

DRAFT - Parklet Pilot Program – Quick Reference

Overview

The intent of the parklet program is to create publicly accessible open spaces in the downtown 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.

Use of Parklet

The parklet shall be open to use by the public at all times. Adjacent businesses may use up to 85% of the parklet for seating (measured by linear feet, not seats) during business hours.

Eligible Streets

The program will be available along Main Street from Santa Cruz Avenue to Villa Avenue.

Parklet Size

The ideal size for a parklet in the pilot program is two parking spaces in length. Parklets of one to three parking spaces will also be considered.

Number of Parklets

During the pilot program a maximum of two parklets will be allowed.

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.

Community Support and Outreach

The applicant must provide broad outreach and obtain support of nearby businesses and residences.

Term of Pilot Program

The pilot program will be available for a period of two years, beginning the Monday following adoption by the Town Council.

DRAFT - Parklet Pilot Program – Program Guidelines

1. **Application Process:** Applicants will submit an application outlining the parklet concept as detailed in the following sections. The Town will select the two top scoring applicants to move forward with technical applications.
2. **Concept Submittal Requirements:** Applicants shall submit the following to the Town as a concept application:
 - A written description of the proposed parklet addressing the requirements of the program and specifically identifying how the parklet meets each of the evaluative criteria in Section 8.
 - A schematic representation of the parklet showing design style and concepts that allow for evaluation using the criteria listed in Section 8.
 - Scaled drawing showing location, dimensions, and existing infrastructure.
 - Documents demonstrating the support of adjacent businesses and property owners.
3. **Selection:** The Town will select two parklet locations from interested parties following an open solicitation process. A contiguous structure across up to three parking spaces shall be considered to be one parklet. The Town will select the parklets for installation based upon compliance with the required elements and by determining the highest scoring project based on the evaluative criteria in Section 8.
4. **Eligible Applicants:** A parklet may be proposed by an adjacent business or property owner. These businesses will benefit from increased exposure of the business to users of the parklet.

A community organization may also apply to install and manage a parklet as a benefit to the community.

Applicants are encouraged to meet with Town staff to review proposed parklet concepts and to explore feasibility prior to submitting an application.

5. **Project Support and Outreach:** The applicant shall document support for the project from the tenant(s) or the property owner(s) immediately adjacent to the parklet. In addition, the applicant shall demonstrate outreach to all business within 500 feet of the parklet. Outreach shall include a description and illustration of the parklet, contact information for the applicant and the Town, and other pertinent information.
6. **Locations:** A parklet may be placed along the curb on Main Street between North Santa Cruz Avenue and Villa Avenue. Parklets must not obscure visibility at intersections or driveways.

Parklets are not permitted:

- At red (no parking) or white (passenger loading zone) curbs.
- To obstruct access to utilities (man holes, valve boxes, etc.).
- Along the bridge deck over Highway 17.

7. **Parklet Size:** Parklets are intended to complement and balance current needs in the Downtown. The ideal size for a parklet is the length of two parking stalls, however one and three stall sizes will be considered. The finished width of the parklet, including all elements, shall not protrude past the inside of the parking stall hash mark painted on the roadway.

8. **Evaluative Criteria:**

Applications must achieve a minimum of 15 points (20 total possible) to be considered for inclusion in the parklet pilot program.

(5 points) – Built-in tables and seating provide access to the space beyond the operating hours of any single business. The inclusion of counter height surfaces or standing height tables is desirable. Modular tables and chairs may be incorporated as well and must be available for public use at all times.

(5 points) – The parklet provides a benefit to all downtown visitors – creating a community benefit that invites casual gathering.

(3 points) – Support of adjacent and nearby businesses and property owners demonstrates a collaborative effort.

(5 points) – Design style, including landscaping or greenery, quality of materials, and creativity of design elements, provide for an appealing parklet.

(2 points) – The inclusion of lighting, heating, interactive elements, or other features may increase the usefulness and attractiveness of the parklet.

DRAFT - Parklet Pilot Program – Technical Requirements

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

1. Operations Plan

- a. Food may be ordered in a restaurant and served at the parklet.
- b. Table side ordering is permitted.
- c. 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.
- d. Description of business hours the spaces will be utilized by the adjacent business(es).
- e. 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

- a. Daily maintenance and cleaning schedule and tasks.
- b. Weekly enhanced cleaning schedule.
- c. As needed component repair and replacement.

3. Site Plan

- a. Detailed fully dimensioned plan set, including elevations.
- b. Details of slopes, transitions, and clearances.
- c. ADA accessibility including seating and travel ways at the parklet and on the sidewalk.

4. Design Requirements

- a. Parklets shall be aligned with the interior edge of exiting parking space delineation.
 - b. Parklets, including all ancillary elements, shall not extend more than eight feet from the curb.
 - c. Parklet must be completely constructed within three months of issuance of encroachment permit.
 - d. Limited signage acknowledging the sponsor is permitted, subject to approval by the Town.
 - e. Parklet applicants shall obtain encroachment and building permits from the Town at standard permit costs.
 - f. Parklet applicants shall maintain insurance at levels approved by the Town.
 - g. Parklet applicants shall have or maintain a current business license with the Town.
 - h. 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.
 - i. Parklet platform decking shall be at the same height as the curb. Platform shall not exceed ½" distance from the curb.
 - j. Platform shall allow for free flow of curb line storm water – subject to approval of the Parks and Public Works Department.
 - k. Platform shall allow for access for cleaning underneath the platform.
 - l. Platform design shall accommodate the cross slope of the street and shall retain a platform cross slope of less than 2%.
 - m. Parklet design shall fully comply with ADA requirements.
 - n. Parklet shall include a physical barrier along the street sides to prevent users from stepping directly into the roadway.
 - o. No perimeter wall or rail may be less than 36 inches and must not obstruct views of traffic.
 - p. Platform ends, and corners must be capable of withstanding 500 pounds of horizontal force.
 - q. Additional street side platform reinforcement capable of withstanding 500 pounds of horizontal force must be placed a minimum of every 15 feet.
 - r. Parking stops and reflective delineators must be placed at the traffic flow side of the parklet.
 - s. Signs stating "Public Parklet – All Seating Open to the Public" with minimum dimensions of 12" x 12" shall be placed at each end and at the center point along the sidewalk side of the parklet.
- #### 5. Project Construction and Approval
- a. Project construction will be authorized through issuance of an encroachment permit and a building permit.