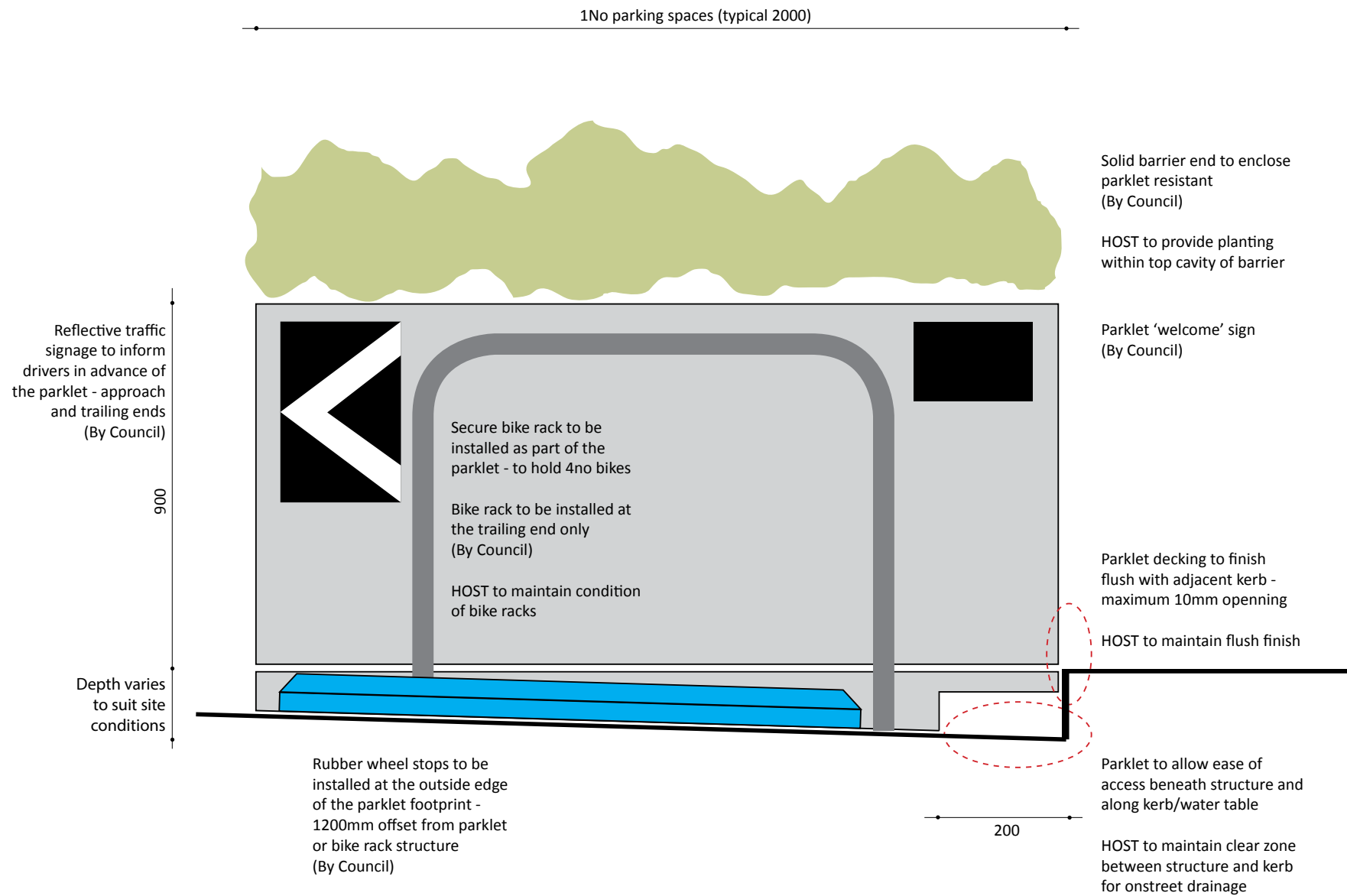
SUITABLE PARKLET LOCATIONS



TYPICAL PARKLET LOCATION PLAN



TYPICAL PARKLET CROSS SECTION



TYPICAL PARKLET ELEVATION

City of Unley
PO Box 1
Unley, SA 5061

Sample Letter of Support - Evidence of support from adjacent businesses fronting the proposed parklet location is encouraged

Letter of Support to be returned to the applicant and included as part of the submission, not to be directly issued to Council

Re: [Street Name/Location of Potential Project] Parklet Proposal

I am writing to express my support for the Parklet application submission by [applicant's name/organization] on [street name].

I am a [identify your relationship, such as City Council office, immediate neighbor, business owner, representative of local organization]. [Describe why you or your group supports the project].

[If applicable, describe what role you or your organization will play in the installation or ongoing maintenance, operations, or programming of the project].

I strongly encourage you to support this application.

Regards,

[your signature]

[name, title, organization, contact information, if not provided within letterhead]

[Date]

Sample Record of Support - Evidence of support is encouraged as part of the nomination submission

**I support a Parklet on [name of street/location].
Thanks for working to enhance the vibrancy of our neighborhood!**

| Signature | Print Your Name / Organization | Address | Phone Number | Email | Resident | Business | Employee | Visitor |
|-----------|--------------------------------|---------|--------------|-------|----------|----------|----------|---------|
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TYPICAL PARKLET ‘RECORD OF SUPPORT’