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Rebecca Mansour

City of Sebastopol Planning Commission Staff Report

Meeting Date: March 23, 2021
Agenda Item: 6A
To: Planning Commission
From: Alan Montes, Associate Planner
Subject: Temporary Use Permit, Head West Marketplace - Amendment
Recommendation: Conditional Approval
Applicant/Owner: Jimmy Brower (Applicant) / Barney Aldridge (Property Owner)
File Number: 2021-009
Address: 6770 McKinley St. (McKinley St., within the Barlow, APN 004-750-019 & 004-750-012)
CEQA Status: Class 4, Categorical Exemption
General Plan: Light Industrial (LI)
Zoning: Commercial Industrial (CM)

Introduction:

This is an amendment request to modify the approved Temporary Use Permit (TUP) 2020-014, for the Head West Marketplace. The Head West Marketplace is an outdoor market focusing on the sale of goods from local crafters, designers, artists, small brands, and local shops.

Project Description:

The applicant has requested the following amendments to their TUP (2020-014) and below each requested amendment is a summary of the existing requirement.

1. Extending the expiration date of the TUP to the end of 2022.
 - a. The permit is currently set to expire at the end of 2021.
2. Increase the maximum number of booths to 100.
 - a. The maximum number of booths is currently limited to 60.
3. Move the event date to the second Saturday and Sunday of each month.
 - a. The event is currently approved to be the first Saturday of each month.
4. Allow live music, subject to health orders in effect at the time of the events.
 - a. The use permit currently prohibits live music due to the health orders in effect at the time of the approval.
5. Allow alcohol sales and consumption post-pandemic.
 - a. The use permit currently prohibits alcohol sales due to the health orders in effect at the time of the approval.
6. Modify Hours of operation to 11:00am-5:00pm between March through October and 10:00am-4:00pm from November to December.
 - a. The market is currently approved to operate from 11:00am to 5:00pm.

No additional amendments or modifications have been requested.

Staff has attached the staff reports from August 25, 2020 and September 22, 2020 for a more detailed description of the marketplace and current approval.

Environmental Review:

The event is categorically exempt from the requirements of CEQA pursuant to Section 15304, Class 4, which includes minor temporary use of land having negligible or no permanent effects on the environment. The event is consistent with this categorical exemption as this is a temporary use and does not require permanent improvements.

City Departmental Comment:

The following City Departments and outside agencies have reviewed the amendment request: Sonoma County Environmental Health, Building and Safety, Public Works, Fire, Engineering, Police, and City Manager. The City Manager, Fire, Building, and Engineering Departments restated that all their current conditions are still in effect and provided no new comments. However, Environmental Health noted that their prior conditions are still in effect and that if the event includes two or more food vendors who are selling or giving away food or beverages, including samples, a community event organizer permit from Environmental Health is required. Environmental Health also noted that all food vendors are required to be permitted by Environmental Health.

Required Findings:

A temporary use permit may only be granted if the establishment, maintenance or operation of the proposed use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or development, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

Analysis:

Staff is supportive of the market. However, there are several areas staff identified that should be reviewed by the Commission related to an expanded market. These include: operations during Covid-19 and future modifications to the Health Orders; and, post Covid restrictions, concerns relating to potential traffic impacts and parking. Staff's primary concern is ensuring compliance with the Health Orders for each event to minimize any potential spread of Covid-19.

Number of Vendors: The Applicant is proposing to increase the maximum number of vendors from 60 to 100 vendors. The applicant informed staff that the intention is keep the number of vendors closer to 50-60 during the more restrictive Tiers of the Health Orders. In Staff's calculation, the approved sections of the Barlow could accommodate 97 vendors with ten foot spacing between stalls and 121 stalls with a six-foot spacing. Staff believes that the Barlow can accommodate the 100 vendors while still maintaining a minimum of six feet between the stalls.

Parking/Traffic: Staff has no concerns related to the change from the first to second weekend of the month. However, if the markets are extended to include Sundays, as this would overlap with the Farmer's Market which operates from 10:00am to 1:30pm. This could result in additional traffic and parking congestion given the proximity of the events. However, the events provide different products and could be mutually beneficial to each other. The Barlow will still have approximately 240 spaces available within the campus, in addition to 385 Morris which has been approved with conditions and utilized as overflow and vendor parking for this event. Should the use of this lot for overflow parking continue beyond 2022 the City should look into

requiring improvements to the lot to improve safety, circulation, and to mitigate any potential environmental impacts.

Alcohol Vendor(s): The Applicant has requested to allow alcohol sales, once allowed under the Health Orders. The applicant had informed staff that the intention would be to provide single glass pours of wine and beer, as well as potentially including sales of bottles for offsite consumption. The Applicant informed staff that the intention would be to have a private catering company providing the pours and to source from within the Barlow.

The sale of alcohol at this event is currently prohibited under the Health Orders and the existing Temporary Use Permit. Staff and Environmental Health are not supportive of removing this restriction at this time. The concern with removing the conditions of approval prohibiting alcohol and food sales is that the Tiers and guidelines are not entirely clear for this type of event and are easy to misinterpret. Additionally, the tiers are somewhat frequently adjusted, or the interpretations are being modified. Misinterpretation or being unaware of a modification of the regulations can result in a violation of the Health Orders and create an unsafe situation.

Live Music: The Applicant has requested to lift the condition prohibiting live music, to allow 'easy listening' music that is either acoustical or low-medium amplification. The music is not intended to be loud or conducive to dancing. The applicant would not intend on implementing live music until the County allows it for this type of event.

At this time, live music at this type of event (outdoor retail) is currently prohibited under the Health Orders and the current Temporary Use Permit. Staff and Environmental Health are not supportive of removing this condition of approval at this time. As stated in the Alcohol Section above, the concern is that the Tiers and guidelines for this type of event are not entirely clear and could be easily misinterpreted, which could result in a violation of the Health Orders and create an unsafe situation.

Covid-19/Health Orders: Since the initial review of this application, Sonoma County has moved from the Purple Tier to the Red Tier. Staff has subsequently reached out to Environmental Health to discuss if this change would impact the market. Environmental Health elaborated that alcohol and live music at this event would still be prohibited under the Red Tier. It was noted that the inclusion of alcohol (with or without food) and live music could push this event outside the retail category, which could potentially be a violation of the Health Orders.

Given that several of the conditions of approval are in place due to Covid-19 and the Health Orders, staff would recommend allowing a caveat to these conditions that would allow staff to process an administrative TUP amendment to modify and/or remove the conditions relating to the Health Order once they are no longer relevant, should the Commission be supportive of delegating this authority to staff. Conditions that could be modified and/or removed at an administrative level would include #9, 10, 11, 12, and 13 (provided below) as well any other conditions the Commission sees fit. The recommended language to be added to these conditions is "This Condition of Approval may be removed and/or modified through an administrative TUP amendment subject to review and compliance with the applicable Health Orders".

9. *The applicant shall be responsible for installing signs at the point of entries and throughout the market informing attendees that masks are required, and service will be refused if they are not wearing a mask.*

10. *The applicant shall be responsible for requiring all attendees to wear face masks, including vendors.*
11. *The sale or consumption of food and/or alcohol is prohibited within the market.*
12. *The applicant shall be responsible for providing a minimum of six (6) hand sanitizing stations throughout the marketplace, as well as posting visible signage for handwashing sinks in the various restrooms on Barlow campus to encourage a clean and sanitary marketplace.*
13. *Live music is prohibited. Recorded music may be allowed but shall be at a volume below the level of normal conversation. Music volume must be low enough to allow staff and patrons to maintain 6 feet distance while being heard.*

Recommendation:

Staff is supportive of the amendment requests to: 1) Extend the expiration date of the TUP to the end of 2022; 2) Increase the maximum number of booths to 100; 3) Move the event dates to the second Saturday and Sunday of each month; and 4) Modify Hours of operation to 11:00am-5:00pm from March to October and 10:00am-4:00pm from November to December.

Staff is not supportive of removing the conditions of approval prohibiting live music and the sale and/or consumption of food/alcohol. However, staff recommends including a statement to allow conditions relating to Covid-19, specifically 9, 10, 11, 12, and 13, to be modified and/or removed subject to an administrative TUP amendment.

If it is the consensus of the Planning Commission that the proposed temporary use is compatible with the site and surrounding uses, staff recommends that the application be approved based on the facts, findings, and analysis set forth in this staff report and as found in Exhibit A -Recommended Findings of Approval, and subject to the Recommended Conditions of Approval found in Exhibit B, and any additional or modified conditions the Planning Commission determines is appropriate.

Exhibits:

- A. Recommended Findings of Approval
- B. Recommended Conditions of Approval

Attachments:

Application: Amendment Request
August 25, 2020 Staff Report
September 22, 2020 Staff Report

EXHIBIT A

**TEMPORARY USE PERMIT: 2021-009
(AMENDMENT to 2020-014)
Head West Marketplace
McKinley St. and Pink Lady Ct. within the Barlow Property
APNs: 004-750-019 & 004-750-012**

RECOMMENDED FINDINGS FOR APPROVAL

1. That the event is categorically exempt from the requirements of CEQA, pursuant to Section 15304, Class 4, in that this is a temporary event and will not require any permanent improvements.
2. That the event will not be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or development, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City, in that: 1) the event will comply with all Health Order requirements at the time of the events; 2) the events will be within a controlled portion of The Barlow campus; 3) the event will have private security enforcing the Health Order; and 4) the event will provide overflow parking to minimize impacts on adjacent businesses.
3. That similar events to the proposed have been held by other businesses at the Barlow and have not resulted in detrimental impacts to the neighborhood and/or Sebastopol in past years.

EXHIBIT B

**TEMPORARY USE PERMIT: 2021-009
(AMENDMENT to 2020-014)
Head West Marketplace
McKinley St. and Pink Lady Ct. within the Barlow Property
APNs: 004-750-019 & 004-750-012**

RECOMMENDED CONDITIONS OF APPROVAL

1. Approval is granted for the Temporary Use Permit described in the application and materials date-stamped February 16, 2021, except as modified in these conditions of approval.
2. This approval allows for the Head West Market to occur on the second Saturday and Sunday of each month until the end of 2022.
3. The market may extend into Pink Lady Court as identified in the prior approved amendment request date stamped August 26, 2020.
4. The applicant shall be responsible to ensure consistency with the current Shelter in Place and Health Orders.
5. All applicable permits shall be obtained from other agencies prior to commencement of this use, including, but not limited to Building and Safety Department, Health Department, and Fire Department clearances.
6. The applicant, or their designee shall be onsite at the time of the event. If the applicant is not present the applicant shall contact the Planning Department and provide the contact information of the designee prior to the event.
7. The maximum number of booths shall be limited to 100 booths.
8. Targeted marketing shall be geographically limited to Sonoma and Marin Counties.
9. The applicant shall be responsible for installing signs at the point of entries and throughout the market informing attendees that masks are required, and service will be refused if they are not wearing a mask.
 - a. This Condition of Approval may be removed and/or modified through an administrative TUP amendment subject to review and compliance with the applicable Health Orders.
10. The applicant shall be responsible for requiring all attendees to wear face masks, including vendors.
 - a. This Condition of Approval may be removed and/or modified through an administrative TUP amendment subject to review and compliance with the applicable Health Orders.
11. The sale or consumption of food and/or alcohol is prohibited within the market.
 - a. This Condition of Approval may be removed and/or modified through an administrative TUP amendment subject to review and compliance with the applicable Health Orders.

- 12.** The applicant shall be responsible for providing a minimum of six (6) hand sanitizing stations throughout the marketplace, as well as posting visible signage for handwashing sinks in the various restrooms on Barlow campus to encourage a clean and sanitary marketplace.
 - a. This Condition of Approval may be removed and/or modified through an administrative TUP amendment subject to review and compliance with the applicable Health Orders.
- 13.** Live music is prohibited. Recorded music may be allowed but shall be at a volume below the level of normal conversation. Music volume must be low enough to allow staff and patrons to maintain 6 feet distance while being heard.
 - a. This Condition of Approval may be removed and/or modified through an administrative TUP amendment subject to review and compliance with the applicable Health Orders.
- 14.** No sound may emanate from the property which causes a disturbance more than 50 feet from the event site or violates the Noise Ordinance. The Police Department has the authority to require modifications or require termination of the noise source in the event of a noise issue.
- 15.** All street and access point closures must provide a physical barrier. Individuals must be present at all closure points throughout the duration of the event to ensure removal of the barricades for emergency vehicle response.
- 16.** Should any area of the event encroach into the City right of way an encroachment permit will be required.
- 17.** The property at 385 Morris Street may be used as vendor parking and overflow parking. However, a 50' buffer from any green vegetation to the north or east shall be cordoned off. It is the applicant's responsibility to ensure that no parking or pedestrian activity shall occur inside these buffers.
- 18.** Should any debris, mud, etc. be tracked out of 385 Morris St. onto the street it shall be the applicant's responsibility to clean the debris from the street.
- 19.** Barricades which block access to the privately owned section of McKinley Street shall not be erected prior to 7:00 a.m. on the mornings of the event and shall be located on the privately owned sections of the street. Signage stating that the private street parking will be closed is permissible prior to the date of the event so long as it does not restrict parking prior to the event. The barricades shall be promptly removed after the event ends and is safe.
- 20.** Applicant shall place "No Through Access" signs on at the entrance of the private parking lots off of Laguna Park Way and Sebastopol Ave. as part of the setup for the event.
- 21.** Should the lack of through access cause traffic issues, the Planning Department reserves the right to require through access and a traffic guard to ensure safety.
- 22.** All sidewalks must be kept clear for pedestrian access.
- 23.** If traffic control on the public right-of-way is proposed to occur within City limits as part of this event, it must first be approved by the Engineering and Police Departments.
- 24.** Event signage is not permitted on City of Sebastopol light poles, sidewalks, or right-of-way.

- 25.** Applicant shall ensure that all storm drains within the event area are protected from debris and/or wash water.
- 26.** The applicant shall clean-up the site after each event.
- 27.** All tent structures, when used shall be labeled by the State Fire Marshal's Office as fire/flame retardant and shall meet the requirements of Title 19 of the California Code of Regulations. No propane devices are allowed in any tents or structures. Please contact the Fire Chief for inspection prior to use, if applicable, at (707) 823-8061.
- 28.** The applicant shall contact the Police, Fire, and Planning Departments at least seven (7) days in advance of the event for coordination.
- 29.** The City of Sebastopol and its agents, officers and employees shall be defended, indemnified, and held harmless from any claim, action or proceedings against the City, or its agents, officers and employees to attach, set aside, void, or annul the approval of this application or the environmental determination which accompanies it, or which otherwise arises out of or in connection with the City's action on this application, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
- 30.** The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in conditions of approval.
- 31.** The Planning Director shall have the right to modify or terminate this Temporary Use Permit at any time if any of the terms of such permit or the conditions of approval for said permit are violated, or for other good cause deemed necessary to maintain or improve the public right-of-way or to preserve and protect the health, safety and welfare of the public.



City of Sebastopol

Planning Department
7120 Bodega Avenue
Sebastopol, CA 95472
(707) 823-6167



MASTER PLANNING APPLICATION FORM

APPLICATION TYPE

- Administrative Permit Review, Alcohol Use Permit/ABC Transfer, Conditional Use Permit, Design Review, Lot Line Adjustment/Merger, Preapplication Conference, Preliminary Review, Sign Permit, Temporary Use Permit, Tree Removal Permit, Variance, Other Minor Use Permit

This application includes the checklist(s) or supplement form(s) for the type of permit requested: [X] Yes [] No

REVIEW/HEARING BODIES

- [X] Staff/Admin [] Design Review/Tree Board [X] Planning Commission [] City Council [] Other

APPLICATION FOR

Street Address: McKinley Street, Sebastopol Assessor's Parcel No(s):
Present Use of Property: Market District (Retail, Restaurants, Brewers, Vintners) Zoning/General Plan Designation: CM

APPLICANT INFORMATION

Property Owner Name: Yolanda Mathew for Sebastopol Industrial Park, LLC
Mailing Address: 6780 Depot Street #110 Phone: 707-824-5600
City/State/ZIP: Sebastopol, CA 95472 Email: yolanda@thebarlow.net
Signature: [Signature] Date: 1-11-21
Authorized Agent/Applicant Name: JIMMY BROWER FOR HEAD WEST LLC
Mailing Address: 7532 SAHARA AVENUE Phone: 2172991258
City/State/ZIP: TWENTYNINE PALMS, CA 92277 Email: JIMMY@HEADWESTMARKETPLACE.COM
Signature: [Signature] Date: 1/11/21
Contact Name (If different from above): Phone/Email:

PROJECT DESCRIPTION AND PERMITS REQUESTED (ATTACH ADDITIONAL PAGES IF NECESSARY)

HEAD WEST is an outdoor, retail marketplace for makers, crafters, designers, artists and vintagers -- comprised of 60-100 booths that measure 10'x10' each along McKinley Street and Pink Lady Court in The Barlow market district. HEAD WEST is a free and open to the public marketplace, being kid + pet friendly, supporting revitalization efforts of the local economy. Requesting a Temporary Use Permit for the second Saturday and Sunday of each month between March 2021 and December 2021, occurring from 7am-7pm.

CITY USE ONLY

Fill out upon receipt: Application Date: 02.16.21 Planning File #: 2021-009 Received By: [Signature] Fee(s): \$1,300.00 Completeness Date:
Action: Staff/Admin: Planning Director: Design Review/Tree Board: Planning Commission: City Council:
Action Date: Date: Date: Date: Date: Date:

Amendment of 2020-014

SITE DATA TABLE

If an item is not applicable to your project, please indicate "Not Applicable" or "N/A" in the appropriate box; do not leave cells blank.

SITE DATA TABLE	REQUIRED / ZONING STANDARD	EXISTING	PROPOSED
Zoning	N/A	M/CM/CF	
Use	N/A	Commercial, Industrial	
Lot Size		12.5 acres	N/A
Square Feet of Building/Structures <i>(if multiple structures include all separately)</i>		220,000+	N/A
Floor Area Ratio (F.A.R)	_____ FAR	_____ FAR	_____ FAR
Lot Coverage	_____ % of lot	_____ % of lot	_____ % of lot
	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Parking	N/A		N/A
Building Height	N/A	N/A	N/A
Number of Stories	N/A	N/A	N/A
Building Setbacks – Primary			
<i>Front</i>	N/A	N/A	N/A
<i>Secondary Front Yard (corner lots)</i>	N/A	N/A	N/A
<i>Side – Interior</i>	N/A	N/A	N/A
<i>Rear</i>	N/A	N/A	N/A
Building Setbacks – Accessory			
<i>Front</i>	N/A	N/A	N/A
<i>Secondary Front Yard (corner lots)</i>	N/A	N/A	N/A
<i>Side – Interior</i>	N/A	N/A	N/A
<i>Rear</i>	N/A	N/A	N/A
Special Setbacks (if applicable)			
<i>Other (_____)</i>	N/A	N/A	N/A
Number of Residential Units	0 _____ Dwelling Unit(s)	0 _____ Dwelling Unit(s)	0 _____ Dwelling Unit(s)
Residential Density	1 unit per N/A _____ sq. ft.	1 unit per N/A _____ sq. ft.	1 unit per N/A _____ sq. ft.
Useable Open Space	N/A _____ sq. ft.	N/A _____ sq. ft.	N/A _____ sq. ft.
Grading	Grading should be minimized to the extent feasible to reflect existing topography and protect significant site features, including trees.	N/A	Total: N/A _____ cu. yds. Cut: N/A _____ cu. yds. Fill: N/A _____ cu. yds. Off-Haul: N/A _____ cu. yds
Impervious Surface Area	N/A	N/A _____ % of lot	N/A _____ % of lot
		N/A _____ sq. ft.	N/A _____ sq. ft.
Pervious Surface Area	N/A	N/A _____ % of lot	N/A _____ % of lot
		N/A _____ sq. ft.	N/A _____ sq. ft.

CONDITIONS OF APPLICATION

1. All Materials submitted in conjunction with this form shall be considered a part of this application.
2. This application will not be considered filed and processing may not be initiated until the Planning Department determines that the submittal is complete with all necessary information and is "accepted as complete." The City will notify the applicant of all application deficiencies no later than 30 days following application submittal.
3. The property owner authorizes the listed authorized agent(s)/contact(s) to appear before the City Council, Planning Commission, Design Review/Tree Board and Planning Director and to file applications, plans, and other information on the owner's behalf.
4. The Owner shall inform the Planning Department in writing of any changes.
5. **INDEMNIFICATION AGREEMENT:** As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards, committees and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

6. **REPRODUCTION AND CIRCULATION OF PLANS:** I hereby authorize the Planning Department to reproduce plans and exhibits as necessary for the processing of this application. I understand that this may include circulating copies of the reduced plans for public inspection. Multiple signatures are required when plans are prepared by multiple professionals.
7. **NOTICE OF MAILING:** Email addresses will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.
8. **DEPOSIT ACCOUNT INFORMATION:** Rather than flat fees, some applications require a 'Deposit'. The initial deposit amount is based on typical processing costs. However, each application is different and will experience different costs. The City staff and City consultant time, in addition to other permit processing costs, (i.e., legal advertisements and copying costs are charged against the application deposit). If charges exceed the initial deposit, the applicant will receive billing from the City's Finance department. If at the end of the application process, charges are less than the deposit, the City Finance department will refund the remaining monies. Deposit accounts will be held open for up to 90 days after action or withdrawal for the City to complete any miscellaneous clean up items and to account for all project related costs.
9. **NOTICE OF ORDINANCE/PLAN MODIFICATIONS:** Pursuant to Government Code Section 65945(a), please indicate, by checking the boxes below, if you would like to receive a notice from the City of any proposal to adopt or amend any of the following plans or ordinances if the City determines that the proposal is reasonably related to your request for a development permit:

A general plan

A specific plan

An ordinance affecting building permits or grading permits

A zoning ordinance

Certification

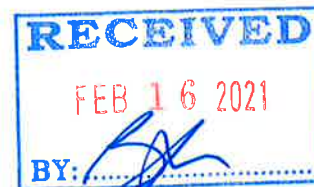
I, the undersigned owner of the subject property, have read this application for a development permit and agree with all of the above and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury. I hereby grant members of the Planning Commission, Design Review Board and City Staff admittance to the subject property as necessary for processing of the project application.

Property Owner's Signature:  Date: 1-11-21

I, the undersigned applicant, have read this application for a development permit and agree with all of the above and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's Signature:  Date: 1/11/21

NOTE: It is the responsibility of the applicant and their representatives to be aware of and abide by City laws and policies. City staff, Boards, Commissions, and the City Council will review applications as required by law; however, the applicant has responsibility for determining and following applicable regulations.



Neighbor Notification

In the interest of being a good neighbor, it is highly recommended that you contact those homes or businesses directly adjacent to, or within the area of your project. Please inform them of the proposed project, including construction activity and possible impacts such as noise, traffic interruptions, dust, larger structures, tree removals, etc.

Many projects in Sebastopol are remodel projects which when initiated bring concern to neighboring property owners, residents, and businesses. Construction activities can be disruptive, and additions or new buildings can affect privacy, sunlight, or landscaping. Some of these concerns can be alleviated by neighbor-to-neighbor contacts early in the design and construction process.

It is a "good neighbor policy" to inform your neighbors so that they understand your project. This will enable you to begin your construction with the understanding of your neighbors and will help promote good neighborhood relationships.

Many times, development projects can have an adverse effect on the tranquility of neighborhoods and tarnish relationships along the way. If you should have questions about who to contact or need property owner information in your immediate vicinity, please contact the Building and Safety Department for information at (707) 823-8597, or the Planning Department at (707) 823-6167.

I have informed site neighbors of my proposed project: Yes No

If yes, or if you will inform neighbors in the future, please describe outreach efforts:

The Barlow tenants have been notified of the proposed plans via email by the Property Owner/Agent.

Website Required for Major Projects

Applicants for major development projects (which involves proposed development of **10,000 square feet of new floor area or greater, or 15 or more dwelling units/lots**), are required to create a project website in conjunction with submittal of an application for Planning approval (including but not limited to Subdivisions, Use Permits, Rezoning, and Design Review). Required information may be provided on an existing applicant web site.

The website address shall be provided as part of the application. The website shall be maintained and updated, as needed until final discretionary approvals are obtained for the project.

Such website shall include, at a minimum, the following information:

- ✓ Project description
- ✓ Contact information for the applicant, including address, phone number, and email address
- ✓ Map showing project location
- ✓ Photographs of project site
- ✓ Project plans and drawings



City of Sebastopol

TEMPORARY USE PERMIT Application Checklist

The following shall be submitted to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

Upon receipt of this information the Planning Department has 30 days in which to determine if the application is complete.

Size Limit: Plans should not be larger than 30" x 42" trimmed. All plans must be folded into a 9" x 11" size. Unfolded plans will not be accepted.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and bar scale on all plans.

SUBMITTAL REQUIREMENTS

(# of copies)

- 1. **Master Planning Application Form:** (1)
Completed and signed by applicant and property owner.
- 2. **Fee:** As defined on the fee schedule listed on the Master Planning Application form. Checks should be made payable to the City of Sebastopol.
- 3. **Location Map:** (1)
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.
- 4. **Written Statement:** (1)
Describe all aspects of the proposed event (date, time, number of participants, etc.). Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If, because of use permit approval, there will be multiple uses on the site, indicate the location and square footage of the different uses (staff may require a map from the applicant to clarify the project).
- 5. **Site Photographs:** (1)
Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a series of overlapping photographs of the surrounding neighborhood that show a panoramic view.
- 6. **Site Plans Showing Event Information:** (2 sets)
Site plans of the project shall be dimensioned and accurately drawn. The plans shall contain basic information such as the area where the event will be conducted, where the music is to be played, location of buildings and restrooms, where any temporary tents or fencing is to be located, etc.
- 7. **Reduction:** (1 set)
An 8 1/2" x 11" reduction of each plan.



Supplemental Form

Please turn in with your application

DATE OF EVENT: Second Saturday + Sunday / each month between March and December in 2021 + 2022

NAME OF EVENT: HEAD WEST

TIME OF EVENT: 11a-5p March to October / 10a-4p November + December

IS EVENT OUTDOOR - INDOOR - OR BOTH (PLEASE CIRCLE ONE)

WHAT IS THE ANTICIPATED ATTENDANCE? Between 1K to 2K / 150-200 per hour

WILL ADMISSION BE CHARGED? YES NO

WILL AREA BE BARRICADED OFF? YES NO

IF SO, HOW? PLEASE DESCRIBE: Street barricades on McKinley at California Sister, Morris Street, Laguna Parkway + all parking lots leading to these streets.

HOW MANY PERSONS WILL STAFF THE EVENT? 4 Staff + 2 Security Guards

WILL THERE BE PROFESSIONAL SECURITY GUARDS? YES NO

WILL ALCOHOL BE SOLD OR DISPENSED? YES NO When open-container food/drink is allowed.

WILL MEALS OR OTHER FOOD BE PROVIDED? YES NO Only by existing Barlow tenants.

WILL THE EVENT INCLUDE VENDORS? YES NO

TYPE OF ANY MUSIC: Live Music (when allowed by Sonoma County), otherwise Low to Medium DJ Amplification / No Dancing or Congregating

TIME(S) THAT ANY MUSIC WILL BE PLAYED: 11a-5p/10a-4p

WILL MUSIC BE AMPLIFIED? YES NO

WILL ANY GENERATORS BE UTILIZED? YES NO

PLEASE DESCRIBE RECYCLING PLANS: Recycling + Landfill Stations

WILL PORTA-POTTIES BE UTILIZED? YES NO

WILL TENTS BE UTILIZED? YES NO 10x10 individual pop-up canopies only

ARE ANY SUCH TENTS FIRE-RATED? YES NO N/A

WILL THE EVENT DISPLACE PARKING? YES NO

WHERE WILL EVENT ATTENDEES PARK? PLEASE DESCRIBE. 425 Parking Spaces in The Barlow district -- over multiple lots.

HOW CLOSE BY IS THE NEAREST RESIDENCE? PLEASE DESCRIBE. .2 miles at Flynn Street

Rebecca Mansour

From: Jimmy at HEAD WEST <jimmy@headwestmarketplace.com>
Sent: Tuesday, February 16, 2021 11:37 AM
To: Alan Montes
Cc: Yolanda Mathew; Barney Aldridge; Kari Svanstrom; Lawrence McLaughlin; Rebecca Mansour
Subject: Re: HEAD WEST at The Barlow | March 2021 to December 2022 Use Application
Attachments: #1 2021 HEAD WEST Temporary-Use-Permit-Application-Checklist.pdf; #2 2021 HEAD WEST Master-Planning-Application-Form-Light_Updated-August-2020-Website.pdf.aspx.pdf; #3 HEAD WEST _ The Barlow _ Use Permit Parking Attachment.docx; #6 HEAD WEST_The Barlow Site Map.jpg; #5 HEAD WEST _ The Barlow _ Site Photographs- Use Permit-Public Events.jpg

Hi all,

Calling soon to pay. Find the attached application/submittal materials. You will find March to December on the application forms as this request is for 2021 and 2022, even though we have lost March 2021 at this point.

Thank you all,
-Jimmy

#1. TEMPORARY USE CHECKLIST

#2. TEMPORARY USE | MASTER PLANNING APPLICATION

#3. SITE MAP OVERVIEW OF USE PERMIT (SITE + PARKING)

#4. WRITTEN STATEMENT (see below)

- **WHAT:** HEAD WEST - An outdoor, retail marketplace
- **WHERE:** The Barlow -- McKinley Street from Crooked Goat to California Sister, in addition to Pink Lady Court
- **PERMANENT MINOR USE PERMIT WHEN:** Second Saturday + Sunday, each month between March 2021 through December 2022 -- 11-5p between Mar-Oct, 10-4p Nov + Dec
- **DESCRIPTION:** HEAD WEST is a local marketplace made up of makers, crafters, designers, artists + vintage merchants, gathering/selling on a monthly basis -- abiding by and going above + beyond local, county, state and federal Health + Safety Measures to slow the spread of COVID-19. The Barlow has successfully operated HEAD WEST in 2019 + 2020, and was well received by local tenants, Sebastopol residents + businesses within the City.
- **LOCATION DESCRIPTION:** HEAD WEST will be comprised of 60-100 10'x10' booth spaces staggered along McKinley Street from Crooked Goat to California Sister, in addition to Pink Lady Court. Barricades will be present, as to not permit any vehicle activity in this area. On site security will be present, as well as staffing from The Barlow + HEAD WEST.
- **CURRENT USE:** Thru Street
- **PROPOSE USAGE:** Permanent Minor Use Permit - Vendor Tenting, Pedestrians Only
- **ANTICIPATED FOOT TRAFFIC:** 1000-2500 total, but only 150-250 hourly.
- **EXTRAS:** HEAD WEST will have live music (when allowed by Sonoma County or low-to-medium amplified) at the corner of McKinley + Morris Streets. Face masks are required to enter marketplace

area, ample space is available for physical distancing, hand sanitizing stations are accessible throughout the marketplace in addition to availability at each booth, no open container drink/food is permitted within the marketplace area (until allowed post-pandemic). Eating/Drinking consumption is allowed ONLY in designated areas within The Barlow (when allowed).

- **PUBLIC RESTROOMS:** Restrooms with public + ADA access are available at The Barlow, with its numerous eateries, wineries + breweries.
- **ALCOHOL:** Alcohol may resume post-pandemic, when restrictions are lifted. TBD
- **CONTACT:** Jimmy Brower, 217-299-1258, jimmy@headwestmarketplace.com

#5. SITE PHOTOGRAPHS OF MCKINLEY STREET/PINK LADY COURT

#6. MARKETPLACE SITE PLAN WITH DETAILED POSITIONINGS

On Tue, Feb 16, 2021 at 7:52 AM Alan Montes <Amontes@cityofsebastopol.org> wrote:

Hi Jimmy,

Please feel free to call in today. We're open from now to 12:00 and 12:30-4:00 for take in.

It would also be incredible helpful to reattach the application/submittal materials at this time.

Sincerely,

Alan Montes

Associate Planner

City of Sebastopol | Planning Department

7120 Bodega Avenue | Sebastopol, CA 95472

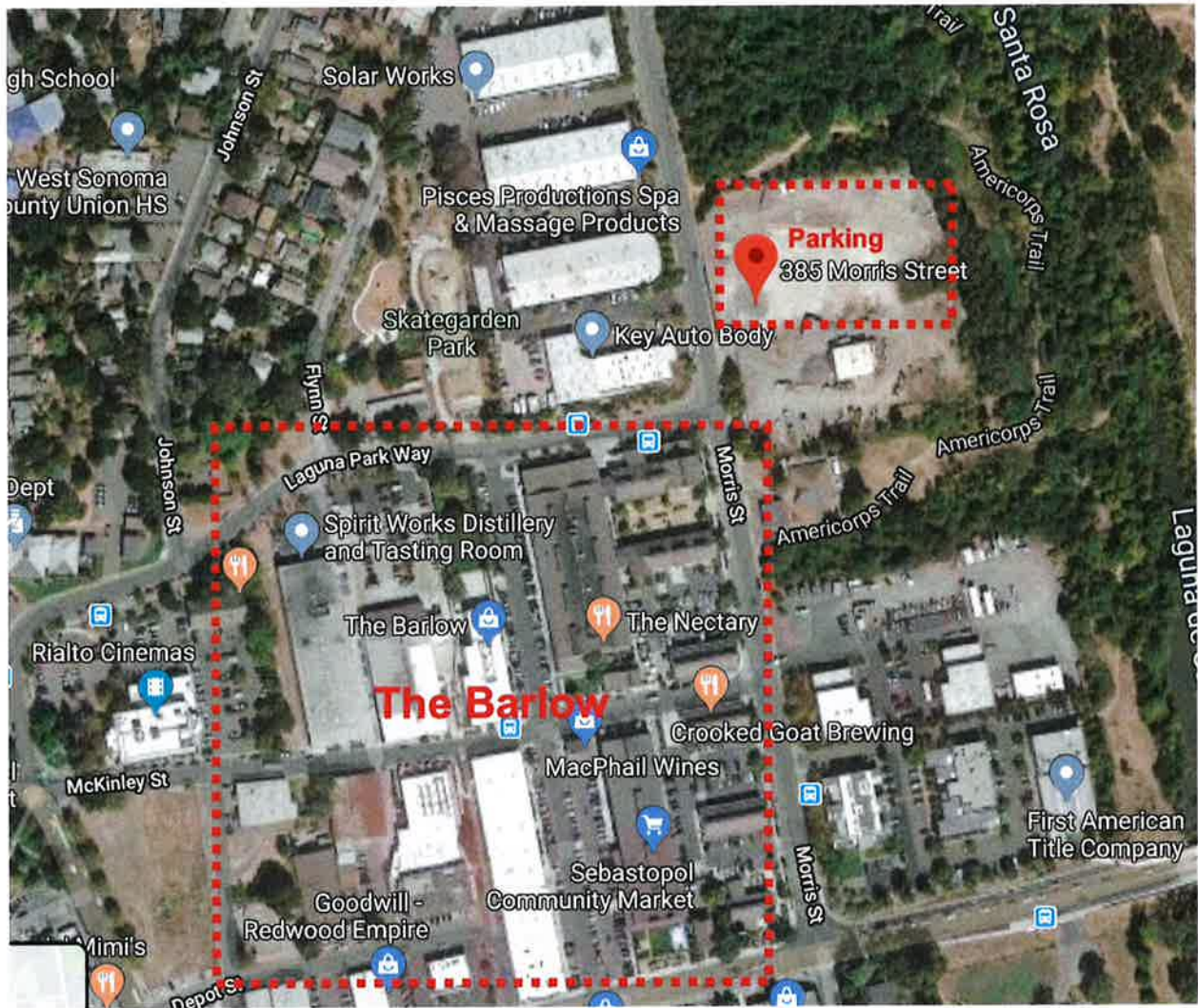
(707) 823-6167 phone

www.cityofsebastopol.org



City offices are currently closed to the public due to the active shelter in place orders.

Parking Plan Overview



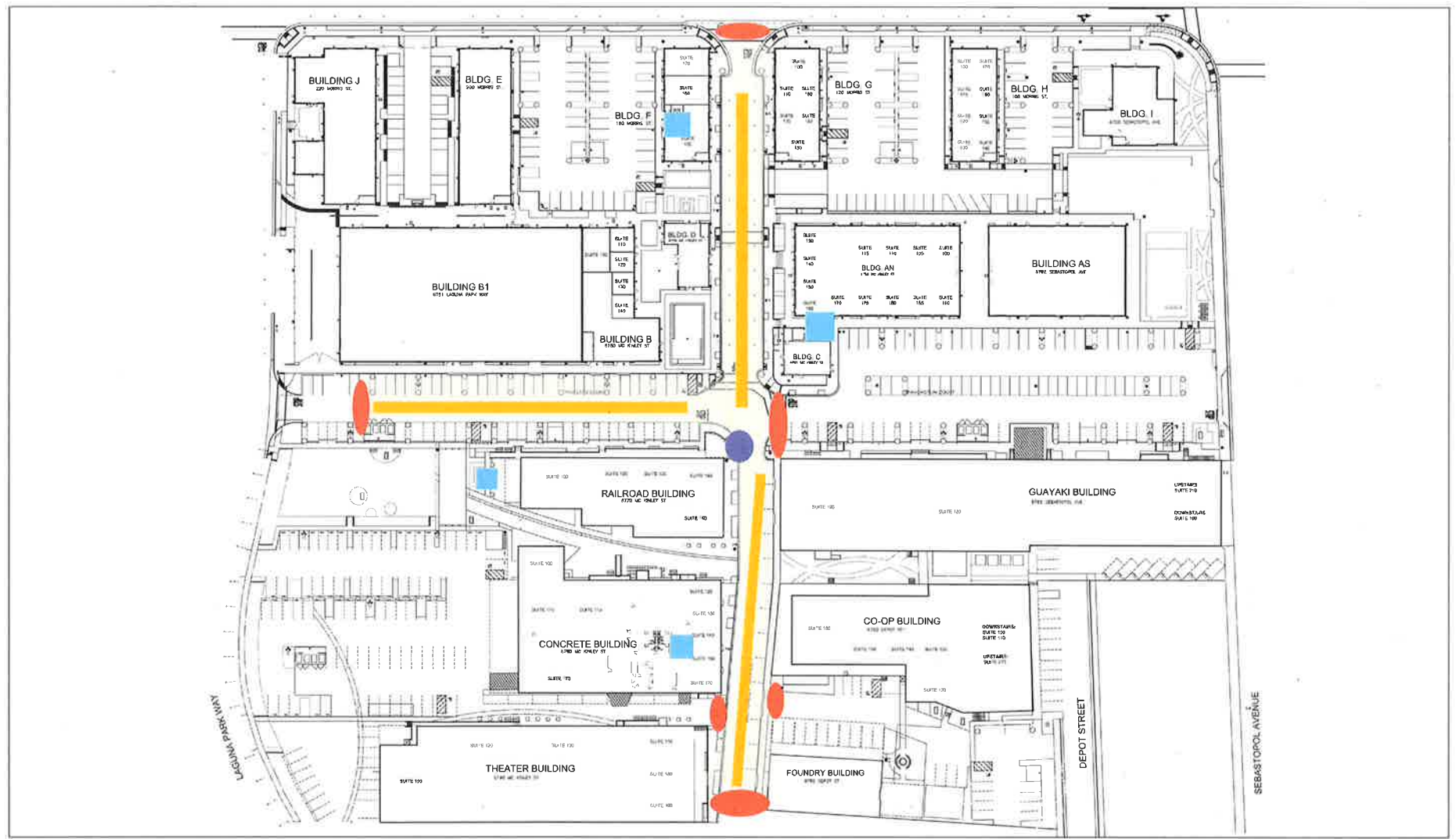
RECEIVED
FEB 16 2021
BY: *[Signature]*

Proposed Parking





RECEIVED
FEB 16 2021
BY: *[Signature]*



B THE BARLOW **HEAD WEST MARKETPLACE** **MAKERS MERCHANTS MAVERICKS**

- BARRICADES
- RESTROOMS
- ▬ 50 BOOTHS
- MUSIC
- ▬ MARKETPLACE

RECEIVED
 FEB 16 2021
 BY: *[Signature]*

City Council
Mayor Patrick Slayter
Vice Mayor Una Glass
Michael Carnacchi
Sarah Glade Gurney
Neysa Hinton



Planning Director
Kari Svanstrom
Associate Planner
Alan Montes
Senior Administrative Assistant
Rebecca Mansour

City of Sebastopol Planning Commission Staff Report

Meeting Date: August 25, 2020
Agenda Item: 7A
To: Planning Commission
From: Alan Montes, Associate Planner
Subject: Temporary Use Permit, Head West Market
Recommendation: Conditional Approval
Applicant/Owner: Jimmy Bower (Applicant) / Barney Aldridge (Property Owner)
File Number: 2020-014
Address: 6770 McKinley St. (McKinley St., within the Barlow)
CEQA Status: Class 4, Categorical Exemption
General Plan: Light Industrial (LI)
Zoning: Commercial Industrial (CM)

Introduction:

This is a Temporary Use Permit (TUP) application requesting approval to operate an outdoor market on the privately owned portion of McKinley Street located in the Barlow. A Temporary Use Permit is required as the cumulative period of the use will exceed six months of operation. The market has previously operated under a TUP permit for this use approved by the Planning Department (less than six months).

Project Description:

This application requests to operate an outdoor market on the first Saturday of each month until the end of 2020. The market will be located on the privately owned portion of McKinley Street (between 6790 McKinley and Morris St.). The market as currently proposed will have between 20 to 40 booths that measure 10'x10' and that are spaced a minimum of 10 feet apart. The market will feature goods from crafters, designers, artists, small brands, and local shops. The event is proposed to operate from 11am-5pm and it is anticipated that the market will have an attendance of between 250-500 people per event. The event also proposes to utilize 385 Morris St. as overflow parking, if needed.

Staff have been working with the applicant since the Covid-19 outbreak to address potential concerns related to the market's operations, and the project has voluntarily implemented several health/safety related items which include:

- Requiring face masks to enter and in all areas of the outdoor market area.
- Eliminating the alcohol vendor.
- Prohibiting open container food in the market.
- Refusing service to those who refuse to wear a mask.
- Enforcing/verbally encouraging social distancing.
- Spacing the booths 10' apart.
- Placing hand sanitizing/washing stations throughout the market.

- Prohibiting the trying on of clothes.
- Hiring security and utilizing market staff to enforce the health orders and the above policies.

The applicant had put in a request to expand the market to the end 2021 and to utilize a different layout, which would partially extend into Pink Lady Court and associated parking areas. However, due to the timing of this request, and the uncertainty of the pandemic and associated health orders, staff informed the applicant that to implement the revised layout and new end date would require additional review and analysis by City departments and impact their proposed September market event. If this application is approved, the applicant may return to the Planning Commission later in the year for an amendment for the additional requests.

Background:

On January 29, 2020, the applicant applied for both a staff level Temporary Use Permit and a Planning Commission level Temporary Use Permit. The staff level permit was requested given that the applicant wanted to begin having the markets immediately. This allowed the City to approve a staff level Temporary Use Permit for a couple of one-off events while processing the Planning Commission request.

At the time of submittal the overall project was substantially the same as what is currently proposed, but primary differences are that the market originally included: 1) approximately 50 booths; 2) an alcohol vendor; 3) live music; and 4) an anticipated attendance of approximately 1,000 to 3,000 per event.

In mid-March, the Shelter in Place and Health Orders went into effect. The events that had not occurred under the approved staff level Temporary Use Permit were cancelled and the Planning Commission Temporary Use Permit was placed on hold given the uncertainty at the time. In June, the applicant requested an extension of their staff level Temporary Use Permit and that they would comply with the Health Orders, given that the previous events were cancelled. The revisions proposed maintaining the 11am-5pm market time to eliminate a potential rush of visitors, reducing the number of stalls from a 50 to 40, placing the booths a minimum of 10' apart, eliminating the alcohol vendor and prohibiting open container food within the market, requiring masks and installing six hand sanitizer stations throughout the market. The City reviewed the application, routing to City Departments and Environmental Health.

The City inquired about the draw for the event given concerns related to limiting travel during Covid-19 shelter-in place orders, and was informed that the market takes place in four separate locations throughout the Bay Area (Alameda, Berkeley, Oakland, and Sebastopol) and that the intention is that each market will draw in local residents. City staff determined that the use would be comparable to an outdoor market and outdoor retail, both of which are allowed under the current Health Orders. The City approved the application to occur on July 11, 2020 and August 1, 2020 with the following conditions: 1) it is the applicant's responsibility to ensure compliance with the Health Orders at the time of the event; 2) it is the applicant's responsibility to require all attendees to wear face masks, including vendors, and to refuse service to individuals not wearing masks; 3) the applicant is responsible for installing signs stating that face mask are required at the point of entries and throughout the market; and 4) that the applicant provide a minimum of six hand sanitizing stations throughout the marketplace.

Following the events, the applicant provided details on the number of visitors and any altercations that had occurred. It was noted that the average attendance was between 250-500 visitors over the 6-hour period. The applicant informed staff that there was one incident in which

an attendee was not wearing a face covering despite repeated requests by. The individual was eventually asked to leave the event which they did.

The applicant would like to proceed with the Planning Commission Temporary Use Permit (2020-014) utilizing the previous modifications applied to the event. Staff has been working with the applicant regarding several potential revisions to the event to address health and safety issues, including:

1) Are food and alcohol sales proposed?

The applicant informed staff that food and alcohol are not in the foreseeable future in terms of being part of the market itself. However, the permanent tenants of the Barlow will continue to serve food and alcohol in their approved spaces, separate from the market. Staff confirmed with Environmental Health that this is in compliance as of August 4, 2020.

2) Is live music is still proposed?

At the initial time of the question live music was allowed, within certain standards, but on August 11, 2020, Environmental Health contacted staff letting us know that the interpretation had been revised and that “Businesses cannot host concerts, performances, entertainment events of live music of any kind including solo singers or instrumentalist. A business may have recorded background music that is below the level of normal conversation in conjunction with their standard business operations. Music level must be low enough to allow staff and patrons to maintain 6 feet distance while being heard”. Staff informed the applicant and they stated that they are okay with eliminating live music and can provide a sound system to provide compliant ambient music.

3) Where the vendors are coming from?

The applicant stated that they had not initially collected this data, but that going forward they can confirm that at least 75% of the vendors can be from Sonoma County and that the remainder will be from the Bay Area.

4) Is targeted marketing used and if so, who is targeted?

The market advertises using e-flyers that are targeted towards men and women, ages 24-54, who are interested in flea markets/craft fairs, and who reside in the Occidental, Fairfax, and San Anselmo areas.

General Plan/Zoning Ordinance Consistency:

Temporary Use Permits allow for more deviation from the Zoning Ordinance than a standard Conditional Use Permit in that it is not required to be consistent with the General Plan and all provision of the Zoning Ordinance. The Temporary Use Permit Findings state that a temporary use permit may only be granted if the temporary use will not be detrimental to the health, safety peace comfort and general welfare of the persons residing and working in the neighborhood of the use. An analysis of this will be provided in the Analysis section below.

Public Comment:

As prescribed by Section 17.400 of the Zoning Ordinance, the Planning Department completed the following: (1) Provided written notice all adjacent property owners (all Barlow owned property); (2) provided a written notice that was published in the Press Democrat; and (3) posted three written notices publicly on and within vicinity of the subject property.

No public comments have been received due to the notice as of the writing of this staff report.

Environmental Review:

The event is categorically exempt from the requirements of CEQA pursuant to Section 15304, Class 4, which includes minor temporary use of land having negligible or no permanent effects on the environment. The event is consistent with this categorical exemption as this is a temporary use and does not require permanent improvements.

City Departmental Comment:

The application was routed, and staff was regularly in contact with other Departments/Agencies, given the developing Health Orders. The following City Departments and outside agencies have reviewed the application: Sonoma County Environmental Health, Building and Safety, Public Works, Fire, Engineering, Police, and City Manager. The following comments were received:

Police:

- That the market installs signs telling people masks are required and service will be refused if they are not wearing a mask.
- That Vendors are informed to not provide services to people not wearing masks.

Environmental Health:

- Businesses cannot host concerts, performances, entertainment events, or live music of any kind, including solo singers and instrumentalists. A business may have recorded background music that is below the level of normal conversation in conjunction with their standard business operations. Music level must be low enough to allow staff and patrons to maintain 6 feet distance while being heard.

Required Findings:

A temporary use permit may only be granted if the establishment, maintenance or operation of the proposed use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or development, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

Analysis:

Staff has found that the event is equivalent to outdoor retail or a farmer's market both of which are currently allowed under the Health Orders. Staff is generally supportive of the proposal and would like to note the safety procedures implemented by the applicant, identified in the Project Description Section, above. However, staff does have concerns regarding the frequent development of the Health Orders, which has presented a unique challenge with permitting an ongoing event like this. Staff believes that the best way of moving forward with allowing this type of temporary use is with strict conditions of approval given the likelihood that Health Orders will remain in effect through the end of 2020 for which these events are rescheduled. This would allow City Departments and outside agencies to have additional opportunities to review the application and work with the applicant if conditions change and the applicant desire to loosen the conditions.

Staff recommends the following conditions: 1) requiring a minimum of six handwashing and/or sanitizing stations throughout the market; 2) requiring masks and refusal of service to those who refuse to wear a mask; 3) requiring that the majority of vendors be from Sonoma County and

encouraging the remaining vendors to be from adjacent counties, in order to limit the amount of people coming in from other counties; 4) prohibiting live music, open container food, and alcohol within the event, t; 5) that targeted advertising be limited to Sonoma and Marin Counties; 6) limiting the number of booths to 40 booths; and 7) that it is the applicant's responsibility to ensure compliance with the current Health Orders at the time of each event.

Overall, staff believes that the project as proposed and conditioned is approvable, in that: 1) the project meets and exceeds the current Health Order and is required to comply with all future Health Orders; 2) the event will be located in a controlled portion of the Barlow campus; 3) the event will be supervised by the applicant, market staff and private security; and 4) the event has provided overflow parking to minimize any nuisance to adjacent businesses.

Recommendation:

Staff believes the proposed use is compatible with the site and recommends conditional approval. However, given the current events staff is recommending a somewhat strict conditional approval to require modifications reviewed again against the most recent Health Orders. Specifically, staff recommends the following key conditions of approval:

- The applicant shall be responsible to ensure consistency with the current Shelter in Place and Health Orders.
- The applicant shall be responsible for requiring all attendees to wear face masks are required to be worn by all attendees and sellers/vendors.
- The applicant shall be responsible for installing signs at the point of entries and throughout the market telling people masks are required and service will be refused if they are not wearing a mask.
- At least 75% of the vendors shall be from Sonoma County. The remaining vendors should be from Napa, Lake, Marin and Mendocino Counties.
- The maximum number of booths shall be limited to 40 booths.
- Targeted marketing shall be geographically limited to Sonoma and Marin Counties.
- The applicant shall be responsible for providing a minimum of six (6) hand sanitizing stations throughout the marketplace, as well as posting visible signage for handwashing sinks in the various restrooms on Barlow campus to encourage a clean and sanitary marketplace.
- Live music is prohibited. Recorded music may be allowed but shall be at a volume below the level of normal conversation. Music volume must be low enough to allow staff and patrons to maintain 6 feet distance while being heard.
- The sale or consumption of food or alcohol is prohibited within the market.

If it is the consensus of the Planning Commission that the proposed temporary use is compatible with the site and surrounding uses, staff recommends that the application be approved based on the facts, findings, and analysis set forth in this staff report and as found in Exhibit A -Recommended Findings of Approval, and subject to the Recommended Conditions of Approval found in Exhibit B, and any additional or modified conditions the Planning Commission determines is appropriate.

City Council
Mayor Patrick Slayter
Vice Mayor Una Glass
Michael Carnacchi
Sarah Glade Gurney
Neysa Hinton



Planning Director
Kari Svanstrom
Associate Planner
Alan Montes
Senior Administrative Assistant
Rebecca Mansour

City of Sebastopol Planning Commission Staff Report

Meeting Date: September 22, 2020
Agenda Item: 6A
To: Planning Commission
From: Alan Montes, Associate Planner
Subject: Temporary Use Permit, Head West Market - Amendments
Recommendation: Conditional Approval
Applicant/Owner: Jimmy Bower (Applicant) / Barney Aldridge (Property Owner)
File Number: 2020-014
Address: 6770 McKinley St. (McKinley St., within the Barlow, APN 004-750-019 & 004-750-012)
CEQA Status: Class 4, Categorical Exemption
General Plan: Light Industrial (LI)
Zoning: Commercial Industrial (CM)

Introduction:

This is an amendment request to modify the recently approved Temporary Use Permit (TUP) 2020-014, for Head West Market to occur on the privately owned portion of McKinley Street located in the Barlow on the first Saturday of each month until the end of 2020.

Project Description:

The applicant has requested the following amendments to their TUP (2020-0014):

1. Extending the expiration date of the TUP to the end of 2021.
2. Increase the maximum number of booths to 60.
3. Extending the market into Pink Lady Court (a privately owned street/parking lot).

No additional amendments or modifications have been requested.

Staff has attached the staff report from August 25, 2020 and approval letter for a more detailed description of the marketplace and current approval.

Environmental Review:

The event is categorically exempt from the requirements of CEQA pursuant to Section 15304, Class 4, which includes minor temporary use of land having negligible or no permanent effects on the environment. The event is consistent with this categorical exemption as this is a temporary use and does not require permanent improvements.

City Departmental Comment:

The following City Departments and outside agencies have reviewed the amendment request: Sonoma County Environmental Health, Building and Safety, Public Works, Fire, Engineering, Police, and City Manager. The department that provided responses (City Manager, Fire,

Environmental health) restated that all their current conditions are still in effect and provided no new comments.

Required Findings:

A temporary use permit may only be granted if the establishment, maintenance or operation of the proposed use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or development, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

Analysis:

The proposed amendments have been reviewed by the necessary departments and have been found acceptable and are in line with what the applicant had discussed with the Planning Commission at their August 25, 2020 meeting

Recommendation:

Staff believes the proposed amendments are compatible with the site and recommends conditional approval with the following modifications:

1. Extending the expiration date of the TUP to the end of 2021.
2. Increase the maximum number of booths to 60.
3. The market may extend into Pink Lady Court (a privately owned street/parking lot).

Exhibits:

- A. Recommended Findings of Approval
- B. Recommended Conditions of Approval

Attachments:

- Amendment Request
- August 25, 2020 Staff Report – Head West Market
- Approval Letter