1. Call to order at 7:00 p.m.
2. The Pledge of Allegiance.

3. **PUBLIC MATTERS NOT ON THE AGENDA**
   Any person may address the Planning Commission regarding matters not on the agenda and within the purview of the Commission.

4. **PLANNING COMMISSION MATTERS** –
   A. **SELECTION OF ACTING MEETING CHAIRMAN.**
   B. **ELECTION OF OFFICERS.** Annual Nomination and Election of Planning Commission Chairman and Vice Chairman – This matter has been continued to the meeting of May 9, 2016.

5. **INFORMATION/CORRESPONDENCE** – For Information Only.
   A. Monthly Calendar – April, May, June 2016.

6. **ADMINISTRATIVE MATTERS** – Discussion/Action
   **SIGN PERMIT**
   A. Fat Cat Tattoo- 460 #B Hwy. 49 (APN 018-300-012). Zoning = Commercial (C2). Request by Sean Stewart for one (1) 9.5’ x 3’ (28.5 sq.ft.) wooden building mounted sign.

7. **PUBLIC HEARINGS** – 7:00 P.M. OR AS SOON THEREAFTER AS THE MATTER MAY BE HEARD Discussion/Action.
   A. **HOME OCCUPATION PERMIT** – THOMAS ALLEN, dba FATE @ 85 Bryson Drive (APN 018-331-028). Thomas Allen, dba FATE, has submitted an application for a Home Occupation Permit to conduct a home internet business. Zoning = R2. The Commission will recommend that the project is Categorically Exempt under Section 15300.1 – Ministerial Projects of the CEQA Guidelines and review approval of the Home Occupation Permit based on the recommended Findings and Conditions of Approval.
   B. **REVISED CONDITIONAL USE PERMIT** – AMADOR FARMERS MARKET @ The City (Violich) Parking Lot at the corner of North Main Street & Gopher Flat Road (APN 018-131-013). The REVISED Conditional Use Permit proposes use of a new location for the 2016 season. The Commission will recommend that the project is Categorically Exempt under Section 15304(e) of the CEQA Guidelines and review approval of the new location based on the recommended Findings and Conditions of Approval.

8. **REPORTS**
   A. Planning Commissioner Reports – Discussion Item Only
   B. Design Review Committee Update – Discussion Item Only
   C. Planning Department Reports – Discussion Items Only

**ADJOURNMENT**

The next regular meeting of the Planning Commission will be held on Monday, May 9, 2016

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact City Hall staff at (209) 267-5647 or (209) 267-0639 (fax).
Requests must be made as early as possible and at least two-full working days before the start of the meeting.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a disclosable public record (subject to any exemption under the Public Records Act) and is available for inspection at City Hall, 18 Main Street, Sutter Creek, CA 95685 during regular business hours.

Any public documents distributed to the Commission less than 72 hours prior to a meeting will be posted at City Hall.
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>April 06, 2016</td>
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<td>Design Review Committee -- Auditorium</td>
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<td>All Day Planning Commission Completed Agenda Posting &amp; Distribution</td>
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<td>All Day Planning Dept. completion of Staff Report for Public Hearing Matters</td>
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<td>April 20, 2016</td>
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<td>Design Review Committee -- Auditorium</td>
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<td>June 17, 2016</td>
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<td>June 27, 2016</td>
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<td>June 30, 2016</td>
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To: Planning Commission
From: Mary Beth Van Voorhis, Administrative Analyst
Subject: Sign Permit – Fat Cat Tattoo

Recommendation
Approve the sign permit application for one (1) single sided building mounted sign totaling 28.5 sq.ft.

Analysis
The applicant is seeking approval for signage @ 460 #B Hwy. 49 (APN 018-300-012) for one (1) 9.5’ x 3’ (28.5 sq.ft.) wooden building mounted sign. The parcel is located in the commercially zoned district as depicted on the General Plan Land Use Map. The proposed sign colors are red, white, blue and black.

Chapter 15.16.080 of the Municipal Code regulates signs within the commercial and industrial zones within the City of Sutter Creek. Based on Table 15.1 and building frontage of 25’, the aggregate area of all signs at this location shall not exceed 44 sq.ft., and no one sign shall exceed 2/3 of 44 sq.ft. or 29.3 sq.ft. The proposed sign totals 28.5 sq. ft., leaving a balance of 15.5 square feet of additional signage at this location.

The existing window lettering will be removed, only business hours will remain posted on the door(s).

Property owner approval is provided on the application.

Environmental
The project is Class 11 CEQA exempt based on section 15311(a) On-premise signs. No further environmental review is required.
SIGN PERMIT APPLICATION

Date Submitted: 3/28/14  Received By:  Check No.: Cash
Amount: 5330.29
Fee Paid: $90.00
July 1, 2015

NOTE: PROVIDE ALL APPLICABLE INFORMATION OR THE PLANNING COMMISSION MAY NOT BE ALLOWED TO TAKE ACTION.

APPLICANT NAME: Sean Stewart

BUSINESS NAME: FAT CAT TATTOO

BUSINESS MAILING ADDRESS: 460 B Hwy 49 Sutter Creek CA 95685

BUSINESS SITUUS ADDRESS:

(Assigned City Address)

Nearest Cross Street: Hwy 49 - Ridge

ASSESSOR PARCEL NUMBER WHERE BUSINESS IS LOCATED: 018-300-013

PURSUANT TO THE SIGN ORDINANCE, WHICH DISTRICT IS THIS BUSINESS LOCATED:

Historic District (Downtown Main St) / Historic Corridor (Downtown but off Main St) / Commercial or Industrial Zone

SIGN TO BE PREPARED BY:

Sean Stewart

BUILDING FRONTAGE @ PRIMARY ENTRANCE: 25' In LINEAL FEET

EXISTING SIGNS TO BE UTILIZED FOR THIS BUSINESS:

(INCLUDE NUMBER OF SIDES AND DIMENSIONS FOR EACH SIGN)

Existing window lettering will be removed.

PROPOSED SIGNS: FOR EACH PROPOSED SIGN ATTACH A SKETCH/PHOTO SHOWING THE FOLLOWING:

CHECK EACH BOX UPON COMPLETION

☐ Sign design: Attached
  (Attached lettering and graphics, drawn to scale)

☐ Total allowable signage: 44.3 Sq.Ft.
  (Per Sign Ordinance)

☐ Location of sign(s): Roof Side

☐ Type of Materials to be used: Plywood & Paint
  (briefly describe)

☐ Method of attachment: Bolted

☐ Total number of sides: 1

☐ Colors: Red - White - Blue - Black
  (Including letters, graphics, & background)

☐ I hereby certify that I am the Owner of the business applying for this Sign Permit (or the Owner’s authorized representative) and agree to abide by the requirements of the Sutter Creek Sign Ordinance as codified in Chapter 15.16 of the Sutter Creek Municipal Code.

APPLICANT'S SIGNATURE DATE

The signs proposed under this Sign Permit Application meet the requirement of the Uniform Building Code.

APPROVED: __________ DENIED: __________ MEETING DATE: __________
(VOTE) (VOTE)

18 Main Street + Sutter Creek, CA 95685 + Telephone (209) 267-5647 + Fax (209) 267-0639
Page 1 of 3
Proposed Sign

Existing Signage
MEETING DATE: April 11, 2016
FROM: Mary Beth Van Voorhis, Administrative Analyst
SUBJECT: HOME OCCUPATION PERMIT – Thomas Allan, dba FATE
85 Bryson Drive, (APN 018-331-028)
AGENDA TYPE: Public Hearing
ATTACHMENTS: Yes

RECOMMENDATION:
1) Conduct a public hearing and receive public input, and;
2) Approve Resolution #15-16-** for a Home Occupation Permit with the attached Conditions of Approval for Thomas Allan, dba FATE, 85 Bryson Drive, to conduct a home office for his internet business known as FATE.

BACKGROUND:
Thomas Allan has submitted the attached application for a Home Occupation Permit to conduct a home office for his internet business of wine sales.

The home based business is located at 85 Bryson Drive (APN 018-331-028). The property is zoned R-2 and carries an RM General Plan Land Use Designation.

Parcel Map
SUTTER CREEK
JEWEL OF THE MOTHER LODE

HOME OCCUPATION PERMIT APPLICATION

Name of Applicant: THOMAS ALLAN
Phone #: 209-217-6899

Address: 85 BRONSON DR., City: Sutter Creek, State: CA

Property Owner (if different than applicant): Same

Address: ______________________ City: __________ State: ______

PROPERTY OWNER AUTHORIZED AGENT: I have read this application, and consent to its filing.

Signed: ______________________ Date: __________

Zoning: ______________________ General Plan (land use designation):

Notes: Home office - Internet Sales

Applicant certification, signature(s), and agreement to pay application processing costs.

I hereby certify that the statements furnished herein and on any attached pages present the data required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I hereby certify that I own or am the authorized representative of the owner of the land hereby requesting Home Occupation Permit approval and that I am aware of and do agree to pay the hourly rates as established by Resolution of the City of Sutter Creek for the time spent by the City staff as necessary to process, review and provide consultation to the City concerning this application. I am also aware that said hourly charges are in addition to set fees required for preliminary review and administration and may also include charges to monitor compliance with conditions of approval if my request is approved.

THOMAS ALLAN
Printed Name

Signature

3/1/2016 Date

HOME OCCUPATION PERMIT FEE: $175.00 Deposit *plus Staff Costs

*20% City Administrative cost will be added to professional fees.
*Clerical $50.00/hour
*Clerical Engineer $135.00/hour
*City Planner $150.00/hour
*City Engineer $180.00/hour
*City Attorney $175.00/hour

Payment: $175.00 (22500) Check #: 5046 Date: 3/1/16

By: G. Araya

Page 1 of 2
July 1, 2015

Home Occupation Permit
HOME OCCUPATION PERMIT AND CONDITIONS OF APPROVAL

Your application for Home Occupation Permit No. ______ to operate a business within your residence is hereby approved subject to the following conditions:

1) The requirements of all concerned governmental agencies having jurisdiction by law, including but not limited to the issuance of appropriate permits, shall be met.

2) The approval of this permit constitutes approval only to the extent that the project complies with the City of Sutter Creek Zoning Ordinance Section 18.60.050 and 18.50 and other applicable City of Sutter Creek Municipal Code regulations.

3) Discarded items, junk or inoperable machinery shall not accumulate or be stored on the property.

4) The home occupation activities shall be limited as follows:
   A. There shall be no exterior evidence of the conduct of the home occupation, including, but not limited to, deliveries, outside storage, electrical interference, dust, smoke, vibration, noise, odors, or fumes.
   B. It is conducted in the home, an attached garage, or in a residential accessory building.
   C. It shall be conducted only by persons residing at the dwelling unit in which the home occupation exists. Employees not residing at the dwelling unit shall be prohibited from working on the property, or meeting at the property for business purposes.
   D. It will generate no customer vehicle trips.

5) The permit shall not be transferable if ownership of the property changes.

6) No advertisement signs shall be allowed for this project.

7) Maintain a valid City business license.

8) If any of the above conditions are violated, revocation proceedings to revoke your permit will be initiated immediately.

9) If the use or activity of this planning permit is, or has been unused, abandoned, or discontinued for a period of twelve months, said planning permit shall become null and void and of no effect.

APPLICANT

I, [Name], the undersigned and applicant for Home Occupation Permit No. ______ located at 355 [Address] do hereby agree to all of the conditions stated above.

[Signature]

Applicant Signature

[Date]

3/1/2016

Date

Page 2 of 2
July 1, 2013
Home Occupation Permit
Chapter 18.08.260 describes a Home Occupation as “an occupation carried on by the occupant of a dwelling as a secondary use in connection with a personal business in which there is no display; no stock in trade nor commodity sold upon the premises; no person employed on the premises; and no mechanical equipment on the premises used except such electrical or electronic devices utilized for the business. Also includes individuals who conduct ‘telecommuting’ in conjunction with regular employment”.

The procedures outlined in Municipal Code Chapter 18.06 have been met; however, Municipal Code Chapter 18.60.050 – Home Occupation Use Permits directs applications for a home occupation use permit to be processed in the same manner as site plan permits pursuant to Chapter 18.50. The issue with processing under Chapter 18.50 is that 18.50.020(A) states “provisions of this chapter shall apply to all R-3, R-4, commercial and industrial zones” and the application before the Commission is for a single family residence in the R2 zone.

**DISCUSSION:**

The application meets the standards established in Chapter 18.08.260 and this Chapter does not limit the zone in which a home occupation may be conducted. The procedures of Chapter 18.60.050 have been met including processing per Chapter 18.50. The Staff interprets that the application meets the requirements of the zoning code for Home Occupations and the processing requirements of Chapter 18.50. The staff recommends that the requirement of 18.50.020 (A) is not applicable to the processing of Home Occupation permits. It is recommended the Planning Commission approve the Home Occupation permit and direct the City Attorney to review the provisions of the Municipal Code and recommend modifications to clarify the processing of Home Occupation permits.

The project qualifies for a California Environmental Quality Act Categorical Exemption under Section 15300.1 – Ministerial Projects.

**BUDGET IMPACT:**

No impact.
WHEREAS, the Planning Commission of the City of Sutter Creek did on Monday, April 11, 2016 hold a public hearing on a Home Occupation Permit for Thomas Allan, at 85 Bryson Drive (APN 018-331-028); and

WHEREAS, the Planning Commission did at said public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance at said public hearing, and at the closing of said public hearing did deliberate and consider the same; and

WHEREAS, the Planning Commission does find the proposal is exempt from environmental review in compliance with Section 15300.0 - Ministerial Projects; and

WHEREAS, the Planning Commission does find the Project is consistent with the General Plan and Zoning Code.

NOW, THEREFORE BE IT RESOLVED that the Planning Commission of the City of Sutter Creek hereby approves a Home Occupation Permit for 85 Bryson Drive by Thomas Allan - based on the Findings attached hereto as "Exhibit A," and subject to the Conditions of Approval attached hereto as "Exhibit B."

PASSED AND ADOPTED by the Planning Commission of the City of Sutter Creek on this Monday the 11th Day of April 2016 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

____________________________
Acting Chair

_____________________________________
Mary Beth Van Voorhis, Secretary
EXHIBIT A

FINDINGS

1. The proposed use of the property is essential or desirable to the public convenience or welfare because it will continue to provide local-related service to the community.

2. The proposed use is in compliance with the Sutter Creek General Plan goals and policies.

3. The proposed use will not impair the integrity and character of the zoning district because the use is permitted within the R2 - Two Family Residential Zone.

4. The proposed use meets the standards established in Chapter 18.08.260.

5. The procedures of Chapter 18.60.050 have been met including processing per Chapter 18.50.
EXHIBIT B

CONDITIONS OF APPROVAL

1) The requirements of all concerned governmental agencies having jurisdiction by law, including but not limited to the issuance of appropriate permits, shall be met.

2) The approval of this permit constitutes approval only to the extent that the project complies with the City of Sutter Creek Zoning Ordinance Section 18.60.050 and 18.50 and other applicable City of Sutter Creek Municipal Code regulations.

3) Discarded items, junk or inoperable machinery shall not accumulate or be stored on the property.

4) The home occupation activities shall be limited as follows:
   A. There shall be no exterior evidence of the conduct of the home occupation, including, but not limited to, deliveries, outside storage, electrical interference, dust, smoke, vibration, noise, odors, or fumes.
   B. It is conducted in the home, an attached garage, or in a residential accessory building.
   C. It shall be conducted only by persons residing at the dwelling unit in which the home occupation exists. Employees not residing at the dwelling unit shall be prohibited from working on the property, or meeting at the property for business purposes.
   D. It will generate no customer vehicle trips.

5) The permit shall not be transferable if ownership of the property changes.

6) No advertisement signs shall be allowed for this project.

7) Maintain a valid City business license.

8) If any of the above conditions are violated, revocation proceedings to revoke your permit will be initiated immediately.

   If the use or activity by this planning permit is, or has been unused, abandoned, or discontinued for a period of twelve months, said planning permit shall become null and void and of no effect.
TO: Planning Commission
FROM: Mary Beth Van Voorhis, Administrative Analyst
DATE: April 11, 2016
Application Type: Conditional Use Permit
Project/Applicant: Amador Farmers Market Association – 2016 Season
Revised Location: City (Violich) Parking Lot – North Main Street & Gopher Flat (APN 018-131-013)
Zoning = Downtown Commercial (DTC) – Main Street Historic District
General Plan Land Use Designation = Downtown Commercial (DTC)

RECOMMENDATION

1. Find that the project is Categorically Exempt under Class 4, 15304(e), of the CEQA Guidelines; and
2. Adopt Resolution 2015-2016-* approving a Conditional Use Permit for the Amador Farmers Market Association to operate the 2016 Farmers Market at the City (Violich) parking lot at the corner of North Main Street and Gopher Flat based on the proposed Findings and subject to the proposed Conditions of Approval.

BACKGROUND

The Amador Farmers Market Association has submitted an application for a Conditional Use Permit (Exhibit A) for their use of the City (Violich) parking lot at the corner of North Main Street and Gopher Flat Road for the 2016 season of the Amador Farmers Market. The City (Violich) parking lot is located in the Downtown Commercial Zone (DTC) and within the Main Street Historic District.

Map 1. Parcel location of Proposed CUP.
DISCUSSION
The Amador Farmer’s Market began operations in Sutter Creek in June 1994 as a pilot project. In May of 1994 the Planning Commission approved a Conditional Use Permit for that project. In May 1995, the Planning Commission approved a Revised Conditional Use Permit, making the Market operation permanent, and clarifying and modifying some of the Conditions of Approval, and in May 2009 the Planning Commission approved a Revised Use Permit which added the Farmer’s Market Use of the South Main Street Parking Lot. The Amador Farmer’s Market Association operates a seasonal farmer’s market on Saturday mornings from 8:00 AM to 12:00 Noon from June to October.

This year the Amador Farmer’s Market is seeking approval for use of the City (Violich) Parking Lot at the corner of North Main Street and Gopher Flat Road to provide a more visual and accessible location in Sutter Creek in hopes of increasing vendor participation and attendance.

Parking
There is currently ample parking along Main Street and in the adjacent City (Boitano) Parking Lot on Gopher Flat Road. This site is also walkable for local residents and tourists.

Environmental Considerations
This use qualifies for a Categorical Exemption under Class 4, 15304(e), Minor Alterations to Land which states: “Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.” of the California Environmental Quality Act (CEQA) Guidelines.

Referrals and Replies
The initial application package was referred to City staff and affected agencies on March 29, 2016 (Exhibit A) with comments received (Exhibit B):
EXHIBIT A
CUP Referral Package and Application

TO:
[X] Amy Godney, City Manager
[X] Andy Hauge, Planning Consultant
[X] Building Inspector, City of Sutter Creek
[X] Grant Reynolds, Sanitation Engineer
[X] Gary Ohio, City Engineer/Building Dept.
[X] George Allen, Public Works
[X] Caltrans, Mountain Region
[X] Caltrans, District 10
[X] Susan Grijalva, AC Plng/ALUC
[X] Roseanne Chamberlain, AC LAFCO

[X] Mike Israel, AC Enviro Health
[X] Dave Loomis, PG&E
[X] Warren Miller, Pacific Bell
[X] Tim Zearley, ACUSD
[X] David Bellerive, AFIPD
[X] Dominic Moreno, SCFD
[X] Gene Manzocco, AWA
[X] John Godney, ACTC
[X] Carla Meyer, ARTS
[X] State Dept. of Fish & Game

REFERRAL DATE: March 29, 2016
FROM: Mary Beth Van Voorhis, Planning Department
PROJECT: REVISED Use Permit Application – Amador Farmers Market Association
North Main Street & Gopher Flat Parking Lot - APN 018-131-013.
Zoning & General Plan Designation = Downtown Commercial (DTC)
Design Standards = Main Street Historic District.
Revised Use Permit to add use of the parking lot at the corner of North
Main Street and Gopher Flat for the 2016 Farmers Market season.

Attached for your review is a Use Permit application for the above referenced project. Please submit any
requirements, comments, or concerns to the City office not later than 5:00 P.M. on Tuesday, April 5,
2016. If a response is not received by this date, we will assume you have no comment.

This matter is scheduled for review/approval by the Planning Commission under a Public Hearing on
Monday, April 11, 2016.

Please call Mary Beth Van Voorhis at 267-5647 ext. 245 if you have any questions or need additional
information. Responses may be faxed to the City office at 267-0639 or sent via email to
mvvoorhis@cityofsuttercreek.org.

Thank you.

COMMENTS:

Use Permit 018-131-013
USE PERMIT APPLICATION

INSTRUCTIONS TO APPLICANT: Type or print legibly. Use additional sheets as necessary. Attach plans, diagrams, etc. as appropriate.

Owner(s):
AMADOR FARMERS MARKET ASSOCIATION
Mailing Address, City, State, Zip
PO BOX 1543, JACKSON, CA. 95642

Agent or Representative (if not owner):
DON ANTOINE
PO BOX 379, MT. AUKUM, CA. 95646

Name
PO BOX 1543, JACKSON, CA. 95642

Telephone
303-410-7591

Email Address

Project Location:

a. Assessor Parcel Number(s): WOOLSEY PARKING LOT
b. Physical Address(es): MAIN ST. & WOOLSEY FULT

c. General description of location (cross street, name of existing business etc.)

Zoning District: General Plan Land Use Designation:

Check the following:

a. I am requesting a Use Permit in order to allow the following use which is not specifically allowed in the above zoning district to be conducted on the above referenced property according to an attached site plan: N/A

b. I believe the above requested use and the attached site plan is essential and desirable to the public convenience or welfare and is in conformance with the City’s General Plan because:

ENVIRONMENTAL INFORMATION

1. Describe Project: N/A

2. Existing use of property(ies): MERCHANT PARKING

3. Will grading occur on slopes of 10% or more? N/A

4. Will any springs or wet areas be affected as a result of this project? N/A

5. Estimated length of proposed roads and driveways: N/A

Use Permit Application 09/11/03
6. Estimated type and amount (acreage or number) of vegetation to be disturbed for grading, roads, driveways, building sites, or other alteration. (Examples: Approx. 1 acre of manzanita and other brush to be cleared for building pads; over 100 small shrubs and oak trees to be cleared, etc.)

7. Project description. Use space below and/or attach additional sheets giving project description in sufficient detail to allow adequate evaluation of potential effects.
   a. Proposed facilities:
   b. Lot Size:
   c. Building Sizes:
   d. Access:
   e. Parking:
   f. Water Source:
   g. Estimated Water Consumption:
   h. Method of Sewage Disposal:
   i. Nature of Business:
   j. Estimated Daily Volume of Traffic:
   k. Estimated Number of Employees:
   l. Estimated Energy Consumption:
   m. Percentage of lot to be covered by buildings/parking:
   n. Construction schedule:
   o. Any historical/archeological features on property:
   p. Other (please explain):

8. Describe special circumstances of the project or project site which may result in problems or adverse environmental effects. (Example: steep slopes, drainages, noisy equipment, hazardous access, lack of services.)

9. Indicate mitigation measures which may lessen problems or adverse environmental effects (including energy conservation) to be incorporated into project to eliminate or reduce adverse effects:

10. Describe most logical alternatives to project and how these alternatives would change the problems or effects discussed in items 15 and 14 above (include the alternative of "no project")
Applicant certification, signature(s), and agreement to pay application processing costs.

I hereby certify that the statements furnished herein and on any attached pages present the data required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I hereby certify that I own or am the authorized representative of the owner of the land hereby requesting a Use Permit approval and that I am aware of and do agree to pay the hourly rates as established by Resolution of the City of Sutter Creek, for the time spent by the City staff as necessary to process, review and provide consultation to the City concerning this application. I am also aware that said hourly charges are in addition to set fees required for preliminary review and administration and may also include charges to monitor compliance with conditions of approval if my request is approved.

Printed Name

Signature

Date

USE PERMIT FEE: $1,600 Deposit *plus Staff Costs
*20% City Administrative cost will be added to professional fees.
*Clerical $50.00/hour
*City Sanitary Engineer $115.00/hour
*City Planner $150.00/hour
*City Engineer $180.00/hour
*City Attorney $175.00/hour

Payment: $800 (22500) Check #: 2152 Date: 3/4/16 By: MGN

* Pending acceptance of waiver request for AFM non-profit status.
Sutter Creek City Hall
18 Main Street, Sutter Creek CA

Attn: Amy Gedney, City Manager and
City Council members

Subject: Request to waive use permit application fees for Amador Farmers Market site relocation

Amador Farmers Market Association will celebrate 23 years of continuous operation in Sutter Creek this year. During that span of time, our vendors have provided locally grown produce, artisan baked goods, local olive oil, fresh cut flowers and unique crafts to over 120,000 customers.

The popular Sutter Creek market has been a favorite weekend event for local residents and tourists alike. Colorful banners, live music, inviting produce stands, delicious baked goods and fragrant flower carts all add to the ambience of walking through the historic streets of Sutter Creek on a Saturday morning.

Last season we relocated our Sunday morning market in Jackson to a more visible location along Highway 49 in front of the library. The move proved to be successful by increasing our vendor participation and attendance by 50%.

This year we hope to experience similar market growth by moving the Sutter Creek market, currently in the side street Eureka parking lot, to a more visible location in the Violich parking lot on North Main Street.

Amador Farmers Market Association is a non-profit organization managed entirely by local community volunteers. We respectfully submit a change of use permit for the proposed market relocation and request that the normal processing fees be waived for our application.

We look forward to growing the Sutter Creek market with your support for the new Main Street location.

Thank you.

Ron Antone
President
Amador Farmers Market Association
CITY OF SUTTER CREEK
PLANNING COMMISSION
RESOLUTION NO. PC 08-09-04

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUTTER CREEK APPROVING THE AMADOR FARMER'S MARKET REVISED USE PERMIT

WHEREAS, the Amador Farmer’s Market began operations in Sutter Creek in June 1994 as a pilot project. In May of 1994 the Planning Commission approved a Conditional Use Permit for that project. In May of 1995, the Planning Commission approved a Revised Conditional Use Permit, making the Market operation permanent, and clarifying and modifying some of the Conditions of Approval, and

WHEREAS, the Amador Farmer’s Market Association operates a seasonal farmer’s market at the Municipal Parking Lot on Eureka Street or the City parking lot on South Main Street on Saturday mornings from 8:00 AM to 12:00 Noon from June to October.

WHEREAS, the Planning Commission of the City of Sutter Creek did on Tuesday, May 26, 2009, hold a public hearing on a Revised Use Permit of the Amador Farmer’s Market Association for a farmer’s market after properly noticing said hearing; and

WHEREAS, the Planning Commission did at said public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance at said public hearing, and at the closing of said public hearing did deliberate and consider the same; and

NOW, THEREFORE BE IT RESOLVED that the Planning Commission of the City of Sutter Creek hereby approves a Revised Use Permit for the Amador Farmer’s Market Association subject to the Conditions of Approval attached hereto as “Exhibit A” which formalize the actions taken by the Commission.

PASSED AND ADOPTED by the Planning Commission of the City of Sutter Creek on this 26th day of May, 2009, by the following vote:

AYES: Frank Cunha, Robert Olson, Michael Kirkley, Robin Peters

NOES: None

ABSTAIN: Cort Strandberg

ABSENT: None

[Signature]
ROBIN PETERS, Chairman

ATTEST:
[Signature]
MARY BETH VAN VOORHIS, Planning Commission Secretary

Approved
May 26, 2009
10. Four temporary event sandwich board signs are hereby permitted at the following locations:
   - The intersection of Eureka Street and Broad Street;
   - The intersection of Boston Alley and Randolph Street;
   - The north end of Main Street;
   - The south end of Main Street;
   - The south east corner of Bryson Drive and Main Street

Sandwich board signs shall be placed at these locations at the beginning of the Market and removed promptly at the end of the Market.

*   *   *   *

Approved
May 24, 2009
EXHIBIT A
CONDITIONS OF APPROVAL FOR THE
AMADOR FARMER'S MARKET USE PERMIT

All conditions shall be met prior to issuance of an annual Permit to Operate from the Amador County Environmental Health Department.

1. Obtain an Encroachment Permit from the Public Works Department which includes street closures and the advertising banner.

2. One temporary banner is hereby permitted. Display of the banner is limited to 45-days during the Market season, the actual days of display to be at the Association’s option. Written permission from the affected property owners shall be on file in the City office.

3. The Amador Farmer's Market Association will operate on Saturday mornings from 8:00 a.m. to 12:00 Noon from June to October at either the Eureka Street Parking Lot or the south Main Street Parking Lot under the following terms:

**EUREKA STREET PARKING LOT**: During Market hours, Eureka Street shall be barricaded to vehicular traffic from the east side of the Eureka Street-Boston Alley intersection to the west side of the Eureka Street-Broad Street intersection. Vehicular traffic shall be allowed on Eureka Street between Main Street and Boston Alley, and on Boston Alley between Eureka Street and Randolph Street.

**SOUTH MAIN STREET PARKING LOT**: During Market hours, Main Street shall be designated and limited to one way north bound traffic. The south exit of Main Street shall be designated as “Right turn only” onto southbound Main Street.

4. A maximum of 26 single-stall vendors shall be permitted.

5. Obtain a Certified Producer's Certificate from the Amador County Agricultural Commissioner.

6. Amador County Environmental Health Department requirements shall be met as follows:
   - all food shall be stored at least 6-inches off the ground;
   - food preparation is prohibited;
   - approved toilet and hand washing facilities shall be available within 200 feet of the premises;
   - no live animals, birds, or fowl shall be kept or allowed within 20-feet of any area where food is stored or held for sale; and
   - all garbage and rubbish shall be stored and disposed of in a manner approved by the Environmental Health Department and
   - all food vendors shall obtain a clearance from the Environmental Health Department prior to operating.

7. If portable toilets are utilized, they shall be provided at a ratio of one toilet per 10 vendors.

8. All ordinance requirements of the Amador Water Agency shall be met.

9. All ordinance requirements of the Sutter Creek Fire District shall be met.

Approved May 26, 2009

**TOILET AND HAND WASHING FACILITY WITHIN 200 FEET IS WAIVED** BY EMILY LYMAN, AS THERE IS NO FOOD PREPARATION ON-SITE. ANTIQUE GARDENER (ADJACENT MERCHANT) RESTROOMS ARE AVAILABLE FOR VENDOR USE IF NEEDED.
EXHIBIT B
REFERRAL COMMENTS RECEIVED

Mary Beth Vanvoorhis

From: Anders J Hauge <ahauge@haugebrueck.com>
Sent: Friday, April 01, 2016 4:55 PM
To: Mary Beth VanVoorhis
Subject: Re: Referral Request - Revised Use Permit - Amador Farmers Market - 2016 Season

Mary Beth,

As we discussed:

Restrooms for vendors
Note restrooms for public are at City Hall parking lot, provide cards or maps at event
Conditions the same as previous

Andy

On Mar 29, 2016, at 2:27 PM, Mary Beth Vanvoorhis <myvoorhis@cityofsuttercreek.org> wrote:

<image001.gif>
Refer to attachment.
Thank you,
Mary Beth

Mary Beth Van Voorhis
City of Sutter Creek
18 Main Street
Sutter Creek, CA 95685
(916) 267-5447 ext. 245
(916) 267-4099 fax
TTY 711
<image002.gif>
myvoorhis@cityofsuttercreek.org

<032916 Referral Package.pdf>
Mary Beth Vanvoorhis

From: Earl Curtis <ecurtis@amadorgov.org>
Sent: Tuesday, April 05, 2016 3:44 PM
To: Mary Beth Van Voorhis
Subject: FARMER'S MARKET
Attachments: OUTDOOR_EVENTS_AFPD_2016.docx

Mary Beth

It appears that all the booths are within access distance from the streets. I have attached guidelines for outdoor activities. If they have questions please have them call. I see no problems so far, especially if they are not cooking or starting fires.

Earl

The “Guidelines for Outdoor Activities” have been incorporated into the REVISED Conditions of Approval #8.

Incorporated into the REVISED Conditions of Approval under “North Main Street/Gopher Flat (Violich) Parking Lot #3.
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUTTER CREEK APPROVING THE 2016 AMADOR FARMER'S MARKET USE PERMIT

WHEREAS, The Amador Farmer's Market began operations in Sutter Creek in June 1994 as a pilot project. In May of 1994 the Planning Commission approved a Conditional Use Permit for that project. In May of 1995, the Planning Commission approved a Revised Conditional Use Permit, making the Market operation permanent, and clarifying and modifying some of the Conditions of Approval, and in May 2009 the Planning Commission approved a Revised Use Permit which added the Farmer’s Market Use of the South Main Street Parking Lot; and

WHEREAS, The Amador Farmer's Market Association has operated a seasonal farmer's market at the Municipal Parking Lot on Eureka Street and the City parking lot on south Main Street on Saturday mornings from 8:00 AM to 12:00 Noon from June to October and desires to use the City (Violich) Parking Lot at the corner of North Main Street and Gopher Flat Road.

WHEREAS, the Planning Commission finds this use qualifies for a Categorical Exemption under Class 4, 15304(e), Minor Alterations to Land which states: “Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.” of the California Environmental Quality Act (CEQA) Guidelines; and

WHEREAS, the Planning Commission of the City of Sutter Creek did on Monday, April 11, 2016, hold a public hearing on the Amador Farmer's Market Association 2016 Use Permit to hold the 2016 farmer's market at the corner of North Main Street and Gopher Flat Road after properly noticing said hearing; and

WHEREAS, the Planning Commission did at said public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance at said public hearing, and at the closing of said public hearing did deliberate and consider the same; and

NOW, THEREFORE BE IT RESOLVED that the Planning Commission of the City of Sutter Creek hereby approves a Use Permit for the Amador Farmer's Market Association subject to the Conditions of Approval attached hereto as "Exhibit A" which formalize the actions taken by the Commission.

PASSED AND ADOPTED by the Planning Commission of the City of Sutter Creek on this 11th day of April, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

__________________________

_________, Acting Chairman

Mary Beth Van Voorhis, Secretary
EXHIBIT A
CONDITIONS OF APPROVAL FOR THE AMADOR FARMER’S MARKET USE PERMIT

All conditions shall be met prior to issuance of an annual Permit to Operate from the Amador County Environmental Health Department.

1. Obtain an Encroachment Permit from the Public Works Department which includes street closures and the advertising banner.

2. One temporary banner is hereby permitted. Display of the banner is limited to 45-days during the Market season, the actual days of display to be at the Association’s option. Written permission from the affected property owners shall be on file in the City office.

3. The Amador Farmer's Market Association will operate on Saturday mornings from 8:00 a.m. to 12:00 Noon from June to October at the North Main Street/Gopher Flat (Violich) Parking Lot under the following terms:

   NORTH MAIN STREET/GOPHER FLAT (VIOLICH) PARKING LOT:
   • A maximum of 17 single-stall vendors shall be permitted.
   • Vendor restroom facilities are provided by the adjacent business, The Antique Gardener, at 80 Main Street.
   • Public Restrooms are located behind City Hall at 18 Main Street. The Farmers Market will post and provide patrons with a directional map for their use in easily locating the public restrooms.

4. Obtain a Certified Producer's Certificate from the Amador County Agricultural Commissioner.

5. Amador County Environmental Health Department requirements shall be met as follows:
   ■ all food shall be stored at least 6-inches off the ground;
   ■ food preparation is prohibited;
   ■ approved toilet and hand washing facilities shall be available within 200 feet of the premises;
   ■ no live animals, birds, or fowl shall be kept or allowed within 20-feet of any area where food is stored or held for sale; and
   ■ all garbage and rubbish shall be stored and disposed of in a manner approved by the Environmental Health Department; and
   ■ all food vendors shall obtain a clearance from the Environmental Health Department prior to operating.

6. If portable toilets are utilized, they shall be provided at a ratio of one toilet per 10 vendors.

7. All ordinance requirements of the Amador Water Agency shall be met.

8. All requirements of the Amador County and Sutter Creek Fire Districts shall be met. Follow the “Outdoor Special Event Guidelines” (attached).

9. Four temporary event sandwich board signs are hereby permitted at the following locations:
   ■ The intersection of Eureka Street and Broad Street;
   ■ The intersection of Boston Alley and Randolph Street;
   ■ The north end of Main Street;
   ■ The south end of Main Street;
   ■ The south east corner of Bryson Drive and Main Street
Sandwich board signs shall be placed at these locations at the beginning of the Market and removed promptly at the end of the Market.

10. Reimburse the City for the use of the parking lot for the 2016 Farmers Market as follows:

   The City’s cost for rental of the parking lot is $540.00/month or an average of $17.75/day. $17.75/day divided by 24 hours = .74/hour. Market hours are from 8:00 a.m. to Noon (4 hours). 4 hours x .74/hour = $2.96/day.

   As an example, if the 2016 season is open for 17 Saturdays, the Market will need to reimburse the City a total of $50.32 for the 2016 season. This amount will be calculated based on the number of days of use, once determined, and will be applied to the cost of the use permit.

   * * * *
AMADOR FIRE PROTECTION DISTRICT
OUTDOOR SPECIAL EVENT GUIDELINES

All Outdoor Special Events within the jurisdiction of the Amador Fire Protection District shall comply with all applicable regulations pursuant to the California Health and Safety Code and California Fire Code section 403, Chapters 5 and 31.

SCOPE
This standard shall apply to all individual cooking booths, mobile food trucks, vendor booths, tents, and any other permitted activities within a Special Event template. If an item noted below does not apply to your event do not be concerned with that item.

PERMITS AND APPROVAL
Permits and approval may be required based upon the scope of operation and information submitted in the special event application.

DEFINITIONS
Cooking Booth: Any food service location that prepares food in a fixed location by a heating or cooking process including but not limited to grilling, frying, barbecuing, flambeing, deep fat frying, baking, warming and boiling.
Vendor Booth: All booths except cooking booths.
Food Truck: A mobile food facility that prepares food by a heating or cooking process including but not limited to grilling, frying, barbecuing, flambeing, deep fat frying, baking, warming and boiling.
Tent: A structure, enclosure or shelter, with sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
Canopy: A structure, enclosure or shelter, without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
CFC: California Fire Code
CCR: California Code of Regulations

COOKING BOOTH & VENDOR BOOTH (chapter 31 CFC)
1. All fabrics or membranes covering food booths shall bear a conspicuous and durable label indicating the material is flame resistant. Labeling and wording must be consistent with the requirements of Title 19 of the California Code of Regulations.
2. Decorative materials must be inherently fire resistive, or must be treated with fire retardant paint or spray.
3. Flooring material used within a cooking booth and under cooking equipment shall be non-combustible or fire retardant treated material.
4. Each cooking booth and vendor booth shall have an exit, minimum 3 feet wide by 6’8” in height. (Booth framing shall not intersect exit path.)
5. Cooking booths shall have a minimum clearance of 10 feet on at least two sides, and a minimum clearance of 10 feet from all vendor booths.
6. Each vendor booth shall have a minimum clearance of 20 feet on at least one side with a minimum distance of 10 feet from any cooking booth.
7. Each vendor booth that utilizes a 10” x 10” canopy shall provide a means for securing the canopy to the ground/surface or it shall be removed.
8. Tents or canopies in excess of 400 sq. ft. require a separate permit and additional requirements.
FRYING & OPEN FLAME COOKING (307, 308, 610 CFC)
1. Frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. Frying is prohibited inside tents and canopies and shall be located a minimum distance of 18 inches from booth sidewalls and drops and 3 feet from open flame cooking devices.
3. Frying locations shall not be accessible to the general public.
4. Frying equipment shall be equipped with a temperature regulating device or another AFPD approved method of regulating temperature.
5. Each frying booth shall have a fire extinguisher.

CHARCOAL COOKING (307CFC)
1. Charcoal cooking and storage of lighter fluid is prohibited inside booths.
2. Charcoal cooking shall be located a minimum distance of 10 feet away from tents, canopies, and membrane structures.
3. Charcoal cooking shall be located a minimum distance of 10 feet away from combustible structures and combustible materials including trees and vehicles.
4. Coals shall be disposed in metal containers approved by AFPD. Containers will be filled with water and coals soaked for a minimum of 30 minutes prior to disposal. Containers shall be provided by the vendor or event organizer.
5. Area around cooking apparatus shall be cordoned off with caution tape and a minimum distance of 10 feet from public access.

HEATING EQUIPMENT (Chapter 57 and section 605 CFC)
1. All interior heating equipment shall be of an approved type and located a minimum distance of 18 inches from booth, tent, canopy, or membrane structure sidewalls and drop materials.
2. Heating equipment shall not be located within 18 inches of exits or combustible materials.
3. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 10 feet of a tent, canopy, or membrane structure.
4. Electrical heating equipment shall comply with the California Electrical Code and be UL listed.
5. Two burner camp type stoves or equivalent may be used in cooking booths only with approved fuel under the following conditions:
   - Do not add liquid fuel to stoves in booth, tent, canopy, or membrane structure.
   - Maximum of two gallons of fuel capacity on each appliance with no additional storage inside.
   - Gasoline and Kerosene are not permitted. No fuel storage is permitted within the booth, tent, canopy, or membrane structure.
LIQUEFIED PETROLEUM GAS (LPG) (Chapter 61 CFC)
1. The use of Propane as a source of fuel for heating is regulated by the National Fire Codes (NFPA58) and the California Fire Code.
2. LP-gas equipment such as containers, tanks, piping, hoses, fitting, valves, tubing and other related components shall be approved and in accordance with the California Fire Code and California Mechanical Code.
3. LP-gas containers shall be located outside of tent or canopy. All safety release valves shall be facing away from the tent, canopy, or membrane structure. Containers shall not be located in approved fire lanes.
4. Portable LP-gas containers with a capacity of more than 5 gallons shall have a minimum separation of 10 feet from combustible construction, tents, canopies, and membrane structures.
5. Portable LP-gas containers, piping, valves and fittings which are located outside and are used to fuel equipment inside a tent, canopy, or membrane structure shall be protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. LP-gas containers shall be secured in an upright position and separated by a minimum distance of 5 feet.
6. Rubber hoses or flexible metal hoses connecting the LP-gas cylinders with appliances must be approved for propane. The letters “LPG” and the symbol “U/L” on the hose are sufficient evidence of acceptability. Rubber hoses shall be fitted with factory made metal fittings.
7. Shut-off valves shall be provided at each fuel source. Tanks not in use shall be secured with all valves capped.
8. Storage of extra butane or propane tanks within tents, canopies, or membrane structures is not permitted.
9. Maximum outside storage of LP-gas containers is 10 gallon capacity per booth.

ELECTRICAL POWER (604 CFC)
1. Generators shall be placed in locations approved by AFPD for Outdoor Special Events use. Generator placement shall be a minimum of 20 feet away from tents and canopies and their locations shall be inaccessible to the public and cordoned off with caution tape.
2. Only Diesel or Propane portable generators are permitted for use during Special Events. Each generator shall have a minimum 40B:C rated fire extinguisher near its location and accessible for use.
3. Food trucks with pre-plumbed (inboard) gasoline generators are allowed to operate provided they are compliant with the California Mechanical and Electrical Codes.
4. Under no circumstances shall gasoline be stored in Food Trucks. Portable gasoline generators (outboard, mounted, or free-standing) are not permitted for use during Outdoor Special Events.
5. Refueling of approved generators is prohibited during event hours. No additional fuel shall be stored on site during event hours. During approved refueling times, no smoking or open flames shall be within 25 feet of refueling operations.
6. Extension cords and cables shall be of a grounded type and approved for outdoor use. Extension cords shall not be frayed, worn, or in pedestrian traffic areas unless they are secured and covered. Cables shall be provided with cable ramps.
7. All electrical power shall be in locations free from potential water intrusion and not located near gutters or storm drains.
AMADOR FIRE PROTECTION DISTRICT
OUTDOOR SPECIAL EVENT GUIDELINES

VEHICLE PARKING
1. Vehicle parking areas shall not be covered with grass in excess of 2” in height.
2. Vehicle parking areas shall be provided emergency access as noted below.

FIRE DEPARTMENT ACCESS (503CFC)
1. All outdoor special events shall provide an unobstructed fire department 20’ access lane to accommodate emergency vehicle traffic to within 150’ of all portions of the event.

FIRE EXTINGUISHERS (Title 19CCR)
1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 2A:10B:C. (5lb dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C shall not exceed 75 feet.
3. Booths that will be frying shall have a fire extinguisher.
4. Fire extinguishers shall be visible and accessible at all times.
5. Fire extinguishers shall be serviced annually and have a tag affixed indicating date of service.
6. Each generator location shall be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.

FIRE SUPPRESSION WATER (507CFC)
1. If water agency fire hydrants are available they shall not be obstructed by parking, canopies, tents, or any other objects within 15 feet in all directions.
2. If water agency fire hydrants are not available then temporary or permanent water tanks for fire suppression water will be provided and maintained. This water supply shall be available during setup, the event, and tear down of the event. The size or amount of the temporary water supply shall be determined by the Fire Prevention Staff of Amador Fire Protection District. The minimum size of fire suppression water tanks shall be 2,500 gallons with a six inch drafting hydrant valve assembly.
3. Fire hydrants and fire department connections (FDC) shall have a minimum clearance of 15 feet on all sides from all outdoor event activities, structures, and vehicles.

FIRE SAFETY STANDY PERSONNEL (403CFC)
If required shall be arranged with the Chief of The Amador Fire Protection Agency.

FIRE SAFETY TIPS
1. Know where the nearest fire extinguisher is located and how to use it.
2. DO NOT leave cooking operations unattended.
3. DO NOT wear loose fitting clothing while cooking.
4. DO NOT spray lighter fluid on charcoal that has been previously ignited.
5. Keep combustibles away from heat sources.
6. No smoking within tents, canopies, or booths.
NOTICE OF EXEMPTION

To: ☐ Office of Planning and Research
From: City of Sutter Creek

1400 Tenth Street, Room 121
Sacramento, CA 95814

☐ County Clerk
County of Amador
810 Court Street
Jackson, CA 95642

Project Title: Amador Farmers Market Association – Revised Conditional Use Permit
PO Box 1543, Jackson, CA 95642 – Ron Antone (209) 418-7591

Project Location – Specific: North Main Street & Gopher Flat Rd., Sutter Creek, CA 95685 (APN 018-131-013).

Project Location – City: Sutter Creek
Project Location – County: Amador

Description of Nature, Purpose, and Beneficiaries of Project:
The Revised Conditional Use Permit will allow for the Amador Farmers Market to operate at the City (Violich) Parking Lot at the corner of North Main Street & Gopher Flat Road for the 2016 season.

Name of Public Agency Approving Project: City of Sutter Creek

Name of Person or Agency Carrying Out Project: Amador Farmers Market

Exempt Status: (check one)
☐ Ministerial (Sec. 21080(b)(1);15268);
☐ Declared Emergency (Sec. 21080(b)(3);15269(a));
☐ Emergency Project (Sec. 21080(b)(4);15269(b)(c));
☒ Categorical Exemption. Section 15304(e) – Minor Alterations to Land.
☐ Statutory Exemptions. State code number:

Reasons why project is exempt: Class 4 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 and agricultural purposes.
e. Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.

Lead Agency Contact Person: Mary Beth Van Voorhis, Administrative Analyst  Phone: (209) 267-5647 x245

If filed by applicant:
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☒ Yes  ☐ No

Signature: ___________________________ Date: __________  Title: Administrative Analyst
MB Van Voorhis

☒ Signed by Lead Agency
☐ Signed by Applicant

Date received for filing at OPR:

POSTED:______________________