SEMI-PERMANENT PARKLET PROCESS MAP:

Process Step & Description —> Number of corresponding applications

APP SUBMITTAL

- Business submits completed parklet application by end of July 2021

38 applications submitted + 5 existing parklets

TOWN STAFF REVIEW

- Staff reviews the application, requests additional information as required
- Staff reviews and confirms:
  - Business license is up to date
  - Conditions in existing CUP do not prohibit outdoor parklet service
  - Proposed parklet scope and location are within the program guidelines

APPLICATIONS IN REVIEW: 10 working on funding/other logistics; 3 no longer moving forward

DESIGN & ENGINEER

- Town and architect firm (AP+I) hold pre-meeting to discuss proposed parklet
- Town connects applicant with AP+I
- AP+I and business hold meeting, AP+I extends a contract for services
- Business enters into contract with AP+I and pays vendor $3,900 directly, the Town has subsidized the remaining design and engineer fees
- AP+I holds site visit and begins design and engineer phase, works directly with business stakeholders throughout process to complete the plans

APPLICATIONS IN DESIGN & ENGINEER PHASE: 13

BUILDING PERMIT ••• AGREEMENT PROCESS

- AP+I completes parklet plans, submits to the Town for review
- Town staff reviews submittal and provides comments if necessary
- AP+I provides resubmittal for comments needing to be addressed
- Review is complete and building permit is ready to be issued following the completion of the agreement process

- Staff prepares Operation and Grant Agreements
- Business secures a contractor, written estimate, and contractor insurance
- Business provides liability insurance and contractor's documents
- Once all documents have been received and processed by the Town, the agreement packages are routed for signature
- Building permit is released to contractor

APPLICATIONS IN BP REVIEW: 2 parklets, 1 solid roof

APPLICATIONS WITH BP READY FOR PICK UP: 9, 1 of which is awaiting resubmittal for solid cover

Most are working on securing a contractor and estimates, or submitting required insurance documents.

CONSTRUCTION

- Town releases building permit to contractor
- Contractor submits encroachment permit application and meets with Engineering
- Krail removal is scheduled, construction begins
- 50% of the grant allocation is processed for payment and provided to the business
- As construction progress, the contractor works with the Town on inspections
- When parklet construction is complete and receives final inspection approval, business submits final required documents
- Final grant payment is issued

PARKLET PERMITS ISSUED: 1

ONGOING

- Businesses must comply with terms of Operation Agreement, maintain a current business license, and provide liability insurance annually.

Staff will execute new agreements consistent with the new semi-permanent parklets with the 5 pre-existing parklets and provide grant payments.

ATTACHMENT 1