



City of Sebastopol Planning Commission Staff Report

Meeting Date: May 27, 2025
Agenda Item: 6A
To: Planning Commission
From: Tori Henkel, Planning Technician
Subject: Temporary Use Permit Amendment
Recommendation: Approval with Conditions

Applicant/Owner: Jennifer Adametz / Barlow Star LLC
File Number: 2025-027
Address: 6770 McKinley Street
CEQA Status: Exempt
General Plan: Light Industrial
Zoning: Commercial Industrial (CM)

Introduction:

The applicant for the Trade Marketplace Temporary Use Permit (2025-002) is proposing an amendment to the existing approved permit (approved on February 4, 2025). The amendment includes two (2) additional events at The Barlow. The first event is the Summer Concert Series, showcasing one band off of McKinley Street and a vendor artisan market (similar to The Trade). In addition, the applicant is requesting to showcase a separate live band event and street market with McKinley Street closure on Friday, December 28th, for the 2nd Annual Jingle Bell Rock.

Project Description:

The first event is the Summer Concert Series, showcasing one band off of McKinley Street and a vendor artisan market (similar to The Trade). This would run for ten (10) consecutive weeks on Wednesdays beginning June 4th and ending on August 6th, 2025. The Summer Concert Series will take place from 2:00 pm – 8:00 pm, including setup and breakdown. Vendor load-in and stage setup will begin at 2:00 pm. The band will play two one-hour sets. The first will be from 5:00 pm – 6:00 pm, followed by a thirty-minute break, and a second set being played from 6:30 pm – 7:30 pm. Breakdown and clean-up will be completed by 8:00 pm.

The second is a separate live band event and street market is the 2nd Annual Jingle Bell Rock event, with McKinley Street closure on Friday, December 28th. This one-day event will start with set-up at 3:00 pm. The event will start at 5:00 pm for guests, and clean-up will be completed by 8:00 pm.

Similar to The Trade, The Summer Concert Series is proposing a curated outdoor retail marketplace experience with live music. The artisan market intends to provide an additional platform for new, emerging, and established local brands and small businesses to have physical

selling space. The event will include an outdoor market featuring local vintage and antique vendors, local makers, plant vendors, jewelry, and more.

All events are to take place on the privately owned portions of McKinley Street (6780) and Pink Lady Court in the City of Sebastopol.

Project Location and Surrounding Land Uses:

The project is located within the Barlow District and will include sections of McKinley Street from the western edge of 6790 McKinley to the eastern edge of 180 Morris Street; and the southern edge of 6791 McKinley to the northern edge of 6751 Laguna Park Way. The Barlow is home to some local establishments such as Pax Wines, Woodfour Brewing Company, Acre Pizza, and Crooked Goat Brewing. The surrounding land uses are High Density Residential to the North and Downtown Core to the West, and Industrial to the East.

General Plan Consistency:

The project is consistent with the following General Plan goals listed below:

- **Policy EV 1-11:** Work with and support local business organizations in order to promote a strong business base through joint business attraction and retention efforts that include marketing and outreach, technical assistance, workforce development, training, and welcome/orientation activities for new businesses, in that .
- **Policy EV 1-13:** Assist efforts to attract new industries and businesses that develop new products and expand markets, particularly those that involve research and development of agricultural, sustainable, green, medical, and/or technological products, in that.
- **Policy EV 2-3:** Develop a distinct image and brand for Sebastopol that reflects its unique identity and sets it apart from the region, in that.
- **Policy EV 2-4:** Encourage businesses and programs that emphasize and promote shopping locally, in that.
- **Policy EV 4-3:** Encourage amenities needed to support tourism, including hotels, bed-and breakfasts, eco-lodging, and a variety of restaurants, shopping, and services, in that.
- **Policy EV 4-4:** Encourage the development of civic amenities, entertainment venues, retail and restaurants, and services that increase visitation, spending, and tourism, in that.

Zoning Ordinance Consistency:

The project is located within the Commercial Industrial (CM) district, which is *intended to encourage local production, innovation, and sales of local art, textile, food, beverage, and other tangible goods by allowing a range of complementary, community-oriented building types and spaces that accommodate small- and mid-size makers, fabricators, producers, and manufacturers, as well as specified commercial, residential, and other uses.*

The temporary outdoor marketplace use require a Temporary Use Permit greater than six months approved by the Planning Commission.

As the proposed public outdoor marketplace will have a recurring community-minded space

for local vendors, artisans, and businesses too, this use would be consistent with the Zoning Ordinance and CM district with the approval of a Temporary Use Permit.

Staff has identified the following items the Commission may wish to consider in its review of this Use Permit:

Parking

For all events, guests will have access to all open parking at The Barlow. In addition to on-site parking, The Barlow owns the vacant lot at 385 Morris Street, which can be used for overflow parking and can accommodate 150 +/- vehicles. The Barlow, the Summer Concert Series, and Jingle Bell Rock will advertise no parking on private property near the Rialto Theater. Signage will be put up at two entrances to the Rialto theaters, reminding drivers that a portion of the parking is private.

Staff recommends that the gravel area at 385 Morris Street be allowed (and required) to be utilized for overflow parking, with signage posted in the Barlow. Additionally, as required previously, monitoring of the Rialto lot should be required.

Signage

Temporary parking signage will be installed at least 24 hours prior to the event, and any vehicles that are not removed are towed off-site by no later than set up time the day of the event through Ace Towing, the contracted Towing Company. Event signage is not permitted on City of Sebastopol light poles, sidewalks, or right-of-way.

Required Findings:

As the project requires a temporary use permit for the proposed local marketplace in this district. With that, the required findings for both are below:

17.430.040 Findings:

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.

Analysis:

The applicant proposes that they will create an affordable and accessible space for creatives to connect with their customers in the neighborhoods in which we reside. The project applicant also aims to bring a focus on local musicians, ranging from solo musicians to groups of up to 3-4 band members. The proposed location of this stage would be at the corner of 6770 McKinley St and Pink Lady Court, facing South.

Environmental Review:

The project is categorically exempt from the requirements of CEQA pursuant to Section 15304, Class 4: Minor Alterations to Land, which consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes. The Temporary Use Permit would fit this exemption as it is a temporary event and will not require permanent improvements.

City Departmental Comments:

The project was routed out to the various city agencies, such as the City of Sebastopol Police, Building, Police, Public Works, and Fire Departments. The departments' conditions have been added to the recommended conditions of approval.

Public Comment:

As prescribed by Section 17.460 of the Zoning Ordinance, the Planning Department completed the following: (1) Provided written notice to all property owners within 600 feet of the external boundaries of the subject 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 regarding this Temporary Use Permit Amendment.

Recommendation:

If it is the consensus of the Planning Commission that the proposed 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.

Attachments:

Exhibit A – Recommended Findings of Approval
Exhibit B – Recommended Conditions of Approval
Application materials

EXHIBIT A
RECOMMENDED FINDINGS OF APPROVAL

TEMPORARY USE PERMIT AMENDMENT: 2025-027
6770 McKinley Street (APN 004-750-031)

Applicant: Jennifer Adametz, The Barlow Star LLC

Based on the evidence in the public record, the Planning Commission finds that:

1. The proposed use is categorically exempt from the requirements of CEQA under Section 15304 Class 4 "Minor Alterations to Land, which consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes.
2. The use is consistent with the provisions of the General Plan as follows:
 - A. **Policy EV 1-11:** Work with and support local business organizations in order to promote a strong business base through joint business attraction and retention efforts that include marketing and outreach, technical assistance, workforce development, training, and welcome/orientation activities for new businesses in that the Summer Concert Series and Jingle Bell Rock will bring in new and local businesses to Sebastopol to sell their wares to the residents of Sebastopol and those who travel in for the event.
 - B. **Policy EV 1-13:** Assist efforts to attract new industries and businesses that develop new products and expand markets, particularly those that involve research and development of agricultural, sustainable, green, medical, and/or technological products, in that the Summer Concert Series and Jingle Bell Rock expand the local market of makers to the residents of Sebastopol and those who travel to the event.
 - C. **Policy EV 2-3:** Develop a distinct image and brand for Sebastopol that reflects its unique identity and sets it apart from the region in that the Summer Concert Series and Jingle Bell Rock focus on local makers and musicians to come together and collaborate to sell their products to residents of Sebastopol and those who have travelled from afar.
 - D. **Policy EV 2-4:** Encourage businesses and programs that emphasize and promote shopping locally, in that the Summer Concert Series and Jingle Bell Rock will prioritize local sellers to come to this event to showcase their products and music.
 - E. **Policy EV 4-3:** Encourage amenities needed to support tourism, including hotels, bed-and-breakfasts, eco-lodging, and a variety of restaurants, shopping, and services, in that the Summer Concert Series and Jingle Bell Rock provide a local tourist event for local makers to showcase their products and music to a wide range of residents and tourists.
 - F. **Policy EV 4-4:** Encourage the development of civic amenities, entertainment venues, retail and restaurants, and services that increase visitation, spending, and tourism, in that the Summer Concert Series and Jingle Bell Rock will provide a venue for these local makers to sell their products to a variety of customers.
3. The project is consistent SMC 17.430.040 Temporary Use Permit as follows:

- A.** *That the event will not be detriment 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, the event will comply with all Health Order requirements at the time of the events, the events will be within a controlled portion of The Barlow campus and the event will provide overflow parking to minimize impacts on adjacent businesses.
- B.** *That the event will not be detriment 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.* This Criterion is met in that the event will comply with all Health Order requirements at the time of the events, the events will be within a controlled portion of The Barlow campus, and the events will provide overflow parking to minimize impacts on adjacent businesses.

EXHIBIT B
RECOMMENDED CONDITIONS OF APPROVAL

TEMPORARY USE PERMIT AMENDMENT: 2025-027
6770 McKinley Street (APN 004-750-031)

Applicant: Jennifer Adametz, The Barlow Star LLC

1. The Use shall be in substantial conformance with the proposed operations as described in the application materials prepared by Mercedes Hernandez for The Barlow, and stamped received on May 12 and May 14, 2025, and on file at the City of Sebastopol Community Development Department, except as modified herein:
 - a. Live music is allowed as part of this approval. However, it is subject to the Noise Ordinance set forth in the Sebastopol Municipal Code section 8.25.
 - b. No sound may emanate from the property that 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.
2. This approval allows for the Summer Concert Series to occur for ten (10) consecutive weeks on Wednesdays beginning June 4th and ending on August 6th, 2025. As well as the single-day Jingle Bell Rock event occurring on Friday, December 28th, 2025.
3. Applicant shall provide an updated written request to the City Manager's office requesting the allowance to exceed the 65 dBA as specified in section 8.25.060 of the Sebastopol Municipal Code. This exception can be granted on an annual basis for multiple live music events within the stage locations mentioned in the application documents.
4. A professional security firm shall be present and provide a minimum of one parking guard to ensure the Barlow/Summer Concert Series and Jingle Bell Rock patrons do not park in the Rialto Parking lot (6868 McKinley St) during the event.
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, the Health Department, and the Fire Department clearances.
6. The applicant shall ensure that all businesses participating in the Summer Concert Series and Jingle Bell Rock events have received a business license.
7. In addition to providing a local amenity and visitor draw for promotion of the local economy, sales of the products at the Summer Concert Series and Jingle Bell Rock should point sales tax revenue to the City of Sebastopol, the point of sale, rather than the location of the vendor's business or location of product growth or production. For this reason, the Market manager (applicant) shall provide written materials to all vendors indicating incorporated Sebastopol as the point of sale.
8. The applicant shall be responsible for implementing an Alcohol Awareness and Security Plan, which shall be submitted to the Police Department for review and approval within 60 days from the effective date of the Use Permit approval. The Plan shall describe building security

and fire safety, how the operation will address staff training relative to alcohol consumption and operational security, and how the operation will coordinate with the Police Department.

- a. Applicant shall submit a copy of the approved plan to the Community Development Department, to be added to the project file.
9. All persons serving or distributing alcoholic beverages are required to attend the Responsible Beverage Service training program or an equivalent, either in-person or online to the satisfaction of the Police Chief.
10. The Barlow shall ensure that employees are drug and alcohol free while on duty.
11. The hours of operation shall be between 2:00 and 8:00 pm on the days stated in the application. If requested by the applicant, the Community Development Director shall have the authority to modify the hours of operation.
12. The applicant, or their designee, shall be on site at the time of the event. If the applicant is not present, the applicant shall contact the Community Development Department and provide the contact information of the designee prior to the event.
13. The maximum number of booths shall be limited to 100 booths.
14. 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 the removal of the barricades for emergency vehicle response.
15. The applicant shall be responsible for installing signage informing attendees that the Rialto portion of the movie theater parking lot is not for Barlow Parking and not to be used for this event.
16. The property at 385 Morris Street may be used as vendor parking and overflow parking. However, a 50-foot 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.
17. 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.
18. 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.
19. Applicant shall place "No through Access" signs on at the entrance of the private parking lots off of Laguna Park Way at Pink Lady Court as part of the setup for the event.
20. Should public safety personnel determine that through access is needed due to health and safety issues, the City reserves the right to require through access and/or a traffic guard to ensure safety. The City will work with the Barlow to provide advance notice if possible if this arises.

- 21.** All sidewalks must be kept clear for pedestrian access.
- 22.** 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 through the Special Event Permit process administered by the Engineering/Public Works Departments. Should any area of the event encroach into the City right-of-way, an encroachment permit will be required.
- 23.** Event signage is not permitted on City of Sebastopol light poles, sidewalks, or right-of-way.
- 24.** Applicant shall ensure that all storm drains within the event area are protected from debris and/or wash water.
- 25.** The applicant shall clean up the site after each event.
- 26.** 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.
- 27.** The applicant shall contact the Police, Fire, and Planning Departments at least seven (7) days in advance of the event for coordination.
- 28.** The applicant shall be responsible for ensuring consistency with any County Health Orders.
- 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 Community Development Director shall interpret applicable requirements in the event of any redundancy or conflict in the conditions of approval.
- 31.** The City 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

Received 5/12/2025

MASTER PLANNING APPLICATION FORM

APPLICATION TYPE

- | | | |
|--|---|---|
| <input type="checkbox"/> Administrative Permit Review | <input type="checkbox"/> Lot Line Adjustment/Merger | <input checked="" type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Alcohol Use Permit/ABC Transfer | <input type="checkbox"/> Preapplication Conference | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Sign Permit | <input checked="" type="checkbox"/> Other <u>Amendment to TUP for "The Trade"</u> |

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

REVIEW/HEARING BODIES

- ☐ Staff/Admin ☐ Design Review/Tree Board ☒ Planning Commission ☐ City Council ☐ Other _____

APPLICATION FOR

Street Address: 6770 McKinley St

Assessor's Parcel No(s):

Present Use of Property: Market District

Zoning/General Plan Designation: Commercial Industrial

APPLICANT INFORMATION

Property Owner Name: The Barlow

Mailing Address: 6780 Depot St Ste 110

Phone: 408-219-6699

City/State/ZIP: Sebastopol, CA 95472

Email: jennifer@thebarlow.net

Signature: J Adametz

Date: 5/8/25

Authorized Agent/Applicant Name: Jennifer Adametz for The Barlow

Mailing Address: 6780 Depot St Ste 110

Phone: 408-219-6699

City/State/ZIP: Sebastopol, CA 95472

Email: jennifer@thebarlow.net

Signature: J Adametz

Date: 5/8/25

Contact Name (If different from above): N/A

Phone/Email: N/A

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

We are looking to Amend our existing TUP for The Trade to include an additional Summer Concert Series showcasing 1 band off McKinley St (just like The Trade) and a vendor artisan market on McKinley (like The Trade). This would run for 10 weeks on Wednesdays beginning June 4th and running the additional 9 consecutive Wednesdays 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6. In addition, we would have one more event with a live band and street market with McKinley St closure on Friday 12/28.

CITY USE ONLY

Fill out upon receipt:

Application Date: _____

Planning File #: _____

Received By: _____

Fee(s): \$ _____

Completeness Date: _____

Action:

Staff/Admin: _____

Planning Director: _____

Design Review/Tree Board: _____

Planning Commission: _____

City Council: _____

Action Date:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

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		
Use	N/A		
Lot Size			
Square Feet of Building/Structures (if multiple structures include all separately)			
Floor Area Ratio (F.A.R)	_____ FAR	_____ FAR	_____ FAR
Lot Coverage	_____ % of lot _____ sq. ft.	_____ % of lot _____ sq. ft.	_____ % of lot _____ sq. ft.
Parking			
Building Height			
Number of Stories			
Building Setbacks – Primary			
Front			
Secondary Front Yard (corner lots)			
Side – Interior			
Rear			
Building Setbacks – Accessory			
Front			
Secondary Front Yard (corner lots)			
Side – Interior			
Rear			
Special Setbacks (if applicable)			
Other (_____)			
Number of Residential Units	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)
Residential Density	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.
Useable Open Space	_____ sq. ft.	_____ sq. ft.	_____ 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: _____ cu. yds. Cut: _____ cu. yds. Fill: _____ cu. yds. Off-Haul: _____ cu. yds
Impervious Surface Area	N/A	_____ % of lot _____ sq. ft.	_____ % of lot _____ sq. ft.
Pervious Surface Area	N/A	_____ % of lot _____ sq. ft.	_____ % of lot _____ 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: J. Adametz Date: 5/8/25

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: J. Adametz Date: 5/8/25

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 will market these events to the public and The Barlow tenants.

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

Written Statement

Amendment to TUP Use Permit for The Trade

We are looking to Amend our existing approved TUP for The Trade to allow for two more events at The Barlow that follow the same concept as The Trade.

1. The Summer Concert Series will follow Peacetown's schedule where The Barlow will host 10 weeks of live music performances on one single stage with a complimentary artisan market down McKinley St. This event will occur every Wednesday beginning June 4 – August 6th. Dates to be – 6/4, 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6.
2. Jingle Bell Rock will have a single stage of live music with a complimentary artisan market down McKinley St. This event will occur on Friday, November 28th. We will also have a tree lighting on the corner of 6770 McKinley St (in the street closure footprint)

For both events – The Barlow's Summer Concert Series and 2nd Annual Jingle Bell Rock, guests will have access to all open parking at The Barlow and our overflow lot at 385 Morris St. We will also have a parking lot monitor at the Rialto Theater and the Community Market lot to control parking violations.

The Barlow's public restrooms will be available for guest use as shown in the provided Facilities Map. For The Trade, the music stage is on the existing "stage" at 6770 McKinley St in front of Indigenous, but for these two events, a professional stage will be set up on Pink Lady Ct across from Revel Cycles and Sarmentine Bakery facing South. The stage will be removed in the evening at the end of the event.

Additionally, we will host a small bar that we will partner with the local non-profit, The Kiwani's Club, to serve alcoholic beverages to be consumed within the street closure footprint only. Alcohol will not be allowed in any Barlow business. The Kiwiani's club will obtain a daily ABC license.



Outlook

Re: Permit application submitted online

From Jennifer Adametz <jennifer@thebarlow.net>
Date Wed 5/14/2025 11:22 AM
To Planning Technician <planningtemp@cityofsebastopol.gov>
Cc Emi Theriault <etheriault@cityofsebastopol.gov>

Hi Tori!

The Summer Concert Series will be in total from 2pm - 8pm. Vendor load in and stage set up begins at 2pm and the band will play 2-1 hour sets. One from 5pm - 6pm. A 30 min break and then another set from 6:30 - 7:30pm. Breakdown by 8pm for vendors and stage.

Jingle Bell Rock vendor set up and stage set up at 3pm. Event starts at 5pm and clean up will be by 8pm.

Let me know if you have any questions :)

On Wed, May 14, 2025 at 10:58 AM Planning Technician <planningtemp@cityofsebastopol.gov> wrote:

Quick follow up,
How many people do you anticipate in attendance, and what are the time frames for the events?
Thanks!

Tori Henkel

Planning Technician

City of Sebastopol | Planning Department

7120 Bodega Avenue | Sebastopol, CA 95472

(707) 823-6167 phone

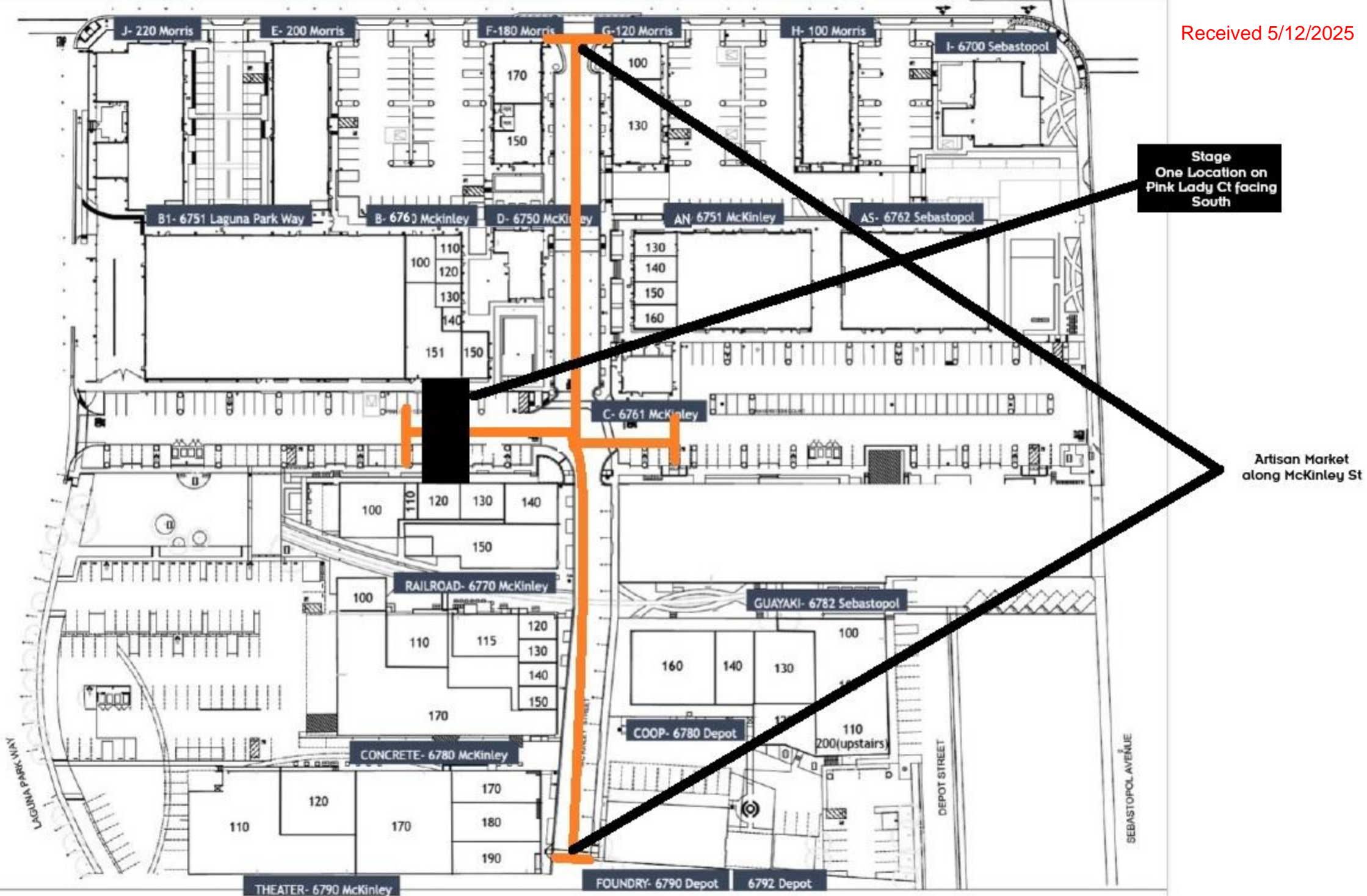
www.cityofsebastopol.gov

City offices are open Monday – Thursday, 7:30 am – 5:00 pm, Closed every Friday/and holidays

From: Jennifer Adametz <jennifer@thebarlow.net>
Sent: Monday, May 12, 2025 10:54 AM
To: Planning Technician <planningtemp@cityofsebastopol.gov>
Cc: Emi Theriault <etheriault@cityofsebastopol.gov>
Subject: Re: Permit application submitted online

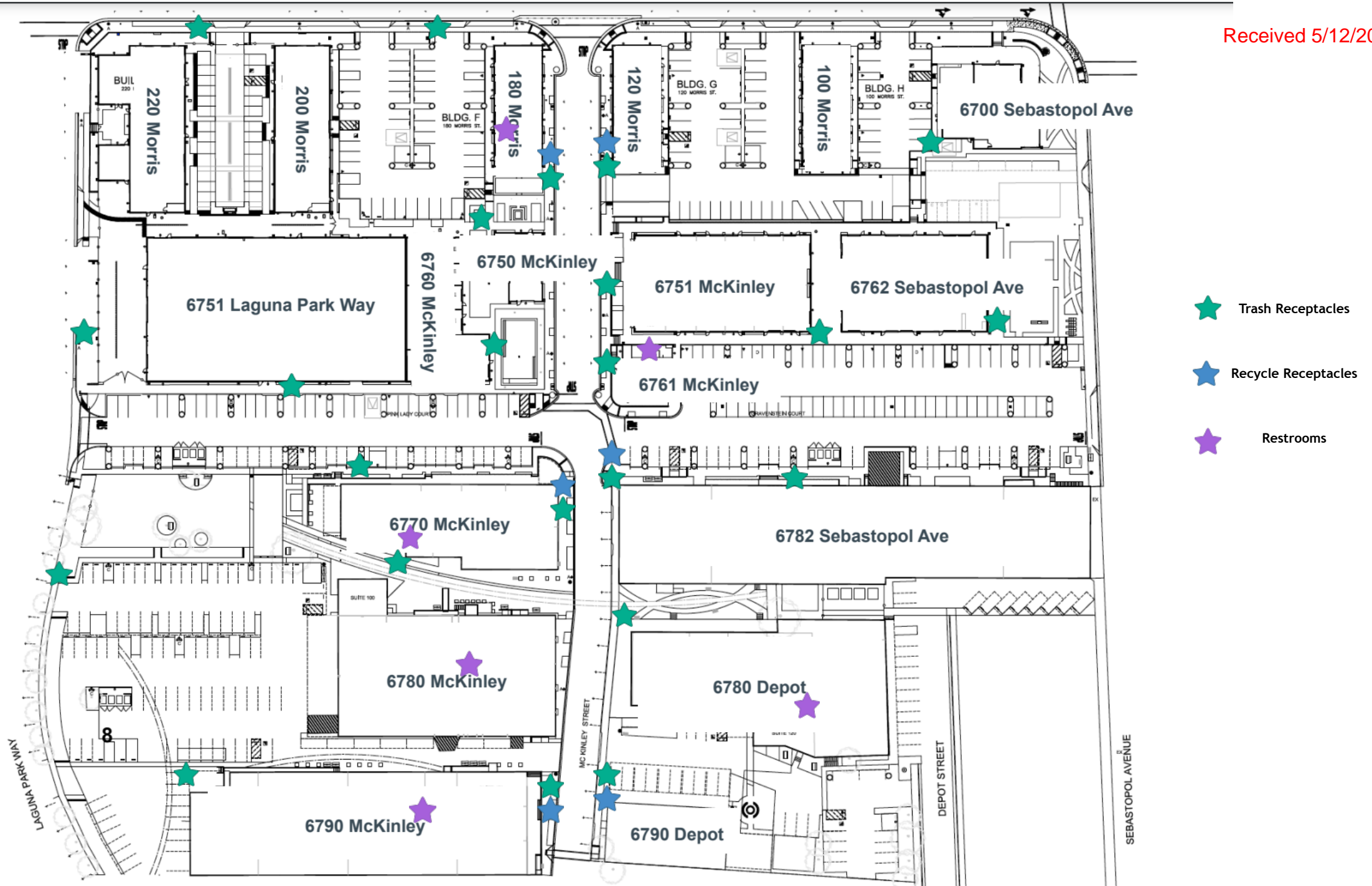
Amazing! Thank you so much! I just paid :)

On Mon, May 12, 2025 at 10:15 AM Planning Technician <planningtemp@cityofsebastopol.gov> wrote:



Use Permit Facilities Map

Received 5/12/2025



Site Photographs
Temporary Use Permit
Public Event on McKinley

