

TEMPORARY USE PERMITS

Five types of temporary uses require permit approval:

Seasonal and special event

Use shall occur only once in a calendar year and for no longer than 90 days

Short Term Outdoor Special Event

Use shall occur for a period no longer than 3 days and 3 nights

Temporary Sales office (non-model home)

Length of use shall not exceed 12 months

Temporary building (commercial and industrial)

Length of use shall not exceed 12 months

Temporary building (construction site)

Length of use shall not exceed 12 months

SUBMITTAL REQUIREMENTS

1. Complete Application Form
2. Narrative
3. Site Plan
4. Traffic Management Plan/Traffic Report

CRITERIA:

1. Seasonal and Special Event

These types of uses occur only once in a calendar year and for a period no longer than ninety (90) days. Using the Type I review process, the city shall approve, approve with conditions or deny a temporary use permit based on findings that all of the following criteria are satisfied:

Please see Section 16.69.010 of the City's Municipal Code for complete, detailed requirements.

1. Use is permitted in underlying land use district
2. Does not violate any conditions of approval for the property
3. Applicant has proof of the property owners permission to place use on property
4. No parking will be utilized by customers and employees which is needed by the property owner to meet his or her minimum parking requirements
5. Use provides adequate vision clearance
6. Use shall not obstruct any pedestrian access on public streets
7. Ingress and egress are safe and adequate
8. Use does not create adverse off site impacts such as

- Vehicle traffic
- Noise
- Odors
- Vibrations
- Glare or lights
- Use is adequately served by sewer or septic system, and water

2. Short Term Outdoor Special Events

The use is held primarily outdoors and will continue for no longer than seventy-two (72) consecutive hours, plus a reasonable time period for setting up before the event, and cleaning up after the event

The conditional use permit application does not violate any conditions of approval for the property (e.g., prior development permit approval);

1. Adequate water and sanitary facilities are provided;
2. Adequate refuse storage and disposal facilities are provided;
3. Adequate food services are provided;
4. Adequate emergency medical facilities and communication systems are provided;
5. Adequate fire protection is provided;
6. Adequate security personnel are provided; and,
7. Adequate pedestrian, bicycle and vehicle access are provided.

3. Temporary Sales Office (Non-Model Homes)

Using the Type I review process, the city may approve, approve with conditions or deny an application for the use of any real property within the city as a temporary sales office or offices for the purpose of facilitating the sale of real property, in any subdivision or tract of land within the city, but for no other purpose, based on the following criteria:

1. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold;
2. The property to be used for a temporary sales office shall not be permanently improved for that purpose;
3. The length of time that the temporary building will be used does not exceed twelve (12) months, and if a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit;
4. The temporary sales office is required to conform to the setbacks of the underlying development district, shall provide skirting, and shall obtain all necessary permits, including building, electrical and plumbing, as applicable; and,

5. The temporary sales office is required to provide a minimum of two temporary off-street parking spaces, to be constructed of compacted gravel or similar pervious surface, or an impervious surface.

4. Temporary Building: (Construction Site)

Using the administrative review process, the city may approve, approve with conditions or deny an application for a temporary trailer or prefabricated building for use on any construction site within the city based on following criteria:

1. The temporary construction site building shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold;
2. The property to be used for a temporary construction site building shall not be permanently improved for that purpose;
3. The length of time that the temporary construction site building will be used does not exceed twelve (12) months, and if a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit;
4. The temporary construction site building is required to conform to the setbacks of the underlying development district; shall provide skirting; and shall obtain all necessary permits, including building, electrical and plumbing, as applicable; and,
5. The temporary construction site building is required to provide a minimum of two temporary off-street parking spaces, to be constructed of compacted gravel or similar pervious surface, or an impervious surface.

5. Temporary Building (Commercial/Industrial)

Using the Type I review process, the city may approve, approve with conditions or deny an application for a temporary trailer or prefabricated building for use on any real commercial or industrial property within the city as a temporary commercial or industrial office or space associated with the primary use on the property, but for no other purpose, based on the following criteria:

1. The temporary trailer or building shall be located within the boundaries of the parcel of land on which it is located;
2. The primary use on the property to be used for a temporary trailer is already developed;
3. Ingress and egress are safe and adequate when combined with the other uses of the property;
4. There is adequate parking for the customers or users of the temporary use pursuant to applicable parking requirements;
5. The use will not result in vehicular congestion on streets;

6. The use will pose no hazard to pedestrians in the area of the use;
7. The use does not create adverse off-site impacts including vehicle traffic, noise, odors, vibrations, glare or lights that affect an adjoining use in a manner which other uses allowed outright in the district do not affect the adjoining use;
8. The building complies with applicable building codes;
9. The use can be adequately served by sewer and water, if necessary. (The applicant shall be responsible for obtaining any related permits);
10. The length of time that the temporary building will be used does not exceed twelve (12) months, and if a temporary building exceeds this time frame, the applicant shall be required to remove the building, or renew the temporary use permit; and
11. Adequate landscaping, buffering or other method to assure the structure is visually consistent with conditions surrounding the site.