

Chapter 17.520 - TEMPORARY USE, SPECIAL EVENT, AND TEMPORARY EVENT PERMITS

Sections:

- 17.520.005 - Purpose
- 17.520.010 - Applicability
- 17.520.015 - Allowed Temporary Uses, Special Events, and Temporary Events
- 17.520.020 - Review Authority
- 17.520.025 - Application Filing and Processing
- 17.520.030 - Conditions of Approval
- 17.520.035 - Development and Operating Standards
- 17.520.040 - Post Approval Procedures

17.520.005 - Purpose

This Chapter provides a process for reviewing proposed temporary uses, special events and temporary events to ensure that basic health, safety, and community welfare standards are met, while approving suitable temporary uses and special events with the minimum necessary conditions or limitations consistent with the temporary nature of the activity. A Temporary Use Permit, Special Event Permit, or Temporary Event Permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may be considered acceptable because of their temporary nature. These activities are regulated to avoid incompatibility between the proposed activity and surrounding areas.

17.520.010 - Applicability

- A. **Permit Requirement.** A Temporary Use, Special Event Permit, or Temporary Event Permit approved by the applicable review authority shall be required for all uses identified in Section 17.520.015 (Allowed Temporary Uses, Special Events, and Temporary Events), and shall be issued before the commencement of the activity.
- B. **Exempt Activities.** The following temporary uses and events are exempt from the requirement for a Temporary Use, Special Event Permit, Temporary Event Permit, and other city approval. Uses other than the following shall comply with Section 17.520.015 (Allowed Temporary Uses, Special Events, and Temporary Events).
 - 1. On-site contractor's construction yards, in conjunction with an approved construction project. The activity shall cease upon completion of the construction project, or the expiration of the companion building permit, authorizing the construction project.
 - 2. Temporary storage containers less than 180 days, subject to approval of a Temporary Storage Container application as provided in CCMC Section 17.400.115.

- ~~3.~~ ~~2-~~ Events which occur in meeting halls, theaters, or other permanent indoor or outdoor public assembly facilities subject to all applicable regulations of the CCMC.
- ~~4.~~ ~~3-~~ Promotional activities related to the primary product lines of a retail business, and similar activities (e.g. book readings and signings at book stores, opening receptions at art galleries).
- ~~5.~~ ~~4-~~ Emergency public health and safety activities.

17.520.015 - Allowed Temporary Uses, Special Events, and Temporary Events

The following temporary uses, special events or temporary events may be allowed, subject to the issuance of a Temporary Use, Special Event Permit, or Temporary Event Permit by the applicable review authority. Uses other than the following shall comply with the use and development regulations and permit requirements that otherwise apply to the property, except uses that are exempt from the provisions of this Chapter in compliance with Section 17.520.010 (Applicability).

A. Allowed Temporary Uses.

- 1. Construction yards.** Off-site contractor construction yards, in conjunction with an approved construction project. The permit shall expire upon completion of the construction project, or the expiration of the companion building permit, authorizing the construction project.
- 2. Residence.** A mobile home as a temporary residence of the property owner when a valid building permit for a new single-family dwelling is in force. The Temporary Use Permit may be approved for up to one year, or upon expiration of the building permit, whichever occurs first.
- 3. Seasonal sales lots.** Seasonal sales activities (for example, Halloween, Christmas) including temporary residence or security trailers, on non-residential properties. The sales activity may be approved for a maximum of 30 days or a length of time determined to be appropriate by the applicable review authority.
- 4. Storage.** Enclosed temporary storage, unrelated to a construction project, or exceeding 180 days, but in no case exceeding. ~~The use may be approved for~~ a maximum of one year. See Section 17.400.115 (Temporary Storage Containers) for specific standards.
- 5. Temporary real estate sales offices.** A temporary real estate sales office may be established within the area of an approved development project, solely for the first sale of homes. A permit for a temporary real estate office may be approved for a maximum of one year.
- 6. Temporary structures.** A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved, for a maximum time period of 18 months from the date of approval, as an accessory use or as the first phase of a development project.
- 7. Temporary work trailers.** A trailer or mobile home as a temporary work site for employees of a business may be allowed:

- a. During construction or remodeling of a permanent commercial or manufacturing structure, when a valid building permit is in force; or
- b. Upon demonstration by the applicant that this temporary work site is a short-term necessity, while a permanent work site is being obtained.

The permit for a temporary trailer may be granted for up to one year.

- 8. **Similar temporary uses.** Similar temporary uses which, in the opinion of the Director, are compatible with the zoning district and surrounding land uses.

B. Allowed Special Events and Temporary Events.

- 1. **Outdoor events.** The following outdoor events may be allowed:

- a. **Entertainment and assembly events.** Outdoor entertainment and assembly events, including carnivals, circuses, concerts, fairs, farmers' markets, festivals, flea markets, food events, fund-raisers, live entertainment, parades, outdoor sporting events, public relations activities, rummage sales, second hand sales, swap meets and other similar events designed to attract large crowds and which are held on private or public property, for up to 12 days per calendar year or as determined appropriate by the applicable Review Authority.
- b. **Display or exhibit events.** Outdoor display or exhibit events, including art, cultural, and educational displays and arts and crafts exhibits on non-residential properties, when not a part of the established primary use of the site, for up to 12 days per calendar year.
- c. **Outdoor sales events.** Special events related to an existing business with temporary outdoor sale of merchandise in any commercial zoning district, in compliance with the following provisions:
 - i. There shall be no more than 4 sales in any calendar year.
 - ii. Each sale shall be limited to 3 consecutive days.
 - iii. The merchandise displayed shall be that customarily sold on the site.
 - iv. The site is utilized for a permanently established business holding a valid business tax certificate as required.

- 2. **Similar special events.** Similar special events and temporary events, either indoor or outdoor, which, in the opinion of the Director, are compatible with the zoning district and surrounding land uses for up to 12 days per calendar year or as determined appropriate by the applicable Review Authority.

17.520.020 - Review Authority

- A. Director Review.** The Director shall be responsible for the review and approval of all permits for temporary uses, special events, and temporary events not reviewed by the Committee on Permits and Licenses, identified in Section 17.520.015 (Allowed Temporary Uses, Special Events, and Temporary Events), and the extension of these permits.
- B. Committee on Permits and Licenses.** The Committee shall be responsible for the review and approval of all permits for special events and temporary events, unless reviewed by the Director, identified in Section 17.520.015.B. (Allowed Temporary Uses, Special Events, and Temporary Events), and the extension of these permits.