

**TOWN OF TRUCKEE  
California**

**RESOLUTION 2024-17**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE RESCINDING  
RESOLUTION 2018-11 UPDATED SPECIAL EVENTS POLICY AND REPLACING WITH  
RESOLUTION 2024-17 2024 UPDATED SPECIAL EVENTS POLICY**

**WHEREAS;** the Town of Truckee Public Works Department, in conjunction with other Town departments, currently manages the Special Events permitting process for the Town and works with special event promoters, event sponsors, special districts, community members and organizations in assisting with public safety, traffic, and crowd control at special events and activities that promote the social and economic wellbeing of Truckee; and

**WHEREAS;** the Town Council previously adopted Resolution 2018-11 on February 23, 2018, implementing the current special events policy; and

**WHEREAS;** on December 12, 2023 Town Council directed staff to review and provide updates to the special events policy; and

**WHEREAS;** the Town Council held a public hearing on April 9<sup>th</sup> 2024 and accepted oral and written comments from the public and interested parties and considered such comments before taking action.

\*\*\*\*\*

**NOW THEREFORE BE IT RESOLVED,** the Town Council of the Town of Truckee does hereby rescind Resolution 2018-11 Special Events Policy and adopt the updated special events policy (Exhibit A).

**The foregoing Resolution was introduced by Council Member Klovstad, seconded by Council Member Henderson, at a regular meeting of the Town Council of the Town of Truckee, held on the 9<sup>th</sup> day of April 2024, and adopted by the following vote:**

**AYES:** Council Member Henderson, Council Member Klovstad, Council Member Romack, Vice Mayor Zabriskie and Mayor Polivy.

**NOES:** None.

**ABSENT:** None.

**ATTEST:**

  
\_\_\_\_\_  
Kelly Carpenter, Town Clerk

  
\_\_\_\_\_  
David Polivy, Mayor

# EXHIBIT A



## Special Events Policy

This policy document is intended to expand upon and aid in administering Chapter 9.05 of the Town of Truckee Municipal Code relating to special events. It defines, categorizes, and sets a fee structure for Special Events other than Special Events with Expressive Activity, as defined in Municipal Code Section 9.05.020(h).

For regulations regarding Special Events with Expressive Activity please refer directly to Municipal Code Chapter 9.05. In the event of any apparent conflict between the terms of the Municipal Code and this Special Events Policy document, the terms of the Municipal Code will supersede this Policy and prevail.

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## I. PURPOSE & GOALS

### A. Purpose

It is the purpose of this policy to regulate special events which impact Town property or right-of-way, so that such events can be held with the health and safety of the participants in mind, while minimizing impacts to the natural and built environment, as well as to the larger community. This policy, with limited exceptions, also ensures that those who benefit from an event bear the cost of the event.

The Town of Truckee welcomes and encourages celebrations, community festivals, and special events that support community, arts, culture, heritage, and sporting and recreation activities, as they contribute to making Truckee a vibrant and unique town. The Town recognizes that special events contribute to the individual, social, economic, and environmental well-being of our community, and it is the purpose of this policy to permit and regulate events to minimize impacts on public health and safety, the environment, and quality of life.

### B. Special Event Program Goals

The Town of Truckee's special event program is committed to:

1. Encouraging and supporting community-wide and cultural events, including performing arts, that bring Truckee's population together.
2. Moderating traffic and parking impacts from special events
3. Upholding General Plan Policies to incorporate transportation demand management strategies that encourage bicycle, pedestrian, and transit access (e.g., bike valet, shuttles, discounts/incentives) at all events
4. Promoting sustainable special event planning, including waste reduction and participant education
5. Providing opportunities for community feedback

## II. DEFINITIONS

**Applicant:** The named person on the Application Package who is planning or organizing the event or activity. If permit is issued, Applicant shall be responsible for adherence to all Permit requirements.

**Application Package:** A formal request on Town-provided template that sets forth the information required to be provided by this policy, including all relevant diagrams, plans, and permit applications.

**Application Fee:** The non-refundable fee required to be paid for review and process of submitted Application Package. The fee shall not exceed the reasonable cost of providing the service and is included in the Town fee schedule, available on the Town website.

**Large Event: (for the purposes of Sustainability Requirements)** An event that charges an admission price or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event. (14 CCR §18982)

**Peak Season:** Times of year when visitation and traffic are typically at the highest (See table below for dates). Events proposed during these times may need to meet special requirements.



Peak Season Description	Time Frame of Peak Season	Cap on Tier IV Events
Summer Peak Season	3 <sup>rd</sup> Friday in June - Labor Day	17*
Christmas Holiday	3 <sup>rd</sup> Friday in December – 1 <sup>st</sup> Sunday in January	1
Martin Luther King Holiday	Friday through Monday of MLK Weekend	1
President's Day Week	Friday prior to President's Day through following Sunday	1

\*To promote and maintain diversification of events, no more than 50% of the events shall be hosted by a single organization or event host.

**Pre-Application:** A formal request on Town-provided template that provides fundamental information for a preliminary review to determine classification of event, approval of date(s) and location(s), and whether any other agencies or stakeholders need to be consulted.

**Review Committee:** A Town-appointed committee consisting of internal and external stakeholders responsible for reviewing the Application Package and determining if more information or additional documentation is needed or if Town or Special District resources will be required. The purpose of the committee is to address any major operational or public safety requirements or concerns. This committee may include, but is not limited to, representatives from various Town departments, Truckee Fire Protection District, Truckee Donner Recreation and Park District, Truckee Donner Public Utility District, Nevada County Environmental Health, and California Highway Patrol.

**Service Charge:** A fee that will be charged to the Applicant to recover the cost of any Town personnel, equipment, or other resources used in connection with the production of the Special Event. Applicable Special Event related fees are included in the Town fee schedule.

**Special Event:** Means and includes, but is not limited to any organized activity conducted within the incorporated limits of the Town of Truckee which either (i) requires traffic control measures on a public right of way, Town staffing, or Town equipment; or (ii) occurs in whole or in part on or within a Town street, trail, parking facility, sidewalk, plaza, public park, or other public right-of-way **and** (a) obstructs, delays or otherwise interferes with the normal flow of vehicular or pedestrian traffic; or (b) does not comply with applicable traffic laws. Examples of special events include, but are not limited to, outdoor concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, sporting events (such as running or cycling events), and community celebrations and observances conducted on town property or public rights of way.

**Special Event Coordinator:** Town staff member designated to complete preliminary review and act as primary contact throughout Special Event Permitting Process.

**Temporary Use Permit:** For any short-term commercial activities, events, and uses that do not meet the Special Event definition above and do not meet the normal development or use standards of the Development Code, a Temporary Use Permit may be applied for through the Planning Division of the Town.

**Town:** Town of Truckee, an incorporated municipality.

**Traffic Impact Event:** An event that will require traffic control measures, including road closure on an



arterial or primary roadway; traffic control points; or personnel required to implement a traffic control plan. The Truckee Chief of Police or designee shall make the final determination regarding whether traffic control is necessary for public safety.

### III. SPECIAL EVENT CLASSIFICATIONS AND APPLICATION DEADLINES

Event Tier	Characteristics of Event	Example Event Types	Pre-Application Submittal Deadline
<b>Tier I</b>	<ul style="list-style-type: none"> <li>Does not involve any road closures</li> <li>Does not require security services, police, or other Town Staff (May require EMS)</li> <li>Has little to no pedestrian and vehicle impact</li> </ul>	<ul style="list-style-type: none"> <li>Small Community Celebrations</li> <li>Farmer' Markets</li> <li>Food/Beverage Festivals</li> <li>Civic Events</li> <li>Circuses/Carnivals</li> </ul>	75 days prior to event
<b>Tier II</b>	<ul style="list-style-type: none"> <li>Does not involve any road closures</li> <li>Anticipated attendance over 1200</li> <li>Security services MAY be required</li> <li>Minor impact to pedestrians, vehicles, and parking capacity in the surrounding area</li> </ul>	<ul style="list-style-type: none"> <li>Concerts</li> <li>Rodeos</li> <li>Sporting Events</li> </ul>	90 days (3 months) prior to event.  *Complete Application Package is due no later than 75 days prior to event.
<b>Tier III</b>	<ul style="list-style-type: none"> <li>Involves Traffic Control (road closure and/or personnel directing/flagging participants and/or vehicles)</li> <li>Police Support may be required</li> <li>Does NOT take place during a Peak Season</li> </ul>	<ul style="list-style-type: none"> <li>Sporting events/races</li> <li>Parades (no longer than 3 hours)</li> <li>Large Festivals or Celebrations</li> </ul>	90 days (3 months) prior to event  *Complete Application Package is due no later than 75 days prior to event.
<b>Tier IV</b>	<ul style="list-style-type: none"> <li>Involves Traffic Control</li> <li>AND takes place during a Peak Season (See Table in Section II)</li> <li><i>Referred to as "Peak Season Traffic Impact" in Municipal Code</i></li> </ul>	<ul style="list-style-type: none"> <li>Any event that takes place during peak season AND requires any traffic control</li> </ul>	Summer- January 15 <sup>th</sup> Christmas- August 1 <sup>st</sup> MLK Wknd- August 15 <sup>th</sup> Presidents Week- September 20 <sup>th</sup>

\*Please note: Donner Lake/West End Beach will not be an approved venue for new Special Events.

### IV. PERMITTING PROCESS

#### A. Application Process

Any person or organization desiring to hold a Special Event shall submit to the Town a complete Pre- Application before the deadline listed in Section III. Pre-Applications will be considered as received.

**\*For Tier IV events only:** If the number of applications received exceeds the seasonal cap, Town staff will evaluate each application based on Event Selection Criteria (Section IV B), and the Director of Public Works or designee will select the applications that best meet the criteria to fill the allowed number of Tier IV Events under the seasonal cap. For multi-day events, each event day shall be counted as one event under the seasonal cap. After the due date, applications for remaining slots will be considered until all slots are full, however applications must be received no less than seventy-five (75) days prior to the proposed event date. When two or more parties make a request



to hold an event in the same area on the same date, a compromise agreement between the parties will be attempted. In the case where a conflict cannot be resolved, the final determination for granting a special event approval shall be made by the Director of Public Works or designee.

The Town Special Event Coordinator will complete a preliminary review within three (3) working days of receipt to determine classification of event, approval of date(s) and location(s), and whether any other agencies or stakeholders need to be consulted. Special Event Coordinator will then inform Applicant of additional information needed to complete a Special Event Application Package and will issue an invoice for the Application Fee unless a Fee Waiver Request has been submitted and approved. Applicant must submit a Complete Application Package no later than 75 days prior to event. Upon receipt of Application Package, the Review Committee has up to 10 business days to complete a detailed review and provide feedback, requesting additional information if needed. Special Event Coordinator will also provide any cost **estimates** for services required at this time.

The Director of Public Works or designee, based on feedback from the Review Committee as well as the proposed event's alignment with criteria in Section IV B Event Selection Criteria, will either give conditional approval or deny the permit within thirty (30) days after receipt of the complete Application Package. If conditional approval is granted, the Applicant shall counter sign, acknowledging assumption of full responsibility for compliance with all conditions, fees, charges, insurance requirements, and applicable local, state and federal laws.

Once a conditional approval is authorized, Applicant must provide any required permits or licenses as well as required insurance policy documentation for review no later than (15) business days prior to the event.

Once final review and acceptance of required documentation has been completed, the Town will issue the Special Event Permit.

### **B. Event Selection Criteria**

As the Town recognizes that special events contribute to the individual, social, economic, and environmental well-being of our community, and it is the purpose of this policy to coordinate regulate, and ultimately permit events that minimize impacts on public health and safety, the environment, and quality of life, the following selection criteria will be considered during the review of all Application Packages.

- (1) The Special Event will provide art, culture, or history programming for Truckee residents, visitors, and all other attendees;
- (2) The Special Event will result in relatively little traffic and/or parking impacts to the community;
- (3) The Special Event will support local businesses and/or provide economic benefit by generating significant positive tax benefits;
- (4) The Special Event will provide programs for local youth, seniors, or low-income populations or raise funds for organizations that provide free or low-cost programs for local youth, youth organizations, seniors, or low income populations;
- (5) The Special Event has a focus on education, public health, sustainability or public safety;
- (6) The Special Event is differentiated from other types of events in Truckee, and will broaden the range of events and variety of different interests and audiences served by Special Events in Truckee.



### C. Application and Insurance Requirements

#### Application Package Requirements

Once a Pre-Application is submitted, the Special Event Coordinator will conduct a preliminary review and request from the Applicant any additional information needed. The following information is required for all tiers of Events:

- Event Logistics (date, time, location, attendance, etc.)
- Event Layout Diagram
- Safety Plan
- Waste Reduction Plan
- Certificate of Insurance and Endorsement

Depending on the characteristics of the proposed Event, the following may also be required:

- Traffic Control Plan
- Security Plan
- Alternative Transportation and Parking Plan
- Water Pollution Prevention Plan

**ALL events will be required to meet the conditions in Section VI of this Policy.**

Any event taking place in Downtown Truckee will be **required** to demonstrate a significant economic and/or community benefit. Applicants may be required to consult with affected parties (adjacent businesses, landowners, etc.) during the review process.

During the review process, the Special Event Coordinator will inform the Applicant if any further information is needed to demonstrate compliance with conditions in Section VI of this Policy.

#### Insurance Requirements

The Applicant must furnish a certificate of insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting the Town, its officers, agents, elected officials and appointed officials, and employees from any and all claims which may result from or in connection to the special event, as well as a policy of workers' compensation insurance covering the Applicant's employees who will be involved in the special event. If the event includes the sale or serving of alcohol, liquor liability coverage must be included on the certificate of insurance.

The Town must be named as an 'additional insured' through an endorsement to the policy for which the certificate is issued. The Applicant's insurance coverage shall be primary insurance as respected the Town of Truckee, its officers, agents, elected and appointed officials, and employees. Any insurance or self-insurance maintained by the Town of Truckee, its officers, agents, or elected and appointed officials, and/or employees shall be excess of the applicant's insurance, and shall not contribute with it, and shall contain standard separation of insured's provisions. The Applicant must produce a copy of the policy with all policy endorsements. All required insurance documents must be submitted to the Town of Truckee at least fifteen (15) days prior to the special event. Limits of insurance are generally \$1,000,000.00 for death or bodily injury and property damage. Limits and types of insurance may change because of the different activities of each special event.

### D. Denial of Permit

Any of the following findings by the Director of Public Works shall result in the denial of the application for a permit:



- (1) The person applying for the permit has failed to provide supplemental application information requested by the Town or has otherwise failed to complete the Application;
- (2) The information contained in the Application is found to be false in any material respect;
- (3) The event is a Tier IV Event and the event was not selected under the Tier IV event cap
- (4) The event was hosted in the prior year and DID NOT abide by event conditions or reporting and/or permitting requirements.

The following additional factors shall be considered by the Director of Public Works in determining whether the imposition of reasonable permit conditions will satisfy public health, safety, welfare or community impact concerns and allow the event to proceed as modified. If not, the Director of Public Works shall deny the application for a permit. Criteria for permit denial include:

- (1) An Application for another event to be held on the same date as the date requested has been previously filed or approved, and such other event is so close in time and location to the event proposed by the applicant as to cause undue traffic congestion or to place the Town in a position of being unable to meet the needs for police services for both events;
- (2) The time, route or size of the Special Event will substantially interrupt the safe and orderly movement of traffic contiguous to the site or route of the event or disrupt the use of a street at its peak traffic time;
- (4) The concentration of persons, animals or vehicles at the site of the Special Event or at the site of an assembly or disbanding area around the event will prevent proper police, fire or ambulance services from reaching areas contiguous to the event;
- (5) The Special Event will require Town staffing and (a) Given the size and nature of the event, the reasonably available number of Town police officers and other personnel is not sufficient to ensure the safety of participants or the attending public; or (b) The size of the event will require the diversion of so many Town police officers that police protection to the rest of the Town will be seriously jeopardized;
- (6) The event consists of a parade that will not move from its point of origin to its point of termination in three hours or less;
- (7) The location of the event will substantially interfere with construction or maintenance work previously scheduled to take place on or along the Town street, parking facility, sidewalk, trail or other public right-of-way to be occupied by the event;
- (8) The event will occur at a time when a school is in session and along a route or at a location adjacent to the school or a class thereof, and the noise created by the activities of the event will substantially disrupt the educational activity of such school or class;
- (9) The application is not timely submitted and there is insufficient time to investigate and process the application pursuant to the timelines herein;
- (10) The Special Event would require one or more road closures and/or traffic control in the downtown area and the Director of Public Works, or designee, determines that the proposed event will not provide sufficient economic and/or community benefit to warrant such impacts;
- (11) The Director of Public Works, or designee, determines that the Special Event would have substantial negative unmitigated impacts on the environment, including but not limited to pollution, litter, or erosion.

#### **E. Appeal Process**

An Applicant whose Special Event Application is denied may appeal the denial to the Town Manager



and then to the Town Council, pursuant to the specific procedures and timelines provided in Town of Truckee Municipal Code Chapter 9.05.

## **V. FEES, CHARGES, AND WAIVERS**

### **A. Fees and Charges**

The Town's Fee Schedule provides the current rate for all applicable Special Event-related fees (available on the Town's website).

#### Application Fee

The Applicant will be required to pay a non-refundable application fee at the time of Application Package submittal. This fee recovers the cost for the time and resources spent by Town staff to process the Application. The Application Fee is determined based on Tier of event, as described in Section III. The Special Event Coordinator, after reviewing the Pre-Application, will determine the event classification.

#### Service Charges

The Review Committee will determine what staffing, plans, inspections, and/or equipment will be necessary to ensure the event will be held with the health and safety of all protected. Some large events may require an Incident Action Plan (IAP) to be created by the Police Department and/or Office of Emergency Services, in coordination with the Applicant and other stakeholders. If it is determined that an IAP will be required, the Special Event Coordinator will provide a cost estimate to Applicant for the staff time involved in the creation of the IAP, which will be the responsibility of the Applicant. In the event that the Town provides any such equipment or staffing, the Special Event Coordinator will provide a cost estimate to Applicant during the Review Process. In the event that the Director of Public Works or designee determines that additional Town staffing or services are reasonably necessary during the Special Event, above and beyond those services anticipated at the time the permit was issued, the Town reserves the right to bill the Applicant in arrears for the cost of such additional services. Any services provided by other agencies will be billed separately by those agencies.

#### Parking Charges

In the event that a Special Event requires closure of downtown parking spaces managed under the Downtown Parking District, the Applicant will be responsible for reimbursing the Town at the hourly parking rate for closed parking spaces for the duration of the closure. The amount will be provided by the Special Event Coordinator in the cost estimate during the Review Process.

#### Deposit

The Town may require the Applicant to furnish a security deposit or bond prior to the Special Event. The amount of the deposit, if required, will be determined by the Town in consideration of the attendance at the Special Event, the area involved, and the potential for damage or other liability to the Town.

### **B. Fee Waiver Policy**

In certain limited circumstances, the Town may approve the waiver of Special Event fees. This policy sets forth the factors that the Director of Public Works or Town Council, as applicable, will consider in



administering waivers to ensure that they are approved or denied in a fair, nondiscriminatory and consistent manner.

Eligible fees: The Application Fee, Service Charges, and Parking Charges are considered eligible for fee waiver. Each fee waiver request will be considered on a case-by-case basis, and the Town may approve a full waiver or partial waiver. Any fee waiver will depend on availability of Town resources.

The Town will consider the following as positive factors in its review of a request for a fee waiver:

1. A Special Event that will provide programs for local youth, seniors, or low income populations; raise funds for organizations that provide free or low-cost programs for local youth, youth organizations, seniors, or low income populations; or has a focus on education, public health, or public safety;
2. A Special Event that is organized by a nonprofit or community organization, primarily for the benefit of the Truckee community;
3. A Special Event that is non-revenue-generating (i.e. no participant fees or vendor fees will be charged); and
4. A finding that the imposition of special event permit fees will create a financial hardship on the event applicant or will have a detrimental effect on the services provided to the public.

To apply for a Special Event Fee Waiver, Applicant must provide a memo, addressed to the Director of Public Works, explaining the request at least sixty (60) days prior to the commencement of the event. This memo should include the following:

- Requested Waiver amount;
- Name, type and goals of organization hosting the Event;
- Description of how the Special Event meets the Fee Waiver Policy requirements above;
- Cost structure of Event (whether any revenue will be generated through participant or vendor fees, ticket sales, food/beverage sales, etc.) and the beneficiary of any revenues generated;
- An explanation of how the imposition of the Fees create a financial hardship on the Applicant or the Applicant's ability to provide the Event to the public

The Director of Public Works or designee may approve a fee waiver request of up to \$6,125. Any fee waiver request exceeding \$6,125 will require the approval of Town Council.

## **VI. EVENT REQUIREMENTS AND CONDITIONS**

### **A. Accessibility to Persons with Disabilities**

The Applicant must conduct accessible activities and provide provisions for persons with disabilities in compliance with the Americans with Disabilities Act. The Applicant is encouraged to pay special attention to parking needs of those persons with disabilities.

### **B. Equipment, Barricades, Cones, Structures and Signs**

Procurement and installation of any equipment needed for an event, including signage or equipment to implement the Special Event's Traffic Control Plan or Safety Plan, shall be the responsibility of the Applicant. The Town does not provide barricades, cones, or other Special Event-related equipment, unless specifically agreed upon during Review Process. Cost estimates for any requested equipment would then be included in the Cost Estimate provided by the Special Event Coordinator.

As part of the Application Package, the Applicant will be required to submit a map and/or schematic



drawing showing the requested placement or installation of any equipment, signs, decorations, lighting, concessions of any type, staging, other structure or object, or live animals to be allowed as part of the Special Event. The Review Committee shall make the final determination on the placement or installation of any of the above and communicate the finalized plan with Applicant. All safety equipment must be positioned at the specific location(s) and time(s) indicated on the finalized plan or traffic/safety equipment list approved by the Police Department. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective. Any barricades used at an event after dark must have flashing amber caution lights securely attached to them.

If your event includes the introduction of portable structures, prefabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc. installation of the temporary structures may require additional review, plans, submission of engineering calculations and drawings stamped by a California licensed engineer, self-certified inspections, or a Building Permit. In no case shall the Applicant remove any Town property from the area.

### **C. Portable Restroom Facilities**

It is the responsibility of the Applicant to provide for restroom facilities on site during the Special Event. Portable restroom facilities are required to be ADA compliant. The number will be determined by the type of event in consultation with the Town. A portable restroom facility calculator is available on the Special Event webpage. Portable restroom facilities must follow guidelines as described in the Water Pollution Prevention Plan in Section VII. E of this policy.

### **D. Electricity**

Specific requirements for the use of electricity must be submitted, reviewed, and approved during the Application Review Process. Any electrical requirements beyond those which already exist at the Special Event site are the responsibility of the Applicant and must be provided by a State of California licensed electrician. The Town building inspector must approve all additional electrical work on site.

### **E. Beer and Liquor Licenses**

A California State Alcohol Beverage Control (ABC) license is required for the sale or serving of all alcoholic beverages during a Special Event. Applications must be submitted directly to the California State Office of Alcohol Beverage Control and signed off by Truckee Police Department. Please be advised that the ABC permit process may take several weeks. Proof of permit is required as a condition of an issued Special Event Permit.

All persons obtaining permits for the sale or serving of alcoholic beverages shall comply with all state and local laws.

### **F. Food Sales**

Any event that includes the sale or serving of food or beverages will require a permit from Nevada County Environmental Health Department. The Applicant is responsible for completing a separate application through Nevada County Environmental Health and arranging all food permits. All permits shall be clearly displayed throughout the Special Event. Health Inspectors may visit each Special Event and have the right to close booths operating outside of health regulations. Proof of permit is required as a condition of an issued Special Event Permit. Please also reference Sustainability Requirements (Section VII) of this policy for any event where food and/or beverages will be sold or served.

### **G. Security**

The Chief of Police, or designee, will determine if the Special Event will require a security plan. This determination will consider factors including but not limited to the event type, number of attendees,



time of day, location, and whether alcohol will be served. In the event that security services are required, the Town will consult with the Applicant regarding the security plan and the Application will not be approved until the Security Plan has been finalized by the Applicant and approved by the Chief of Police or designee. The Town of Truckee Police Department will review the plan and has final authority to require minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

In the event that security services are required as part of the security plan, the Applicant will be responsible for contracting for any required security services from a private service provider that is licensed, bonded, and insured to provide such services with appropriately licensed employees. In certain circumstances the Chief of Police, or designee, may

require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community outside your venue, police services in addition to those needed to directly support your event may be required. The Truckee Police Department has final authority over your event safety and security requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the Truckee Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Applicant.

#### **Private Security Company Requirements**

Some events require the services of a professional security company licensed by the State of California to help develop and manage an appropriate security plan. A representative of this company should work closely with you to review and analyze your proposed event. The security company representative should assist you in identifying points of concern and potential problems. The representative should help you make recommendations to rectify concerns and/or potential problems and recommend the number of licensed private security guards needed at your event. The security company representative may also recommend the number of non-licensed volunteers and other staff that may be needed at your event. Should your event use private security as part of your safety plan, it is critical that you coordinate areas of responsibility with the Truckee Police Department prior to the onset of your event.

All security companies operating in the State of California are required to have a Private Patrol Operator License (PPO License) that is issued through the State of California Department of Consumer Affairs. This license allows the company to operate a security business and provide services to the public. A security guard employed by a security company is required to have a Guard Card Permit that is issued through the Department of Consumer Affairs. This guard card allows the individual to work as a guard and provide security services to the public. If a security guard is armed, in addition to a guard card, an Exposed Weapons Permit is required. The permit has restrictions and requires the guard to be in uniform to carry the weapon in an exposed manner. If hiring an armed, plainclothes guard with the weapon carried in a concealed manner, the carrier is also required to have a Concealed Weapons Permit.

It is your responsibility to maintain written verification that the private security company you select to provide service at your event has all required licenses and authorization to operate in the State of California and the Town of Truckee. You are also required to maintain written verification that all personnel assigned to positions designated for a licensed security guard have a valid guard card.

#### **H. Road Closures, Detours, and Traffic Control**



For any Special Event that will require road closures, detours, or traffic control (including barricades, cones, or other control devices), the Applicant must submit with the application a Traffic Control Plan. Such plan must include details of all barricades, cone, and sign placements, and all staffing locations (as applicable). Streets in the Town may be closed only with approval of the Chief of Police, Fire Chief, and Public Works Director.

For safety, the Town may require traffic control staffing at certain road closure locations for the duration of the road closure. Please note that availability of Town staff for Special Event traffic control set-up or staffing is limited, and the Applicant may be required to contract directly with a licensed, bonded, and insured vendor certified in traffic control to place arterial and collector street closing barricades and provide traffic control staffing. Any traffic control staffing provided by the Town will be at the discretion of Chief of Police, or designee and such staffing expenses will be billed to the Applicant as Service Charges.

If a Special Event is considered closed to the public, or if streets are closed, the Applicant will be required to contact neighboring residents and businesses. The Applicant will be required to post closure notifications on affected streets 48 hours prior to the event. Other notification requirements may be required at the discretion of the Director of Public Works or designee.

When a request for closing of streets includes the closing of a state roadway, highway, or interstate requiring a detour route, Applicant must make a request for encroachment directly to the California Department of Transportation.

#### **I. Signs and Banners**

Signs shall be located in a manner that does not interfere with vehicular, bicycle and pedestrian access or visibility. Up to five signs per event are allowed (exclusive of traffic control signage), A-frame or sandwich board signs must be made of durable weather resistant construction and be professional in appearance. Natural materials or metal are required. Black background chalkboard signs using erasable chalk are allowed for the face of the portable A-frame sign. A-frame signs must not exceed eight square feet per side and can be no more than four feet in height. Banner Signs must be a maximum of 25 square feet.

Events desiring to hang banners in the Town shall follow the Town's banner policy as described in Municipal Code Section 18.54.050 E.(1).

#### **J. Fireworks**

A Special Event permit is required to display fireworks in the Town.

#### **K. Event Cleanup**

The Applicant must make arrangements for the proper cleanup of the special event site both during and after the special event, including but not limited to the removal of all litter and garbage from the site. If the special event site includes public trash and recycling receptacles such as those in downtown, the Applicant must make arrangements for these containers to be monitored and emptied as frequently as needed during the event to avoid waste overflow and accumulation of litter.

The Applicant shall be held responsible if the area used is not left in the same condition at the end of the Special Event as it was found to be at the beginning. An unkempt Special Event site or damage to Town property will result in forfeiture of the event deposit and/or additional Services Charges to reimburse the Town for the cost of and cleanup, repair, or replacement, to be paid in full no more than thirty (30) days from the billing date. If payment is not received from the Applicant within that time, all future Special Event requests by the Applicant will be denied until such time as payment



is received and, in addition, the Town may take legal action to recover costs.

#### **L. Post-Event Survey and Report**

The Applicant will be required to complete a brief post-event survey within 30 days following the event which will serve as an opportunity to gather data about the Special Event and provide feedback regarding the Special Event Application process. Certain events may require specific reporting requirements, such as waste diversion and edible food recovery, and/or a more detailed after-action report.

### **VII. SUSTAINABILITY REQUIREMENTS**

#### **A. Trash and Recycling**

All Applicants must incorporate the practice of waste reduction and recycling into their Special Event planning and implementation. The Town provides resources to assist the Applicant in planning for and carrying out waste reduction strategies and recycling at the Special Event.

The State of California requires Large Events to comply with certain additional requirements as described below and in Part B of this section. Large Event means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event. (14 CCR §18982)

##### **1. WASTE REDUCTION PLAN**

All Special Events must submit a completed Waste Reduction Plan as part of the Application Package, which will require approval of Town recycling staff. The Waste Reduction Plan must include the following information:

- The number, type, and size of trash, recycling, and/or food scraps containers that will be delivered by the Town's franchised waste hauler to support the event, if applicable. Placement locations for these containers shall be indicated on the Event Layout Diagram submitted with the application. Applicant shall indicate proposed delivery and pickup dates for each container.
- A description of the number and type of waste sorting receptacles that will be provided for event attendee use, including any public trash or recycling receptacles in the special event area, to demonstrate compliance with part A(3) of this section. Location of all waste sorting receptacles shall be included on the Event Layout Diagram submitted with the application.
- If required by part A(3) of this section, a description of the waste monitoring plan to prevent contamination in recycling and/or food scraps containers.
- A plan for ensuring waste sorting receptacles, including public trash and/or recycling receptacles inside the special event area, are monitored and emptied as needed during the event to prevent overflow or accumulation of litter.
- The Applicant's plan to meet the edible food recovery requirements in Part B of this section, if applicable, and what measures will be implemented to minimize food waste.
- A description of the vendor education and monitoring by the Applicant that will be provided during the event to ensure compliance with the prohibition on sale or distribution of water in single-use plastic bottles and paper cartons as described in part C of this section.
- A description of any additional waste reduction measures that will be utilized at the event. Applicants are encouraged to prohibit or reduce the use of non-reusable items such as single-



use beverage containers, food ware, and bags. For events that focus on environmental issues, it is encouraged that the Applicant provide a booth or table with information regarding local recycling programs.

## 2. EVENT WASTE DIVERSION

State law mandates that Applicants plan for the reduction of waste generated at Large Events as previously described, and report information regarding their waste diversion to the Town.

All events subject to these requirements shall report the volume and/or weight of trash, recycling, and food scraps collected to the Town within 30 days after the conclusion of the Special Event.

## 3. WASTE SORTING RECEPTACLES

All Special Events must provide, at a minimum, a sufficient number of appropriate receptacles with signage, for two-bin waste stream diversion into recyclables and landfill waste (trash). Receptacles should always be co-located so that a container for recyclables is provided in each location with a trash container, with the exception of public trash and/or recycling receptacles that are affixed in place within the special event area.

Special Events that include food service and have an anticipated attendance of more than 2,000 individuals must provide a third type of receptacle to capture food waste in addition to the standard two-bin waste stream diversion. Applicant must also provide waste stream monitors for these large events to prevent contamination of waste streams.

All waste sorting receptacles provided for use by attendees shall include labels or other signage with language or graphic images or both that indicate the primary materials accepted and the primary materials prohibited in that container. Applicants are encouraged to provide receptacles with a body and/or lid in the following colors:

- Gray or black for trash/landfill waste
- Blue for recyclables
- Green for food scraps

Town will provide resources to assist Applicants in complying with this requirement.

### **B. Edible Food Recovery**

Beginning January 1, 2024, all operators of Large Events shall arrange to recover for human consumption the maximum amount of edible food that would otherwise be disposed as required by the Town of Truckee Municipal Code Section 6.01.080.

An operator of a Large Event shall comply with the edible food recovery requirements specified in the Town of Truckee Municipal Code Section 6.01.080, including maintaining all required records. Within 30 days after conclusion of the Special Event, Applicant shall provide the Town with the following information:

1. A copy of all contracts or written agreements for edible food recovery services established under 14 CCR Section 18991.3(b).
2. The quantity of food measured in pounds that was recovered by a food recovery service or food recovery organization.
3. The name, address, and contact information of the food recovery service or food recovery organization.

Applicants are responsible for ensuring compliance with this section by all vendors and other entities providing food at the Special Event. The Town of Truckee is required by state regulations to implement



and enforce these requirements. Applicants who fail to comply with these requirements are subject to any applicable penalties outlined in the Town of Truckee Municipal Code.

The Town shall provide Applicants with information about local food recovery organizations and food recovery services operating within the area, and actions the Applicant can take to prevent the creation of food waste.

### **C. Single-Use Plastic Water Bottle and Paper Carton Requirements**

Beginning April 22, 2025, Applicants must ensure the Special Event complies with Chapter 6.05 of the Town of Truckee Municipal Code, which prohibits the sale and commercial distribution of water in single-use plastic bottles or paper cartons under a gallon in volume. These regulations apply only to unflavored, non-carbonated water. Water in other types of single-use packaging or in containers a gallon or more in size are not restricted.

The Town will provide Applicant with information about these regulations for vendors. Applicants are responsible for ensuring all vendors and other entities participating in the Special Event are aware of and comply with these regulations and may be subject to penalties for noncompliance.

Applicants are encouraged to provide water bottle filling stations for attendees and to encourage attendees to bring a reusable water bottle. Stations may be available by request through the Town.

### **D. Alternative Transportation Planning and Parking**

Applicants are required to promote alternative transportation options for event attendees. This reduces both the impact of the Special Event on the general public as well as the environment. At a minimum, the alternative transportation plan shall include the following: identification of existing transit stops near event venue, links to local bus schedules and maps, proposed temporary event-specific shuttle stops (if applicable), multi-use trails that connect to event venue, bike valet or specific bike rack/parking location (if applicable), as well as a description of how the applicant will promote alternative transportation options. Applicants may be required to provide, at applicant's cost, bike valet, shuttle service and/or offsite parking if the traffic impact is determined by the Director of Public Works to warrant such measures.

#### **Offsite Parking**

Parking lots for private businesses may be used for event parking with written consent of the property owner. The businesses that would normally be using that parking lot cannot be operational during the event and evidence shall be produced showing this. A plan shall be provided showing how guests at the event will get from the parking lot to the event. Any directional or informational signs for the parking lot will count toward the maximum allowance of five signs. Their location, dimensions and materials shall be provided to Town Planning Division for review.

### **E. Water Pollution Prevention Plan**

Applicants are responsible for identifying and implementing Best Management Practices (BMPs) to prevent illicit discharges to the storm drain system. BMPs are activities that you are required to implement to prevent non-stormwater flows and pollution from reaching the Town's storm drain system and receiving waters. The BMPs you use should be tailored to the type of event, its location, number of participants, and anticipated weather conditions, among other variables. The following guidance is provided to assist in developing your event plans.

#### **1. Outreach/Training**

- Provide training and educational information to event staff, vendors, volunteers, attendees, and other participants regarding stormwater pollution prevention strategies at



your event.

- Include water pollution prevention responsibilities in vendor and service provider contracts and agreements and obtain written confirmation that they have read, understand, and agree to comply with these requirements.
- Notify all vendors of their stormwater pollution prevention responsibilities and potential fines that could be assessed for violations. Fines are issued per the Town fee schedule, available on the Town website. Escalating enforcement also applies, where fines increase when prior violations have occurred.

## **2. Storm Drain Protection**

- Place signage in visible areas throughout the event venue stating:
  - “Do not pour liquids or place trash into the storm drain system. Violators will be subject to fines. “
  - “No tire liquidos ni basura en el sistema de conducción de aguas pluviales. Violadores serán multados.”
- Protect all potentially affected storm drain inlets within or immediately downstream from the event site. Place non-porous material, filter fabric, or other effective materials over storm drain inlets for the duration of the event, including set-up and clean-up, to prevent debris and non-stormwater discharges from entering. Do not use roofing materials or other materials that may release harmful pollutants.
- Any activities at the event involving liquids require additional best management practices (BMPs) to assure such liquids are not allowed to enter streets, curb and gutters, alleys, or drain inlets at any time.
- Place food stands, crafts, portable restrooms, and other activities that may potentially generate pollutants at a significant distance (at least 50 feet) away from storm drain inlets.
- Provide secondary containment for portable restrooms and sinks or hand sanitizing units to capture any leaks or spills. Specify this requirement to the provider of portable restrooms and sinks for the event. For standard portable restrooms, this usually consists of plastic pans installed underneath. Other measures may need to be taken if heavy rainfall occurs to prevent portable toilets or protective pans placed underneath them from overflowing. For Americans with Disabilities Act (ADA) accessible restrooms, use other measures to address potential leaks or spills.
- Spills must be immediately cleaned up using proper spill containment and clean-up methods.
- Waste wash water and other liquids must be captured and properly disposed of, and not allowed to leak from washing facilities.
- Make spill kits available that are comprised of materials effective in capturing and collecting potential leaks or spills, and may consist of such items as paper towels, cloth towels, kitty litter, and/or sand. Place them in all areas where food, beverages, craft/creative activities occur, as well as where chemical or liquid activities or products such as portable restrooms may be placed within or adjacent to the event venue.
- All spill kit materials must be removed immediately from the public right-of-way once the spilled material is absorbed off the ground.
- Spills leaving the event venue area into the surrounding streets must be captured and prevented from entering the surrounding non-event area(s) and storm drain system that starts at the curb and gutter where streets are involved. A wet vacuum may also be used to take up liquids.
- Prevent air conditioning or other cooling condensate from reaching the storm drain system. This includes containment and capture of liquids from food and beverage trucks, ice and melted ice, condensation, and other potential pollutant sources.
- Carefully monitor temporary drain inlet protection throughout the event to assure



protective measures are working safely and effectively. Assure that any bags or rolls used do not release materials into the storm drain system if damaged.

- Drains are not to be covered or blocked when measurable rain is forecast at a chance of 40% or greater as of 24 hours prior to the event set-up.
- Any materials used to block a storm drain must be removed from the venue site upon conclusion of the event dismantle process.
- DO NOT block a storm drain or use other BMPs that may create a potential for flooding if measurable rain is forecast during your event, including set-up and dismantle, at a 40% chance or greater. Pull temporary drain inlet covers placed for an event if measurable rain falls during the event to prevent flooding,

### **3. Vendor Cooking and Grease Management**

- Make available spill kits comprised of materials such as paper towels, cloth towels, kitty litter and/or sand in all areas where food, beverages, and/or cooking grease may be located within or adjacent to the event venue.
- Dispose of grease properly, either by hiring and using an on-site grease collector or collection system, or by disposing of grease after the event at an acceptable facility.
- Coals used for cooking must be placed in water before disposal. Do not dump or otherwise allow cooking residue, water, or other liquids to reach the storm drain system.

### **4. Venue Housekeeping**

- Prevent leaks or spills from such containers and do not drag or stack bags of trash or recyclables to avoid ripping or tearing the bags. If a liner is placed under a receptacle, ensure liquids don't run off from the liner to the street, gutter, or other parts of the storm drain system. A receptacle or bag leaking onto the curb, gutter, or street can be a stormwater violation.
- Place drip pans under parked vehicles or equipment with a potential to leak fluids or other pollutants, and properly dispose of any materials captured.
- Describe the presence of any anticipated animals in the Special Event Permit application submitted to the Town and include measures for addressing animal waste in your SWPPP. If animals are transported in a trailer, include addressing any animal waste from that source.
- Sweeping of all venue-related areas such as parking and production sites should take place throughout the event. Street sweeping equipment may be required for some large events.
- Control windblown trash and debris, especially in waterfront locations. • Use wet mops to remove any temporary public art (chalk, paint, charcoal, clay, etc.) at the conclusion of the event.
- Ensure that any water used during the event (e.g., cooler water, ice and ice melt, mop water, food prep water, etc.) is either poured down a sink or released over a landscaped area with adequate capacity to contain the liquids and pollutants, and permission of the owner.
- DO NOT dispose of liquids in the curbs, gutters, streets, and other parts of the storm drain system.
- DO NOT power wash or rinse event residue within your event venue or production and parking areas unless all wash water is captured and disposed of in a sanitary sewer or released over a landscaped area with adequate capacity to contain the liquid and pollutants and permission of the owner or is otherwise properly disposed of.
- At the conclusion of your event, the event venue and surrounding area must be clean and returned to a condition equal to or better than the condition prior to the onset of your event activities.