



*The City That Soars!*

## REQUEST FOR PLANNING COMMISSION ACTION

<b>Meeting Date</b>	June 26, 2012
<b>Agenda Item</b>	2
<b>Title</b>	Discussion on creating an ordinance to provide for "special" or limited events in Falcon Heights
<b>Submitted By</b>	Deborah Jones, Staff Liaison

<b>Description</b>	In response to inquiries received from local businesses, the City Council has requested that Planning Commission provide a recommendation regarding the adoption of an ordinance regulating special events in the City.
<b>Background</b>	<p>The City has been approached by three food service related businesses – Stout’s Pub, The Coffee Grounds, and Dino’s Gyros – inquiring whether these businesses would be allowed to host some variation of tented event, such as a “beer garden”, on a limited basis. That is, they are interested in doing this as a one-time or occasional or annual event.</p> <p>The city code does not make any provision for this type of event. The city attorney confirms that it is not allowed. Many cities have special event ordinances to allow events under special permits. The City Council has asked the Planning Commission to study the issue and make a recommendation.</p> <p>Commissioners conducted a preliminary study of this issue at workshops in April and May. Information from the City of Roseville was requested.</p>
<b>Budget Impact</b>	Unknown
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• City of Roseville Temporary Event Ordinance (Section 1011.12.G.2.f)</li> <li>• City of Roseville Temporary Event Permit Application</li> </ul> <p>Commissioners were previously provided with research material, including ordinances from other cities, special event permit applications from other cities, informational web pages from other cities. These materials are available on the Falcon Heights website. Commissioners may wish to bring previous packets for reference.</p>
<b>Action(s) Requested</b>	<ul style="list-style-type: none"> <li>• Make a general recommendation to the City Council on this issue</li> <li>• Provide direction to staff for next steps and request additional research and resources, if needed</li> </ul>

**Roseville City Code**  
**Chapter 1011 Property Performance Standards**  
**Section 1011.12: Additional Standards for Specific Uses in All Districts**

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**G. Accessory Uses and Structures:**

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2. Temporary Uses and Structures: The following temporary uses and structures shall be permitted in all zoning districts unless specified otherwise, provided such use or structure complies with the regulations of the zoning district in which it is located and all other applicable provisions of this Title:

...

- f. Temporary Event: A temporary event permit shall be required from the Community Development Department to allow the temporary sale of merchandise or temporary event/activity. These uses may include the sales of fireworks, rugs, and other similar merchandise and events utilizing search lights or tents for employee/customer appreciation. The Community Development Department shall review a site plan and specifics of the proposed event area/use and may issue the permit, subject to (but not limited to) the following requirements:
- i. Any single or recurring temporary event shall be limited 30 total days per calendar year.
  - ii. The event area shall be located within the parking lot in a location so as not to disrupt the safety and flow of customer traffic.
  - iii. The event area shall not eliminate parking spaces to an amount that is detrimental to primary use or function of the site.
  - iv. The event area shall not obstruct existing pedestrian access on the site, whether from parking areas to the building entrance or from the public street to the building entrance.
  - v. Accessory structures (e.g. stands, booths, and/or tents) used in conjunction with the seasonal event shall meet all applicable fire codes and parking lot setback requirements.
  - vi. Tents 200 square feet and over in size and/or canopies 400 square feet and over require a review and inspection by the Fire Marshal.
  - vii. Signage shall be regulated by Chapter 1010 of this Title.

(Ord. 1403, 12-13-2010)



COMMUNITY DEVELOPMENT
2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

OFFICE USE ONLY
Permit # \_\_\_\_\_
Receipt # \_\_\_\_\_
City Planner signature & date \_\_\_\_\_

TEMPORARY EVENT PERMIT

APPLICATION FEE: \$25

Fee should be made payable to City of Roseville upon submittal of completed application.

Temporary Event Permit Requirements

- Traffic and pedestrian circulation to parking spaces and the store must be maintained.
Primary customer parking spaces must not be used.
Only signs approved with this permit will be allowed; see City Code §1010 for sign regulations.
Loud speakers or public address systems are not allowed.
Any lighting must comply with National Electrical Codes and Roseville Zoning Ordinances.

1. Applicant Information:

Company name: \_\_\_\_\_
Last name: \_\_\_\_\_ First name: \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

2. Address of the Temporary Use: (if different from above)

\_\_\_\_\_

3. Proposal Details:

Type of use: \_\_\_\_\_
Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_
Hours of operation: \_\_\_\_\_
Use will be: [ ] daily [ ] weekly [ ] other \_\_\_\_\_
Equipment/display will be: [ ] removed nightly [ ] in place 24 hours
Structure or tent proposed: [ ] No [ ] Yes length: \_\_\_\_\_ width: \_\_\_\_\_ height: \_\_\_\_\_
Sign(s) proposed: [ ] No [ ] Yes Please include details of the type and size of all proposed signs.

4. Site Plan: A site plan is required showing the approximate size and location of the temporary use as well as signage and any electrical or other utility services that may be needed.

5. Signature(s):

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_
Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Approval: Contact John Loftus, Fire Marshal at 651-792-7341 for the required inspection on all tents 200 square feet or more in size and/or canopies 400 square feet or more in size.