EAST PALO ALTO DIRECTOR'S LEVEL READING
REGULAR SESSION AGENDA

Thursday, March 12, 2026, 4:00 PM
EPA Government Center
2415 University Ave, First Floor
East Palo Alto, CA 94303

NOTICE

This meeting meeting will be held virtually conducted on Thursday, March 12, 2026 at 4:00 PM via virtually with no physical meeting location available to the public. Members of the public may participate in the Director's Hearing with this link https://www.cityofepa.org/citycouncil/page/agenda-and-minutes and provide comments by attending the meeting live via Zoom and using the "RAISE HAND" feature when the Director calls for public comment. Community members may provide comments by emailing mhuang@cityofepa.org

Join Zoom Meeting
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Meeting ID: 851 1360 4849
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One tap mobile
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1. PUBLIC HEARINGS

1.1 2026 Community Farmer's Market Major Temporary Use Permit (TUP26-006)

Recommendation:

1. Approve a Major Temporary Use Permit (TUP26-006) to allow the operational of a Wednesday-only farmer's market from April 1st – November 18th, 2026 from 8:30 PM to 12:30 PM at 2555 Pulgas Ave, East Palo Alto; and

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

2. ADJOURNMENT

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 this Directors Hearing which are not exempt from disclosure pursuant to the Public Records Act, that are distributed will be available for public inspection at the City Clerk's Office, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the Planning Director. 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) 853-3100.

The Directors Hearing packet may be reviewed by the public at the Tate Street Office. Any writings or documents pertaining to an open session item provided to the Director less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the Tate Street Office, 1960 Tate Street, East Palo Alto, California 94303 during normal business hours. Information distributed to the Director the Directors Hearing becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

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:

ATTEST:
Michelle Huang
Michelle Huang
Associate Planner

C I T Y O F E A S T P A L O A L T O
Planning Division
1960 Tate Street • East Palo Alto, CA 94303
Tel: (650) 853-3185 • Fax: (650) 853-3179

Temporary Use Permit

I. Recommendation

1. Approve a Major Temporary Use Permit (TUP26-006) to allow the operation of a Wednesday-only farmers' market from April 1 to November 18, 2026 from 8:30 PM to 12:30 PM at 2555 Pulgas Ave, East Palo Alto; and

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

Application #: **TUP 26-006**
Date: **March 12, 2026**
Issued By: **City of East Palo Alto Planning Division**
Project Planner: **Michelle Huang**

II. Property Information

Project Site:	2555 Pulgas Ave, East Palo Alto
Parcel No:	063-121-210
Applicant:	Fresh Approach
Property Owner(s):	Sycamore Real Estate Investments
General Plan/Zoning:	Ravenswood Employment Center (REC)
CEQA Status:	Categorical Exemption, Section 15304(e), Minor Temporary Uses of Land

III. Project Description:

Fresh Approach is requesting approval of a Temporary Use Permit for a farmers' market at the Bloomhouse site located at 2555 Pulgas Avenue. The market would operate from April 1^{t} to November 18, 2026, every Wednesday from 8:30 AM to 12:30 PM. The temporary use would utilize the Bloomhouse on-site parking area for market staff and attendees. Two portable restrooms would be provided for attendees, who would also have access to the Bloomhouse on-site bathrooms.

IV. Criteria for Temporary Use Permit Approval:

Temporary Use Permit Findings:

The City of East Palo Alto Municipal Code Section 18.94.080 requires the following findings to be made for approval of 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 would allow the operation of a Wednesday-only farmers' market from April 1 to November 18, 2026, from 8:30 AM to 12:30 PM, at 2555 Pulgas Avenue, East Palo Alto, known as the Bloomhouse site, which is used as a community gathering space. The proposed market would include nine certified vendors selling fresh produce and other products to the community. Two temporary portable restrooms would be available during the operating days and hours. The East Palo Alto Planning Division, Public Works Department, Building Division, Police Department, and the Menlo Park Fire Protection District have reviewed the proposed temporary use. Conditions of approval have been incorporated, where appropriate, to ensure that the temporary operation would not adversely affect public health, safety, or general welfare.

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 farmers' market would be located at the Bloomhouse site, which already serves as a community space for meetings, activities, and events. Therefore, the proposed temporary use would be compatible with the site. The temporary use would occur only once a week from 8:30 AM to 12:30 PM and would not generate excessive dust, light, noise, or other objectionable characteristics that could impact nearby properties. The farmers' market has operated at this site in the past years, and no complaints were received during prior market operations.

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 temporary operation would utilize the breezeway area across from the Bloomhouse parking lot for vendor tables. A total of ten tables (72" x 30") would be used by vendors during the farmers' market operating period. The temporary use would include three temporary event banners within the site. These temporary special event signs, used to promote the farmers market as a community-wide event, are exempt from a sign permit pursuant to City of East Palo Alto Municipal Code Section 18.32.120(G). The temporary use has operated at this site in previous years and no complaints were received during prior market operations.

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 fully developed and includes on-site management. It is adequately served by surrounding streets with sufficient width and improvements to accommodate the potential traffic flow that may be generated by the temporary use.

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; and**

   Bloomhouse has provided parking spaces in support of the farmers' market in past years and would continue to provide on-site parking to Fresh Approach to facilitate the temporary use during the limited operating hours and days. The site includes approximately 41 parking spaces, including two ADA-compliant spaces, which would be available for staff and attendees during the market's operating hours.

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.

V. Director's Hearing:

As required by the City of East Palo Alto Municipal Code Section 18.94.070, a public hearing for this item was held on March 12, 2026. Notices were mailed and posted in compliance with the Municipal Code.

In accordance with East Palo Alto Municipal Code Chapter 18, Article 7, Section 18.100.030(A)(1), the temporary use permit may be appealed, in writing, to the Planning Commission within 15 days of the determination date. Appeal forms can be obtained from the City's webpage at https://www.cityofepa.org/sites/default/files/fileattachments/community_amp_economic_development/page/2851/appeal_form_2016.pdf, and must be submitted with the appropriate fee before the end of the appeal period.

VI. 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 TUP26-006, date stamped March 2, 2026.

2. 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.

3. 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 (TUP26-006).

4. All trash and debris from the site shall be removed at the conclusion of each day of operation of the farmer's market.

5. The site must be ADA-compliant for the entire duration of the Temporary Use Permit.

6. All banners shall be removed at the expiration of the temporary use permit operation.

7. On a monthly basis, the applicant shall inspect the banners to ensure they are properly secured to a fence or post and that no graffiti appears on the signs.

8. The applicant shall maintain an up-to-date operational permit provided by the County of San Mateo Environmental Health Services throughout the duration of the temporary use.

9. The banners shall not obstruct a motorist's line of site or otherwise constitute a safety hazard for vehicular or pedestrian traffic upon any street, sidewalk, or right of way.

10. The applicant shall comply with the requirements of the City of East Palo Alto's Planning Division, Building Division, Public Works, and Police, as well as the Menlo Park Fire Protection District.

11. 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.

12. The applicant shall ensure that all protocols included in the operational letter submitted with the permit application are fully implemented.

13. Prior to the start of the temporary use on April 1st, 2026, the applicant shall acknowledge in writing all conditions of approval and accept them with full understanding of the responsibilities and obligations associated with the temporary use permit (TUP26-006).

BUILDING DIVISION:

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

PUBLIC WORKS:

15. **ENCROACHMENT PERMIT:**
The developer shall obtain an encroachment permit from the Engineering Division prior to performing any work in the public right-of-way. See the link below for an application.
https://www.cityofepa.org/publicworks/page/encroachment-permit

MENLO PARK FIRE PROTECTION DISTRICT:

16. All vendors and participants of the event shall be provided with copies of the following requirements:

Vehicle Protection. At locations where normal city streets are closed off for an event, or at any other location that may be adjacent to normal vehicle traffic, it is highly suggested that K-Rail type vehicle protection be placed between the event and vehicle traffic.

Emergency Vehicle Access. The layout of the event and/or midway shall provide a minimum 20-foot clearance between rows of booths, exhibits, or any other types of displays or structures that are part of the event for emergency vehicle access. A clear space of not less than 15-feet shall be maintained to provide access to fire hydrants both inside and outside the event.

Electrical Equipment. Electrical equipment and installations shall comply with the California Electric Code.

Internal Combustion Power Sources. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted only when the ride or appliance is not in use. Internal combustion power sources shall be isolated from the public.

Fire Extinguishers. Fire extinguishers shall be provided and meet the following requirements:

1. Portable fire extinguishers shall be located every 150 feet, with no more than 75 feet travel distance to a fire extinguisher. Depending on the distribution of cooking booths, exhibits, or the carnival midway, fire extinguishers provided in cooking areas may be used to meet this requirement. Internal combustion power sources, cooking booths, and cooking exhibits shall all have their own fire extinguishers.
2. Fire extinguishers shall be mounted adjacent to the exit from booths or exhibits and secured so that they will not fall over. Fire extinguishers must be visible and accessible.
3. Extinguishers shall be a minimum 2A10BC rated. Each cooking booth or cooking exhibit using deep fat cooking oil shall be provided with at least one "Wet Chemical" Type K fire extinguisher.
4. Fire extinguishers shall have been serviced within the last year and be provided with an attached service tag.

Waste Accumulation. Combustible waste materials shall be removed regularly throughout the event.

Compressed Gases. Compressed gas cylinders shall be secured in an upright position and away from cooking operations, rides, or any other operations that may damage the cylinder or expose cylinders to excessive heat.

Decorative Materials. All decorative materials used for the event shall be inherently fire resistive or may be treated by the owner with a State Fire Marshal approved fire retardant chemical (empty can and dated sales receipt may serve as proof).

Booths or Exhibits. Booths or exhibits shall be adequately roped, braced and anchored in order to uphold during any weather conditions. The shall be located a minimum of 10 ft. from any permanent structure. Vehicles required for the operation of the event shall be parked at a minimum of 20 ft.

Tents, Canopies and Temporary Membrane Structures. Tents and air supported temporary membrane structures in excess of 400 square feet require additional safety measures as specified by the California Fire Code.

Additional Documentation. Applicants proposing to install tents and/or membrane structures that meet any of the following three criteria shall provide a Report of Installation Inspection prepared by a California licensed structural engineer after the installation is complete, but prior to occupancy:
1. The square footage of the structure is 7500 square feet or more.
2. The approved occupant load is 500 or more.
3. The clear span width of the structural support is 60 feet or more.

The report shall minimally state that in the engineer's professional opinion, the tent is designed, installed, and anchored to withstand expected forces and climate conditions including a wind force of 80 mph. The report shall be signed and stamped with the engineer's professional seal.

APPROVED __X____

DENIED _____

By:

Approved for transmittal

_____	_____
Michelle Huang	Salifu Yakubu
Associate Planner	Senior Planner

Key

- Info Booth and Compost Booth
- Produce Ag Vendors
- Food Demo Area
- Non Ag vendor location
- Community Based Organization Tabling Area
- No Ag vendors selling non food items
- Plant Vendor
- Bathroom
- Fire Extinguishers
- Disabled Person Parking

Fresh Approach
Making Healthy Food More Accessible
in the San Francisco Bay Area

5060 Commercial Circle, Ste. C, Concord, CA 94520
(925) 771-2990 | **freshapproach.org** | programs@freshapproach.org

2026 EPA Community Farmers' Market TUP Application Operational Letter

- This year, the market will be held from April 1st until November 18th, every Wednesday from 8:30 am to 12:30 pm. The site host is Bloomhouse, located at 2555 Pulgas Ave, East Palo Alto, CA 94303.

- We have four certified farmers selling fresh produce (fruits and vegetables), two vendors selling prepared foods (Hummus and Pasta), one plant vendor, and two small business vendors selling organic products.

- We don't need extra parking space since we can use the parking space on the hosting property.

-Trash reciprocals onsite for food demonstrations.

- We don't have issues with drainage since we don't have runoff water.

- There is a portable restroom on the Bloomhouse property next to the market that is available for the market users.

Sign permit:

We want to add three promotional banners that are 4X8 ft each. We want to place one on the corner fence of Taqueria La Cazuela, The corner fence of Donohue and University, and between Pulgas and East Bayshore cross streets.