



**ADMINISTRATIVE LAND USE PERMITS**

**Resolution No. 2005-65**

**Administrative Land Use Permit fees for temporary activity will be collected before the issuance of any such permit required under the provisions of the Zoning Ordinance (Section 35-800) according to the following:**

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|------------|---|-----------------------|
| <b>(A)</b> | <b>Out-of-door nursery and garden center sales and displays</b>                                       | <b>\$100/30 weeks</b> |
| <b>(B)</b> | <b>Miscellaneous out-of-door sales, displays, or promotional events</b>                               | <b>\$50/10 days</b>   |
| <b>(C)</b> | <b>Miscellaneous out-of-door sales, displays, or promotional events for gasoline service stations</b> | <b>\$50/30 days</b>   |

**Each commercial and industrial site is allowed two 10-day permits a year for the purpose of an out-of-door promotional event and display. The 10-day periods may not be broken up and used throughout the year.**

**Gasoline service stations are allowed three 30-day permits a year for the purpose of an out-of-door promotional event, display, and/or lease of a lot for sales to merchants such as flowers, plants, novelties, etc.**

**Gasoline service stations are also allowed four car wash fundraiser permits each year for the purpose of fundraising for an organized group.**

**Resolution No. 93-01**

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| <b>(A)</b> | <b>Out-of-door church functions, civic functions, charities, carnivals, etc.</b> | <b>\$25/10 days</b> |
| <b>(B)</b> | <b>Off-site signs for civic function or community events</b>                     | <b>\$25/10 days</b> |
| <b>(F)</b> | <b>Car wash fundraisers</b>  | <b>\$25/10 days</b> |

**Permits for church functions and fundraisers are unlimited. Signs relating to church functions must be on private property.**

**Charity functions can be held at any commercial or industrial site. The site is allowed an unlimited number of 10-day permits as needed; no other promotion may coincide with the charity functions unless the land owner is willing to give up one of their 10-day permits.**

**SECTION 35-800. ADMINISTRATIVE PERMITS.** No person will use his property or/and assist, countenance or allow the use of his or of another's property located within the municipality for any of the following purposes or uses without first having obtained a permit from the City zoning official. The use will not for the duration of the permit, considering the time of year, the parking layout for the principal use, the nature of the proposed use and other pertinent factors, substantially impair the parking capacity of the principal use or impair the safe and efficient movement of pedestrian and vehicular traffic either on or off the premises. A waiver from certain provisions of the sign ordinance and from certain parking requirements of this ordinance is implied by the granting of an administrative permit, but only for the duration of the permit and to the extent authorized by said permit.

1. Tents, stands and other temporary structures for church functions, civic functions, charities, carnivals, and similar purposes for a period not exceeding ten (10) days. The permit fee will be as set forth by City Council resolution. Certificates of insurance may be required to assure the public welfare.

Off-site signs promoting or announcing civic functions or community events may be authorized by the City Council for a period not exceeding ten (10) days provided:

- A. The off-site signs are located on private property in the Commercial (C1, C1A, and C2) or Industrial (I1 and I2) zoning districts.
- B. The off-site signs are limited to no more than five (5) locations; and
- C. There are no more than one sign per location.

Permits for such signs will be considered independent of any other permits authorized by this section of the ordinance. The permit fee will be per sign location as set forth by City Council resolution.

2. Out of door retail sale, storage and display of merchandise or offering of services when accessory to or promoting a permitted use or a special use within a nonresidential zoning district as follows:
  - A. The out of door retail sale, display, and storage of nursery and garden merchandise, including lawn furniture and equipment, for a period not to exceed thirty (30) consecutive weeks in any one calendar year. The permit fee will be as set forth by City Council resolution.
  - B. Miscellaneous out of door retail sales or displays or promotional events for periods not to exceed ten (10) consecutive days. Two (2) such 10-day permits may be allowed per premises per calendar year. The permit fee will be as set forth by City Council resolution.
  - C. Gasoline service stations may have miscellaneous out of door retail sales, displays or promotional events for periods not to exceed thirty (30) consecutive days. Three (3) such 30-day permits may be allowed per premises per calendar year. Car wash fundraisers which are not classified as being accessory to or promoting a service station activity are permitted for periods not to exceed ten (10) consecutive days. Four (4) such 10-day permits may be allowed per premises per calendar year. Permit fees will be as set forth by City Council resolution.

## EVENTS REQUIRING AN ADMINISTRATIVE LAND USE PERMITS

### **OUTSIDE DISPLAY/PROMOTIONS/RETAIL SALES (\$50/10 days)**

Some examples allowed are: tents, road side stands, tire/oil/merchandise displays, garden centers, craft sales, carnivals, etc. Permits must be approved by the Zoning Official.

### **OFF SITE SIGNS/DIRECTIONAL SIGNS (\$50/10 Days)**

Off-site signs promoting or announcing civic functions or community events may be authorized by the City Council for a period not exceeding ten (10) days provided the off-site signs are located on private property in the Commercial (C1, C1A, and C2) or Industrial (I1 and I2) zoning district, are limited to no more than five (5) locations and there are no more than one sign per location.

Permits for such signs will be considered independent of any other permits authorized by this section of the ordinance. The permit fee will be per sign location as set forth by City Council resolution.

### **SERVICE STATIONS/CAR WASHES (\$50/30 days)**

Service stations are allowed three 30-day permits a year for outdoor events. More than one function can be listed on one permit.

### **SERVICE STATION CAR WASHES (\$25/10 Days)**

Service stations are allowed four car wash fundraisers per year. (If the weather conditions causes a car wash to be canceled, the permit can be applied to another day provided the city is notified of the change.) Car wash fundraisers at gas stations cannot be combined with an event under a 30 day permit. A separate ten day permit must be obtained.

### **GARDEN CENTER/OUT OF DOOR RETAIL SALES (\$100/30 Weeks)**

A site plan must be submitted for nursery and garden merchandise. Permits are limited to one per year for 30 consecutive weeks for a specific location.

### **CHURCH FUNCTIONS & Fundraisers (\$25 Unlimited)**

Outdoor signs and activities for church functions and fundraisers are unlimited. A ten day permit is required for each function. Signs relating to church functions must be on private property.

***\*\*All signs are prohibited in the public right-of-way.***

**\*\*Permit fees are waived for civic events such as Earle Brown Days. Permits issued for civic events do not count against any commercial property's permits. Requests to hang signs for civic events in the public right-of-way requires approval of the City Manager. Administrative permits are not required for parades, fireworks or street functions. Police should be notified.**