



SAN LUIS OBISPO COUNTY  
**DEPARTMENT OF PUBLIC WORKS**

Paavo Ogren, Director

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County Government Center, Room 206 • San Luis Obispo, CA 93408 • (805) 781-5252

Fax (805) 781-1229

email address: pwd@co.slo.ca.us

**TO: Board of Supervisors**

**FROM: Frank Honeycutt, Development Services Engineer**

**VIA: Dave Flynn, Interim Director of Public Works**

**DATE: August 19, 2014**

**SUBJECT: Public Works Recommendations for the "Sunset SAVOR the Central Coast" outdoor entertainment license. District 5.**

**Recommendation**

It is recommended that the Board allow the Sunset SAVOR the Central Coast Outdoor (SAVOR) entertainment license application subject to the following conditions:

1. Obtain an encroachment permit from the County Public Works Department to do the following:
  - a. Provide temporary left turn channelization on El Camino Real for the China Garden Road entrance.
  - b. Limit access to the event via Yerba Buena Street to emergency vehicles, busses and to those with limited accessibility (ADA compliant).
  - c. Access to the event on County roads is limited to the China Gardens entrance and the Yerba Buena entrance.
  - d. Provide changeable message signs for at least one week advanced notification.
2. Obtain an encroachment permit from Department of Transportation (Caltrans) for any access onto SR 58.
3. Provide a copy of the following to County Public Works for review and approval at least 30 days prior to the event (by August 27, 2014):
  - a. A Traffic Management Plan and an Access Control Plan which includes the use of social media and frequent traffic condition updates.
  - b. A written California Highway Patrol (CHP) support agreement to control traffic at the China Gardens entrance to the event. Due to hours of operation, the agreement may also need to address a shift change for the officers.
  - c. A \$1 million insurance policy acceptable to the County that includes the County and the CHP as additional insured.
  - d. Completed encroachment permit application including attachments for the work indicated above.

4. Stipulate that failure to adhere to any one of these conditions will invalidate the license issued under this action.
5. Approval for the 2014 SAVOR event provides for the expectation to construct standard left turn channelization at the China Gardens entrance per encroachment permit ENC2012-00085 issued by the Public Works Department for all future SAVOR events.

## **Discussion**

The SAVOR event (with fewer than 3,000 participants) has been held annually at the Santa Margarita Ranch since 2010. For these past events, the sponsors noted the resulting traffic events would place an unreasonable burden on the Santa Margarita community near their main entrance on Yerba Buena Street. Therefore, the China Gardens entrance was improved to better accommodate the event traffic and would avoid the residential neighborhood in town. This entrance satisfies other access needs at the Ranch as well.

For events at the Ranch with high traffic demand (over 50 vehicles per hour) it was determined that a left turn lane is needed on El Camino Real at the China Gardens entrance. For the first several SAVOR events, the bike lanes were closed and a narrow left turn pocket was laid out using a series of traffic cones. The CHP was hired to be on-site to help ensure traffic moved smoothly.

This temporary left turn lane with cones was initially allowed when the annual event was smaller and the future success of the event was uncertain. However, the event has now grown in size and is planning for its 5<sup>th</sup> successful year. The standard left turn lane at the primary entrance is warranted and ought to be constructed for all events there with the higher traffic demand.

It seems apparent that the standard left turn lane cannot be constructed in time for the next SAVOR event this September. Therefore, staff is recommending that the applicant diligently construct the left turn lane prior to applying for future events at this location. This should eliminate the need for future encroachment permits and for CHP traffic control agreements. The left turn channelization was designed and an encroachment permit was issued in March of 2013.

A brief history of the previous encroachment permits issued is described in the attached letter to the property owner dated February 25, 2014.

The application indicates that the traffic demand at the other two entrances will be lower and therefore no improvements will be required. For the previous events, the applicant has also acquired an encroachment permit from Caltrans for their entrance on SR 58.

## **Other Agency Involvement/Impacts**

CHP, as the traffic enforcement agency on County roads, will provide traffic control on El Camino Real at the China Gardens entrance. This will be provided via a separate agreement between the applicant and the CHP.

Caltrans will require encroachment permits for the west entrance on SR 58 and for any changeable message signs placed within the State right-of-way.

## **Financial Considerations**

The financial implication of this action for the County Road fund is minimal. It is anticipated that the cost of traffic control and access will be borne by the applicant through separate agreements with CHP and private contractors.

## **Results**

The result intended by this recommendation is to ensure a safe and efficient use of the County road system while maintaining reasonable access to the Santa Margarita community. This provides for a well-governed and safe community.

Attachment: Letter to Mr. Robin Rossi dated February 25, 2014 regarding Left Turn Channelization

File: CF 670.40.06 (Permit Engineering) Correspondence

Reference: 14AUG19-C-4

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February 25, 2014

Rossi Robin L TRE  
750 Pismo Street  
San Luis Obispo, CA 93401

**Subject: Construct Left Turn Channelization on El Camino Real at China Garden Road in Santa Margarita - Encroachment Permit ENC20120285**

Dear Mr. Rossi:

We have recently received an email from your representative, Kirk Consulting, seeking a time extension on the above encroachment permit. As you likely recall, the County Public Works Department has issued you several encroachment permits for your China Garden driveway entrance.

- ENC2011-0061 is for a (B-1e) standard driveway.  
This permit is for the existing driveway on El Camino Real for ag operations. The driveway access is limited to existing uses (and allowed for events) where the traffic demand is less than 50 vehicles per hour. This permit is still in effect and will remain in effect indefinitely or at least until its use changes.

Subsequent to the original permit, we issued four permits for events specific on dates allowing traffic control under CHP control.

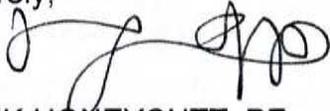
- ENC2011-0062 for the Savor event in September 2010
- ENC2012-0038 for the Savor event in September 2011
- ENC2013-0081 for the Savor event in September 2012
- ENC2014-0059 for the Savor event in September 2013

Finally, this permit was issued in March of 2013.

- ENC2012-0285 for constructing the Left Turn Channelization.  
This permit allows for the construction of the left turn lane at the China Garden Road entrance. This project would fulfill the access requirement for more than 50 vehicles per hour that is limited under ENC2011-0061. This permit also remains in effect indefinitely. The only deadline is that the left turn improvements need to be in place before the next large event.

Please let me know your intentions and when you plan to construct these improvements. Please also let me know if you have any questions on this or if you wish to discuss this further.

Sincerely,



FRANK HONEYCUTT, PE  
Development Services Engineer

c: Jamie Kirk, Kirk Consulting, 8830 Morro Road, Atascadero, CA 93422  
Sarah Staton, Kirk Consulting, 8830 Morro Road, Atascadero, CA 93422  
Jennifer Chaffee, District 5 Supervisor Legislative Assistant

File: **Road File C3102 – El Camino Real**

L:\DEVELOP\FEB14\Rossi El Camino Real EP Time Extension ltr3.docx.FH:lc

TO: BOARD OF SUPERVISORS  
FROM: SHERIFF IAN PARKINSON  
DATE: JULY 21, 2014  
SUBJECT: RECOMMENDATION FOR APPROVAL OF APPLICATION FOR  
"Sunset SAVOR The Central Coast"

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At the request of the Auditor Controller's Office, the Sheriff's Office reviewed the Temporary Commercial Outdoor Entertainment License submitted for the event "Sunset SAVOR The Central Coast," more specifically Section 5 covering Security Protection Plan.

This is an annual event that to date has created minimal impact on County functions as it pertains to Law Enforcement. The level of security line staff and supervision per Section 5 appears to be adequate for this type of event and the event's location. Section 5 also addresses concerns for overnight security (multi-day event), on site communications and evacuation plans.

The Sheriff's Office recommends approval of the application.



## DEPARTMENT OF PLANNING AND BUILDING

DATE: July 14, 2014  
TO: The San Luis Obispo Board of Supervisors  
FROM: Holly Phipps, Planner  
SUBJECT: Recommended Conditions for the Savor the Central Coast Application

The County Department of Planning and Building recommends the following conditions for the Savor the Central Coast event at Santa Margarita Ranch

1. **Traffic Control.** Prior to hosting any events, the applicant shall submit a traffic control plan to the appropriate agency (Caltrans, Highway Patrol, and/or County Public Works) for issuance of an encroachment permit. The traffic control plan shall apply to all approved events on site and shall identify the location and type of event signage and type of Manual on Uniform Traffic Control Devices (MUTCD) compliant traffic control devices being requested and/or required to be placed within the public maintained right-of-way.
2. **Fire Protection.** Prior to hosting any events, the applicant shall submit a fire safety plan that sets forth adequate fire safety measures for the proposed events. The applicant shall receive approval of a fire life Safety Plan from CAL FIRE.
3. **Parking.** All event parking shall be located on slopes of 10 percent or less, on a lot free of combustible material. All combustible vegetation/material shall be cleared from designated parking areas and to within a minimum of 10 feet from each side of parking areas and driveways.
4. **Water Supply, Sanitation, and Food Preparation.** Prior to holding any events, the applicant shall obtain all appropriate permits from the County Health Department. The applicant may be required to comply with any or all of the following conditions:
  - a. **Potable Water.** Provide an adequate and safe supply of water in compliance with state and local laws and regulations.
  - b. **Toilet Facilities.** Enclosed toilets meeting all state and local specifications sufficient to provide healthful facilities for the maximum number of persons allowed at an event.
  - c. **Solid Waste Disposal.** A sanitary method of disposing of solid waste, in compliance with state and local laws and regulations, sufficient to dispose of the solid waste produced by the maximum number of persons allowed at any single event.
  - d. **Vector Control.** A plan indicating how insects, rodents and other vermin will be controlled by proper sanitary practices, extermination or other safe and effective control methods.
  - e. **Food Service.** Food vendors must have proper certification as required including the use or establishment of permitted food facilities (as applicable).
  - f. **Sale of Food or Beverages.** Any service or sale of food or beverages for on-site consumption shall have all necessary approvals from the County Environmental Health Department.

5. **Fugitive Dust.** Events located on sites with access from unpaved dirt roads or which propose to use unpaved on-site access roads, driveways, parking areas and event areas shall implement Dust Control and Monitoring Plan for the duration of the event such that airborne dust is minimized. At a minimum the plan shall address the following:
  - a. Vehicle speeds on unpaved surfaces shall not exceed 15 mph. This speed limit shall be posted on unpaved areas of the site where vehicle traffic will occur.
  - b. Designation of a dust control plan monitor who is on-site during all events.
  - c. Implementation of dust control on any public maintained roadway requires an encroachment permit.
  
6. **Recycling.** The applicant shall provide recycling opportunities to all facility users at all events in accordance with Ordinance 2008-3 of the San Luis Obispo County Integrated Waste Management Authority (mandatory recycling for residential, commercial and special events), including through implementation of the following:
  - a. The applicant shall provide recycling receptacles throughout the event venue;
  - b. The number of recycling receptacles shall, at a minimum, equal the number of garbage receptacles;
  - c. The solid waste and recycling receptacles shall be placed near to one another throughout the event venue;
  - d. The types of recyclable materials suitable for deposit into each recycling receptacle shall include, at minimum, beverage containers;
  - e. Each recycling receptacle shall be clearly identified as a recycling receptacle and shall display a list of the types of recyclable materials which may be deposited into the recycling receptacle; and
  - f. If the applicant elects to haul solid waste to a landfill instead of contracting with a recycler or solid waste enterprise to do so, the applicant must recycle those items that can be recycled at the landfill.
  
7. **Notification.** Prior to hosting any events, the applicant shall provide notification of scheduled events to the Planning and Building Department, local Sheriff Substation, the main county Sheriff's Office, property owners, and occupants within a minimum of 1,000 feet of the exterior boundaries of the proposed site. This shall occur through notification by mail or through a website. If a website is used, notification shall first be provided by mail and must contain the website address, the 24 hour local contact information and the approved number of events and attendee numbers. The website shall be maintained and kept current at all times. If mail notification is used in place of a website, such notification shall be delivered at least 30 days prior to the first event scheduled and as often as is necessary to keep neighbors informed of events that are scheduled to occur on the site. The following information shall be provided to the property owners and occupants:
  - a. A complete listing of all scheduled events including dates, times and anticipated number of attendees.
  - b. 24-hour local contact information for the designated responsible party, including e-mail and phone number. Contact information shall be used to notify the designated responsible party of any issues with the event. 24-hour phone number for the dust control plan monitor.
  - c. Contact information for County Code Enforcement and the County Sheriff's office to be used if members of the public have complaints about the operation.



# NOTICE OF EXEMPTION

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING  
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805)781-5600

**Project Title and No.:** Savor the Central Coast Temporary Commercial Entertainment License

<b>Project Location(Specific address):</b> Santa Margarita Ranch (APN: 070-091-036) 9000 Yerba Buena Avenue, Santa Margarita, CA, 93446	<b>Project Applicant:</b> Robin L. Rossi Living Trust UTD
<b>Project Location(County):</b> San Luis Obispo	<b>Applicant Address (specific):</b> 835 12 <sup>th</sup> Street, Suite 204, Paso Robles, CA, 93446

**Description of Nature, Purpose and Beneficiaries of Project:**

The proposed project includes a request to permit two (2) Temporary Events with up to 4,000 attendees at the historic Santa Margarita Ranch. The events will include wine, beer and food tastings, seminars, cooking demonstrations, and live music. The proposed project will not result in any site disturbance on the 20 acre portion of the 900 acre parcel.

Date of Events: September 27<sup>th</sup> and 28<sup>th</sup>, 2014.

Hours of Events: 11:00 am to 5:00 pm, Guests offsite by 5:30 pm, Vendors/exhibitors offsite by 7:00 pm

**Name of Public Agency Approving Project:** County of San Luis Obispo Board of Supervisor

**Exempt Status:**

- Ministerial {Sec. 21080(b)(1); 15268}
- Declared Emergency {Sec. 21080(b)(3); 15269(a)}
- Emergency Project {Sec. 21080(b)(4); 15269(b)(c)}
- Categorical Exemption. {Sec. 21080 (b) (9); 15301 Class 1 and 15323 Class: 23 }
- Statutory Exemption {Sec. \_ }
- General Rule Exemption {State Guidelines Sec.15061(b)(3) }

**Reasons why project is exempt:** The proposed project involves the permitting for two (2) temporary events with up to 4,000 attendees (Class 1), lasting 8 hours or less in duration each. No expansion to the existing facility / ranch is proposed with the permitting of these 2 events. Additionally the project includes permitting events at the existing facility / ranch for a public gathering (Class 23) for which the facility / ranch has a history of similar types of events over the past 4 years.

**General Rule Exemption Finding:** This project is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. As temporary events lasting 8 hours or less in duration each that will be located at an existing facility that has hosted similar types of events (concerts) over the past several years, it can be seen with certainty that there is no possibility that this project may have a significant effect on the environment; therefore, the activity is not subject to CEQA. [Reference: State CEQA Guidelines sec. 15061(b)(3), General Rule Exemption]

**Additional Information:** Additional information pertaining to this notice of exemption may be obtained by reviewing the second page of this document and by contacting the Environmental Coordinator, 976 Osos St., Rm 200, San Luis Obispo, CA 93408 (805) 781-5600.

Justin Cooley

805-781-5852

**Lead Agency Contact Person**

**Telephone**

**If filed by applicant:**

1. Attach certified document of exemption finding
2. Has a notice of exemption been filed by the public agency approving the project?  
Yes  No

Signature Holly Rejz  
for Ellen Carroll, Environmental Coordinator

Date 7/18/14



## Public Health Department

Jeff Hamm  
Health Agency Director

Penny Borenstein, M.D., M.P.H.  
Health Officer



**Public Health**  
Prevent. Promote. Protect.

### ENVIRONMENTAL HEALTH SERVICES MEMORANDUM

Date: July 21, 2014  
To: The San Luis Obispo County Board of Supervisors  
From: Laurie Salo, Environmental Health Services, 781-5544  
Subject: Recommendations for the **Savor the Central Coast** Application

Environmental Health Services recommends approval of this application with the following conditions.

#### Water Supply:

The Applicant is not proposing to utilize the existing on-site water wells to provide water to this event. The applicant is contracting with Crystal Springs Water Service to provide all potable water, as defined in the Health and Safety Code, needed for this event.

1. Applicant shall provide written statement or copy of the contract stating the ability for the Crystal Springs Water Service Company to provide potable water, including total estimated volume, two weeks prior to the event.

#### Food Service:

1. At least two weeks prior to the event, the food contact representative (Erica Davis) shall obtain an organizer permit through Environmental Health Services for the food service activities. The organizer will also provide this office with a complete list of names and contact information for all food vendors attending the event, including beverage vendors.
2. At least two weeks prior to the event each food vendor/booth shall obtain a temporary food facility permit through Environmental Health Services.
3. All food facilities, including beverage stations, shall have hand washing and utensil washing facilities within the booth or immediately adjacent to the booth.
4. Any mobile food facility serving food at the event shall have a current San Luis Obispo County health permit.
5. Except for service animals, live animals shall be kept at least 20 feet (6 meters) away from any food preparation or distribution area.

#### Wastewater:

The applicant is proposing to contract with MarBorg Industries<sup>12</sup> to provide forty-four (44) toilets, seventeen (17) urinals, and twenty-two (22) hand wash sinks in air-conditioned trailers.

1. All solid and liquid waste from portable toilet facilities shall be pumped into permitted liquid waste trucks and hauled to an approved disposal site. Receipts shall be retained to assure proper disposal.

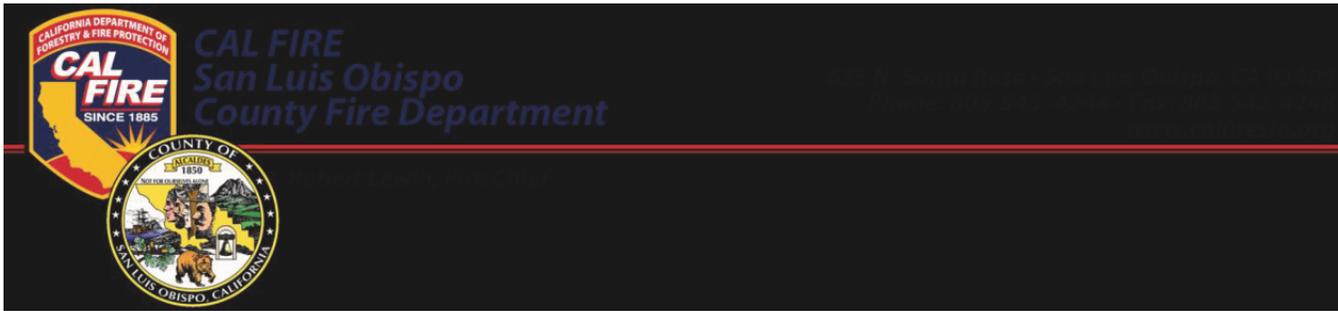
#### Solid Waste:

The applicant is proposing to contract with Guerrilla Gardening Club to manage the event's solid waste program. The event will be strictly monitored by thirty (30) Guerrilla Gardening staff and five (5) Guerrilla Gardening supervisors.

1. All solid waste created by this event shall be stored in appropriate containers and removed from the site by an authorized collection service and disposed of in an approved solid waste facility.
2. Receipts shall be retained to assure proper disposal.

Hazardous Materials:

1. All hazardous waste created by this event shall be handled and disposed of pursuant to State law.



TO: Board of Supervisors

From: Battalion Chief/Fire Marshal Laurie Donnelly

Date: July 19, 2014

Subject: Fire and life safety conditions for Sunset Savor the Central Coast application

The following fire and life safety requirements are required for the proposed event to be held at Santa Margarita Ranch 9000 Yerba Buena Avenue Santa Margarita, California, on September 25-28. Requirements are subject to augmentation if significant weather and/or event conditions warrant.

This event has been occurring for 5 years and has been cooperative in meeting fire and life safety requirements. The event shall provide a written Incident/Event Action Plan prior to the start of the 2014 event. Event staff has been provided templates and pre-event support to ensure coordinated emergency mitigation.

#### Special Conditions

- 1. Any existing permanent structures within the Santa Margarita Ranch must not exceed the permitted occupancy load. These same structures shall not be utilized for any other than the permitted occupancy type. All exits and exiting passageways shall be maintained and monitored without obstruction throughout the entire event.*
- 2. An onsite and offsite written traffic plan must be established to ensure unimpeded emergency access roads and public roadway ingress and egress.*
- 3. A pre-event planning meeting, and daily on-site operational briefings, will occur with all event staff, on-site staff and emergency responders (Fire, Law, Ambulance) prior to public occupancy of the event.*
- 4. A CAL FIRE/County Fire Engine staffed with three (3) permanent Fire Department employees shall be required during public occupancy of the event. This event will occur during high wildland fire danger, and on duty fire resources may be dispatched to other locations. Additionally, there is a high risk of fire, injury and property loss in non-sprinklered historic structures (barn) used as assembly occupancies, cooking demonstrations, and a fire history from the 2014 event. The cost of this event dedicated fire apparatus and staffing shall be paid by the event.*
- 5. A minimum of (2) Paramedic Ambulances shall be available onsite at all times. If committed to an extended incident, immediate back fill will be made available.*
- 6. First Aid stations will be constantly staffed with qualified emergency medical care (Registered Nurses) and fully equipped both days of the event. Medical supplies used by CAL FIRE/County Fire shall be documented and replaced at the expense of the event.*
- 7. No open flame will be permitted within 30 feet of any dry vegetation. This distance may be increased depending on weather and/or wind conditions.*

8. *The following written submittals have been provided to and accepted by CAL FIRE/San Luis Obispo County Fire Department.*

### Special Event Procedures

Prior to Fire Department Review, proposed event area must first complete all requirements pursuant to Title 22, the San Luis Obispo County Land Use Ordinance. This includes receiving any necessary land use permit approval and issuance of construction and Conditional Use Permit requirements.

A fire safety review is required to ensure public safety in a place of assembly, or any other place where people congregate, including but not limited to; amusement buildings, carnivals and fairs, exhibits and trade shows, open burning, flames and torches, candles, places of assembly, temporary membranes structures and tents, pyrotechnics and special effects, live audiences and any event with public attendance over 250.

*A written plan must be submitted to the fire code official 30 days prior to each event. Written submittal requirements will be in accordance with Section 404 Fire Safety and evacuation plans. A field inspection verifying compliance of fire and life safety conditions must be conducted prior to public occupancy of the event. If modifications or additions to the event areas are made, an updated permit & inspection must be completed.*

### The following written submittals are required:

- 1) Contact information for Management Team: crowd managers, fire watch and emergency medical staff. Emergency support staff shall include a reasonable and prudent number of trained and experienced emergency medical staff, with the equipment and ability to manage simultaneous medical incidents.
- 2) Written Fire Safety and Evacuation Plans
- 3) Overall site plan showing public roadway access, fire access, and general layout of event.
- 4) Detailed site plan of event (floor plans)

### Management Team

#### Crowd Management

Trained crowd managers shall be provided for facilities or events where more than 250 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. The training received must be approved by the Fire Code Official. This requirement does NOT require a facility to hire additional personnel; rather, it requires management to assign crowd management duties to individuals, and to be sure these individuals are adequately trained to carry out those duties. California Code of Regulations, Title 19. Crowd management training can be found at the following locations:

- National Association of State Fire Marshals' (NASFM) website at [www.firemarshals.org](http://www.firemarshals.org)
- International Association of Venue Managers, Inc. website at [www.iavm.org](http://www.iavm.org)

#### Fire Watch

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.  
(California Fire Code Section 202)

### Written Fire Safety and Evacuation Plans

Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.

3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
4. A procedure for accounting for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating or evacuating occupants/event attendees, including occupants who need assistance.
3. Site plans indicating the following:
4. The occupancy assembly point.
5. The locations of fire hydrants.
6. The normal routes of fire department vehicle access.

Overall Site Plan

Site Plans shall include the following:

1. An accurate scale or dimensioned site diagram indicating distances from any tents or temporary structures, location of planned event in proximity to permanent buildings, access drives, emergency access roads, parking areas, other tents or canopies, cooking and heating appliances and equipment, propane tanks, flammable liquids, pyrotechnic activities, stage locations, food or beverage service, and property lines, and roadways.
2. Locations of management team, crowd managers, and first aid stations and/or roaming EMT.
3. A statement which identifies the intended use of all structures and the dates for which the permit is required.
4. Flame retardant certificate(s) for tent/canopy material. (CCR Title 19, Chapter 2, Article 4.) The regulations of the State Fire Marshal for large and small tents, awnings and other fabric enclosures shall also apply.
5. Dimensions for all tents, canopies and membrane structures.

Detailed plans of event (floor plans)

Floor plans in permanent structures shall identify the following:

1. Exits.
2. Primary evacuation routes.
3. Secondary evacuation routes. (required)
4. Accessible egress routes.
5. Areas of refuge.
6. Exterior areas for assisted rescue.
7. Manual fire alarm boxes.
8. Portable fire extinguishers.
9. Occupant-use hose stations.
10. Fire alarm annunciators and controls.
11. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
12. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
13. Identification and assignment of personnel responsible for maintenance, housekeeping and

controlling fuel hazard sources.

Floor plans in temporary structures/tents or outdoor venues shall identify the following

1. Proposed seating arrangements
2. Dimensions of tables
3. Locations and types of all other interior obstacles
4. Exit locations; dimensions required (for exits see Chapter 10)
5. Locations of all emergency exit pathways to be maintained
6. Locations of NO SMOKING signs
7. Locations and type of emergency lighting, including proposed power source(s)
8. Locations and types of EXIT signs including the following:
9. EXIT signs shall be internally illuminated externally illuminated or of an approved self-luminous type when the occupant loads exceeds 100 persons.
10. Location and type of portable fire extinguishers
11. Type of floor surface proposed inside tent, canopy or event location.
12. Location and width of all-weather fire access roadways.
13. Locations of any additional emergency equipment such as hose lines or emergency power supplies.
14. Specific details of heating and/or cooking equipment or open flame devices in conjunction with the event.
15. A statement that discloses the proposed maximum occupant load. Maximum occupant load to be posted when 50 or more occupants.

#### Tents

Tents and membrane structures having an area in excess of 400 square feet require a permit. Exceptions; tents used exclusively for camping, tents open on all sides which comply with all the following: tents have a max size of 700 square feet, aggregate area of multiple tents without fire break clearance of 12 feet exceed 700 square feet total, minimum clearance of 12 feet from all structures and tents. California Fire Code Chapter 31 and the regulations of the State Fire Marshal for large and small tents, awnings and other fabric enclosures shall also apply.

#### Pyrotechnics

Fire Code Local Amendments Sky Lanterns and Fireworks are prohibited.

308.1.6.3 Sky lanterns. The ignition and launching of sky lanterns is prohibited.

5609.1 Fireworks Prohibited. The manufacturing, possession, storage, sale, use and handling of fireworks, including without limitation, "Safe and Sane" fireworks, is prohibited.

Please contact me with any questions or requests for additional information.

Respectfully,

Laurie Donnelly

Battalion Chief/Fire Marshal

805-593-3422

[Laurie.Donnelly@fire.ca.gov](mailto:Laurie.Donnelly@fire.ca.gov)