

AGENDA

City of Sedona Planning and Zoning Commission Meeting

4:30 PM

Tuesday, December 1, 2020

NOTICE:

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold a meeting open to the public on Tuesday, December 1, 2020, at 4:30 pm in the City Hall Council Chambers.

NOTES:

- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least 24 hours in advance.
- Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov/planning

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the Planning and Zoning Commission on a particular subject scheduled on the agenda.
- This is not a question/answer session.

PROCEDURES:

- It is strongly encouraged that public input on agenda items be submitted by sending an email to cmeyer@sedonaaz.gov in advance of the 4:30 p.m. Call To Order.
- Fill out a "Comment Card" and deliver it to the Recording Secretary.
- When recognized, use the podium/microphone.
- State your Name and City of Residence
- Limit comments to 3 MINUTES.
- Submit written comments to the Recording Secretary.

Due to continued precautions related to the COVID-19 pandemic, Planning and Zoning Commission and staff will attend this meeting remotely through electronic means. Comments in advance of the 4:30 p.m. call to order are strongly encouraged by sending an email to cmeyer@sedonaaz.gov and will be made part of the official meeting record. There will be very limited seating for the public within the Council Chambers arranged in compliance with CDC guidelines for physical distancing. Those wishing to comment on scheduled agenda items may be asked to wait outdoors or in an alternate location if there is not adequate seating in Council Chambers. The meeting can be viewed live on the City's website at www.sedonaaz.gov or on cable Channel 4.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL
2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
3. APPROVAL OF THE FOLLOWING MINUTES:
 - a. October 20, 2020 (WS)
4. PUBLIC FORUM: ***Due to precautions related to the COVID-19 pandemic and pursuant to A.R.S. § 38-431.01(H), there will NOT be a public forum for this meeting.***
5. Election of Chair and Vice Chair.
6. CONSIDERATION OF THE FOLLOWING ITEM THROUGH PUBLIC HEARING PROCEDURES:
 - a. Discussion/possible action regarding a request for renewal of an existing conditional use permit to allow for the continued operation of a weekend farmer's market in the Wells Fargo parking lot. The property is zoned Commercial (CO) and is located on the southeast corner of the intersection of W State Route 89A and Rodeo Road/Shelby Drive. APN: 408-24-026K. Applicant: Katrin Themlitz (Sedona Community Farmer's Market). Case Number: PZ20-00005 (CUP)
7. Discussion/possible direction regarding continuing to conduct meetings virtually or returning to in-person meetings.
8. FUTURE MEETING DATES AND AGENDA ITEMS
 - a. Tuesday, December 15, 2020
 - b. Tuesday, January 5, 2021
9. EXECUTIVE SESSION

If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Planning and Zoning Commission may hold an Executive Session that is not open to the public for the following purposes:

 - a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.

MEETING LOCATION:
CITY HALL COUNCIL CHAMBERS
102 ROADRUNNER DR, SEDONA, AZ

AGENDA

City of Sedona Planning and Zoning Commission Meeting

4:30 PM

Tuesday, December 1, 2020

b. Return to open session. Discussion/possible action on executive session items.

10. ADJOURNMENT

Physical Posting: November 25, 2020 By: DJ

Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov/planning or in the Community Development Office, 102 Roadrunner Drive approximately one week in advance of the meeting.

Note that members of the City Council and other City Commissions and Committees may attend the Planning and Zoning Commission meeting. While this is not an official City Council meeting, because of the potential that four or more Council members may be present at one time, public notice is therefore given for this meeting and/or event.

Staff Report

PZ20-00005 (CUP Renewal) Wells Fargo
Farmer’s Market
Summary Sheet



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

Meeting Date: December 1, 2020

Hearing Body: Planning and Zoning Commission

Action Requested: Approval of a Conditional Use Permit

Staff Recommendation: Approval, with conditions, of a Conditional Use Permit

Location: 2201 W State Route 89A (Wells Fargo Bank)

Parcel Number: 408-24-026K

Applicant: Katrin Themlitz (Sedona Community Farmer’s Market)

Site Size: ± 1.84 acres

Zoning: Commercial (CO)

Current Land Use: Bank and Sunday Farmer’s Market (November – May)

Current SCP Designation: Commercial (C)

	<u>Area Zoning</u>	<u>Area Land Uses</u>
West, South, East:	CO	General Commercial
North:	L (Lodging)	Hotel (Sedona Rouge)
Report Prepared By:	Cari Meyer, Senior Planner	

Project Summary:

The applicant is requesting renewal and modifications of a Conditional Use Permit (CUP) to allow for the continued operation of Farmer’s Market.

Attachments:

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Staff Report

PZ20-00005 (CUP Renewal) Wells Fargo
Farmer's Market



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

PROJECT DESCRIPTION

The applicant is requesting renewal and modification of an existing Conditional Use Permit (CUP) to allow for the continued operation of a Farmer's Market at 2201 W State Route 89A (Wells Fargo Bank). The Farmer's Market has operated at this location under Temporary Use Permits and Conditional Use Permits since January 2013. With this application, the applicant is requesting the following modifications:

- Allow for year round operation (currently permitted November – May)
- Modification of hours of operation

BACKGROUND

Property History

The Sedona Community Farmer's Market has operated a winter season (November through May) farmer's market on the Wells Fargo Bank property on Sunday mornings since 2012. The market originally operated under Temporary Use Permits and has operated under a Conditional Use Permit since January 2013. The CUP was originally approved for 3 years (CUP 2012-03), was subsequently renewed for 5 years (PZ15-00011), and will expire on January 18, 2021 unless a renewal is approved.

Documents from previous approvals may be reviewed online at:

<https://www.sedonaaz.gov/your-government/departments/community-development/projects-and-proposals/wells-fargo-farmer-s-market>

While the Community Development Director has the ability to approve a renewal (LDC Section 8.4.B(4)), the applicant is proposing amendments to the existing Conditional Use Permit that require review by the Planning and Zoning Commission.

Zoning and Community Plan Designations

The property is located at the southeast corner of W State Route 89A and Shelby Drive. This area is zoned CO (Commercial), and is designated C (Commercial) in the Community Plan and is within the Rodeo-Coffee Pot Community Focus Area. No CFA plan has been completed for this area. See Sedona Community Plan, page 40, available online at:

<https://www.sedonaaz.gov/your-government/departments/community-development/community-plan>

Requirement for a Conditional Use Permit

This property is zoned CO (Commercial). Permitted and conditionally permitted uses are listed in LDC Section 3.2.E, Table 3.1 (Table of Allowed Uses). See <https://sedona.municipal.codes/SLDC/3.2.E>. This zoning district allows outside sales as a conditionally permitted accessory use.

SITE CHARACTERISTICS

- The property is located at the southeast corner of the intersection of W State Route 89A and Shelby Drive. (See Attachment 1).
- The site is currently developed as a bank.

DEVELOPMENT PROPOSAL

- The applicant is applying for a CUP renewal to allow for the continued operation of a Farmer's Market.

Modifications

- The Farmer's Market has been in operation on this site since January 2013. With the exception of the following proposed modifications, the market will operate as it has in the past. The proposed modifications include:
 - **Allow for year round operation at this location.** The Farmer's Market is currently permitted to operate at this location from November through May. The applicant is requesting the ability to operate year round. The applicant currently operates a Farmer's Market during the summer season at Tlaquepaque and intends to continue operation of that market for the foreseeable future. However, based on feedback from the vendors, the applicant wants to have the option of moving the Farmer's Market to this location year round if needed in the future.
 - **Modify hours of operation.** The current conditions of approval allow for operation from 12:00 noon until 4:00 pm. Set up for the Market is permitted to start at 10:00 am on the days the Market occurs and clean up shall be finished by 5:00 pm. Based on feedback from vendors, the applicant is proposing to move all time frames up by one hour, with market operation from 11:00 am to 3:00 pm, setup beginning at 9:00 am and clean up completed by 4:00 pm.

Public Input

- The applicant completed a Citizen Participation Plan and did not receive any public comments. A copy of the Citizen Participation Report is attached as [Attachment 2.b](#).
- Staff completed the public notification for the public hearing. As of writing this report, Staff has not been contacted by any members of the public in response to the public notification.

REVIEW AGENCIES

All internal and external review agencies were given an opportunity to review this application. None of the comments received require the applicant to make any changes to the mode of operation for the market.

REVIEW, COMMENTARY, AND ANALYSIS

The following action is requested from the Planning and Zoning Commission:

- Consideration of a renewal and modifications for an existing Conditional Use Permit

Discussion (Conditional Use Permit)

LDC Section 3.4.C(3) contains the standards for Outside Sales and Display uses. In order to be approved, the use must comply with these use specific standards. These include:

- Outside sales or display items, furniture, or other associated devices shall not obstruct exits, entrances, pedestrian or bicycle access or passage, parking lot circulation nor impede traffic flow.

Staff Evaluation: *The Farmer's Market takes place in the Wells Fargo parking lot while the bank is closed and does not obstruct access to any building. Traffic lanes, parking lot circulation, and access for vehicles, pedestrians, and bicycles are maintained throughout the event.*

- The designated outdoor sales/display area shall be kept clean and free from litter and debris at all times.

Staff Evaluation: *The Farmer's Market organizer keeps the area clean and free from litter and debris. This has never been an issue in 8 years of operation.*

- c. To minimize visual impacts and maintain an attractive appearance, the City may require aesthetic enhancements (such as decorative and/or architectural embellishments, landscaping, and the like).

Staff Evaluation: *The Farmer's Market takes place in the Wells Fargo parking lot. The parking lot is screened from the street by existing mature landscaping. No additional enhancements are proposed or recommended.*

- d. Revisions or changes to an outside sales or display area that increase the number of sales/display locations, increase the size of the outdoor sales or display area, or change the approved use type, shall be subject to the same approval process as the original review.

Staff Evaluation: *No changes from the previous approval are proposed with this request for renewal.*

- e. The outside sales/display area shall be opaquely screened from public view pursuant to the standards in Section 5.6.D, Screening.

Staff Evaluation: *The Farmer's Market takes place in the Wells Fargo parking lot which is screened from public view by existing mature landscaping. No additional screening is proposed or recommended.*

- f. Off-street parking for the outside sales/display area shall comply with Section 5.5.F, Off-Street Parking Layout and Design.

Staff Evaluation: *The Farmer's Market takes place in the Wells Fargo parking lot and provides sufficient parking for the use. The market sets up in the drive through area, leaving the parking available for customers. The market operates while the bank is closed, so there is no need to provide additional parking for the bank use.*

- g. Subject to the approval of the Director, newspaper racks shall be permanently installed against a building or structure and cannot obstruct sidewalks or walkways. All other vending machines shall be installed against or inside a building or structure so as not to be visible from adjacent properties.

Staff Evaluation: *No newspaper racks or vending machines are proposed.*

Findings

Table 3.1 of the LDC lists "Outside Sales and Display" as a conditionally permitted accessory use in the CO (Commercial) zoning district, and as such is subject to the findings stated in LDC Section 8.3.E(5): Approval Criteria Applicable to All Development, Subdivision, and Rezoning Applications. The criteria as noted in Section 8.3.E(5) are:

A. Generally

1. Unless otherwise specified in this Code, City review and decision-making bodies shall review all development applications submitted pursuant to this article for compliance with the general review criteria stated below.

2. The application may also be subject to additional review criteria specific to the type of application, as set forth in section 8.4 through 8.8.
3. If there is a conflict between the general review criteria in this section and the specific review criteria in section 8.4 through 8.8, the applicable review criteria in sections 8.4 through 8.8 control.

Staff Evaluation: *Staff and Reviewing Agencies have evaluated the submitted application materials. As conditioned, the proposal complies with all applicable review criteria and use specific standards. There are no additional review criteria specific to this type of application.*

B. Prior Approvals

The proposed development shall be consistent with the terms and conditions of any prior land use approval, plan, or plat approval that is in effect and not proposed to be changed. This includes an approved phasing plan for development and installation of public improvements and amenities.

Staff Evaluation: *This use was originally approved on this property in January 2012 (Temporary Use Permits and CUP 2012-03). The first Conditional Use Permit was approved for 3 years and was renewed for an additional 5 years (PZ15-00011). This CUP will expire on January 18, 2021 unless renewed. The applicant submitted a renewal application on September 29, 2020, proposing to continue operating under the same conditions of approval as previously approved, with the changes as noted above (Year round operation and moving hours of operation up 1 hour). Staff has reviewed the changes, foresees no negative impacts due to them, and is supportive of the proposed changes.*

As no construction or site improvements are proposed, no phasing plan is required or provided.

C. Consistency with Sedona Community Plan and Other Applicable Plans

Except for proposed subdivisions, the proposed development shall be consistent with and conform to the Sedona Community Plan, Community Focus Area plans, and any other applicable plans. The decision-making authority:

1. Shall weigh competing plan goals, policies, and strategies; and
2. May approve an application that provides a public benefit even if the development is contrary to some of the goals, policies, or strategies in the Sedona Community Plan or other applicable plans.

Staff Evaluation: *Staff evaluated the proposal for compliance with the Community Plan and it was found to be consistent:*

- The property is designated Commercial in the Community Plan, which allows for general commercial uses. This use is consistent with the Commercial designation.
- Parks, Recreation, and Open Space Policy 1 (page 86): Provide and support community events, festivals, and programs that offer a variety of opportunities for social interaction and contribute to a sense of community.
 - The Farmer's Market provides the community with an opportunity to support local agriculture, provide for social interaction, and further the sense of community
- The subject property is within the Rodeo-Coffee Pot Community Focus Area. There is not an adopted CFA plan for this area.
- The proposal does not contradict any of the policies within the Community Plan.

D. Compliance with This Code and Other Applicable Regulations

The proposed development shall be consistent with the purpose statements of this Code and comply with all applicable standards in this Code and all other applicable regulations, requirements and plans, unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.

***Staff Evaluation:** As conditioned, the proposal is compliant with all applicable standards of the Land Development Code. No waivers or variances were requested.*

E. Minimizes Impacts on Adjoining Property Owners

The proposed development shall not cause significant adverse impacts on surrounding properties. The applicant shall make a good-faith effort to address concerns of the adjoining property owners in the immediate neighborhood as defined in the Citizen Participation Plan for the specific development project, if such a plan is required.

***Staff Evaluation:** The market operates in a commercial area with no immediately adjacent residential neighbors. The market has operated at this location for 8 years with no complaints. A Citizen Participation Process was required with this application. No public comments were received.*

If additional impacts occur, the conditions of approval would require that the applicant work with City Staff to address those impacts. If an agreement cannot be reached and the impacts are not mitigated, there are procedures in place to suspend and/or revoke the CUP if deemed appropriate.

These efforts and the recommended conditions are in compliance with this criterion.

F. Consistent with Intergovernmental Agreements

The proposed development shall be consistent with any adopted intergovernmental agreements, and comply with the terms and conditions of any intergovernmental agreements incorporated by reference into this Code.

***Staff Evaluation:** There are no adopted intergovernmental agreements in place that are affected by the proposed CUP. This criterion does not apply to this request.*

G. Minimizes Adverse Environmental Impacts

The proposed development shall be designed to minimize negative environmental impacts, and shall not cause significant adverse impacts on the natural environment. Examples of the natural environment include water, air, noise, stormwater management, wildlife habitat, soils, and native vegetation.

***Staff Evaluation:** No negative environmental impacts have been experienced during the previous 8 years of operation and none are anticipated as a result of the renewal of this permit.*

H. Minimizes Adverse Fiscal Impacts

The proposed development shall not result in significant adverse fiscal impacts on the City.

***Staff Evaluation:** No adverse fiscal impacts on the City are anticipated as a result of the proposal. The proposal is in compliance with this criterion.*

I. Compliance with Utility, Service, and Improvement Standards

As applicable, the proposed development shall comply with federal, state, county, service district, City and other regulatory authority standards, and design/construction specifications for roads, access, drainage, water, sewer, schools, emergency/fire protection, and similar standards.

Staff Evaluation: *The application materials were provided to review agencies for an opportunity to review. As conditioned, the proposed CUP complies with all applicable regulatory authority standards included within this criterion.*

J. Provides Adequate Road Systems

Adequate road capacity must exist to serve the uses permitted under the proposed development, and the proposed uses shall be designed to ensure safe ingress and egress onto the site and safe road conditions around the site, including adequate access onto the site for fire, public safety, and EMS services. The proposed development shall also provide appropriate traffic improvements based on traffic impacts.

Staff Evaluation: *No change in existing site access is proposed or use. No increase in traffic is anticipated as a result of renewing this permit. The proposal is in compliance with this criterion.*

K. Provides Adequate Public Services and Facilities

Adequate public service and facility capacity must exist to accommodate uses permitted under the proposed development at the time the needs or demands arise, while maintaining adequate levels of service to existing development. Public services and facilities include, but are not limited to, roads, potable water, sewer, schools, public safety, fire protection, libraries, and vehicle/pedestrian connections and access within the site and to adjacent properties.

Staff Evaluation: *Adequate public service and facility capacity exists to accommodate the use. As no changes are proposed, it is not anticipated that additional public services/facilities will be required. The proposal is in compliance with this criterion.*

L. Rational Phasing Plan

If the application involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required to comply with the project's cumulative development to date, and shall not depend upon subsequent phases for those improvements.

Staff Evaluation: *As no new construction or alterations to the site are proposed, no phasing plan is required. The proposal is in compliance with this criterion.*

It is Staff's opinion that this request for renewal of the existing CUP meets the required findings listed above and is consistent with the purpose of the Commercial (CO) zoning district.

The applicant has requested that the CUP be renewed without an expiration date. As this use has operated on the site for 8 years without issues, Staff is supportive of this request. Staff will monitor the use and work with the applicant to address any issues that arise. If no solution is identified or agreed upon, Staff may initiate proceedings to suspend and/or revoke the CUP in accordance with LDC 8.4.B(3)g.1.



Staff Recommendation

Based on compliance with all ordinance requirements and satisfaction of the Conditional Use Permit findings of the Land Development Code, staff recommends approval of case number PZ20-00005 (CUP Renewal), Farmer's Market – Wells Fargo, subject to all applicable ordinance requirements, and the attached conditions of approval.

Sample Motions for Commission Use

(Please note that the below motions are offered as samples only and that the Commission may make other motions as appropriate.)

Recommended Motion for Approval

I move to approve the proposed conditional use permit for Farmer's Market – Wells Fargo as set forth in case number PZ20-00005 (CUP Renewal) based on compliance with all ordinance requirements and satisfaction of the Conditional Use Permit findings and applicable Land Development Code requirements and the conditions as outlined in the staff report.

Alternative Motion for Denial

I move to deny case number PZ20-00005 (CUP Renewal). (Please specify findings)

(Please note that the above motions are offered as samples only and that the Commission may make other motions as appropriate.)

Conditions of Approval

PZ20-00005 (CUP Renewal) Wells Fargo

Farmer's Market

As recommended by Staff



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

1. The Conditional Use Permit for the Farmer's Market – Wells Fargo, originally approved as CUP2012-03, and renewed as PZ15-00011 (CUP Renewal), shall be valid unless the uses ceases operation for a period of two years. If the use ceases operation for a period of 2 years, the permit shall automatically expire.
2. The Sedona Community Farmer's Market shall operate as described in the November 29, 2012 Revised Letter of Intent, the September 15, 2015 Letter of Intent, the September 29, 2020 Letter of Intent, the approved site plan, all supporting documents submitted with the Conditional Use Permit application, these conditions of approval, and any additional requirements of the Land Development Code. If the applicant fails to comply with any of these, the Community Development Director may initiate enforcement proceedings as outlined in the Land Development Code.
3. The Market may take place on Sundays from 11:00 am until 3:00 pm. Set up for the Market is permitted to start at 9:00 am on the days the Market occurs and clean up shall be finished by 4:00 pm.
4. The Farmer's Market is limited to a maximum of 31 vendors, approved by the Sedona Community Farmer's Market, in the locations proposed on the submitted site plan.
5. Sale of non-produce items shall be limited to ten percent (3 total) of the vendors and vendors selling non-produce items shall be from the Verde Valley.
6. The Sedona Community Farmer's Market shall maintain insurance naming the City of Sedona as additionally insured for the duration of the event.
7. The Farmer's Market shall maintain permission from Wells Fargo Bank for use of the parking lot and layout of the booths for the Market.
8. The Farmer's Market shall provide restrooms for the Market vendors and customers. In the event that restrooms are provided off-site, the Farmer's Market shall maintain property and business owner permission for use of restrooms. The Farmer's Market shall keep the Community Development Department informed on the location of restrooms for vendor and customer use. If restrooms are not available, the Market shall be cancelled. If the Market is unable to consistently secure a restroom location, the Community Development Department may initiate proceedings to revoke the Conditional Use Permit.
9. All parking for the Farmer's Market shall be located on the property of Wells Fargo Bank or other private property with written permission from the property and business owners. No Farmer's Market parking is permitted on any public right-of-way or on neighboring properties without written permission from the property and business owners. The Farmer's Market shall keep customers informed about the location of available parking. Property owners who have not given permission for Farmer's Market parking on their property may ticket and/or tow illegally parked cars.
10. The applicant, or a designee, must be on the property at all times while the Market is operating.
11. One banner, measuring 12 feet by 2.5 feet, with no more than 6.3 square feet of word copy, is permitted to be placed on the Wells Fargo Bank Property facing State Route 89A during each Farmer's




Market event. In addition, one (1) parking directional sign may be placed at each driveway entrance to the site.

12. No off-premises signs shall be permitted for this project. Signs shall not be placed in the City or ADOT rights-of-way or on neighboring properties.
13. The Farmer's Market shall remain accessible to emergency vehicles and personnel at all times.
14. The Farmer's Market shall be responsible for ensuring all vendors are in conformance with the City of Sedona Tax Code, including ensuring business licenses are obtained, if required, and reporting requirements are fulfilled.
15. The applicant shall comply with all Sedona Police Department requirements.
16. Amplified music shall comply with the City of Sedona Sound Control Regulations.
17. The applicant shall comply with all requirements of the Yavapai County Department of Health.
18. All canopies shall be secured with concrete or sandbag weights, a minimum of 10 pounds per leg, to be hung from the canopy, not placed on the ground.
19. The Farmer's Market shall meet and adhere to all requirements of the Sedona Fire District and coordinate with the Sedona Fire District to ensure that all required inspections and permits are obtained before the event begins.
20. Open flame cooking shall be restricted to a tent that has provided a certificate of fire resistivity to the Fire Marshal.
21. Each booth shall have a fire extinguisher, classified at least 2A10BC, or other approved by the Fire Marshal.
22. Live animals, other than domestic pets, shall be located a minimum of 10 feet away from any food and produce vendors.
23. Any traffic, parking, or crowd control issues that arise as a result of the Market being located on this property must be addressed immediately. The applicant shall be responsible for reimbursing the Sedona Police Department for any responses necessary to address traffic, parking, or crowd control issues. If such issues arise, the applicant will be responsible for providing a solution before the Market can continue.
24. Within thirty days of approval of the Conditional Use Permit, the property owner of record of the subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.



Aerial View

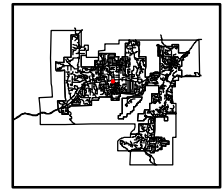
Parcel
#408-24-026K
Farmer's Market at
Wells Fargo

-  Parcel #408-24-026K
-  Parcel Boundary
-  Street Centerline



0 12½ 25 Feet

City Index



GIS, City of Sedona
08/14/2015
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This map is designed to provide information about Sedona, and has been prepared for general planning and informational purposes only. It is not necessarily accurate to engineering or surveying standards. Every effort has been made to make this map as complete and as accurate as possible; however, no warranty of fitness is implied.

The information is provided on an "as is" basis. The City of Sedona shall have neither liability nor responsibility to any person or entity with respect to any loss or damages in connection with or arising from the information contained on this map.

Vicinity Map

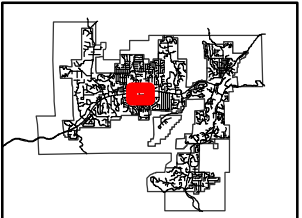
Parcel #
408-24-026K
Farmer's Market
at Wells Fargo

- Parcel #408-24-026K
- Zoning Boundary
- Building Footprint
- Parcel Boundary
- Trail
- Street Centerline



0 65 130 Feet

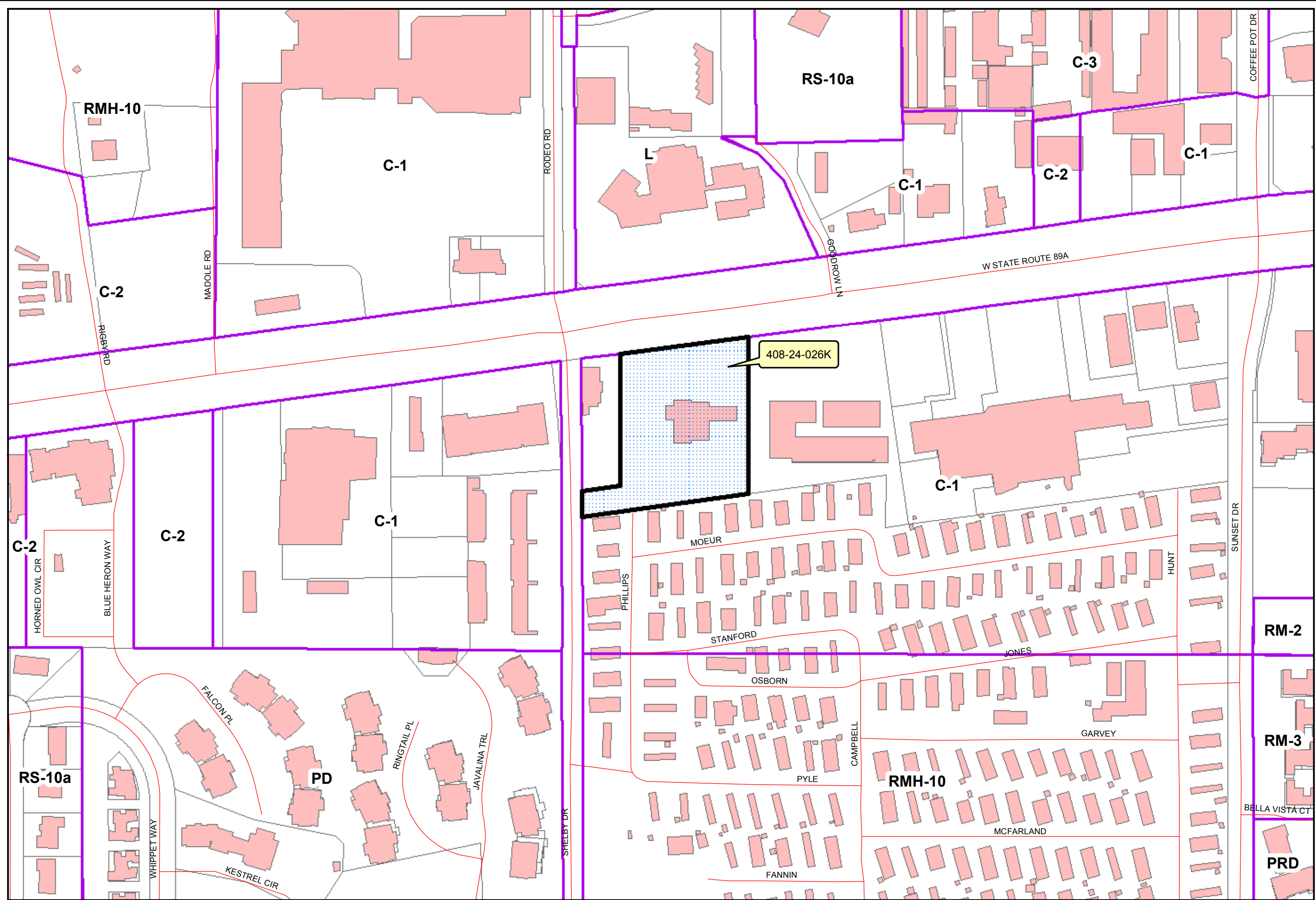
City Index



GIS, City of Sedona
09/14/2015
g:/pubreq/projects/katrinthemilte/fmwf/mxds/408-24-026k_vicinity.mxd

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Project Application

fillable PDF available online at:
www.sedonaaz.gov/projects



City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • www.sedonaaz.gov/cd

Application for (check all that apply):

CUP RENEWAL

- Conceptual Review
 Comprehensive Review
 Appeal
 Time Extension
 Community Plan Amendment
 Development Review
 Subdivision
 Zone Change
 Conditional Use Permit
 Variance

Project Information	Project Name	SEDONA COMMUNITY FARMERS MARKET		
	Project Address	2201 W SR 89A	Parcel No. (APN)	408-24-026K
	Primary Contact	KATRIN THEMLITZ	Primary Phone	928-821-4133
	Email	sedonamarket@gmail.com	Alt. Phone	
	Address	2675 W SR 89, 1164	City/State/ZIP	SEDONA, AZ 86336
Office Use Only	Application No		Date Received	
	Received by		Fee Paid	

Project Description	LOCAL & REGIONAL PRODUCER'S ONLY FARMERS MARKET OUTDOOR COMMUNITY EVENT www.sedona-farmas-market.com
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Additional Contact Information: Please complete the following for all companies/people authorized to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #2	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #3	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	



September 29, 2020

Re.: Renewal of existing CUP Farmers Market – Wells Fargo Bank Parking Lot

To Whom It May Concern:

Sedona Community Farmers Market has operated during its Winter Season (October – May) weekly on Sundays 12-4PM under a 5 year Conditional Use Permit at 2201 W State Route 89A, Sedona AZ 86336.

We hereby apply for a renewal of the CUP permit to extend without expiration. The market has operated successfully and without complaints at this location for the last 8 years.

The market requests minor modifications to the permit as follows:

1. Hours of Operation to be Sundays 11am-3pm. Hours on site to include set and break down to be 9am-4pm.
2. Restroom is now on site. Market delivers Portable Toilet and removes at end of market day.
3. Increased flexibility by extending season to hold event year round if and as needed.

All other terms and conditions to remain the same.

The market is sending out a letter to residents and businesses in the neighborhood, inviting feedback and comments about the event continuing at this location.

The market has played a vital role in the community as follows:

1. Expand public access to locally and regionally grown foods
2. Engage in research and provide education for local agriculture
3. Advocate for the legitimate interests of local growers and artisan producers
4. Provide opportunity and guidance in the incubation process of small local businesses.
5. Change Yavapai County food regulation, so restaurants may purchase directly from local growers. This has opened the door to a **true farm-to-table movement for local and regional restaurants**, one of the most popular trends nationwide in the restaurant industry. Local and regional growers now have additional outlets to sell their products which in turn has increased the diversity and quantity of local products offered in our region.

We thank the City of Sedona for its continued support and looking forward to working diligent with you on the renewal.

Sincerely,

Katrin Themnitz, Founder/Director
Sedona Community Farmers Market
www.sedona-farmers-market.com
sedonamarket@gmail.com
2675 W State Route 89A, 1164
Sedona AZ 86336
928-821-1133



Sedona Community Farmers Market

Vendor Application Winter / Spring 2020 – 2021

Business Name: _____

Applicant's Name: _____

Employees/Family Members who may sell: _____

Mailing Address: _____

Phone: (Cell) _____ **(Home)** _____

E-Mail Address: _____

Products you plan to sell: _____

Address: Wells Fargo Bank 2201 W Hwy 89A, Sedona AZ 86336

Hours:

Sundays 12 – 4pm

Oct	Nov	Dec	Jan	Feb	March	April	May
	1	6	3	7	7	4	2
	8	13	10	14	14	11	9
18	15	20	17	21	21	18	16
25	22, 29	27	24, 31	28	28	25	23, 30

YAVAPAI COUNTY HEALTH DEPARTMENT PERMIT/SPECIAL EVENT LICENSE (if applicable): Please attach copy of permit. Anyone selling any prepared/processed food must have a health department permit/special event license and display it at booth. Yavapai # _____

TRANSACTION PRIVILEGE TAX LICENSE # _____ and CITY OF SEDONA BUSINESS REGISTRATION # _____ is required for ALL value added vendors and to be displayed at booth.

COUNTY OF RESIDENCE _____ COUNTY OF PRODUCTION _____
PERCENTAGE of Products Grown/Produced in Arizona _____
Do you use **GMO ingredients in your production?** Yes _____ No _____

Are any of your product ingredients or livestock feed produced with genetically modified ingredients? Yes ___ No ___ I don't know _____

DO YOU SELL FOR A NEIGHBOR? Yes ___ No ___ If yes, provide the neighbor(s) name(s) here:

EGG VENDORS: Certified Organic Feed: Yes ___ No _____. If yes, please provide source and receipts with application.

Certified Naturally Grown Feed: Yes ___ No _____

If yes, source is _____

NON-PROFIT TAX ID (if applicable) MUST be on file with manager

LIABILITY INSURANCE Attached _____ or Choosing Waiver (attached) _____

PARTICIPATION IN FARMERS MARKET NUTRITION PROGRAM (WIC):

Yes / No (please circle one)

DO YOU PLAN TO ATTEND OTHER MARKET VENUES WITHIN 20 MILE RADIUS, IF SO NAME EVENTS HERE:

REGISTRATION AND MARKET FEES: (due Oct 9th, 2020 or subject to \$25 late fee)

Grower / Primary Producer Total _____ \$25 includes ONE booth space & seasonal registration \$25 each additional guaranteed booth space

Value Added Vendor Total _____ \$35 includes ONE booth space & seasonal registration

Pay-As-You-Go if space is available. Vendor must be approved by market manager prior to market day. \$10 per day per booth plus 10% of sales.

All vendors pay 10% of gross sales to SCFM at end of each market day. Value added vendors pay tax on gross sales and 10% to market on net sales.

City requires all vendors to weigh down their tents with minimum of **15 lbs per canopy leg hung** from canopy frame, not placed on the ground. Sedona Fire Department requires that all vendors display a **fire extinguisher 2A10BC** at their booth.

Trash Bins are for customer use only - vendor trash to be removed by vendor from site - please **no dumping in host site garbage receptacles AT ANY TIME.**

I have read Sedona Community Farmers' Market's Rules and Regulations 2020-2021 Winter-Spring Season and agree to adhere to said Rules and Regulations. I acknowledge that I am growing or producing the products being sold at the Sedona Community Farmers' Market or I am an employee directly employed by producer. If I sell for a neighbor, I shall declare source and contact information. I will allow an on-site visit of my growing location or production site by a representative of Sedona Community Farmers Market. Sedona Community Farmers' Market reserves the right to randomly audit products and receipts and has the right to revoke permission to sell at any point.

Signature _____ Date _____

Check List of Items as applicable:

_____ Fire Extinguisher 2A10BC to be displayed at booth (all vendors)

_____ Yavapai County Special Event License (if applicable)

_____ Food Handler's Permit, value added food producers.

_____ Baker: AZDHS registration

_____ AZ State Transaction Privilege Tax License (value added vendors)

_____ City of Sedona Current Business Registration (value added vendors only)

_____ Insurance Certificate (or Waiver or Liability Insurance Certificate)

_____ Description of farm practices, production or food philosophy

_____ Signed 2020-2021 Market Rules and Regulations

_____ Market Vendor/Booth Fee (non-refundable unless application is denied)

Please mail complete application with payment to: (DO NOT EMAIL)

Sedona Community Farmers Market 2675 W State Route 89A, #1164, Sedona AZ
86336

Contact **Katrin Themnitz** at (928) 821-1133 or e-mail sedonamarket@gmail.com
for more information.

Only a complete application to include application, fees, licenses submitted as hard copies count as a valid application. Checks are cashed only when an application is accepted. Please do not e-mail your application.

Farming Practices, Food, Wellness and Production Philosophy:

Please take a moment below to describe your production philosophy. The information may be used for marketing purposes and may be displayed in our Market Brochure as well as our Market Website.

Business Name: _____

I guarantee that the information above is truthful and up-to-date.

Signature _____ Date _____

Office Use Only -----

Date Received _____ Check # _____ Amount _____
Insurance Certificate/Waiver _____ Special Event License _____
Food Handler's Permit _____ TPT License _____
City Business Registration _____ Non-Profit Tax ID _____
Approved _____ Notified _____

INDEMNITY AGREEMENT

This Agreement is entered into this ____ day of _____, 20 ____

Name(s): _____

Address: _____

(hereafter, SELLER/VENDOR/SERVICE PROVIDER)

For valuable consideration, including the right to sell produce or other products or to provide services at Sedona Community Farmers' Market LLC, SELLER does hereby agree to indemnify and hold Sedona Community Farmers Market LLC, the City of Sedona, Cornucopia Community Advocates, Wells Fargo Bank, Tlaq. Partners LLC, CMR Ragland LLC, Horn/Sedona LLC, Ragland/Sedona LLC harmless from any loss, damage, expense, judgment or liability of any nature including attorney's fees arising out of any claim made against Sedona Community Farmers' Market LLC, City of Sedona, Tlaq. Partners LLC, CMR Ragland LLC, Horn/Sedona LLC, Ragland/Sedona LLC by any person or entity which claim arises out of or results from Buyer's purchase of SELLER's product for consumption or from Buyer receiving any type of services at Sedona Community Farmers Market LLC.

Dated this ____ day of _____, 20 ____

SELLER/VENDOR /SERVICE PROVIDER _____

Sedona Community Farmers Market LLC

2675 W Hwy 89A, #1164, Sedona AZ 86336

Sedona Community Farmers Market 2020-2021

Winter / Spring Rules and Regulations

I. Mission

Sedona Community Farmers' Market (SCFM) is a regional producers market that operates for growers and producers of agricultural and related products. The main purpose of the Market is to support local small and medium sized independent growers, farmers and producers and providing citizens with a local alternative to corporate and globalized food production. The market connects growers and consumers and encourages people both urban and rural to grow more of their own food. A secondary purpose is to provide an outlet for small-scale producers of value added food products, local artisans, and community and sustainable agricultural groups. Last but not least the market provides a community gathering space for residents and visitors alike in a relaxed, educational and fun environment.

II. Market Guidelines

A. Sedona Community Farmers Markets (SCFM) will determine market location, dates, and hours.

B. Membership and vending fees are set by SCFM. Market participants pay 10% of gross sales at the close of each market plus a flat registration fee. Each vendor will report sales to manager at the close of each market day. Refer to Vendor Registration for registration fees. All booth locations are determined by market manager. No jewelry to be sold at the Tlaquepaque location.

C. SCFM reserves the right to randomly audit vendor sales and SCFM and/or its Manager have the right to suspend or revoke a vendor's ability to sell at any point.

D. No resale of any pre-packaged items such as bottled water, soda, or other items is permitted at any booth, however; SCFM reserves the right to permit sales of these or other items at SCFM info booth.

III. Vendor Guidelines

A. The following **MUST** be received and approved prior to vending:

1. Completed and signed vendor registration and proof of all relevant licenses and health department certifications.
2. Copy of liability insurance listing SEDONA COMMUNITY FARMERS MARKET LLC as additional insured or a signed indemnity agreement.
3. Payment of all seasonal membership.
4. Signed copy of the SCFM Rules and Regulations.

B. Vendors must allow a representative of the SCFM to inspect farms and facilities to ensure vendors adhere to Rules and Regulations.

C. Vendors will not be allowed to set up if they do not provide all insurance, licensing, tax ID numbers, required fees, and signed documents.

IV. Vendor Selection

A. All vendor applications will be reviewed and accepted or rejected by SCFM.

B. Appeals to vendor selection decisions should be addressed to the market manager in writing.

C. Applicants must include registration fees with their application. If applications are rejected, fees will be refunded. The Manager has the right to accept or reject any applicant at any time.

D. Some of the criteria for acceptance are based on the following guidelines:

1. Agricultural

a. Farmers who grow, cultivate, and harvest their produce, herbs, flowers, and nursery crops for sale at the market. Included in this category are also beekeepers, eggs, dairy, and meat producers and farmers who process their own raw product into "value-added" items.

b. Agricultural producers from northern Arizona are given priority. Regional producers may be admitted as space is available and vendors fit into market mix, as designated by the manager.

c. NO RESELLING OF ANY PRODUCE IS PERMITTED AND FAILURE TO COMPLY WITH THIS PROVISION IS GROUNDS FOR IMMEDIATE REMOVAL FROM THE MARKET. Exceptions may be made with prior market manager's approval to sell for a neighbor in the community with a separate application identifying the grower/producer/source and their practices.

d. **Foraged Mushrooms:** written cooking instructions must be handed out to each customer purchasing foraged mushrooms. Signage **MUST** include “customer consuming at their own risk”, “consume cooked only”, the name of the mushroom, date they have been picked. Foraged lobster mushrooms to be sold only. No other mushrooms allowed.

2. Value Added/Processed Food

a. Vendors offering fresh food products they have processed themselves into ready-to-eat or prepackaged items for sale. **NO SUBCONTRACTED PROCESSING IS ALLOWED.**

b. All value added products must contain a minimum of 80% AZ grown or produced ingredients and it is expected that prepared foods contain products from local growers. The market reserves the right to limit similar value added products sold.

c. Value added food vendors must document a minimum of 80% local ingredients used in their product. Receipts that show quantity, date, product and source must be submitted with application.

d. All food vendors must meet any applicable local, state, and federal regulations. **If you sell prepared foods, you MUST have, display a Health Department License and City of Sedona Business License and Transaction Privilege Sales Tax number. If you do not have these displayed, you will NOT be permitted to sell.** West Sedona market is located in Yavapai County and Tlaquepaque market is located in Coconino County – different health regulations and fees may apply. See contact info below.

e. **All baked goods** items must be pre-approved by market manager. While the AZ revision of the Home Baking Law allows baked goods to be sold directly to the consumer, **ALL** vendors who bring baked goods from their home kitchens to the market **MUST** be pre-approved by the market manager. All home bakers must be registered with AZ State Health Services and have current food handler’s card. SCFM retains the right to inspect all home kitchens on a random basis. Coconino County Health Department requires a **sign reading “This product is not regulated by the health department, buyer purchasing at his/her own risk”** at the booth clearly visible to customers and all labeling of products must be comprehensive and accurate for each product. **The market allows for a limited amount of baked goods to be sold – ALL items and bakers MUST be pre-approved by the market manager. Management reserves the right to inspect home kitchens.** “Gluten Free” must pass proper testing to be claimed as such and must have signage that is truthful.

3. Local Artisans

- a. Local artisans are persons who craft with their own hands the products they offer for sale at the market. Artisans who sell at SCFM must reside in Northern Arizona. Preference is given to artists from the Verde Valley.
- b. Artisans are not permitted to reserve a space – vendor placement shall be determined by market manager.
- c. If you sell any handmade product, you **MUST have a City of Sedona Business License/ Transaction Sales Tax License displayed at your booth.**
- d. **Tlaquepaque Location Only:** NO JEWELRY of any kind permitted to be sold at the Tlaquepaque location. No glassware of any kind, recycled or other is permitted. Only crafts that are considered to be farm crafts, directly related to agriculture or farming and are hand-made locally are permitted. ALL items MUST be approved by market manager **prior** to vending. A vendor who already offers products for sale with Tlaquepaque merchants may not sell these products at the market. The market has a **NON-COMPETE AGREEMENT with the host property that is mutually binding. Any vendors selling items through a merchant on the property shall be excluded from vending at the market and vice versa.**

4. Community Vendors

- a. Community vendors are not permitted to sell any products, unless it is for fundraising purposes and is approved by the market manager.
- b. Non-profits will be required to submit an application and proof of insurance or a signed indemnity agreement. They will not be required to pay a booth fee.

5. Stall Guidelines

- A. Products being sold are grown or produced by the grower/producer or his/ her employees and/or agents and these employees must be listed on the registration form.
- B. A grower or his/her employees can sell other growers'/producers' products provided all of the following criteria are met:
 - 1. The other grower/producer is a current member of the market and adheres to vendor guidelines and fee structures.
 - 2. Products are grown or produced locally or regionally.
 - 3. Products being sold were not purchased at wholesale markets for resale.

4. All vendors selling another market member's produce must be authorized and receive permission by the manager. C. Necessary documents, i.e. health permits, proof of insurance, tax license, crop plans etc., must be available and displayed at all times and copies provided to the market manager. These must be submitted with the application and no selling will be permitted without displaying Tax, License and Health Department certificates.

D. All scales must bear a current seal from the Department of Weights and Measures.

E. Vendors will sell at designated stall space and maintain their stall space in clean, sanitary and safe condition. No dogs are permitted in a vendor's booth.

F. Signs will be accurate and truthful.

G. Vendors who market their products as "Organic" must have proof of certification on display or must show that they meet the National Organic Program requirements for exempt producers.

H. Selling will not start before market manager announces start of the market.

I. Pre-market sales, post-market sales, and early breakdown are only allowed with permission of the market manager. Wholesale or bulk sales of products to restaurants that occur at the market are to be counted into gross sales figures and included in the 10% of sales figures.

J. Vendors must pay their sales percentage due to the market on market day.

K. Vendors and management are expected to maintain high standards of honesty and respect towards one another and customers and are expected to conduct themselves in a courteous manner. Rudeness, prejudice, intolerance towards others, and dishonesty are grounds for immediate removal from the market.

L. Market stalls must have a neat and tidy presentation. Crates and storage boxes must be stored underneath long tablecloths out of sight of the customer. Tables must be clean and sanitary. No trash to be left behind.

M. Market trash receptacles are for customer use only.

N. **Tlaquepaque Location:** WHITE canopies are preferred at this location. Camping tents are not permitted.

Parking: Not all vendors will be allowed to park vehicles by their booth but will be asked to park in the employee parking lot. Please ask for directions. **Vendors may not park in visitor parking spaces.**

6. Market Safety

A. Vendors should begin set-up no earlier than 2 hours before the market starts. Vendors without a reserved space must check in with the market manager. Vendors selling for a single day must pay daily registration fee prior to setting up. B. The manager may allow vehicles to park at stalls provided adequate overall market space is available and vendor arrives at least 30 minutes prior to market opening time.

C. Late arrival participation will be contingent on space availability and vendors will park outside designated market boundaries and carry products to stall space. All vendors must be set up 15min prior to market opening.

D. Vendors with vehicles at their space may not leave the market before end of market hours.

E. Vendors have responsibility for the safety and behavior of their children and animals. All pets must be leashed and kept out of vending booths. Market pets like goats must be 20ft away from produce.

F. ALL CANOPIES MUST BE SECURED WITH CONCRETE OR SIMILAR MATERIAL WEIGHTS. IF A CANOPY IS SET UP IN AN UNSAFE MANNER, IT WILL BE REMOVED. THE CITY OF SEDONA AND SCFM HAVE ESTABLISHED MINIMUM CANOPY WEIGHT REQUIREMENTS OF 10LBS PER LEG WHICH MUST BE HUNG FROM THE CANOPY STRUCTURE (not placed on ground over leg). FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN REMOVAL OF CANOPY. TYING OFF CANOPIES TO ANOTHER VENDOR'S CANOPY IS NOT ACCEPTABLE. CANOPIES MAY NOT HAVE STAKES IN THE GROUND AT WINTER OR SUMMER LOCATION.

G. ALL VENDORS MUST HAVE A 2A10BC RATED FIRE EXTINGUISHER AT THEIR BOOTHS. THE SEDONA FIRE MARSHALL WILL CONDUCT FIRE INSPECTIONS AND THE CITY OF SEDONA WILL CONDUCT CANOPY INSPECTIONS.

7. Insurance

A. SCFM provides general liability coverage for the market.

B. All vendors must sign the Indemnity Agreement or provide additional insured certificates naming the "Sedona Community Farmers Market LLC" as additional insured party with their insurance provider.

8. Market Violations

- A. Any vendor violating the above stated rules and regulations of the Sedona Community Farmers Markets or the county health regulations or other local, state, or federal agencies may be suspended and/or expelled from the market.
- B. The market manager/owner has discretion to make any on-site decisions regarding violations.
- D. Any serious violation will be reported to the proper authorities.
- E. Vendor has the right to appeal the violation to the SCFM. Vendors will submit any conflicts, suspected conflicts, and/or concerns regarding the overall market or individual vendors in writing to SCFM.

I hereby confirm that I have read and agree to follow the RULES AND REGULATIONS set forth by SEDONA COMMUNITY FARMERS MARKET for the SUMMER SEASON 2020-2021.

Signed _____ Printed Name _____

Date _____

RESOURCE GUIDE:

Bakers: AZ Cottage Baking Law <http://www.azdhs.gov/phs/oeh/fses/goods/>
Contact: (602) 364-3118 (602) 364-3146 Fax

Wells Fargo Bank Location: *Yavapai County* Health Dept (prepared foods): Robert Mumper (Sedona Food Inspector) (928) 634-6891
Robert.Mumper@co.yavapai.az.us OR Donald Mauk Donald.mauk@yavapai.us
Cecil Newell (928) 442-5492 or main (928) 771-3149
Cecil.Newell@co.yavapai.az.us

Tlaquepaque Location: *Coconino County* Health Dept (prepared foods):
Alyssa Rosewood (928) 679-8763 (office) or 414-736-2548 (cell)
Maricopa County Health Dept: Central Office (602) 506-6984
Arizona Dept. of Health Services (Farmers Market Nutrition Program): (602) 542-0389
Department of Weights and Measures (scales): (623) 463-9946 or 1-800-277-6675 ext 9946
Arizona Department of Agriculture (meat and dairy): (602) 542-4373

Tax Department – State of AZ: (602) 716-6010

MEMORANDUM DURING TIMES OF C O V I D – 19

09-18-2020 m

Message from Market Director, Katrin Themlitz:

We have been studying the unprecedented situation of the CoronaVirus and assessing how to best practice preventive care. We have consulted with Yavapai and Coconino County health authorities, with the Arizona Farmers Market Market Groups, National Farmers Market Association based in New York, Cornell University, Stanford University and last but not least studied the guide lines set forth by the CDC for this situation.

We ask for your complete cooperation during these times of extraordinary circumstance. All measures are meant to protect our markets and our valued community to assure everyone's health and safety and we thank you in advance for your cooperation and care.

1. FACE COVERING IS MANDATED FOR ALL VENDORS DURING MARKET HOURS UNTIL FURTHER NOTICE.

2. There will be no sampling of any kind at the farmers market until further notice. **There are no exceptions!** This new standard of care **includes all foods, breads, drinks, hot foods, cold foods, tinctures, lotions.**

3. Hot food vendors are required to serve all food **covered in to go type** containers. There will be no dining area table set up and we will not be encouraging customers to stay longer than necessary.

4. Every vendor in any category must provide either hand sanitizer or a hand washing station that is accessible to the public. As most stores are sold out of hand sanitizer, hand sanitizer wipes qualify.

Here is a recipe to make your own -

Recipe for Hand Sanitizer:

2/3 cup of 91% Isopropyl Alcohol (IPA Rubbing Alcohol) If you do not have 91%, you need at least 60% to be effective, the lower the percentage, the higher the ratio of IPA to Aloe

1/3 cup Aloe Vera Gel, 8-10 drops of Essential Oil for pleasant scent (optional), Stir until well blended, Pour into a Pump Bottle or Squeeze Bottle

5. We ask all vendors who bring pets to the market to leave them at home. Although it has been proven that pets do not harbor the virus, their surface areas can hold droplets and fomites.

6. Please review glove safety for yourselves and your sales staff. When gloves are used incorrectly, they can lead to a false sense of security and can spread more illness.

Please note, gloves are not a fail-safe, they are a barrier between you and the items you are handling. DO NOT handle items with your gloves on that you handle with your gloves off. This includes frequently touched items, such as phones, drinks, cashbox etc. if you've touched your phone or water bottle, then consider them dirty. Do not touch them without your gloves until you have cleaned them. Please have disinfectant wipes available at your booth, so you can clean the items that are frequently touched throughout the market day. You can make your own wipes with a roll of paper towels, cut in half if needed, and a disinfectant mix. Save your dispensers if you currently have wipes as they will be useful if you have to make your own.

7. As a public gathering space, the health department requires us to send anyone home who is sick, whether it is market staff or vendors. If you are visibly ill, we will send you home. Market reserves the right to take a vendors temperature for the sake of everyone's health and safety.

8. **Remember your distance.** As a market group, we are asking for no more hand shakes, hugs, even fist or elbow bumps, this puts us too close for the recommended 6 ft distancing. If you have the ability, make your front table double deep to increase the distance between yourself and customers. If you do not have the ability, try not to lean forward over your table to your customer. The droplets of this virus are very small and can hang in the air for at least 3 hours in the best conditions, so be aware of your physical spacing with customers and other vendors.

9. If you or your sales staff are in the high risk category, either by age (over 62 years of age), are immune compromised with an existing chronic condition, are **feeling unwell, please stay or keep them home**, for the sake of everyone's safety and health.

10. Sneeze into your elbow or into a tissue. **STAY HOME if you feel unwell.**

11. **Separate food handling from money handling at all times.** Change gloves in between. Ask customer who pay w credit card if they would like you to sign for them on your iphone or ipad.

We are continuing to monitor closely, all guidance from governmental health authorities and are ready to make further adjustments to our protocols and operations as needed.

We appreciate your cooperation and support while we navigate through this unprecedented time. As circumstances evolve, we will update our communication.

I have read the safety guidelines and agree to fully co-operate.

Date: _____

Vendor Signature

Re: CUP Wells Fargo

Sedona Community Farmers Market <sedonamarket@gmail.com>

Tue 11/17/2020 9:16 AM

To: Cari Meyer <CMeyer@sedonaaz.gov>

I did not receive a single response from the letters that were sent out. I had asked them to respond by Nov 15th.

Katrin Themnitz, Founder/Director

SEDONA COMMUNITY FARMERS MARKET

Website: Sedona-Farmers-Market.com

E-mail: sedonamarket@gmail.com

Office: 928-821-1133

Fax: 888-842-1296

Winter Season: Sundays 12-4pm (Nov-May)

Market Location: Parking Lot at Wells Fargo Bank
2201 W State Route 89A, Sedona. AZ 86336

Summer Season: Fridays 8-11.30am (May-Sept)

Market Location: Tlaquepaque / Creekside
336 Highway 179, Sedona, AZ 86336

On Tue, Nov 17, 2020 at 7:54 AM Cari Meyer <CMeyer@sedonaaz.gov> wrote:

Katrin,

Hope you're doing well. Can you provide me with a summary of your Citizen Participation - who contacted you (if anyone did), what their questions/your responses were, etc.?

Thanks!

Cari Meyer
Senior Planner

Community Development Department
102 Roadrunner Dr.
Sedona, AZ 86336
cmeyer@sedonaaz.gov
(928) 203-5049

City business hours are Mon-Thurs 7 a.m.-6 p.m.

Public safety 24/7

Due to COVID-19, all business that can be conducted virtually is encouraged to do so, City Staff is working modified hours, and City Hall is open to the public from 8:00 am to 12:00 noon, Monday - Thursday.

From: Cari Meyer <CMeyer@sedonaaz.gov>
Sent: Monday, October 26, 2020 11:44 AM
To: Katrin Themnitz <sedonamarket@gmail.com>
Subject: Re: CUP Wells Fargo

Thanks Katrin! Have a great week!

Cari Meyer
Senior Planner

Community Development Department
102 Roadrunner Dr.
Sedona, AZ 86336
cmeyer@sedonaaz.gov
(928) 203-5049

*City business hours are Mon-Thurs 7 a.m.-6 p.m.
Public safety 24/7*

Due to COVID-19, all business that can be conducted virtually is encouraged to do so, City Staff is working modified hours, and City Hall is open to the public from 8:00 am to 12:00 noon, Monday - Thursday.

From: Katrin Themnitz <sedonamarket@gmail.com>
Sent: Monday, October 26, 2020 11:28 AM
To: Cari Meyer <CMeyer@sedonaaz.gov>
Subject: CUP Wells Fargo

The community participation letter was sent out today.

Katrin Themnitz, MCNE
Russ Lyon | Sotheby's International Realty
Top 5% Chairman's Circle
Cell Phone 928-821-1133