



MEMORANDUM

DATE: May 12, 2020

SUBJECT: Temporary Suspension of Business Outdoor Activity Regulations:

- Outdoor Display and Sales Standards (Development Code Section 18.58.190)
- Outdoor Storage and Work Areas (Development Code Section 18.58.200)
- Temporary Sign Permit (18.54.050)

Truckee Business Outdoor Activity Guidelines

FROM: Denyelle Nishimori, Community Development Director

In support of Truckee's business community, the Town is suspending certain regulations of outdoor business activities through July 31, 2020. The economic impact of COVID-19 is profound and the ability for Truckee businesses to expand outside is critical to ensuring community safety while supporting business activity. The intent of this policy memorandum is to suspend existing Town of Truckee restrictions on outdoor business activity until July 31, 2020 and to provide basic guidelines for use of outdoor space. Nothing in these guidelines is intended to further restrict outdoor business activity which is already permitted under existing Town regulations. Provided the following criteria are met, no additional permitting is necessary from the Town in order to conduct outdoor business activity through July 31, 2020.

Businesses are encouraged to be thoughtful in their approach to outdoor activity as a reflection of their business and the Town's image overall and to use a "Keep it Classy Truckee" mindset. These guidelines will be re-visited in mid-July and may be extended by the Community Development Director provided the intent of the guidelines of supporting business activity while maintaining a positive community image are being met. In order for businesses to conduct outdoor business activity, the following criteria must be followed:

Within Town of Truckee Limits:

- Must have an existing business within the Truckee Town limits with interior space in order to conduct outdoor business activity within the Town.
- Outdoor business activity may only be conducted as an extension of a business's indoor activity.
- Business owner must have the permission of the underlying landowner for which Outdoor sales, display, dining/seating, storage, work areas, and other business activities are occurring.

- Shade structures without advertising / wording are allowed so long as they do not interfere with ADA path of travel, and do not unduly impact pedestrian flow.
- All equipment, structures, and appurtenances being used for outdoor business activity must be managed so as not to be damaged by weather or to negatively impact other property owners or businesses.
- Use of parking spaces for outdoor business activity on private property is allowed, excluding ADA accessible parking spaces.
- ADA access and drive isles within parking areas must be maintained at all times.
- Use of parking areas for outdoor business activity may not be so extensive as to cause spillover parking to occur on adjacent properties due to lack of parking on the property where outdoor business activity is occurring.
- Business owners are encouraged to coordinate with adjacent property owners / business owners to reduce potential conflicting uses / interests
- Up to one 25 sf temporary banner sign; and one 6 sf double-sided portable A-frame sign; and one restaurant menu sign; and any COVID-19 guidance signage (such as customer code of conduct, business expectation for customers, etc.) are permitted per business; tasteful location of signs is encouraged. Signs are not permitted in road rights of way

Within Downtown Truckee, all of the previously listed Town-wide criteria must be followed in addition to the following:

- Outdoor sales, display, dining/seating occurs only on the businesses direct frontage, or if in front of another adjacent business, only with that property and business owner's permission.
- For Downtown business owners who own or control private parking, those parking areas may be used for outdoor business activity associated only with that business owner.
- A six-foot continuous pedestrian path of travel must be maintained on the sidewalk on the frontage of all businesses at all times.
- Use of parking spaces on the frontage of businesses will be considered on a case by case basis. Downtown business owners who wish to receive consideration for use of on-street parking spaces on the frontage of their business need to contact the Town of Truckee at planningdepartment@townoftruckee.com in order to schedule a site visit to evaluate whether these activities are reasonable and will not unduly impact adjacent businesses or the public.