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**Ryan Pruett**  
Director

**TEMPORARY USE OR SPECIAL EVENT**

Section 3.2.63

**Applicant** \_\_\_\_\_

**Location** \_\_\_\_\_

**Use** \_\_\_\_\_

**Zoning** \_\_\_\_\_ **CONFORMING / NON-CONFORMING**

**MAP** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **LOT** \_\_\_\_\_

**Duration of Event** \_\_\_\_\_ **CONFORMING / NON-CONFORMING**

**Number of event per year at same location** \_\_\_\_\_ **CONFORMING / NON-CONFORMING**

**Vehicular Access** \_\_\_\_\_ **APPROVED / DENIED**

**Site Plan** \_\_\_\_\_ **APPROVED / DENIED**

**Setbacks** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**Floor Plan (licensed architect)** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**Property Owner's Authorization** \_\_\_\_\_ **APPROVED / DENIED**

**Health Dept. Approval** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**Proof of Liability Insurance** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**Executed Agreement for Temporary Bathroom Facilities** **APPROVED / DENIED**

**Fire Prevention Approval (Tents)** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**Temporary Power Source** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**Statement of Use** \_\_\_\_\_ **APPROVED / DENIED**

**Sign Plan** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**State Approval** \_\_\_\_\_ **APPROVED / DENIED / N/A**

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNED** \_\_\_\_\_

Section 3.2.63. - Temporary Use or Special Event.

A temporary use or special event shall comply with the standards listed below.

- A. *Review.* Unless otherwise provided herein, the City Manager may approve an application for a temporary use or special event. An event that occurs for five or more days, and includes but is not limited to outdoor festivals, craft shows, carnivals and similar outdoor amusements, flea markets, plant sales, parades on public rights-of-way, seasonal sales of merchandise, concerts, and any similar other event.
- B. *Location.* A temporary use or special event shall be located as provided below:
  - 1. Properties possessing a nonresidential zoning district designations; or
  - 2. Properties within residential zoning districts or residential portions of PUDs that are public-serving sites such as public or private schools, places of worship public parks or other public property.
- C. *Duration.* An event shall not exceed seven consecutive days. The City Manager may authorize one administrative time extension of up to three days. The Council shall approve any event more than ten days in length.
  - 1. *Exemption.* The following events shall be exempt from the ten day limitation.
    - (A) *Community Fairs.* Community fairs shall not exceed 14 days of operation and being open to the public, excluding time to set up or dismantle the fair.
    - (B) *Religious Meetings.* Religious meetings of a temporary nature shall not exceed 14 days in length, excluding time to set up or dismantle the meeting facilities.
    - (C) *Christmas Trees Sales.* Christmas tree sales shall be permitted starting the weekend prior to Thanksgiving and continuing until January 1.
    - (D) *Pumpkin Sales.* Pumpkin sales shall be permitted thirty (30) days prior to October 31.
    - (E) *Fireworks Sales.* Fireworks sales shall be permitted for the following:
      - 1) *Independence Day.* Fireworks sales shall be permitted thirty (30) days prior to July 4.
      - 2) *New Year's Day.* Fireworks sales shall be permitted thirty (30) days prior to January 1.
- D. *Number per Year.* Not more than three temporary events in any calendar year shall be held on the same location, unless otherwise approved by the Council following a recommendation by the City Manager.
- E. *Compliance.* If a violation occurs at an event permitted by the City, the City Manager may deny permits to the operator for similar temporary events for a period of not more than 18 months.
- F. *Review.* The City Manager may require review of a temporary event permit by members of City staff.
- G. *General Standards.* Temporary uses or special events shall comply with the standards listed below.
  - 1. *Access.* Vehicular access from a collector or arterial roadway shall be provided. Access from a local street is prohibited, unless approved by City Manager as the only feasible access available to a site.
  - 2. *Setbacks.* The minimum setbacks indicated in Table 3.2.9 shall apply to all parking areas, mobile homes or similar temporary dwellings or offices, tents, mechanical devices, carnival rides, and animals associated with such activities.

Table 3.2.9.  
Minimum Setbacks for Special Events

Setback <sup>1</sup>	Residential Zoning District	Nonresidential Zoning District
Front	25 feet	25 feet
Side	50 feet	25 feet
Side Corner	35 feet	20 feet
Rear	200 feet	25 feet

Note and Additional Standards.  
<sup>1</sup> Setback to be measured from activity or structure to the nearest residential property line if event located within a residential zoning district.

3. *Traffic Control.* Use of city police or acceptable alternative to direct and control traffic may be required.
4. *Sanitation and Public Health.* Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control, shall be approved by the City Manager.
5. *Application Requirements.* Applications for a temporary use or special event authorization shall be submitted to the Director of Inspections and Codes.
  - (A) *Submittal.* Applications shall be filed at least 5 days prior to the opening day of the use or event.
  - (B) *Contents.* The application shall contain such information as required by the Director of Inspections and Codes, and shall include the items listed below.
    - (1) *Authority.* Evidence the property owner authorizes the use of the site for a special event.
    - (2) *Site Plan.* A general site plan for the event, including property boundaries, road access, location of tents or other structures, location of rides, location of parking, location of temporary dwellings or offices, and proposed setbacks of activities, tents, booths, etc., from adjacent properties.
    - (3) *Statement of Use.* A general statement of use, including but not limited to sponsor, planned activities, duration of event, hours of operation, anticipated attendance, temporary lighting to be provided onsite, security, utilities, use of generators, and other information that may be required by the Director.
    - (4) *Signs.* A general sign plan, including proposed number, size, location, and dates of installation and removal of all signs associated with the event.

- (5) *Other Materials.* Other materials and documentation as may be required by the Director.
6. *Surety.* The City Manager may require the operator of an event to post a cash surety, or other form of security, to provide funds to cleanup or otherwise mitigate a site following a temporary event. The Manager shall approve the amount of surety.
  7. *Insurance.* The City Manager may require the operator of an event to provide evidence of a general liability policy in an amount of at least \$1,000,000, with the City named as an additional insured. The City may require proof of additional insurance.
  8. *Authorization.* The City Manager shall issue written approval for a temporary use or special event, including any conditions or restrictions placed on the proposed activities. Conditions or restrictions may affect or include planned activities, duration of event, hours of operation, temporary lighting to be provided onsite, security, traffic control, garbage and litter control, bathroom facilities, utilities, security, and use of generators.

(Ord. No. 09-52, § 1, 11-10-09; Ord. No. 11-55, § 1, 11-8-11)