

Parklet Design Check List – City of Brookings, SD

THE PARKLET MUST MEET THE FOLLOWING CRITERIA:

Location/Dimensions (Engineering/Building Services):

- A parklet may not be located within parking spaces designated for accessible parking.
- Must be located at least ten (10) feet away from the nearest intersection/driveway/alley and twenty-five (25) feet from the intersection of two streets (Ordinance 94-407).
- Have a minimum of a eighteen (18) inches buffer space from the drive lane. Utilize barriers such as planters or barricades to protect the patrons.
- Cannot occupy more than three full parking spaces without advance approval from the City Public Works – Engineering Division and City Administration.
- Cannot be located within forty (40) feet of a bus stop.
- A minimum of one table per parklet must be ADA accessible; preferred would be to have the structure be flush with the sidewalk or a ramp for ADA accessibility. If utilizing ramps, slope surfaces must meet City Code of Ordinances.
- Provide entrance on the sidewalk-facing edge and restrict any potential ingress/egress on all street and parking sides.
- The parklet must not impede curbside storm drainage. It is up to the business owner to make sure storm drainage is not blocked by the parklet for the duration of the season.
- Remain clear, unobstructed sightlines to and from the street. Sightlines must be drawn into site plan.
- Must maintain a minimum of four (4) feet from building to parklet.
- Meets all applicable requirements contained within the City's Code of Ordinances.
- Parklets are not permitted on Main Avenue or collector or arterial streets (except within the central business district).
- Any other criteria deemed necessary by the City of Brookings. _____

Materials (Building Services/Engineering):

- Parklets must be a constructed, elevated structure.
- Parklet furniture must be of commercial grade and designed durably. The furniture needs to either be built into the parklet or be removed/locked together at night.
- Parklets need to be constructed out of durable and stable all-weather materials. Parklets must be able to withstand high wind speeds. Permanent anchors with detachable bolts which may be reinserted into the pavement each season are acceptable. Exemptions may be allowed on a case-by-case basis.
- Parklets must include vertical elements which alert vehicles to their presence, such as posts or bollards, and include materials which create a protective enclosure around the perimeter.

- Utilization of reflective materials will need to be included on the exterior perimeter of the parklet for vehicle and pedestrian safety.
- Lighting/Electricity – Battery lighting and speakers are allowed, however there will be no electricity run from the business to the parklet. All lighting shall not interfere with vehicular traffic or residential dwellings.
- Acceptable Materials:
 - Structure:
 - Deck Structure/Elevated Surface (shall be able to handle a load of 100 pounds/square foot)
 - Wood decking
 - Composite decking (wood and plastic)
 - PVC Decking
 - Pedestal and Paver System
 - Other _____
 - Safety Barrier:
 - Metal Railing
 - Planters
 - Other _____
 - Deflectors
 - Precast Concrete Planters
 - Flexible Delineator
 - Vertical Barricade
 - Reflective Water Barrel
 - Other _____
 - Site Furnishings:
 - Tables, Chairs, and Benches not permanently affixed.
 - Powder-coated metal
 - Finished wood
 - Sturdy composite or molded plastic
 - Molded resin
 - Umbrellas (be sure they do not obstruct traffic sightline)
 - Solar/Battery Lighting (no electricity to parklet)
 - Propane Heaters
 - Other _____
- Ø Prohibited Materials
 - Wood pallets
 - Paint on any street or sidewalk surface

- Carpet
 - Snow fence
 - Traffic cones
 - Folding traffic barricades
 - Chain link fence
 - Chain rails
 - Unfinished wood (unless on a planter box)
- Any other criteria deemed necessary by the City of Brookings. _____

Time of Year (City Clerk):

- Utilization:
 - The parklet may only be utilized between April 15 and October 15 of each year (pending snow events). Between October 16 and April 14, the business is responsible for storing the parklet and restoring the area to such a condition that it may be used for its designated purpose.
- Parklet materials and furniture must be stored off-site after the October 15 expiration date.
- If supplying alcohol in the parklet:
 - A designated walkway for transportation of alcohol must be physically identified (i.e. markings on sidewalk, arrows, etc.). Customers are allowed to carry alcohol across the sidewalk and into the parklet as long as they remain within the designated walkway permitted for the movement of alcohol.
 - The business will be solely responsible for all activities within the parklet and any violations are subject to Title 35 regulations.
 - Alcohol service hours may begin in compliance with SDCL Title 35. Patrons must vacate the parklet by 10:00 PM.
 - Any time more than 20 people occupy a parklet serving alcohol, the parklet area shall be staffed so the area is supervised.

Neighborhood/Public Support (City Clerk):

- Must have written consent from all neighbors who abut and are directly across from.

