



## City of Sebastopol Planning Commission Staff Report

Meeting Date: January 28, 2025  
Agenda Item: 6A  
To: Planning Commission  
From: John Jay, Associate Planner  
Subject: Temporary Use Permit  
Recommendation: Approval with conditions

Applicant/Owner: Mercedes Hernandez /Barlow Star LLC  
File Number: 2025-002  
Address: 6770 McKinley Street  
CEQA Status: Project is Exempt from CEQA Section 15301, Class 1 *Existing facilities*  
General Plan: Light Industrial  
Zoning: Commercial Industrial (CM)

### **Introduction:**

The applicant for the Trade Marketplace is proposing a temporary local marketplace focused on local Makers, Merchants, Crafters, Designer and Artists to take the third Sunday of the month on the Barlow's streets. Roughly 75-100 vendors are proposed to set up 10'x10' canopies and tables within their vendor booths and, depending on the vendor, some may display clothing on clothing racks and shelves. The applicant would also like to promote local musicians to participate in performing at the events.

### **Project Description:**

As discussed above, the project proponent of the Trade Marketplace is proposing a curated outdoor retail marketplace experience. The Trade intends to provide an 'in-real-life' 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. In the event amplified music is desired by the applicant, proposed performances shall comply with Code Section 8.25.120 as set forth in the attached conditions of approval.

The applicant proposes for the Marketplace to occur on the third Sunday of the month from February to the end of 2025. The operating hours of the event will be from the daytime hours of 9am to 5pm inclusive of event setup and breakdown. The Trade Marketplace will take place on the privately owned portions of McKinley Street (6780) and Pink Lady Court in the City of Sebastopol. Notably, this event would be similar, and in some ways a replacement to, the "Headwest Marketplace" which has operated in the Barlow for several years.

### **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

The Trade Marketplace will take place on McKinley Street and Pink Lady Court (parking between 6760 and 6770 McKinley Street). 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 and the Trade Marketplace 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 car park 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 shall be required.

Signage

Temporary parking signage, in compliance with Code standards, will be installed at least 24 hours prior to the event, removed within 24 hours after the event. Any event vehicles that are not removed are towed offsite by no later than set up time the day of the event by 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 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.*

**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 aims to also bring a focus on local musicians, ranging from solo musicians to groups of up to 3-4 bandmembers, the proposed location of this stage would be at the corner of 6770 McKinley St and Pink Lady Court. Any proposed amplified music shall comply with provisions set forth in the Municipal Code.

**Environmental Review:**

The project is exempt from CEQA under Section 15301, Class 1 which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. As the Trade has been in operation of the existing Barlow Campus since 2019.

**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.

**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  
6770 McKinley Street  
004-750-031, 2025-002

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 follow:
  - 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 Trade 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 Trade expands 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 Trade focuses on local makers to come together and collaborate to sell their products 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 Trade will prioritize local sellers to come to this event to showcase their products.
  - 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 Trade provides a local tourist event for local makers to showcase their products 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 Trade 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 event will provide overflow parking to minimize impacts on adjacent businesses.*

**EXHIBIT B**  
**RECOMMENDED CONDITIONS OF APPROVAL**

Temporary Use Permit Amendment  
6770 McKinley Street  
004-750-031, 2025-002

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 January 7<sup>th</sup>, 2025, and on file at the City of Sebastopol Planning 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 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.
2. This approval allows for the Trade Market to occur on the third Sunday of each month until the end of calendar year 2025.
3. Applicant shall provide a written request to the City Managers 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 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/Trade Market 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, Health Department, and Fire Department clearances.
6. The applicant shall ensure all businesses participating in the Trade Market event 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 Trade 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 Planning 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 9 am to 5 pm on the days stated in the application. If requested by the applicant, the Planning 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 Planning 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 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' 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 7:00a.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 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

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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

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): 004-750-031
Present Use of Property: The Barlow
Zoning/General Plan Designation: McKinley St and Pink

APPLICANT INFORMATION

Property Owner Name: Barlow Star LLC
Mailing Address: 6770 McKinley St Suite 110
Phone: (707) 228-5548
City/State/ZIP: Sebastopol, CA 95472
Email: events@thebarlow.net
Signature: [Signature] Date: 12/16/2024
Authorized Agent/Applicant Name: Mercedes Hernandez
Mailing Address: 6770 McKinley St Suite 110
Phone: (707) 228-5548
City/State/ZIP: Sebastopol, CA 95472
Email: events@thebarlow.net
Signature: [Signature] Date: 12/16/2024
Contact Name (if different from above):
Phone/Email:

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

The Barlow is hosting The Trade Market on McKinley St. the thrid Sunday of every month beginning January 19, 2025. The Barlow is requesting a tempoary use permit to allow for street closure on McKinley St through December 2025

CITY USE ONLY

Table with 3 columns: Action, Action Date, and various application tracking fields like Application Date, Planning File #, Received By, Fee(s), Completeness Date, Staff/Admin, Planning Director, Design Review/Tree Board, Planning Commission, City Council.

## 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
<b>Zoning</b>	N/A		
<b>Use</b>	N/A		
<b>Lot Size</b>			
<b>Square Feet of Building/Structures</b> <i>(if multiple structures include all separately)</i>			
<b>Floor Area Ratio (F.A.R)</b>	_____ FAR	_____ FAR	_____ FAR
<b>Lot Coverage</b>	_____ % of lot	_____ % of lot	_____ % of lot
	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
<b>Parking</b>			
<b>Building Height</b>			
<b>Number of Stories</b>			
<b>Building Setbacks – Primary</b>			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
<b>Building Setbacks – Accessory</b>			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
<b>Special Setbacks (if applicable)</b>			
<i>Other (_____)</i>			
<b>Number of Residential Units</b>	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)
<b>Residential Density</b>	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.
<b>Useable Open Space</b>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
<b>Grading</b>	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
<b>Impervious Surface Area</b>	N/A	_____ % of lot	_____ % of lot
		_____ sq. ft.	_____ sq. ft.
<b>Pervious Surface Area</b>	N/A	_____ % of lot	_____ % of lot
		_____ sq. ft.	_____ 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: 5/24/24

*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: 5/24/24

**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

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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:

## Website Required for Major Projects

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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

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01/02/2025

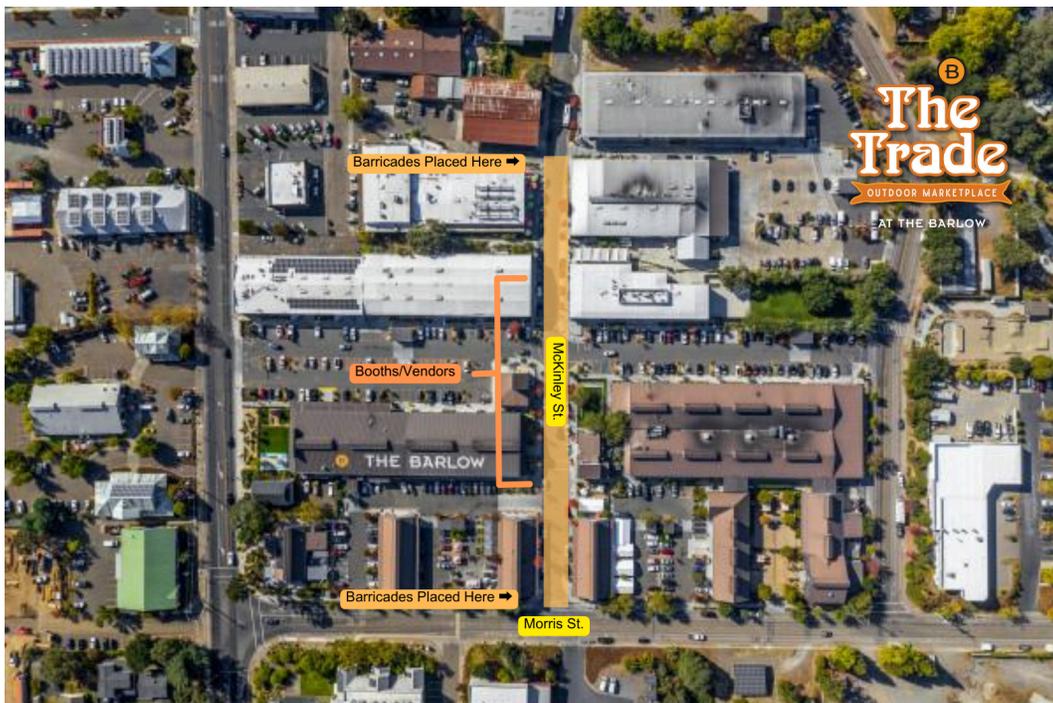
**B**  
**The Trade**  
OUTDOOR MARKETPLACE  
AT THE BARLOW

The Trade at The Barlow is an outdoor market featuring local vintage and antique vendors, local makers, plant vendors, jewelry, and music!

The Trade will be hosted the third of every Sunday at The Barlow from 11am to 4pm year round. The event would take place on McKinley Street. Barricades would be placed at the end of where McKinley St. meets Morris St and at the end of McKinley right in front of Taylor Lane Coffee shop.

**Event Coordinator:** Mercedes Hernandez [events@thebarlow.net](mailto:events@thebarlow.net) (707)228-5548

**Site Map:**



# 

AT THE BARLOW

## Time Frame

The Trade at The Barlow will be hosted the third of month year round on McKinley Street in Sebastopol. Vendors will arrive at 9am to set up and tear down at 4pm allowing McKinley Street to reopen by 5pm. The Barlow staff will be responsible for putting barricades in place at 9am and removing the barricades by 5pm.

