



City of Los Altos Parklet Program Guide

May 2023

Program Overview

This program guide describes the procedures downtown businesses must follow to be permitted for outdoor dining within the public right-of-way immediately adjacent to the establishment. Interested businesses must provide a complete submittal with all required documents and fees to the City of Los Altos for consideration.

Approved dining areas are executed by a City Removal & Maintenance Agreement that is reviewed annually for operational standards set forth within this Program Guide. Each approved dining area shall be renewed annually.

City staff will complete an annual inspection in addition to ongoing monitoring to verify and ensure aesthetics, cleanliness, and the approved precise seating layout of the dining area are maintained. Approved dining areas shall remain safe and compliant with all applicable accessibility standards including but not limited to the Americans with Disabilities Act Accessibility Standards and Chapter 11B of the California Building Code, California Building Code, Santa Clara County Fire Code, Los Altos Municipal Code, or other applicable laws.

Any inspections performed by the City are for its sole and exclusive benefit and for the benefit of the general public, and a business owner should not rely on the fact that the City has performed an inspection as evidence that the business' dining area is safe or compliant with applicable accessibility standards including but not limited to the Americans with Disabilities Act Accessibility Standards and Chapter 11B of the California Building Code, Los Altos Municipal Code, or other applicable laws.

Parklet Design Specifications

Location

- Shall be installed at businesses that provide table service with items delivered and/or carried away by an employee.
- Shall utilize the length of their primary building frontage only or a maximum of five angular parking spaces for Main Street or three parallel parking spaces for State Street.
- Shall contain emergency access gaps as determined necessary by County Fire.
- Shall receive written permission from both neighboring business owner and property owner to place parklet in front of neighboring business.
- Shall not interfere with line of sight for neighboring businesses.
- Shall maintain a minimum distance of 13 feet from the centerline of Main Street and 11 feet from the centerline of State Street to the most outer edge of the parklets barriers or further as determined necessary by the Public Works Director or County Fire for sight visibility and safety.
- Shall ensure access to utility panels, vaults, boxes, hatches, manholes, storm drains, and similar items.
- Shall not encroach into fire apparatus access and shall not impede access to hydrants and other Fire Department appurtenances.
- Shall meet all requirements on turning radius for emergency vehicles at intersections.

Platform Structure

- Shall have a top layer made of hardwood decking similar to Ipe or composite product similar to Trex.
- Shall be made with wood frame custom fit to crown of road or leveling system to remain level across parklet.
- Shall have impermeable layer under deck across entire square footage of platform to prevent any debris from falling below platform.
- Shall have impermeable edging to prevent any entry points for critters.
- Shall be textured or treated with a non-skid coating on a regular basis.
- Shall be flush with the sidewalk without a horizontal or vertical separation greater than 1/2 inch. Vertical separations between 1/4 inch and 1/2 inch high shall be beveled with a slope not steeper than 1:4 (25%).
- Shall not be bolted into the street or sidewalk.
- Shall have a clear gutter space along the entire length of the proposed platform with a screen on both ends to allow free flow of water.
- Shall meet all additional building requirements.

Barriers

- Barriers will have two major components as seen in the example below:
 - Gray rectangular concrete planter every six linear feet that is 16 inches wide, 36 inches long, and 42 inches high.
 - Brown 42-inch-high railing that has a 2 inch x 3 inch tube steel frame with 5/8-inch metal rod infill.



- Planters must maintain fresh plants that may flow out from the barrier.
- Shall not have any display of art or any other information on barrier.
- Shall be constructed to enclose the entire perimeter of the parklet to ensure that patrons of each establishment only enter and exit from the adjacent sidewalk.

Accessibility

- Shall provide access to and throughout the seating areas by meeting the minimum requirements for accessibility based on the Americans with Disabilities Act 2010 Accessibility Standards, the current California Building Code (CBC), Chapter 11B – Accessibility, as well as other applicable standards and guidelines.
- Minimum 5% of all outdoor seating to be accessible and identify all the accessible tables with the International Symbol of Accessibility.
- Shall provide the specific requirements for accessible routes leading to and through the parklets including clear width, slope, cross slope, vertical transitions, protruding object/headroom hazards, and openings along the circulation path.
- Business owners are encouraged to engage the services of a Certified Access Specialist. The City does not guarantee that a parklet designed in accordance with City standards will comply with applicable disability access laws.

Furniture

- Shall be made of high-quality metal or wood material.
- Shall replace outdoor dining furniture on a regular basis.

Lighting

- Shall be LED Bistro Lights rated for outdoor use in clear color only.
- Shall be installed in accordance with state and local electric code requirements and manufacturer's instructions.

- Shall be plugged directly into the outlet.
- Shall not be lower than 8 feet in height.
- Candles are prohibited.

Heaters

- Electric heat lamps are encouraged.
- Propane heat lamps are allowed if they meet the following requirements:
 - Must be more than 5 feet away from the building or any shade structure, such as umbrella or shade sail.
 - Shall be equipped with a tilt switch that automatically shuts off if tilted more than 15 degrees.
 - Shall be permanently guarded so that there will be no incidental contact.
 - Gas containers must be secured in a locked storage container not within the public right of way and shall not be stored inside of buildings.
 - Must meet all other requirements in CFC 605.5.2 - 605.5.2.3.4.

Tents & Canopies

- Tents and canopies are prohibited.

Umbrellas

- Umbrellas must be included in the parklet layout.
- Shall be secured with an umbrella stand.
- Shall have a minimum headroom clearance of 80 inches.
- All umbrellas shall be uniform in color for each parklet with no advertising or signage.

Other Requirements

- Existing non-conforming decked parklets can be reviewed on a case-by-case basis to identify how the platform structure can come into substantial compliance with the current program guidelines, but they shall be required to have the same uniform barrier and meet all additional requirements required by City staff and County Fire.
- Demonstrate that the parklet is regularly used by customers and maintained by the business owner.
- Businesses shall include parklet area in ABC license.
- Abide by all other restrictions placed by the City of Los Altos not outlined in this guide.
- No private garbage cans, bus stations, or dish collectors may be in dining areas.

Submittal Requirements

- Completed Los Altos Parklet Program Application
- Completed and signed City Removal & Maintenance Agreement
- Certificate of liability insurance per the attached insurance requirements
- Layout plan for the proposed parklet with the following:
 - Parking stalls proposed for parklet including dimensions
 - Property lines including width of business frontage
 - Existing buildings including doorway locations
 - Name and address of business and adjacent businesses
 - Sidewalk widths
 - Indicate color of any painted curbs
 - All surface structures within 20 feet of proposed parklets (e.g., poles, signs, trees, manholes, utility covers, bike racks, streetlights, other parklets, etc.)
 - Platform structure details
 - Layout of tables and chairs
 - Heaters
 - Umbrellas
 - Lighting and power plan that includes details of the wiring and power source
 - Any accessory equipment used for service
 - Disability access plan¹
- Description and manufacture details of tables and chairs
- Description and schematic of barrier
- One-time initial City application fee of \$500 to cover the costs of reviewing the initial application, construction, and approval of the parklet. An additional fee for County Fire review may be required.
- The annual parklet renewal fee is \$3.00 per square foot. For example, the average parking stall is 9 feet by 18 feet for a square footage of 162 multiplied by two parking stalls total would equal 324 square feet. If you multiply 324 square feet by the \$3.00 per square foot, a business will pay an annual fee of \$648 for a two-parking stall parklet.

Process

- Parklet permits are valid for a period of one year and shall be renewed annually by businesses.
- By December 31st of each year, in alignment with the business license and downtown parking permit deadlines, applicants shall provide a completed parklet application, City Removal & Maintenance Agreement, updated liability insurance documents, and fee.

¹ The City is not responsible for determining whether the disability access plan complies with the Americans with Disabilities Act or other applicable disability access laws. Every business owner that participates in the parklet program is strongly encouraged to engage the services of a Certified Access Specialist.



Parklet Permit Application

Section 1. Permittee Business Owner Information

Business Owner(s) Name(s): _____ Business Name: _____
Business Address: _____ Mailing Address: _____
Primary Contact Name: _____ Email: _____
Phone: _____ 24-Hour Emergency Phone: _____

Section 2. Property Owner Information and Permission to File

Property Owner(s) Name(s): _____ Phone: _____
Property Owner(s) Mailing Address: _____ Email: _____

The undersigned, as the legal owner or authorized agent of the owner of real property ("Owner") designated for use, as specified above, hereby consents to Permittee's use of the outdoor space adjacent to Owner's property at the specified location, in compliance with the Permit requirements and authorize the filing of parklet permit application with the City of Los Altos.

Property Owner Signature

Name

Date

Section 3. Business Information

Current Lease Expiration Date: _____ Business License Number: _____
Days and Hours of Operation: _____
Type of business: Restaurant Bar, Winery, Brewery Other: _____
Do you have existing sidewalk or parklet dining? Yes No

Section 4. Parklet Operational Information

Will alcohol be served? Yes No If yes, what type? (*check all that apply*) Beer Wine Hard Liquor

The California Department of Alcoholic Beverage Control (ABC) regulates alcohol service on premises adjacent to a business. If your business serves alcohol, please attach a copy of your ABC Authorization.

Number of parking spaces requested: _____

Will the parklet use parking spaces that encroach on neighboring business frontage? Yes No

If yes, provide consent from neighboring business:

The undersigned, as the legal owner or authorized agent of the owner of _____ (neighboring business) ("Owner") designated for use, as specified above, hereby consents to Permittee's use of the outdoor space adjacent to Owner's business at the specified location, in compliance with the Permit requirements. (*May attach additional sheets as necessary*).

Neighboring Business Owner Signature

Name:

Date

CITY OF LOS ALTOS
CITY REMOVAL & MAINTENANCE AGREEMENT

This PARKLET PROGRAM PERMIT AND AGREEMENT (this “Agreement”) is entered into as of _____, 202__ (the “Effective Date”), by and between the City of Los Altos (the “City”) and _____ (“Permittee”) with respect to the following facts:

- A. Permittee operates a dining facility within the City.
- B. To facilitate outdoor dining, Permittee desires to locate displays, furniture, and other property (“Outdoor Property”) in front of Permittee’s dining facility in parking spaces within the public right-of-way (the “ROW”).
- C. The City desires to grant Permittee the privilege of using the ROW on terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Permittee may locate outdoor dining furniture within the ROW subject to the requirements of the City’s Parklet Program Guide, which may be amended at any time by the City in its sole and absolute discretion with or without notice. The precise location and arrangement of such outdoor dining furniture shall be in accordance with the approved plans submitted by Permittee with its application for this Agreement, as shown for reference in **Exhibit A** hereto. City staff may, from time to time in their sole and absolute discretion, require changes to these approved plans as may be necessary or conducive to the health, safety, or convenience of the general public.
- 2. Permittee’s use of the ROW pursuant to this Agreement is conditioned as follows:
 - a. Permittee shall comply with all applicable laws in its operations under this Agreement, including, without limitation, the Americans with Disabilities Act and other applicable disability access laws.
 - b. Permittee shall hold harmless, indemnify, and defend (with counsel reasonably acceptable to the City) the City, its elected and appointed officers, agents, employees, and volunteers from all damages, costs, and expenses whatsoever in law or equity (including, without limitation, reasonable attorneys’ fees), arising from Permittee’s operations under this Agreement, unless caused by the City’s own gross negligence or willful misconduct. Without limiting the generality of the foregoing, Permittee’s indemnification and defense obligations extend to, (i) claims for any property damage or personal injury arising from an alleged dangerous condition of any public property used by Permittee in its operations under this Agreement; (ii) claims for any property damage or personal injury arising from any condition of public or private property created or maintained by Permittee in connection with its operations under this Agreement; and (iii) claims under the Americans with Disabilities Act or other applicable disability access laws that arise in connection with Permittee’s operations under this Agreement. The obligations under this Paragraph shall survive the termination of this Agreement.
 - d. Permittee shall obtain and maintain insurance in amounts and on such terms and conditions as set forth in **Exhibit B** hereto.

- e. Permittee shall not cause or allow its Outdoor Property to cause any public or private nuisance or otherwise to result in any adverse effect on nearby public or private property. Such Outdoor Property, including any railings or similar enclosures, shall be appropriately designed, executed, and maintained to be complementary to the appearance and operation of the surroundings. Outdoor Property shall be made generally from metal or wood, but not from plastic. Signs shall be limited to restaurant menu boards and shall not simply advertise a business address or phone number.
 - f. Permittee shall keep the ROW and Permittee's Outdoor Property in a neat, clean, safe, and sanitary condition, free from debris and food and drink stains.
3. Permittee expressly agrees and understands that the City has no duty to ensure that Permittee's operations will comply with applicable laws. If the City does or has done anything to ensure that Permittee's operations will comply with any applicable laws, including, without limitation, the Americans with Disabilities Act or other disability access laws, it is agreed and understood that the City has done so exclusively for its own benefit and for the benefit of the general public, and Permittee shall not rely thereon. Permittee is encouraged to have its operations under this Agreement inspected by a certified access specialist.
 4. This Agreement constitutes a nonexclusive license and may be revoked at any time by the City with or without cause and without prior notice. Permittee acknowledges that by entering into this Agreement and by making use of the ROW, Permittee is not acquiring any estate whatsoever in the ROW or any other public property.
 5. Unless terminated sooner by the City, this Agreement shall terminate on December 31, 202___. This Agreement shall also terminate automatically if Permittee ceases its restaurant operations at the subject location for a period of 30 days or more. Unless the City in its sole and absolute discretion agrees to enter into a subsequent permit and agreement with Permittee for use of the ROW, immediately upon the termination of this Agreement Permittee shall remove its Outdoor Property from the ROW and shall cease its use of the ROW for outdoor dining.
 6. A breach by Permittee of the terms and conditions of this Agreement shall constitute both a breach of contract that may be enjoined by a court of competent jurisdiction and a public nuisance that may be abated pursuant to Part 3 of Division 4 of the California Civil Code and Chapter 11.10 of the Los Altos Municipal Code. These remedies shall be cumulative of all other remedies available to the City at law or in equity. The City shall be entitled to recover from Permittee any attorneys' fees, legal costs, or other expenses incurred in enforcing this Agreement.
 7. PERMITTEE ACCEPTS THE USE OF THE ROW **AS-IS**. THE CITY MAKES NO REPRESENTATION WHATSOEVER ABOUT THE SUITABILITY OF THE ROW FOR THE USES ALLOWED UNDER THIS AGREEMENT. IN CONSIDERATION OF THE CITY'S WILLINGNESS TO ALLOW PERMITTEE TO USE THE ROW, PERMITTEE EXPRESSLY ASSUMES ALL RISK OF LOSS OF EVERY KIND AND NATURE ARISING FROM OR IN CONNECTION WITH SUCH USE.
 8. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof. This Agreement may not be modified without the City's written consent. No waiver of this Agreement shall be valid unless in writing, and no waiver shall operate as a continuing waiver. There are no third-party intended beneficiaries of this Agreement. This Agreement

may be signed in counterparts, each of which shall be deemed an original. Electronic signatures may be used in place of original signatures.

9. It is agreed and understood that the paramount purpose of this Agreement is to protect the City and its taxpayers from liability in connection with Permittee's operations under this Agreement. Any ambiguity in this Agreement shall be construed in the manner that best achieves its purposes, and this Agreement shall not be construed against its drafter. This Agreement shall be of no further force or effect if any obligation of Permittee hereunder is found by a court of competent jurisdiction to be invalid or unenforceable. Notwithstanding the foregoing, and to the maximum extent allowed under applicable law, if any provision of this Agreement is found by a court of competent jurisdiction to be void or unenforceable, Permittee's indemnification, defense, and insurance obligations hereunder shall nonetheless be fully enforceable and shall survive the termination of this Agreement. It is further agreed and understood that this Agreement confers an encroachment permit on Permittee, and this Agreement shall be construed not only as a contract, but also as a regulatory permit. Any fees paid in connection with this Agreement have been paid to defray the cost of permit processing.
10. Permittee agrees and understands that it may be subject to payment of property taxes for use of the City's ROW and shall indemnify and hold harmless the City from any and all property taxes that may be imposed against the City arising from or relating to the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

PERMITTEE

CITY

By: _____

By: _____

INSURANCE REQUIREMENTS

Permittee shall provide its insurance broker(s)/agent(s) with a copy of this sheet and request that certificates of insurance and required endorsements be provided to: **Parklet Program Administrator, City of Los Altos, 1 N. San Antonio Road, Los Altos, CA 94022.** Coverage shall be at least as broad as follows:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, with limits no less than **\$1,000,000 or \$2,000,000 aggregate** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. CGL insurance must include coverage for the following:
 - a. Bodily Injury and Property Damage
 - b. Personal Injury/Advertising Injury
 - c. Premises/Operations Liability
 - d. Products/Completed Operations Liability
 - e. Aggregate Limits that Apply per Project
 - f. Explosion, Collapse and Underground (UCX) exclusion deleted
 - g. Contractual Liability with respect to this Agreement
 - h. Broad Form Property Damage
 - i. Independent Consultants Coverage

The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

2. **Umbrella or Excess Liability: Umbrella or Excess Insurance.** If umbrella or an excess liability insurance policy is used to satisfy the minimum requirements for CGL or Automobile Liability insurance coverage listed above, the umbrella or excess liability policies shall provide coverage at least as broad as specified for the underlying coverages and covering those insured in the underlying policies. Coverage shall be “pay on behalf,” with defense costs payable in addition to policy limits. CONSULTANT shall provide a “follow form” endorsement or schedule of underlying coverage satisfactory to the CITY indicating that such coverage is subject to the same terms and conditions as the underlying liability policy.
3. The CITY, its officers, officials, employees, and volunteers are to be covered as additional insureds on the umbrella or excess policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. If CONSULTANT maintains broader coverage, umbrella or excess coverage and/or higher limits than the minimums shown above, the CITY requires and shall be entitled to the broader coverage, umbrella or excess coverage and/or the higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and any other coverages shall be available to the CITY.

Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status. The CITY, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy, with endorsements under CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage, with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations.

Primary Coverage. For any claims related to this contract, the APPLICANT's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, or volunteers shall be excess of the APPLICANT's insurance and shall not contribute with it.

Notice of Cancellation. Each insurance policy required above shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the CITY.

Waiver of Subrogation. APPLICANT hereby grants to CITY a waiver of any right to subrogation which any insurer of said APPLICANT may acquire against the CITY by virtue of the payment of any loss under such insurance. APPLICANT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the CITY. The CITY may require the APPLICANT to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.

Verification of Coverage. APPLICANT shall furnish the CITY with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the CITY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the APPLICANT's obligation to provide them. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances. CITY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.