



City of Los Altos Parklet Program Guide

January 2023

Overview

This program guide describes the procedures existing and proposed downtown businesses must follow to be permitted for outdoor dining within the public right-of-way immediately adjacent to the establishment. Interested businesses must provide a complete submittal with all required documents and the initial application fee to the City of Los Altos for consideration.

Approved dining areas are executed by a City Removal & Maintenance Agreement that is reviewed annually for operational standards set forth within this Program Guide. Each approved dining area shall be automatically renewed each year unless otherwise determined during its annual review.

City staff will complete an annual inspection in addition to ongoing monitoring to verify and ensure aesthetics, cleanliness, and the approved precise seating layout of the dining area are maintained. Approved dining areas shall remain safe and compliant with all applicable accessibility standards including but not limited to the Americans with Disabilities Act Accessibility Standards and Chapter 11B of the California Building Code, Los Altos Municipal Code, or other applicable laws.

Any inspections performed by the City are for its sole and exclusive benefit and for the benefit of the general public, and a business owner should not rely on the fact that the City has performed an inspection as evidence that the business' dining area is safe or compliant with applicable accessibility standards including but not limited to the Americans with Disabilities Act Accessibility Standards and Chapter 11B of the California Building Code, Los Altos Municipal Code, or other applicable laws.

Parklet Design Specifications

Location

- Shall be installed at businesses that provide table service with items delivered and/or carried away by an employee.
- Shall utilize the length of their primary building frontage only or a maximum of four angular parking spaces for Main Street or two parallel parking spaces for State Street.
- Shall receive written permission from both neighboring business owner and property owner to place parklet in front of neighboring business.
- Shall maintain a minimum distance of 15 feet from the centerline of Main Street and 11 feet from the centerline of State Street to the most outer edge of the parklets barriers or as determined by the Public Works Director for sight visibility and safety.
- Shall ensure access to utility panels, vaults, boxes, hatches, manholes, storm drains, and similar items.

Platform Structure

- Shall be made of ipe wood decking or similar wood product.
- Shall have impermeable layer under deck across entire square footage of platform to prevent any debris from falling below platform.
- Shall have impermeable edging to prevent any entry points for critters.
- Shall be textured or treated with a non-skid coating on a regular basis.
- Shall be flush with the sidewalk without a horizontal or vertical separation greater than 1/2 inch. Vertical separations between 1/4 inch and 1/2 inch high shall be beveled with a slope not steeper than 1:4 (25%).
- Shall not be bolted into the street or sidewalk.
- Shall have drain cover to ensure free flow of water along curb.
- Shall meet all additional building requirements.

Barriers

- Barriers will have two major components as seen in the example below:
 - Gray rectangular concrete planter every eight linear feet that is 16 inches wide, 48 inches long, and 42 inches high.
 - Brown 42-inch high railing that has a 2 inch x 3 inch tube steel frame with 5/8-inch metal rod infill.



- Planter must maintain fresh plants that may flow out from the barrier.
- Shall not have any display of art or any other information on barrier.
- Shall be constructed to enclose the entire perimeter of the parklet to ensure that patrons of each establishment only enter and exit from the adjacent sidewalk.

Accessibility

- Shall provide access to and throughout the seating areas by meeting the minimum requirements for accessibility based on the Americans with Disabilities Act 2010 Accessibility Standards, the current California Building Code (CBC), Chapter 11B – Accessibility, as well as other applicable standards and guidelines.
 - A business owner is strongly encouraged to engage the services of a Certified Access Specialist. The City does not guarantee that a parklet designed in accordance with City standards will comply with applicable disability access laws.
- Minimum 5% of all outdoor seating to be accessible and identify all the accessible tables with the International Symbol of Accessibility.
- Shall provide the specific requirements for accessible routes leading to and through the parklets including clear width, slope, cross slope, vertical transitions, protruding object/headroom hazards, and openings along the circulation path.

Furniture

- Shall be made of high-quality metal or wood material.
- Shall replace outdoor dining furniture on a regular basis.
- Businesses must bring all furniture, except for dining tables, inside their business outside of posted operating business hours.

Lighting

- Shall be LED Bistro Lights rated for outdoor use in clear color only.
- Shall be installed in accordance with state and local electric code requirements and manufacturer's instructions.
- Shall be plugged directly into outlet.
- Shall not be lower than 8 feet in height.

Heating

- Propane heat lamps are prohibited.
- Electric heat lamps are permitted on a case-by-case basis.

Tents & Canopies

- Tents and canopies are prohibited.

Umbrellas

- Secure umbrellas down with umbrella stand.

- Shall have a headroom clearance of 80” minimum high.
- All umbrellas shall be uniform in color for each parklet with no advertising or signage.

Other requirements

- Demonstrate that the parklet is regularly used by customers and maintained by the business owner.
- Businesses shall include area in ABC license.
- Abide by all other restrictions placed by the City of Los Altos not outlined in this guide. No private garbage cans, bus stations, or dish collectors may be located in dining areas.

Submittal Fee

Applicants must submit a one-time initial application fee of \$500 to cover the costs of reviewing the initial application, construction, and approval of the parklets.

By every December 31st, in alignment with the business license and downtown parking permit deadlines, applicants will provide a signed copy of the application, signed permit agreement, updated liability insurance documents, and a check for the parklet fee.

The annual parklet renewal fee will of \$3.00 per square foot. For example, the average parking stall is 8 feet by 16 feet for a square footage of 128 multiplied by the 4 parking stall total would equal 512 square feet. If you multiply 512 square feet by the \$3.00 per square foot fee, a business would pay an annual fee of \$1,536 for a four parking stall parklet.

Submittal Requirements

- Completed Los Altos Parklet Program Application
- Signed City Removal & Maintenance Agreement
- Precise layout plan for the proposed parklet, including the parking spaces proposed for parklet, precise floor plan of tables, description and schematic of barrier, lighting and power plan that includes details of the wiring and power source, and disability access plan¹
- Certificate of liability insurance

Please submit all the above required documents to the City of Los Altos for review through email to acarnesecca@losaltosca.gov.

Every applicant is required to schedule an on-site meeting with a City staff representative prior to an application submission. If you have any questions regarding parklets, please contact the City of Los Altos at (650) 947-2620 or acarnesecca@losaltosca.gov.

¹ The City is not responsible for determining whether the disability access plan complies with the Americans with Disabilities Act or other applicable disability access laws. Every business owner that participates in the parklet program is strongly encouraged to engage the services of a Certified Access Specialist.