



Semi-Permanent Parklet Program

December 8, 2022

Presenters: Roger Storz and Leslie Parks, Community Development

Today's Agenda

1. Welcome and Introductions
2. Overview of Semi-Permanent Parklet Permit
 - Design Options
 - Estimated Costs
 - Heaters
 - Fees
 - Permit Application Process

Today's Agenda

3. Overview of Parklet Grant Program

- Description of Grant Program
- Terms of Grant and Disclosures
- Grant Application Process
- Questions

Key Program Milestones and Information

1. Parklet Permit and Grant Application Process Opens January 9, 2023
2. Grant application must be completed by February 6, 2023
3. Parklet Permit Application Deadline – March 9, 2023
4. Removal of all Downtown Temporary Parklets Between March 28-31, 2023
5. Application Training – Jan. 5, 2:00 pm via Zoom

Program Overview

- Up to 16 parklets allowed using a maximum of 32 parking spaces are allowed in the Downtown.
- **PLEASE NOTE: A parklet is up to two parking spaces or the length of the business frontage, whichever is less. The parklet cannot encroach in front of adjacent businesses even with its approval.**
- There is a non-refundable \$1,500 parklet permit application fee.

Program Overview

- Choice of two design options with or without roof
- Estimated cost of parklets \$55,000 to \$90,000 if there is a roof and type of material for roof
- Does not include heaters, landscape/irrigation
- Contractors must meet four requirements:
 - Experience building a parklet
 - Licensed, bonded and insured
 - Attend a City training webinar on parklet construction process
 - Comply with state prevailing wage

Design Options

"Orchard" Parklet (No Roof)



"Orchard" Parklet (Roof)



"Water Tower" Parklet (No Roof)



"Water Tower" Parklet (Roof)



Open Seating Design



Either design can be modified for “open seating” with bench removed on street side contingent on street grades being flat enough to accommodate it while maintaining ADA compliance.

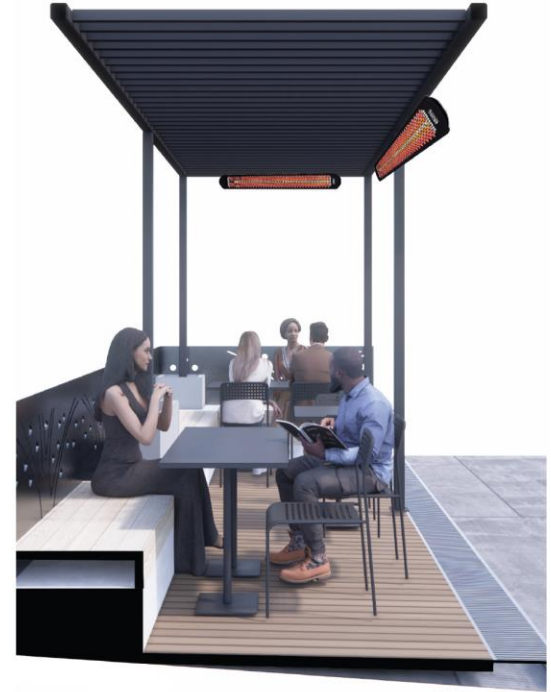
Parklet Heating Options



No Roof + Propane Heaters
(Requires proper propane tank storage)



With Roof + Propane Heaters
(Requires proper propane tank storage)



With Roof + Electric Heaters
(Requires ~75 amps free in electrical panel)

Parklet Permit Application Process

- Applications submitted online starting January 9, 2023
- Applicant must be in good standing with the City by having:
 - ✓ Active business license;
 - ✓ All permits in good standing (e.g., Use Permit, Live Entertainment, Outdoor Dining, etc.);
 - ✓ No use permit violations;
 - ✓ No active code enforcement nor permit revocation action;
 - ✓ Parklet permit applicants must provide current certificate of insurance

Parklet Permit Application Process

- Property and business owner must sign permit application.
- Parklet is owned by property owner.
- Restaurant owners must remove all temporary parklets between March 28-31, 2023.
- Also, note ABC changes for permit required for serving liquor outdoors (parklets, sidewalks, etc.)

Parklet Permit Application Process

- The City is providing \$3,000 for design/engineering for construction plans for businesses applying for a grant.
- The plans will be customized by the architect. Any changes that result in additional costs must be covered by the business.

Parklet Permit Application Process

- Submit contractor's signed letter confirming:
 - Compliance with prevailing wage law and ability to provide Certified Payroll records if requested
 - Bonded, insured and licensed
 - Experience building a parklet
 - Attendance at training webinar on parklet

Parklet Grant Program Description

- Application process is similar to Los Gatos.
- Either the business or property owner can apply for grant (whoever builds the parklet).
- Maximum grant amount is up to \$40,000 if less than 10 applications are approved.
- The minimum grant is up to \$25,000 if 16 applications are approved
- The grant amount will vary if the number of approved applications is between 11 and 15

Parklet Grant Program Description

- If only one parking space is used, the grant will be one-half the amount. If the parklet is 1 ½ spaces, the grant will be equal to the amount for two spaces.
- Grant funds can be used for construction labor and materials related to parklet (as identified in contractor's agreement).
 - Accessories such as heaters, heat source, furniture, plants, etc.. Are not eligible expenses.

Parklet Grant Application Process

- Businesses may apply for grant/parklet permit online starting Jan. 9, 2023;
- Grant application must be deemed complete by Feb. 6, 2023.
- Applicants must submit a statement of need with application:
 - How will parklet assist recovery from COVID pandemic?
 - How will grant help with other operating costs?

Parklet Grant Application Process

- Applicant must be in good standing with City.
- Submit copy of current business license and signed W-9.
- Must have approved parklet permit.
- Both property and business owner must sign grant application and agreement with City.

Parklet Grant Terms and Disclosures

- Applicant must submit signed letter from contractor acknowledging compliance with state prevailing wage law requirements and ability to provide Certified Payroll records if requested.
- Applicant and property owner must sign an agreement with the City which will be recorded.

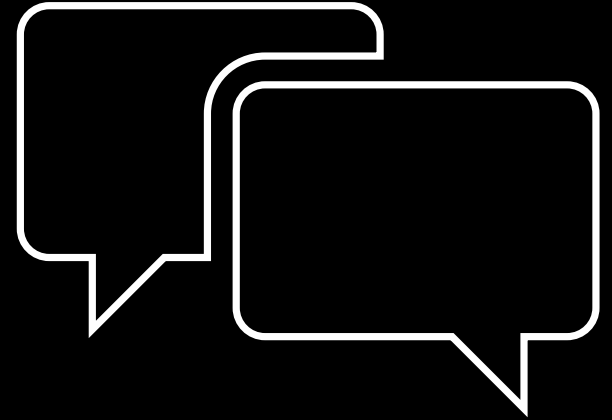
Parklet Grant Terms and Disclosures

- City will issue 1099 for grant amount – grant recipients advised to check with tax advisor regarding tax reporting.
- Grant payments are based on reimbursement for qualified expenses when project is completed and receipts are submitted and verified by finance department.

Parklet Grant Terms and Disclosures

- If terms of the grant agreement are not satisfied, the City may deny reimbursement for otherwise qualified expenses.
- State law AB 562 requires a public hearing to disclose public benefits gained from grant program, names of grant recipients, and grant amounts.
- All records and information pertaining to the grant application are considered public information.

Questions?



Name

Leslie Parks

Economic Development Manager

lesliep@campbellca.gov; 408 866-2192

Roger Storz

Senior Civil Engineer: Parklet Permit

rogers@campbellca.gov; 408 866-2190

Rob Eastwood

Community Development Director

Sidell Pakravan
Architects

Design Consultants

