

17.100 – Temporary Use Permits

17.100.010 - Purpose

The purpose of this Chapter is to establish the rules and procedures for the review of temporary uses. Temporary uses are any activity that is temporary in nature, will not result in significant noise, safety, or health impacts on the surrounding area. Allowed temporary uses are listed below.

17.100.020 – Minor Temporary Use Permit

The following temporary uses require approval of Minor Temporary Use Permit.

- A. **Car Washes.** Car washes (for civic or charitable purposes) located on a commercial or industrial property with stormwater treatment facilities. No more than one event may occur per month per sponsoring organization.
- B. **Minor Events.** An outdoor event related to an existing established business and includes the hosting of a promotional event, party related to the business, special outdoor dining event (located outside of a designated outdoor eating space), or similar events where no more than 50 people are expected to attend.
- C. **Seasonal Sales Lot at Established Business.** A seasonal sales lot (such as Christmas trees or pumpkins) located on the same lot and related to an existing established business. Examples include the sale of Christmas trees at a home improvement store.
- D. **Temporary One-Day Sales.** Temporary one-day sales (such as crafts or flower sales) located on private property and where the event involves the assembly of less than 100 people. These types of sales are limited to no more than ten (10) per calendar year per applicant located on private property.
- E. **Temporary Parking.** The use of a space for temporary parking for an event or other purpose which is located off-site. Temporary parking is limited to a maximum of two (2) days per permit and no more than four (4) permits may be issued in a calendar year.

17.100.030 – Major Temporary Use Permit

The following temporary uses require approval of Major Temporary Use Permit.

- A. **Annual Motorcycle Rally Private Event.** Any outdoor events located outside of the sanctioned rally area.

- B. **Construction Yards.** Construction staging or storage yards located off-site from a construction project with a valid Building Permit. These yards may be used to store materials or equipment and may include a construction trailer. Off-site construction yards must be screened from view. Construction yards located on the same site as the permitted construction project do not require a Temporary Use Permit.
- C. **Major Events.** Major events that are not related to an established business and include arts and crafts fairs, carnivals, circuses, concerts, fairs, festivals, flea markets, farmers markets, outdoor entertainment, sporting events, and rodeos.
- D. **Major Temporary One-Day Event.** An event related to an existing established business which includes use of an outdoor space to host a promotional event, party related to the business, special outdoor dining event (located outside a designated outdoor eating space), conference, meeting, or similar events where 51 or more people are expected to attend over the course of the event.
- E. **Office Trailer.** A trailer used as a temporary workspace for employees during construction of a permanent commercial, office, or industrial building, or during construction of interior improvements. The temporary trailer may only be permitted during the period a building permit is valid and must be removed prior to occupancy.
- F. **Outdoor Fund-Raising Events.** Outdoor events sponsored by a non-profit or other organization.
- G. **Private Outdoor Company Event.** Company sponsored employee events held outdoors on a commercial or industrial site. These events can include tents, attractions, outdoor dining, food trucks, or other amenities.
- H. **Seasonal Sales Lot.** Sales lots which include the sale of Christmas trees or other seasonal items as well as other attractions including rides, games, or other sales. These lots are not related to an established business and may be located on developed or vacant land.
- I. **Two- to Three-Day Sales Event.** A two- to three-day sale of products in the commercial, industrial, and mixed-use zoning districts where the site is developed with commercial or industrial land uses and the sale is related to the business(es) located on site. A maximum of four (4) Temporary Use Permits of this nature are permitted per calendar year per one parcel or shopping center.
- J. **Temporary Live Entertainment.** A temporary request for live entertainment inside or outside of an existing commercial building where live entertainment is not a part

of the existing commercial use. Businesses are limited to no more than four (4) temporary use permits per calendar year for temporary live entertainment.

- K. **Temporary Sales Office.** A temporary sales office or model complex with improvements and signage related to the sale of new homes or custom home lots. The temporary sales office shall be removed, and the entire premises shall be restored to conform to the district regulations prior to final occupancy of the last home in the development. The permit shall be valid as long as there is an active building permit on the site.
- L. **Temporary Storage.** Enclosed temporary storage (unrelated to a construction project) on any property within the City. Temporary storage is limited to six (6) months and no more than one (1) permit may be issued during a calendar year. Residential properties are limited to only one (1) temporary storage container.
- M. **All Other Uses.** Any other uses the Community Development Director deems temporary in nature and could be allowed with approval of a Temporary Use Permit.

17.100.050 – Application

- A. **Application.** An application for a Temporary Use Permit shall be filed on the form prescribed by the City and filed with the Planning Division. An application for a Minor Temporary Use Permit shall be filed a minimum of two weeks prior to the commencement of the use. An application for a Major Temporary Use Permit shall be filed at least 45 days prior to the commencement of the use.
- B. **Fee.** The application for a Temporary Use Permit shall be accompanied by the fee listed on the City's Fee Schedule.
- C. **Materials.** The Applicant shall submit the following information:
 - 1. **Site Plan.** Site plan which depicts the location of the use, site circulation, existing buildings, parking, and with any proposed temporary structures such as tents, fencing, bathroom, or other temporary items clearly labeled.
 - 2. **Statement of Operations.** A letter describing the proposed operations, including but not limited to the hours of operation, day(s) that the temporary use will be on the site, number of people staffing the use during operation, anticipated number of people using the facility during operation, information on the size and location of tents, information on any portable bathrooms, cooking facilities, security plan, and other information about the operation of the use that pertains to the impact of the use on the surrounding area.

3. **Additional Materials.** Any materials the Community Development Director deems necessary to complete the review of the proposed temporary use.

17.100.060– Review Procedures

- A. **Review.** Temporary Use Permit applications shall be reviewed in accordance with Section 17.74.060, Application Review and Chapter 17.76, Environmental Review.
- B. **Action.** A Major or Minor Temporary Use Permit shall be approved, modified, conditioned, or denied by the Community Development Director.
- C. **Notice.** Notice of the Director’s action is not required.

17.100.070 – Findings for a Temporary Use Permit

In approving or denying a Temporary Use Permit, the decision maker shall make the following findings:

- A. That the establishment or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.
- B. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.
- C. Approved measures for removal of the use and site restoration will ensure that the temporary use causes no changes to the site that will limit the range of possible future land uses otherwise allowed by this Zoning Ordinance.