


# STAFF REPORT

## SAUSALITO ZONING ADMINISTRATOR

**Project** Temporary Event Tent / 2330 Marinship Avenue  
Minor Use Permit MUP 11-123

**Meeting Date** May 26, 2011

**Staff** Heidi Burns, Associate Planner 

### REQUEST

Approval of a Minor Use Permit to allow a temporary use permit to install a 2,400 square foot temporary event tent for one year at 2330 Marinship Avenue.

### PROJECT INFORMATION

**Applicant** Alan Maciel, Berg Holdings

**Property Owner** M.C.S.S.M, LLC

**Location/Size** 2330 Marinship Avenue; APN 063-110-27  
20.6 Acres; see **Exhibit B** for vicinity map

**General Plan** Industrial

**Specific Plan** Marinship Specific Plan

**Zoning** Industrial-Marinship (I-M) Overlay Zoning District

**Authority** Temporary Uses and Events are permitted via a Minor Use Permit pursuant to Section 10.44.310 of the Zoning Ordinance

**CEQA** The project consists of a the installation of a temporary event tent and is categorically exempt pursuant to Section 15303(e) (New Construction and Conversion of Small Structures) of the CEQA Guidelines.

### PROJECT DESCRIPTION

#### SITE LOCATION

**Neighborhood:** The project site is located within the Marinship neighborhood. The neighborhood consists of commercial, industrial and marine-related uses.

**Subject Parcel:** The subject parcel is a level lot along the Marinship Avenue. The site is referred to as Marina Plaza and has been developed with two commercial office building and a marina. Existing uses of the site include primarily office and commercial uses.

#### PROJECT DESCRIPTION

The applicant is requesting a minor use permit to allow the installation of a 2,400 square foot temporary event tent to be located within a surplus parking area on-site (**Exhibit C**). The applicant is proposing the seasonal use of the event tent from May 2011 through the end of October 2011. The proposed use schedule consists of utilization of the tent for approximately 26 days a month as shown

below:

**TABLE 1: TENT USE SCHEDULE.**

USE	FREQUENCY	TIME OF DAY
<b>Civic</b>		
City of Sausalito	2 Days/Month	Day or Night* or Weekend
Chamber of Commerce	2 Days/Month	Day or Night or Weekend
County of Marin	2 Days/Month	Day or Night or Weekend
<b>Community</b>		
Art Festival	8 Days/Year	Weeknight or Weekend*
Local Artist Exhibit	1 Day/Month	Day or Night or Weekend
Service Organizations**	2 Days/Month	Day or Night or Weekend
<b>Tenants</b>		
Meeting	3 Days/Month	Day or Night
Seminar	3 Days/Month	Day or Night
Training	3 Days/Month	Day or Night
Meal	3 Days/Month	Day or Night
<b>Private</b>		
Wedding/Union	1 Day/Month	Weeknight or Weekend
Birthday	1 Day/Month	Weeknight or Weekend
Bar/Bat Mitzvah or similar	1 Day/Month	Weeknight or Weekend

\*Day= 10AM-5PM; Night=5PM-10PM; Weekend=Saturday & Sunday 10AM-10PM

\*\*Service, Organizations include but are not limited to Woman's Club, Rotary, Lions, Kiwanis

The maximum number of people utilizing the event tent would be based on the manufacturer specifications of the tent (i.e., sit-down meals are limited to 120 persons, parties limited to 240 persons, and theater seating limited to 320 persons). The applicant estimates the average number of guests utilizing the tent will be approximately 150 persons.

Events held at the temporary event tent may include amplified music performed by a live band or D.J. The applicant has stated that all amplified music would comply with the City's noise regulations.

Lastly, the applicant is proposing the temporary event tent to have access and use of the existing Marina Plaza existing parking, utilities (water and electrical), sanitation (trash), and restroom facilities.

## **PROJECT ANALYSIS**

### **GENERAL PLAN CONSISTENCY**

The project site is located within the Industrial General Plan Land Use Designation. The General Plan describes this land use designation as being an area that is subject to the Marinship Specific Plan which strictly regulates the permitted uses and development intensity to reflect the designed marine and general industrial uses.

To approve the proposed project, the Zoning Administrator must determine that the project is consistent with all applicable General Plan policies. Staff has identified the following policy of the Economic Element as most relevant to the proposed project:

- ✓ **Policy E-3.3: Other Businesses.** Encourage diverse business opportunities.

The proposed temporary event tent accommodates a demand for a use which captures the natural views of Richardson's Bay and the aesthetics of the project site. Although the site is located in an

area where marine and industrial uses are encouraged based on the Marinship Specific Plan, the project site was developed prior to the Marinship Specific Plan as a commercial office complex with extra parking, a pocket park and marina. The temporary event tent will be located in an existing asphalt parking lot and will not negatively obstruct designated view corridors. Lastly, the event tent is temporary and will not create a permanent land use which conflicts with the purpose and intent of the General Plan. As such, staff suggests the proposed use is consistent with the intent of the General Plan's Land Use Element.

#### **MARINSHIP SPECIFIC PLAN CONSISTENCY**

The Marinship Specific Plan does not include temporary uses and event criteria similar to address the project proposal, and therefore the Zoning Ordinance provision apply.

#### **ZONING CONSISTENCY**

Temporary uses and events are permitted in the Industrial–Marinship Overlay Zoning District. Pursuant to Section 10.44.310, Temporary Uses and Events, of the Zoning Ordinance, any use, except mobile homes, may be authorized on a temporary basis for up to a maximum of one year in any Zoning District.

Staff suggests the findings to approve the minor use permit are able to be achieved on the basis of the following:

- ✓ The temporary event tent will be able to utilize the existing parking associated with the project site. The project site has sufficient parking to accommodate parking requirements to support both the existing uses on the site as well as the parking requirements associated with the proposed temporary event tent.
- ✓ The temporary event tent will have access to utility connections, sanitation services, and restroom facilities which are currently located on the project site.
- ✓ The temporary event tent will not negatively impede established view corridors identified in General Plan and Marinship Specific Plan.
- ✓ The temporary event tent will be required to secure a Construction Permit and demonstrate compliance with the 2010 Fire Code.
- ✓ The temporary event tent will not exceed a 15-foot maximum height limitation for consistency with the maximum height limitations for accessory structures pursuant to Section 10.44.020 of the Zoning Ordinance.

An issue for consideration by the Zoning Administrator relates to a provision of the Zoning Ordinance which allows for an extension of time for temporary uses. Specifically, Section 10.44.310.A.3 of the Zoning Ordinance allows the granting authority to grant a single extension of the time limit not to exceed the length of time originally permitted. Staff is recommending the Zoning Administrator approve a condition of approval which would allow the Community Development Director to administratively issue an extension of temporary event tent for up to a maximum of an additional year on the basis that the City does not receive any substantive written complaints regarding the temporary event tent. If the City receives any substantive written complaints, then the applicant is required to submit an application for an extension of the Minor Use Permit pursuant to Section 10.50.140, Extension of Approved Permits, of the Zoning Ordinance.

#### **PUBLIC NOTICE AND CORRESPONDENCE**

- May 12, 2011 – Notices were mailed to all residents and property owners within 300 feet of the project site.
- No written correspondence was received at the time of writing the staff report.

## **RECOMMENDATION**

Staff recommends the Zoning Administrator approve the attached draft resolution (**Exhibit A**) which approves a Minor Use Permit to allow a temporary use permit to install a 2,400 square foot temporary event tent for one year at 2330 Marinship Avenue (MUP 11-123).

Alternatively, the Zoning Administrator may:

- Approve the modification to the Minor Use Permit with modifications;
- Continue the hearing for additional information and/or project revisions; or
- Deny the modification to the Minor Use Permit and direct Staff to return with a Resolution of Denial.

## **EXHIBITS**

- A. Draft Resolution
- B. Vicinity Map
- C. Project Plans, date-stamped April 21, 2011
- D. Project Description prepared by the applicant, date-stamped April 21, 2011
- E. Site Photograph
- F. Public Comment Letters
  1. Christanne Gallagher, Army Corps of Engineers, date-stamped May 19, 2011
  2. Demetri Rizos, Sausalito Art date-stamped May 19, 2011

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**SAUSALITO ZONING ADMINISTRATOR  
RESOLUTION NO. 2011-XX**

**APPROVAL OF A MINOR USE PERMIT FOR THE INSTALLATION OF TEMPORARY TENT AT  
2330 MARINSHIP AVENUE  
(MUP 11-123)**

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**WHEREAS**, on April 18, 2011 an application was filed by Alan Maciel, with Berg Holdings, on behalf of the property owner M.C.S.S.M, LLC., requesting Zoning Administrator approval of a Minor Use Permit to allow a temporary use permit to install a 2,400 square foot temporary event tent for one year at 2330 Marinship Avenue (APN 063-110-27); and

**WHEREAS**, the Zoning Administrator conducted a duly-noticed public hearing on May 26, 2011 at which time all interested persons were given an opportunity to be heard; and

**WHEREAS**, the Zoning Administrator has reviewed and considered the project plans prepared by CSW|ST2, entitled "Event Tent" and date-stamped received on April 21, 2011; and

**WHEREAS**, the Zoning Administrator has received and considered all oral and written testimony on the subject application; and

**WHEREAS**, the Zoning Administrator has reviewed and considered the information contained in the staff report for the proposed project; and

**WHEREAS**, the Zoning Administrator finds that, as conditioned herein, the proposed project is consistent with the General Plan and complies with the Zoning Ordinance requirements as described in the staff report; and

**WHEREAS**, approval of the proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303(e), New Construction and Conversion of Small Structures.

**NOW, THEREFORE, THE ZONING ADMINISTRATOR HEREBY RESOLVES AS FOLLOWS:**

1. The project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15303, New Construction and Conversion of Small Structures.
2. The Minor Use Permit to allow a temporary use permit to install a 2,400 square foot temporary event tent for one year and an option to allow the Community Development Director to administratively issue an extension of temporary event tent for up to a maximum of an additional year on the basis that the City does not receive any substantive written complaints regarding the temporary event tent is approved based upon the attached findings (Attachment 1), subject to the attached conditions of approval (Attachment 2), and as shown in the project plans titled "Tenant Improvement" date-stamped April 21, 2011 (Attachment 3).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Graves, AICP  
Zoning Administrator

**ATTACHMENTS**

- 1- Findings
- 2- Conditions of Approval
- 3- Project Plans, entitled "Event Tent," date-stamped received April 21, 2011

**ZONING ADMINISTRATOR RESOLUTION**

**May 26, 2011**

**MUP 11-123**

**2330 MARINSHIP AVENUE**

**ATTACHMENT 1: FINDINGS**

**1. MINOR USE PERMIT FINDINGS**

Pursuant to the Zoning Ordinance Section 10.58 (Minor Use Permits), the permit is approved based on the following findings:

- A) The proposed use is allowed with issuance of a Minor Use Permit, pursuant to Chapters 10.20 through 10.28 (Zoning District Regulations), Chapter 10.44 (Specific Use Requirements) or any other applicable section of this Title 10.

*Pursuant to Section 10.44.310, Temporary Uses and Events, of the Zoning Ordinance, any use, except mobile homes, may be authorized on a temporary basis in any Zoning District. Furthermore, Section 10.44.310.A.3 allows a single extension of the time limit not to exceed the length of time originally allowed.*

- B) The proposed use is consistent with the General Plan, the purposes of the Zoning Ordinance, and the purposes of the applicable zoning district.

*The temporary tent is consistent with the intent and purpose of the General Plan, Zoning District, and the Industrial-Marinship Overlay Zoning District based on the tent's non-permanent use. The temporary tent is also located outside of any established view corridor identified by the Marinship Specific Plan.*

- C) The proposed use, together with the applicable conditions, will not be detrimental to the public health, safety, or general welfare of the City.

*Prior to installation of the temporary tent, the applicant is required to submit and received approval of a Construction Permit. The approved Construction Permit will demonstrate compliance with all provisions of the Building Code as well as the Fire Code which will ensure the temporary tent will not be detrimental to the public health, safety, or general welfare of the City.*

- D) The proposed use complies with all of the applicable provisions of the Zoning Ordinance.

*As stated in finding A, any use, except mobile homes, may be authorized on a temporary basis in any Zoning District provided such use complies with development standards related to access, fire protection, and water supply and sanitation. The project site is designed to provide access to a publically maintained road (Marinship Avenue), is required to comply with a condition of approval to demonstrate compliance with Section 2404 of the 2010 California Fire Code-Temporary and Permanent Tent and Membrane Structures prior to issuance of a Construction Permit for the temporary tent, and lastly, the project site is able to provide on-site water and sanitation facilities.*

- E) The proposed use or facility is properly located relative to the community as a whole and to land uses and transportation and service facilities in the vicinity.

*The Temporary Tent is located in an area that is accessible to the public via public and private streets. Adequate parking to accommodate the cumulative uses on site is provided on-site. Lastly, the project site is also located within walking distance to public transportation facilities.*

- F) The size and shape of the subject property is adequate to provide features needed to ensure reasonable compatibility with land uses normally permitted in the surrounding area. Features may include but not be limited to yards, open spaces, walls and fences, parking, loading, landscaping, and such features as may be required by this Title or the Commission.

*The temporary event tent will be located in an existing surplus parking lot. The tent will comply with the maximum 15 foot height limitation for accessory structure, will not impact existing on-site parking requirements, and will not impact existing view corridors identified by the Marinship Specific Plan.*

- G) Public utilities and facilities are or will be adequate to serve the proposed use, including streets and highways paved (and of adequate width) for the quantity and type of traffic it will generate.

*All public utilities and facilities are adequate for the proposed use. On-site parking will adequately serve the property and use. There are no proposed changes to the existing public utilities or facilities.*

- H) The proposed use will not materially adversely affect nearby properties or their permitted uses.

*The proposed use is consistent with the intended purpose of the project site and the surrounding properties. Additionally, the adjacent property owner, the Department of the Army Corps of Engineers located at 2100 Bridgeway has submitted a letter in support of the temporary event tent. Lastly, the project site provides adequate parking facilities and will not impact existing on-street parking.*

- I) Findings required by Chapter 10.44 (Specific Use Requirements) for the approval of specific uses are made.

*Not applicable, as there are no specific use requirement findings.*

**ZONING ADMINISTRATOR RESOLUTION**

**May 26, 2011**

**MUP 11-123**

**2330 MARINSHIP AVENUE**

**ATTACHMENT 2: CONDITIONS OF APPROVAL**

These conditions of approval apply to project plans prepared by CSW|ST2, entitled "Event Tent" and date-stamped received on April 21, 2011:

**General Conditions**

1. Construction materials, equipment, vehicles, and debris boxes shall be placed to minimize obstruction of roads and gutters, shall be maintained in a clean and safe condition, and shall not be maintained in a manner that becomes a nuisance to the neighborhood.
2. No exterior security lighting may be installed on the subject site unless otherwise reviewed and approved by the Community Development Department and found to be consistent with Chapter 10.45 of the Zoning Ordinance.
3. No alternative or unrelated construction, site improvements, tree removal and/or alteration, exterior alterations and/or renovations shall be performed on the project site prior to commencement of construction of the proposed project. In such cases, this approval shall be rendered null and void unless approved by the Community Development Department as a modification to this approval.
4. In the event that any condition imposing a fee, exaction, dedication or other mitigation measure is challenged by the project sponsors in an action filed in a court of law or threatened to be filed therein which action is brought within the time period provided by law, this approval shall be suspended pending dismissal or final resolution of such action. If any condition is invalidated by a court of law, the entire project shall be reviewed by the City and substitute conditions may be imposed.
5. The applicant shall indemnify the City for any and all costs, including without limitation attorneys' fees, in defending this project or any portion of this project and shall reimburse the City for any costs incurred by the City's defense of the approval of the project.
6. This approval will expire in one (1) year from the date of adoption of this resolution if the property owner has not exercised the entitlements hereby granted. The Permit may be administratively extended by the Community Development Director for up to a maximum of an additional year if the Community Development Department has not received any substantive written complaints regarding any aspect of the use and physical structure of the temporary tent. If the Community Development Department receives any written substantive complaint, then the applicant shall submit an application for an "Extension of Approved Permit" pursuant to Section 10.50.040 of the Zoning Ordinance.
7. Prior to issuance of a Construction Permit, the project plans shall demonstrate compliance with Section 2404 of the 2010 California Fire Code-Temporary and Permanent Tent and Membrane Structures.
8. Prior to issuance of a Construction Permit, the applicant shall submit plans demonstrating the tent will not exceed a maximum height of 15 feet.



9. The uses related to the temporary event tent shall adhere to the City's noise regulations (Municipal Code, Chapter 12.16, Noise Control).

**Advisory Notes**

Advisory notes are provided to inform the applicant of Sausalito Municipal Code requirements, and requirements imposed by other agencies. These requirements include, but are not limited to, the items listed below.

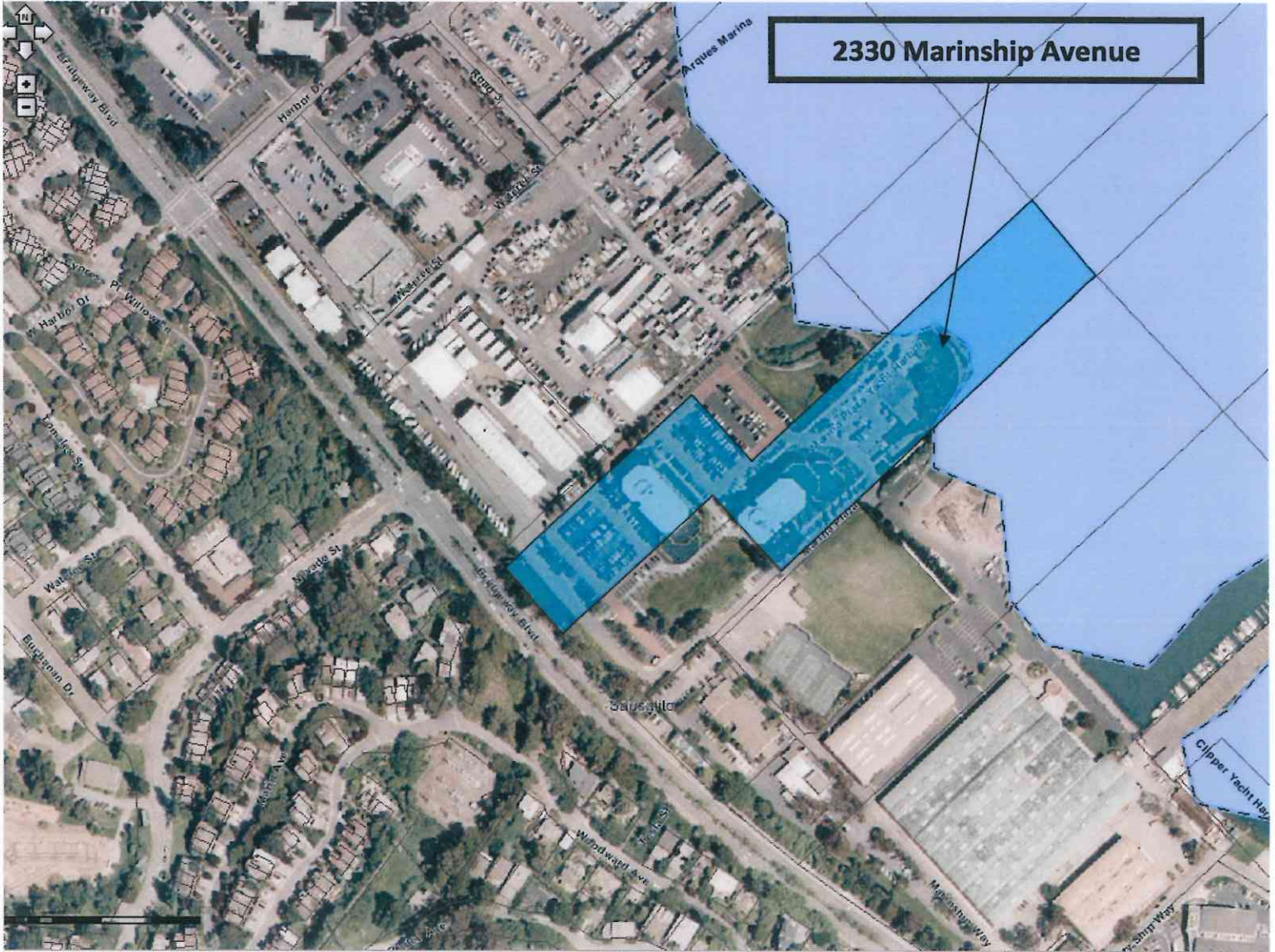
1. An approval granted by the Zoning Administrator does not constitute a building permit or authorization for construction. Appropriate construction permit(s) issued by the Building Division must be obtained prior to construction.
2. All applicable City fees as established by City Council resolutions and ordinances shall be paid. Third party review fees (cost plus 10%) shall be paid.
3. Pursuant to Municipal Code Chapter 3.36, Construction Traffic Road Fees shall be paid prior to issuance of a building permit.
4. Pursuant to Municipal Code Chapter 8.54, applicants shall submit a Recycling Management Plan to the Community Development Department prior to the issuance of any construction permits, unless the requirement is waived pursuant to Section 8.54.050.
5. Construction Impact Fees shall be paid in accordance with the Construction Impact Fee Ordinance. The fee is due prior to issuance of Building Permit.
6. Pursuant to Municipal Code Section 12.16.140, the operation of construction, demolition, excavation, alteration, or repair devices and equipment within all residential zones and areas within a 500 foot radius of residential zones shall only take place during the following hours:  
Weekdays – Between 8:00 a.m. and 6:00 p.m.  
Saturdays – Between 9:00 a.m. and 5:00 p.m.  
Sundays – Prohibited  
City holidays (not including Sundays) – Between 9:00 a.m. and 7:00 p.m.
7. Permits required by other agencies having jurisdiction within the construction area must be obtained in accordance with the respective agency's regulations.
  - a. Marin Municipal Water District – (415-945-1400), including landscaping and irrigation regulations;
  - b. Southern Marin Fire Protection District -- (415-388-8182).

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ZONING ADMINISTRATOR RESOLUTION  
May 26, 2011  
MUP 11-123  
2330 MARINSHIP AVENUE

ATTACHMENT 3: PROJECT PLANS

VICINITY MAP  
2330 Marinship Avenue  
CUP 11-123



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*Exhibit B  
(1 page)*

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### PARKING SUMMARY AFTER TENT DELECTION

USE	SPACE CLASSIFICATION	STANDARD	REQUIREMENT
OFFICE	OFFICE	17,000	261
TENT	MARKET SERVICE	17,000	3
MARKET	MARKET SERVICE	17,000	2
TRAFFIC	MARKET SERVICE	17,000	3
DRIVE	N/A	N/A	N/A
TOTAL			369
			24
			355

\* AS SHOWN IN THESE PLANS TO DETERMINE ALL ACCESS TO PROPERTY ENTRANCE  
 \*\* PER CITY'S REGULATORY CODES (1.3.000 & 1.0700)



VIEW A



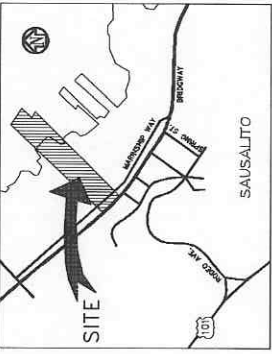
VIEW B



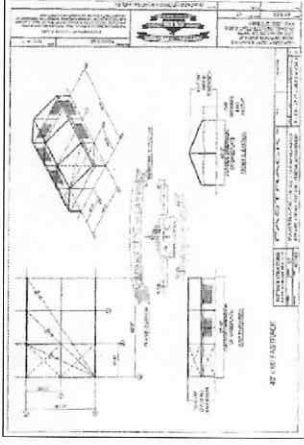
VIEW C



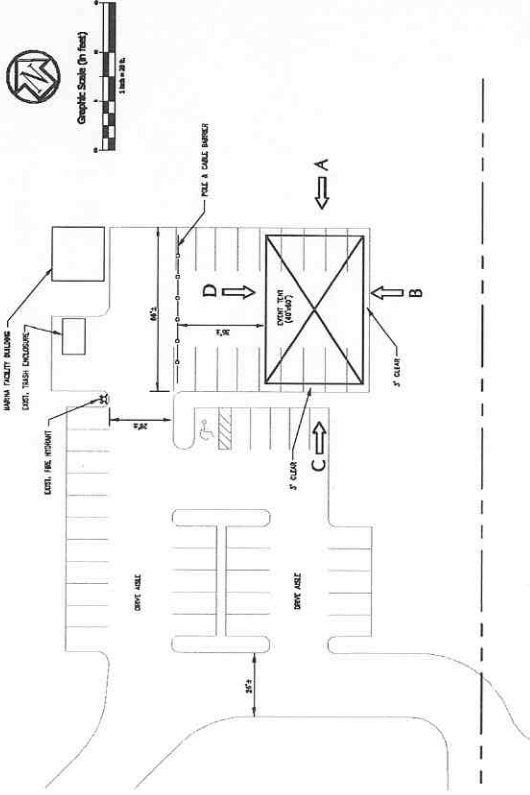
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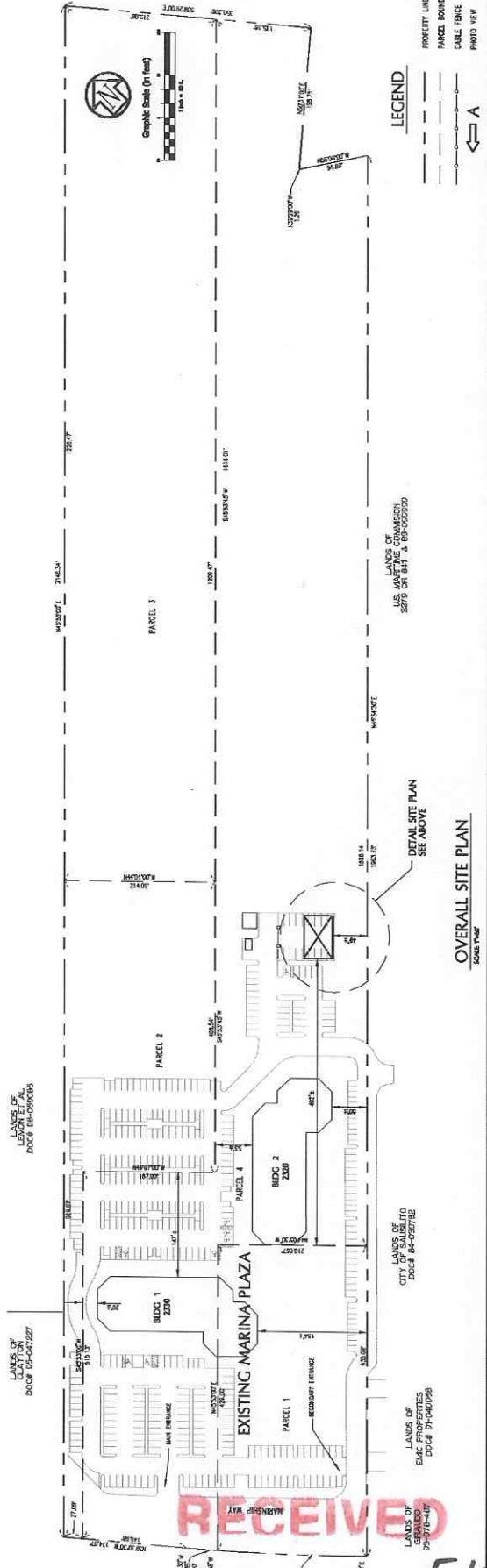
VICINITY MAP  
1/8" = 100'



TENT DIAGRAM  
1/8" = 100'



DETAIL SITE PLAN  
SCALE 1/4" = 10'



OVERALL SITE PLAN  
SCALE 1/8" = 100'

PRELIMINARY SITE PLAN  
MARINA PLAZA

CSW ST 2  
 CSW/Silver-Smart Engineering Group, Inc.  
 46 Levent Court  
 Novato, CA 94949  
 Tel: 415.863.8600  
 Fax: 415.863.8555

Item No.	Description	Approved	Revised	Checked

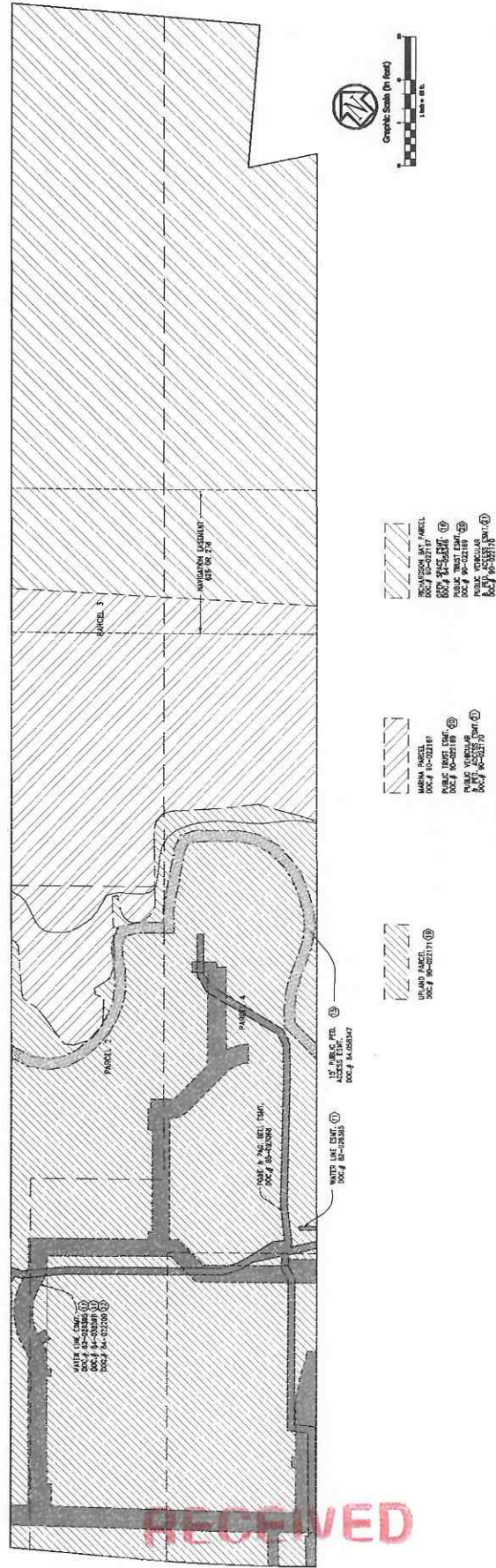
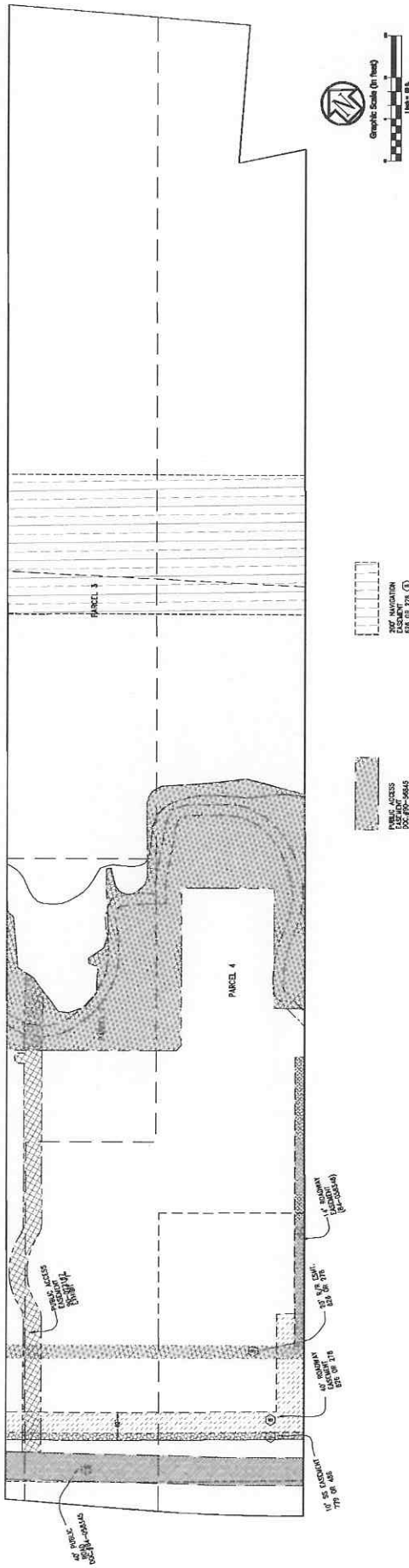
Scale 1" = 200'

C1  
 PROPERTY: AL SHINE  
 SCALE: 1/8" = 100'  
 PROJECT NUMBER: 08-00002  
 DATE: 07/2011



Exhibit C  
 (4 pages)





EASEMENT DETAILS

City	County	State
Sausalito	Marin	California

Parcel ID	Legal Description	Area (sq. ft.)
...	...	...
...	...	...
...	...	...

Project No: C22  
 Scale: 1" = 100'  
 Date: 12/03/11  
 Title: MARINA PLAZA

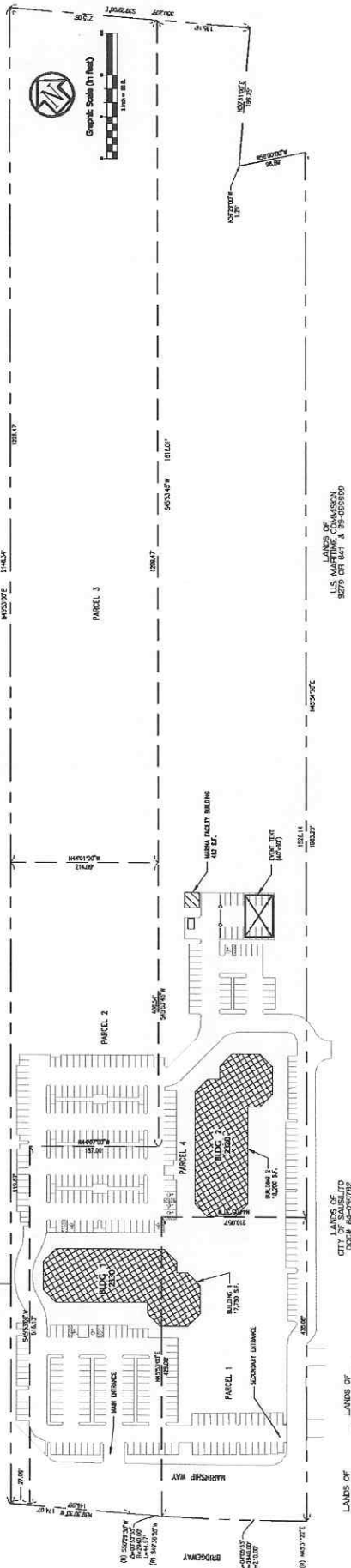
EXISTING CONDITIONS  
 MARINA PLAZA  
 EVENT TENT

**CSW ST 2**  
 CSW/Shore-Stroeh Engineering Group, Inc.  
 1420 Shore Street  
 Sausalito, CA 94965  
 Tel: 415.453.8333

RECEIVED  
 APR 21 2011

CITY OF SAUSALITO  
 COMMUNITY DEVELOPMENT DEPT

Small vertical text at the bottom right corner.



OVERALL SITE PLAN  
SCALE: 1/8" = 1'-0"

LEGEND  
 --- PROPERTY LINE  
 - - - - - PARCEL BOUNDARY

Project Number		337042	
		337042	
Scale		1/8" = 1'-0"	
Sheet No.		1 of 4	
Date		3/24/08	
Project Name		337042	
Plan Title		337042	
City		Sausalito	
County		Marin	
State		California	
City		Sausalito	
County		Marin	
State		California	

EVENT TENT  
**BUILDING COVERAGE**  
 MARINA PLAZA

**CSW ST 2**  
 CSW/Suber-Strooh Engineering Group, Inc.  
 1000 Broadway, Suite 200  
 Novato, CA 94945  
 Tel: 415.883.8833  
 Fax: 415.883.8833

Sheet	Area	Area	Area	Area	Area
1	0.0000	0.0000	0.0000	0.0000	0.0000
2	0.0000	0.0000	0.0000	0.0000	0.0000
3	0.0000	0.0000	0.0000	0.0000	0.0000
4	0.0000	0.0000	0.0000	0.0000	0.0000

RECEIVED  
 APR 21 2011

CITY OF SAUSALITO



**BY E-MAIL AND U.S. MAIL**

March 16, 2011

Jeremy Graves AICP, Community Development Director  
Community Development Department  
Sausalito City Hall  
420 Litho Street  
Sausalito, California 94965

**RECEIVED**  
APR 21 2011  
CITY OF SAUSALITO  
COMMUNITY DEVELOPMENT DEPT

**RE: TENT AT MARINA PLAZA**

Dear Jeremy:

Please accept this letter, plans, and form as Marina Plaza's application to authorize an existing tent. Below you will find a project description, use compliance, and parking summary. We look forward to working with staff in the processing of this application.

**Project Description**

**Tent:**

The project consists of an approximately 16 foot high, 2,400 square foot tent located in the parking lot approximately 50 feet from the southern property line and approximately 172 feet from the eastern office building. Marina Plaza acknowledges that the 16 foot high tent exceed the 15 foot height limit and proposes to lower the structure to comply with the standard upon Use Permit authorization.

**TABLE 1: TENT USE SCHEDULE.**

USE	FREQUENCY	TIME OF DAY
<b>Civic</b>		
City of Sausalito	2 Days/Month	Day or Night* or Weekend
Chamber of Commerce	2 Days/Month	Day or Night or Weekend
County of Marin	2 Days/Month	Day or Night or Weekend
<b>Community</b>		
Art Festival	8 Days/Year	Weeknight or Weekend*
Local Artist Exhibit	1 Day/Month	Day or Night or Weekend
Service Organizations**	2 Days/Month	Day or Night or Weekend
<b>Tenants</b>		
Meeting	3 Days/Month	Day or Night
Seminar	3 Days/Month	Day or Night
Training	3 Days/Month	Day or Night
Meal	3 Days/Month	Day or Night
<b>Private</b>		
Wedding/Union	1 Day/Month	Weeknight or Weekend
Birthday	1 Day/Month	Weeknight or Weekend
Bar/Bat Mitzvah or similar	1 Day/Month	Weeknight or Weekend

\* Day = 10 AM-5 PM; Night = 5 PM – 10 PM; Weekend = Saturday & Sunday 10 AM – 10 PM

\*\* Service Organizations include but are not limited to Women's Club, Rotary, Lions, Kiwanis

*Exhibit D  
(2 pages)*

**Use Compliance**

The tent complies with the accessory use standard established in Section 10.44.020 because they "provide for uses that are necessary to the operation or enjoyment of a lawful principally permitted" Marine Service use (the sailing school and charter service) "or a conditional use" (Marina Plaza authorized by Use Permit).

**Parking**

The parking table on the plans demonstrates that Marina Plaza has a surplus of 66 spaces after accounting for all other existing uses on the site. Please refer to the table for details. For tenant use of the tent, of course, no additional spaces are needed since they already use the spaces designated for the office buildings. The tent uses that are small - to medium-sized in nature, 66 spaces should be more than sufficient. For the uses that may necessitate more than 66 spaces, use limitations in the tent use schedule restrict activities to weeknights and weekends when the office parking will be available.

I appreciate your courtesy and cooperation in this matter. If you need additional information or detail, please give me a call a 415.289.4920 to arrange an appointment. You can also contact me at alan@bergholdings.com.

Sincerely,

Alan Maciel

Attachments:

1. Application form
2. Plans
3. Fee

cc: Skip Berg, President (skipb@bergholdings.com)  
J.T. Wick, Principle (jt@bergholdings.com)

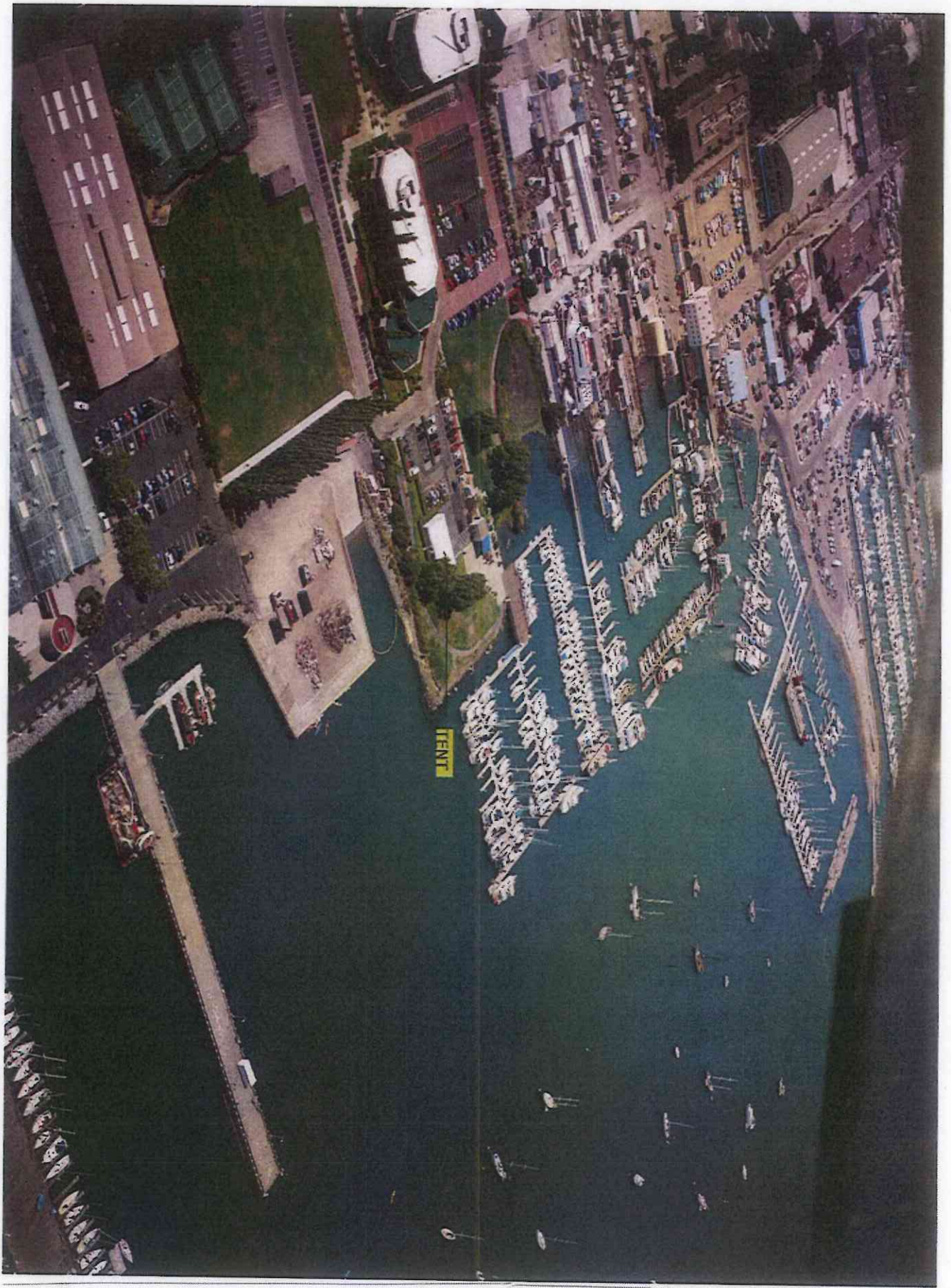


Exhibit E  
(1 page)

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DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS  
BAY MODEL VISITOR CENTER  
2100 BRIDGEWAY BLVD.  
SAUSALITO, CALIFORNIA 94965-1764

RECEIVED

MAY 19 2011

CITY OF SAUSALITO  
COMMUNITY DEVELOPMENT

May 11, 2011

Jeremy Graves  
Community Development Director  
City of Sausalito  
420 Litho Street  
Sausalito, CA 94965

Dear Mr. Graves:

I am writing in regard to Berg Holdings' request to put a tent in their Marina parking lot. The tent as they state has been used the last four years on a seasonal basis, May through October. The tent is used for their tenants, who put on trainings and company parties. It has also been used for weddings and private parties as well as the Sausalito Art Festival during the Labor Day weekend.

As an adjacent property owner we have no problems with Berg Holdings erecting the tent again this year. The tent has never been an issue for us and Berg Holdings have always worked cooperatively with the Bay Model Visitor Center and the US Army Corps of Engineers whenever any issues have arisen. So we have no objections of them obtaining the permit again.

Any questions or concerns please feel free to contact me at 415-289-3009.

Sincerely,

Christanne J. Gallagher  
Park Manager

Exhibit F  
(2 pages)

THE SAUSALITO ART FESTIVAL FOUNDATION

2400 Bridgeway, Suite 220  
Sausalito, California 94965  
tel: 415.332.3555  
fax: 415.331.1340  
Fed ID: 943347958  
www.sausalitoartfestival.org

RECEIVED  
MAY 19 2011  
CITY OF SAUSALITO  
COMMUNITY DEVELOPMENT

May 18, 2011

Jeremy Graves  
Community Development Director  
City of Sausalito  
420 Litho Street  
Sausalito, CA 94965

RE: Berg Holdings request for tent in Marina parking lot.

Dear Jeremy:

On behalf of the Sausalito Art Festival Foundation Board of Trustees, I would like to thank you and the City of Sausalito for your continued support. The purpose of this letter is in regard to Berg Holdings' request to put a tent in their Marina parking lot. The tent has been used the last four years from May through October for various tenant functions and private parties. Over Labor Day weekend, the tent is used as the Hospitality Tent for the Sausalito Art Festival.

In the spirit of community giving, we hope Berg Holdings will be permitted to continue hosting this special tent on their property. We are aware that the Bay Model Visitor Center and the US Army Corps of Engineers have no issue with the tent. Thank you again for all your support. We look forward to another successful Sausalito Art Festival in September.

Sincerely,



Demetri Rizos  
Executive Director  
Sausalito Art Festival Foundation

