



TEMPORARY USE PERMIT REVIEW/APPROVAL CRITERIA

Application Filing Fee - \$100.00

Pre-Application Conference

A pre-application conference is required for all requests, unless the Director indicates otherwise. The purpose of the conference is to provide an exchange of information regarding applicable Codes, programs, plans, and policies, and to provide technical assistance. Conceptual plans are acceptable for this process; however, the more information provided the more details can be determined.

Purpose

A Temporary Use Permit is to provide for uses and activities that are temporary or seasonal in nature and do not conflict with the zoning district in which they are located. Temporary uses may include such things as housing of personnel, storage and use of supplies and equipment, or to provide for a temporary sales office, temporary signs, outdoor gatherings, short-term uses, roadside stands, or other uses not specified in Land Use and Development Ordinance (LUDO). A Temporary Use Permit can be granted for a maximum of one (1) year, it may be renewed per the method used to originally grant the permit.

Procedure

The Community Development Director may review Temporary Use Permits administratively. A decision of the Director can be appealed to the Planning Commission upon filing a "Notice of Review." Also, depending on the type of project and/or community interest, the Director may refer the application to the Planning Commission for review and action.

Type of Review

Administrative applications require a public notice 15-days prior a decision. Notices are mailed to all property owners within 100 feet of the subject site, as well as being posted in the vicinity of the property. If the case is referred to the Planning Commission, 20-days prior, notices are mailed to all property owners within 300 feet of the subject site, as well as being posted in the vicinity of the property and published in the newspaper.

Approval Criteria

Section 3.41.200 of LUDO provides a Temporary Use Permit shall be granted only if the proposed structure, activity or use would not have the effect of permanently rezoning or granting a privilege not shared by other properties in the same zone district, or cause recurrent that requires specific or general regulations to control the use. No temporary use permit shall be transferable to any other owner or occupant.

Additional LUDO Provisions

Section 3.41.300 provides that conditions may be imposed as deemed necessary to fulfill the intent and purpose of LUDO, such as:

1. Special yards and spaces.
2. Fences and walls.
3. Regulation of points of vehicular ingress and egress.
4. Regulation of signs.

5. Landscaping and maintenance.
6. Regulation of noise, vibration, odors, or other similar nuisances.
7. Duration of use.
8. All structures for which a temporary permit is issued shall meet all other requirements of the zoning district and applicable health, sanitation, and building code requirements.
9. All structures associated with a Temporary Use Permit shall be removed upon expiration of the permit.