



Hobsons Bay  
Business has Heart

*Outdoors*

Future Program  
**Transition and  
Interim Design  
Guidelines**



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## Hobsons Bay Business Has Heart (Outdoors)

The HBBHH Outdoors program launched in October 2020 providing extended outdoor trading areas across Hobsons Bay including extended footpath trading zones and parklets (use of car parking spaces).

The program was extended to the end of May 2022 with the medium and longer term future of the program now under consideration. These draft transition guidelines outline the proposed regulatory framework, requirements for participating businesses, Council's operational and resource requirements, and design guidance for the future of the program. These guidelines must also be read in conjunction with Council's [Footpath Trading Code of Practice](#).

There are two types of options to expand outdoor trading areas for businesses considered as part of the guidelines:

- Extended footpath trading areas (in front of or adjacent to the subject business or neighbouring property)
- On-street parking space or public space ('Parklet')

It is noted that the proposed future program includes 'feature sites' which are not addressed as part of these guidelines.

Council understands that businesses are currently experiencing a challenging period of time due to the COVID-19 pandemic and will support local businesses across the city to safely reopen and extend outdoor trading areas where possible, as restrictions ease. However, it also acknowledged that commercial use of public space requires a balanced approach to ensure that the public environment is accessible, safe, and shared with equity.



# Extended Footpath Trading Areas

Extended footpath trading areas can transition to permanent footpath trading, subject to meeting nominated criteria and guidelines.

### Criteria for retention

- There is no physical impact to residents and/or neighbouring businesses.
  - » If using a footpath in front of an adjoining business, the participating business must secure an agreement (annually) from that neighbouring business.
- A minimum footpath passageway width of 1.5m can be achieved after installation of a footpath trading zone.
- It does not otherwise impede the flow of pedestrian traffic.
- It meets the requirements in the Footpath Furniture Trading Code of Practice and does not remove any parking from the street.

### Proposed regulatory framework

- Existing Footpath Trading Permit (FTP) process which includes an annual permit process and applicable fees. Noting fees to businesses for footpath and

outdoor trading are currently waived until 30 June 2022, as a result of pandemic impacts (permits are still essential to ensure all outdoor trading arrangements are legal and safe). Footpath trading charges have already been established, and are anticipated to recommence from 1 July 2022.

- Where businesses seek to have permanent fixed infrastructure in place (i.e. infrastructure, such as café screens that are fixed to the ground and which are not taken inside when the business is not open and/or overnight) they will need to secure engineering approval through the usual process.

### Requirements for participating businesses

- Submit an annual FTP application and pay applicable FTP fees on an annual basis.
- If businesses want to extend their footpath trading to the area in front of neighbouring business(es) they will require written permission from the trader(s) at adjacent premises. This would need to be done annually.

### Council operational and resource requirements

- Develop urban design principles for longer term transition to permanent barriers/fencing that meets ongoing maintenance and cleansing requirements.

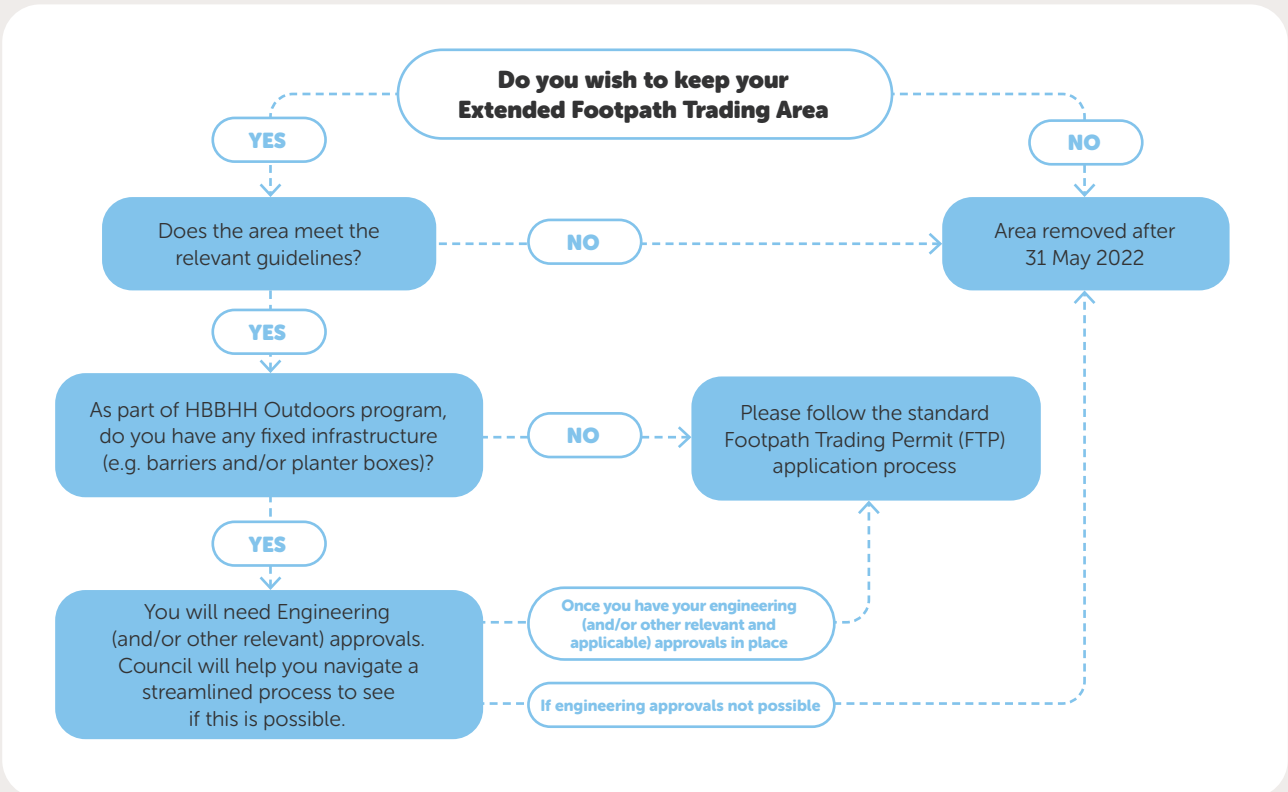


Figure 1: Process for businesses with Extended Footpath Trading Areas



# Extended Footpath Trading Design Guidance

Extended footpath trading areas can transition to permanent footpath trading, subject to meeting nominated criteria and guidelines.

## Site location

- Outdoor trading space may extend along the immediate neighbouring property frontage (with owners' consent) and connected with the business' main outdoor trading space. Gaps between business frontages will not be supported.
- Removal of existing street trees and furniture within the requested extended trading space will not be supported.
- The outdoor trading space meets the minimum standards outlined in Council's Footpath Trading Code of Practice including but not limited to:
  - » a continuous accessible pathway along the building line of a minimum 1.8m in width (an absolute min. 1.5m where the footpath is narrow)
  - » 0.7m clearance from the kerb line
  - » 1.0m clearance from adjoining neighbouring trading zone (except where consented)
  - » clearance setback from various street infrastructure (as outlined in the Footpath Trading Code of Practice)

## Replacement of Temporary Barriers & Planter Boxes:

As part of the Hobsons Bay Business has Heart program, Council may have provided temporary barriers to assist in delineating the extent of the outdoor trading space and provide additional safety measure. These barriers (MDF wood barrier type) are temporary only and have an expected lifespan of 2–4 years. If the business seeks to continue the use of barrier treatment in the longer term, they will be required to meet the design standards including:

- Temporary barriers/ café screens must not exceed 1.2m in height to ensure clear sightlines are maintained.
- Viewlines to adjacent traffic and other businesses must not be interrupted for safety and equity reasons.

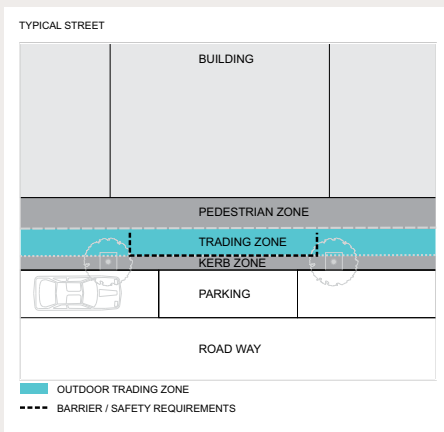


Figure 2: (L) Example of extended footpath trading; (R) Footpath trading in Challis Street, Newport

# Parklets

Some parklets can transition to permanent status, subject to meeting nominated criteria and guidelines.

## Criteria for retention\*

- Alternative parking spaces are available within the vicinity.
- A minimum of 80% support for use of the spaces from businesses in the business precinct.
- Minimal impact on nearby residents.

## Proposed regulatory framework

For parklets transitioning to a permanent arrangement, a program would be established with the following timeframes:

- Short to medium term:
  - » Transition each parklet to an interim permanent arrangement (which may involve using much or all of the existing infrastructure).
  - » During this time it is anticipated charges will be phased in for the use of car parking spaces. Detailed work is underway to determine an appropriate charge, with initial, indicative analysis suggesting the value of car parking spaces between \$3,000 to \$5,000 per year. Further detailed analysis of car space valuations, as well as more detailed analysis of economic recovery of local businesses over the coming months, will inform a proposed approach around the phasing in of these charges and their relationship with Footpath trading permit fees.
- Medium (to longer) term:
  - » Each parklet would be placed on the capital works program for more permanent streetscape

works to achieve a less 'interim' and more permanent built outcome (precinct design priorities and budget allowing).

- » Once progressed, businesses would only be liable for the footpath trading fee.

## Requirements for businesses

- Businesses would need to apply to have their parklet made permanent. Council would assess applications and confirm compliance with safety and other requirements.
- Business to pay fee up front.

## Council operational and resource requirements

- Council would need to confirm it satisfies the three criteria.
- Council to install (and upgrade) parklets for permanent, year-round, retention.
- Short to medium term:
  - » Council to check and maintain existing parklet infrastructure that was installed as part of the initial program.
  - » Where necessary, Council to undertake upgrades and repairs to ensure parklet infrastructure remains fit for purpose until more permanent medium/ longer-term works can be undertaken.
- Medium (to longer) term:
  - » Council to gradually, over coming years, undertake minor streetscape works to create durable and built-in permanent parklets. The program for such works will be subject to the identification of precinct priorities and allocation of funding through the annual capital works program.

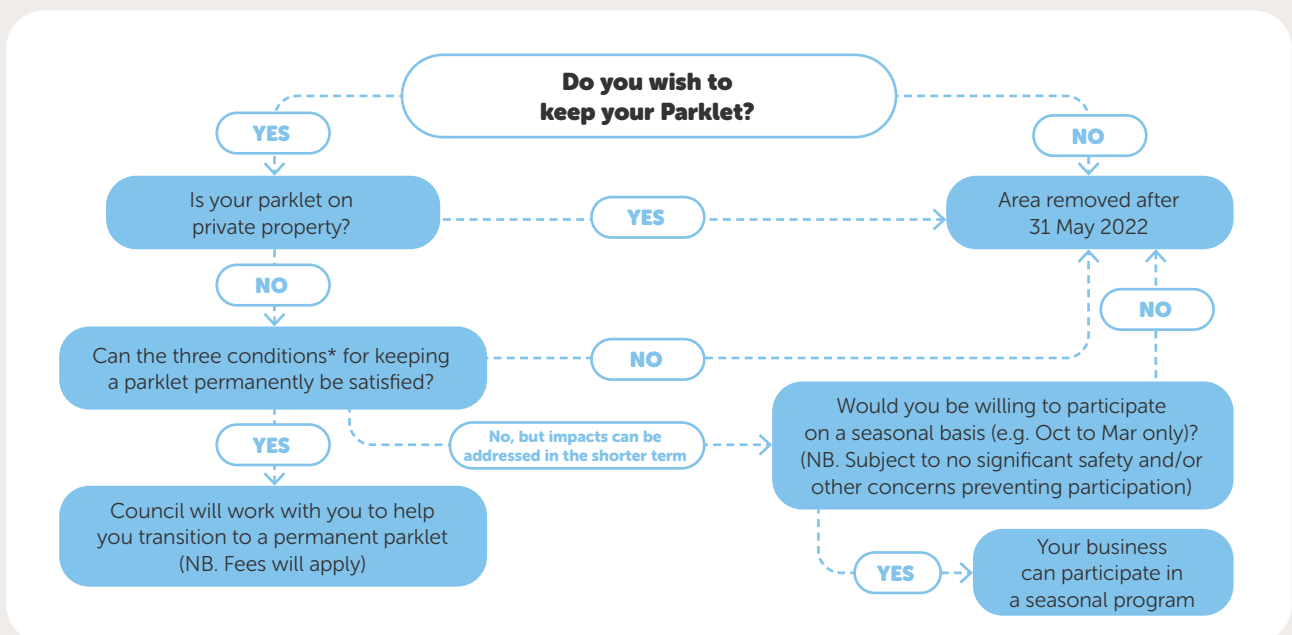


Figure 3: Process for businesses with Parklets



## Seasonal Parklets

Where parklets can not meet the three criteria but could do so on a short term basis, a seasonal option would be offered. The seasonal program would be established with an annual application process and implementation program.

### Proposed regulatory framework

- Fees would be levied under a user pays system including:
  - » Footpath trading permit fees, whereby benefiting businesses pay a fee(s) for use of the trading area and/or infrastructure assets (e.g. bollards, planters, tables, chairs, etc.) levied as per existing schedule of charges. Noting fees to businesses for footpath and outdoor trading are currently waived until 30 June 2022, as a result of pandemic impacts (permits are still essential to ensure all outdoor trading arrangements are legal and safe). Footpath trading charges have already been established, and are anticipated to recommence from 1 July 2022.

- » A cost recovery fee to enable Council to recover costs associated with the installation and maintenance of supporting infrastructure (e.g. decking, planter boxes, barriers, bollards).

### Requirements for businesses

- Businesses would need to apply annually through a streamlined process.
- Council to assess applications and confirm compliance with safety and other requirements.
- Business to pay fee up front.

### Council operational and resource requirements

- Establish a cross-Council (inter-departmental) working group to facilitate an annual streamlined process.
- Council to install and remove parklet infrastructure at each start and end of the annual 'summer' season.
- Council to source and have available a suite of furniture/infrastructure items for businesses to choose from and pay for.



Figure 4: Pier Street



Figure 5: Altona



# Parklet - On-street parking space or public space interim design guidance

## Design criteria

### Site location

The safe placement of a parklet is extremely important for both the users of the space and the immediate traffic passing by. Additionally, a parklet should not significantly impact the function of the street or obstruct critical access requirements.

As such, 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/tow away zones
- 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
- Are not essential spaces such as accessible parking bays, police/emergency vehicle parking zones

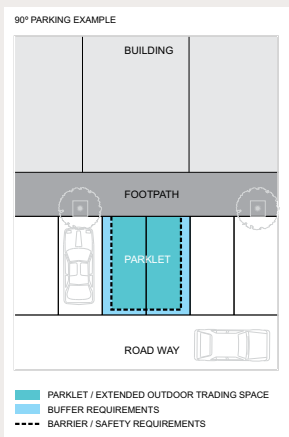


Figure 6: (L) Example of Parklet in a 90 degree parking area; (R) Actual Parklet created in Harrington Square, Altona

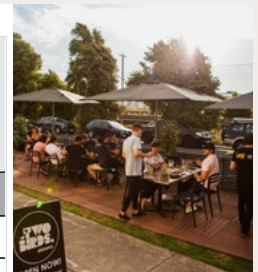
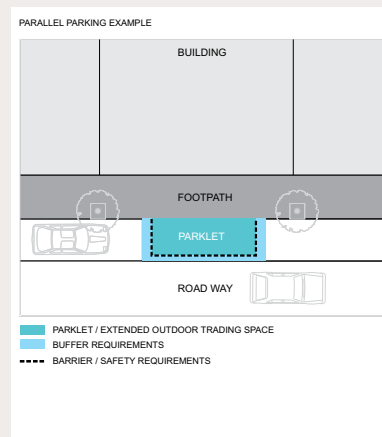


Figure 7: (L) Example of Parklet in a parallel parking area; (R) Actual Parklet created in Hall Street, Spotswood

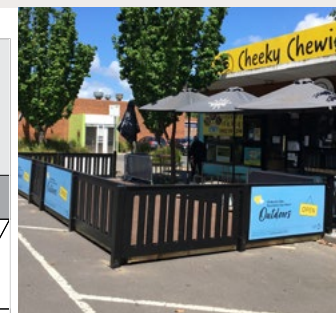
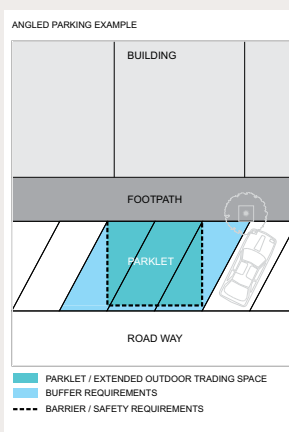


Figure 8: (L) Example of Parklet in angled parking area; (R) Actual Parklet created in Aviation Road, Laverton

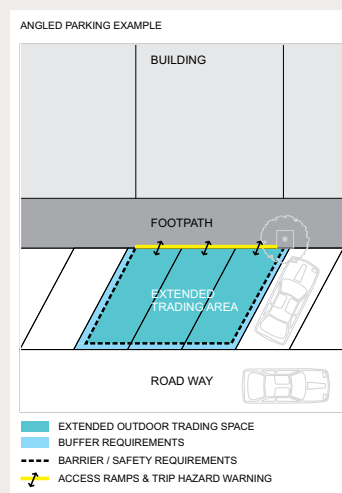


Figure 9: (L) Example of Parklet in angle parking zone; (R) Actual parklet created in Nelson Place, Williamstown



## **Parklet flooring**

### *Raised platform*

- The parklet platform must sit flush with adjoining footpath and ensure there is no trip hazards. A threshold cover treatment (gap between the parklet and footpath) will need to be applied to ensure that kerb drainage can continue.
- The surface of the platform must be of a non-slip finish with no finger entrapments (gaps between 8mm and 25mm in diameter).
- No parts of the parklet are allowed to be permanently fixed to the road infrastructure including road surface, kerb or channel.
- Outdoor furniture such as umbrellas, seats and tables must not be fixed to the parklet base.

### *Existing roadway*

- If a raised platform is not desired an alternative option is to simply use the existing road space. However, most likely there will be a level change where the kerb and channel sits. Safety and access towards the extended outdoor trading area must be considered with provision of:
  - » temporary non-slip ramps for DDA purposes and allow for wheelchair and pram access
  - » temporary warning tape along the parklet extents to highlight potential trip hazard and level change
  - » temporary surface treatment such as artificial turf that is durable yet can be removed without damaging the road surface

## **Parklet sides**

- The presentation of the parklet should be visually appealing and attractive. While these parklets are temporary in nature, they should present well and integrate with the streetscape.
- Protection treatments such as waterfilled barriers, concrete blocks may be required at the approach side of oncoming vehicles to protect user of the parklet. Councils Traffic Engineering department will consider the parklet location and road context and may provide additional traffic safety measures.
- Temporary barriers/ café screens must not exceed 1.2m in height to ensure clear sightlines are maintained. Viewlines to adjacent traffic and other businesses must not be interrupted for safety and equity reasons.

## **Landscaping**

- A request for removal of street trees to accommodate a parklet or extended trading area will not be supported by Council.
- Businesses are encouraged to consider the use of temporary planter boxes within their parklet space as they provide a number of benefits. While planter boxes will enhance the amenity of the parklet, they can also provide an added security measure in the form of a barrier treatment.
- The height of the planter boxes (including plants) must not exceed 1.2m high to ensure clear sightlines to adjacent traffic and neighbouring businesses are maintained.
- Watering of the planter boxes and plant care and must be conducted by the business operator.





## Guiding Design Principles

The HBBHH Outdoors program will be guided by four key design principles:

- Integrated with the streetscape and broader business precinct
- Maintains and not impedes on pedestrian access
- Safe, attractive and provide enhanced amenity for users and visitors
- Secure and minimises impacts to the traffic network

The following key considerations provide broad guidance to both businesses and Council on essential standards that should be considered to ensure the extended trading space is safely integrated with the streetscape and does not impact on the public environment.

### Precinct approach

- Assess the streetscape to ensure adequate provision of basic street infrastructure (bins, bike hoops, benches) is maintained.
- Maintain current street tree provision with opportunities to include more maximised.
- Assess traffic and transport implications with larger scale installations.
- Ensure access within and around the precinct is retained for cleansing and other maintenance purposes.

### Pedestrian access

- Provide well designed areas with adequate space for the community to enjoy without obstructions on footpaths or crossings.
- Integrated settings within the street without compromising existing uses, building entrances, emergency access, access for people with a disability and/ or pedestrian safety.

### Safety & amenity

- Create safe and non-invasive settings that don't block sight lines for traffic or adjacent businesses, and respect city amenity.
- Consider the design of all sides (inside and out) to ensure installations are attractive from all angles.
- Provide robust and structurally sound installations that withstand prolonged climate conditions and can be well maintained.

### Road efficiency and safety

- Provide spaces that minimise impact to the road network beyond a reduction in car spaces.
- Ensure the design and operation of outdoor trading installations don't expose road users to any increased risks.
- Ensure diners are not exposed to elevated risks from approaching or passing vehicles.



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