



# City of Manzanita

543 Laneda Avenue, P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 368-5343 Fax (503) 368-4145 TTY Dial 711

**SPECIAL EVENT PERMIT**

**2020-03**

**APPLICANT:**

Emily Vollmer  
Manzanita Farmers' Market  
P.O. Box 608  
Manzanita, OR 97130

503-836-3534

**EVENT:**

**Manzanita Farmers' Market – Mother's Day Weekend**  
Saturday, May 9, 2020 – 10:00 a.m. to 2:00 p.m.  
165 Fifth Street (Parking Lot and portion of Fifth Street)

At its April 8, 2020 meeting, the Manzanita City Council APPROVED this Special Event Permit subject to the following conditions:

1. From 8:00 am to 4:00 pm, Fifth Street may be closed with barricades for the section of Fifth Street adjacent to City property at 165 Fifth Street. Organizers must provide four traffic cones or barricades evenly spaced at each point of street closure during the entire period of closure. Organizers must provide advance notice to motorists that the street will be closed to traffic during the time the market is open. Any cars left within the closed street must be allowed to leave the closed street area.
2. Organizers must provide a certificate of insurance to the City for general liability and property damage coverage for this event in a minimum coverage amount of \$2,000,000. The City of Manzanita must be listed as an additional named insured on this policy. This certificate must be submitted to the City prior to May 9, 2020.
3. Organizers must make advance arrangements with the Public Works Department for any traffic cones or barricades needed and may be required to acquire similar equipment from other sources.
4. Organizers shall be responsible for obtaining all necessary permits from any other government agency having jurisdiction.
5. Organizers shall require vendors to follow certain parking restrictions in order to maintain space for customer and neighbor parking. Organizers will require vendors not to park on Laneda Avenue, nor on Dorcas Lane, nor within about 3 blocks of the market location. Organizers will provide a plan for vendor parking on private commercial lots within the area.

6. Organizers will work with City staff on signs and will provide signage for the City parking lot to prohibit parking on the day of the Farmers Market. Organizers will work with Tillamook County Transportation District staff on alternative arrangements and signage for buses scheduled to use Fifth Street during the Farmers Market.

7. From April 8, 2020 to May 9, 2020, Organizers may place a vinyl banner of no more than 24 square feet on City property at the corner of Laneda Avenue and South Fifth Street to announce the location and times of the Manzanita Farmers Market. Organizers will work with City staff determine the exact location of this sign.

8. If needed, organizers will provide quietly operating generators to provide electricity to those vendors who need electricity. The electrical outlet on the east side of the Public Safety Building may be used to supply electricity to the knife sharpening vendor positioned nearby, but this electric outlet may not be used by anyone else. No other electrical outlets in or on the building may be used.

9. Organizers may allow vendors to obtain small amounts of water from the faucet near the trash enclosure. No hoses may be connected to this faucet except for cleanup purposes

10. Organizers shall be responsible for cleaning up trash after the event. Any markings on the street or other City property must be washed off within one day.

11. Organizers shall follow the Oregon Farmers Markets Association COVID-19 approved guidance on social distancing and public health strategies.

12. This permit is for May 9, 2020 only, and City Council approval will be required for subsequent events.

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Cynthia Alamillo, City Manager/Recorder  
April 8, 2020

April 3, 2020



PO Box 608, Manzanita, OR 97130  
[www.manzanitafarmersmarket.com](http://www.manzanitafarmersmarket.com)

City of Manzanita  
167 S 5th Street  
Manzanita, Oregon 97130

Dear Manzanita City Council,

Farmers markets have been specifically identified as "essential businesses" under the Oregon Governor's most recent executive order (week of 3/23/2020). The Manzanita Farmers Market is contingency planning to be able to implement best practices, and we are closely following mandates and updates on best practices being used at farmers markets statewide and nationally. We believe it is important in our current situation that we do what we can to help provide fresh, healthy food in a safe environment from our local businesses to our local residents.

The Manzanita Farmers Market is making plans for how to operate while keeping our customers and vendors as safe as possible. First and foremost we are changing our plans for the special farmers market we planned for Mothers Day weekend, Saturday May 9<sup>th</sup> at the Pine Grove Community Center. Since that indoor location is no longer an option with the COVID-19 pandemic we want to work with the City to hopefully hold a modified outdoor farmers market. The May 9<sup>th</sup> market is supported by a 3-year federal Beginning Vendor Support Network grant that we are part of.

I am writing to request your permission and collaboration on adapting our May 9, 2020 farmers market event to be held at the City parking lot on 5<sup>th</sup> Street South from 10 am to 2 pm. We are writing up a detailed safety plan for our internal use and for sharing with the City of Manzanita. One key element of our approach is that we are getting set up with an online pre-ordering platform so that sales can be pre-paid and pre-packaged for pick-up at our outdoor location. We are also making plans to meet the recommendations and requirements documented here in this [guide from the Oregon Farmers Markets Association](#) (also included as an additional attachment).

We hope to work with you so we can move forward with preparations for the May 9<sup>th</sup> farmers market, which would be a great opportunity to test run procedures for our weekly summer farmers market. We want to publicize well, with as much advance notice as we can and providing thorough information, including all of the precautions for vendors and customers respectively, making our low-income food assistance opportunity known, and promoting the online ordering option.

Please feel free to let me know if I can provide any other information.

Sincerely,

Emily Vollmer  
Manzanita Farmers Market Manager  
[info@manzanitafarmersmarket.com](mailto:info@manzanitafarmersmarket.com)  
503-836-3534



## OFMA COVID 19 Resources

*This is a "living" document, and will be updated as we learn more.*

### POLICY

*Last updated, 3/26/2020*

Under the Governor's most recent executive order (week of 3/23), farmers markets remain exempt from shut-down and are still considered "essential businesses."

For current information from the Oregon Department of Ag on this topic and more related to COVID-19 go to <https://oda.direct/COVID19>

#### Allowed Vendor Types:

Your vendors may continue vending, regardless of product type, as long as they are practicing safe social distancing; HOWEVER any vendor who cannot, by definition, maintain social distance (mousseuses, face painters, etc.) may NOT be allowed at market for the time being and until further notice.

#### Social Distancing Officers:

Markets AND Vendor booths all need to each establish one "social distancing officer" (that's one per market and also one per each booth). That officer must (a) know they are the officer and be able to answer affirmatively if questioned, and (b) take responsibility for enforcing the social distancing policies in their own spaces. The vendor-officers will be responsible for their spaces and the market-officer will be responsible for the common spaces in the market. This can be done in addition to other duties, but needs to be a priority for that individual.

*\*See below for approved guidance on social distancing and public health strategies\**

# PRACTICES

There have been a variety of resources and best practices put together as to how farmers markets can adjust their operations to minimize risk to the public of transmission of COVID 19. We have drawn on those resources and synthesized these practices into a list of recommendations below, and will continue to update it as new strategies emerge. Oregon regulatory officials from ODA have reviewed and verbally approved the following:

## Market Operations

- Reenvision your **market layout with social distance in mind**. For example, make aisles wider and space market booths farther apart (3ft if possible).
- **No samples**, and no exposed food on display; everything needs to be covered or packaged where possible.
- Restrict **hot food sales to take out only**.
- **Suspend durable dishware programs** and insist on disposable or compostable options for hot food vendors.
- **Cancel all nonessential programming**, display or partner booths, and interactive activities, such as kids crafts or music.
- **NOT ALLOWED: Vendors or volunteers whose services or products inherently require physical contact** or proximity, such as face painters or masseuses are NOT allowed under current government regulations (3/26/2020).
- **Remove all seating** - for example, food court tables and chairs.
- Add **more hand washing stations** and hand sanitizer.
- Continue to **run your nutrition incentive programs**, such as SNAP, DUFEB, WIC/Senior FDNP - if anything, more families are going to find themselves in need in the coming days!
- Implement a **zero-tolerance policy for coming to market when sick**, for both staff and vendors. Allow your staff paid sick days if needed - no questions asked.
- Consider **relaxing restrictions about buying “before the bell”** to cut down on long lines and crowding.



*Booths spaced out, and handwashing stations prominently displayed at Oregon City Farmers Market*

- Consider **limiting the number of customers** in the market at a given time if (a) your market has limited space and tends to get crowded and (b) you have the staff capacity to manage it. This could be done by giving out tickets or having volunteers stand at entrances to market with a customer count ticker.
- **Follow all rules and guidance from the OHA and your local government.**

## Customer Expectations

- **You MUST require your customers to maintain safe distances from each other, preferably 6 feet apart.** There are lots of creative ways to do this, through signage, colorful tape, or other visual cues throughout the market to remind them. **Enforcing this is the responsibility of the Social Distancing Officer** (see Pg 1 for details).
- Ask customers to **stay home if they are sick** themselves, have possibly been exposed to COVID-19, and/or are high risk. Consider having a “senior hour.”
- **Recommend the following safety practices** for your customers:
  - Thoroughly wash your hands often for at least 20 seconds, and if not available, use an alcohol-based hand sanitizer
  - Avoid touching your eyes, nose, and mouth
  - Sneeze or cough into a tissue or into the crease of your elbow
  - Wash all produce thoroughly when you get home
  - Wash your reusable produce bags between market visits



*Blue tape on the ground helps customers visualize 6 ft social distance requirements.*

## Vendor Practices

- Ask vendors to **collect and bag all items for customers.** This can be enforced through signage, by putting the cash register at the front of the booth, and other visual and verbal guidance.
- Require vendors to have market **booth layouts that promote safe social distancing.** Provide them with the space to do this, and consider waiving fees if it requires extra space or equipment. A good [booth layout strategy](#) is to put an empty table at the front of the booth, with the table with products behind it, then the vendors behind that table., enforcing social distance and [putting products out of reach of customers.](#)

- Emphasize that vendors handling money, tokens or vouchers should not handle food products until they have washed their hands. If possible, encourage vendors with more than one person manning their booth to **designate one person to handle and bag purchases for customers, while a second person handles money and transactions.**
- Ask each vendor to have **hand sanitizer available to customers** at checkout.
- Encourage vendors to **bring their own handwashing gear** if possible, in addition to hand sanitizer, to keep their own hands clean.
- Require vendors to **stay home when sick or if at risk.** Facilitate that policy by removing all barriers, such as fines or loss of seniority for cancellations. If a vendor shows up to market visibly ill or becomes ill at market, send them home immediately.
- Require vendors and staff to **wipe down high touch areas**, such as tables, screens and cash boxes, frequently.
- Encourage vendors to **round their prices to the nearest dollar** amount, where possible, to cut down on the number of coins and cash changing hands per transaction.
- Recommend that vendors **bring plastic tablecloths** (or clear plastic to cover cloth tablecloths) for easier wipe-downs.
- While handwashing is the most effective way to cut down on disease transmission via touch, **if any of your staff or vendors have a habit of touching their faces frequently, it may be useful for them to wear disposable gloves** that they change frequently, as a reminder not to touch their faces.

## Communications

- Emphasize in ALL communications that **protecting public health is your number one concern.** You *really* care about your farmers market community, and that should shine through as the core of every communication you put out.
- Provide customers with relevant, up-to-date information about **whether your market is open, and what your market is doing to ensure their health** and welfare at the market. Use all the electronic communications tools at your disposal: social media, email listservs, webpages, etc.
- **Visual cues** are important at a farmers market - most markets don't have time to stop every customer on the way in to explain new expectations to them! **Post signs** with your precautions and procedures all around the market, including the vendor booths. If you have spacing expectations for the customers, colored tape can be helpful too! It is best for markets to print and provide any new signage for vendors, rather than relying on them to do it themselves.
- Really **support customer compliance at market by reminding them of the rules** in a firm but polite way! This could be a great project for volunteers who would normally be doing other activities that your market has discontinued for now (kids' programs, etc.). The responsibility for enforcement however lies with each social distancing officer.
- Do **communicate your "why's" to the public**, for those markets who continue to stay open...

- You provide essential services and food to your community
- You support X# of local businesses;
- You ran \$X of SNAP transactions per year and therefore serve a vital food access role for families of all income levels;
- Your market layout allows for social distancing, and your vendor practices and short supply chains allow for higher sanitation levels than are achieved in most grocery outlets;
- Etc....
- Consider making a press release or working with local media to get a story published. [This article](#) does a great job of laying out the value proposition of shopping at farmers markets right now.
- When creating your promo materials for this year's market season, try to **take new photos or use old ones that do NOT feature a crowded, bustling market!** We want to send the message on all levels that markets have shifted their operations to address this public health crisis.

## OTHER RESOURCES

- There is an **Oregon farmers markets email listserv**, where a robust conversation has been taking place about COVID 19 strategies. You can [join it here](#), if you're not already on it.
- The **Farmers Market Coalition** has put together an excellent [webpage](#) with resources for farmers markets, including best practices, sample press releases, facebook posts, emails, etc. (Many of our recommendations came from this page)
- **OSU Extension** has put out a [great handout](#), which will be especially useful for your farm vendors, but pertinent to market operators too
- **Oregon Health Authority** has a [COVID-19 page](#)
- The **CDC** has a [FAQ COVID 19](#) page
- **USDA**: [Coronavirus information](#)
- **FDA**: [COVID 19 Guidance](#)
- **WHO**: [COVID-19 advice for the public](#)

*For questions, contact Kelly Crane: [kelly@oregonfarmersmarkets.org](mailto:kelly@oregonfarmersmarkets.org)*