



CITY OF ROSEBURG

TEMPORARY USE PERMIT REVIEW

APPROVAL CRITERIA

APPLICATION FILING FEE: \$ _____

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

Temporary Use Permit provides for uses and activities that are temporary or seasonal in nature and do not conflict with the zoning district in which 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 Roseburg Municipal Code (RMC). A Temporary Use Permit can be granted for a maximum of one (1) year, and must 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 may 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 to decision. Notice is mailed to property owners within 100 feet of the subject site. If the case is referred to the Planning Commission, notice is mailed 20 days prior to property owners within 300 feet of the subject site and published in the newspaper.

APPROVAL CRITERIA

Section 12.10.090(C) of RMC provides that no temporary permits shall be issued except upon a finding that the proposed structure, activity or use would not permit the permanent establishment within a Zoning District of any use which is not permitted within the Zoning District, or any use for which a Conditional Use Permit is required.

ADDITIONAL LUDO PROVISIONS

Section 12.10.090(D) provides that reasonable conditions may be imposed pursuant to Section 12.10.080(G) by the approving authority in connection with the Temporary Use Permit to minimize the potential impact of the proposed use to other uses in the vicinity. Guarantees and evidence may be required that such conditions will be or are being complied with. Such conditions may include, but are not limited to, the following:

- Special yards and spaces;
- Fences or walls;
- Control of points of vehicular ingress and egress;
- Special provisions on signs;
- Landscaping and maintenance thereof;
- Maintenance of the grounds;
- Control of noise, odors, or other nuisances;
- Limitation of time for certain activities;
- Any temporary permit shall clearly set forth the conditions under which the permit is granted, and shall clearly indicate the time period for which the permit is issued. No Temporary Use Permit shall be transferable to any other owner or occupant, but may be renewable through the administrative action process.

All structures for which a Temporary Use Permit is issued:

- Shall meet all other requirements of the Zoning District in which they are located;
- Shall meet all applicable health and sanitation requirements;
- Shall meet all applicable building code requirements;
- Shall be removed upon expiration of the Temporary Use Permit unless renewed by the Director or converted to a permitted use.