



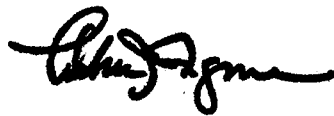
MEETING DATE: 11-21-05

ITEM NO. 4

COUNCIL AGENDA REPORT

DATE: NOVEMBER 17, 2005

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER 

SUBJECT: ACCEPT REQUEST FROM LOS GATOS CHAMBER OF COMMERCE FOR PLACEMENT OF TEMPORARY STRUCTURE IN TOWN PLAZA TO SUPPORT HOLIDAY CARRIAGE RIDE PROGRAM

RECOMMENDATION:

Accept request from Los Gatos Chamber of Commerce for placement of temporary structure in Town Plaza to support Holiday Carriage Ride Program.

BACKGROUND:

The Los Gatos Chamber of Commerce (Chamber) operates historic carriage rides in the downtown during the holiday season. The Chamber has requested permission to place a temporary structure in the Plaza for the duration of the carriage ride program to provide shelter for the Chamber staff and volunteers.


DISCUSSION:

Attached is a fact sheet prepared by the Chamber describing the use, location, and appearance of the structure, and the schedule for set up, operation, and take-down. Also included is a site plan depicting the proposed location.

Staff has discussed with the Chamber any potential American with Disabilities Act (ADA) issues, and is satisfied that these can be addressed. Staff has also confirmed that the placement of the temporary structure presents no additional liability for the Town.



PREPARED BY: PAMELA S. JACOBS
ASSISTANT TOWN MANAGER

Reviewed by: _____ Assistant Town Manager  Town Attorney _____ Clerk Administrator
_____ Finance _____ Community Development

Revised: 11/17/05 11:06 am

PAGE 2

MAYOR AND TOWN COUNCIL

SUBJECT: ACCEPT REQUEST FROM LOS GATOS CHAMBER OF COMMERCE FOR
PLACEMENT OF TEMPORARY STRUCTURE IN TOWN PLAZA TO
SUPPORT HOLIDAY CARRIAGE RIDE PROGRAM

(November 17, 2005)

CONCLUSION:

Staff recommends approval of the request from the Chamber for the placement of a temporary structure in Town Plaza to support the holiday carriage ride program.

ENVIRONMENTAL ASSESSMENT:

Is a project as defined under CEQA but is Categorically Exempt (Section 15301). A Notice of Exemption will not be filed.

FISCAL IMPACT:

There is no fiscal impact to the Town associated with this action.

Attachments:

1. Los Gatos Carriage Rides Temporary Structure Fact Sheet

Distribution:

Greg Stowers, VP Legislative Affairs, Los Gatos Chamber of Commerce



Date: November 17, 2005

LOS GATOS CARRIAGE RIDES TEMPORARY STRUCTURE FACT SHEET

The Los Gatos Chamber of Commerce will be operating the historic carriage rides throughout our downtown and neighboring residential neighborhood again this holiday season. This year would like to ask that we be allowed to set up a temporary structure in the Town Plaza that would remain in place throughout the running of the entire event.

The following is a brief outline of facts about the structure.

WHAT WOULD IT BE USED FOR?

The structure would allow the chamber staff and volunteers a warmer and dryer place to set up a computer and other event equipment for operating the event. Customers riding the carriages would be greeted at the structure by chamber staff and then escorted to their carriages for their rides.

When the carriages are not running, the tables, chairs and other equipment that are used could be stored and locked inside the shed, saving us the time and hassle of set-up and tear down each day of the event.

WHERE WOULD IT BE LOCATED?

A drawing is attached to this report showing a plan of the plaza and the proposed location for the temporary structure. We are proposing that it be located under the redwood trees in the tanbark area at the corner of the park closest to the post office parking lot. This parking lot is where the carriage rides are staged from. The structure would not block any public sidewalks or access of Town maintenance staff to the park.

The structure would be located immediately adjacent to the sidewalk to allow for volunteer access to the structure without having to walk through the landscaping. When the structure is removed, the area of tanbark would be returned to match the condition prior to our arrival.

CARRIAGE RIDE STRUCTURE FACT SHEET

LOS GATOS CHAMBER OF COMMERCE

WHAT WOULD THE STRUCTURE LOOK LIKE?

The structure is an 8'x10' wood framed building that has a door and window on one side and three solid sides. The walls are constructed of 2x4 framing with a plywood exterior. The roof is a sloped with a ridge in the center. The proposed structure is 10'4" tall. In general, it looks like a small house. Exterior elevations are provided on the attached drawing.

The structure is assembled (and disassembled) in panels and we would propose to use this structure again for next year's event.

HOW WOULD IT BE DECORATED?

The Chamber of Commerce has contacted the Arts Commission and has arranged for volunteers to help the chamber in the painting of the structure. The entire structure would be painted and then decorated with typical holiday theme motifs. Additional decorations such as holiday white lights would also be put on the structure.

WHEN WOULD IT BE SET UP?

We are proposing to set the structure up the weekend of November 24th. This would allow us one week to paint and decorate the structure prior to the Town Tree Lighting Ceremony on December 2nd.

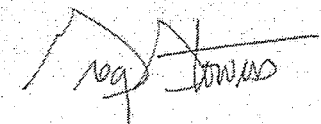
WHAT ARE THE DATES OF OPERATION?

The carriage rides will run for 15 days: December 2, 3, 4, 9, 10, 11, 15, 16, 17, 18, 19, 20, 21, 22 and 23rd. The carriages typically run from 5:00pm to 9:30pm. On Sundays, the carriages start one hour earlier at 4:00pm.

WHEN WOULD IT BE TAKEN DOWN?

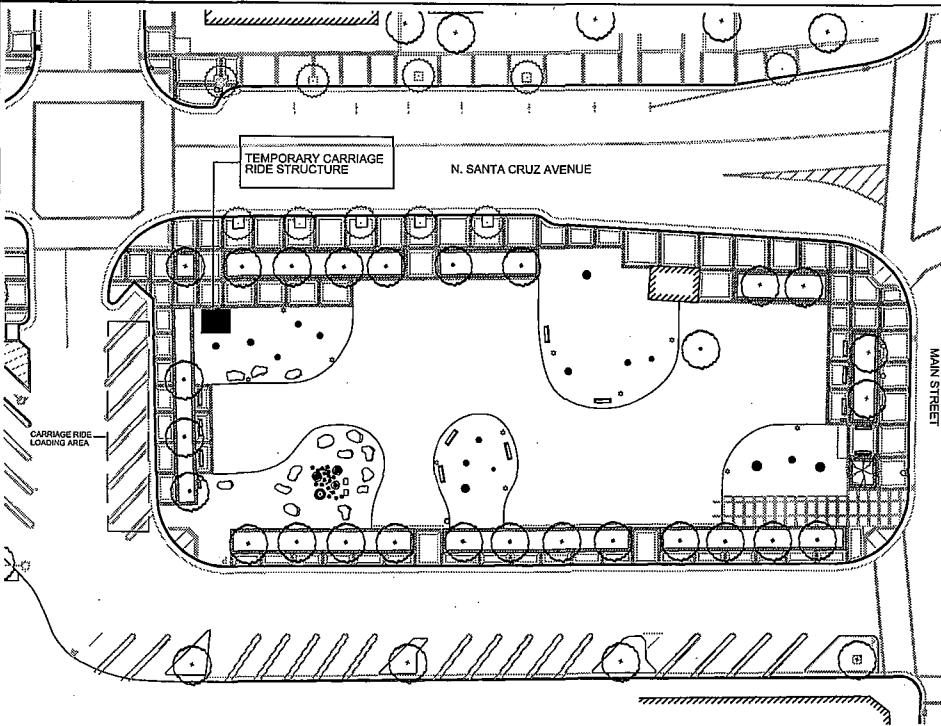
We are proposing that the structure be completely removed from the park the week immediately following Christmas. The chamber operated carriages on December 26th if rides need to be rescheduled due to rain. The structure would be removed from the park on December 27th or 28th, depending on staff availability.

LOS GATOS CHAMBER OF COMMERCE



Greg Stowers
Stowers Associates Architects Inc.
VP Legislative Affairs

TOWN PLAZA SITE PLAN



Town of Los Gatos Chamber of Commerce TEMPORARY CARRIAGE RIDE STRUCTURE Town Plaza, Los Gatos

SCOPE OF WORK

THE CHAMBER OF COMMERCE HAS TRADITIONALLY HELD THE HOLIDAY HORSE DRAWN CARRIAGE RIDES IN THE DOWNTOWN FOR OVER A DECADE. THESE CARRIAGE RIDES ARE STAGED OUT OF THE LOS GATOS TOWN PLAZA AND THE POST OFFICE PARKING LOT. IN THE PAST, THE CHAMBER HAS ASSEMBLED A CANOPY IN THE PARK EVERY NIGHT OF THE EVENT AND REMOVED THE STRUCTURE EACH NIGHT.

THE CHAMBER OF COMMERCE IS PROPOSING TO BUILD A TEMPORARY STRUCTURE THAT WILL PROVIDE ADDITIONAL SHELTER FROM THE WEATHER AND ELEMENTS TO THE VOLUNTEERS AND CHAMBER STAFF THAT WORK THE EVENT. ADDITIONALLY, THE STRUCTURE WILL ALLOW EVENT MATERIALS TO BE STORED ON SITE DURING THE EVENT RATHER THAN SETTING UP AND BREAKING DOWN EACH NIGHT.

THE PROPOSED STRUCTURE WILL BE A PANELIZED 8'X10' STRUCTURE THAT CAN BE DISASSEMBLED AND RE-USED EACH YEAR. THE STRUCTURE WILL BE CONSTRUCTION OF 2X4 FRAMING WITH 1/2" PLYWOOD EXTERIOR. THE STRUCTURE WILL BE PAINTED AND DECORATED WITH HOLIDAY THEMED PAINTINGS AND HOLIDAY LIGHTS. POWER TO THE STRUCTURE WILL BE ACCESSED FROM THE EXISTING POWER SUPPLY IN THE PARK AND SHALL BE DISCONNECTED EACH NIGHT.

THE STRUCTURE SHALL BE LOCATED IN THE TANBARK LANDSCAPE AREA UNDER THE EXISTING REDWOOD TREES. THE STRUCTURE WOULD NOT IMPEDE THE HARDSCAPE AREA, ALLOWING RESIDENTS AND TOWN MAINTENANCE STAFF FULL ACCESS TO THE PARK.

ADA ACCESS TO THE STRUCTURE

DUE TO THE NATURE OF A TEMPORARY STRUCTURE, THE THRESHOLD AT THE DOOR TO THE STRUCTURE WILL NOT BE IN COMPLIANCE WITH ACCESSIBILITY CODES. THE WINDOW AT THE STRUCTURE WOULD HAVE A FINISHED SILL OF 34" ABOVE FINISHED FLOOR AS REQUIRED BY CBC 1122B SO THAT TRANSACTIONS CAN BE CONDUCTED THROUGH THE WINDOW. TYPICALLY, CHAMBER VOLUNTEERS WILL MEET CUSTOMERS OUTSIDE THE BOOTH ON THE PUBLIC SIDEWALK AND WILL ESCORT THE RIDERS TO THEIR ASSIGNED CARRIAGES.

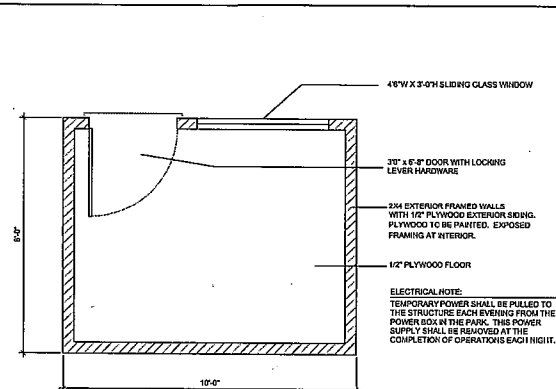
POWER TO THE STRUCTURE

TEMPORARY POWER WOULD BE PULLED EACH NIGHT TO THE STRUCTURE FROM THE POWER BOX LOCATED IN THE PLANTER NEAR THE STRUCTURE. EXTENSION CORDS WOULD BE USED. THESE CORDS WOULD BE SECURED WHERE THEY CROSS TRAVEL PATHS TO REDUCE ANY TRIPPING HAZARD. THE CORDS WOULD BE REMOVED AT THE COMPLETION OF OPERATIONS EACH NIGHT.

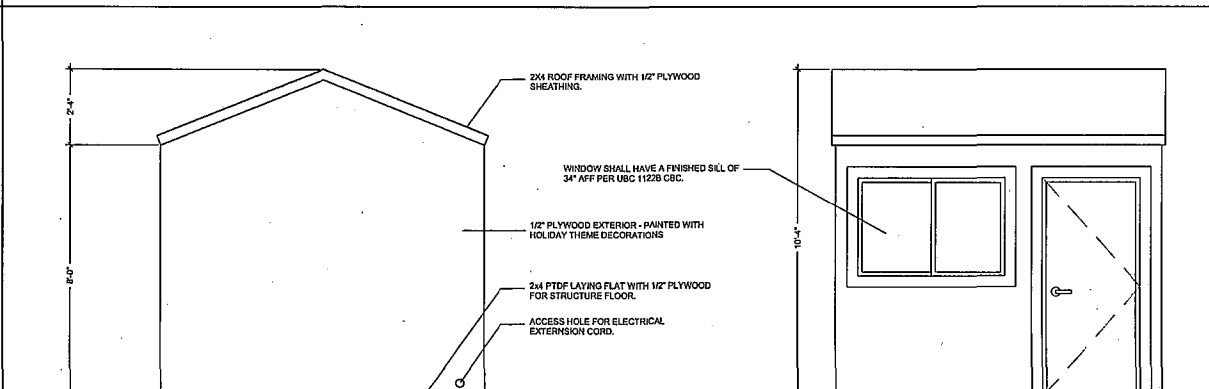
STRUCTURE SET-UP AND TEAR DOWN DATES

TO ALLOW FOR ASSEMBLY AND DECORATION TIME, WE ARE PROPOSING TO ASSEMBLY THE TEMPORARY STRUCTURE ON THE WEEKEND OF NOVEMBER 24th. THIS WILL ALLOW FOR A ONE WEEK WINDOW FOR THE PAINTING AND DECORATION OF THE STRUCTURE. THE STRUCTURE SHALL BE FULLY COMPLETED PRIOR TO THE TOWN TREE LIGHTING CEREMONY ON DECEMBER 2nd. THE STRUCTURE SHALL BE COMPLETELY REMOVED FROM THE PARK DURING THE WEEK IMMEDIATELY FOLLOWING THE CHRISTMAS HOLIDAY.

TEMPORARY STRUCTURE FLOOR PLAN



TEMPORARY STRUCTURE EXTERIOR ELEVATIONS



REVISIONS	DATE	DESCRIPTION
1	11/03/2005	11/03/2005

SAAI
 STOWERS
 ASSOCIATES
 ARCHITECTS
 15495 Los Gatos
 Boulevard, Suite 1,
 Los Gatos, CA
 95032
 T: 408.338.5488
 F: 408.338.5490

HOLIDAY CARRIAGE RIDES TOWN PLAZA STRUCTURE
 TOWN OF LOS GATOS
 CHAMBER OF COMMERCE
 349 North Santa Cruz Avenue
 Los Gatos, California 95030

DATE: 11/03/2005
 JOB NO: 2005.13
 SHEET: A1.01