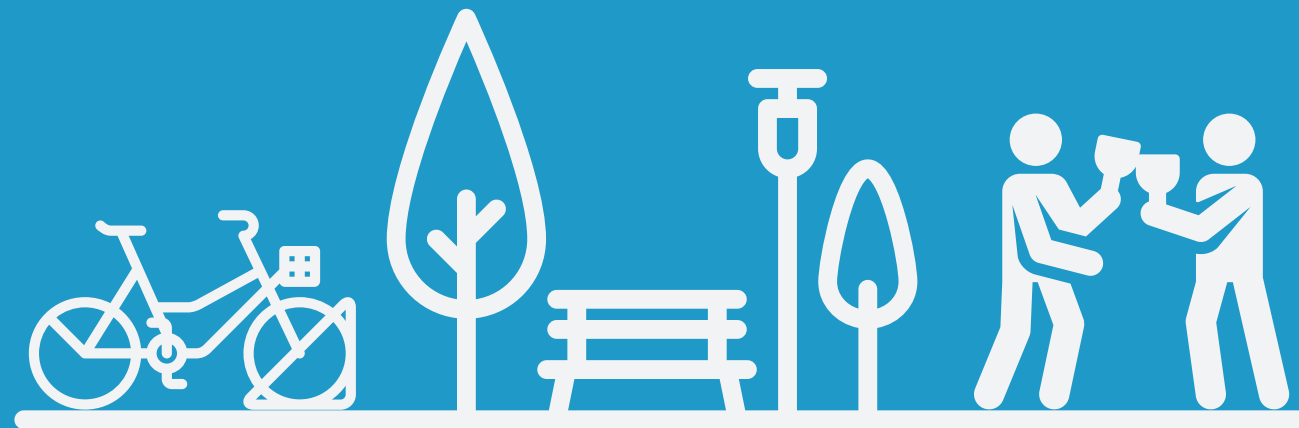
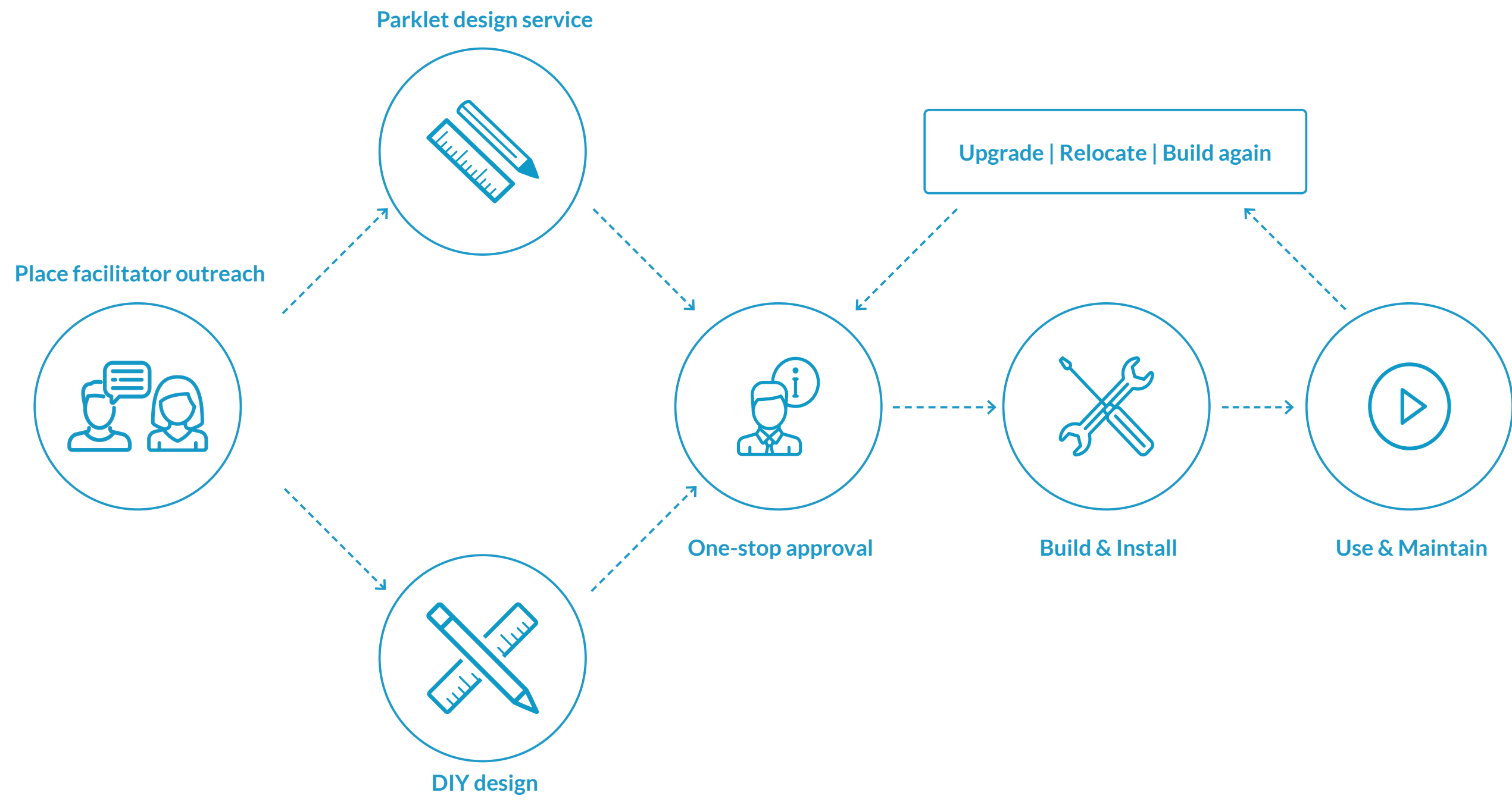


PARKLET AND FLEX SPACE

DESIGN GUIDELINES AND SPECIFICATIONS



PROCESS - A ONE STOP SHOP

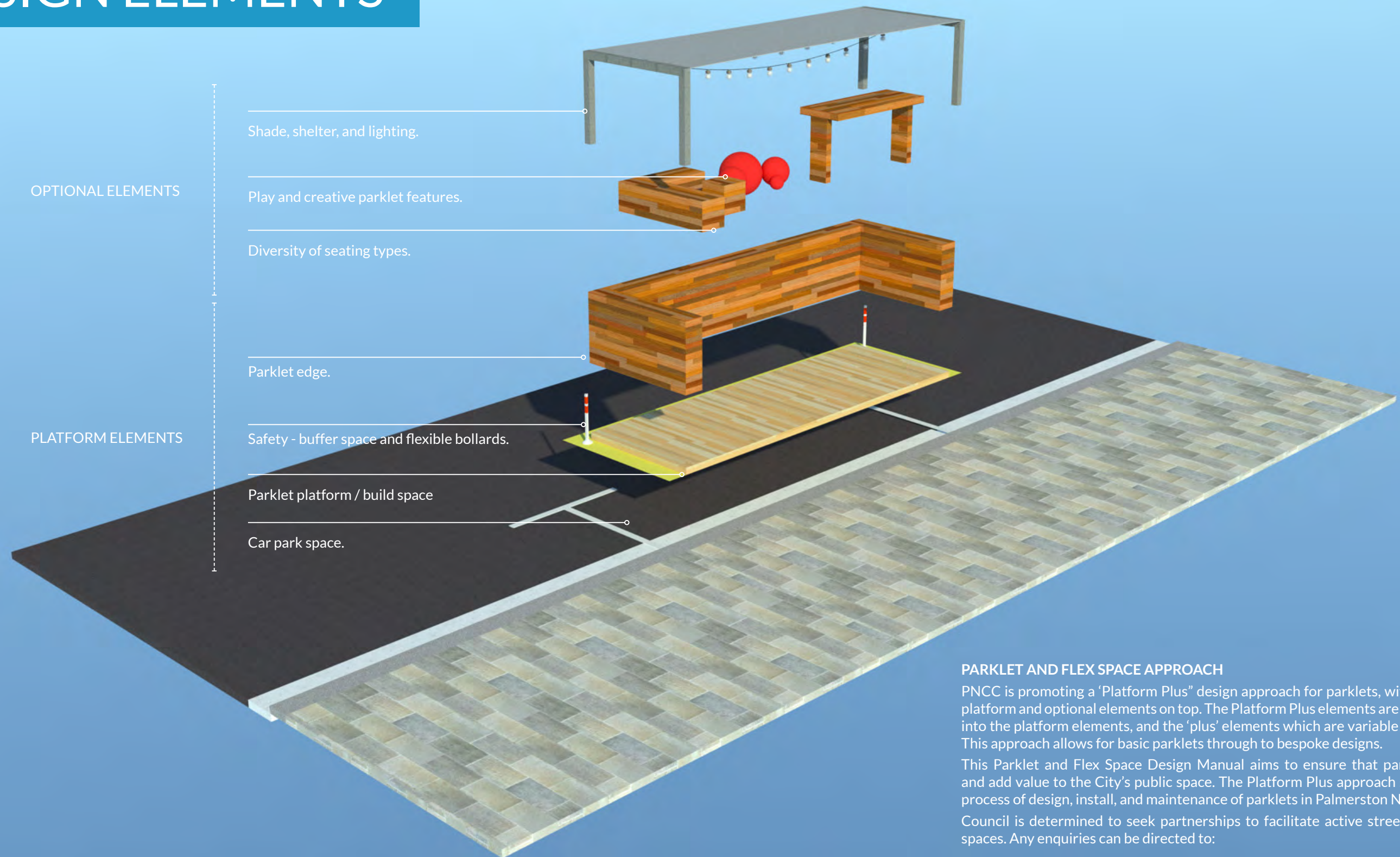


1 RESEARCH & INSPIRATION

2 DESIGN & APPROVAL

3 USE & ADAPT

DESIGN ELEMENTS



PARKLET AND FLEX SPACE APPROACH

PNCC is promoting a 'Platform Plus' design approach for parklets, with a standard platform and optional elements on top. The Platform Plus elements are broken down into the platform elements, and the 'plus' elements which are variable and optional. This approach allows for basic parklets through to bespoke designs.

This Parklet and Flex Space Design Manual aims to ensure that parklets inspire and add value to the City's public space. The Platform Plus approach simplifies the process of design, install, and maintenance of parklets in Palmerston North.

Council is determined to seek partnerships to facilitate active streets and public spaces. Any enquiries can be directed to:

Keegan Aplin-Thane | Place Facilitator, City Future
keegan.aplin-thane@pncc.govt.nz
06 356 8199

DESIGN PRINCIPLES

Integrated parklet and streetscape

Enclosure from traffic

Enclosure from car parks

Variety of seating and features

Openness to the footpath and activity

Quality materials and planting

Shelter and shade

Clear space for pedestrian flows

A clear invitation to users and identification of host

CONDITIONS

INTERACTION WITH COUNCIL

1. The primary contact for alternative use of road reserve is the Place Facilitation team in City Future. The Place Facilitator will connect across all Council departments:
 - Licensing - food/liquor
 - Transport infrastructure and traffic management
 - Street infrastructure - relocation and maintenance requirements
 - Design specifications.
2. Council will accept no liability for a private business initiative. Public liability insurance is required to align with the footpath use bylaw, and/or other licensing requirements where private businesses use public space.
3. The Place Facilitator or Roading Manager reserves the right to remove the parklet if the Council determines that the parklet conditions have not been met. Removal fees will be charged to the parklet host.

COMMUNITY ENGAGEMENT

4. The parklet host is expected to engage with the surrounding community regarding the parklet application.

USE OF PARKLET

5. The parklet is for public enjoyment as it lies on public space. The parklet host cannot enforce the use of the parklet beyond the removal of persons who may be disturbing the peace or damaging property.
6. The parklet host may serve customers on the parklet (subject to relevant licenses).
7. No fee will be charged (or demand for compensation for reduced revenue) for the use of a parklet, or other alternative use of a car park space/flex space (or other vacant road reserve space) that is open for public use.
8. The parklet host is responsible for the safe use of the parklet within their stated operating hours.
9. Both the 'Parklet Invitation' sign and the 'Parklet Host' sign must be installed on the parklet and visible from the footpath. The place facilitator is to order and pay for these signs.
10. Smokefree signage supplied by the Council must be prominently displayed at all times on the tables or other seating arrangements which are placed on the parklet. No ashtrays or other devices intended for collecting ash may be placed on the tables or seating arrangements.
11. For all new liquor license applications and renewals, Council will by default include the area from the applicant's shopfront to the outer edge of the adjacent street car parking space in line with the premises. For parklets areas that are unlicensed, liquor license renewals are at the cost of the parklet host.

FEES

12. Fees owed to Council for licenses, traffic management and other parklet provisions will be invoiced to the parklet host and itemised all on one bill.

OWNERSHIP OF PARKLET

13. The parklet platform will be added to Council's asset register.
14. Ownership of the parklet optional elements remain with the business owner and will not be added to Council's asset register.
15. If a business ceases to operate, Council will facilitate a transfer of the parklet to be hosted by a subsequent business in the same location, or relocation for another business to host the parklet.

BRANDING/SPONSORSHIP

16. No branding will be used on the parklet. The business' identity should be reflected through design and the materials used in the parklet. The Parklet Host sign will include the business' name (and website address if desired).
17. Sponsored materials are considered appropriate for any non-permanent elements of the parklet such as market umbrellas as are currently used in typical street settings. Sponsored materials must be removed from the parklet when the business is closed.

PARKLET HOSTS MUST AGREE TO THESE CONDITIONS IN WRITING BEFORE ESTABLISHING A PARKLET

TRAFFIC MANAGEMENT FOR BUILD/INSTALL

18. The Place Facilitator will prepare the traffic management plan in-house at no cost to the parklet host, and lodge the plan through the 'one-stop shop process'.
19. Council's preference is for parklets to be built off-site and then installed. This minimises traffic management requirements and cost, and risks associated with building in the road reserve.
20. All road cambers and kerb heights are variable, so each parklet platform will be designed to meet the local constraints.

FUNDING

21. Council has created funding to support placemaking activities. This funding is not specific to parklets and is used as and when opportunities arise to collaborate with agencies, business, individuals.
22. This funding is not a grant and is a partnership with Council to provide a public good and is allocated at the discretion of the City Planning Manager.
23. Funding support provided via the placemaking fund is subject to assessment criteria to assist with prioritisation:
 - Subject to level of interest in placemaking actions by organisations and businesses in any financial year.
 - Flexibility of design and level of public vs. private benefit.
 - Funding is to support innovators and early adopters, therefore, funding for parklets will decline over the years to allow promotion of other innovations.

LOCATION

24. The initial priority for parklets is:
 - Place, and Place/Movement streets in City Centre Framework
 - Local Commercial streets in Street Design Manual.
25. Residential projects which seek to reprioritise road reserve to provide a public benefit will be assessed on a case by case basis.
26. The location and design of the parklet shall ensure access to on-street services such as fire hydrants and stormwater grates.

MAINTENANCE

27. Parklet optional elements need to be sited within the perimeter of the parklet platform, and maintained to a standard that ensures that no foreseeable harm is made to persons during normal use.
28. Council recommends a yearly refresh/spring clean, in addition to ongoing cleaning, watering and maintenance of vegetation.
29. Graffiti removal is supported through the Council's Graffiti Removal Policy:
30. Council removes graffiti from any property in the CBD and suburban shopping centres.
31. Council removes graffiti from property fronting arterial roads, principal roads and collector roads such as Tremaine Avenue, Rangitikei Street or Fitzherbert Avenue.
32. If criteria is not met, then the owner will receive a 50% discount voucher to purchase paint from Dulux Trade Centre in Main Street. To qualify for this discount the parklet host needs ensure your complaint has been lodged with Council.

BUILDING STANDARDS

33. Parklets must be designed to the New Zealand Timber Frame Standards and New Zealand Building Code.
34. Building work in connection with a deck, platform or the like from which it is not possible to fall more than 1.5 metres even if it collapses is not subject to a building consent (Schedule 1, Part 1 (24) of the Building Act 2004).
35. Parklets must be designed and built with robustness, climate, and vandalism in mind.

THE USER INVITATION

PARKLET INVITATION SIGN

ENJOY THIS PARKLET
IT'S HERE FOR YOU
& YOU
& YOU
& YOU



#parklets



placemaking palmerston north



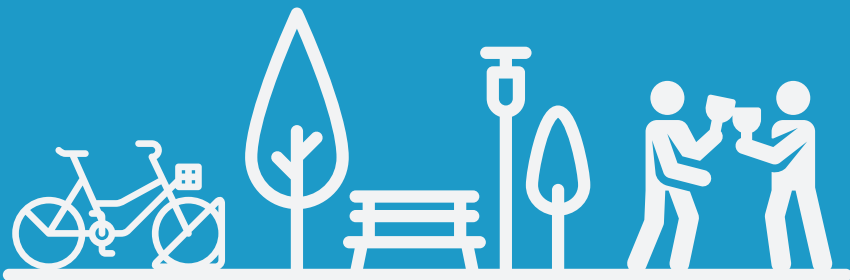
THESE TWO SIGNS MUST BE ATTACHED TO YOUR PARKLET TO IDENTIFY THE PARKLET AS A PUBLIC SPACE AND TO IDENTIFY THE PARKLET HOST.

PARKLET HOST SIGN

HOSTED BY
PARKLET HOST



Parklet host URL



This parklet is part of the placemaking initiative and is a partnership with pncc.govt.nz

APPROVAL FORMS

PARKLET HOSTS WILL BE SUPPLIED WITH A COPY OF THE APPROVAL FORMS AND MUST DOCUMENT AGREEMENT TO THE PARKLET CONDITIONS PRIOR TO ESTABLISHING A PARKLET.

Parklet Host

Parklet host name

I/We accept the conditions of the Parklet and Flex Space Design Guidelines and Specifications to establish, manage and maintain the parklet.

Signature _____ Date _____

This parklet has been approved by:

Signature _____	Date _____	Design City Future
Signature _____	Date _____	Transport infrastructure City Networks
Signature _____	Date _____	Food & Liquor Licensing Customer services
Signature _____	Date _____	Maintenance City Networks



This parklet is part of the placemaking project and is a partnership with pncc.govt.nz

Notes

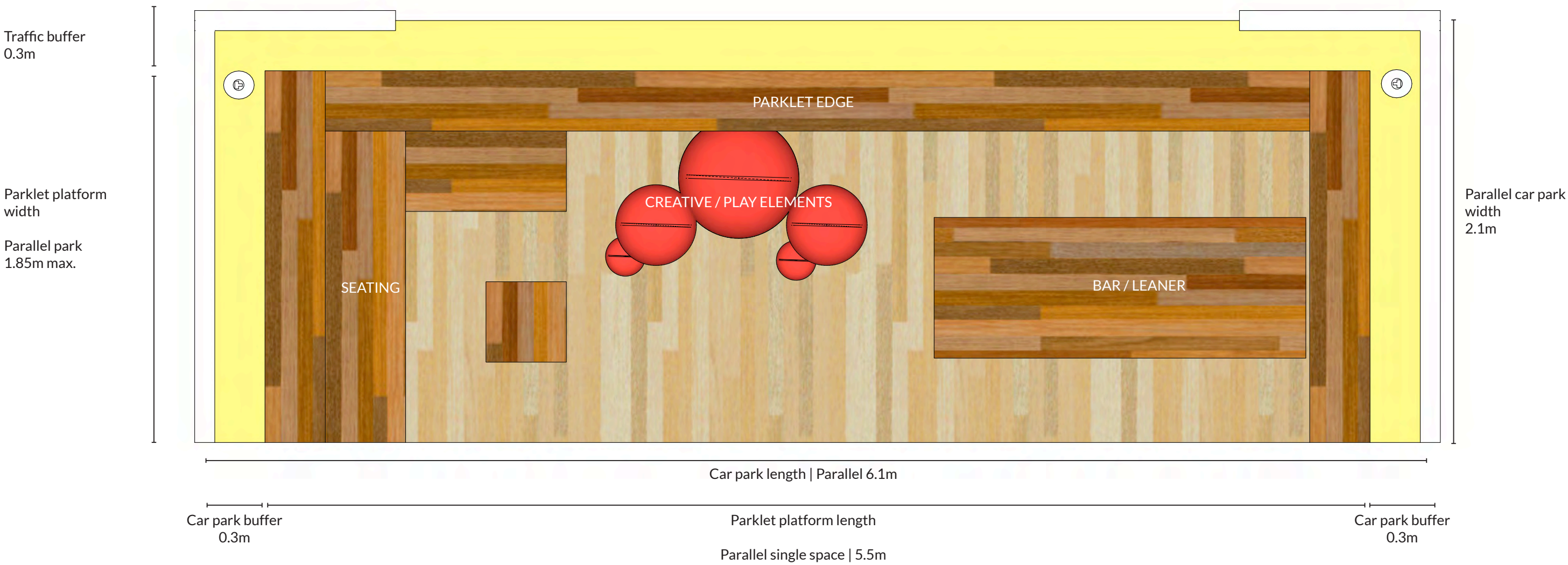
Flex Space/ Parklet Design	_____ _____ _____
Food & Liquor Licensing	_____ _____ _____
Transport infrastructure	_____ _____ _____
Traffic management and installation	_____ _____ _____
Maintenance	_____ _____ _____
Date of meeting	_____



This parklet is part of the placemaking project and is a partnership with pncc.govt.nz

DESIGN SPECIFICATIONS

PLAN



Note:
Buffer dimensions and features are the same for all parklet types. If in doubt check with the Place Facilitator.
See Dimensions section for measurements of other car-park types.
Parklet design for illustrative purposes only.

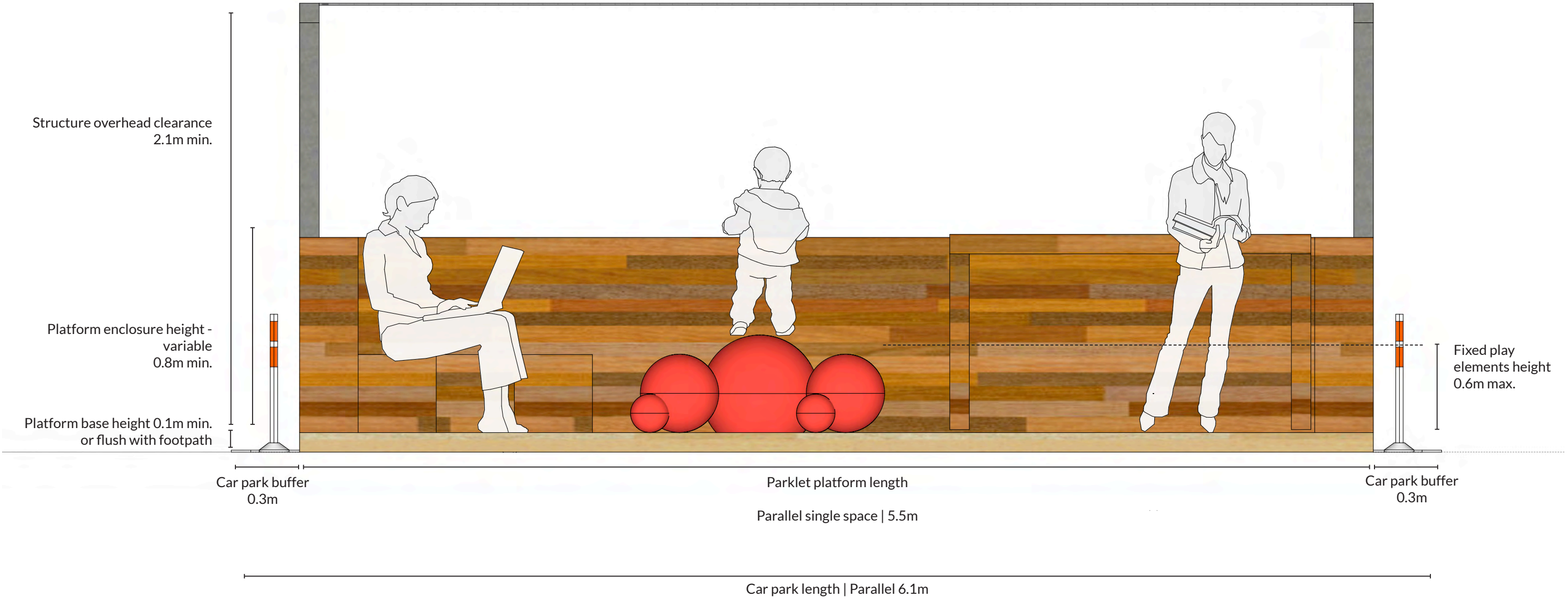
Buffer area

Location of flexible bollards.

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DESIGN SPECIFICATIONS

ELEVATION

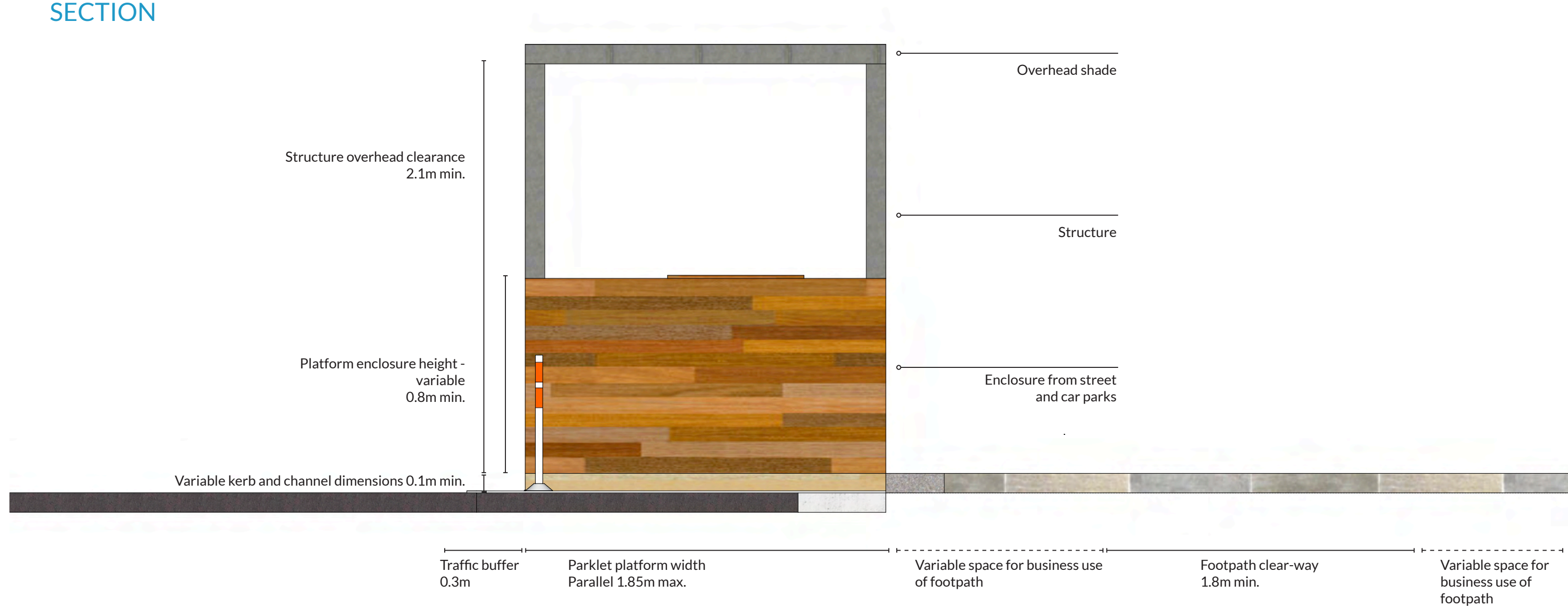


Note:
Buffer dimensions and features are the same for all parklet types. If in
doubt check with the Place Facilitator.
See Dimensions section for measurements of other car-park types.
Parklet design for illustrative purposes only.

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DESIGN SPECIFICATIONS

SECTION



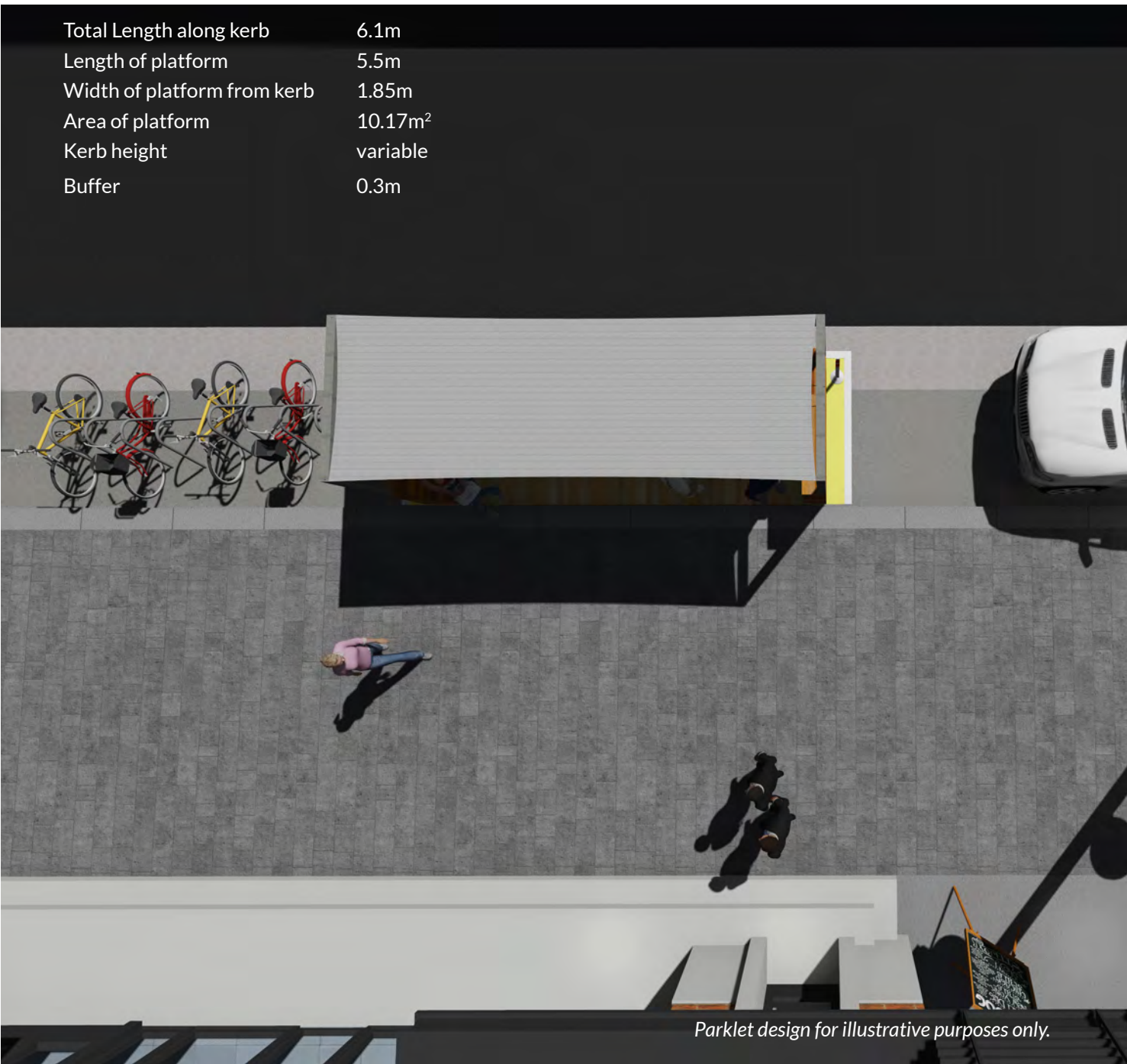
Note:
Buffer dimensions and features are the same for all parklet types. If in doubt check with the Place Facilitator.
See Dimensions section for measurements of other car-park types.
Parklet design for illustrative purposes only.

1:20 @ A3

DESIGN SPECIFICATIONS

DIMENSIONS | SINGLE PARALLEL CAR PARK

Total Length along kerb	6.1m
Length of platform	5.5m
Width of platform from kerb	1.85m
Area of platform	10.17m ²
Kerb height	variable
Buffer	0.3m



Parklet design for illustrative purposes only.



DESIGN SPECIFICATIONS

DIMENSIONS | DOUBLE PARALLEL CAR PARK



DESIGN SPECIFICATIONS

DIMENSIONS | DOUBLE 90-DEGREE ANGLE CAR PARK

Total Length along kerb	5.2m
Length of platform	4.6m
Width of platform from kerb	4.5m
Area of platform	20.7m ²
Kerb height	variable
Buffer	0.3m



DESIGN SPECIFICATIONS

DIMENSIONS | DOUBLE 60-DEGREE ANGLE CAR PARK

Total Length along kerb	6m
Length of platform	5.31m
Width of platform from kerb	4.8m
Area of platform	25.47m ²
Kerb height	variable
Buffer	0.3m



DESIGN SPECIFICATIONS

DIMENSIONS | DOUBLE 45-DEGREE ANGLE CAR PARK

