



City of South Lake Tahoe Planning Commission Meeting Agenda

Thursday, January 19, 2023 at 3:00 PM

City Hall - Council Chambers - 1901 Lisa Maloff Way, South Lake Tahoe

Planning Commission

Gavin Feiger, Commissioner
Natalia Wieczorek, Commissioner
Keith Roberts, Commissioner
Seth Howard, Commissioner
Nick Speal, Commissioner

Notice Requirements

Government Code section 54956 et seq. (The Brown Act) states that SPECIAL MEETINGS require twenty-four hour (24) notice be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed. The order of Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

Every reasonable effort will be made to accommodate any person needing special assistance to participate in this meeting. Contact the City Clerk at (530) 542-6005 in advance of the meeting for assistance [28 CFR 35.102.35.104 ADA Title II and Brown Act Government Code Sections 54953.2, 54954.1, 54954.2, and 54957.5].

Public Participation

Planning Commission meetings are held in person at the time and location listed on this agenda.

Meetings are live-streamed on Channel 21, on the City's website at www.cityofslt.us and via ZOOM at this link <https://us06web.zoom.us/j/85223406815>

A public agenda packet is available for review at City Hall, 1901 Lisa Maloff Way, on the City's Website at www.cityofslt.us, or by contacting the City Clerk's Office, (530) 542-6005 or sblankenship@cityofslt.us.

Providing Public Comment:

Public Comment for SPECIAL MEETINGS is limited to topics LISTED on this Agenda only. For items on the agenda which the Planning Commission will consider, the public is given the opportunity to comment before the Planning Commission's consideration of the item [Government Code Section 54954.3(a)]. Comments shall be limited to three (3) minutes.

By Phone: If you are joining the meeting via ZOOM and would like to make a comment, press the "raise a hand" button. If you are joining the meeting via Channel 21 or live stream and would like to make a comment, please call (530) 542-6500. The meeting ID 852 2340 6815 press *9 to indicate a desire to make a comment. Press *6 to unmute your phone. The Clerk will call you by the last three digits of your phone number when it is your turn to speak.

In Writing: Written public comment regarding any item listed on this agenda may be sent to PublicComment@cityofslt.us. When emailing comments, identify the agenda item number in the subject line to which your comments relate. Any such comment that is a public record and is emailed to PublicComment@cityofslt.us or otherwise provided to a majority of the Commissioners before the meeting will be made available for public inspection during normal business hours at the City Clerk's Office located at City Hall, 1901 Lisa Maloff Way, South Lake Tahoe [Government Code Section 54957.5(b)]. Written comments will not be read out loud during the meeting.

Oath of Office

1. Oath of Office
Requested Action / Suggested Motions: The City Clerk will administer the Oath of Office to new Commissioners.
Responsible Staff Member: Susan Blankenship, City Clerk

Call to Order/Pledge of Allegiance

Roll Call

Reorganization

2. 2023 Chair and Vice Chair Selection
Requested Action / Suggested Motions: Pass a Motion selecting a Chair and Vice Chair for the year 2023.
Responsible Staff Member: Susan Blankenship, City Clerk

5 Minute Recess

Roll Call

Consent

Public Comment - This is the public's opportunity to speak on any topic listed on the Consent Agenda. Comments shall be limited to three (3) minutes.

The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Commissioner may have an item on the consent agenda removed and considered separately upon request.

Pass a Motion to adopt the Consent Agenda in one motion except as indicated at each item.

3. Planning Commission Meeting Minutes

Requested Action / Suggested Motions: Pass a Motion to approve the November 17, 2022 Planning Commission meeting minutes.

Responsible Staff Member: Susan Blankenship, City Clerk

New Business

4. Consideration of Amendments to South Lake Tahoe City Code Section 6.55.230
Requested Action / Suggested Motions: Pass a Resolution recommending the City Council adopt an Ordinance amending the South Lake Tahoe City Code Section 6.55.230 to modify permit criteria for special events.
Responsible Staff Member: Madison Dederick, Assistant Planner
[01-Staff_Report_Special_Events.docx](#)
[02-Resolution_Recommending_Amendments_City_Code_Section_6.55.230 \(2\).docx](#)
[03-Redline_SLTCC_6.55.230_Amendment.pdf](#)
[04-Special_Event_Guidelines.docx](#)
[05-Special_Event_Application.docx](#)
5. 2023 Planning Commission Regular Meeting Schedule
Requested Action / Suggested Motions: Pass a Resolution adopting the 2023 Planning Commission meeting schedule.
Responsible Staff Member: Anna Kashuba, Assistant Planner
[01-2023PlanningCommissionSchedule_StaffReport.docx](#)
[02-Resolution.docx](#)
[03-Exhibit A_2023 PC Meeting Schedule.pdf](#)
6. Planning Commission Orientation Presentation
Requested Action / Suggested Motions: Receive Presentation.
Responsible Staff Member: Hilary Roverud, Director of Development Services
[Planning Commission Orientation](#)

Staff Reports

Planning Commission Reports

Adjournment

I, Susan Blankenship, City Clerk for the City of South Lake Tahoe, declare that the foregoing agenda for the Thursday, January 19, 2023 Special meeting of the City of South Lake Tahoe Planning Commission was posted and available for review on Thursday January 12, 2023, at Development Services Department 1052 Tata Lane, South Lake Tahoe, CA 96150. The agenda was also available on the city website at <https://www.cityofslt.us/>.

Signed January 12, 2023
Susan Blankenship, City Clerk

Note: The decision of the Planning Commission to approve a design review permit or grant a use permit or a variance may be appealed to the City Council. This appeal shall be filed with the City Clerk within fifteen (15) days from the date of the decision and requires a payment of applicable fees.



City of South Lake Tahoe Planning Commission Meeting Minutes

Thursday, November 17, 2022 at 3:00 PM

City Hall - Council Chambers - 1901 Lisa Maloff Way, South Lake Tahoe

Planning Commission

Kili Rahbeck, Chair
Doug Williams, Vice Chair
Gavin Feiger, Commissioner
Natalia Wieczorek, Commissioner
Keith Roberts, Commissioner

Call to Order/Pledge of Allegiance

At 3:00 p.m. Chair Rahbeck called the meeting to order. Rahbeck then led the pledge of allegiance to the flag.

Roll Call

Present were Chair Rahbeck, Commissioners Feiger, Roberts, Williams and Wieczorek.

Also present were Director of Development Services Roverud, Assistant City Attorney Bardzell and City Clerk Blankenship.

Public Communications

None.

Consent

Action: Moved/Seconded: Feiger/Williams

Yes: Feiger, Rahbeck, Roberts, Wieczorek and Williams

Action: Passed Consent Agenda

1. Planning Commission Meeting Minutes

Action: Passed **Motion 2022-017** approving the October 13, 2022 Planning Commission meeting minutes.

New Business

2. Rent a Toyota Temporary Use Permit, File # 22-130

Action: Moved/Seconded: Wieczorek /Williams

Yes: Feiger, Rahbeck, Roberts, Wieczorek and Williams

Action: Passed **Resolution 2022-020** approving a City and TRPA Temporary Use Permit for Automobile Rentals at 2296 Lake Tahoe Boulevard.

The following person addressed the Commission:

1. Brad Wade, applicant

3. City Council Economic Development Priorities Presentation

Action: Received Presentation.

Public Comment was heard from the following people:

1. Nick Speal
2. Amelia Richmond

Note: City Clerk Blankenship was alerted that due to technical difficulties, the City's website was not able to continue to Livestream the meeting. Assistant Attorney Bardzell confirmed that the meeting should be adjourned.

Updates and Announcements - City Staff

Planning Commissioner Reports and Comments

Adjournment

At 4:13 p.m. Chair Rahbeck adjourned the meeting.

Doug Williams, Vice Chair

Date

Attest:

Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe Planning Commission.



City of South Lake Tahoe

Report to Planning Commission

Meeting Date: January 19, 2023

Title: Consideration of Amendments to South Lake Tahoe City Code Section 6.55.230

Location: Citywide

Responsible Staff Member: Madison Dederick, Assistant Planner

Background: The City currently has two permitting procedures to host an event in South Lake Tahoe. These procedures are established by either the South Lake Tahoe City Code Section 6.55.230 or the Special Event Guidelines, a document adopted by City Council in 2012. Under these permitting procedures, events are classified as either a temporary activity or a special event that have separate applications and are processed by different City departments.

Under the direction of the City Council, staff has worked on creating a singular streamlined permitting process for all events. During the process, staff met with several local event producers who provided input during the development of the proposed permitting procedure. On December 20, 2022, the Art, Culture and Tourism Commission passed a motion recommending the City Council adopt an Ordinance amending the South Lake Tahoe City Code Section 6.55.230.

The item before the Planning Commission is a Resolution recommending the City Council adopt an Ordinance amending the South Lake Tahoe City Code Section 6.55.230 to modify permit criteria for special events.

Issue and Discussion: The City of South Lake Tahoe recognizes that events provide many social, cultural, and economic benefits that enhance residents' and visitors' quality of life. City staff has been working to streamline the event approval process, so that event producers are encouraged to host events within the City while ensuring events are appropriately permitted for the safety, health, property, and welfare of the community. The streamlined process would amend South Lake Tahoe City Code Section 6.55.230 and repeal the Special Event Guidelines creating one permitting procedure for all events. Changes to City Code Section 6.55.230 can be seen in Attachment 03. In addition to the code amendment, staff will maintain an event guideline document and application (Attachment 04 and 05) that establish permit review levels, submission timeframes, and required application materials to assist event producers in understanding the materials staff needs to complete an application review.

Financial Implications: There are no financial implications to amending the City Code. If the City Council approves the ordinance on its first reading, a resolution amending the City Master Fee Schedule to reflect the Major and Minor Special Event application processes will be placed City Council agenda on the same date as the second reading. The current fee for Special Event applications (submitted to Parks and Recreation Department) is \$2,475 and the current fee for a Temporary Activity application (submitted to Development Services Department) is \$417.

Environmental Considerations: This Ordinance is exempt from review under the California Environmental Quality Act (CEQA) under CEQA Guidelines sections 15323 (normal operations of facilities for public gatherings) and 15304(e) (minor alterations of land for temporary uses).

Policy Implementations: The proposed amendments to the South Lake Tahoe City Code Section 6.55.230 would create a single streamlined permitting procedure that the Development Service Department would process. Streamlining the event procedures aligns with Goal 3.3 of the City's Strategic Plan and with Policy ED-1.10 of the City's General Plan by expanding and supporting event opportunities.

Resolution 2023-XX

**Adopted by the City of South Lake Tahoe
Planning Commission**

January 19, 2023

A RESOLUTION RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING CITY CODE SECTION 6.55.230

BACKGROUND

- A. On April 17, 2012, the City Council approved Special Event Application Guidelines identifying procedures for special event production in South Lake Tahoe.
- B. On November 3, 2015, the City Council adopted Ordinance 2015-1094, amending City Code Section 6.55.230 for temporary activities, which became effective on December 3, 2015.
- C. The city has since engaged in streamlining event processing by proposing amendments to City Code Section 6.55.230 and repealing the Special Event Application Guidelines. As a result, there will be no differentiation between special events and temporary activities and all events will be subject to City Code Section 6.55.230.
- D. For events requiring a permit, staff will maintain documents that assist applicants in understanding materials staff needs to complete an application review. Information in these documents may include, but are not limited to, required submission materials, submission timeframes and permit review levels.
- E. On December 20, 2022, the Art, Culture and Tourism Commission held a public hearing and passed a motion recommending adoption of an ordinance amending City Code Section 6.55.230.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City of South Lake Tahoe Planning Commission:

- 1. Recommends to the City of South Lake Tahoe City Council that Chapter 6.55 Article III be amended to read as follows:

Article III. Other Land Use Regulations

- 6.55.130 Parking requirements.
- 6.55.140 Height restrictions.
- 6.55.150 Setbacks.
- 6.55.160 Reserved.
- 6.55.170 Setback exceptions.
- 6.55.180 Minimum lot size.
- 6.55.190 Reserved.
- 6.55.200 Airport land use planning.
- 6.55.210 Condominium conversions of certain residential property.
- 6.55.220 Planned unit development.

- 6.55.230 Special events and temporary uses.
- 6.55.240 Land capability and land coverage.
- 6.55.250 Applicable density for various land use designations.
- 6.55.260 Calculation of allowable density.
- 6.55.270 Condo-hotels.

2. Recommends to the City of South Lake Tahoe City Council that Section 6.55.230 be amended to read as follows:

6.55.230 Special Events and Temporary Uses

Refer to the Temporary Activities and Uses M.O.U. between the TRPA and the City of South Lake Tahoe.

A. Special Events.

1. A special event that complies with the provisions of TRPA Code of Regulations and City of South Lake Tahoe City Code may be conducted without a permit provided it does not include any activity listed in subsection (A)(2) of this section and provided the activity complies with all standards listed in subsection (A)(4) of this section.
2. Permit Required. A special event permit shall be required and obtained from the development services department prior to any activity involving any of the following elements:
 - a. Road closure or detour;
 - b. Off-site parking;
 - c. Private security;
 - d. Temporary structures (i.e., tents greater than 10 feet by 10 feet, stage, etc.);
 - e. Amplified sound;
 - f. Ground disturbance;
 - g. Use of city resources (i.e., barricades, signs, traffic control, etc.);
 - h. Activities proposed at night between 10:00 p.m. and 8:00 a.m.;
 - i. Has the potential for more than 500 attendees;
 - j. Conducted over a period of four or more consecutive days.
3. Exceptions. The following special events do not require a special event permit, but are subject to all standards listed in subsection (A)(4):

- a. Noncommercial weddings and other single day life events such as birthday parties, holiday parties, etc., that occur in residential zones. Noncommercial means that the event site is not rented for the event with consideration charged for occupancy of the space.
 - b. Seasonal and temporary outdoor retail sales of trees, pumpkins and other items when located in a plan area designated for commercial, public service, or tourist uses.
 - c. Events which are included within the primary use of the property or are accessory to the primary use as determined by the Director of Development Services.
 - d. Facility Use. Special events that do not include any activity listed in subsection (A)(2) of this section but require use of a city facility do not require a special event permit but are subject to SLTCC 8.05.170.
 - e. Parades. Parades are subject to SLTCC 4.30.
4. Standards. All special events, whether a permit is required or not, must comply with all requirements cited below:
- a. Comply with TRPA Code Chapter 22. However, activities qualifying for a TRPA Code exemption are not exempt from city permit requirements.
 - b. Comply with all applicable city, county, state, and federal regulations, including but not limited to El Dorado County Department of Environmental Health permitting and regulations, and California Department of Alcoholic Beverage Control permitting and regulations.
 - c. Special events shall be limited to a period not to exceed fourteen consecutive days. There shall be a four-day period between special events on a property.
 - d. Consistent with the City Code, the permissible uses in the plan area statements, community plans, and area plans.
 - e. In the appropriate location for the proposed type and size of event, and accommodate appropriate vehicle circulation and parking, signage, noise mitigation, and waste management.
 - f. Comply with Chapter 7.15 SLTCC, Urban Runoff and Storm Water Quality Management.
 - g. Comply with Chapter 3.35 SLTCC, Tax Rates and Licensing.
 - h. Comply with Chapter 4.175 SLTCC, Polystyrene and Plastic Food Packaging Regulations.

- i. Signage shall not exceed a total of 60 square feet in area and shall be no taller than six feet in height. This may include one banner displayed for the event. Temporary signs that are part of a special event may be installed up to 14 days prior to the event and shall be removed at the end of the activity. All signage shall be removed immediately following the event.
 - j. Comply with fire codes and safety standards set forth by National Fire Protection Association (NFPA) for fire resistant tents and must include an affixed manufacturer's label stating the tent meets NFPA requirements. A State Fire Marshal seal on the tent or a certificate is needed to prove treatment.
 - k. Not impede pedestrian or vehicle traffic at any time. Vehicle parking, loading or unloading may only occur in a designated parking stall and shall not occur within the city or Caltrans right-of-way, within sidewalk areas, or other publicly used areas. Sidewalks shall be kept open for use by the general public.
 - l. Comply with accessibility requirements of the Americans with Disabilities Act.
 - m. Comply with SLTCC 6.10.450(F) limiting the number of arts and crafts booths to nine, as an incidental component.
5. Where special events involve land disturbance, signage or structures, permittees may be required to post a security with the city to ensure compliance with certain conditions of approval. The approval shall state which conditions are the subject of the security.

B. Temporary Uses.

- 1. Permit Required. A city temporary use permit is required for the establishment of a use on a temporary basis.
 - a. Temporary use permits may be issued for a period consistent with the anticipated length of the use, not to exceed six months. One six-month extension may be granted.
 - b. Temporary use permits shall not be issued for the sole purpose of conducting a temporary business.
 - c. Temporary use permits shall not be issued for vending or commercial retail sales. Seasonal sales (i.e., Christmas tree lots, pumpkin patches, candy sales, etc.) conducted by nonprofit groups may be permitted.
 - d. Temporary uses are exempt from the requirement to provide commercial floor area and a verification of coverage.
 - e. Where temporary uses involve land disturbance, signage or structures, permittees may be required to post a security with the city to ensure compliance with certain conditions of approval. The approval shall state which conditions are the subject of the security.

- f. Temporary uses shall be reviewed and approved for a specific purpose by City of South Lake Tahoe staff for consistency with the City Code, the permissible uses in the plan area statements, community plans, and area plans. A permissible use listed as allowed may be reviewed at staff level, while a use listed as special requires a public hearing that includes the TRPA hearings officer, city zoning administrator or planning commission and notification of the property owners within a 300-foot radius.

3. Finds that adoption of the proposed Ordinance is categorically exempt from review under the California Environmental Quality Act (CEQA) under CEQA Guidelines sections 15323 (normal operations of facilities for public gatherings) and 15304(e) (minor alterations of land for temporary uses).

Adopted by the City of South Lake Tahoe Planning Commission on January 19, 2023 by the following vote:

Yes:

No:

Absent:

Abstain:

, Chair

Date:_____

Attest:

Jo McDonough, Assistant City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

6.55.230 ~~Temporary activities~~ Special events and temporary uses.

Refer to the Temporary Activities and Uses M.O.U. between the TRPA and the ~~C~~ity of South Lake Tahoe.

~~A.~~ A. Temporary Activities. Special Events.

1. ~~a. Minor temporary activities~~ A special event that complies with the provisions of TRPA Code of Regulations and ~~C~~ity of South Lake Tahoe City Code may be conducted without a permit provided it does not include any activity listed in subsection (A)(~~2b~~) of this section and provided the activity complies with all standards listed in subsection (A)(~~4c~~) of this section.
2. ~~b.~~ Permit Required. A ~~temporary activity-special event~~ permit shall be required and obtained from the development services department prior to any activity involving any of the following elements:
 - a. ~~i.~~ Road closure or detour;
 - b. ~~ii.~~ Off-site parking;
 - c. ~~iii.~~ Private security;
 - d. ~~iv.~~ Temporary structures (i.e., tents greater than 10 feet by 10 feet, stage, etc.);
 - e. ~~v.~~ Amplified sound ~~music~~;
 - f. ~~vi.~~ Ground disturbance;
 - g. ~~vii.~~ Use of city resources (i.e., barricades, signs, traffic control, etc.);
 - h. Activities proposed at night between 10:00 p.m. and 8:00 a.m.;
 - i. Has the potential for more than 500 attendees;
 - ~~h.j.~~ Conducted over a period of four or more consecutive days.
3. Exceptions. The following special events do not require a special event permit, but are subject to all standards listed in subsection (A)(4):

- a. Noncommercial weddings and other single day life events such as birthday parties, holiday parties, etc., that occur in residential zones. Noncommercial means that the event site is not rented for the event with consideration charged for occupancy of the space.
- b. Seasonal and temporary outdoor retail sales of trees, pumpkins and other items when located in a plan area designated for commercial, public service, or tourist uses.
- c. Events which are included within the primary use of the property or are accessory to the primary use as determined by the Director of Development Services.
- d. Facility Use. Special events that do not include any activity listed in subsection (A)(2) of this section but require use of a city facility do not require a special event permit but are subject to SLTCC 8.05.170.
- e. Parades. Parades are subject to SLTCC 4.30.

~~3.4.d.~~ Standards. All ~~temporary activities~~ special events, whether a permit is required or not, must comply with all requirements cited below:

- a. ~~i.~~ Comply with TRPA Code Chapter 22. However, activities qualifying for a TRPA Code exemption are not exempt from city permit requirements.
- b. ~~ii.~~ Comply with all applicable city, county, state, and federal regulations, including but not limited to El Dorado County Department of Environmental Health permitting and regulations, and California Department of Alcoholic Beverage Control permitting and regulations.
- c. ~~iii.~~ Special events shall be limited to activities conducted over a period not to exceed fourteen consecutive days. There shall be a four-day period between temporary activities special events on a property.
- d. ~~iv.~~ Consistent with the City Code, the permissible uses in the plan area statements, community plans, and area plans.
- e. ~~v.~~ In the appropriate location for the proposed type and size of event, and accommodate appropriate vehicle circulation and parking, signage, noise mitigation, and waste management.
- f. ~~vi.~~ Comply with Chapter 7.15 SLTCC, Urban Runoff and Storm Water Quality Management.

~~g.~~ ~~vii.~~ Comply with Chapter [3.35](#) SLTCC, Tax Rates and Licensing.

~~g.h.~~ Comply with Chapter 4.175 SLTCC, Polystyrene and Plastic Food Packaging Regulations.

~~h.i.~~ ~~vii.~~ Signage shall not exceed a total of 60 square feet in area and shall be no taller than six feet in height. This may include one banner displayed for the ~~activity event~~. Temporary signs that are part of a ~~temporary activity special event~~ may be installed up to 14 days prior to the ~~activity event~~ and shall be removed at the end of the activity. All signage shall be removed immediately following the event.

~~h.j.~~ ~~ix.~~ Comply with fire codes and safety standards set forth by National Fire Protection Association (NFPA) for fire resistant tents and must include an affixed manufacturer's label stating the tent meets NFPA requirements. A State Fire Marshal seal on the tent or a certificate is needed to prove treatment.

~~j.k.~~ ~~x.~~ Not impede pedestrian or vehicle traffic at any time. Vehicle parking, loading or unloading may only occur in a designated parking stall and shall not occur within the city or Caltrans right-of-way, within sidewalk areas, or other publicly used areas. Sidewalks shall be kept open for use by the general public.

~~k.l.~~ ~~xi.~~ Comply with accessibility requirements of the Americans with Disabilities Act.

~~l.m.~~ ~~xii.~~ Comply with SLTCC [6.10.450](#)(F) limiting the number of arts and crafts booths to nine, as an incidental component.

~~4.5.e.~~ Where ~~temporary activities special events~~ involve land disturbance, signage or structures, permittees may be required to post a security with the city to ensure compliance with certain conditions of approval. The approval shall state which conditions are the subject of the security.

B. Temporary Uses.

1. ~~a.~~ Permit Required. A city temporary use permit is required for the establishment of a use on a temporary basis.

a. ~~i.~~ Temporary use permits may be issued for a period consistent with the anticipated length of the use, not to exceed six months. One six-month extension may be granted.

- b. ~~ii.~~ Temporary use permits shall not be issued for the sole purpose of conducting a temporary business.
- c. ~~iii.~~ Temporary use permits shall not be issued for vending or commercial retail sales. Seasonal sales (i.e., Christmas tree lots, pumpkin patches, candy sales, etc.) conducted by nonprofit groups may be permitted.
- d. ~~iv.~~ Temporary uses are exempt from the requirement to provide commercial floor area and a verification of coverage.
- e. ~~v.~~ Where temporary uses involve land disturbance, signage or structures, permittees may be required to post a security with the city to ensure compliance with certain conditions of approval. The approval shall state which conditions are the subject of the security.
- f. ~~vi.~~ Temporary uses shall be reviewed and approved for a specific purpose by Ccity of South Lake Tahoe staff for consistency with the Ccity Ccode, the permissible uses in the plan area statements, community plans, and area plans. A permissible use listed as allowed may be reviewed at staff level, while a use listed as special requires a public hearing that includes the TRPA hearings officer, city zoning administrator or planning commission and notification of the property owners within a 300-foot radius. (Ord. 902; Ord. 1057 § 1 (Exh. A); Ord. 1094 § 1 (Exh. A). Code 1997 § 32-21.1)



SPECIAL EVENT GUIDELINES

PURPOSE

The City of South Lake Tahoe recognizes that events provide many social, cultural, and economic benefits which enhance the quality of life for residence and visitors. The special event guidelines were created with the purpose of supporting and welcoming events while also ensuring the safety, health, property, and welfare of the community.

The City of South Lake Tahoe City Code Section 6.55.230 establishes the permit requirement criteria, exemptions and standards for all special events. These guidelines establish permit review levels, submission timeframes, and required application materials.

PERMIT REVIEW

Section 6.55.230 of the South Lake Tahoe City Code

Permit Required

A special event permit shall be required and obtained from the Development Services Department prior to any activity involving any of the following elements:

- Road closure or detour
- Off-site parking
- Private security
- Temporary structures (i.e., tents greater than 10 feet by 10 feet, stage, etc.)
- Amplified sound
- Temporary land coverage or ground disturbance
- Use of city resources (i.e., barricades, signs, traffic control, etc.)
- Activities proposed at night between 10:00 p.m. and 8:00 a.m.
- Has the potential for more than 500 attendees
- Conducted over a period of four or more consecutive days

Permit Exceptions

The following special events are exempt from obtaining a permit:

- Noncommercial weddings and other single day life events such as birthday parties, holiday parties, etc., that occur in residential zones. Noncommercial means that the event site is not rented for the event with consideration charged for occupancy of the space.
- Seasonal and temporary outdoor retail sales of trees, pumpkins and other items when located in a plan area designated for commercial, public service, or tourist uses.

- Events which are included within the primary use of the property or are accessory to the primary use as determined by the Director of Development Services.
- Facility Use. Special events that do not include any activity elements requiring a permit but require use of a city facility do not require a special event permit but are subject to SLTCC 8.05.170.
- Parades. Parades are subject to SLTCC 4.30.

Standards

Whether a permit is required or not, all events must comply with the following:

- Comply with TRPA Code Chapter 22. However, activities qualifying for a TRPA Code exemption are not exempt from city permit requirements.
- Comply with all applicable city, county, state, and federal regulations, including but not limited to El Dorado County Department of Environmental Health permitting and regulations, and California Department of Alcoholic Beverage Control permitting and regulations.
- Special events shall be limited to a period not to exceed fourteen consecutive days. There shall be a four-day period between special events on a property.
- Consistent with the City Code, the permissible uses in the plan area statements, community plans, and area plans.
- In the appropriate location for the proposed type and size of event, and accommodate appropriate vehicle circulation and parking, signage, noise mitigation, and waste management.
- Comply with Chapter 7.15 SLTCC, Urban Runoff and Storm Water Quality Management.
- Comply with Chapter 3.35 SLTCC, Tax Rates and Licensing.
- Comply with Chapter 4.175 SLTCC, Polystyrene and Plastic Food Packaging Regulations.
- Signage shall not exceed a total of 60 square feet in area and shall be no taller than six feet in height. This may include one banner displayed for the event. Temporary signs that are part of a special event may be installed up to 14 days prior to the event and shall be removed at the end of the activity. All signage shall be removed immediately following the event.
- Comply with fire codes and safety standards set forth by National Fire Protection Association (NFPA) for fire resistant tents and must include an affixed manufacturer's label stating the tent meets NFPA requirements. A State Fire Marshal seal on the tent or a certificate is needed to prove treatment.
- Not impede pedestrian or vehicle traffic at any time. Vehicle parking, loading or unloading may only occur in a designated parking stall and shall not occur within the city or Caltrans right-of-way, within sidewalk areas, or other publicly used areas. Sidewalks shall be kept open for use by the general public.
- Comply with accessibility requirements of the Americans with Disabilities Act.
- Comply with SLTCC 6.10.450(F) limiting the number of arts and crafts booths to nine, as an incidental component.

Major or Minor

Special events can include a broad range of activities, all of which require unique review and consideration. To help process applications as efficiently as possible the city has established two levels of permit review – major or minor. A minor special event permit is intended for events that are specific to a group of people and has minimal off-site impacts to the surrounding area; a major special event permit is intended for large events which attract a range of individuals and is typically widely advertised to all residence and visitors. The Director of Development service has the discretion to require a major special event permit for any event if they find that the event involves a special circumstance or has the potential for unique or unanticipated impacts.

To differentiate between the two levels of permit review, any one of the following event elements prompt the requirement for a major special event permit:

- Road closure or detour
- Use of city resources (i.e., barricades, signs, traffic control, etc.)
- Has the potential for more than 500 attendees
- Conducted over a period of four or more consecutive days

Special Event Areas

Special Event Areas are a series of designated parcels which have a standing permit with specific conditions and guidelines for holding events. In approved Special Event Areas, a permit from the Development Services Department is not required; however, the event is subject to the conditions of the Special Event Area permit and approval from the Area's governing body/management.

The following are current permitted Special Event Areas within the city:

- **Heavenly Village:** Contact the *Park Avenue Development and Management Association (PADMA)* about holding events
- **Ski Run Boulevard:** Contact the *Ski Run District Board* about holding events

Inspection of Event Sites

All major special events will require an inspection of the completed venue setup prior to the event. The inspection will be conducted by the City of South Lake Tahoe Building Official, Fire Inspector, and/or other city staff depending on the nature of the event. Inspections will be included in the conditions of approval on an agreed upon date with the applicant. If an inspection is necessary outside of regular staff work hours, additional fees will apply.

SUBMISSION TIMEFRAME

Applicants are encouraged to submit applications as soon as possible to ensure the city can help coordinate the best event possible. However, to make sure staff has adequate time to process applications, submission must be deemed **complete** a minimum of:

Major Special Events

90 days prior to event

Minor Special Events

30 days prior to event

All events require an approved permit prior to ticket sales.

APPLICATION REQUIREMENTS

The following sections detail the information required for submission of a complete application depending on the level of review and resources required. However, all special events are unique and additional information may be required at city staff's discretion.

All Special Event Permits

Event Description: Must provide the name, location, and purpose of the event. The description should clearly identify what will be occurring at this event.

Event Schedule: Start and finish times for each day of the event must be provided, including any additional days and times required for set up and tear-down (including clean up). If applicable, performance schedules and any other important timeframes should be provided.

Event Personnel, Organization, and Liaison: Provide a breakdown of the event staff including the roles of different personnel such as, but not limited to, security, first aid, or parking attendants. An on-site liaison and direct contact information shall be identified for the day of the event should city staff need to relay information to event personnel during the event.

Attendance: Provide the maximum number of participants and/or spectators. For ticketed events, information regarding ticket sales (i.e. when they go on sale and when sales close, how many tickets can be sold, is parking purchased) shall be provided. The Director of Development Services has the discretion to limit the event size and include other requirements such as, but not limited to, requiring ticketed events to specify mode of transportation at time of purchase.

Site Plan: The site plan must be drawn to scale and include the date it was prepared (any revised plans must include the date). The plan must include the location of all aspects of the event as described in the application. This includes, but is not limited to, clearly indicating the location of stages, tents, cables, sound systems, fire extinguishers, fire hydrants, restrooms/portable toilets, litter bins, recycling bins, water holding tanks, and water bottle refill stations (portable or installed). All fencing, gates, entrances, and exits, including emergency

exits and fire lanes must also appear on the site plan. Fire hydrants cannot be obstructed, and their locations should be shown on the plan.

- *Restrooms/Portable Toilets:* The minimum number of restrooms will depend on the length of the event and number of individuals attending (guest and staff included). At minimum, staff expects the event to meet the standards established by the Portable Sanitation Association International. Additionally, events that will experience temperatures over 80 degrees or will serve alcohol should increase the number of restrooms by 20-30%.

The number of restrooms you'll need is ...

# of Individuals	Event Length (Hours)									
	1	2	3	4	5	6	7	8	9	10
1-50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	2	3	3	3	3	3
250	2	2	2	2	3	3	3	3	3	3
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63

*Standards established by the Portable Sanitation Association International: <https://www.psai.org/>

- *Tents:* A tent is defined as a portable shelter of skins, canvas, plastic or the like, supported by one or more poles or a frame and often secured by ropes fastened to pegs in the ground or other weighted items. Tents must meet National Fire Protection Association (NFPA) standards and must be approved by the South Lake Tahoe Fire Department (SLTFD). All tents must include an affixed manufacturer's label stating the tent meet NFPA requirements. If a label is not attached, it will be the applicant's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.
- *Temporary Structures Greater than 120 Square Feet:* All structures greater than 120 square feet, such as tents and stages, information to determine compliance with building code must be provided. The information should include the following:
 - Structural calculation/details; stamped and wet signed by a design professional
 - Location, purpose, and gross square footage for each structure
 - Information regarding each structure's fire rating

For preconstructed structures this may be in the form of a manufacture spec sheet. Additional information may be required to determine compliance with health and safety requirements depending on the type of structure.

The following requirements are only applicable to the specific event ...

Signs and Banners: Signs and banners displayed prior to the event for the purpose of advertising the event must be reviewed and approved by city staff prior to display. Signs and banners must follow the City Code governing signs and banners. The primary and most visible information must be event related.

Event Vendors: The event producer is required to obtain a South Lake Tahoe Business and Professions certificate (also referred to as a business license) from the City of South Lake Tahoe. In addition, each event vendor must obtain a Temporary Sellers Permit from the State Board of Equalization. The event producer is required to collect the applicable sales tax due to the City of South Lake Tahoe from each of the vendors, combined with the sales tax due from producer's event sales that occurred within the City of South Lake Tahoe, to the City's Finance Department within 90 following the event. All vendor permits must be displayed so provide for inspection by the City of South Lake Tahoe. The applicant shall provide a list of vendors no later than 14-days prior to the event that includes the businesses name, the type of business, their city business license number, and business contact information.

Sale or Handouts of Food and Beverages: Each food vendor (including event producer/applicant) must obtain a food handler safety certification from the El Dorado County Environmental Health Division. Food vendors must comply with the City Code 4.175 Polystyrene and Plastic Food Packaging Regulations, including a ban on single use plastic water bottles. Cooking equipment requires inspection from the Fire Department. The sale or handout of food and beverages requires an event permit from the El Dorado County Health Division. A copy of the event permit from the El Dorado County Environmental Health Division must be provided to the city 14-days prior to event and will be included in the permit conditions of approval.

Alcohol: All sales of beer and liquor during an event require a license from California Alcohol Beverage Control Board. Events with planned sale or handout of alcohol must indicate where the distribution or sale will be located on the Site Plan attached to the application. A copy of the ABC permit must be provided to the city prior to event and will be included in the permit conditions of approval.

Facility Use: The City Parks and Recreation Department has several facilities which may be available to host your event. Facilities include:

- Recreation Complex
- Bijou Park
- Regan Beach West
- Lakeview Commons at El Dorado Beach

Rental of all facilities are subject to the fees establish in the [City of South Lake Tahoe Master Fee Schedule](#).

If the event does not require a special event permit a facility use permit is still required. To check availability and request to reserve one of Parks and Receptions facilities, please email facilityrental@cityofslt.us

Events at the Community College Recreation Fields: If the event is being proposed to be held at the Lake Tahoe Community College proof of date reservation is required at time of submittal. The Community Play Consortium will issue an approval once the city has issued a permit. Please contact the Community Play Consortium for information about reservations and use of the recreational facilities: <https://www.ltcc.edu/campusresources/cpc.php>

Additional Requirements for Major Special Event Permits

Notification: All residents and businesses within 300 yards of the event venue shall be notified in writing of the event date, planned hours of operation and event content no less than thirty days prior to the event. The notification zone may be extended based on potential impacts to be determined by the Director of Development Services. Notification must include phone numbers for contacts before, during and following the event. The city must approve the content of the written notification and may require proof of its delivery.

Distributed Event Information: The applicant shall provide city staff with copies of the information distributed to the event ticket holders. Information provide to the ticket holders should include modes of transportation, parking, sustainability measures, stewardship, safety, and event activities.

Traffic, Transportation, and Parking Plan: The applicant shall demonstrate adequate traffic, transportation, and parking measures by providing a written explanation and site plan. The documentation shall also include measures and information regarding emergency vehicle access. Traffic impacts must be identified and should minimize disruptions to business and residential traffic flows. All traffic control measures such as barricades, lane divider (bean) poles, and signage should be identified. Note that barricades provided by event organizers must meet Workers' Compensation Board standards. The times and locations of event activities shall be planned to avoid primary access routes to neighborhoods and businesses. Public transit in the area shall be considered to minimize disruptions to bus routes. The event shall take appropriate measures to reduce parking impacts and overflow into surrounding neighborhoods. The city may require no parking signage to reduce potential traffic impacts in certain areas. The applicant must include consideration of how participants and spectators will travel to the event. The event shall encourage and facilitate alternative transportation methods such as cycling (e.g. bike lockups or valet), carpooling, shuttles and public transit. A schedule and plan for such considerations as vehicle access for set up, delivery of supplies and access for vendors must be provided. Vehicle movement on-site may not be permitted during times when the event is open to the public. The event shall also detail the parking locations for organizers, performers, vendors, spectators and participants.

Disabled Access: Describe and include a site map of how the event will include provisions for access for persons with disabilities in compliance with the Americans with Disabilities Act and California Building Code Chapter 11B for Persons with Disabilities. This is important both for the disabled and the elderly which may have an interest in attending the event. Disabled access includes parking and street access, pathways, washrooms and viewing areas.

Sound Management Plan: All events are subject to the noise standards established by City of South Lake Tahoe and the Tahoe Regional Planning Agency. The applicant is required to provide a schedule of artists and entertainers, anticipated dB levels, and methods for controlling the type and volume of sound produced by the event. The Director of Development Services may limit the hours, volume, or any other aspect of the event to ensure it does not unreasonably impact neighboring residents or businesses. As deemed appropriate by the Director of Development Services, the city may require specified sound monitoring to be conducted by the event manager and/or additional notification requirements.

Safety and Security Plan: The applicant has a responsibility for the behavior and safety of event participants. The safety and security plan shall demonstrate that appropriate security is

in place and designed to protect event participants and the public. Security personnel should be experienced and capable of handling the situations which they may face. The plan shall outline where security will be positioned at all scheduled times of the event and describe the emergency and communication protocols in place. Site design and event management such as ticket sales, vehicle and pedestrian circulation, and appropriate fencing shall be used to help minimize risk of safety and security problems. The plan shall also include details such as appropriate temporary lighting for parking and pedestrian areas to ensure the safety of event participants. Lighting should be directed downward and should not produce off-site lighting impacts.

Sustainability, Waste Management and Edible Food Recovery Plan: City Resolution 2011-40 requires all city sponsored events to utilize the South Tahoe Refuse Special Event Recycling Quick Kit Program. Events not sponsored by the City but authorized by a Special Event Permit are required to identify effective waste management that will result in minimal impacts to the event facility and surrounding environment. An effective Waste Management Plan goes beyond providing recycling containers on-site and indicating trash and refuse will be collected. The city is located on the shore of Lake Tahoe, which has been designated an Outstanding National Resource Water, a rare and special designation. The city encourages event producers/applicants to maximize diversion and minimize waste. Diversion is maximized via recycling and composting. *Food-only* can be gathered and brought to a composter by the local waste hauler. The waste hauler does *not* accept single use foodservice ware labeled “compostable”. Microplastics are being found in Lake Tahoe. Effective waste management also minimizes all single use plastic and encourages paper when possible. [City Code Chapter 4.175](#) describes Polystyrene and Plastic Food Packaging Regulations. This includes a ban on expanded polystyrene (sometimes called Styrofoam) containers provided by vendors. It prevents vendors from providing single use foodservice ware except upon request. It bans single use plastic water bottles (less than one gallon) from being distributed at a city facility or city-affiliated event and all city concessionaires, lessees, licensees, and permittees for facility use, and special events, effective April 22, 2023. This does not apply in cases of emergency, as designated by the City Manager. Additionally, Senate Bill 1383 mandates edible food recovery for large events of over 2000 attendees per day of operation, beginning in 2024. Event organizers must find a recovery organization to donate food to and must document the type and weight of food donated and report to the City’s Sustainability Coordinator, in the Office of the City Manager.

Special Events Using City Resources

Applicants may request any of the city resources listed below; however, request of city resources does not guarantee approval to use requested resources and fees may apply.

Police: The city may require the presence of police to ensure public safety. A safety and security plan will be prepared for all major special event permits. Only Police or others designated by Police have authority to undertake traffic control duties in the City of South Lake Tahoe. Police must be on location where there are road closures. Any event using streets may not begin until the senior police officer on-site ensures that the route is secured, and all required resources are in place.

Fire Department: Fire personnel may be requested or required by the city to ensure public safety. Most requirements of the Fire Department will be undertaken during the approval

process and through any required inspections of the site setup. In some cases, Fire Department services may be requested, for example, to provide hydrant hookups or fire boat presence.

For more information regarding Fire Department requirements please visit the South Lake Tahoe Fire Rescue page: <https://www.cityofslt.us/384/Fire>

Traffic Control: The City's Public Works Department may be able to rent out traffic control equipment such as barricades, lane divider (bean) poles, and signage to ensure traffic control needs are met and the safety of participants and the public is ensured. Summarize the specific requests for supporting traffic, transportation, and parking. Note: Most traffic control request will be contracted, and the applicant will be subject to the fees incurred by the city. Requests that can be accommodated by city staff and equipment are subject to the fees established by the [City of South Lake Tahoe Master Fee Schedule](#).

Access to Power or Water: The City of South Lake Tahoe may be able to provide access to water, or power at some sites. Describe how much power is required and how it is intended to be distributed.

EVENT EXPECTATIONS

Conditionals of Approval

All special event permits, major or minor, will include conditions of approval that are specific to the event.

Insurance

The following is provided as **guidance** to event planners and promoters. The city assumes no liability or risk in offering the following guidance regarding events and encourages all event promoters/applicants to seek legal advice regarding the type and amount of insurance necessary to fully protect the event promoters/applicants. Managing risk of damage to property and injury to persons is an important part of planning an event. Identify any elements of risk associated with the event and ensure they are addressed before the event begins. Permission will not be granted to hold an event until proof of satisfactory insurance has been received and approved by the City's Risk Management staff and/ or the City Attorney's Office. All information required in the application must be completed and returned before a permit will be issued. In most cases, the city shall be named as additionally insured and indemnified against claims against the event. Waivers signed by event participants are recommended for events on private property and required for events on property owned by the city as a means of letting them know that there is some risk involved in participating in the event. This may reduce liability should a mishap occur. Event promoters/applicants are encouraged to obtain legal advice before deciding the type and level of insurance necessary for their event.

Compliance

The city retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency or if the applicant does not adhere to the special event

guidelines or any other related permit conditions. Organizers must designate a named on-site liaison person with authority to ensure compliance with permit conditions or stop the event, if necessary, at any time.

Enforcement of all Special Event Permits is subject to City Code Section 6.55.070.

SPECIAL EVENT APPLICATION

GENERAL EVENT INFORMATION

Name of Event: _____

Date and Time of Event: _____

Location/Address: _____

Assessor Parcel Number (APN): (If known) _____

Special Event Elements Requiring a Permit

*Please select **all** applicable elements of the proposed special event that prompt the permit requirement. If one or more boxes in the major category is checked, a major special event permit is required. Please note the Director of Development Services has the discretion to require a major special event permit for any event.*

Minor

- ☐ Off-site parking
- ☐ Private security
- ☐ Temporary structures
- ☐ Amplified sound
- ☐ Ground disturbance
- ☐ Activities between 10:00 p.m. & 8:00 a.m.

Major

- ☐ Road closure or detour
- ☐ Use of city resources
- ☐ Potential for more than 500 individuals
- ☐ Conducted over a period of four or more consecutive days

APPLICANT INFORMATION

The applicant(s) will be considered the primary point(s) for correspondence and contact from the City unless otherwise requested in writing.

Name: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Property owner(s) same as above: _____
(Skip this section if same as above)

Name: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

APPLICATION SUBMITTAL REQUIREMENTS & ACKNOWLEDGEMENT

Your application will be deemed incomplete if any of the following required items are not submitted with this application packet. Incomplete applications will not be processed. Some applications may require additional information or a major activity permit at the discretion of the Development Services Director.

- ☐ Completed Special Event Application including:
 - Applicant and Property Owner signatures
 - All pages of the application included in the information checklist
 - Any supplemental materials requested/required in the information checklist
- ☐ Application Fee

Application materials may be submitted to the Development Services Department via email (planner@cityofsouthlake.com), mail (Attn: Planning Department), or in person during Permit Center public hours (1052 Tata Lane, South Lake Tahoe, CA 96150).

I hereby declare under penalty of perjury that this application and all information submitted as part of this application are true and accurate to the best of my knowledge. I am the owner of the subject property or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that the city accepts no responsibility for informing these parties or obtaining their authorization.

I understand that I am responsible for all fees set forth in the City of South Lake Tahoe Master Fee Schedule associated with this application.

Applicant(s) Signature(s): _____ **Date:** _____

Property Owner(s) Signature(s): _____ **Date:** _____

For Staff Use

☐ Major Permit ☐ Minor Permit ☐ City Resource Required

Amount Paid: _____ **Date:** _____ **Project File No.:** _____

Application Continues on Page 3

SPECIAL EVENT APPLICATION INFORMATION CHECKLIST

ALL SPECIAL EVENT PERMITS (Checklist Section 1)

Description of Event

See Special Event Guidelines Page 4

Event Schedule

See Special Event Guidelines Page 4

	Date	Start Time	End Time	Total Duration
Setup				
Event				
Tear-down & Clean up				

**Is amplified sound
proposed?**

☐ No

☐ Yes, type/genre of amplified sound: _____

Day of Event On-Site Contact Person

See Special Event Guidelines Page 4

Name: _____ Position: _____

Phone Number: _____

Day of Event Staffing

See Special Event Guidelines Page 4

Organizers ☐ None ☐ Yes, _____ # of individuals

Parking Attendants ☐ None ☐ Yes, _____ # of individuals

Security ☐ None ☐ Yes, _____ # of individuals

First Aid/Medical ☐ None ☐ Yes, _____ # of individuals

General Event Volunteers ☐ None ☐ Yes, _____ # of individuals

Other: _____ ☐ None ☐ Yes, _____ # of individuals

Attendance

See Special Event Guidelines Page 4

Maximum number of individuals to attend: _____

Are tickets being sold? ☐ No ☐ Yes

If yes, please provide information regarding ticket sales as established in the special event guidelines:

Site Plan

See Special Event Guidelines Page 4 & 5

Provide a site plan/map of the event. The site plan must be drawn to scale and include the date it was prepared.

Identified N/A

Structures

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Structures/tents/vendors (labeled with purpose, i.e., stage, food truck, shade, bar, first aid) NOTE: Additional documentation is required for temporary structures over 120 square feet, see Special Event Guidelines for details |
| <input type="checkbox"/> | <input type="checkbox"/> | Restrooms/wash stations including total number provided (consistent with standards established in the special event guidelines) |
| <input type="checkbox"/> | <input type="checkbox"/> | Trashcans and recycle bins including type |
| <input type="checkbox"/> | <input type="checkbox"/> | Water bottle refill stations and water holding tanks |

Pedestrian & Vehicle Circulation/Accessibility

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle entrance, exits, and overall traffic flow (please include any information regarding traffic control measures such as no parking signs or location of parking attendants) |
| <input type="checkbox"/> | <input type="checkbox"/> | Overall circulation plan including entrance/exit paths and signage |
| <input type="checkbox"/> | <input type="checkbox"/> | Details for other modes of transportation event organizers will encourage such as drop off locations, public transportation, bicycle parking, or walking paths |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify ADA accessibility |

Safety and Security

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify emergency vehicle access roadways with egress locations |
| <input type="checkbox"/> | <input type="checkbox"/> | No smoking signs |
| <input type="checkbox"/> | <input type="checkbox"/> | Fencing and gates including type of fencing, elevations/details, and securement methods |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of fire hydrants and fire extinguishers (2A:10-B-C); one (1) fire extinguisher per tent and one (1) for every 1,000 square feet of event area |

☐
Attached

<u>Site Plan (Continued)</u>		
Event Power Supply		
<input type="checkbox"/>	<input type="checkbox"/>	Location and types of generators
<input type="checkbox"/>	<input type="checkbox"/>	Sound systems
<input type="checkbox"/>	<input type="checkbox"/>	Electrical setup including but not limited to cable paths with protection and spider boxes
<p style="text-align: center;"><u>Sign and Banners</u> <i>See Special Event Guidelines Page 5</i></p> <p>Provide signs and banners to be displayed prior to the event for the purpose of advertising the event for review and approved by city staff prior to display. The primary and most visible information must be event related.</p>		<input type="checkbox"/> Attached <input type="checkbox"/> N/A
<p style="text-align: center;"><u>Event Vendors</u> <i>See Special Event Guidelines Page 6</i></p> <p>Applicants City of South Lake Tahoe Business License Number: _____</p> <p>The applicant shall provide a list of vendors no later than 14-days prior to the event that includes the businesses name, the type of business, their city business license number, and business contact information.</p>		<input type="checkbox"/> N/A
<p style="text-align: center;"><u>Sale or Handout of Food & Beverage</u> <i>See Special Event Guidelines Page 6</i></p> <p>A permit from El Dorado County Environmental Health Division is required for the sale or handout of food and/or beverages. A copy of the permit must be provided to the city 14-days prior to event.</p> <p>The following is a link to additional information regarding county requirements/applications: https://www.edcgov.us/Government/emd/environmentalhealth/Pages/temporary_food_facilities.aspx</p>		<input type="checkbox"/> N/A
<p style="text-align: center;"><u>Alcohol Sales</u> <i>See Special Event Guidelines Page 6</i></p> <p>A permit from California Department of Alcoholic Beverage Control is required for the sale of alcohol. A copy of the permit must be provided to the city 14-days prior to event.</p> <p>The following is a link to additional information regarding ABC Temporary Event Permits: https://www.abc.ca.gov/licensing/license-forms/event-authorization/</p>		<input type="checkbox"/> N/A

<p style="text-align: center;"><u>Facility Use</u> <i>See Special Event Guidelines Page 6</i></p> <p>Please indicate if you would like to request any of the following city facilities for the event. A request does not guarantee approval to use a requested city facility. Approval will be subject to fees established in the City of South Lake Tahoe Master Fee Schedule.</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Recreation Complex <input type="checkbox"/> Bijou Park </div> <div> <input type="checkbox"/> Regan Beach West <input type="checkbox"/> Lakeview Commons at El Dorado Beach </div> </div>	<input type="checkbox"/> N/A
<p style="text-align: center;"><u>Events at the Community College Recreation Fields</u> <i>See Special Event Guidelines Page 6</i></p> <p>If the event is being proposed to be held at the Lake Tahoe Community College Recreational Facilities, proof of date reservation is required.</p> <p>The following is a link to information about reservations and use of the recreational facilities: https://www.ltcc.edu/campusresources/cpc.php </p>	<input type="checkbox"/> Attached <input type="checkbox"/> N/A
<p>MAJOR SPECIAL EVENT PERMITS (Checklist Section 2)</p>	
<p style="text-align: center;"><u>Notification</u> <i>See Special Event Guidelines Page 7</i></p> <p>All residents and businesses within 300 yards of the event venue shall be notified in writing of the event no less than 30 days prior to the event occurrence. Prior to notification the city must approve the content of the written notification.</p> <p>Attached a draft neighbor notification letter including the following:</p> <ul style="list-style-type: none"> - Event date and planned hours of operation (including sound testing) - Description identifying what will be occurring at the event - Phone numbers for contacts before, during and following the event 	<input type="checkbox"/> Attached
<p style="text-align: center;"><u>Distributed Event Information</u> <i>See Special Event Guidelines Page 7</i></p> <p>The applicant shall provide city staff with copies of the information distributed to the event ticket holders. Information provide to the ticket holders should include modes of transportation, parking, sustainability measures, stewardship, safety, and event activities.</p>	<input type="checkbox"/> Attached

<p style="text-align: center;"><u>Traffic, Transportation, and Parking Plan</u> <i>See Special Event Guidelines Page 7</i></p> <p>The applicant shall demonstrate adequate traffic, transportation, and parking measure by providing a written explanation and site plan. The documentation shall also include measures and information regarding emergency vehicle access. The plan should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify traffic impacts and actions taken to minimize disruptions to business and residential traffic flows <input type="checkbox"/> Identify traffic control measures such as barricades, lane divider (bean) poles, and signage <input type="checkbox"/> Identify the times and locations of event activities and explain how the event will be planned to avoid primary access routes to neighborhoods and businesses <input type="checkbox"/> Identify public transit in the area and potential disruptions to bus routes <input type="checkbox"/> Identify measures taken to reduce parking impacts and overflow into surrounding neighborhoods <input type="checkbox"/> Include consideration of how participants and spectators will travel to the event. Identify how the event shall encourage and facilitate alternative transportation methods such as cycling (e.g., bike lockups), carpooling and public transit. <input type="checkbox"/> Provide a schedule and plan for such considerations as vehicle access for set up, delivery of supplies and access for vendors must be provided <input type="checkbox"/> Identify parking locations for organizers, performers, vendors, spectators, and participants 	<p style="text-align: center;"><input type="checkbox"/> Attached</p>
<p style="text-align: center;"><u>Plan for Disabled Access</u> <i>See Special Event Guidelines Page 7</i></p> <p>Describe and include a site map detailing how the event will include provisions for access for persons with disabilities. This includes parking and street access, pathways, washrooms and viewing areas.</p>	<p style="text-align: center;"><input type="checkbox"/> Attached</p>
<p style="text-align: center;"><u>Sound Management Plan</u> <i>See Special Event Guidelines Page 7</i></p> <p>Provide a schedule of artists and entertainers, anticipated dB levels, and methods for monitoring and controlling the type and volume of sound produced by the event.</p>	<p style="text-align: center;"><input type="checkbox"/> Attached</p>
<p style="text-align: center;"><u>Safety and Security Plan</u> <i>See Special Event Guidelines Page 7 & 8</i></p> <p>The applicant has a responsibility for the behavior and safety of event participants. The safety and security plan shall demonstrate that appropriate security is in place and designed to avoid risk of unintended police callouts. Security personnel should be experienced and capable of handling the situations which they may face. The plan shall outline where security will be positioned at all scheduled times of the event and the emergency and communication protocols in place. Site design and event management such as ticket sales, vehicle and pedestrian circulation, and appropriate fencing shall be used to help minimize risk of security problems. The plan shall also include details such as appropriate temporary lighting for parking and pedestrian areas to ensure the safety of event participants.</p>	<p style="text-align: center;"><input type="checkbox"/> Attached</p>

Sustainability and Waste Management

See Special Event Guidelines Page 8

The applicant shall provide waste management plan demonstrating that the event will result in minimal impacts to the event facility and surrounding environment. The city encourages event producers/applicants to strive to maximize diversion and minimize waste. Diversion is maximized via recycling and composting. *Food-only* can be gathered and brought to a composter by the local waste hauler. The waste hauler does *not* accept single use foodservice ware labeled “compostable”.

Effective waste management also minimizes all single use plastic and encourages paper when possible. [City Code Chapter 4.175](#) describes Polystyrene and Plastic Food Packaging Regulations. This includes a ban on expanded polystyrene (sometimes called Styrofoam) containers provided by vendors. It prevents vendors from providing single use foodservice ware except upon request. It bans single use plastic water bottles (less than one gallon) from being distributed at a city facility or city affiliated event and all city concessionaires, lessees, licensees, and permittees for facility use, and special events.

Senate Bill 1383 mandates edible food recovery for large events of over 2000 attendees per day of operation, beginning in 2024. Event organizers must find a recovery organization to donate food to and must document the type and weight of food donated.

☐ Attached

SPECIAL EVENTS USING CITY RESOURCES

(Checklist Section 3)

See Special Event Guidelines Page 8 & 9

Please indicate if you would like to request any of the following city resources for the event. A request does not guarantee approval to use a requested city resource. Approval of city resources will be subject to fees established in the [City of South Lake Tahoe Master Fee Schedule](#).

Police	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>
Fire Department	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>
Traffic Control	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>
Access to Water or Power	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>

APPLICANT’S ACKNOWLEDGMENT OF SPECIAL EVENT GUIDELINES AND CSLT CITY CODE SECTION 6.55.230

I confirm that I have reviewed the Special Event Guidelines and CSLT City Code § 6.55.230 and have submitted all the required materials on this checklist. I acknowledge that failure to comply with these requirements my result in my application not being accepted.

Applicant(s) Name: _____

Applicant(s) Signature(s): _____ **Date:** _____



City of South Lake Tahoe Report to City Council

Meeting Date: January 19, 2023

Title: 2023 Planning Commission Regular Meeting Schedule

Location: Citywide

Responsible Staff Member: Anna Kashuba, Assistant Planner (530)542-7405

Background:

In accordance with Government Code Section 54954 (a), all legislative bodies of a local agency must provide the time and place for holding regular meetings. With this proposed schedule, the Planning Commission would hold regular meetings on either the second, third, or fourth Thursday of each month, except July during which no meeting will be scheduled. Each meeting shall begin at 3 p.m., except for ethics training which is to be held in conjunction with City Council at 9 a.m. on March 7, 2023.

Issue and Discussion:

The proposed meeting dates and times for the City of South Lake Tahoe Planning Commission are as follows:

February 23, 2023 at 3 p.m.
March 7, 2023 at 9 a.m. (Joint City Council/Planning Commission Meeting)
March 23, 2023 at 3 p.m.
April 20, 2023 at 3 p.m.
May 11, 2023 at 3 p.m.
June 15, 2023 at 3 p.m.
August 17, 2023 at 3 p.m.
September 21, 2023 at 3 p.m.
October 26, 2023 at 3 p.m.
November 16, 2023 at 3 p.m.
December 7, 2023 at 3 p.m.

On March 7 the planning commissioners will attend ethics and Brown Act training with City Council members.

Financial Implications:

There are no financial implications associated with Planning Commission approving the 2023 Planning Commission Meeting Schedule.

Environmental Considerations:

The action to approve the 2023 Planning Commission Meeting Schedule is exempt from environmental review pursuant to CEQA Guidelines §15061(b)(3). The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Policy Implications:

There are no policy implications associated with the Planning Commission approving the 2023 Planning Commission Meeting Schedule.

Resolution 2023-XXX

**Adopted by the City of South Lake Tahoe
Planning Commission**

January 19, 2023

2023 Planning Commission Regular Meeting Schedule

BACKGROUND

- A. In accordance with Government Code Section 54954 (a), the Planning Commission is required to set a regular meeting schedule.
- B. Planning Commission meetings are held at City Hall, City Council Chambers, 1901 Lisa Maloff Way, South Lake Tahoe.
- C. All meetings will begin at 3 p.m., except on March 7, 2023, which will be held at 9 a.m.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED,
that the Planning Commission of the City of South Lake Tahoe:

- 1. Does hereby adopt the 2023 Planning Commission Regular Meeting Schedule (Exhibit A).

Adopted by the City of South Lake Tahoe Planning Commission on January 19, 2023 by the following vote:

Yes:

No:

Abstain:

Absent:

_____, Chair

Date:_____

Attest:

Susan Blankenship, City

Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

2023 Planning Commission Regular Meeting Schedule
City Hall – City Council Chamber
1901 Lisa Maloff Way, South Lake Tahoe



All meetings shall begin at 3 p.m., unless otherwise noted.

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	*7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*City Council/Planning Commission joint Ethics Training, 9 a.m.

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	*22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



City of South Lake Tahoe

Planning Commission Orientation

January 19, 2023



Outline

- Planning Commission Powers and Duties
- Decision Making
- Brown Act/Ethics
- Staff roles and support
- Development Services Department
- Land Use Planning
- Building and Housing Activities
- 2023 Initiatives

Planning Commission Powers and Duties

City Council Resolution 2022-

- Assist in the preparation, update of and recommendations to the City Council concerning the general plan for the physical development of the City.
- Perform those duties set forth in Article 7 (Title 7, Planning and Land Use) of the CA Government Code under such conditions as the City Council may from time to time establish.
- Serve as the Delinquent Refuse Hearing Board
- Serve as the Airport Land Use Commission (plus two additional members)

Role of Planning Commission

- Acts as an advisory board to the City Council
- Reviews development applications
- Primary decision-making body for many proposals (subject to appeal to the City Council)
- Provides a key venue for residents and other community stakeholders to learn about planning issues and project proposals and provide their views
- Hear appeals of Zoning Administrator and staff decisions

Decision Making

- **Legislative:** Adopting broad policies governing development, such as general plans, zoning ordinances, and fee schedules.
- **Quasi-adjudicatory:** Applying these policies and state law to specific projects.
- **Enforcement:** Taking steps to assure that projects, once approved, comply with the applicable laws and conditions of approval.

Quasi-Adjudicatory Decisions

- Objectively determine facts and draw conclusions from them
- Based on existing policy and law
- Findings based on facts tying evidence with conclusions
- Types of findings
 - Consistency
 - Required by law
 - California Environmental Quality Act
 - Substantial evidence
- Decisions can be challenged in a court of law, which is the final decisive authority.

Decision Making

- Consider staff analyses, including agency goals and policies, along with community input
- Make recommendations and decisions based on findings of fact when applying general policies to specific situations such as use permits and
- Makes recommendations to the governing body on policy matters such as the general plan, zoning ordinances, and development agreements
- May act as appellate body on entitlement decisions

Brown Act and Ethics

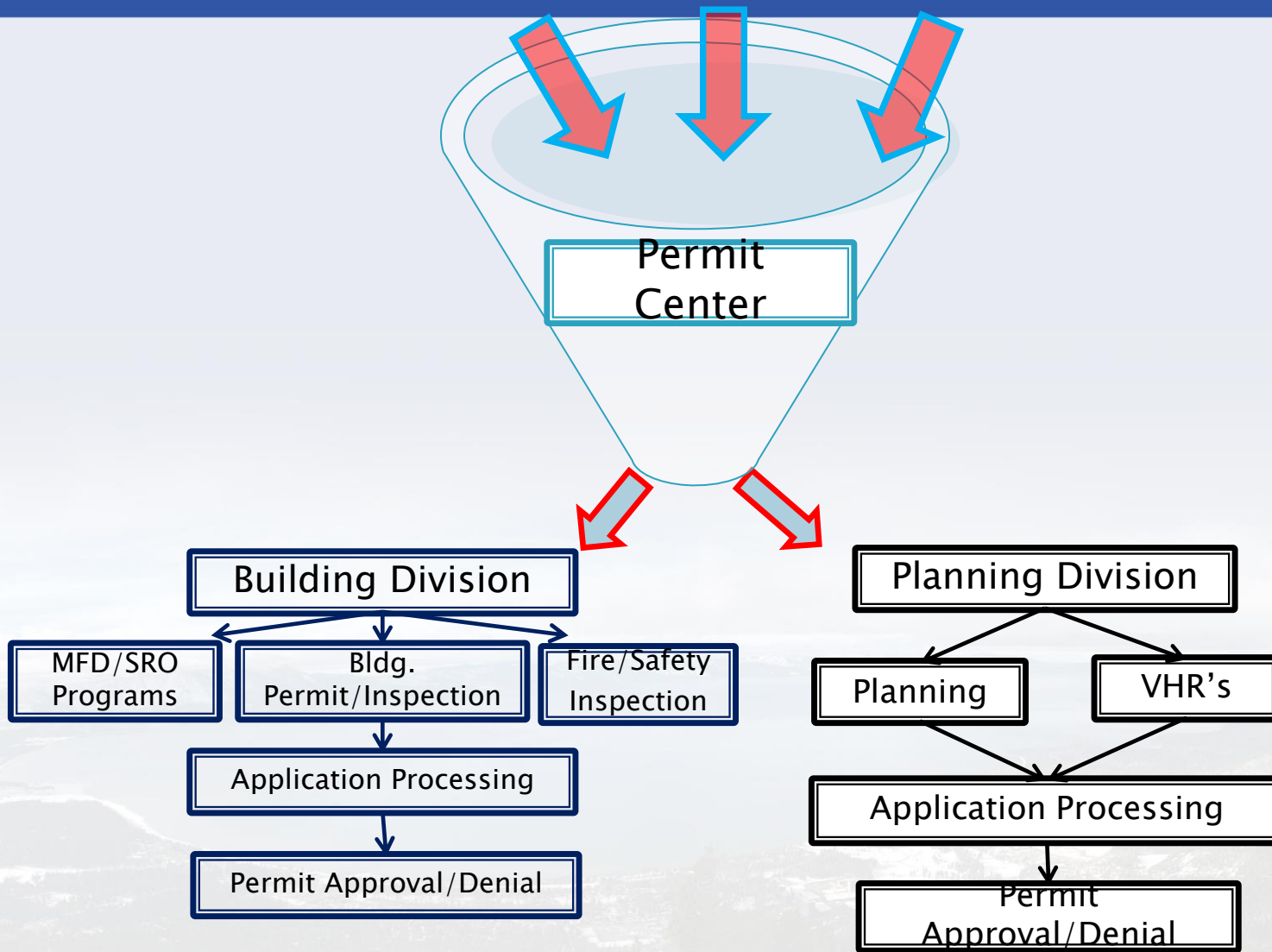
March 7th joint meeting
with City Council

Staff Support and Roles

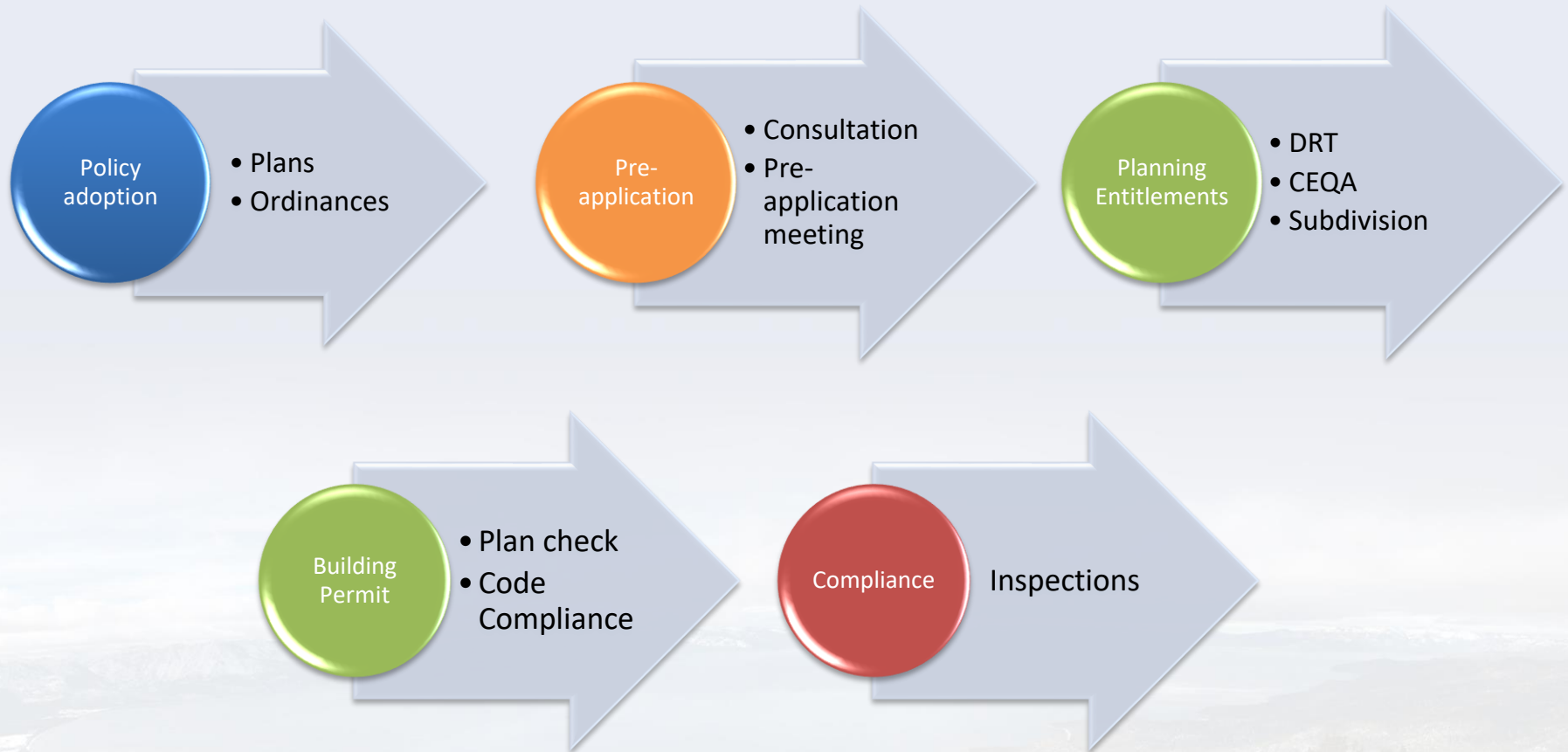
Staff Support

- Planning Commission Clerk
 - Public Record
 - Agendas and Minutes
 - Meeting Coordination and Logistics
- Staff knowledge and experience
- Project review and analysis
 - Development Review Team
 - Consistency with adopted policy and regulation
 - Staff Reports

Essential Services



Project Review

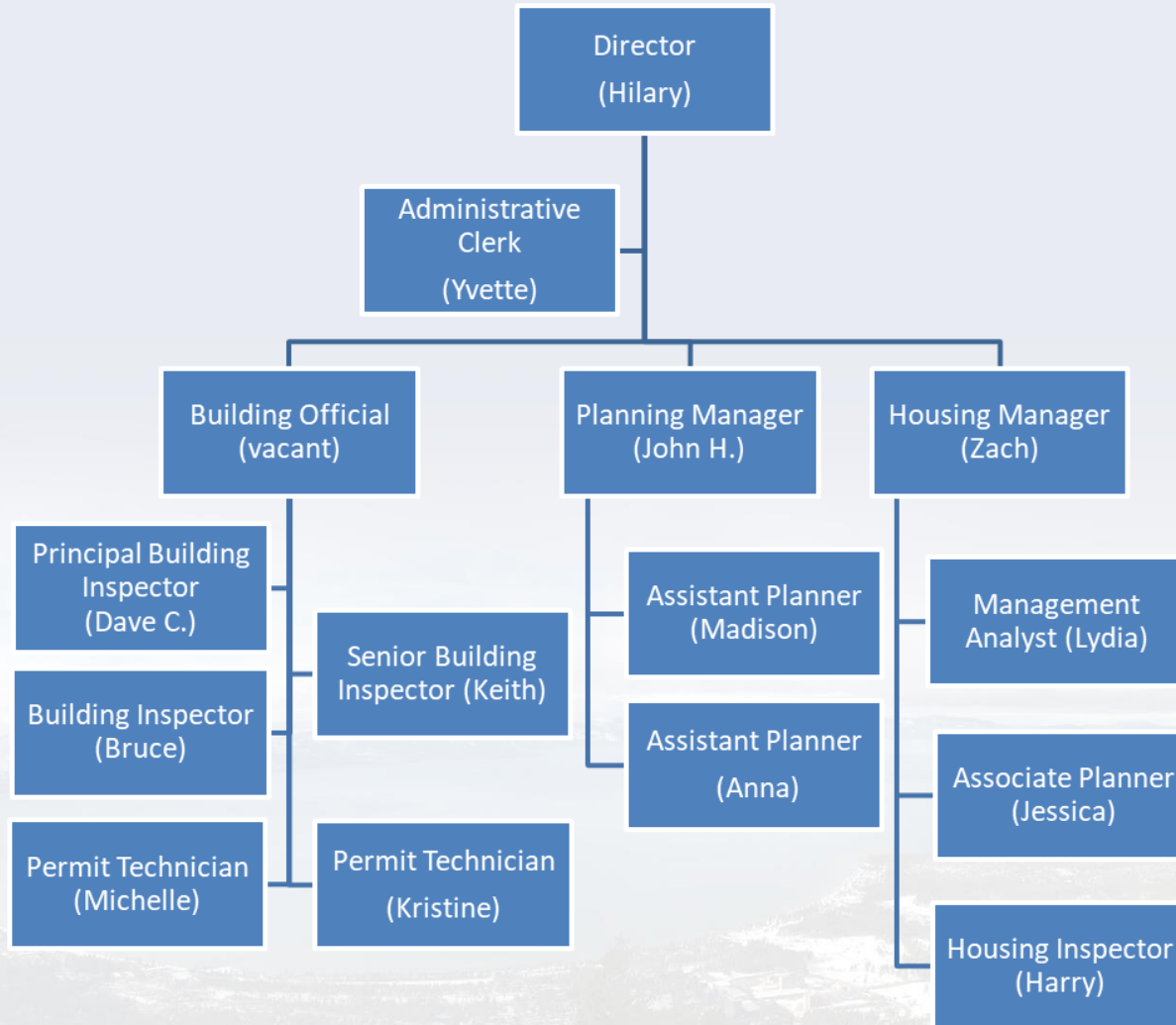


Development Services Department

Department Contacts

Hilary Roverud, Director	542-6024
John Hitchcock, Planning Manager	542-7472
Building Official	542-6015
Zach Thomas, Housing Manager	542-7400

Department Organization



Planning Division

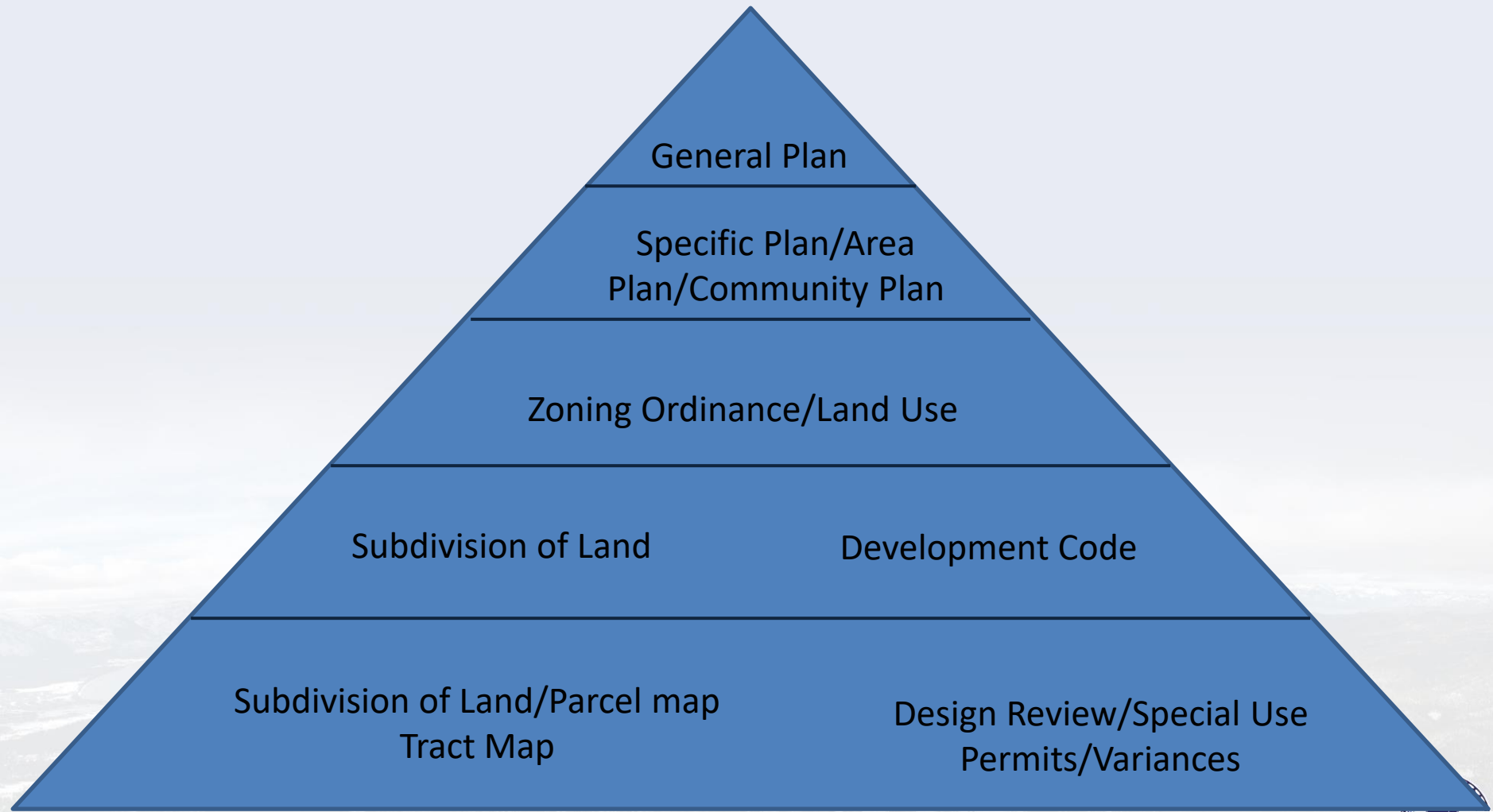
- Current Planning
 - Project Review
- Long Range Planning
 - General Plan
 - Area Plans
 - Plan Areas
 - Special Studies
- VHR Program

City Planning

Regulatory Authority

- Police Power describes the general authority of the state to govern its territory through laws and regulations intended to protect the public health, safety and welfare. (Cal. Const. Art. XI, 7§)

Planning Hierarchy



General Plan

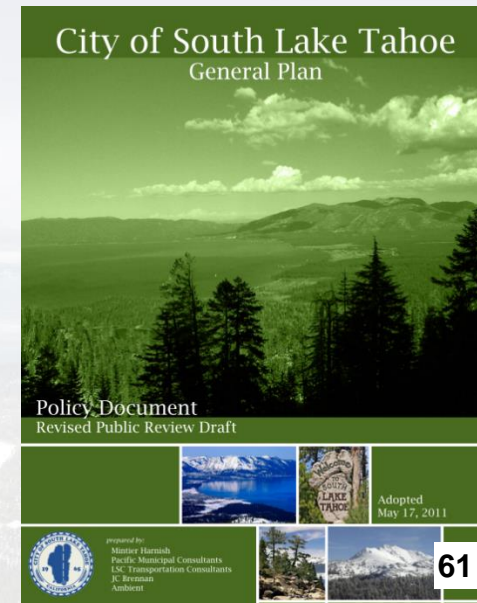
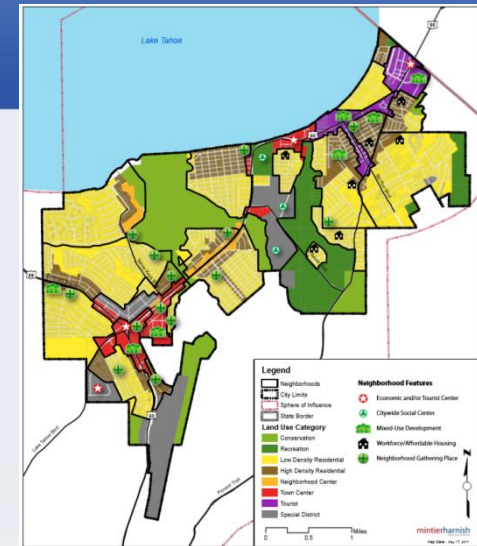
- Each jurisdiction shall prepare and adopt a comprehensive, long-term general plan for the physical development of the city, and of any land outside its boundaries which in the agency's judgment bears relation to its planning (Government Code §65300)

General Plan

- Statement of development policies and shall include a diagram or diagrams and text setting forth objectives, principles, standards, and plan proposals. The plan shall include the following elements:
- Land Use, Housing, Open Space, Safety, Circulation, Conservation, and Noise

2030 South Lake Tahoe General Plan

- Comprehensive update adopted in 2011
- Land Use and Community Design Element
- Economic Development Element
- Transportation and Circulation Element
- Housing Element
- Public/Quasi Public Facilities and Services Element
- Health and Safety Element
- Natural and Cultural Resources Element
- Recreation and Open Space Element
- Neighborhood Priorities Element



Specific Plan/Area Plan

- Planning agencies may prepare a specific plan for the systematic implementation of the general plan for all or part of the area covered by the general plan (Government Code §65300)
- Refine general plan policies applicable to a defined area
- Provides more detailed land use guidance and direction
- Sense of Place/Theme

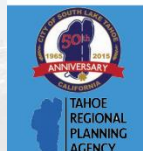
Specific Plan

- Tourist Core Area Plan adopted 10/2013 (Tourist Theme)
- Tahoe Valley Area Plan adopted 7/2015 (Local Serving Theme)



Tahoe Valley Area Plan/Specific Plan

Linking Neighborhoods • Building Community • Promoting Recreation
July 22, 2015

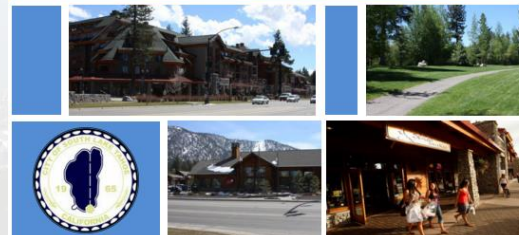


FINAL



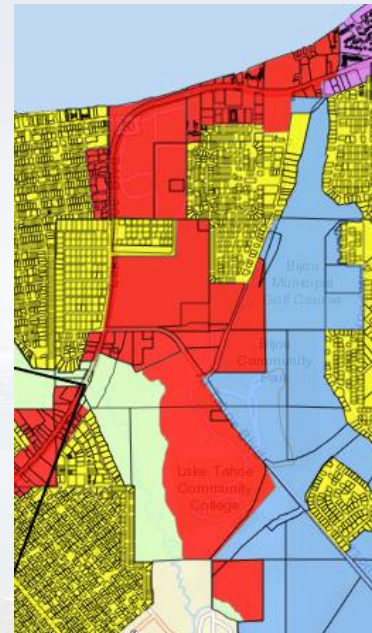
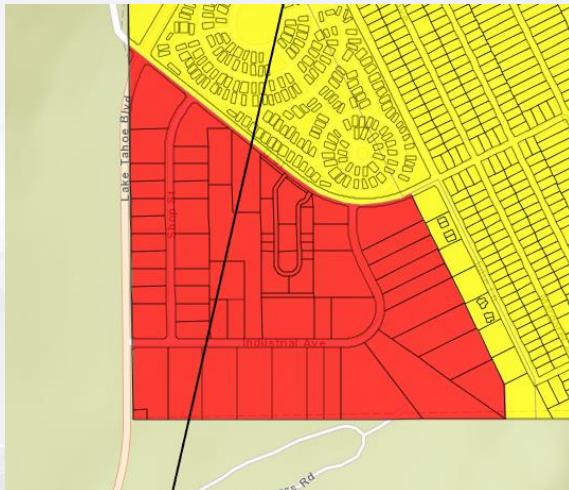
Tourist Core Area Plan

Linking Neighborhoods • Building Community • Promoting Recreation
October 15, 2013



Community Plans

- Bijou/Al Tahoe Community Plan adopted 10/1995
- South Y Industrial Community Plan adopted 3/2003



Plan Area Statements

- Plan Area Statements provide a description of allowed land use for specific areas in the City.
- Zoning
- Land Uses
- Density
- Special Policies

Other City Planning Documents

- Park, Trails and Recreation Master Plan
- Bijou Park Master Plan
- Lake Tahoe Airport Comprehensive Land Use Plan
- 56-Acre Master Plan

Design Guidelines

- Support and clarify the intent of the City design standards.
- Help project applicants and their designers understand the community's desired visual character and appearance.
- They apply to all projects except single family and multi-family residential projects within the City.



Triad of Planning

■ Planned Land Use

- General Plan
- Specific Plan
- Community Plans
- Plan Area Statements

■ Zoning Districts & Land Uses

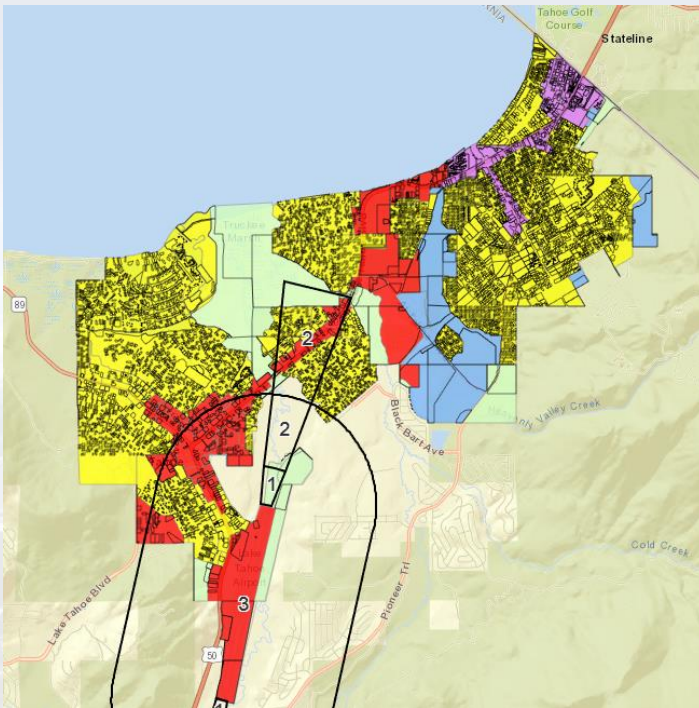
- Residential, Commercial, Recreation , etc.
- Designated in Area Plans, Community Plans, and Plan Area Statements

■ Environmental Analysis

- Categorical Exemption
- Negative Declaration (Mitigated)
- Environmental Impact Report (EIR)
- FONSE, EA, EIS (TRPA)

Zoning and Land Uses

- Zoning districts and land uses are designated in Plan Area Statements, Area Plans, and Community Plans



<https://cslt.maps.arcgis.com/apps/View/index.html?appid=252e930b58b64bffb52f8b54da9b4554>

Development Code

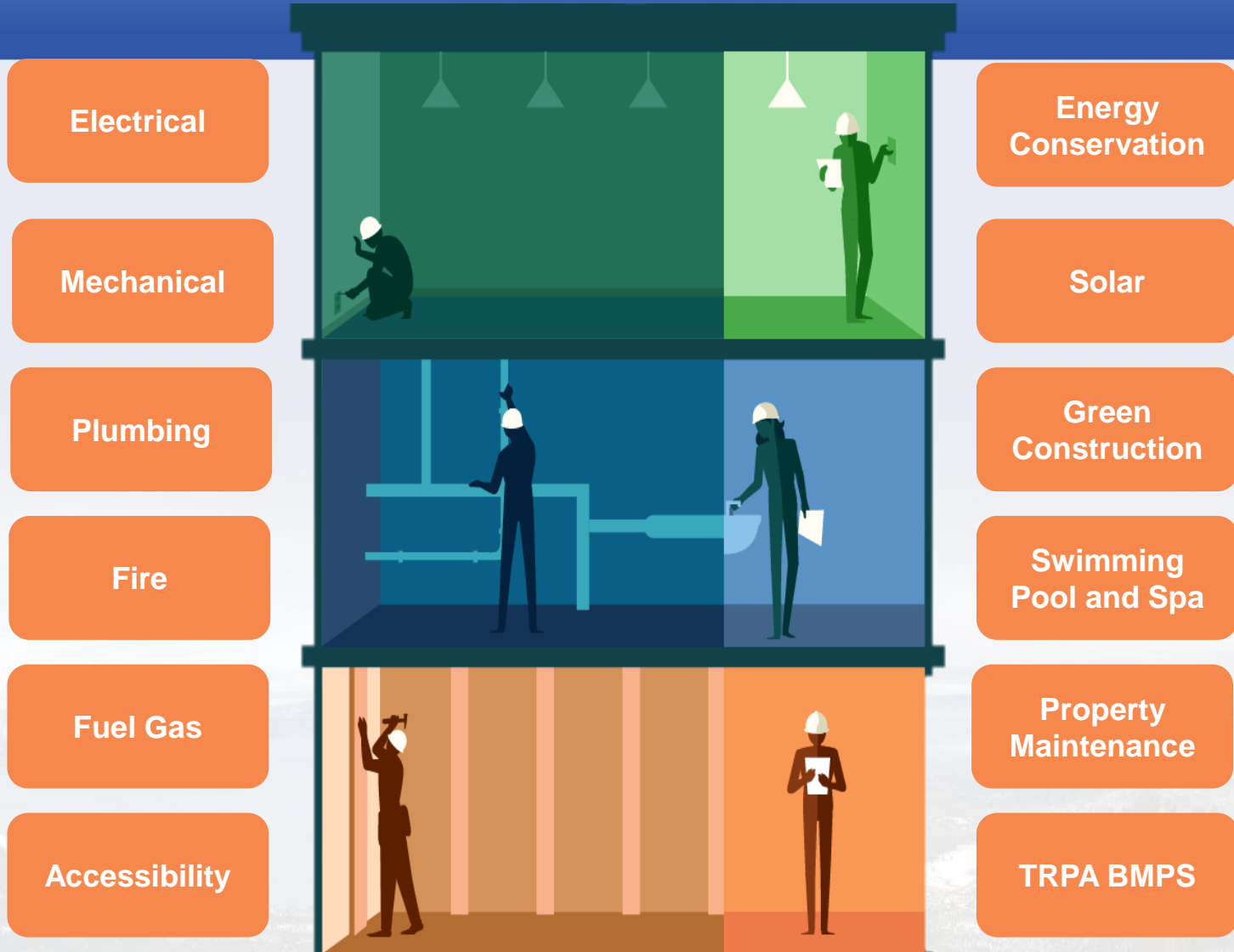
City Code Title 6

- 6.05 Advertising**
- 6.10 Land Use Development Standards**
- 6.15 Building Regulations**
- 6.20 Community Investment and Revitalization**
- 6.25 Housing**
- 6.30 Multiple-Family Dwelling Inspection and Maintenance Program**
- 6.35 Plan Line Setbacks**
- 6.40 Signs and Advertising Structures**
- 6.45 Subdivision of Land**
- 6.50 Trees**
- 6.55 Plan Area Statements and Other Land Use Regulations**
- 6.60 Time-Share**
- 6.65 Floodplain Management**

Building Division

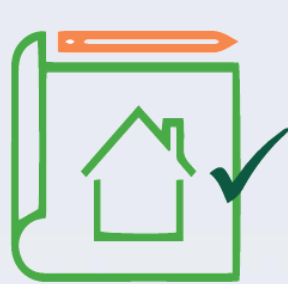
- Building Permits
- TRPA Permits
- Permit Inspections
- Multi-Family Housing Inspections
- Single Room Occupancy Program
- Housing Hotline
- Permit Center
- Fire Inspection

Building Division Inspections



Building Division

Building
Plan and
Permit
Approval



Site
Inspection



Code
Interpretation
Support and
Consultation



Renovations
and
Rebuilding



Housing Division

- New Construction of affordable units (Sugar Pine Village)
- Increasing availability of existing housing stock for long term rental (Lease to Locals)
- Tahoe Coalition for the Homeless HomeKey property rehabilitation
- Local funding feasibility
- Housing Element implementation



Projects

2023 Initiatives

- Midtown (Bijou/Al Tahoe, Bijou Park, Bijou Meadow, Tahoe Sierra Commercial) Area Plan
- Tourist Core Area Plan Update
- Tahoe Valley Area Plan Update
- Reach Code
- Sugar Pine Village Financing
- 3900 Lake Tahoe Boulevard Housing Development
- Homebuyer Assistance to Support St. Joseph Community Land Trust Moderate Income Homes
- Single-Room Occupancy and Multi-Family Inspection Program Evaluation
- Parcel Data and Permit Tracking Software
- Digitizing Archived Records