



**SUBSIDIZED SEMI-PERMANENT PARKLET PROGRAM
Application, Submittal Guidelines &
Overview for Pre-Approved Design Process**

Application deadline: June 30, 2021

APPLICATION SUBMITTALS AND QUESTIONS

Parklets@logatosca.gov & MRenn@logatosca.gov



PROCESS OVERVIEW

Outlined below is the process for applying for a Semi-Permanent Parklet, under the newly revised program that includes a subsidized Town fees, pre-approved architecture plans, reduced engineering fees, and a construction grant opportunity. Applications must be submitted by June 30, 2021 to be considered for this subsidized program and built no later than December 31, 2022.

APPLICATION PROCESS

STEP 1: Application Packet Submittal

Complete and submit the following items via email to parklets@losgatosca.gov and mrenn@losgatosca.gov:

- Semi-Permanent Parklet Application contained in this packet
- Proposed Parklet Details Form contained in this packet
- If the parklet will extend beyond the applicant's store frontage, include written acknowledgment from the affected neighboring business(es) and property owner
- Photos of business frontage and parking spaces to be used by the parklet
- Drawing or ariel photo showing entire parcel/building and the business' location within the parcel/building

STEP 2: Approval & Engineering

Staff will issue a written conditional approval and connect the applicant with the Town's consultant for parklet finish selection, and the engineering necessary to fit the parklet in the specific location listed on the application. Applicant will work directly with and remit payment to the Town's Consultant for the engineering services. Engineering fees are \$3,900.

STEP 3: Agreement, Encroachment Permit, and Building Permit Review

Staff will provide the Applicant with the public-private parklet agreement. The consultant can then submit a Building Permit and Encroachment Permit applications for expedited review by Town staff.

STEP 4: Grant Request Submitted

The Town of Los Gatos will provide a grant in the amount of \$40,000 or 75% of the total construction cost, whichever is less. Business owners must submit a request for the parklet grant. A scope of work with cost estimate must be provided. Grant funds may only be applied to the cost for construction and may not be used for furniture, structured covers, lights, or other parklet furnishings. The grant will be issued in progressive payments to ensure work is being completed. Final payment will be provided once the parklet has had the final inspection, and the Applicant has submitted the true and final costs for parklet construction.

STEP 5: Permits & Construction Phase

When Building and Encroachment permits are issued, the applicant can then begin construction. A State of California Licensed Contractor must be used throughout the process. and will be required to request three to four progressive inspections, plus a final inspection are required by Town staff prior to use.

STEP 6: Parklet is Complete!

PROGRAM INFORMATION

- A parklet is a protected space that occupies existing on-street public parking and is transformed into a sitting, dining, or gathering area for both private and public use.
- The intent of the parklet program is to create publicly accessible open spaces that may be utilized by private businesses during operating hours, enhance the experience of the downtown, offer outdoor “al fresco” dining options, and create community vitality and vibrancy for residents and visitors.
- The parklet may be used exclusively by the approved businesses during hours of operation, then must be open to the public during non-business hours.
- The applicant should be the property and/or business owner(s) most adjacent to the parking space(s). Ideally this should be a partnership with both parties in support of the parklet. While the property owner may be the applicant alone, rent or fees may not be charge by the property owner to the business for the physical square footage of the parklet located in the public right-of-way.
- The parklet may not span further than the frontage of the applicant’s business unless written permission is given by the property owners in which case the parklet may span the distance of the building’s linear frontage, up to two parking spaces. Applicant’s applying for a parklet larger than two parking spaces will be considered on a case-by-case basis.
- The construction, operation, and maintenance of a parklet require a public-private parklet agreement to be executed prior to issuing the building permit.
- The business(es) occupying the parklet must provide insurance and indemnification to the Town along with operation agreement.
- Under current Town Council direction, semi-permanent parklets may only have open-air, temporary and moveable coverings such as umbrellas or sail-type coverings. Should the Council provide different direction, the architecture plans will not change, and businesses will be required to submit plans and secure a building permit at cost for any additional structures.

SUBSIDY INFORMATION

The Town of Los Gatos will subsidize this program for application received by the June 30, 2021 deadline. Fees that will be paid in full by this fund on the business owners behalf include: Application Processing Fee \$1,000; Building Permit Fee approx. \$1,700; and Encroachment Permit Fees approx. \$2,100.

The Town has worked with the consultant to pay for the design and some of the engineering fees taking the soft costs of design and engineering of a two stall parklet from approx. \$20,000 to \$3,900, to be paid by the applicant directly to the consultant.

Construction cost will vary. The estimates the Town has received for a two stall parklet is approximately \$40,000. The construction grant offered by the Town subsidizes this cost and will be paid in progressive payments. The grant amount directed by the Town Council at its April 20, 2021 meeting is \$40,000 or 75% of the cost of construction, whichever is less.

PARKLET DESIGN & COVERING INFORMATION

Below are renderings and photos that reflect the pre-approved design. There are a few different finish options for businesses to choose from including concrete color, planter finish type, railing, and moveable cover. Please note the pre-approved design does not support coverings other than non-permanent and moveable umbrellas, sliding fabric, or sail-type covers. If a business would like to install a low profile, relatively flat solid awning, this will be reviewed on a case-by-case basis. The Applicant must work with Town staff and their design consultant(s) as a separate process, as the covers are not supported by the subsidy or grant. The design, review, permits, and construction costs for structured permanent covers are the full financial responsibility of the business, and may not be installed without proper Town staff review and approved permits.



option 1 | dark grey

option 1 alternate

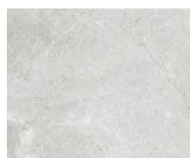
finishes and railing to match previous parklet design



1 moveable umbrella
max. height 9'-0"



2 concrete planter
variable length x 16" x 36"
WAUSAU MADE or similar
color: weatherstone W26 Charcoal or W23 Gray



3 concrete slab
color: light gray top cast 05 sand exposed etch surface texture



4 custom railing: dark grey
2"x3" tube steel frame with 5/8" metal rod infill height 36"
posts: 3"x2" dark grey tube steel height 8'-0"



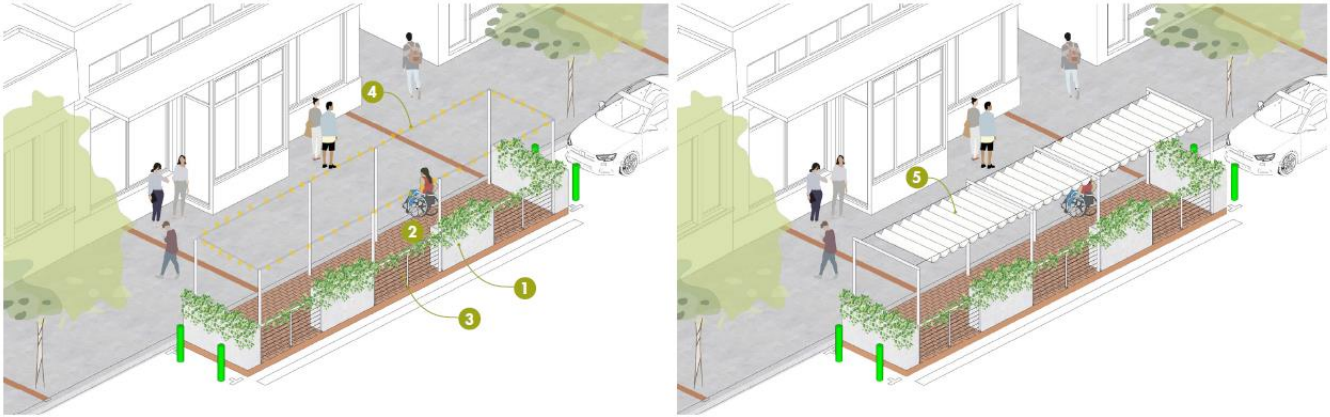
5 string lights



6 fabric sail shade:
serge ferrari soltis perform 92 or similar
color: suggestion shea (beige) or alu/alu (gray)

option 2 | light gray

option 2 alternate



1 concrete planter
variable length x 16" x 36" WAUSAU MADE or similar color recommended: weatherstone W21 Buff or W31 Fog.



2 stamped and stained concrete slab
stain color to match red bricks on the (e) sidewalk



3 custom brushed stainless steel (or painted light gray) cable railing
2"x3" tube steel frame
posts: 3"x2" tube steel height 8'-0"

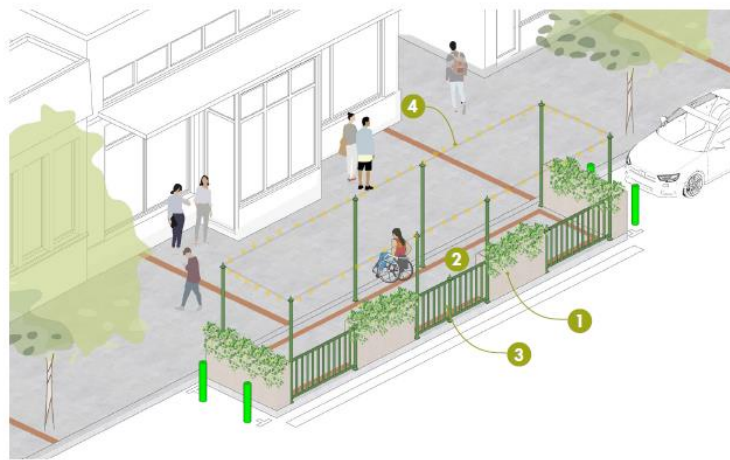


4 string lights



5 retractable / slide on wire fabric solar shade:
serge ferrari soltis perform 92 color suggestion shea (beige) or alu/alu (gray)

option 3 | beige



1 concrete planter
variable length x 16" x 36" WAUSAU MADE or similar color recommended: weatherstone W22 Sand



2 concrete with red bricks to match (e) sidewalk



3 custom decorative green railing to match (e) streetscape
Paint: Dunn Edwards DEA 180 Deep Pine



4 string lights

SEMI-PERMANENT PARKLET APPLICATION FOR SUBSIDIZED 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:

Business Name & Address: _____

Parcel Number (APN): _____

2. 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: _____

3. 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: _____

4. APPLICANT: If same as above, check applicable box(es) here: Business Owner Property Owner

Name: _____ Phone: _____

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: _____

5. MULTI-BUSINESS PARKLETS

Check here if you will be partnering with an adjacent neighboring business to share the semi-permanent parklet, and list the business name and contact: _____

For multi-business parklet applications, each business must complete and submit this application, however one set of all other application submittal documents are required.

6. APPLICATION FEE: During the period of Economic Recovery, the Town of Los Gatos will be covering the parklet application fee (\$1,000).

DO NOT WRITE BELOW THIS LINE

Date Received: _____ Received By: _____ Approved: Yes ___ No ___ Agreement #: _____

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.

Proposed Parklet Details

1. Number of parking spaces requested: _____
2. Do these parking spaces expand beyond your business' frontage? Yes No
3. How the parklet will function and support the business operations: _____

4. Provide the hours of operation for the business, and the proposed hours of operation for the parklet. *Please note that parklet service must end by 10 p.m. daily.* _____

5. Review the business' current Conditional Use Permit (CUP) to ensure it allows for outdoor dining and outdoor alcohol service if applicable to your business. If it does not, a CUP modification may be required. To access a list of approved CUPs, visit: <https://www.logatosca.gov/2127/Approved-Conditional-Use-Permits>
 - I confirm that I have reviewed my CUP and the conditions allow for outdoor service.
 - I need to modify my CUP
 - I'm unsure if my CUP allows for outdoor dining and service
6. Will alcohol be served in the parklet: Yes No
7. Have you filed an application with the ABC to include this parklet in your service area? **Please note: the temporary COVID approvals are different from a permanent service area. Please be sure to contact the ABC to understand what approvals you need for your parklet. The Town cannot provide your final approval (at the end of construction) until ABC confirms you have been approved for service in your parklet.** Yes No
8. Types of furnishings to be included in the parklet: _____

9. Have you done outreach to your neighbors regarding your proposed parklet? Yes No
If yes, please provide a description of the type of outreach: _____

10. Attach photos of the front of your business and where the parklet will be located in relation to your business, and a screenshot or aerial photo of the parking space being proposed for the parklet.