



Policy No. #34	Page 1 of 6
Title: Parklet Program	
Authority: Shorewood Village Board	
Date of Issue: 1/22/18	Effective Date: 1/22/18

The Village Board is adopting Policy No. 34 for the purpose of establishing guidelines for the review, approval and administration of a Parklet Program within the Village of Shorewood.

The Village of Shorewood defines parklets as a sidewalk extension located in the parallel parking space adjacent to a sidewalk curb that provides more space for the permitted business to use for seasonal outdoor seating or related amenities. Parklets support local businesses by expanding seating capacity and encourage pedestrian activity by creating new space for people to gather.

For the purpose of this policy, parklets shall be an extension of a business or businesses used by their customers for sit down restaurant and beverage dispensing businesses only.

I. Eligible Locations (Exhibit A Map)

- a) Oakland Avenue, between Capitol Drive northward to Glendale Avenue.
- b) Oakland Avenue, between Edgewood Avenue to Beverly Road.
- c) No more than 10% of the available parking spaces on each side of each street block (block to be defined by address range) may be occupied by parklets.

II. Ineligible Locations

- a) Within 20 feet of a bus stop.
- b) Within 4 feet of vehicle approach, such as parking lot, driveway or alley.
- c) Within 15 feet of an intersection
- d) Within the intersection of Capitol Drive where no encroachment into storage or turning lanes shall be permitted.
- e) Within 10 feet of a fire hydrant, per §500-14A.
- f) Within 6 feet of an inlet.
- g) At businesses not located along the front property build-to line_(zero setback).
- h) All other on-street locations along Oakland Avenue including intersecting streets not listed in Section I above.
- i) The entire length of Capitol Drive.
- j) Businesses having front or side patios will not be eligible for a parklet, unless they can demonstrate severe space limitations.

III. Program Criteria

- a) Parklets shall be allowed between March 15 – November 15.
- b) Parklets shall be removed within 3 days after November 15 each year.
- c) The Village has the right to order immediate removal should road repairs or construction be required, or emergency utility repairs. An emergency contact shall be provided with the application.
- d) When designing a parklet, access to space should be planned in a way that does not direct foot traffic through tree pits and other village landscaping.
- e) The parklet may not block or impede any existing utilities such as street lights, fire hydrants, utility boxes, manhole covers or inlets.
- f) The Village requires a minimum 5-foot pedestrian way along the public sidewalk.
- g) Use of the parklet shall be limited to **7:00 a.m. to 10:00 p.m. Sunday through Thursday and 7:00 a.m. to 11:00 p.m. Friday and Saturday.**
- h) The parklet shall be closed off to the public when the business is not open.
- i) Amplified music is prohibited. (Noise complaints that are not addressed shall be a reason for revoking the required Special Privilege Permit or cause for non-renewal.)
- j) Signs, advertising or other branding is prohibited.
- k) Applicants shall provide current liability insurance **in the sum of \$2,000,000 general liability** to be kept on file with the Village, **listing the Village of Shorewood as additional insured.**

IV. Additional Criteria considered at Village Board Discretion

- a) The Village Board may revise the number of parklets per block.
- b) The Village Board may consider current parking conditions or other existing conditions in vicinity.
- c) The Village Board may consider any other relevant factors deemed appropriate.
- d) **Each parklet shall be evaluated on its individual merits. Meeting the criteria established in this policy manual does not alter the Board's discretion to accept, reject or modify any application at the Board's sole discretion.**

V. Parklet Construction Requirements

All parklets shall be comprised of a structural platform capable of being removed on a seasonal basis and shall meet the following requirements. (Refer to Exhibit B for deck platform cross section requirement.)

- a) Maximum area to be occupied: 2 parking space lengths, 40 feet total.
- b) Parklets may not extend beyond a business façade width. Bollards and wheel stops may be placed beyond 40 feet, but within front façade width.
- c) Parklets shall be limited to 6-foot depth.
- d) Parklets shall be flush (level) with sidewalk.
- e) Decorative railings shall be required on three sides at a 42-inch height minimum.

- f) The parklet platform shall have a minimum 6-inch horizontal clearance notch at the gutter line, which shall be continual underneath the platform to insure storm water drainage. A vertical clearance notch of at least 4 inches is preferred at the face of the curb. Any framing parallel to the curb shall include adequate drainage passages.
- g) Parklets may not be bolted to street, curb or gutter.
- h) Flexible reflective bollards shall be located at each outer corner, placed 7 feet from curb and at least 4 feet high.
- i) **Concrete** wheel stops shall be required at a distance of 4 feet from each end of the parklet. Any parklet side adjacent to an approach does not require a wheel stop. Wheel stops and bollards may not be bolted or attached in any way to the street, curb or gutter.
- j) The applicant shall have no more than one week to complete construction onsite.
- k) Quality exterior materials and design elements, including at least one planter on each end of the parklet shall be required. All wood or other exposed surfaces shall be “finished” (painted or stained).
- l) The parklet shall be ADA compliant and ADA accessible with a minimum of 3-foot clearance to access the parklet from the sidewalk.

VI. Application/Approval Process

To obtain approval for a parklet, qualified business owners must submit a written application for a Special Privilege Permit with accompanying fee payment. Special Privilege Permits must be renewed on an annual basis. Applications must include the following:

- a) Special Privilege Permit Application Submittal Requirements:
 - a. Emergency contact information.
 - b. Site plan showing parklet, public sidewalk and building line, with all dimensions, to scale.
 - c. Material description, elevation and cross section per Exhibit B.
 - d. The Village will provide a written notification of the proposed parklet, with site plan and dimensions, to neighboring businesses, property owners and residents.
 - i. Notice shall be given to businesses, property owners and residents within 100 lineal feet on each side of the business and shall include businesses, property owners and residents on the opposite side of the street, paralleling the distance of the business side, as shown in Graph A.
 - ii. Notice shall be provided not less than 14 days prior to the scheduled Village Board meeting.
 - iii. Applicant shall post notice letter on business window or door for public to see, not less than 14 days prior to the scheduled Village Board meeting.

- iv. Annual renewal applications for previously approved parklets should be filed with the Village by January 15th of each calendar year, in order to obtain approval for spring installation. Unless noted, all renewal applications shall meet the full application requirements established within this policy, including Board approval.

Graph A



- b) Special Privilege Permit Application, Review and Approval Requirements:
 - a. Review by Public Works Director and Chief of Police
 - b. Approval by Design Review Board (first time or if design changes)
 - c. Review by Building Inspector for structural elements
 - d. Review by Planning Director for program criteria
 - e. Final approval by Village Board
- c) Building Permit Application, Review and Approval Requirements:

A building permit application shall be submitted for review to the Planning & Development Department and only issued once the design is approved by the Design Review Board and the Special Privilege Permit is approved. The building permit application must be submitted with the Special Privilege Permit attached.
- d) Parklet Inspection Requirements:
 - a. A rough inspection of the framing shall be scheduled and performed by a building inspector before the deck boards are assembled.
 - b. A final inspection shall be required after the work is complete, including required bollards and wheel stops.
 - c. The parklet may not be occupied before the final inspection is approved.

EXHIBIT A

EXHIBIT A Parklet Eligible Locations - Shorewood



EXHIBIT B

PARKLET CROSS SECTION
DECK PLATFORM REQUIREMENTS

