



OUTDOOR DISPLAYS & SALES INFORMATION SHEET

GENERAL INFORMATION

The Town of Truckee regulates the location and size of outdoor display areas and outdoor sales areas to ensure the preservation of Truckee's small town mountain character. To distinguish between the various types of sales and display areas, the town has created a few different permitting options:

1. **Small Permanent Displays/Sales**

A small permanent display is intended to address the desire for small ongoing outdoor display and/or sales areas that are less than 10 percent of a business' interior gross floor area. This type of permit benefits those seeking to have some outdoor activity year-round, but not so much that the outdoor activity is the focus. Those seeking the ability to put any display or sales items outside meeting the small permanent displays/sales criteria will need to apply for an Outdoor Display & Sales Zoning Clearance. To apply for a Small Permanent Outdoor Display & Sales Zoning Clearance, please complete Checklist #1, "Small Permanent Outdoor Displays & Sales Zoning Clearance Submittal."

2. **Large Permanent Displays/Sales**. A large permanent display is intended to address the desire for a larger ongoing outdoor display and/or sales areas that encompasses more than 10 percent of a business' interior gross floor area. This type of permit benefits those that are seeking to have notable outdoor activity year-round that would draw attention to the business. Those seeking the ability to put any display or sales items outside meeting the large permanent displays/sales criteria will need to apply for a Large Outdoor Display & Sales Minor Use Permit. To apply for a Large Outdoor Display & Sales Minor Use Permit, please complete Checklist #2, "Large Outdoor Displays & Sales Zoning Minor Use Permit Submittal."

3. **Temporary Outdoor Displays and Sales**. Temporary outdoor displays and sales are intended to allow for short-term display activity up to 30 days in a single calendar year, and for not more than 30 days in any 90-day period. Those seeking limited short-term outdoor displays, sales and services will need to apply for a Temporary Use Permit. To apply for a Temporary Use Permit, please complete Checklist #3, "Outdoor Display & Sales Temporary Use Permit Submittal."

Additional information on small and large permanent outdoor displays and sales can be found in Truckee Development Code Section 18.58.190 (Outdoor Uses). Temporary display requirements are outlined in Truckee Development Code Section 18.62.050.F (Temporary outdoor displays, events, sales and services).

If you need help completing your application or have further questions, please contact the Planning Division at (530) 582-7700 or PlanningDepartment@townoftruckee.com.

ZONING CLEARANCE

Approval of a Zoning Clearance is required for small permanent outdoor display and/or sales areas so that the Planning Division is able to verify compliance with Town zoning and development regulations.

To expedite the review of your application, please make sure to include all information listed in the "Small Outdoor Displays and Sales Zoning Clearance Submittal (Checklist #1)" with your application. Before completing your plans and submitting them to the Planning Division, please review the Development Code (or the land use/zoning approval for previously approved projects) to determine the zoning and development regulations that apply to your project. You should verify that your requested activity complies with all applicable regulations before it is submitted.

The fees for processing the Zoning Clearance application will be based on the actual costs of Town staff time spent on processing the application and any direct costs (e.g., publication notice costs). A fee deposit of \$750.00 must be submitted with the Zoning Clearance application to cover these anticipated costs. If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process. If the actual application costs exceed the initial fee deposit, the applicant will be invoiced for additional deposit to cover the costs of processing the application.

MINOR USE PERMIT

Large permanent displays that encompass an outdoor area equal to more than 10 percent of your indoor gross floor area require approval of a Minor Use Permit. Minor Use Permits are discretionary permits that are reviewed and acted upon by the Zoning Administrator.

The steps involved in reviewing your Minor Use Permit application are summarized below:

1. Within fourteen (14) days after submittal of the application, plans and fee deposit, Town staff will review the submittal for completeness. The environmental application will also be reviewed to determine project compliance with the California Environmental Quality Act (CEQA). If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.
2. After the application is complete, Town staff will route the plans and materials to applicable Town departments and other agencies for review and comment. All responses, comments and corrections will be forwarded to you at the end of the two-week project routing period. At this stage of the review process, staff will analyze the agency comments and the project to determine if additional information is required to complete the environmental document for the project and determine if the project complies with the Truckee Development Code. If additional information is needed, the applicant will be notified in writing within ten (10) days of the additional information required. If additional information is not needed, staff will continue with the review of the project and the preparation of the environmental document, most likely a categorical exemption.
3. When staff is ready to forward the application to the Zoning Administrator for consideration, a public hearing will be scheduled, and a public notice will be published in the newspaper and given by mail to surrounding property owners and other interested parties of the hearing. At the public hearing, the public (including neighboring property owners and residents) will be given the opportunity to provide input.
4. Town staff will then complete a staff report that includes a staff recommendation on the approval or denial of the Large Outdoor Display and Sales Minor Use Permit and any recommended conditions of approval. The staff report on the project will be provided in writing to the applicant at least five days prior to the public hearing.

5. At the public hearing, the Zoning Administrator will consider the staff report and all written and verbal input submitted on the project by the applicant and any other interested party. At the conclusion of the hearing, the Zoning Administrator will take action to approve, conditionally approve or deny the Minor Use Permit. A written report on the findings of the action taken at the public hearing will be provided to the applicant after the hearing.

Any decision on a Minor Use Permit made by the Zoning Administrator may be appealed to the Town Council within ten (10) days after the action is taken. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

The fees for processing a Large Outdoor Display and Sales Minor Use Permit application will be based on the actual costs of Town staff time spent on processing the application and any direct costs (e.g. publication costs for the hearing notice). A fee deposit must be submitted with the application to cover these anticipated costs. The fee deposit that must be submitted with each application is \$4,000.00. If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process. If the actual application costs exceed the initial fee deposit, the applicant will be invoiced for additional deposit to cover the costs of processing the application.

The items listed in the “Large Outdoor Display & Sales Minor Use Permit Application Submittal (Checklist #2)” must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all the items listed are not submitted.

TEMPORARY USE PERMIT

A Temporary Use Permit is required for temporary outdoor displays and/or sales. Truckee Development Code Section 18.62.050.F (Temporary outdoor displays, events, sales and services) establishes the regulations and permit requirements for temporary outdoor displays and/or sales. This permit allows businesses the flexibility to extend their display and/or sales areas outside of their normal interior business operations for short-term activities. The Town requires a permit to ensure that that basic health, safety and community welfare standards are met (e.g. California Building Code requirements including accessibility). The Temporary Use Permit regulates land use only and does not exempt the business operator from any other required Town, County, State or Federal permit or license.

Temporary uses include such activities as a seasonal Christmas tree lot in a shopping center, a business having an outdoor parking lot sales event, and an artist selling wood sculptures next to a retail business.

The Large Outdoor Display & Sales Temporary Use Permit is issued by the Community Development Department, Planning Division, based on the requirements defined in Truckee Development Code Section 18.62.050.F (Temporary outdoor displays, events, sales and services) and Truckee Development Code Chapters 18.62 and 18.80. Generally, a temporary use must comply with the following requirements:

- A. A non-residential parcel, commercial center, business or industrial business park cannot have temporary uses more than 30 days in any calendar year and for not more than 30 days in any 90-day period;
- B. Adequate parking must be provided in areas not located with the public right-of-way and cannot interfere with more than 10 percent of the onsite parking, disabled accessible parking, or with vehicular or pedestrian circulation;
- C. The use must receive approvals from the Chief Building Official (new structures and electrical service connections), Nevada County Department of Environmental Health

(handling of food), Truckee Fire Protection District Fire Chief and Town Engineer (traffic safety impacts and hazards);

- D. Provisions must be made for collection, recycling, and disposal of solid, hazardous and toxic wastes. A Special Event Recycling Trailer is available at Town Hall for no charge. Trailer houses all necessary equipment for convenient trash and recycling collection onsite. To schedule trailer use, please call the Recycling Coordinator at Town Hall at (530) 582-7700;
- E. The site must be restored to its original condition within five days after the temporary use has ended.
- F. The temporary use shall be for an onsite business and tied directly to products and services provided by the business.

The Community Development Director may require temporary surfacing of non-paved areas, screening of outdoor sales areas, setbacks from adjoining land uses and streets, and performance bonds or other surety measures to ensure site restoration, may limit the hours of operation and may apply conditions to regulate nuisance factors such as light and glare, dirt and dust, noise and odors. Please refer to Chapters 18.62 and 18.80 of the Development Code for a list of all temporary use regulations and requirements.

The temporary use permit application must be *submitted at least **14 days** prior the event* to provide the Community Development Department sufficient time to review the application for compliance with the Development Code and to obtain all necessary approvals from Town officials and local agencies.

A \$1,000.00 fee deposit (payable to Town of Truckee) must be submitted with the application to cover anticipated costs. If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process. If the actual application costs exceed the initial fee deposit, the applicant will be invoiced for additional deposit to cover the costs of processing the application. The deposit amount may be reduced by the Community Development Director on a case-by-case basis due to specific circumstances.

The items listed in the "Outdoor Display & Sales Temporary Use Permit Submittal (Checklist #3)" must be submitted as part of the application package in order for the application to be considered complete for processing. The checklist must also be submitted with the application. Your application will not be accepted if all the items listed are not submitted.

SUBMITTAL REQUIREMENTS

The application package may be submitted electronically via email (if less than 15 MB) or Dropbox to PlanningDepartment@townoftruckee.com. The application fee may be paid over the phone with a credit card or by mailing a check to the Planning Division; in-person payments with cash, check or credit card are also accepted at Town Hall. Checks must be made payable to the Town of Truckee. After a planner is assigned to your project, you will be contacted and asked to provide hard copies of the submittal documents as required.

Small Permanent Outdoor Display & Sales Zoning Clearance Submittal (Checklist #1)

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Land Use/Zoning Approval. If your project, or the property on which you are requesting to establish an outdoor display and/or sales area, previously received a land use/zoning approval and you want the project to be reviewed under that approval, include the Planning Application Number and date of approval on the site plan.
- 3. Fee deposit. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 4. Plan Requirements – In addition to any requirements of the Town Building Code and the Chief Building Official, the following information must be provided:
 - a. Site Plan (please submit two 11"x17" site plans at 1/8th inch scale or larger containing the following information):
 - 1) General Information
 - Assessor's Parcel Number and Street Address
 - North arrow and scale
 - Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels
 - 2) Streets, Parking and Driveways (*Truckee Development Code Chapters 18.48 & 18.50*)
 - All paved areas within the property including existing and proposed parking areas, driveways, malls, plazas, curbs (location and height), gutters and sidewalks including pavement markings and striping
 - Typical dimensions and location of parking spaces (including type), parking aisles, and driveways and the proposed striping
 - Improvements that provide handicap accessibility from parking spaces to public entrances of buildings including striping, sidewalks, and ramps
 - 3) Buildings and Other Structures
 - Location, dimension, and type/use of existing buildings adjacent to and within 150 feet of the project site
 - Location and dimension of existing and proposed buildings and structures on the project site. Show wall lines only

- Location and heights of all walls, fences, and gates with details, materials and construction method (*Truckee Development Code Section 18.30.070*)

A S

- b. Sign Plan. No additional signage is allowed.
- c. Exterior Lighting Plan. No additional lighting is allowed.

Applicant Signature: _____
I certify that I have completed and have included all material checked above in the attached application submittal.

Large Outdoor Display & Sales Minor Use Permit Application Submittal (Checklist #2)

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. \$3,000 fee deposit made payable to the Town of Truckee (cash and credit cards are also accepted).
- 3. Letter of Justification – Provide a letter that discusses the following items:
 - a. Proposed Use. (This discussion should focus on information that is not provided on the project plans [types of uses and businesses, hours of operation, etc.])
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.)
 - 1) The proposed development is consistent with the design guidelines, achieves the overall design objectives of the design guidelines, and would not impair the design and architectural integrity and character of the surrounding neighborhood.
 - 2) The design, location, size and operating characteristics of the proposed development would be compatible with the existing and future land uses in the vicinity.
 - 3) Granting the Minor Use Permit would not be detrimental to the public health, safety or welfare of the Town, or injurious to the property or improvements in the vicinity and zoning district in which the property is located.
 - 4) The site for the proposed use is physically suitable for the type and density/intensity of development being proposed and adequate in size and shape to accommodate the use and all fences and walls, landscaping, loading, parking, yards and other features required by the Development Code.
 - 5) The site is served by streets adequate in width and pavement type to carry the quantity and type of traffic generated by the proposed development.
 - 6) There are adequate provisions for public and emergency vehicle access, fire protection, sanitation, water and public utilities and services to ensure that the proposed development would not be detrimental to public health and safety.

A S

- 4. If exemptions or modifications to Development Code standards will be requested for the project through a planned development, provide a letter that discusses the following:
 - a. Each requested exemption or modification to the Development Code.
 - b. Information in support of each exemption or modification (i.e., why the exemption or modification should be approved).
 - c. Information supporting the following findings (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.):
 - 1) The proposed development generally complies with all applicable provisions of the Development Code and Public Improvement and Engineering Standards relating to both on- and off-site improvements that are necessary to accommodate maximum flexibility in site planning and property development and to carry out the purpose, intent and requirements of the respective zoning district, including prescribed development standards and applicable design guidelines.
 - 2) The proposed project would produce a comprehensive development of superior quality than which might otherwise occur from the strict application of the provisions and standards identified in the Development Code.

- 9. Plan Requirements – The following plans must be submitted with the application. The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. **One electronic (PDF) copy of the plans must be submitted.** The planner assigned to the project will contact you to request hard copies of the electronic documents as required. Some of the plan requirements below may be modified or waived by the Planning Division for smaller projects if that information is not necessary for the project review. However, you are responsible for providing the information unless you have received a written waiver from a planner.
 - a. Site Plan
 - 1) General Information
 - Assessor’s Parcel Number and Street Address
 - North arrow and scale
 - Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels
 - 2) Streets, Parking, and Driveways (*Chapters 18.48 & 18.50*)
 - All paved areas within the property including existing and proposed parking areas, driveways, malls, plazas, curbs (location and height), gutters and sidewalks including pavement markings and stripings
 - Typical dimensions and location of parking spaces (including type), parking aisles and driveways and the proposed striping
 - Improvements to provide handicap accessibility from parking spaces to public entrances of buildings including striping, sidewalks and ramps
 - 3) Buildings and Other Structures
 - Location, dimension and type/use of existing buildings adjacent to and within 150 feet of the project site
 - Location and dimension of existing and proposed buildings and structures on the project site. Show both wall lines and eave lines

A S

- Location and heights of all walls, fences, and gates with details, materials, and construction method (*Section 18.30.070*)

- b. Sign Plan. No additional signage is allowed.

- c. Exterior Lighting Plan. No additional lighting is allowed.

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal.

Outdoor Display & Sales Temporary Use Permit Submittal (Checklist #3)

Business Name: _____ Project Site APN: _____

Contact Name: _____ Phone Number: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a rental lease or letter or other documentation signed by the property owner authorizing the applicant to submit the application.)

- 2. \$1,250 fee deposit made payable to the Town of Truckee (cash and credit cards are also accepted).

- 3. Cover letter describing the activities of the temporary use addressing each of the following:
 - a. Name of event or temporary use
 - b. A description of the products that will be sold and/or services provided
 - c. Dates of operation
 - d. Hours of operation
 - e. A statement whether the temporary use will involve the handling of food
 - f. A description of how all solid, hazardous and toxic wastes will be collected, recycled and removed from the site
 - g. A description of any restroom facilities proposed for the temporary use

- 4. Site Plan Requirements –The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. **One electronic (PDF) copy of the plans must be submitted.** The planner assigned to the project will contact you to request hard copies of the electronic documents as required. The site plan must include the following information:
 - a. Assessor’s Parcel Number and Street Address
 - b. North arrow and scale
 - d. Location and dimensions of adjacent streets and driveways to project site
 - e. Location, dimension and type/use of existing buildings on the property
 - f. Location, dimension and type/use of proposed structures and/or use areas
 - g. Location and dimension of existing and proposed parking spaces
 - h. Location, width and surfacing of driveways
 - i. Location of proposed signs referenced to sign plan
 - j. Location of placement of trash and recycling receptacles

- 5. Sign Plan Requirements – An elevation or drawing showing all signs proposed for the temporary use must be provided. The plan must indicate all dimensions, materials, colors and other information. The sign plan must be of sufficient scale to show all information clearly and must be readable and understandable. If the plan is not legible, the application will not be accepted.