

From: [Tu, John](#)
To: [Turnipseed, Tammy](#); [Adams-Hapner, Kerry](#)
Cc: [Amanda Wolf](#); [Han, James](#)
Subject: Re: DW Proposal: Kerry, Requires Your Confirmation
Date: Monday, January 25, 2021 2:17:28 PM

Tammy,

Thank you, I've CCed my main point of contact from the applicant team Amanda and include James from the Planning. We can work on scheduling a meeting.

Best,

Tong (John) Tu

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From: Turnipseed, Tammy <Tammy.Turnipseed@sanjoseca.gov>
Sent: Monday, January 25, 2021 2:13 PM
To: Adams-Hapner, Kerry <Kerry.Adams-Hapner@sanjoseca.gov>
Cc: Tu, John <john.tu@sanjoseca.gov>
Subject: DW Proposal: Kerry, Requires Your Confirmation

Kerry,

Hi! Please confirm via this email that John can share the below information with the applicant and schedule a forthcoming meeting to discuss this proposal for the Downtown West site.

[DW Temporary Uses Coordination & OCA's Special Event Program Proposal](#)

With the location DW 80-acre site being adjacent to some of our cities' largest parks and entertainment venues in an area that has existing high demand for right of way uses, we determined OCA's involvement for temporary events conducted at the DW site should be expanded. OCA's event coordination standards, community and business relationships, facilitative approach, and collaborative leadership would provide needed logistical continuity for simultaneous events within the greater downtown area and the DW area.

Our suggestions for expansion of management of outdoor spaces at the site are:

-Matrix Change for Section 4.03 of Downtown West General Plan document, Special Event Permit category:

- Change "duration" category from "45 days" to "as defined by type of permit issued Departments". This change better communicates the allowance needed for the way "temporary" is defined from multiple Departments to (Fire, Police, OCA) etc. which can be up to 6 months.
- Change "approval body" category from "N/A over the counter" to "Authorized City Department". This change better conveys true administration of any issued permits.

-Developed private property site options:

- In lieu of OCA permitting developed private property sites in accordance to the existing section 20.80.1400 of the Municipal Code, we recommend expanding OCA's ability to allowance to permit developed sites to 3 consecutive months . This will create more flexibility within the temporary process. Refinement as to how often a 3-month sequence of events can occur on the same site should be addressed.
- Note: Any area zoned as residential with the DW site would not be eligible for permits issued through OCA.

-Undeveloped property site options:

- Currently, OCA cannot permit undeveloped sites, however, authority for OCA to permit undeveloped sites could be expanded and allowed in the same manner as noted in the options above for developed sites.

-RoW (pertains to any public street, paseo, or sidewalk):

- The existing temporary event process and timelines would remain the standard. Centralized coordination services managed by OCA in conjunction with other respective Departments (Police, Fire, Parks, etc.) would apply for all designated right of way areas within the DW site. Maintaining continuity for right of way permits will help assure effective management of simultaneous uses by multiple venues and organizations.
- Both Fire and Police staff have confirmed the existing temporary OCA event process is their preferred method of operations within the DW site.
- Note: Parks will continue to authorize the use of any park space and coordinate with the OCA team as currently conducted.

-Proposed fee structure:

- To be developed.

-Other considerations:

- An OCA point of contact should be designated to work with Public Works staff since the DW site will be dynamic and changing progressively over many years. A team approach would be effective.

- I am unsure how many plazas are located within the DW site or how these areas will be designated (private vs. public). A deeper discussion about the use of plazas is required for these types of spaces.

Tammy Turnipseed

Events Director

Office of Economic Development/Cultural Affairs

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