

**Special Event Permit  
April 26, 2011  
Consent Agenda**

**SE-4-13-11: A Special Event Permit** requested for a Dale Willey Automotive tent sale at the Sears parking lot, 2727 Iowa Street from May 5 through May 7, 2011.

**GENERAL INFORMATION**

Current Zoning and Land Use	CS (Commercial Strip) District; retail store and parking lot.
-----------------------------	---

Surrounding Zoning and Land Use	CS (Commercial Strip) District to the north, east, and south; existing retail and office uses.
---------------------------------	--

RM12 (Multi-Dwelling Residential) District to the west; multi-dwelling residences.

**STAFF REVIEW**

Article 15 of Chapter 6 of the City Code regulates Temporary Special Events. Per Code, a Special Event Permit is valid for 14 continuous days. Four Special Event Permits may be approved administratively for a site per year provided the criteria listed in Article 15 are met; any additional permits for a site require approval by the City Commission. Four Special Event Permits have been administratively approved for 2727 Iowa this year; therefore this Special Event Permit has been referred to the City Commission.

A site plan has been approved for 2727 Iowa [SP-3-16-90] which indicates that parking in excess of that required for the Sears store is provided on the site. The event will last from 8 am to 8 pm which is similar to the operating hours of the surrounding properties. Similar events have been held in this location without incident in the past. The sale location, Figure 1, is at the eastern edge of the parking area and is separated from the residential property by the parking lot and store. The event will be set back the required 25' from the right-of-way. The applicant will use a 40' x 60' tent for the sale and Fire Code requires that it be located more than 20 feet from any building. The location shown in Figure 1 meets these requirements.

The applicant has been informed that applications for a temporary sign permit and a Transient Merchant License must be submitted to the Development Services and City Clerk's Office respectively. In addition the applicant has been referred to the Fire Inspector to verify that the tent is compliant with the Fire Code. Any conditions required by the Fire Inspector shall be included on the Special Event Permit.

**Recommendation:** Planning Staff recommends approval of a Special Event Permit for a auto tent sale in the Sears parking lot at 2727 Iowa from 8 am to 8 pm from May 5th through May 7<sup>th</sup>, 2011 subject to the following conditions:

- a. Special Event Permit must be displayed on site during hours of operation.
- b. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.

- c. Maintain 25' wide aisle width during sale. Do not display items within the traffic aisle.
- d. Display area, tent or structure may not be within 25' of public right-of-way
- e. Any structures must be removed within 24 hours after the cessation of the event.
- f. Trash receptacles or other sanitation provisions, as needed
- g. Tent must be certified flame retardant. (label on tent or paperwork available for inspection). Applicant shall meet with the fire inspector to verify that the tent complies with the Fire Code.
- h. 2A10BC portable fire extinguisher must be provided.
- i. "No Smoking" signs must be posted and enforced.
- j. No open flame within the tent.
- k. Per Fire Code, tents over 200 sq. ft. must be located further than 20' from buildings or structures.



**Figure 1.** The proposed event area is marked in yellow.