

REQUEST FOR PARTICIPATION IN PARKLET PROGRAM

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

Civic Center: 110 E. Main Street, Los Gatos, CA 95030 Phone: (408) 354-6874 Fax: (408) 354-7593

1. PROPERTY DETAIL:

Commercial property address: _____

2. APPLICANT REQUEST: Request for participation in the Town's Parklet Program.

3. COMMERCIAL PROPERTY OWNER:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

I hereby certify that I am the owner of record of the property described in Box #1 and that I approve of the action requested herein.

SIGNATURE OF PROPERTY OWNER: _____ **DATE:** _____

4. BUSINESS OWNER:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

I hereby certify that I am the business owner at the property described in Box #1 and that I approve of the action requested herein.

SIGNATURE OF BUSINESS OWNER: _____ **DATE:** _____

5. APPLICANT: (If same as above, check here)

Name: _____ Phone: _____

Email: _____ Address: _____

City: _____ State: _____ Zip: _____

I hereby certify by penalty of perjury that all application materials and plans are true and correct.

SIGNATURE OF CONTACT PERSON: _____ **DATE:** _____

6. SUBMITTAL REQUIREMENTS:

_____ 5 copies of letter describing project and detailing compliance with the Parklet Program requirements

_____ 5 copies of plans (11" x 17" or 24" x 36") showing existing and proposed improvements

_____ Photos of business frontage and parking spaces to be converted

Please note: Encroachment and Building Permits will be required to allow construction.

7. FEES: Actual Cost

An initial deposit of **\$1,000** is required for the processing of the Parklet Application. Staff time is billed hourly to the deposit amount. If cost of the review exceeds the deposit amount, the Town is authorized to request additional funds.

DO NOT WRITE BELOW THIS LINE (FOR DEPARTMENT AUTHORIZATION)

Date Received: _____ Received By: _____ Application #: _____ APN: _____

Approval granted: Yes No _____ Date: _____

Property Owner / Town Signature

Please note: The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address, which is available upon request, and on the permitting system on the official Town of Los Gatos website at www.losgatosca.gov.

Attached: A - Program Guidelines

B - Technical Requirements

C - Checklist for Preparation of Plans

2019-2021 - Parklet Pilot Program Guidelines

Overview

The intent of the parklet program is to create publicly accessible open spaces in the downtown (C-2 zone) to enhance the attractiveness of the downtown for residents and visitors.

The Parklet

A space along the street within one or more parking spaces that provide an amenity for visitors.

The Applicant

The applicant should be the property or business owner most adjacent to the parking space(s). Community organizations are also eligible and need not have an adjacent location.

Application Process (Submit, Meet, Build)

Submit – Applicants will submit an application outlining the parklet concept as detailed in the Technical Requirements section of this application.

Meet – Town staff will review the parklet application and will request the applicant to meet at a future date to discuss the project details. Applicants are also encouraged to meet with Town staff prior to submittal to review the proposed parklet concepts and to explore project feasibility.

Build – Project construction will be authorized through issuance of an Encroachment Permit and Building Permit.

Use of Parklet

The parklet may be used exclusively by the adjacent businesses during hours of operation, and then open to the public during non-business hours.

Parklet Size

The ideal size for a parklet in the pilot program is two parking spaces in length. Alternative sizes and configurations will also be considered.

Design Guidance

Parklets are intended to be gathering areas for the public and should create a welcoming space with interactive elements to meet the needs of a variety of residents and visitors. Parklets must not obscure visibility at intersections or driveways.

Community Support and Outreach

The applicant must provide broad outreach and obtain support of nearby businesses and residences. The Town will assist the applicant in determining the businesses and properties to be contacted.

PARKLET PILOT PROGRAM – DESIGN REQUIREMENTS

The application will be reviewed by staff to ensure that the intent of the technical criteria is met. The applicant should provide documentation to support each of the following:

A. DESIGN REQUIREMENTS:

1. “Open-air” design. Shading or covers may be allowed if non-permanent and moveable.
2. Parklets shall be aligned with the interior edge of existing parking space delineation. The finished width, including all ancillary elements, shall not protrude past the inside of the parking stall hash mark painted on the roadway (maximum of eight feet from the curb).
3. Parklets are not permitted within the following areas:
 - a. At red (no parking) or white (passenger loading zones) curbs;
 - b. To obstruct access to utilities (man holes, valve boxes, etc.); and
 - c. Along the bridge deck over Highway 17.
4. Limited signage acknowledging the sponsor is permitted, subject to approval by the Town.
5. Parklet applicants shall maintain insurance at levels approved by the Town.
6. Parklet applicants shall have or maintain a current business license with the Town.
7. High quality, durable materials capable of withstanding year-round use in an outdoor environment are required. No bolts or anchors shall penetrate the pavement or sidewalk.
8. Platform decking to be at height of curb. Platform not to exceed ½” distance from curb.
9. Platform shall allow for free flow of curb line storm water – subject to Town approval.
10. Platform shall allow for access for cleaning underneath the platform.
11. Platform design shall accommodate street cross slope and retain platform cross slope of less than two percent.
12. Parklet design shall fully comply with ADA requirements.
13. Physical barriers along the street sides to prevent users from stepping directly into the roadway.
14. Perimeter wall or rail must be 36 inches and must not obstruct views of traffic.
15. Platform ends and corners must be capable of withstanding 500 pounds of horizontal force.
16. Additional street side platform reinforcement capable of withstanding 500 pounds of horizontal force must be placed a minimum of every 15 feet.
17. Parking stops and reflective delineators must be placed at the traffic flow side of the parklet.

CHECKLIST FOR PREPARATION OF PARKLET PLANS

A. PLAT OR SITE PLAN:

1. All property lines with lengths and bearings and plottable easements.
2. All structures, existing and proposed, including:
 - a. Dimensioned floor plans;
 - b. Indication of the use of all areas; and
 - c. Grades, slopes, transitions and clearances.
3. Existing street markings showing crosswalks and parking space markers.
4. Existing trees, including size, location, existing grade at the base, and driplines.
5. Existing driveways, off-street parking, loading spaces, and curbs.
6. ADA accessibility including seating and travel ways at the parklet and on the sidewalk.
7. Public improvements, including sidewalk, street, curbs, gutters, street lighting, surfacing materials, drain inlets, fire hydrants, fire department connections, and fire department risers.

B. ELEVATIONS / SECTIONS:

1. Dimensioned elevations and/or sections showing location, height, materials, colors and landscaping associated with the proposed parklet.

C. DESIGN AND OPERATION:

1. Operations Plan, including:
 - a. Description of food and drink service, if any;
 - i. Food may be ordered in a restaurant and served at the parklet (take-out).
 - ii. Table side ordering is permitted.
 - iii. Alcohol service is permitted at the parklet subject to permit by the California Department of Alcoholic Beverage Control and subject to existing and required Town permits.
 - b. Proposed business hours the spaces would be utilized by adjacent business(es); and
 - c. Description on the allocation of public space, use of the spaces during business hours and non-business hours, and a management plan for shared and priority usage.
2. Maintenance Plan, including:
 - a. Daily maintenance and cleaning schedule and tasks;
 - b. Weekly enhanced cleaning schedule; and
 - c. As needed component repair and replacement.

D. COMMUNITY OUTREACH:

1. Documentation demonstrating support of adjacent businesses and property owners. Please contact the Town for assistance in determining the businesses and properties to be contacted.

E. PROJECT CONSTRUCTION AND APPROVAL:

1. Project construction will be authorized through issuance of an Encroachment and Building Permits.
2. Parklet must be completely constructed within three months of issuance of Encroachment Permit.