



CITY OF NEWPORT BEACH ZONING ADMINISTRATOR STAFF REPORT

January 29, 2026
Agenda Item No. 4

SUBJECT: Newport Harbor Farmer's Market (PA2025-0194)
▪ Limited Term Permit (>90 Days)
▪ Coastal Development Permit

SITE LOCATION: 798 Dover Drive

APPLICANT: William Troutman

OWNER: Newport Harbor Lutheran Church

PLANNER: Daniel Kopshever, Assistant Planner
949-644-3235, dkopshever@newportbeachca.gov

LAND USE AND ZONING

- **General Plan Land Use Plan Category:** PI (Private Institutions)
- **Zoning District:** PC2 (Newport Harbor Lutheran Church)
- **Coastal Land Use Plan Category:** PI-A (Private Institutions 0.0 - 0.30 FAR)
- **Coastal Zoning District:** PC2 (Newport Harbor Lutheran Church)

PROJECT SUMMARY

The Applicant requests a 12-month duration Limited Term Permit and Coastal Development Permit to allow for the temporary operation of a weekly farmers market. The market will feature a maximum of 25 vendors staged within a portion of the Newport Harbor Lutheran Church (NHLC) surface parking lot with all temporary infrastructure to be removed at the end of each market. A total of 150 on-site parking spaces will serve the market, with 100 spaces available to customers and 50 spaces reserved for vendors and market operators. The market will operate on Saturdays from 8 a.m. to 2 p.m., outside of worship hours, with additional holiday markets in the month of December, on Sunday afternoons.

RECOMMENDATION

- 1) Conduct a public hearing;
- 2) Find this project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15304 under class 4 (Minor Alterations of Land) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential to have a significant effect on the environment; and
- 3) Adopt Draft Zoning Administrator Resolution No. __ approving a Limited Term Permit and Coastal Development Permit filed as PA2025-0194 (Attachment No. ZA 1).

DISCUSSION

Project Description

- The applicant proposes operating a temporary weekly farmers market within the parking lot of Newport Harbor Lutheran Church, located at 798 Dover Drive. The project requires approval of a Limited Term Permit and a Coastal Development Permit.
- The Property is categorized as Private Institutions (PI) by the Land Use Element of the General Plan and is located within the Newport Harbor Lutheran Church (PC2) Zoning District. The PC-2 zoning district allows the use of on-site parking areas for temporary community services and special events that are accessory to the primary institutional use, subject to the approval of a Special Event Permit. The proposed Project involves the operation of a farmers market within the existing parking lot, which is an accessory community service use consistent with the intent and purpose of the PC-2 zoning designation. Approval of a Limited Term Permit would authorize the temporarily recurring operation of the farmers market, without requiring the applicant to obtain a separate Special Event Permit for each occurrence.
- Surrounding land uses include single unit residential dwellings zoned PC 43 (Upper Castaways) adjacent to the south and east, Bob Henry Park to the north, and General Office uses to the west.
- The market will operate on Saturdays from 8 a.m. to 2 p.m., with additional Sunday afternoon markets from 12 p.m. to 5 p.m. during the month of December. Condition of approval No. 7 in the attached draft resolution (Attachment No. ZA 1) ensures these hours include time for both setup and breakdown of vendor stalls and associated temporary infrastructure.
- The market will consist of a maximum of 25 vendor stalls utilizing temporary tents and associated infrastructure that will be installed and removed at the beginning and end of each market day. No permanent structures are proposed. Live entertainment, amplified sound, and outdoor paging systems are prohibited.
- The subject property is approximately 2.95 acres in size and has been developed with a church since 1967. The site has historically accommodated large gatherings associated with regular church services and special events.
- The proposed market will utilize an approximately 18,000-square-foot cul-de-sac parking area located at the rear of the property. The area will be cordoned off as a

pedestrian only area. Vendor tents will be arranged along the perimeter of the cul-de-sac and within the interior, in a configuration that allows for pedestrian circulation, emergency access, and compliance with accessibility requirements.

- A total of 150 on-site parking spaces will remain available during market operations, including 50 spaces designated for vendors and market operators and 100 spaces reserved for customers. The applicant stated in their project description, available as Attachment ZA 4, that volunteers and directional signage will manage traffic flow. All vehicular access, parking, and circulation will be contained on-site and conditions of approval prohibit vehicle queuing within the public right-of-way, require traffic management measures, signage, and physical barriers to ensure pedestrian safety.
- The subject property is zoned PC2 (Newport Harbor Lutheran Church), which is intended to accommodate a multi-use religious and educational facility and related compatible activities. The existing church development and land use was approved in 1966, pursuant to Use Permit No. 1231. The proposed farmers market is a temporary use that is compatible with the existing church use and surrounding development.
- The site is adequate in size and configuration to accommodate the proposed farmers market without impacting surrounding properties. All proposed activities are confined to paved areas within the existing parking lot, and no permanent modifications to the site are proposed. Designated entry and exit points, on-site circulation, and parking management ensure that the project will not interfere with adjacent uses or create traffic hazards. Conditions of approval in the attached draft resolution prohibit queuing in the public right-of-way and restrict all operations to private property.
- The project is consistent with the General Plan Land Use Element designation of Private Institutions (PI), which is intended to accommodate privately owned facilities that serve the public, including religious, educational, and community-serving uses. The farmers market serves a community-oriented function and is consistent with the intent of the PI designation. The site is not located within a specific plan area.
- The project includes conditions of approval from the Planning Division, Fire Department, Building Division, and Public Works Department addressing temporary structures, fire safety, accessibility, lighting, noise, traffic control, and protection of the public right-of-way. A Special Event Tent Permit from the Fire Department is required prior to operation of the farmers market.

Coastal Development Permit

- The subject property is not located adjacent to a coastal view road or public access way. The property is located approximately 550 feet north of the Newport Harbor, and is separated by Castaways Park Drive and single-family dwellings in between. The temporary farmers market is located within an existing rear parking lot area on the existing church property. The temporary farmers market complies with all applicable Local Coastal Program (LCP) development standards and does not affect the existing pattern of development in the vicinity as it is located entirely within private property and is screened from view by existing landscaping. Additionally, the project does not contain any unique features that could degrade the visual quality of the coastal zone.
- Vehicular access is provided via Castaways Lane, with volunteers and directional signage maintaining orderly circulation during market operations. Approximately 300 attendees per event are anticipated, with short visit durations (30–45 minutes) allowing for sufficient parking turnover and onsite accommodation. The market operates during hours that do not overlap with the church's peak parking demand. Condition of Approval No. 27 in the attached draft resolution (Attachment No. ZA 1) prohibits offsite staging or parking, ensuring nearby Castaways Park parking remains unaffected. Accordingly, the project would not interfere with coastal access or parking availability for coastal visitors.
- The Property is adjacent to several trails designated in the Coastal Land Use Plan, but these trails would remain fully open and unobstructed during market hours. The market is a neighborhood-serving use and does not rely on Castaways Park or its trails as part of its operation. The market would not block trailheads, access points, signage, or pathways used by the public to reach coastal resources. Since the project does not interfere with public access, recreational opportunities, or visibility of coastal resources, it would not affect the availability or quality of coastal access provided by Castaways Park.

ENVIRONMENTAL REVIEW

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15304 under Class 4 (Minor Alteration of Land), of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential to have a significant effect on the environment.

The Class 4 exemption includes minor temporary uses of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees. etc. The project involves the use of an existing parking lot for a temporary farmers market with

temporary infrastructure that will be removed at the end of each market session. Therefore, the project qualifies under the parameters of the Class 4 exemption.

There are no known exceptions listed in CEQA Guidelines Section 15300.2 that would invalidate the use of these exemptions. The project location does not impact an environmental resource of hazardous or critical concern, does not result in cumulative impacts, does not have a significant effect on the environment due to unusual circumstances, does not damage scenic resources within a state scenic highway, is not a hazardous waste site, and is not identified as a historical resource.

PUBLIC NOTICE

Notice of this application was published in the Daily Pilot, mailed to all owners and residential occupants of property within 300 feet of the boundaries of the site (excluding intervening rights-of-way and waterways), including the applicant, and posted on the subject property at least 10 days before the scheduled hearing, consistent with the provisions of the Municipal Code. Additionally, the item appeared on the agenda for this meeting, which was posted at City Hall and on the City website.

APPEAL PERIOD:

This action shall become final and effective 14 days following the date the Resolution is adopted unless within such time an appeal or call for review is filed with the Community Development Director by the provisions of Title 21 of the NBMC. Final action taken by the City may be appealed to the Coastal Commission in compliance with Section 21.64.035 (Appeal to the Coastal Commission) of the City's certified LCP and Title 14 California Code of Regulations, Sections 13111 through 13120, and Section 30603 of the Coastal Act. For additional information on filing an appeal, contact the Planning Division at 949-644-3200

Prepared by:



Daniel Kopshever, Assistant Planner

JP/djk

Attachments:	ZA 1	Draft Resolution
	ZA 2	Vicinity Map
	ZA 3	Project Plans
	ZA 4	Project Description

Attachment No. ZA 1

Draft Resolution

RESOLUTION NO. ZA2026-###

A RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF NEWPORT BEACH, CALIFORNIA APPROVING A LIMITED TERM PERMIT AND COASTAL DEVELOPMENT PERMIT TO AUTHORIZE THE OPERATION OF A WEEKLY FARMERS MARKET LOCATED AT 798 DOVER DRIVE (PA2025-0194)

THE ZONING ADMINISTRATOR OF THE CITY OF NEWPORT BEACH HEREBY FINDS AS FOLLOWS:

SECTION 1. STATEMENT OF FACTS.

1. An application was filed by William Troutman of the Vital Tide Foundation (Applicant) concerning property located at 798 Dover Drive and legally described as a portion of Parcel 1 of Parcel Map 98-121, Page 31-33 of Book 303, Official Records of Orange County, California (Property).
2. The Applicant requests a 12-month duration Limited Term Permit (LTP) and Coastal Development Permit (CDP) to allow for the temporary operation of a weekly farmers market. The market will feature a maximum of 25 vendors staged within a portion of the Newport Harbor Lutheran Church (NHLC) surface parking lot with all temporary infrastructure to be removed at the end of each market. A total of 150 on-site parking spaces will serve the market, with 100 spaces available to customers and 50 spaces reserved for vendors and market operators. The market will operate on Saturdays from 8 a.m. to 2 p.m., outside of worship hours, with additional holiday markets in the month of December, on Sunday afternoons (Project).
3. The Property is categorized as Private Institutions (PI) by the Land Use Element of the General Plan and it is located within the Newport Harbor Lutheran Church (PC2) Zoning District.
4. The Property is located within the coastal zone. The Coastal Land Use Plan category is Private Institutions 0.0 - 0.30 FAR (PI-A) and it is located within the Newport Harbor Lutheran Church (PC2) Coastal Zoning District.
5. A public hearing was held on January 29th, 2026, online via Zoom. A notice of the time, place, and purpose of the hearing was given in accordance with the Newport Beach Municipal Code (NBMC). Evidence, both written and oral, was presented to and considered by, the Zoning Administrator at this hearing.

SECTION 2. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION.

1. This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15304 under Class 4 (Minor Alterations to Land) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential to have a significant effect on the environment.

2. The Class 4 exemption authorizes minor temporary uses of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc. The Project involves the use of an existing parking lot for a temporary farmers market with temporary infrastructure that will be removed at the end of each market session.
3. The exceptions to this categorical exemption under Section 15300.2 are not applicable. The Project does not impact an environmental resource of hazardous or critical concern, does not result in cumulative impacts, does not have a significant effect on the environment due to unusual circumstances, does not damage scenic resources within a state scenic highway, is not a hazardous waste site, and is not identified as a historical resource.

SECTION 3. REQUIRED FINDINGS.

Limited Term Permit

In accordance with Section 20.52.040(G) (Limited Term Permits – Findings and Decision) of the NBMC, the following findings and facts in support of such findings are set forth:

Finding:

- A. *The operation of the requested limited duration use at the location proposed and within the time period specified would not be detrimental to the harmonious and orderly growth of the City, nor endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the requested limited duration use;*

Facts in Support of Finding:

1. The LTP will allow for the temporary operation of a weekly farmers market for a term of up to 12 months. Condition of Approval No. 10 accounts for the applicable city and coastal appeal periods and establishes the duration of the market from February 23, 2026, through February 23, 2027.
2. The market will be permitted to operate from 8 a.m. to 2 p.m. on Saturdays, with setup occurring at 8 a.m. and opening for customers at 9 a.m. Additional holiday markets will be permitted in the month of December, on Sunday afternoons, from 12 p.m. to 5 p.m. Condition of approval No. 7 ensures these hours include setup and breakdown times.
 - The Property is categorized as Private Institutions (PI) by the Land Use Element of the General Plan and is located within the Newport Harbor Lutheran Church (PC2) Zoning District. The PC-2 zoning district allows the use of on-site parking areas for temporary community services and special events that are accessory to the primary institutional use, subject to the approval of a Special Event Permit. The proposed Project involves the operation of a farmers market within the existing parking lot, which is an accessory community service use consistent with the intent and purpose of the PC-2 zoning designation. Approval of a Limited Term Permit would authorize the temporarily

recurring operation of the farmers market, without requiring the applicant to obtain a separate Special Event Permit for each occurrence.

3. Surrounding land uses include single unit residential dwellings zoned PC 43 (Upper Castaways) adjacent to the south and east, Bob Henry Park to the north, and General Office uses to the west. The nearby residential areas will not be negatively impacted as the farmers markets occur outside of sensitive hours and Condition of Approval No. 6 prevents music and amplified sound.

Finding:

- B. The subject lot is adequate in size and shape to accommodate the limited duration use without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the lot;*

Facts in Support of Finding:

1. The Property is 2.95 acres, fairly flat, and has been developed with a church since 1967 pursuant to Use Permit No. 1231. The Property regularly hosts large gatherings of people for Sunday worship services.
2. The market will be located within an approximately 18,000-square-foot cul-de-sac parking area located at the rear of the Property. A portion of the lot will be cordoned off as a pedestrian-only market area with a maximum of 25 vendor stalls.
3. All activities are confined to paved areas, minimizing potential impacts to surrounding properties. Five port-a-potties and eight 55-gallon trash cans will be in place for customer and vendor use at each market. All participating vendors are responsible for managing the waste generated by their stall, and the market operator will have a designated market volunteer (Site Monitor) responsible for checking the fill levels of receptacles and replacing liners of trash cans as necessary. The Site Monitor will also be responsible for performing a final sweep of the Property during the break down of each market to clean up any errant trash.
4. Condition of Approval No. 27 prohibits the market from staging materials and parking offsite, ensuring that the adjacent surface parking for Castaways Park is unaffected by the project.
5. The Project has been reviewed by the Building Division, Public Works Department, and Fire Department. All suggested conditions of approval are provided in Exhibit A.

Finding:

- C. The subject lot is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the limited duration use would or could reasonably be expected to generate;*

Facts in Support of Finding:

1. The Property is bounded by Dover Drive, Castaways Park and parking lot, Castaways Lane, and a gated residential community. The layout of the site allows for vehicles to enter and exit from Castaways Lane. The parking lot provides sufficient internal vehicle circulation and staging areas.
2. The Property is served by Dover Drive and Castaways Lane, which have sufficient capacity to support Sunday church services. The Project is not anticipated to generate excessive traffic beyond what already exists for Sunday services.
3. Condition of Approval No. 24 prohibits vehicle queuing within the public right-of-way, preventing hazards or inconveniences to the public.

Finding:

D. Adequate temporary parking to accommodate vehicular traffic to be generated by the limited duration use would be available either on-site or at alternate locations acceptable to the Zoning Administrator.

Facts in Support of Finding

1. Vehicular access to the Property is provided via Castaways Lane. Volunteers and directional signage will manage traffic flow during market operations and will ensure efficient circulation.
2. The market operator expects approximately 300 attendees per market, with an average stay of between 30 and 45 minutes. Each parking space can be turned over multiple times, ensuring all guests can be accommodated onsite.
3. The market operates in the church parking lot during hours that do not coincide with the church's primary parking demand. The market operates from 8 a.m. to 12 p.m. on Saturdays and, during December only, from 12 p.m. to 5 p.m. on Sundays. As a result, the market and church uses have distinct and differing peak parking demands, which reduces the potential for traffic and parking impacts.

Finding:

E. The limited duration use is consistent with all applicable provisions of the General Plan, any applicable specific plan, the Municipal Code, and other City regulations.

Facts in Support of Finding:

1. The Property is categorized as Private Institutions (PI) by the Land Use Element of the General Plan. The PI Category is intended to provide areas for privately owned facilities that serve the public, including places for religious assembly, private schools, health care,

cultural institutions, museums, yacht clubs, congregate homes and comparable facilities. The Project is consistent with the PI Category as the market serves the public.

2. Fact 3 in support of Finding A hereby incorporated by reference.
3. The site is not located within a specific plan area.

Coastal Development Permit

In accordance with Section 21.52.015(F) (Coastal Development Permits - Findings and Decision) of the NBMC, the following findings and facts in support of such findings are set forth:

Finding:

F. Conforms to all applicable sections of the certified Local Coastal Program.

Facts in Support of Finding:

1. Pursuant to Section 21.52.035(D) (Projects Exempt from Coastal Development Permit Requirements - Special and Temporary Events) of the NBMC, the proposed activity requires a CDP, as it would occur between Memorial Day weekend and Labor Day. Pursuant to 21.52.035(D)(6), a CDP is also required when a new event which has not previously received a CDP will be held in a given location.
2. The market complies with all applicable Local Coastal Program (LCP) development standards. The market will only use temporary infrastructure, is located entirely within private property, and does not contain any unique features that could permanently degrade the visual quality of the coastal zone.
3. The project site is not located adjacent to a coastal view road or a designated coastal viewing point, as identified in the Coastal Land Use Plan (CLUP). The closest coastal view road is East Coast Highway, approximately 1,500 feet south of the Property and the closest coastal viewpoint is from Castaways Park, approximately 350 feet to the southeast. The market will not be visible from a designated viewpoint, as the parking area is landward of the viewpoint and behind substantial foliage.
4. The Property is located approximately 550 feet north of the Newport Harbor and is separated by Castaways Park and single unit dwellings in between. The Property is adjacent to several trails designated in the CLUP, but these trails would remain fully open and unobstructed during market hours. The market is a neighborhood-serving use and does not rely on Castaways Park or its trails as part of its operation. The market would not block trailheads, access points, signage, or pathways used by the public to reach coastal resources.
5. The Property is not within an Environmentally Sensitive Habitat Area (ESHA), wetland, or sandy beach.

6. The Property is not located in an area in which the California Coastal Commission retains direct permit review or appeal authority.

Finding:

G. Conforms with the public access and public recreation policies of Chapter 3 of the Coastal Act if the project is located between the nearest public road and the sea or shoreline of any body of water located within the coastal zone.

Fact in Support of Finding:

1. The Property is located adjacent to Castaways Park and is between the nearest public road and the sea. Section 21.30.A.040 (Determination of Public Access/Recreation Impacts) of the NBMC requires that the provision of public access bear a reasonable relationship between the requirement and the Project's impact and be proportional to the impact. In this case, the Project is a temporary weekly farmers market that is ancillary and complementary to the religious institution. The Project does not result in increased demand on public coastal access or recreation opportunities and is designed and sited so as not to block or impede existing public access opportunities.
2. The nearest coastal access point is available from Lower Castaways Park, approximately 1,500 feet south of the Property. The Project does not include any features that would obstruct coastal access. The Property is adjacent to several trails designated in the CLUP, but these trails would remain fully open and unobstructed during market hours. The market is a neighborhood-serving use and does not rely on Castaways Park or its trails as part of its operation. The market would not block trailheads, access points, signage, or pathways used by the public to reach coastal resources. Since the project does not interfere with public access, recreational opportunities, or visibility of coastal resources, it would not affect the availability or quality of coastal access provided by Castaways Park.

SECTION 4. DECISION.

NOW, THEREFORE, BE IT RESOLVED:

1. The Zoning Administrator of the City of Newport Beach hereby finds this project is categorically exempt from the California Environmental Quality Act pursuant to Section 15304 under Class 4 (Minor Alterations to Land) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential to have a significant effect on the environment.
2. The Zoning Administrator of the City of Newport Beach hereby approves the Limited Term Permit filed as PA2025-0194, subject to the conditions outlined in Exhibit "A," which is attached hereto and incorporated by reference.

3. This action shall become final and effective 14 days following the date this Resolution was adopted unless within such time an appeal or call for review is filed with the Community Development Director by the provisions of Title 21 (Local Coastal Program Implementation Plan), of the NBMC. Final action taken by the City may be appealed to the Coastal Commission in compliance with Section 21.64.035 (Appeal to the Coastal Commission) of the City's certified LCP and Title 14 California Code of Regulations, Sections 13111 through 13120, and Section 30603 of the Coastal Act.

PASSED, APPROVED, AND ADOPTED THIS 29TH DAY OF JANUARY 2026.

EXHIBIT “A”**CONDITIONS OF APPROVAL****Planning Division**

1. The development shall be in substantial conformance with the approved site plan stamped and dated with the date of this approval (except as modified by applicable conditions of approval).
2. The project is subject to all applicable City ordinances, policies, and standards unless specifically waived or modified by the conditions of approval.
3. The Applicant shall comply with all federal, state, and local laws. A material violation of any of those laws in connection with the use may cause the revocation of this Limited Term Permit.
4. All proposed signs shall be in conformance with the provisions of the Newport Harbor Lutheran Church (PC 2) Zoning District.
5. *No overnight storage of vendor materials is permitted on-site.*
6. *No amplified music or sound is permitted.*
7. *Operational hours are restricted to 8 a.m. to 2 p.m. on Saturdays and from 12 p.m. to 5 p.m. on Sundays in December. Set up shall occur in the first operational hour of each session and breakdown shall occur in the last hour of each session.*
8. This Limited Term Permit may be modified or revoked by the Zoning Administrator if determined that the proposed uses or conditions under which it is being operated or maintained is detrimental to the public health, welfare or materially injurious to property or improvements in the vicinity or if the property is operated or maintained so as to constitute a public nuisance.
9. Any change in operational characteristics, expansion in the area, or other modification to the approved plans, shall require subsequent review and approval by the Planning Division and may require an amendment to or the processing of a new permit.
10. *This Limited Term Permit shall expire twelve (12) months from the date of end of the coastal appeal period anticipated to end, by February 23, 2026, unless an extension of up to one (1) additional period of twelve (12) months is granted by the Zoning Administrator in compliance with Section 20.54.060 (Time Limits and Extensions). A letter requesting the extension shall be submitted to the Planning Division no later than thirty (30) days prior to the expiration date of this permit.*

11. The site shall not be excessively illuminated based on the luminance recommendations of the Illuminating Engineering Society of North America, or, in the opinion of the Director of Community Development, the illumination creates an unacceptable negative impact on surrounding land uses or environmental resources. The Director may order the dimming of light sources or other remediation upon finding that the site is excessively illuminated.
12. All noise generated by the proposed use shall comply with the provisions of Chapter 10.26 (Community Noise Control), under Sections 10.26.025 (Exterior Noise Standards) and 10.26.030 (Interior Noise Standards), and other applicable noise control requirements of the NBMC.
13. No outside paging system shall be utilized in conjunction with this market.
14. All trash shall be stored within the building or within dumpsters stored in the trash enclosure (three walls and a self-latching gate) or otherwise screened from view of neighboring properties, except when placed for pick-up by refuse collection agencies. The trash enclosure shall have a decorative solid roof for aesthetic and screening purposes.
15. Trash receptacles for patrons shall be conveniently located both inside and outside of the market, however, not located on or within any public property or right-of-way.
16. The exterior of the business shall be always maintained free of litter and graffiti. The owner or operator shall provide for daily removal of trash, litter debris, and graffiti from the premises and on all abutting sidewalks within 20 feet of the premises.
17. The applicant shall ensure that the trash dumpsters and/or receptacles are maintained to control odors. This may include the provision of either fully self-contained dumpsters or periodic steam cleaning of the dumpsters if deemed necessary by the Planning Division. Cleaning and maintenance of trash dumpsters shall be done in compliance with the provisions of Title 14, including all future amendments (including Water Quality related requirements).
18. Storage outside of the building in the front or at the rear of the property shall be prohibited, except for the required trash container enclosure.
19. This approval shall expire and become void unless exercised within 24 months from the actual date of review authority approval, except where an extension of time is approved in compliance with the provisions of Title 20 (Planning and Zoning) of the NBMC.
20. To the fullest extent permitted by law, the applicant shall indemnify, defend and hold harmless the City, its City Council, its boards and commissions, officials, officers, employees, and agents from and against any claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including without limitation, attorney's fees, disbursements, and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly

or indirectly) to City's approval of **Newport Harbor Farmers Market including, but not limited to the Limited Term Permit filed as PA2025-0194**. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorney's fees, and other expenses incurred in connection with such claim, action, causes of action, suit, or proceeding whether incurred by the applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all the City's costs, attorneys' fees, and damages that which the City incurs in enforcing the indemnification provisions outlined in this condition. The applicant shall pay to the City upon demand any amount owed to the City under the indemnification requirements prescribed in this condition.

Fire Department

21. A special event tent permit issued by the Newport Beach Fire Department shall be obtained prior to operation of the market. Applicant shall re-apply prior to expiration to keep the farmers market operational.
22. Fire Department Lanes shall remain unobstructed.
23. Fire extinguishers shall be required throughout the market tent area at 75-foot intervals.

Public Works Department

24. Site operations shall not impact the public right-of-way. Vehicles shall not be staged, stored, or queued in the public right-of-way at any time.
25. Water-filled barricades shall be positioned across the vehicle entrance to the farmers market with a maximum 4-foot gap for pedestrians.
26. The proposed circulation signage shall be located entirely on private property.
27. Customers, employees, and vendors shall be prohibited from parking within the public right-of-way and parking areas in nearby public parks.

Building Department

28. A building permit shall be required for any temporary structure more than 120 square feet in area.
29. Dining surfaces and work surfaces shall be 28" to 34" above the adjacent finish floor elevation.
30. All exiting paths and public walkways shall provide a minimum of 48" of unobstructed clearance.
31. Accessible routes, including under canopies and other overhead structures shall maintain a minimum clear height of 80".

32. All electrical distribution lines shall be in good working order and shall be protected from pedestrian and vehicular traffic and shall accommodate accessibility.
33. Any areas used for temporary commercial or institutional use shall be accessible to disabled persons.
34. An accessible path to all functional areas shall be provided.
35. Access to restrooms shall be provided at all times.
36. Accessible parking stalls shall not be used for seating areas when onsite parking is provided.
37. Detectable warnings shall be required for crossing pedestrian paths or pedestrian pathways adjacent to a vehicular way where no physical barrier is provided for separation.

Attachment No. ZA 2

Vicinity Map

VICINITY MAP



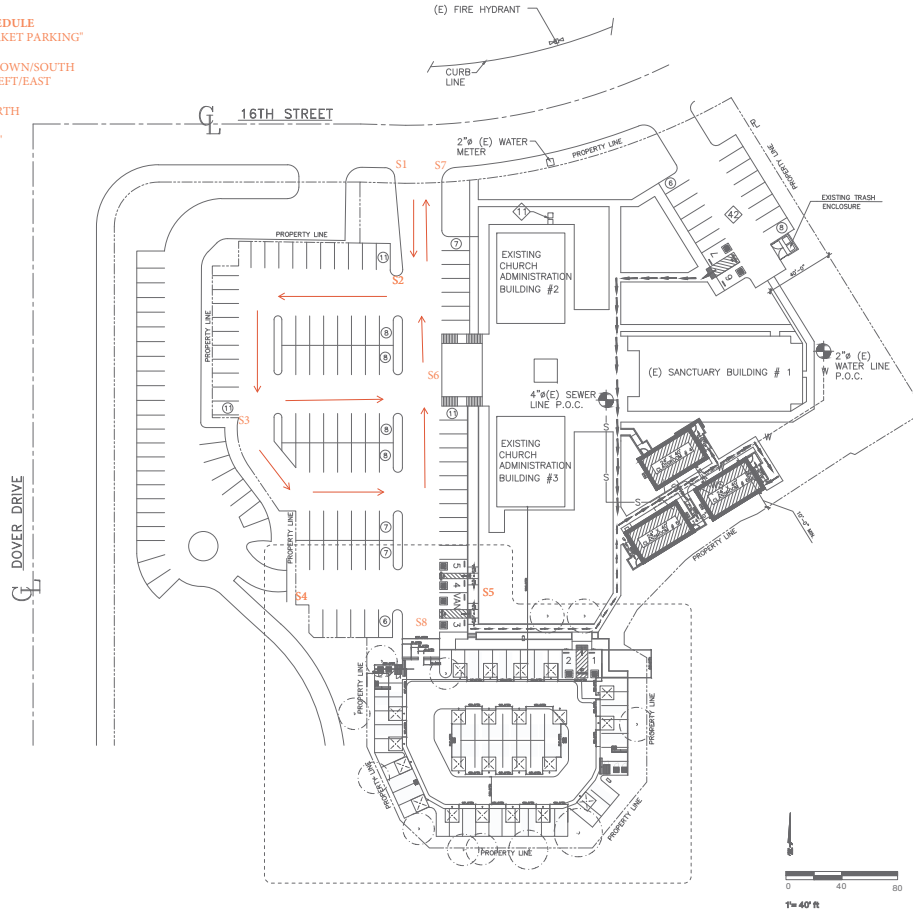
Limited Term Permit and Coastal Development
Permit
PA2025-0194

798 Dover Drive

Attachment No. ZA 3

Project Plans

PROPOSED SIGNAGE SCHEDULE
S1: A-Frame "FARMERS MARKET PARKING"
S2: A-Frame "KEEP RIGHT"
S3: A-Frame "ONE WAY -> DOWN/SOUTH"
S4: A-Frame "ONE WAY -> LEFT/EAST"
S5: Mounted "ADA Parking"
S6: A-Frame "Exit -> UP/NORTH"
S7: A-Frame "Exit"
S8: Mounted "Pedestrian Zone"



PORTABLE RESTROOMS (ADA + STANDARD UNITS)

Quantity (per CPC Table 422.1 + 10 % uplift for public events):
1 unit per 75 attendees (mixed gender event) ? ____ total standard units
Minimum 5 % of total units (but not less than 1) shall be ADA-accessible
Example for 300 attendees: 4 standard + 1 ADA = 5 total
Standard unit footprint: 48" x 48" (door swing 36" clear)
ADA-accessible unit footprint: 60" x 68" minimum + 60" turning circle in front
Required clearances & separations (CBC 11B-305, CPC 601.4, NFPA 1, City of NB):
- Minimum 5 ft clear from food-service tents/tables (10 ft preferred)
- Minimum 10 ft from any cooking appliance or open flame
- Minimum 20 ft from property lines & permanent buildings
- Minimum 10 ft from other tents/canopies
- Minimum 48" continuous accessible route (firm, stable, slip-resistant surface) from event area and accessible parking to each ADA unit
- Units shall not obstruct required fire-apparatus access lanes or 48" exiting paths
Additional notes:
- Units to be serviced daily, hand-sanitizer and baby-changing station in each ADA unit
- Provide signage directing to restrooms and identifying ADA units

WATER-FILLED PLASTIC JERSEY BARRIER (K-RAIL TYPE)
Temporary vehicular barricade to prevent unauthorized vehicle entry into event and accessible parking areas.
Height: 24"-32" (select per final supplier)
Length per unit: 8'0"
Filled weight: min. 800 lbs/unit
Maximum gap between units: 48" (4'-0") for controlled pedestrian passage only
Comply with CBC 3103, ADA 403.5 clear width, and City of Newport Beach temporary traffic control requirements.
Barriers shall be interlocked and fully water-filled prior to event occupancy.

TEMPORARY TENT / CANOPY (ONE-EVENT USE ONLY)

Maximum individual area: 700 sq ft (if >700 sq ft ? 120 sq ft trigger applies and separate permit required per CBC 3103.1.2)
Flame-retardant fabric with NFPA 701 certificate or label affixed
Minimum clear distance to other tents/canopies: 12'-0" (measured side-to-side or end-to-end)
Minimum distance to permanent buildings: 20'-0" (or 10'-0" if building exterior wall is 1-hr fire-rated and has no openings)
Minimum distance to internal combustion engines / generator: 20'-0"
Minimum distance to cooking appliances: 10'-0" (20'-0" if open flame or deep-fryer)
Minimum distance to property lines / public way: 10'-0"
Minimum distance to parked vehicles / vendor parking: 10'-0" (fire apparatus access lane shall remain 20' clear at all times)
Required Equipment (on-site at all times of occupancy):
Minimum one 2A:10BC fire extinguisher per 3,000 sq ft (travel distance =75')
NO SMOKING signs at each entrance
Minimum two exits per tent (exit doors =36" clear, side flaps rolled up =78" AFF count as exits when tied open)
Minimum 7'-0" interior clear height
Guy ropes / stakes shall not encroach into required 48" pedestrian paths or accessible routes

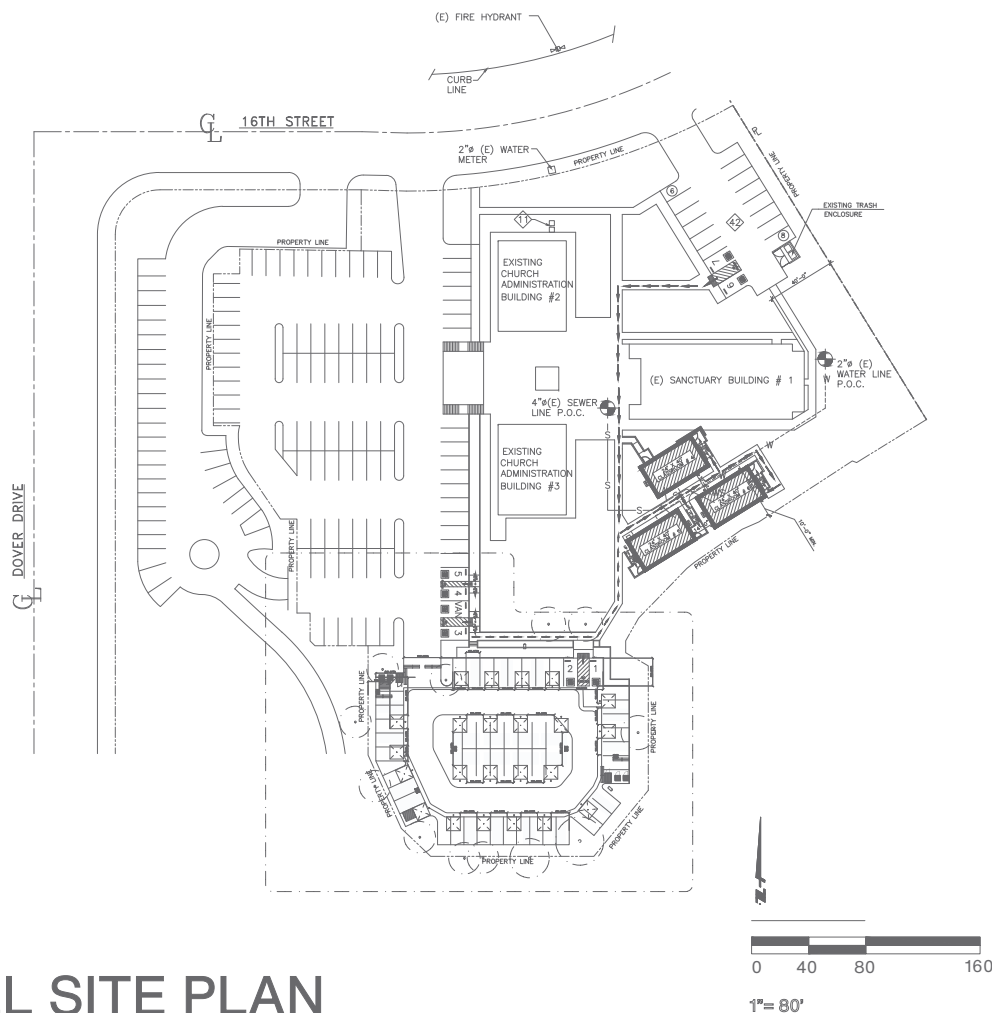
Align tents in single or double rows parallel to parking stall lines
Maintain 10'-0" fire lane between rows (allows emergency vehicle passage)
Provide one 10'x20' vendor vehicle space behind every two adjacent tents
Anchor each corner post with minimum 500 lb water ballast or 1,000 lb concrete block (engineer letter if wind >60 mph)

TRASH & RECYCLING RECEPTACLES

Provided: 8 total 55-gallon cans with tight-fitting, animal-resistant lids
4 trash (black/dark) + 4 recycling (blue/green)
Paired stations (1 trash + 1 recycling) located every 4 tents
Maximum walking distance from any tent: 90 ft (exceeds CAL Green & City of Newport Beach 100 ft max.)
Minimum separations:
5 ft from food-service tents/canopies
10 ft from any cooking appliance or open flame
Clear of all 48" exiting paths, accessible routes, and fire apparatus lanes
Additional: 1 x 4-cubic-yard dumpster at rear service area for vendor bulk waste; daily servicing required

OVERALL SITE PLAN

OVERALL SITE PLAN



PORTABLE RESTROOMS (ADA + STANDARD UNITS)

Quantity (per CPC Table 422.1 + 10 % uplift for public events):
 1 unit per 75 attendees (mixed gender event) ? ____ total standard units
 Minimum 5 % of total units (but not less than 1) shall be ADA-accessible
 Example for 300 attendees: 4 standard + 1 ADA = 5 total
 Standard unit footprint: 48" x 48" (door swing 36" clear)
 ADA-accessible unit footprint: 60" x 88" minimum + 60" turning circle in front
 Required clearances & separations (CBC 11B-305, CPC 501.4, NFPA 1, City of NB):
 - Minimum 5 ft clear from food-service tents/tables (10 ft preferred)
 - Minimum 10 ft from any cooking appliance or open flame
 - Minimum 20 ft from property lines & permanent buildings
 - Minimum 10 ft from other tents/canopies
 - Minimum 48" continuous accessible route (firm, stable, slip-resistant surface) from event area and accessible parking to each ADA unit
 - Units shall not obstruct required fire-apparatus access lanes or 48" exiting paths
 Additional notes:
 - Units to be serviced daily, hand-sanitizer and baby-changing station in each ADA unit
 - Provide signage directing to restrooms and identifying ADA units

WATER-FILLED PLASTIC JERSEY BARRIER (K-RAIL TYPE)

Temporary vehicular barricade to prevent unauthorized vehicle entry into event and accessible parking areas.
 Height: 24"-32" (select per final supplier)
 Length per unit: 6'10"
 Filled weight: min. 800 lbs/unit
 Maximum gap between units: 48" (4'-0") for controlled pedestrian passage only
 Comply with CBC 3103, ADA 403.5 clear width, and City of Newport Beach temporary traffic control requirements.
 Barriers shall be interlocked and fully water-filled prior to event occupancy.

TEMPORARY TENT / CANOPY (ONE-EVENT USE ONLY)

Maximum individual area: 700 sq ft (if >700 sq ft ? 120 sq ft trigger applies and separate permit required per CBC 3103.1.2)
 Flame-retardant fabric with NFPA 701 certificate or label affixed
 Minimum clear distance to other tents/canopies: 12'-0" (measured side-to-side or end-to-end)
 Minimum distance to permanent buildings: 20'-0" (or 10'-0" if building exterior wall is 1-hr fire-rated and has no openings)
 Minimum distance to internal combustion engines / generators: 20'-0"
 Minimum distance to cooking appliances: 10'-0" (20'-0" if open flame or deep-fryer)
 Minimum distance to property lines / public way: 10'-0"
 Minimum distance to parked vehicles / vendor parking: 10'-0" (fire apparatus access lane shall remain 20' clear at all times)

Required Equipment (on-site at all times of occupancy):

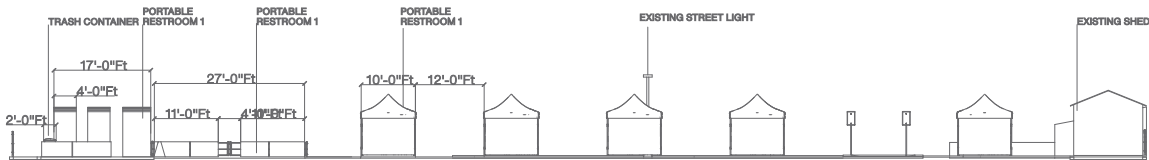
Minimum one 2A:10BC fire extinguisher per 3,000 sq ft (travel distance =75')
 "NO SMOKING" signs at each entrance
 Minimum two exits per tent (exit doors =36" clear, side flaps rolled up =78" AFF count as exits when tied open)
 Minimum 7'-0" interior clear height
 Guy ropes / stakes shall not encroach into required 48" pedestrian paths or accessible routes

Align tents in single or double rows parallel to parking stall lines
 Maintain 10'-0" fire lane between rows (allows emergency vehicle passage)
 Provide one 10'x20' vendor vehicle space behind every two adjacent tents
 Anchor each corner post with minimum 500 lb water ballast or 1,000 lb concrete block (engineer letter if wind >60 mph)

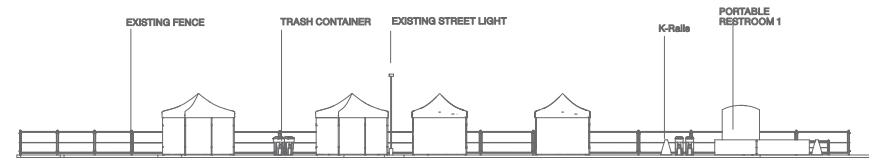
TRASH & RECYCLING RECEPTACLES

Provided: 8 total 55-gallon cans with tight-fitting, animal-resistant lids

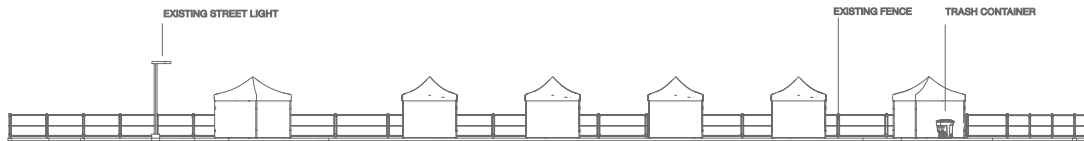
4 trash (black/dark) + 4 recycling (blue/green)
 Paired stations (1 trash + 1 recycling) located every 54 feet
 Maximum walking distance from any tent: 90 ft (exceeds CALGreen & City of Newport Beach 100 ft max.)
 Minimum separations:
 5 ft from food-service tents/canopies
 10 ft from any cooking appliance or open flame
 Clear of all 48" exiting paths, accessible routes, and fire apparatus lanes
 Additional: 1 x 4-cubic-yard dumpster at rear service area for vendor bulk waste; daily servicing required



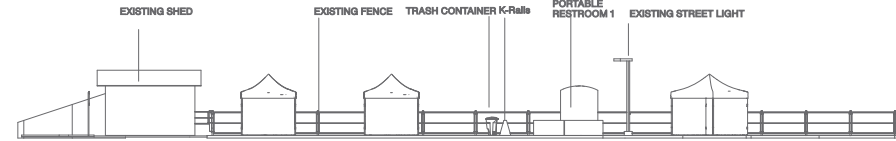
NORTH ELEVATION



WEST ELEVATION

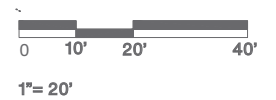


SOUTH ELEVATION



EAST ELEVATION

ELEVATIONS



Subject: Resubmittal: Response to Comments - Application PA2025-0194 (798 Dover Drive)

Attn: Daniel Kopshever, Assistant Planner
Community Development Department
City of Newport Beach

Re: Newport Harbor Farmers Market – PA2025-0194

Dear Mr. Kopshever,

Please find the attached revised plans and supplemental documents in response to the "Notice of Incomplete Filing" dated November 20, 2025, regarding the Limited Term Permit for the property at 798 Dover Drive.

We have addressed the department comments as follows:

General Planning Items

<u>Item</u>	<u>Response</u>
1. Public Noticing Package	The complete public noticing package, including the required mailing labels and affidavit, has been prepared and is ready for upload as requested
2. Site Cleanup Agreement	The signed Site Cleanup and Completion Agreement form is attached to this submittal
3. Plans	A comprehensive Site Plan is included (Sheet A1), drawn to scale, showing property lines, adjacent streets, and proposed market layout

Public Works Department Responses

Comment	Response
1. Overall site plan showing parking relations.	The Revised Site Plan clearly delineates the "Vendor Parking" zone (rear) and "Customer Parking" zone (front) in relation to the market tents
2. Clarify barricades (Water filled / 4ft opening).	The plan now specifies "Water-Filled Plastic Jersey Barriers (K-Rail Type)" with a maximum gap of 48 inches for pedestrian access, as requested
3. One-way circulation plan & enforcement.	The Site Plan indicates a one-way circulation loop. Market staff/volunteers will be stationed at the entrance and within the lot to facilitate and enforce this flow
4. Queue management on Castaways Ln.	<p>To strictly contain vehicle queuing within the private property and prevent spillover onto the public right-of-way, we will implement the following Ingress & Queue Management Strategy:</p> <ol style="list-style-type: none">1. On-Site Stacking Reservoir: The site entrance leads directly into a long internal driveway and one-way circulation loop. This internal aisle provides approximately 150-200 feet of stacking distance (capacity for ~8-10 vehicles) within the private property boundaries before affecting the public right-of-way2. Frictionless Entry: There is no stopping at the driveway threshold. No payments, ticketing, or ID checks occur at the entrance. Vehicles are permitted to enter freely and continuously to fill the internal circulation loop immediately3. Active Traffic Control: An attendant will be stationed at the Castaways Lane entrance specifically to wave traffic into the 'Reservoir' area and keep the intersection clear4. Circulation Efficiency: Once inside, the one-way loop splits traffic into two aisles, effectively doubling the speed at which vehicles can disperse into parking stalls, ensuring the entry lane remains fluid

5. Overflow parking / City parking lots.	<p>We have updated the parking analysis to reflect the actual market footprint:</p> <ul style="list-style-type: none"> • Total Existing Spaces: 144 spaces • Market Footprint: The market tents and fire lanes occupy the upper portion of the lot • Vendor Parking: Vendors will park their vehicles within the designated market footprint (behind their specific tents), ensuring they do not occupy customer spaces • Available Customer Parking: 88 designated spaces (plus 6 ADA spaces) remain available on the perimeter of the lot • Capacity Justification: With an estimated 300 attendees over a 4-hour window and a turnover rate of ~45 minutes, 88-94 spaces are sufficient to accommodate peak demand without spilling onto neighborhood streets
6. Signage placement plan.	<p>Signage locations, including directional arrows and ADA notifications, are now indicated on the Site Plan (See Note regarding Utilities/Signage)</p>

Building Division Responses

Comment	Response
1. Justify reduction of accessible parking.	<p>We are not reducing the required accessible parking below compliance. The site provides 144 total parking spaces. Per CBC 11B-208.2, a facility with 101-150 spaces requires 5 accessible spaces. We are maintaining 6 accessible spaces (including van accessible), which exceeds the minimum requirement</p>
2. Permit for temporary structure > 120 sq. ft.	<p>The individual vendor tents will be standard 10'x10' (100 sq. ft.) pop-up canopies, which are under the 120 sq. ft. threshold. If a larger aggregate tent exceeding 120 sq. ft. is utilized, we will apply for the separate building permit as noted on the plans</p>

3. Provide structural anchorage of post.	The market will utilize standard 10'x10' pop-up canopies. Strictly enforcing our Market Rules & Regulations, every vendor is required to secure their tent with a minimum of 40 lbs of weight per leg (160 lbs total per tent), consistent with industry standards for temporary farmers markets
4-9. Accessibility & Safety Compliance.	We have reviewed comments 4 through 9 regarding surface heights, path clearances (48"), clear heights (80"), electrical protection, and path of travel. We acknowledge and will strictly adhere to all these Code requirements during operation

Fire Department Responses

Item	Response
1. Special event tent permit.	Comply. We understand a Special Event Tent Permit is required. We will submit the application online via the CSS portal immediately upon approval of these planning documents.
2. Permit max 180 days.	Comply. We acknowledge that the Fire Special Event Permit is valid for a maximum of 180 days. We will track this expiration and re-apply prior to the 180-day mark to ensure continuous operation of the market.
3. Fire extinguishers.	Comply. As noted on the Revised Site Plan (Sheet A1, "Required Equipment"), 2A:10BC fire extinguishers will be provided every 75 feet of travel distance throughout the market tent area.
4. FD access lanes.	Comply. The Site Plan clearly depicts 20-foot wide Fire Department access lanes between tent rows. These lanes will remain unobstructed at all times.

We believe these revised plans and responses fully address the department's concerns. The attached package includes:

1. Revised Site Plan
2. Public Noticing Package (Mailing Labels & Affidavit)
3. Signed Site Cleanup Agreement

We are eager to proceed to the Zoning Administrator Hearing. Please let us know if any further clarification is required.

Attachment No. ZA 4

Project Description

Planning Entitlement

Project Description & Justification

The Newport Harbor Farmers Market, operated by the Vital Tide Foundation, will establish a weekly community gathering every Saturday, welcoming approximately 300 Newport Beach residents to engage with 20 local farmers and artisans offering fresh produce, prepared foods, and handcrafted goods. Customer hours are from 9:00 AM to 1:00 PM, with setup starting at 8:00 AM and teardown completed by 2:00 PM, beginning approximately November 2025, pending City approval. The church's commitment, including covering permit costs, reflects our shared dedication to fostering sustainable agriculture and community vitality in Newport Beach.

The market's temporary, low-impact operations ensure harmony with the city's growth and welfare, satisfying the required findings for the LTP:

1. **Non-Detrimental to City Growth and Public Welfare:** NHFM's limited Saturday hours (9:00 AM–1:00 PM for customers, 8:00 AM–2:00 PM for setup/teardown) and temporary setup pose no detriment to the harmonious and orderly growth of Newport Beach. Operating on the church's private, paved lot, the market avoids hazards to public convenience, health, safety, or welfare. A waste management plan mandates vendor use of two large, enclosed trash and recycling bins, with post-market cleanup restoring the site, ensuring no impact on the neighborhood. The market's nonprofit mission enhances community engagement, supporting the city's goals for vibrant, community-serving uses.
2. **Adequate Lot Size and Shape:** The church's lot at 798 Dover Dr is adequately sized and shaped to accommodate 20 temporary vendor stalls, pedestrian pathways, and infrastructure, as detailed in the site plan adapted from our health permit application. All activities are confined to paved areas, with tents and structures removed post-market, ensuring no material detriment to the use and enjoyment of adjacent properties, including nearby residential and recreational areas.
3. **Adequate Street Access:** The lot is served by Dover Dr and 16th St, with sufficient width and improvements to handle the expected traffic from 300 weekly visitors. NHFM uses a single 16th St entrance/exit, separated by fencing from the adjacent coastal/wilderness area, which has its own 16th St entrance, preventing interference with coastal access. Volunteers and directional signage will manage traffic flow, minimizing congestion and ensuring compatibility with surrounding streets.
4. **Adequate Temporary Parking:** NHFM's parking plan allocates 150 on-site spaces: 50 for vendors and market operations, and 100 for customers, sufficient for 300 visitors over four hours. This ensures no parking overflow onto Dover Dr or 16th St, with volunteers guiding traffic to maintain access, acceptable to the Zoning Administrator and aligned with public access priorities.
5. **Consistency with City Regulations:** NHFM complies with the General Plan, Municipal Code, and Local Coastal Program (LCP) by promoting community-serving uses and recreational opportunities through a family-friendly hub. It protects coastal resources by confining activities to paved areas, using absorbent materials to prevent stormwater runoff pollution, and ensuring no impact on coastal pathways, beaches, or sensitive habitats. Temporary signage complies with coastal aesthetic guidelines, preserving scenic views. The market's temporary nature ensures no lasting impact, fully aligning with city regulations and the California Coastal Act.

As an authorized representative, I confirm the accuracy of NHFM's project details, as outlined in the accompanying site plan, parking, and waste management plans, and consent to the Vital Tide Foundation's use of 798 Dover Dr for this market, subject to City approval. We respectfully request approval of the LTP and CDP to bring this community-focused initiative to Newport Beach.

Newport Harbor Farmers Market: Parking & Traffic Management Plan

Objective: The following plan details the parking and traffic management strategy for the proposed Newport Harbor Farmers Market (NHFM) at 798 Dover Dr. This plan is designed to ensure adequate on-site parking for all vendors and visitors, to facilitate a safe and efficient flow of traffic, and to prevent any negative parking or traffic impact on the surrounding public streets, particularly Dover Drive and 16th Street.

1. Parking Capacity and Allocation (150 Total Spaces)

- **Vendor Parking (50 Spaces):** A specific zone of 50 spaces will be exclusively designated for vendors, staff, and operational vehicles. This area will be located in the section of the lot furthest from the main market entrance to reserve the most convenient spaces for customers. Vendors will be instructed to arrive and park in this designated zone before the market opens to the public.
- **Customer Parking (100 Spaces):** The remaining 100 spaces will be dedicated to market visitors. These spots are located in the primary lot, providing the most direct and convenient access to the market entrance.
- **Capacity Analysis:** A rotating supply of 100 customer spaces is sufficient to accommodate a projected 300+ visitors over a four-hour period. Based on typical market-goer habits (average stay of 30-45 minutes), each space can be expected to turn over multiple times per hour. This capacity ensures all visitor parking can be contained on-site.

2. Traffic Circulation and Management

- **Designated Entrance & Exit:** To minimize disruption to the adjacent residential neighborhood, all market-related traffic (vendor and customer) will be directed to **enter and exit exclusively via the main church driveway on Castaways Ln.**
- **Internal One-Way Flow:** Once on the property, vehicles will be guided through a clear, one-way circulation loop marked with traffic cones. This prevents internal gridlock and ensures a safe, predictable flow from the entrance to the parking stalls and back to the exit.
- **No Neighborhood Overflow:** This plan is designed to contain all vehicle queuing, parking, and maneuvering entirely within the church's private lot. No market-related parking will be permitted on Dover Dr or 16th St, and the internal capacity is sufficient to prevent traffic from backing up onto public roadways.

3. Staffing and Signage

- **Parking Volunteers (2-3 Staff):** Trained volunteers will be present during all market hours to manage parking and traffic.
 - An entrance attendant will be stationed at the Dover Drive driveway to welcome visitors and direct them into the one-way traffic pattern.
 - One to two parking attendants will be positioned within the lot to guide drivers to available spaces and ensure the safety of pedestrians.
- **Professional Signage:** High-visibility, professional A-frame signs will be used to direct traffic. Signage will include "Farmers Market Parking," "Enter Here," "Exit Only," and directional arrows. No market-related signs will be placed on 16th Street.

4. Accessibility and Safety

- **ADA-Compliant Parking:** All existing, marked ADA parking stalls will be reserved for visitors with valid placards, and volunteers will ensure these spaces remain accessible.
- **Pedestrian Safety:** Clear pedestrian pathways from the parking areas to the market entrance will be designated to ensure visitors can walk safely, separated from the primary flow of vehicle traffic.

This comprehensive plan demonstrates that the farmers market is well-equipped to manage its parking and traffic needs efficiently and safely within the confines of the church property, aligning with the public's interest and the city's planning priorities.

Newport Harbor Farmers Market: Waste Management Plan

Applicant: Vital Tide Foundation (Non-Profit Operator)

Location: 798 Dover Drive (Newport Harbor Lutheran Church)

1. Objective

This Waste Management Plan outlines the procedures and policies that the Newport Harbor Farmers Market (NHFM), operated by Vital Tide Foundation, will implement to ensure the market site remains clean, safe, and free of debris during and after operating hours. Our goal is a "Leave No Trace" policy that prevents any negative impact on the host property, the surrounding neighborhood, and Newport Beach's coastal environment. This plan is designed to comply with all City regulations and the requirements of the Coastal Development Permit (CDP).

2. Vendor Responsibilities ("Pack It In, Pack It Out")

All participating vendors are required to adhere to the following as a condition of their participation:

- **Self-Contained Waste:** Each vendor is responsible for managing all waste generated within their own stall. This includes product packaging, food scraps, and any other refuse.
- **Mandatory Removal:** Vendors must remove all of their own trash from the site at the end of each market day. The use of public-facing market trash receptacles for vendor waste is strictly prohibited.
- **Clean Stall Policy:** Each vendor's assigned space must be swept and left free of all debris, stains, and residues before they depart.
- **No Liquid Dumping:** Vendors are prohibited from disposing of any liquids (e.g., ice meltwater, wash water, beverages) onto the paved lot, landscaping, or into storm drains. All liquids must be collected and removed from the site for proper disposal.

3. Market Operator Responsibilities (Public Areas)

Vital Tide Foundation will provide and manage waste receptacles for customer use:

- **Receptacle Provision:** A minimum of **eight (8)** large, 55-gallon waste **receptacles** will be placed throughout the market's public areas.
 - **Four (4) Landfill Bins** (lined, with lids)
 - **Four (4) Recycling Bins** (for bottles and cans, clearly marked)
- **Strategic Placement:** Bins will be strategically located near the market entrance/exit, food vendor areas, and seating areas to ensure convenient access for all visitors.
- **Regular Monitoring:** A designated market volunteer (the "Site Monitor") will be responsible for checking the fill levels of all receptacles at least once per hour. Liners will be replaced as needed to prevent overflow.

4. Post-Market Cleanup Procedure

Our commitment is to leave the Newport Harbor Lutheran Church property cleaner than we found it.

- **Final Sweep:** Immediately following the 2:00 PM vendor departure, the Site Monitor and volunteers will conduct a final sweep of the entire market area, including the parking lot and adjacent landscaping.
- **Consolidation and Disposal:** All waste collected in the public-facing receptacles will be consolidated into heavy-duty trash bags. Per an agreement with Newport Harbor Lutheran Church, all market-generated trash will be securely deposited into the church's designated on-site dumpsters at the conclusion of the market.
- **Site Inspection:** A final inspection will be performed by the Market Manager to ensure the site is returned to its original clean and orderly condition.

5. Coastal Environment Protection

In accordance with the Local Coastal Program (LCP), the following measures will be enforced to protect water quality:

- **Storm Drain Protection:** No market stalls, equipment, or waste receptacles will be placed within 10 feet of a storm drain inlet.
- **Spill Prevention:** All food vendors handling liquids or preparing food on-site will be required to have a "spill kit" with absorbent, non-toxic materials (e.g., kitty litter or absorbent pads) to immediately contain and clean up any spills, preventing runoff.

This comprehensive plan ensures that the Newport Harbor Farmers Market will operate as a clean, responsible, and environmentally conscious community event.