



**SPECIAL MEETING**  
**TOWN OF LOS GATOS**  
**TOWN COUNCIL POLICY COMMITTEE**

*Council Policy Committee – (2016)*

**AGENDA**

*Marico Sayoc, Vice Mayor*  
*Marcia Jensen, Council Member*

**TOWN COUNCIL CHAMBERS**  
**110 EAST MAIN STREET**  
**February 25, 2016 – 10:00 A.M.**

**MEETING CALLED TO ORDER**

**ROLL CALL**

**VERBAL COMMUNICATIONS** *(Three minute time limit)*

1. Approval of the January 27, 2016 Council Policy Committee Draft Minutes
2. Select a Council Policy Committee Chair
3. Review and Discuss a Potential Formula Retail Definition and Related Issues
4. Provide direction for Town Sponsored or Co-Sponsored Events

**ADJOURNMENT**

Enclosures:

1. January 26, 2016 Policy Committee Draft Minutes (Item 1)
2. Formula Retail (Item 3)
3. Provide direction for Town Sponsored or Co-Sponsored Events (Item 4)

cc: Post *(also posted on Town Web)*  
Town Council

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6834. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

DRAFT

TOWN OF LOS GATOS  
COUNCIL POLICY COMMITTEE  
January 27, 2016, 2:30 p.m.

110 E. Main Street  
Town Council Chambers  
Los Gatos, California

**MINUTES**

**Call to Order**

The Council Policy Committee meeting was called to order at 10:04 a.m.

**Members and Staff present:**

Vice Mayor Marico Sayoc  
Councilmember Marcia Jensen  
Jennifer Callaway, Assistant Town Manager  
Rob Schultz, Town Attorney  
Joel Paulson, Interim Community Development Director  
Heidi Long, Library Director  
Christina Gilmore, Assistant to the Town Manager

**Verbal Communications**

None

**Agenda Items**

**1. Approval of December 17, 2015 Council Policy Committee Meeting Minutes  
Committee Action:**

The Committee unanimously approved the draft minutes with no changes.

**2. Review and discuss the draft Library Use Policy**

The Committee reviewed and discussed the draft Library Use Policy and provided staff with direction to return to the Committee at a future date with a draft, comprehensive, Civic Facilities Use policy that includes Library Use guidelines and addresses the following issues:

- Identify and provide a list of facilities, meeting rooms and other Town owned spaces available for public use
- Draft proposed procedures and guidelines for reserving available facilities, meeting rooms, and other spaces, including identifying the types of groups or organizations who can reserve and use these spaces.

- Develop a recommended fee structure that recoups costs for staffing, janitorial services, and other maintenance costs.
- Provide recommended guidelines for Town co-sponsorship of events
- Prohibit Library use for special events after hours.

### **3. Review and recommend the possible rescission of the following Land Use Policies**

The Committee recommended rescission of the following Land Use Policies:

- a. When to include a detached accessory structure or porch in the floor area ratio calculation (originally numbered 4-14 and renumbered to 1-29)
- b. Description of what constitutes an accessory structure versus an addition counted as a living floor area towards the allowable Floor Area Ratio (not included in original list of Land Use Policies)
- c. To establish policy regarding the review process for minor projects located in Historical Overlay zones (originally numbered 4-21 and renumbered to 1-34)
- d. Procedures for issuance of Home Occupation Permits (originally numbered 4-22 and renumbered to 1-35)
- e. Definition of retail use (originally numbered 4-30 and renumbered to 1-39)
- f. Search Lights (originally numbered 4-32 and renumbered to 1-41)
- g. Handling Abandoned Applications (originally numbered 5-1 and renumbered to 1-44)

### **4. Discuss the 2016 Policy Committee Meeting Schedule**

The Committee unanimously agreed to schedule the remaining Committee meetings for 2016 to be held at 10:00 a.m. on the fourth Thursday of each month. The next meeting is scheduled for Thursday, February 25.

Meeting adjourned at 11:17 a.m.



MEETING DATE: 2/25/16  
ITEM NO: 3

## POLICY COMMITTEE REPORT

DATE: FEBRUARY 16, 2016  
TO: POLICY COMMITTEE  
FROM: LAUREL PREVETTI, TOWN MANAGER *Laurel Prevetti*  
SUBJECT: REVIEW AND DISCUSS A POTENTIAL FORMULA RETAIL DEFINITION AND RELATED ISSUES.

### RECOMMENDATION:

Review and discuss a potential formula retail definition and related issues.

### BACKGROUND:

In September 2015 at the request of the Town Council Policy Committee, the Town Council began discussing a variety of issues that relate to businesses in Los Gatos. One of the issues was the Town's regulation of formula retail businesses. The Town defines formula retail businesses in Chapter 29 of the Town Code (Section 29.10.020) as:

Formula retail business means a retail business which, along with seven (7) or more business locations, is required by contractual or other arrangement to maintain any of the following: standardized merchandise, services décor, uniforms, architecture, colors, signs or other similar features. (29.10.020)

Staff benchmarked other jurisdictions and provided a recommendation for definition amendments for the Town Council to consider including the number and location of existing business locations as well as qualifying factors to more easily identify formula retailers. At the October 6, 2015 meeting, the Council continued their discussion of formula retail businesses, and recommended that the Planning Commission consider and make a recommendation on the definition amendment presented by staff. This draft was discussed by the Planning Commission at their January 13, 2016 meeting.

During the January 13, 2016 meeting, the Planning Commission spent time discussing the proposed amendments. In a 4-3 vote, (Commissioners Ereksen, Hudes and O'Donnell opposing) the Commission moved to recommend adoption of the proposed amendments. For the three

PREPARED BY: MONICA RENN  
Economic Vitality Manager

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Reviewed by:   *MC*   Assistant Town Manager   NA   Town Attorney   NA   Finance

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POLICY COMMITTEE

SUBJECT: REVIEW AND DISCUSS FOR A POTENTIAL FORMULA RETAIL DEFINITION AND RELATED ISSUES.

FEBRUARY 25, 2016

BACKGROUND (cont'd):

Commissioners who were opposed to the motion, they expressed concern about using the United States as the qualifying boundaries for existing locations, rather than anywhere (i.e. globally), as the current definition reads. In addition, several of the Commissioners expressed that they felt there may be a bigger conversation that should take place around formula retail and its application in Los Gatos, as well as expressing interest in the Council establishing a ratio of independent restaurants and retailers versus formula restaurants and retailers that may exist within the Town limits at any one time. A specific ratio was not included in the final motion.

When the conversation returned to the Council on February 2, 2016, the Council discussed the Planning Commission's recommendations and further discussed the intent and overall need for such provisions. A motion was proposed to remove the definition entirely from the Town Code and no longer apply extra provisions on formula retail businesses. That motion failed 2-3, and a new motion was passed asking this Policy Committee to review and discuss formula retail.

DISCUSSION:

The purpose of a formula retail ordinance is to attempt to regulate the location and operation of formula retail establishments in order to maintain unique character, maintain the diversity and economic vitality of the community's commercial districts, and maintain the quality of life of residents. A formula retail ordinance also attempts to balanced mix of local, regional, and national-based businesses and small and medium sized businesses that will maintain and promote the long-term economic health of visitor-serving businesses and the community as a whole. However, Formula retail businesses receive mixed reviews from residents, visitors, and neighboring businesses. From these reviews, industry professional feedback, and sales information, staff has learned that many independent retailers prefer a location close to a well performing formula retail business. Several independent business owners have made requests to know when specific spaces will be vacant regardless of their cost because of the foot traffic that is generated by many of the Town's highly visited formula retailers. Additionally in economic downturns and during the holiday shopping season, it is many of the Town's formula retail stores that drive shoppers to Los Gatos, and then those shoppers stay and discover the other shopping, dining, and commercial amenities offered in Los Gatos. This is particularly true in the Downtown, as this commercial zone lends itself well to patrons parking once and experiencing several retailers.

Specifically speaking of Downtown, feedback is often given that the allowance of formula retail businesses by right would turn Downtown Los Gatos into an outdoor mall or shopping center, similar to those that exist in neighboring jurisdictions. One important consideration that is often not a part of these comments is that malls and outdoor shopping centers typically have one owner that controls the land and makes the tenant decisions. However, Downtown Los Gatos has over 175 property owners with varying expectations, tenant desires, and rental rates, making it difficult for Downtown Los Gatos to take on the look and feel of any singly owned private mall.

DISCUSSION (cont'd):

Given the Town Council and Planning Commission's discussions, and if it is the will of the Policy Committee, staff recommends approaching this discussion in two steps, then considering a variety of options to address any current or upcoming changes to business permitting regulations. The discussion could be addressed as follows:

1. Review and discuss the Town's current definition of a formula retail business and the provisions around businesses that are defined as such, and then consider options for amendments or suspension of the definition and/or its application.
2. Consider how formula retail fits into the bigger picture of the provisions that are applied to various business types in Los Gatos and discuss options for creating an environment that offers businesses a greater opportunity to locate in Town, ultimately providing the community with a mix of retail uses to meet the shopping needs of the residents as outlined in the General Plan, Goal LU-9.

Options for consideration by the Policy Committee for recommendation to the full Council:

**Formula Retail**

There is a spectrum of options that the Committee could discuss and recommend back to the Council.

1. Make No Change: Under this option, the definition remains in the Town Code under Section 29.10.020, and the application of this definition is regulated by the Conditional Use Permit Chart with all formula retail businesses in Downtown (C-2 zone) and those within commercial zones outside of the Downtown occupying a space larger than 6,000 square feet requiring review by the Planning Commission and an approved Conditional Use Permit (CUP) to operate. Those smaller than 6,000 square feet, or those located within the North 40 would still be allowed by right. Currently, the cost for a business to go to the Planning Commission for a CUP is \$6,735.09, and takes on average three to six months for consideration and approval, assuming no appeal to the Council.
2. Change the Deciding Body: The Policy Committee could consider changing the level at which public review takes place for a formula retail business. The Town Code could be amended to have the Development Review Committee (DRC) become the deciding body for formula retail businesses. This would reduce the process time to approximately 4 to 6 weeks and the cost to \$4,098.34.
3. Create a More Nimble Policy: A resolution could be enacted by the Council that temporarily suspends the need for a CUP for formula retail businesses for a particular period of time. This would allow the definitions to remain in the Code while piloting a suspension. It may be instructive to learn how much real demand there is for formula retail Downtown.

DISCUSSION (cont'd):

4. Modify the CUP Chart: If there is a desire to suspend the formula retail provisions and not completely eliminate defining such businesses, an amendment could be made to the CUP chart in the Town Code, removing the need for formula retail businesses to obtain a CUP. By choosing this option, the definition remains in the Code and the Town retains the ability to reinstate the CUP requirement by a Code Amendment affecting only the CUP chart, and not redefining the business type. This is similar to option 3 above, and makes the change would be in the Code instead of a temporary suspension.
5. Eliminate the Definition from the Town Code: Finally, the definition could be eliminated from the Town Code entirely and have no definition or regulations for formula retail businesses in Town.

For all of the options above, various amendments could also be made depending on the commercial zone. For example, the Policy Committee could recommend that formula retail businesses in Downtown receive public review at a DRC hearing, and those located anywhere else, regardless of size, be allowed by right.

Should any of the options that keep a definition in the Town Code for a formula retail business be recommended, staff would request that the Policy Committee also forward a recommendation to Council to consider amending the definition of a formula retail business to include clearer language to assist the staff and the public with identifying those business that qualify as formula retail.

The current formula retail businesses that occupy a space in Downtown account for approximately 10% of the total number of retailers, and are listed in Attachment 1.

**The Bigger Picture**

As the discussions around various economic vitality issues have evolved since September of 2015, the Council expressed interest in providing greater and more fluid opportunities for business to thrive in Los Gatos, enhancing desirable amenities for the community, encouraging local shopping and dining, and preventing leakage to other communities. All of these items are consistent with General Plan goals, and are in line with the Council's adopted strategic priority of developing an Economic Strategic Plan to *enhance and evaluate opportunities that allow the Town to enhance vibrancy and attract residents and visitors to shop, dine and stay.*

Staff appreciates the Policy Committee continuing to make recommendations to update Code provisions that have discouraged businesses from locating in Los Gatos. While private property owners have their own business reasons for negotiating with tenants, staff does hear comments that Town regulations inhibit certain tenants from considering various Los Gatos locations. In particular, the traffic impact fee, CUP requirements, and other Code provisions are considered unfriendly to business.

For these reasons, staff is considering approaching the Economic Vitality Plan strategic priority as a more fluid work plan or blueprint document that identifies initiatives or objectives that help the Town

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POLICY COMMITTEE

SUBJECT: REVIEW AND DISCUSS FOR A POTENTIAL FORMULA RETAIL DEFINITION AND RELATED ISSUES.

FEBRUARY 25, 2016

DISCUSSION (cont'd):

meet already identified General Plan goals rather than creating a new stand alone plan. This approach might be more conducive to responding to and anticipating the fast paced and rapidly changing retail market. The Policy Committee is welcome to begin to identify initiatives or objectives. This information could be shared with the Council and Planning Commission to provide context and frame the discussions of formula retail, decoupling of seats and parking spaces, etc.

CONCLUSION AND NEXT STEPS:

Following this discussion, the Policy Committee may make a recommendation back to the Council on formula retail, related issues, and how they all fit together to move Los Gatos in the direction of creating an environment that has great business Town-wide opportunities.

Attachments:

1. List of current formula retail businesses located in Downtown (C-2 zone).

## Formula Retailers in Downtown Los Gatos

Business Name	Address
Gymboree	5 N. Santa Cruz
Benefit Cosmetics	7 N. Santa Cruz
Blue Mercury- <i>coming soon</i>	11 N. Santa Cruz
Apple Store	23 N. Santa Cruz
Restoration Hardware	26 N. Santa Cruz
Lolli & Pops- <i>coming soon</i>	35 N. Santa Cruz
Verizon Wireless	50 N. Santa Cruz
Site for Sore Eyes	53 N. Santa Cruz
Pharmaca	54 N. Santa Cruz
J. Crew	105 N. Santa Cruz
We Olive	112 N. Santa Cruz
Willams Sonoma	122 N. Santa Cruz
Bellini Furniture	155 N. Santa Cruz
Mike's Bikes	201 N. Santa Cruz
Title Nine	218 N. Santa Cruz
California Closets	349 N. Santa Cruz
Rural Supply	110 S. Santa Cruz
Joseph A. Bank	150 W. Main Street
Sur La Table	23 University Ave.
Banana Republic	25 University Ave.
Francesca's Collection	29 University Ave.
GAP	35 University Ave.
White House/Black Market	50 University Ave.
Blue Illusion	50 University Ave.
Papyrus	50 University Ave.
Talbots	50 University Ave.
Anthropologie	50 University Ave.
Lucy Activewear	50 University Ave.
Chicos	50 University Ave.

\*Formula retailers currently represent approximately 10% of the tenant in the C-2 zone.



MEETING DATE: 02/25/16

ITEM NO: 4

## POLICY COMMITTEE REPORT

DATE: FEBRUARY 18, 2016

TO: POLICY COMMITTEE

FROM: LAUREL PREVETTI, TOWN MANAGER *Laurel Prevetti*

SUBJECT: PROVIDE DIRECTION FOR TOWN SPONSORED OR CO-SPONSORED EVENTS

### RECOMMENDATION:

Provide direction for Town sponsored or co-sponsored events.

### BACKGROUND:

In the spring of 2015, the Policy Committee reviewed and discussed the Town's existing guidelines, policies, and lease agreements that regulate the permissible use of certain Civic Facilities and Town-owned properties. The Committee also expressed interest and set a priority to develop a Library Use Policy and to review the special event permitting process for Town-wide events that included: Music in the Park, Jazz on the Plazz, Fiesta des Artes, and the Chamber of Commerce Wine Walk.

At its January 28, 2016 meeting, the Policy Committee reviewed and discussed a revised Library Use Policy, and provided staff with direction to return to the Committee at a future date with a draft, comprehensive, Civic Facilities Use policy.

Since the January Policy Committee meeting, the Town has received requests from the New Museum Los Gatos and other organizations to reserve the Civic Center Lawn for public events. Based on the adopted guidelines for use of the Town Plaza, Civic Center Park and Oak Meadow Park Bandstand (Attachment 1), use of this public facility requires Town sponsorship or co-sponsorship.

### DISCUSSION:

The use guidelines for the Town Plaza, Civic Center Park, and Oak Meadow Park Bandstand establishes criteria for permissible use for these facilities, including the criteria that organizations wishing to hold events on the Civic Center Lawn must be Town sponsored or co-sponsored, a non-profit agency that serves Los Gatos, and be a business located in Los Gatos. However, the guidelines do not identify how Town sponsorship or co-sponsorship of these types of events should be reviewed and approved, if the event is deemed a permissible use.

PREPARED BY: CHRISTINA GILMORE *cg*  
Assistant to the Town Manager

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Reviewed by: *gc* Assistant Town Manager NA Town Attorney NA Finance

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POLICY COMMITTEE

SUBJECT: PROVIDE DIRECTION FOR TOWN SPONSORED OR CO-SPONSORED EVENTS  
FEBRUARY 25, 2016

DISCUSSION (cont'd):

Under the current policy, staff has determined that the Council would need to decide if the Town would be a co-sponsor or sponsor of the proposed events on the Civic Center Lawn. Since the issue of civic facilities use has been a topic of Policy Committee discussions, staff is requesting input and/or direction that would be shared with the Council regarding Town sponsored or co-sponsored events.

As part of the comprehensive Civic Facilities Use policy, staff is considering removing the requirement for Town sponsorship or co-sponsorship and instead identifying objective criteria that could be applied when applications are submitted. Given other work priorities, the criteria are not completed and the Committee is welcome to suggest potential criteria.

CONCLUSION AND NEXT STEPS:

Following the Policy Committee's review and discussion of Town sponsored or co-sponsored events on the Civic Center Lawn, the Policy Committee may provide input and direction for the Council's consideration of event requests on the Civic Center Lawn.

Alternately, the Policy Committee may recommend that staff return to the Policy Committee with a draft Civic Center Lawn Use policy for further review and discussion before providing a draft policy to the Council.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office.

Attachments:

1. Adoption of Use Guidelines for the Town Plaza, Civic Center Park and Oak Meadow Park Bandstand



MEETING DATE: 6/7/04  
ITEM NO. 6

COUNCIL AGENDA REPORT

DATE: JUNE 2, 2004  
TO: MAYOR AND TOWN COUNCIL  
FROM: DEBRA J. FIGONE, TOWN MANAGER   
SUBJECT: ADOPTION OF USE GUIDELINES FOR THE TOWN PLAZA, CIVIC CENTER PARK AND OAK MEADOW PARK BANDSTAND

RECOMMENDATION:

Adoption of use guidelines for the Town Plaza, Civic Center and Oak Meadow Park Bandstand.

BACKGROUND:

Currently, the Town does not have use guidelines for three public facilities in Town used for special events: the Town Plaza, the Civic Center lawn, and the Oak Meadow Park Bandstand. Staff from Community Services, Parks and Public Works, Town Manager's Office, and Police convened as the Logistics Team to discuss issues related to guidelines, including types of events, park use fees, and evaluation of impacts to each facility and their surrounding areas, including noise and traffic impacts.

DISCUSSION:

Guidelines for the use of the Town Plaza, Civic Center Park and Oak Meadow Bandstand are necessary to manage requests and the impacts the events may cause. The Logistics Team's objective was to develop recommendations for managing special events at these locations so they will not negatively impact other events, the facilities, or the surrounding area. For example, the team recommends that events at the Civic Center should be limited to when the Library is closed, and that the number of events at the Town Plaza should be limited to once a week to limit negative impacts to the grass area, which needs time to recover from heavy use.

Staff compiled a matrix listing for each facility the permissible event sponsors or co-sponsors, available days and times, types of events permitted, and special requirements (including permits required and costs). The matrix, "Town Plaza, Civic Center and Oak Meadow Park Bandstand Use Guidelines," was presented to the Parks Commission meeting on March 2, 2004 (Attachment 1). The Parks Commission recommends that the Town Council adopt the guidelines.

PREPARED BY:   
JOHN E. CURTIS  
Director of Parks and Public Works

Reviewed by: RSJ Assistant Town Manager \_\_\_\_\_ Attorney \_\_\_\_\_ Clerk \_\_\_\_\_ Finance  
\_\_\_\_\_ Community Development Revised: 6/4/04 9:34 am

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MAYOR AND TOWN COUNCIL

SUBJECT: ADOPTION OF USE GUIDELINES FOR THE TOWN PLAZA, CIVIC CENTER  
PARK AND OAK MEADOW PARK BANDSTAND

June 2, 2004

The guidelines include the identification of permissible sponsors or co-sponsors of events held at these facilities. Staff and the Parks Commission are recommending that only Town-sponsored events be held at the Civic Center; with the exception of Fiesta de Artes which staff recommends be "grandfathered in" although it is not a Town-sponsored or co-sponsored event. It is recommended that non-profit organizations be given priority for use of the Bandstand and Town Plaza. It should be noted that although the priority for use will be for non-profit organizations, permits are issued based upon a first-come, first-served reservation process. Additionally, it was determined the Bandstand should not be used when other events are occurring nearby, such as during the Shakespeare Festival.

Cost recovery for services provided by the Town at each of these locations is also recommended. Users will be charged separately for specific services rendered, such as Park Service Officer services. At present, park use fees for the Town Plaza are not identified specifically in the Town's fee ordinance. Thus, the general park use permit fee of \$46.00 for residents and \$61.00 for non-residents would apply. The Bandstand is referred to as the Gazebo in the fee schedule, with a fee of \$41.00 per hour for local non-profits, \$61.00 per hour for private parties hosted by residents, \$81.00 per hour for non-local non-profits, and \$122.00 per hour for non-resident private parties. No park use fee is charged currently for the Civic Center lawn. The matrix lists these costs; however, staff recommends that the fee for the use of the Town Plaza be adjusted with the next Town fee update to be consistent with the fee for the Bandstand.

The guidelines for use developed by the Logistics Team are comprehensive and will provide useful direction for both staff and the community in determining when park use permits may be issued for these three facilities. The guidelines do not represent a change in process or practice; rather, they provide clarification for use of these facilities.

CONCLUSION:

Staff recommends that Council adopt the use guidelines for the Town Plaza, Civic Center Park and Oak Meadow Bandstand.

ENVIRONMENTAL ASSESSMENT:

This project not defined under CEQA. A Notice of Exemption is not required.

FISCAL IMPACT:

No direct fiscal impact..

Attachments:

Town Plaza, Civic Center Park, and Oak Meadow Park Bandstand Use Guidelines

# TOWN PLAZA, CIVIC CENTER PARK, AND OAK MEADOW BANDSTAND USE GUIDELINES

TOWN PLAZA			
EVENT SPONSOR OR CO-SPONSOR	TYPE OF EVENT	DAYS AND TIMES AVAILABLE	SPECIAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Town sponsored or co-sponsored</li> <li>• Non-profit agency that serves Los Gatos*</li> <li>• Business located in Los Gatos</li> </ul> <p>*Non-profit agency is defined as any agency with 501(c)3 status, service club, public school, or governmental agency.</p>	<ul style="list-style-type: none"> <li>• Impact on park is the primary criteria</li> <li>• Free concerts, art exhibits, celebrations</li> <li>• Non-profit fund raising events open to the public</li> <li>• Private parties are not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Done by priority of sponsor</li> <li>• Days/Time determined by event</li> <li>• Impact on park is the primary criteria</li> </ul>	<p>A Special Event Permit is required including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Park Use Fee*:               <ul style="list-style-type: none"> <li>• Non-profit - \$46</li> <li>• Business - \$61</li> </ul> </li> <li>• Refundable Security Deposit: \$100*</li> <li>• Proof of Insurance</li> <li>• Cost Recovery Fees for services provided by the Town of Los Gatos</li> <li>• Event will be evaluated for noise, traffic, and other impacts on the park and surrounding neighborhoods</li> </ul> <p>* Fees and deposit to be adjusted with the next Town fee update to be consistent with the Bandstand fees.</p>

CIVIC CENTER PARK			
EVENT SPONSOR OR CO-SPONSOR	TYPE OF EVENT	DAYS AND TIMES AVAILABLE	SPECIAL REQUIREMENTS
Town sponsored or co-sponsored events only	<ul style="list-style-type: none"> <li>• Impact on park is the primary criteria</li> <li>• Free concerts, art exhibits, celebrations</li> <li>• Non-profit events co-sponsored by the Town and open to the public</li> </ul> <p>*Non-profit agency is defined as any agency with 501(c)3 status, service club, public school, or governmental agency.</p>	<ul style="list-style-type: none"> <li>• Done by priority of sponsor</li> <li>• Limited to one event a week</li> <li>• Allowed only when the Civic Center and Library are closed.</li> <li>• Impact on park is the primary criteria</li> </ul>	<ul style="list-style-type: none"> <li>• A Special Event Permit is required including, but not limited to:               <ul style="list-style-type: none"> <li>• Proof of Insurance</li> <li>• Cost Recovery Fees for services provided by the Town of Los Gatos</li> </ul> </li> <li>• Use of the Neighborhood Center must be reserved separately.</li> </ul>

OAK MEADOW BANDSTAND			
EVENT SPONSOR OR CO-SPONSOR	TYPE OF EVENT	DAYS AND TIMES AVAILABLE	SPECIAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Town sponsored or co-sponsored</li> <li>• Non-profit agency that serves Los Gatos*</li> <li>• Los Gatos Residents (R)**</li> <li>• Los Gatos Non-residents (NR)***</li> </ul> <p>*Non-profit agency is defined as any agency with 501(c)3 status, service club, public school, or governmental agency.</p> <p>**Applicants who live or have businesses in the 95030 or 95032 zip code areas or are employees of the Town.</p> <p>***Applicants who do not meet the definition of resident, including County residents with Los Gatos address.</p>	<ul style="list-style-type: none"> <li>• Impact on bandstand and park are the primary criteria</li> <li>• Free community events that are open to the public, such as concerts, celebrations or art exhibits</li> <li>• Non-profit fund raising events that are open to the public</li> <li>• Private parties</li> <li>• Weddings and receptions (The throwing of bird seed, rice, confetti is not allowed.)</li> </ul>	<ul style="list-style-type: none"> <li>• Done by priority of sponsor</li> <li>• Determined by event</li> <li>• Available:               <ul style="list-style-type: none"> <li>• During regular park hours.</li> <li>• Evening use will require a Special Event Permit (Music must end by 9 pm, and the event must be over by 10 pm.)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Park/Bandstand Fees:               <ul style="list-style-type: none"> <li>• Non-profit \$41/hr. (R)</li> <li>• \$81/hr. (NR)</li> <li>• Private Party \$61/hr. (R)</li> <li>• \$122/hr. (NR)</li> </ul> </li> <li>• Refundable Security Deposit: \$500</li> <li>• Park Reservation Procedures and Guidelines shall be followed.</li> <li>• Special Event Permit may be required including, but not limited to:               <ul style="list-style-type: none"> <li>• Proof of Insurance</li> <li>• Cost Recovery Fees for services provided by the Town of Los Gatos</li> <li>• Event will be evaluated for noise, traffic, and other impacts on the park and surrounding neighborhoods</li> </ul> </li> </ul>