

**Special Event Permit
March 25, 2014
Consent Agenda**

SE-14-00093: Special Event Permit requests for a Country Produce tent sale extension at the Discovery Furniture parking lot, 2525 Iowa Street, from May 23rd through August 14th between the hours of 9am and 7pm daily. Application submitted by Julie Galemore of Country Produce with permission from the property owner.

GENERAL INFORMATION

Current Zoning and Land Use	CN2 (Neighborhood Commercial) District; Discovery Furniture store and parking lot.
Surrounding Zoning and Land Use	CN2 (Neighborhood Commercial) District to the north; existing retail uses. CS (Commercial Strip) District to the south, east, and west; existing retail uses.

STAFF REVIEW

Special Event Permits have been approved to allow a country produce tent sale to occur in the Discovery Furniture parking lot at 2525 Iowa Street from May 23rd through July 17th, 2014. The current request is for the City Commission to extend the sale through August 14th.

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 administrative permits have been administratively approved for the tent sale (May 23rd through July 17th); and City Commission approval is needed from July 18th through August 14th.

A site plan has been approved for 2525 Iowa [SP-2-6-10] that calls out an area in the parking lot for special events. The event will last from 9:00 am to 7:00 pm which is similar to the operating hours of the surrounding properties. A similar event was held in this event was in this location last year.

The sale location, Figure 1, is towards the northwestern edge of the parking area and is separated from the store. The event will be set back the required 25' from the right-of-way. The applicant will use a 20' x 30' tent for the sale and Fire Code requires that it be located more than 20' from any building. The location shown in Figure 1 meets these requirements.

The applicant has been informed that applications for a temporary sign permit must be submitted to the Development Services Department.

Recommendation: Planning Staff recommends approval of a special event for a tent produce sale in the Discovery Furniture parking lot at 2525 Iowa from 9:00 am to 7:00 pm from May 23rd through July 17th (administratively) and July 18th through August 14th with City Commission approval 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. If event is held on property the event operator does not own, a transient merchant license must be obtained from the City Clerk's office. 785-832-3308
- d. Maintain 25' wide aisle width during sale. Do not display items within the traffic aisle.
- e. Display area, tent or structure may not be within 25' of public right-of-way.
- f. Any structures must be removed within 24 hours after the cessation of the event.
- g. Cars, trucks, vans, trailers may not be used for sale of merchandise.
- h. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
- i. Trash receptacles or other sanitation provisions, as needed.
- j. Tent must be certified flame retardant. (label on tent or paperwork available for inspection).
- k. 2A10BC portable fire extinguisher must be provided.
- l. "No Smoking" signs must be posted and enforced.
- m. No open flame within the tent.
- n. Per Fire Code, tents over 200 sq. ft. must be located further than 20' from buildings or structures.

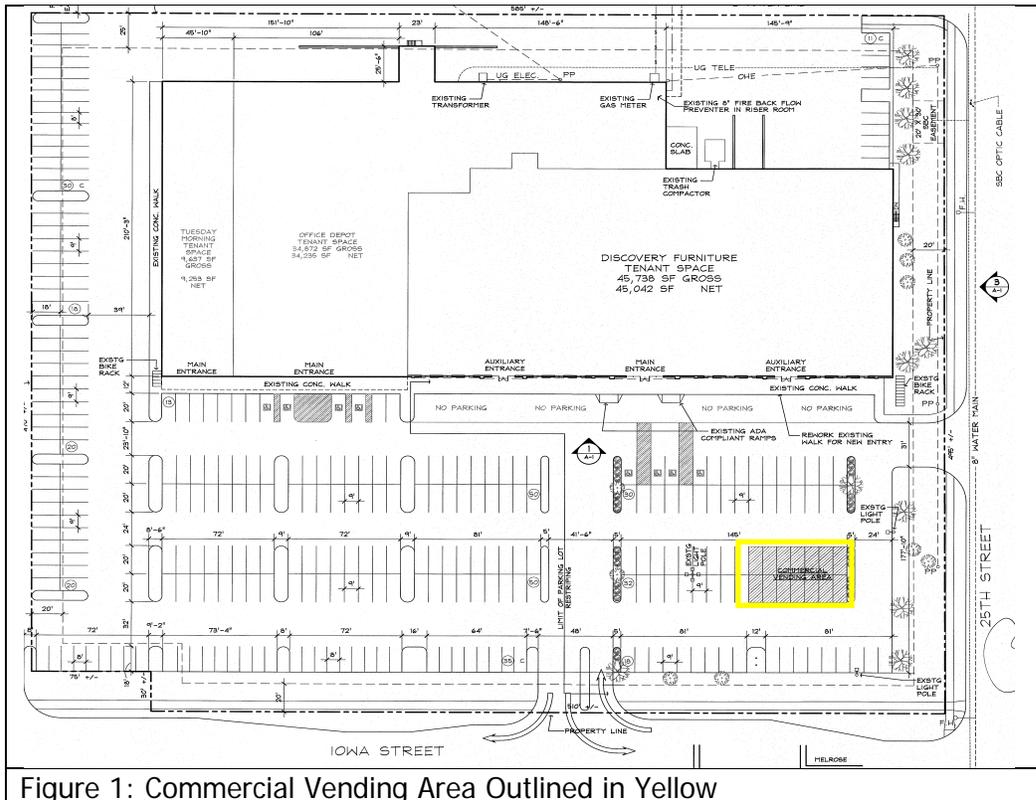


Figure 1: Commercial Vending Area Outlined in Yellow