

WC 16.04.095 *Temporary Uses and Events*

A. Purpose and Intent

The purpose of this Article is to ensure that the public health, safety and general welfare of the community is protected within temporary uses and during temporary events.

B. Exemptions

1. Events hosted on an individual homeowner's parcel including but not limited to garage sales, estate sales, private parties.
2. City sponsored events as approved by the City Council.
3. Events held on public park property (see rules established in the City of Westfield's Special Event Policy PK 01-11 administered by the Westfield Parks Department).

C. Standards for Temporary Uses, Events and Structures The review of temporary uses, events, or structures shall be reviewed in accordance with the following standards:

1. General Standards

- i. Parking requirements for the site at the time of development or if the parcel is vacant, present development standards; shall not substantially be impacted by the temporary event.
  1. The Director may limit the location for traffic flow or public safety reasons.
- ii. All temporary structures must meet the setbacks as defined in the zoning ordinance for the district in which they are being installed.
- iii. A proposed temporary event or use shall be located on a parcel with a permitted principle building or on a vacant parcel when the minimum required setbacks for the district are met.
  1. Temporary event/use shall be incidental to the principal permitted use or structure existing on the property or an abutting property.
    - a. Holiday Tree and Temporary Greenhouse Sales are exempt from this standard.
- iv. Goods and display materials must be stored inside either a permanent or temporary structure during non-event hours
  1. Holiday Tree and Temporary Greenhouse Sales are exempt from this standard.
- v. The temporary event shall not eliminate or negatively impact required parking for the underlying use. Additional parking may be required upon finding that the proposed temporary event/use increases the need for parking.
- vi. All equipment, materials, goods, poles, wires and other items associated with the event shall be removed from the premises within two (2) days of the conclusion of the temporary use or event.
- vii. All temporary events shall conform to all State and County Health Department regulations and codes including IC16-42-5 and 410 IAC 7-24.
- viii. Temporary events held in City of Westfield Parks and Playing Fields shall follow the requirements as outlined in the Westfield Park and Recreation Department's Policies and Procedures Manual.
- ix. Any temporary events that require the assignment of additional Westfield Police Officers and/or Westfield Fire Department Responders shall be responsible for the cost of said employees.
  1. Payments shall be made directly to the City of Westfield Police Department and/or the City of Westfield Fire Department.

2. Tent Events

- i. All tent events must meet the applicable standards under the General Standards subsection of this section of code.
- ii. Tent events are allowed in nonresidential districts and for non-residential uses in residential districts.

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- iii. Tents must be located on the parcel of the primary business or on a vacant lot adjoining that of the primary business.
  - iv. Tents shall be subordinate in size to the primary structure.
  - v. Signs shall be limited to two (2).
    - 1. Signs shall not exceed twelve (12) square feet each.
    - 2. Signs must be affixed to the temporary structure associated with the event.
    - 3. No other signs shall be allowed.
    - 4. Signs shall not be illuminated.
    - 5. Signs must meet all other applicable standards of the Sign Ordinance.
  - vi. Tent events shall be an extension of the existing uses on site and not in addition to.
  - vii. No sale displays outside the tent shall be allowed.
    - 1. All items or products shall be under a tent or inside the store after business hours.
  - viii. Lighting shall be allowed inside the tent only.
  - ix. Noise must be kept to a level that is not audible from forty (40) feet or more away from the source or is at a level of ninety (90) decibels or less when measured six feet from its source on a dB(A) meter.
  - x. Hours of operation shall not exceed the hours of the business.
  - xi. Permitting
    - 1. Temporary Use/Event Permits are issued by the Community Development Department.
    - 2. Tent events are allowed per parcel for up to thirty (30) days per permit with a sixty (60) day total per calendar year maximum.
    - 3. Permits may be issued for consecutive days.
    - 4. Applicants must provide dates of events.
    - 5. Inspections by Community Development and the Fire Department will be required.
      - a. Tents must meet Uniform Fire Code or International Fire Code standards.
    - 6. Limited Exception – Temporary Use/Events conducted in accordance with the following standards shall not be required to obtain a Temporary Use/Event Permit. However, such Temporary Use/Event shall comply with the other standards of this Ordinance.
      - a. Tent events lasting no more than 3 days; and
      - b. The tent size does not exceed 600 square feet; and
      - c. The sale of any item, product, or service shall be prohibited.
3. Sidewalk Sales
- i. All sidewalk sales must meet the applicable standards under the General Standards subsection of this section of code.
  - ii. All sidewalk sales must be located within ten (10) feet of the business's pedestrian entrance.
  - iii. Such sales events shall not impede pedestrian traffic or force pedestrians into vehicle traffic lanes.
    - 1. A five (5) foot pedestrian access area on the sidewalk shall be maintained at all times.
    - 2. The pedestrian access area on the sidewalk shall not be interrupted or impeded with building, utility or landscaping elements such as but not limited to columns, supports, plantings or other such materials.
  - iv. Tents are prohibited.
  - v. No permit required
4. Temporary Greenhouse and Holiday Tree Sales shall meet the standards of all Federal, State and City Building and Fire Codes outlined below.

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- i. All Temporary Greenhouse and Holiday Tree Sales must meet the applicable standards under the General Standards subsection within this section of code.
  - ii. Holiday Tree Lots and Temporary Greenhouse sale areas are restricted to three thousand eight hundred (3,800) square feet.
    1. With the permission of the Community Development Director, Holiday Tree Lots may be increased up to five thousand (5,000) square feet.
  - iii. Temporary Greenhouse Sales and Holiday Tree Lots operations shall be conducted between the hours of 6:00 a.m. and 8:00 p.m.
  - iv. Such sales are restricted to nonresidential districts and permitted nonresidential uses in residential districts.
  - v. Bagged, bulk items must be stored within an adjacent permanent or temporary structure.
  - vi. Signs shall be limited to two (2).
    1. Signs shall not exceed twelve (12) square feet each.
    2. Signs must be affixed to the temporary structure associated with the event.
    3. No other signs shall be allowed.
    4. Signs shall not be illuminated.
    5. Signs must meet all other standards of the Sign Ordinance.
  - vii. Music must be kept to a level that is not audible from forty (40) feet or more away from the source or is at a level of ninety (90) decibels or less when measured six feet from its source on a dB(A) meter.
  - viii. Permitting
    1. Temporary Use/Event Permits are issued by the Community Development Department.
    2. Permit for these sales shall be valid for a maximum of sixty (60) consecutive calendar days.
      - a. Applicants must provide dates of sales.
    3. A permit is required for each location of operation.
    4. No more than two (2) permits shall be issued per parcel per calendar year.
    5. Inspections by Community Development and the Fire Department will be required.
5. Outdoor Café and Eating Area In addition to the standards outlined in the above subsection, standards for Temporary Event/Use, outdoor cafes and eating areas are subject to the following conditions:
- i. All outdoor cafés and eating areas shall conform to all State and County Health Department regulations and code including IC16-42-5 and 410 IAC 7-24.
  - ii. Lighting must be compliant with the standards set in this chapter.
    1. Festoon lighting is not allowed.
  - iii. Music must be kept to a level that is not audible from forty (40) feet or more away from the source or is at a level of ninety (90) decibels or less when measured six feet from its source on a dB(A) meter.
  - iv. Such cafes and eating areas shall not impede pedestrian traffic or force pedestrians into vehicle traffic lanes.
    1. A five (5) foot pedestrian access area on the perimeter of the outdoor café and eating area shall be maintained at all times.
      - a. The pedestrian access area on the sidewalk shall not be interrupted with building, infrastructure, utility or landscaping elements such as but not limited to columns, supports, plantings or other such materials.
  - v. Proposed area must be compliant with all Federal, State and City Building Codes and access requirements.
    1. Proposed outdoor cafés and eating areas that would occupy or extend into public rights-of-way may not be located in such a manner that renders any public right-of-way, sidewalk, or path non-compliant with Federal, State, or City Building Code.

- vi. Permitting
  - 1. Temporary Use/Event Permits shall be issued annually by Community Development Director and the Fire Marshal.
  - 2. Outdoor cafés and eating areas located in areas requiring an encroachment permit are not allowed prior to April 1<sup>st</sup> or after October 31<sup>st</sup>.
  - 3. All furniture and fencing or other separation devices used in areas requiring an encroachment permit must be removed completely by October 31<sup>st</sup> of each year leaving the area free of all obstructions.
    - a. No modifications or alterations shall be made to or within the public right-of-way to accommodate or support furniture or fencing devices without the written consent of WPWD.
    - b. Any modifications or alterations permitted by WPWD shall be of such nature as to be completely removed, repaired and replaced, and shall allow for unobstructed access to the public right-of-way upon the conclusion of the permitted outdoor café operation.
  - 4. For outdoor cafés and eating areas located within rights-of-way, encroachment permit applications shall be submitted along with the Temporary Use permit.
- D. Temporary Use/Event Permit Submittal and Procedure Information In addition to the required information pertaining to the request as contained within this section, the applicant shall submit the following to the City of Westfield, Community Development Department.
  - 1. A completed application form and required fee.
  - 2. A written statement describing the requested use, operations plan, traffic control and the proposed time period.
  - 3. An 8.5” x 11” plot plan or sketch that illustrates:
    - i. The property lines of the site.
    - ii. Adjacent uses and zoning districts.
    - iii. Location of fire hydrants.
    - iv. Existing and proposed buildings or structures.
    - v. Boundaries of proposed sales/activity area.
    - vi. Proposed lighting and method of power.
    - vii. Parking calculations based upon standards set within this Chapter.
    - viii. Proposed traffic circulation.
    - ix. Location and size of proposed signs.
    - x. Location and method of trash disposal.
    - xi. Any other information deemed necessary by the Community Development Director or their designee.
  - 4. Proof of ownership, or if the applicant is not the owner of the land, written permission from the property owner for said use/activity.
  - 5. If standards above require an Improvement Location Permit or Encroachment Permit, those applications shall be submitted with Temporary Use/Event Permit application.
  - 6. Proof that reasonable liability insurance is carried depending on the use/activity.
    - i. The City of Westfield and Washington Township shall be added as an additional insured at the applicant’s expense.
  - 7. If alcohol is sold or consumed, proof of appropriate permits from the State of Indiana, Alcohol and Tobacco Commission is required.
    - i. No aspect of the City of Westfield Temporary Event, Use or Structure permit shall exempt any entity or individual from all applicable State laws regarding the serving of alcoholic beverages.
  - 8. If cooking or eating is involved in a temporary event, outdoor café or some other eating area, proof of review and approval from the Hamilton County Health Department is required.
  - 9. The Community Development Department will coordinate reviews with Westfield Police and Fire departments. Submittals must be made to the Community Development Department thirty (30) days prior to the scheduled event.

E. Penalties

1. Any person or entity that violates any part of the provisions of this Article shall have the permit revoked for the event.
  - i. If the violation is abated, a permit may be re-instated after a review by the Community Development Director, Chief of Police, Fire Chief or their designees.
2. Any person or entity that has their permit revoked more than once in a one (1) year period will be prohibited from applying for any Temporary Use/Event permits for one (1) year.
3. In the event of a Public Safety emergency the Mayor, Deputy Mayor, Chief of Police, or Fire Chief may revoke the permit.
  - i. If a permit is revoked for Public Safety reasons, the person and entity that were issued the permit may not apply for any Temporary Use/Event permits for a period of two (2) years.
4. Continued non-compliance after the revocation of said permit necessitating additional enforcement action on the part of the City of Westfield may result in:
  - i. The assessment of fines, fees, attorney's fees and court costs as provided for in applicable City and State enforcement statutes.

F. Fees

1. The fee for application for a Temporary permit shall be as per the approved Community Development Department Fee Schedule at the time of application.
2. Fees for application shall be separate from and not applied to any other permits or deposit fees associated with the Temporary event, use or structure.
3. Fees for any Temporary event, use, or structure application which is denied shall be non-refundable.
4. For events located in City Parks and Playing Fields, fees are required per the City of Westfield Parks and Recreation Department Policies and Procedures Manual.
  - i. Parks and Recreation Department fees shall be paid directly to the City of Westfield Parks and Recreation Department.

G. Appeal

1. Any decision to deny a Temporary Use/Event Permit by the Community Development Director may be appealed to the Board of Zoning Appeals.