



EAST PALO ALTO DIRECTOR'S LEVEL READING REGULAR SESSION AGENDA

Thursday, March 28, 2024, 4:00 PM
EPA Government Center
2415 University Ave, First Floor
East Palo Alto, CA 94303

NOTICE: THIS MEETING WILL BE VIRTUALLY CONDUCTED

This Director's Hearing meeting on March 28, 2024, at 4:00 p.m., will be conducted virtually via video conference, with no physical meeting location available to the public.

Members of the public may participate in the Director's Hearing meeting <http://eastpaloalto.iqm2.com/Citizens/Calendar.aspx> and provide comments by attending the meeting live via Zoom and using the "**RAISE HAND**" feature when the Director calls for public comment.

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join

<https://us06web.zoom.us/j/89737807628?pwd=3uFQ7GQdaXaklvpaWdfBicf3h0PttD.1>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or
+ 1 346 248 7799 or
+ 1 253 215 8782 or
+ 1 312 626 6799 or
+ 1 929 205 6099 or
+ 1 301 715 8592

Webinar ID: 850 7632 2648

International numbers available: <https://zoom.us/u/aMWYF4KT>

1.

PUBLIC HEARING

TEMPORARY USE PERMIT TUP24-005 to Allow for various events to be held at 2555 Pulgas Avenue. The events will not exceed 45 total days in a one year period. This major Temporary Use Permit conditionally approves the events, however, each event will be subject to separate permits which may include but are not limited to building permits, East Palo Alto Police, and Menlo Fire approval.

Recommendation:

(1) Approve a one-year Temporary Use Permit (TUP24-005) to allow for various community events at 2555 Pulgas Avenue; and

(2) Find the project categorically exempt pursuant to Section 15304(e) - Minor Temporary Uses of Land - of the California Environmental Quality Act (CEQA) Guidelines.

This AGENDA is posted in accordance with Government Code Section 54954.2(a) This Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the Planning Commission will be available for public inspection at the Community and Economic Development Office, 1960 Tate Street, East Palo Alto, CA at the same time that the public records are distributed or made available to the advisory bodies. Such documents may also be available on the East Palo Alto website www.cityofepa.org subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3189. The Directors Hearing meeting packet may be reviewed by the public in the Library or the City Clerk's Office. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the City Clerk's Office, 2ND Floor, City Hall, 2415 University Avenue, East Palo Alto, California 94303 during normal business hours. Information distributed to the Council at the Council meeting becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose. East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office at (650) 853-3127 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. DECLARATION OF POSTING This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

POSTED: Monday, March 25, 2024

ATTEST: Matthew Ball
Interim Planning Secretary

One year Temporary Use Permit to allow for various community events to be held at 2555 Pulgas Avenue. The events will not exceed 44 total days in a one year period. This Temporary Use Permit conditionally approves the events, however, each event will be subject to separate permits which may include but

not limited to building permits, East Palo Alto Police and Menlo Fire approval.

Recommendation:

Approve a major Temporary Use Permit to allow up to 44 total events as described in the application materials for a duration of one year from April 12, 2024, until April 11, 2025 at 2555 Pulgas Avenue.



Temporary Use Permit

Application #: TUP 24 - 005
Date: March 28, 2024
Issued By: Planning Division
Project Planner: Alvin Jen

I. Property Information:

Project Site:	2555 Pulgas Ave.
Parcel No:	063-121-200, 063-121-530, 063-121-540
Applicant:	JC Poetsch Advisors, Inc.
Property Owner(s):	Sycamore Real Estate Investment, LLC
General Plan	General Industrial
Designation:	
Zoning:	Ravenswood Employment Center (REC)
CEQA Status:	Categorical Exemption, Section 15304(e) - Minor Temporary Uses of Land

II. Project Description:

The applicant is requesting a Temporary Use Permit (TUP) to hold 44 various community events throughout a one-year period at the 6.53 acre site. These events include thirty-three (33) farmers' market and eleven (11) single day events. The applicant proposes majority of the events will include live entertainment and food vendors. All proposed events will be held at 2555 Pulgas Avenue. While this TUP will provide planning entitlements for the 44 events, building, fire and other permits may be required for each event.

The seasonal farmers' market, organized by Fresh Approach, is proposed for every Wednesday from April 10, 2024, and concluding on November 20, 2024 between the hours of 8:30 AM to 12:30 PM. Each farmers' market event will include five (5) farmers selling fresh produce, two (2) vendors selling prepared food, and one (1) plant vendor. The applicant anticipates approximately 100 participants for each event with a peak of 40 participants at a given time. The farmers' market has been approved for a Major TUP in the past for similar operations at this location.

Single day events are proposed for Fridays, Saturdays, or Sundays and will start no earlier than 12:00 PM and conclude no later than 8:00 PM except for

the Earth Day event which will start at 10:00 AM. There will be a total of eleven (11) single day events, some of which are proposed to occur more than once as described further below.

Table 1

Event	Total Number of Events	Date	Proposed Hours	Total number of Participants	Anticipated Participants at Peak Hours	Vehicles	Amenities
Farmers' Market	33	Every Wednesday from 4/10/24 - 11/20/24	8:30 AM - 12:30 PM	100	40	40	Food Vendors, Music, Cooking Booths, Zumba Class
Earth Day	1	4/13/24	10:00 AM - 3:00 PM	+/- 500	150	250	DJ/Live Music, Food Vendors
Night Markets	3	(1) Spring 2024, (1) Summer 2024, (1) Winter 2025	2:00 PM - 8:00 PM	+/- 400	100	200	DJ/Live Music, Food Vendors
Seasonal Festivals	3	(1) June 2024, (1) July 2024, (1) November 2024	12:00 PM - 8:00 PM	+/- 400	100	200	DJ/Live Music, Food Vendors
Bloomhouse Open House	2	(1) August 2024, (1) September 2024	3:00 PM - 6:00 PM	+/- 250	150	125	DJ/Live Music, Food Vendors
Dia de los Muertos	1	November 2024	12:00 PM - 6:00 PM	+/- 250	150	125	DJ/Live Music, Food Vendors
Black History Month	1	February 2025	12:00 AM - 6:00 PM	+/- 400	150	200	DJ/Live Music, Food Vendors

There will be three (3) night market events which are tentatively scheduled for Spring 2024, Summer 2024, and Winter 2025. This event will features live music and various local food vendors with approximately 400 participants anticipated for each event and a peak of 100 participants at a given time. The proposed hours of operations are 2:00 PM to 8:00 PM.

There will be three (3) seasonal festivals, which are tentatively scheduled for June 2024, July 2024, and November 2024. This event will include live music, local businesses, and food vendors. Each event anticipates approximately 400 participants for each event with a peak of 100 participants at a given time. The proposed hours of operations are 12:00 PM to 8:00 PM.

Bloomhouse, proposes to hold two (2) open houses, one (1) in August 2024, and one (1) in September 2024. This event will include live music, local and food vendors. Each event anticipates approximately 250 participants for each event with a peak of 150 participants at a given time. The proposed hours of operations are 3:00 PM to 6:00 PM.

Dia de los Muertos will be a single day event and proposes to be held in November 2024. This event will include carnival-like games, live music, local businesses and food vendors. This event anticipates 250 participants with a peak of 150 participants at a given time. The proposed hours of operations is 12:00 PM to 6:00 PM.

The Black History Month event will be a single day event and proposes to be held in February 2025. This event will include presentations, live music, and food vendors. This event anticipates 400 participants with a peak of 150 participants at a given time. The proposed hours of operations is 12:00 AM to 6:00 PM.

III. Findings and Decisions for Temporary Use:

The City of East Palo Alto (EPA) Development Code Section 18.94.080 requires the following findings to be made for a Temporary Use Permit:

1. The operation of the requested temporary use at the location proposed and within the time period specified will not endanger, jeopardize, or otherwise constitute a menace to the public convenience, health, safety, or general welfare.

The proposed temporary use permit is to host a total of forty-four (44) events within a one (1) year period at 2555 Pulgas Avenue, East Palo Alto. These events will be held on Fridays, Saturdays, or Sundays; all events will start no earlier than 12:00 PM and conclude no later than 8:00 PM, except for the Earth Day event which will start at 10:00 AM and the farmers market which will start at 8:30 AM. The applicant anticipates each event will draw anywhere from 40 to 500 participants.

The City of East Palo Alto Planning Division, Building Division, Engineering Division, Police Department and Menlo Fire Department have reviewed the proposed temporary use, and conditions have been recommended, where appropriate, to ensure that the proposed events will not have an adverse effect on public health, safety, and general welfare. Building and fire permits may be required for each event. The applicant will be required to contact the other City Divisions before each event to confirm if permits are required, including Building, Engineering, the Police Department and Menlo Fire.

2. The operation of the requested temporary use will not be detrimental to adjoining properties through the creation of excessive dust, light, noise, odor, or other objectionable characteristics.

The proposed events would be at 2555 Pulgas Avenue and the potential operational noise from them would be in full compliance with the noise ordinances pursuant to Chapter 8.52 – Noise Control of the City of East Palo Alto Municipal Code (EPAMC). The areas where the proposed activities will be held is fully paved, thus avoiding excessive dust impacts on the surrounding sites.

The applicant would work directly with Recology to ensure that adequate solid waste service is provided to accommodate the anticipated solid and/or organic waste, and recycling service needs of vendors and event participants. Waste receptacles would be strategically placed throughout the events to serve the attendees and vendors. No activity involving ground disturbance is being proposed.

The EPA Planning Division has reviewed the proposed temporary events, and conditions have been recommended to ensure and enforce that the temporary use will not be detrimental to the adjoining properties through the potential creation of dust, light, noise, and odor.

3. The proposed parcel is adequate in size and shape to accommodate the temporary use without detriment to the enjoyment of other properties located adjacent to and in the vicinity of the subject parcel.

The proposed events are temporary events, with operational days beginning on April 10th, 2024, through February 2025, for a total of 44 days. These temporary events, intended for the benefit and enjoyment of the community, would not include any permanent structures, or physical change to the property. All materials associated with the event would be removed and the site returned to its original condition after the conclusion of the events. Accordingly, these temporary uses would not be detrimental to the current use of the sites.

The surrounding uses of the subject project site are non-residential and proposed days and hours proposed for the event should not impact them significantly. The parcel is adequate in size and shape to accommodate the temporary activity without detriment to the enjoyment of the other properties in proximity.

4. The proposed parcel is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably be expected to generate.

The parcel is mostly developed and is adequately served by streets with sufficient width and improvements to accommodate the potential traffic flow that the temporary use may generate.

5. Adequate temporary parking to accommodate vehicular traffic to be generated by the use will be available either on-site or at alternate locations acceptable to the Director.

In the past several years, the site has hosted various temporary events and adequate onsite parking has been provided in support of those events. There will be adequate onsite parking spaces to facilitate the proposed events during the proposed operating days and hours. There is an undeveloped area of the proposed site where approximately 500-600 parking spaces will be available for participants. In addition, there will be also approximately eight (8) ADA (American Disability Accessible) spaces. The applicant will have onsite staff to manage parking demand and logistics.

6. The applicant agrees in writing to comply with any and all of the conditions imposed by the Review Authority in the approval of the Temporary Use Permit.

The applicant has been apprised of all the conditions of approval and has pledged to abide by the letter and spirit of those conditions and has communicated that in writing.

IV. Conditions of Approval:

PLANNING DIVISION:

1. The use shall be in substantial compliance with the application materials submitted as part of East Palo Alto planning application for TUP24-005 dated March 5, 2024. Any events not listed shall require a separate Temporary Use Permit.
2. This Temporary Use Permit shall be effective beginning April 12, 2024 and expire on April 11, 2025.
3. Minor modifications to the approved plans or proposed uses which are generally consistent with the Planning Division approval may be approved administratively by the Planning Manager. Any major changes, as determined by the Planning Manager, shall require review and approval from the Planning Commission at a public hearing.

4. The applicant shall contact the Building Division, Engineering Division, Police Department and Menlo Fire at least 45 days prior to each event to confirm if permits or other requirements/coordination are needed. It is recommended that the applicant reach out sooner for more complex events and larger anticipated attendance.
5. The applicant shall defend, indemnify and hold harmless the city, its officers, agents, and employees from any liability or claims for damages due to the injury of any person, loss of life, or damage to property caused by, or arising out of activities authorized by Temporary Use Permit TUP24-005.
6. Temporary structures and uses shall conform to the structural strength, fire safety, means of ingress and egress, light, ventilation, and sanitary requirements to ensure the public health, safety, and general welfare.
7. The applicant shall coordinate with the property owner to ensure that on-site parking demand shall be adequately addressed and have parking attendants on the day of the event to ensure overflow parking does not impact the surrounding neighborhood.
8. All trash and debris from the site shall be removed at the conclusion of each event.
9. The site must have ADA access compliance. The applicant shall provide a pedestrian access point as well as vehicular access.
10. If applicable, all banners shall be removed at the expiration of the temporary use permit operation.
11. If applicable, banners shall not obstruct motorist's line of sight or otherwise constitute a safety hazard for vehicular or pedestrian traffic upon any street, sidewalk, or right of way.
12. The applicant shall ensure that each food vendor maintain an up-to-date permit provided by the County of San Mateo Environmental Health Services throughout the duration of the temporary use.
13. The applicant shall comply with the requirements of the East Palo Alto Planning, Building, Public Works, Engineering, and Environmental Programs Divisions, Menlo Park Fire Protection District, East Palo Alto Police Department, and San Mateo County Health Department.
14. This permit shall be kept onsite and available for inspection upon request by municipal staff and the general public during the entire duration of the event.

15. The applicant shall ensure that all protocols included in the operational letter submitted with the permit application are fully implemented.
16. The City of East Palo Alto has to right to revoke and nullify this Temporary Use Permit at any time if any of the Conditions of Approval are violated, if proper permits are not secured prior to each event, and/or failure to follow procedures set forth by its officers, agents, and employees.
17. Countersign this Temporary Use Permit acknowledging the conditions and that the applicant will comply as stated in the Conditions of Approval.

BUILDING DIVISION:
AT PERMIT SUBMITTAL

18. This project shall be designed to meet the applicable California Building Standards Code that is in effect at the time of building permit application.
CBC 1.1.9.
19. Imprint the Conditions of Approval on the plans submitted for building permits.

PRIOR TO THE ISSUANCE OF THE PERMIT:

20. Approval of this TUP does not relieve the Applicant from the applicable requirements of subsequent permits and approvals, including but not limited to the following as may be applicable:
 - a) Building Permit
 - b) Fire Permit
 - c) Security and/or police coordination
21. The applicant/event sponsor shall submit a waste management plan to the Building and Safety Division.
22. A SITE PLAN will be required for each event requiring a building permit. SITE PLAN shall include the location of any stages, tents, booths, generators, public restrooms, temporary lighting, food trucks, entrances, exits, parking, accessible parking, etc.
23. Site Plans shall be SUBMITTED to the building department a minimum of 15 business days prior to the event. The SUBMITTAL shall include a brief description of the event, days and hours of the event, predicted occupancy throughout the day(s), security measures being provided, etc.
24. INSPECTIONS will be required for each event requiring a building permit. INSPECTIONS are required to be requested PRIOR to the opening of the event. CORRECTION NOTICES generated by the inspection(s) are required to be completed PRIOR to the opening of the event. As some of these events may be on the weekend or after hours, overtime rates may be required. These will be charged per the City of EPA Fee Schedule.

25. The applicant shall contact and secure permits from the City of East Palo Alto Building Division for any structural installation, or electrical and plumbing connections.

ENGINEERING DIVISON

26. No public streets or right of ways shall be blocked prior to or during the proposed events. If an event requires closure of a public street or right of way, an encroachment permit from the Public Works Department shall be secured prior to the event.
27. The site shall have adequate trash and recycling service bins. Trash storage areas (including recycling or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Litter and waste must be collected on-site daily.

EAST PALO ALTO POLICE DEPARTMENT

28. A minimum of 15 days prior to each event, the applicant shall submit to the East Palo Alto Police Department a brief description of the event, days and hours of the event, predicted occupancy throughout the day(s), security measures being provided, etc.
29. Any events larger than 100 participants shall require parking attendants, staff, or volunteers to ensure the public health, safety, and general welfare.
30. Any third party security company shall comply with the City of East Palo Alto Municipal Code. All patrol security companies need both a business license and police permit to work in East Palo Alto.

MENLO FIRE PROTECTION DISTRICT:

31. The applicant shall contact and secure permits from the City of East Palo Alto Building Division for any structural installation, or electrical and plumbing connections.
32. The applicant shall ensure any food trucks participating in the event maintain the proper San Mateo County Health Department stickers.
33. 503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, and an unobstructive vertical clearance of not less than 13 feet 6 inches.
34. 503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of

vehicles. The minimum widths and clearances shall be established in Sections 503.2.1 and 503.2.2 and shall be maintained at all times.

35. CFC Section 403 EMERGENCY PREPAREDNESS REQUIREMENTS
403.12.1 Fire watch personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved. 403.12.1.2 Duties. On-duty fire watch personnel shall have the following responsibilities: 1) Keep diligent watch for fires, obstructions to means of egress, and other hazards. 2) Take prompt measures for remediation of hazards and extinguishment of fires that occur. 3) Take prompt measures to assist in the evacuation of the public from the structures.
36. 403.12.2 Public safety plan for gatherings. Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and addresses the following items: 1) Emergency vehicle ingress and egress. 2) Fire protection. 3) Emergency egress or escape routes. 4) Emergency medical services. 5) Public assembly services. 6) The directing of both attendees and vehicles, including the parking of vehicles. 7) Vendor and food concession distribution. 8) The need for the presence of law enforcement. 9) The need for fire and emergency medical services personnel.
37. Vehicles required for the operation of the event shall not be parked closer than 20 feet from the tent. No other vehicles shall be parked less than 100 feet from the tents. CFC 2403.8.2 / Title 19 Div 1, Section 3122.
38. Exits, if covered by a flame retardant curtain, shall have the curtain a contrasting color to the tent, and all exits shall be labeled as such with illuminated EXIT signs. CFC 2403.12.3 3.
39. Minimum 2A10BC rated fire extinguishers shall be located such that there shall be not less than 75 feet travel distance to a fire extinguisher. Additional fire extinguishers may be required at the time of inspection,

depending on the type of event or activity. Cooking tents are required to have a K rated extinguisher. CFC 2404.12 4.

40. All decorations shall be noncombustible or treated with a fire resistant material. CFC 2404.2 5.
41. There shall be no smoking or open flames allowed in the tent. CFC 2404.6 6.
42. Tents or Membrane structures (including and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request. CFC 3103.9 7.
43. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type. CFC 3104.3 / Title 19 Div. 1, Section 335(a) and (b) 8.
44. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official. CFC 3104.7 9.
45. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside membrane structures. CFC 3104.11 10.
46. The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with CFC 3104.16.1 through 3104.16.3
47. The storage of flammable and combustible liquids and the use of flammable-liquid-fueled equipment shall be in accordance with CFC 3104.17.1 through 3104.17.3
48. Permit must be on site at the time of inspection. No exceptions. Final acceptance is subject to field inspection.
49. Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6,096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means. CFC 3104.19. Provide a fire extinguisher of minimum rating of 2A20BC.

50. Cooking Appliances or devices

Cooking and heating equipment shall not be located within 10 feet (3,048 mm) of exits or combustible materials. CFC 3104.15.

Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers, shall not be used within 20 feet of a tent or temporary structure.

Exception: designated cooking tents not occupied by the public when approved by the fire code official.

Protection

- A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
- The equipment shall be placed on a noncombustible surface.
- An approved portable fire extinguisher (Class K) for protection from cooking grease fires shall be provided at a location approved by the fire code official.

51. Contact the Menlo Park Fire Protection District at (650) 688-1427 with any questions and to schedule a final inspection. 48 HOURS NOTICE IS REQUIRED FOR ALL INSPECTIONS.

52. Nothing in this review is intended to authorize or approve any aspects of the design or installation which do not strictly comply with all applicable codes and standards. Menlo Park Fire Protection District is not responsible for inadvertent errors or omissions pertaining to this review and/or subsequent field inspection(s) i.e., additional comments may be added during subsequent drawing review or field inspection. Please call if there are any questions.

APPROVED X

DENIED _____

By:

Alvin Jen
Associate Planner

CC'd: Elena Lee, Planning Manager

ACKNOWLEDGEMENT OF CONDITIONS

I have reviewed the conditions of approval and acknowledge to comply with all of the conditions imposed by the City of East Palo Alto Planning Division in the approval of the Temporary Use Permit.

Sycamore Real Estate Investment, LLC.
Property Owner or Designee

Jeff Poetsch
JC Poetsch Advisors, Inc.

JCPoetsch Advisors, Inc.
1028 Wilmington Way, Redwood City, CA 94062
phone (650) 207-4994 / e-mail jeffcp@earthlink.net

March 1, 2024

Ms. Elena Lee, Planning Director
Mr. Alvin Jen, Planner
Ms. Michelle Huang, Planner
City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303

RE: Temporary Use Permit Application
2555 Pulgas Avenue, East Palo Alto APN: 063-121-200, 530, 540

Dear Ms. Lee, Mr. Jen & Ms. Huang

Pursuant to our discussions, with this letter are the supporting application and documentations for the consideration of a Temporary Use Permit ("TUP") for community events comprising no more than 47 days to be held at the Bloomhouse site, located at 2555 Pulgas, East Palo Alto.

Included with this submittal are:

- Exhibit 1 - Universal Planning Application
- Exhibit 2 - Operational Use Plan including
 1. Exhibit A - Site Location Plan
 2. Exhibit B - Zoning Map
 3. Exhibit C - Site Aerial Map
 4. Exhibit D – Summary Event Chart
 5. Exhibit E – Farmers Market Site Plan
 6. Exhibit F - Typical One Day Event Site Plan
 7. Exhibit G - Skate / Roll / Bloom Site Plan

Please let me know if you have any questions, or concerns. We look forward to undertaking these uses at the site for the benefit of the community.

Sincerely



Jeff Poetsch
President, JCPoetsch Advisors, Inc.

Cc: Mia Bernardino / Sycamore Real Estate Investment LLC



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189
planning@cityofepa.org www.cityofepa.org/planning

PROJECT INFORMATION	
2555 Pulgas Avenue	063-121-200, 063-121-530, 063-121-540
Project Address	Assessor's Parcel Number (APN)
Sycamore Real Estate Investment is seeking a Temporary Use Permit for community events at the Bloomhouse site at 2555 Pulgas. This "umbrella" TUP would cover events including the Wednesday Farmers Market, single day community events such as Earth Day, and a multi-day festival event.	
Project Description	

APPLICANT INFORMATION	
Name	JCPoetsch Advisors, Inc.
Address	1028 Wilmington Way, Redwood City, 94062
Phone	650-207-4994
Email	jeffcp@earthlink.net

OWNER INFORMATION	
Name	Mia Bernardino
Address	2555 Pulgas Ave, Building A East Palo Alto, CA. 94303
Phone	650-308-9572
Email	mia@emersoncollective.com

ARCHITECT/DESIGNER INFORMATION	
Name	NA
Address	
Phone	
Email	

ENGINEER INFORMATION	
Name	
Address	
Phone	
Email	

APPLICATION TYPE – PART 1 (check boxes that apply)		
<input type="checkbox"/>	Administrative Design Review (Single story addition, new Single-family home, New guest house, medium projects with staff level approval , small projects)	Sign Permit
<input type="checkbox"/>	Design Review with public hearing (medium project with public hearing , major project ,	Tree Removal Permit
<input checked="" type="checkbox"/>	Use Permit (Administrative, Conditional, Special, Temporary)	Variance
<input type="checkbox"/>	Mitigated or Negative Declaration (CEQA)	CEQA-Environment Impact report (EIR)
<input type="checkbox"/>	Subdivision – lot line adjustment or merger	Planned Development Permit
<input type="checkbox"/>	Subdivision – Tentative Parcel Map (4 or fewer)	Other _____
<input type="checkbox"/>	Subdivision – Tentative Tract Map (5 or more lots)	Final Map
<input type="checkbox"/>	General Plan Amendment	Specific Plan Amendment
<input type="checkbox"/>	Zone Designation Change	Zone Text Amendment
<input type="checkbox"/>	Streamlined Review (SB35)	Preliminary Review (SB330)

FOR STAFF USE ONLY	
PERMIT NUMBER	DATE RECEIVED COMPLETE PACKET



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303
planning@cityofepa.org

(650) 853-3189
www.cityofepa.org/planning

APPLICATION TYPE – PART 2 (check the box that applies, include sq. ft. under applicable category)							
Residential*	Commercial	Industrial	Mixed-Use	Retail		Other / Special Project **	Temporary Use Permit

*See Housing requirement on page-3 checklist
**Detail of Other / Special project, specify type of project (Additional information may be required, See Stormwater Management)

Gas Station	Automotive	Restaurant	Parking Lot (>5,000 sq. ft.)
-------------	------------	------------	------------------------------

STORMWATER MANAGEMENT			
1. Is combined area (existing + proposed) of impervious surface between 0-4,999 sq. ft.?			
Yes		No	X
2. Is the combined area of uncovered parking lot, impervious surface 'equal to' or "greater than' 5,000 sq. ft. and less than 9,999 sq. ft.?			
Yes		No	X
3. Is total proposed impervious surface is equal to or greater than 10,000 sq. ft.?			
Yes	X - there is NO additional proposed impervious surface	No	
4. Does your project include uses such as gas station, automotive, restaurant, parking lot (over 5,000 sq. ft.)?			
Yes		No	X
Additional information may be required if deemed necessary in the review process.			

ADDITIONAL QUESTIONS			
Does this Property currently have an Active Code Case?			
Yes	Specify Code number:	No	Not Sure
		X	
Properties with active code cases will need to comply with all requirements set forth by Code Enforcement. This includes scheduling 30-day inspections.			
Does this project qualify for streamlining per Senate Bill SB35 (SB35?)			
Yes	Submit Checklist	No	
		X	
Please complete the SB35 Eligibility Checklist and review supplemental submittal requirements.			

SERVICE AREA COMPLIANCE	
Note: Approval by these agencies may be required prior to the issuance of planning and building permits.	
SEWER: The undersigned shall contact the East Palo Alto Sanitary Sewer District (EPASD) at (650) 325-9021 (epasd.com) or the West Bay Sanitary District at (650) 321-0384 (westbaysanitary.org) to determine the service purveyor. Prior to connecting sewer lines, the undersigned will contact underground service alert at www.usanorth811.org	
WATER: The undersigned shall contact Palo Alto Mutual Water Company at (650) 322-6903, the O'Conner Tract Cooperative Water Company at (650) 321-2723 or the American Water at (650) 322-2083 to comply with any submittal requirements. Prior to connecting water lines, the undersigned will contact underground service alert listed above.	
FIRE: Upon building submittal, two(2) additional plan sets will be provided directly to the Menlo Park Fire Prevention District (MPFPD) Menlo Fire Online Permit Center	
SCHOOL: The undersigned acknowledges that payment of school impact fees may be required and will be paid upon issuance of Building or Public Works permit. Contact the Sequoia High School District to verify the amount of school fees.	
FLOOD INSURANCE RATE MAP: The undersigned certifies that the property <input type="checkbox"/> is NOT <input checked="" type="checkbox"/> is in the Special Flood Hazard Area, if known, per FEMA.	
Acknowledgement (initial)	<input type="text" value="JP"/>



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189
planning@cityofepa.org www.cityofepa.org/planning

AFFIDAVIT OF OWNERSHIP

I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually or jointly assume full responsibility for all costs incurred by the City in processing this application. By signing below, the property owner consents that all information is true and accurate and to the processing of the application by the applicant and authorizes the applicant to comply with the requirements places on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. Please sign this affidavit to acknowledge compliance with all requirements set forth.

	3/1/24		3/1/24
Property owner's signature	Date	Applicant's signature	Date

INDEMNIFICATION AGREEMENT

As part of the application, the applicant and/or property owner agree to defend, indemnify, and hold harmless the City of East Palo Alto, its agents, officers, council members, employees, boards, commissions and Commission from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval.

This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and Council. 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. The City of East Palo Alto shall have the right to appear and defend its interest in any litigation arising from the approval of the application or any related decision through its City Attorney or outside counsel selected by the City Attorney. The applicant shall be required to reimburse the City for attorney's fees incurred by the City in connection with the litigation. I have read and agree with all the above.

	3/1/24		3/1/24
Property owner's signature	Date	Applicant's signature	Date



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189
planning@cityofepa.org www.cityofepa.org/planning

ARCHITECTURAL DRAWINGS COPYRIGHT STATEMENT

Under California State Government Code Section §65103.5 (State Law), official copies of architectural drawings submitted to the City of East Palo Alto Community and Economic Development Department (Department) may contain protected information under federal copyright law. State Law nevertheless allows the City of East Palo Alto to maintain official copies of architectural drawings. Such drawings may be subject to public inspection or review on the Department's premises, the City's planning agency. Copies, however, may be made for internal review, provided to various governing bodies, including the Planning Commission and City Council, or otherwise made public as part of a development application during a public hearing.

Except otherwise provided for under State Law, the City will ensure the drawings are made available to the public in a way that does not facilitate duplication, including that they are not to be copied or posted to the internet by the Department.

Pursuant to State Law, the City hereby requests that the undersigned provide a site plan or a massing diagram for posting online or for distribution to the public. If, however, such site plan and/or massing diagram is not submitted, permission is deemed granted to the Community Development and Economic Department to post online the architectural drawings without the restrictions that would otherwise apply.

BASED ON THE FOREGOING, THE UNDERSIGNED ATTESTS AS FOLLOWS:

I, the design professional, or owner of the copyright if different from the design professional, acknowledge that the City of East Palo Alto Community and Economic Development Department has formally requested a "site plan" and/or "massing diagram" to accompany this application for posting online or for distribution to the public. If I fail to submit a "site plan" or "massing diagram" for online posting or for distribution to the public, then permission is deemed granted to post online or to provide to the public (if requested) copies of the architectural drawings without the restrictions that would otherwise apply.

If the design professional, or owner of the copyright if different than the design professional, does not consent to the posting of only certain selected drawings, please draft a letter stating that authorization has not been granted to the City of East Palo Alto Community and Development Department to post those particular drawings, and provide any details that may help in locating the drawings in question.

Please include a physical or digital signature on the letter mailed to:
City of East Palo Alto Community and Economic Development Department
1960 Tate Street
East Palo Alto, CA 94303

Or by email to: planning@cityofepa.org

	3/1/24		3/1/24
Property owner's signature	Date	Applicant's signature	Date

JCPoetsch Advisors, Inc.
1028 Wilmington Way, Redwood City CA 94062
650-207-4994 / jeffcp@earthlink.net

March 1 , 2024

Ms. Elena Lee, Planning Director
Mr. Alvin Jen, Planner
Ms. Michelle Huang, Planner
City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303

RE: 2555 Pulgas Special Events
Temporary Use Permit Application
Operational Use Letter
APN - 063-121-200, 063-121-530, 063-121-540

Dear Ms. Lee, Mr. Jen & Ms. Huang,

This operational letter and the supporting drawings, are presented to facilitate the Temporary Use Permit (“TUP”) Application for the proposed Community Events at 2555 Pulgas

PROJECT NAME	2555 Pulgas – Community Events
LOCATION	2555 Pulgas Avenue, East Palo Alto, California
APN	063-121-200, 063-121-530, 063-121-540
SITE OWNER	Sycamore Real Estate Investment LLC (“Sycamore”)
APPLICANT	JCPAdvisors, Inc., on behalf of Sycamore Real Estate Investment LLC
OCCUPANCY	Office

SITE DESCRIPTION

2555 Pulgas is a 6.53-acre site located at the end of the north end of Pulgas Street in the Ravenswood Shores Business District. The site is comprised of 3 industrial buildings (Bldgs A, B and C), the Site Services Trailer and a large greenhouse. The east half of the site is vacant land.

- Building A - Building A is approximately 6,040 square feet. In 2019, Sycamore renovated Building A and currently occupies this space for office uses. This space includes reception, open workspaces and 3 conference rooms. Pre-Covid, approximately 20 people operate from the 2555 Pulgas Building A.

- Site Service Trailers - As there are no bathroom facilities in Building A, the 1,296 square foot Site Services Trailer (“SST”) provides these facilities. The SST is comprised of rest rooms, a kitchen and dining facility. The SST also includes deck area and necessary ramping to provide ADA access.
- Building B is approximately is approximately 6,124 square feet and is currently used for storage purposes.
- Building C is approximately 16,980 square feet. The eastern 12,000 square feet of the of the building is currently used for storage purposes. The western 5,000 square feet of the building is currently un-used.
- The Greenhouse is approximately 37,000 square feet and approximately 4,000 square feet of this space is currently used to store some landscaping supplies.

Sycamore owns all of the adjacent sites with the exception of 2560 Pulgas (which is owned by San Mateo County).

ZONING

This site and the adjacent area are zoned for the Ravenswood Employment Center.

ADJACENT LAND USES

- North
 - 391 Demeter: Vacant land*
- West
 - 350 Demeter: Multi-tenant industrial*
 - 320 Demeter: Vacant land*
- South
 - 2535 Pulgas: Center for Economic Mobility*
 - 2560 Pulgas: San Mateo County
- East
 - 151 Tara Road: Vacant land*

* denotes Sycamore owned properties

PROJECT DESCRIPTION

During the course of a typical year; Emerson Collective, Community Groups, and the Fresh Approach Farmer’s Market, request from Sycamore permission to undertake various community activities at 2555 Pulgas site. The site is well situated for these events as there is ample parking, well serviced for utilities, and remote from residential communities of East Palo Alto, where potential noise from these community activities may be of a concern. Rather than seeking individual Temporary Use Permits for each of these community activities, Sycamore is requesting a single “umbrella” TUP to provide authorization for these activities over the next 12 months. In general terms, these community activities fall under 3 descriptive categories:

- Farmers Market - Held every Wednesday April 10 through November 20 between the hours of 8:30 am and 12:30 pm. Approximately 33 individual events proposed.
- Single Day Events - Held during the weekend days typically starting no earlier than 12:00pm and ending no later than 9:00pm. Approximately ~~11~~ 12 single day events contemplated.
- Multi-Day Event- In 2023, the Bloomhouse hosted the Roll Skate Bloom event which provided an “in-line / roller-skating” platform for 3 days in late August. ~~Given the popularity of this event, Emerson is proposing~~ **to eliminate this event in 2024 to do this again in late August.**

Exhibit D summarizes the proposed community events.

OPERATING INFORMATION

Provided below are detailed descriptions of the proposed operational use of these various events.

- **Farmers Market** - the Farmers Market is proposed to be held every Wednesday between the dates of April 10 and concluding on November 20th between the hours of 8:30 am to 12:30 pm (approximately 33 events). The Farmers Market is organized and coordinated by Fresh Approach, a non-profit whose mission is to create long-term change in local food systems by connecting California communities with healthy food from California farmers and expanding knowledge about food and nutrition. The market will currently include 5 certified farmers selling fresh produce (vegetable, fruits, honey and eggs), 2 vendors selling prepared foods (hummus and pasta) and 1 plant vendor. On a typical Farmers Market day, approximately 100 customers attend. Peak occupancy is estimated to be approximately 40 people on site (excluding vendors) at any one time - See Exhibit E for site plan of Farmers Market
- **Single Day Events** - Single day community events are held on the weekends (Friday, Saturday or Sunday, accommodate less than 500 guests, are concluded no later than 8:00 pm. Exhibit D provides an anticipated calendar for these events. Exhibit F provides a site plan for typical one-day events. Examples of these events include:
 - Night Market Events - This event is geared for local small business to market their products to local residents. Three are planned overall for the next 12 months - one in Spring 2024, one in Fall 2024 and one in late winter 2025. The event will include live music/ DJ and local food vendors. Approximately 400 guests are anticipated with peak attendance between the 2:00 pm to 8:00pm operating hours. Peak occupancy on site is estimated to be approximately 100 people (excluding vendors) at any one time.
 - We Are Samoa Day - This event is geared to celebrate the Pacific Islander community of East Palo Alto. The event will include live music/ DJ and local

food vendors. Approximately 400 guests are anticipated between the 12:00 pm to 6:00pm operating hours. Peak occupancy on site is estimated to be approximately 100 people at any one time.

- Earth Day Event - This event will be co-sponsored by the City of East Palo Alto, the City of Menlo Park as well as several of the environmental not-for-profits. This will be a “family” event is geared to celebrate Earth Day and provide a forum for the community members of East Palo Alto and Belle Haven to participate in the environmental activities of the day. The event will showcase energy conservation technologies as well as educational platforms regarding sea level rise, endangered species and habitat restoration. The event will also include local food vendors. Approximately 500 guests are anticipated between event hours of 10:00am to 5:00pm. Peak occupancy on site is estimated to be approximately 150 people at any one time.
 - Seasonal Festivals - Three seasonal festival events are planned for the next 12 months including a Summer Festival in June and a Harvest Festival in November, an East Palo Alto Festival in July. The event is geared to celebrate the small business community of East Palo Alto. The event will include live music/ DJ and local food vendors. Approximately 400 guests are anticipated between the 12:00pm to 8:00pm operating hours. Peak occupancy on site is estimated to be approximately 150 people at any one time.
 - Bloomhouse Open House - In late August / early September, Emerson Collective is planning an “open house” for the community and local supporters. The event will include live music/ DJ and local food vendors. Approximately 250 guests are anticipated between the 3:00pm to 6:00pm operating hours. Peak occupancy on site is estimated to be approximately 150 people at any one time
 - Dia De Los Muertos - The Fall event will be a “mini carnival” featuring small business, games and more. The event includes live music/ DJ and local food vendors. Approximately 500 guests are anticipated between the 12:00pm to 6:00pm operating hours. Peak occupancy on site is estimated to be approximately 150 people at any one time
 - Black History Month Event - The event will celebrate Black History Month reflecting on the important contribution of the black community to the history and heritage of East Palo Alto. In addition to historical presentations, the event will include live music/ DJ and local food vendors as. Approximately 400 guests are anticipated between the 10:00am to 6:00pm event hours. Peak occupancy on site is estimated to be approximately 150 people at any one time
- Multi Day Events / Large Events

- Multi Day Events / Large Events
 - ⊖ Multi Day / Large Events - No Multi Day / Large Events are planned for the next 12 months. ~~Roll / Skate / Bloom~~ - In late August, **2023**, the Bloomhouse is proposing to sponsored an “in-line / roller skating” event at the site. The event will provide access to a roller rink surface installed in the parking lot of the Bloomhouse. The event will be held in the afternoon through evening hours on a Friday, Saturday and Sunday. The event will include live music/ DJ and local food vendors. The event is limited to 200 guests per day. Peak occupancy on site was estimated to be approximately 75 people at any one time. See Exhibit G for a typical site plan of Multi Day / Large Events.

As noted above, the site is well suited for these community events that benefit the residents of East Palo Alto. Not only is there ample parking on the site, but sufficient bathroom, garbage and other utilities. As the site is distant from the residential areas of University Gardens, noise will not be a problem for the local residential residents. As these activities for the most part will occur during the weekends, disruption of the commercial activities of the neighboring sites will also be negligible.

We appreciate your consideration of this Temporary Use Permit application. Please do not hesitate to contact me with any questions, comments or concerns.

Sincerely,

Jeffrey C. Poetsch

Jeffrey C. Poetsch
President, JCPoetsch Advisors, Inc.

cc: Mia Bernardino / Sycamore

EXHIBIT A
Location Map



EXHIBIT B Zoning Map

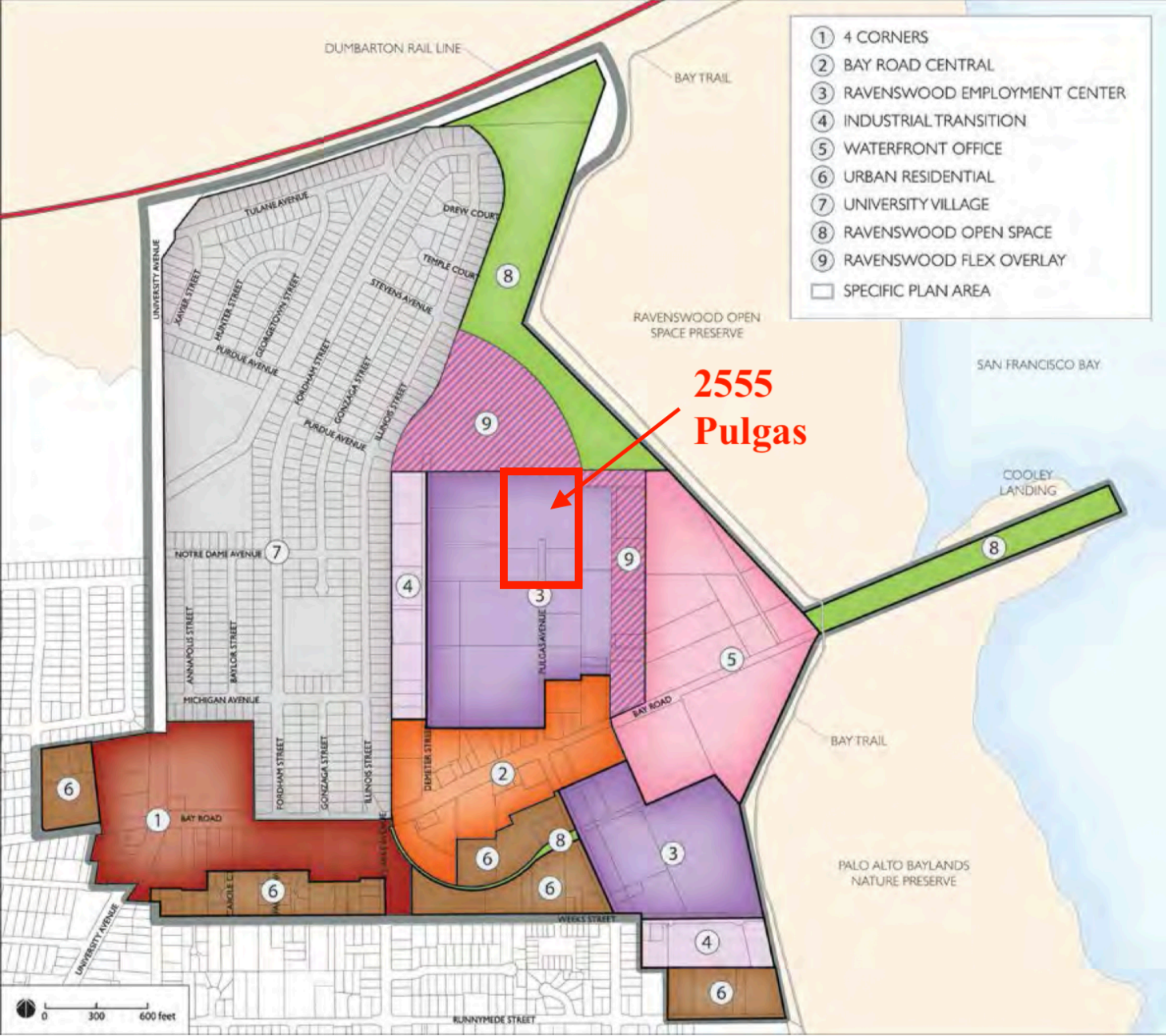


EXHIBIT C
Site Aerial



EXHIBIT D
SUMMARY OF PROPOSED COMMUNITY EVENTS

EVENT	TOTAL EVENTS	DATE	HOURS	PARTICIPANTS	VEHICALS	MAXIMUM OCCUPANTS *	AMENITIES
Farmers Market	33	Every Wednesday April 10 – Nov 20	8:30am – 12:30pm	100 +/-	40 +/-	40	Music / Cooking Classes / Zumba
Single Day Events							
- Night Markets	3	Spring, Fall, Winter 2024 / 2025	2:00pm – 8:00pm	400 +/-	200 +/-	100	DJ / Live Music Food Vendors
- We are Samoa Day	1	April 6, 2024	12:00pm – 6:00pm	400 +/-	200 +/-	100	DJ / Live Music Food Vendors
- Earth Day	1	April 13, 2024	10:00am- 5:00pm	500 +/-	250 +/-	150	DJ / Live Music Food Vendors
- Seasonal Festivals	3	June, July, November, 2024	12:00pm – 8:00pm	400 +/-	200 +/-	100	DJ / Live Music Food Vendors
- Bloomhouse Open House	2	August, September 2024	3:00pm – 6:00pm	250 +/-	125 +/-	150	DJ / Live Music Food Vendors
- Dia de Los Muertos	1	November, 2024	12:00pm – 6:00pm	250 +/-	125 +/-	150	DJ / Live Music Food Vendors
- Black History Month	1	February, 2025	10:00am – 6:00pm	400 +/-	200 +/-	100	DJ / Live Music Food Vendors
Multi Day Events							
- Roll Skate Bloom	0	None this year	4:00pm – 8:00pm	200 / day	100/ day	75	DJ / Live Music Food Vendors

TOTAL EVENTS - 45

“*” Peak Parking - Peak Parking is assumed to be ½ of the Maximum Occupants assuming two attendees on average per vehicle
When Peak Parking exceeds 50 vehicles, parking attendants are provided for the event

EXHIBIT E
Farmers Market Site Plan



EXHIBIT F
Typical One Day Event Site Plan



EXHIBIT G
Skate / Roll / Bloom Site Plan

