



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Caylie Houchin; Community Events Coordinator

Commission Meeting Date: August 17, 2022

Agenda Item Wording: Discuss and consider approval of a Special Event Permit Application for the Dripping Springs Pumpkin Festival to take place September 24 through October 31, 2022, at the Dr. Pound Farmstead and utilizing Founders Memorial Park for parking.

Agenda Item Requestor: Caylie Houchin; Dripping Springs Pumpkin Fest, LLC.

Summary/Background: The purpose of this event is to offer a family-friendly fundraiser for the Dr. Pound Farmstead and to increase awareness of the Farmstead. The event is titled the “Dripping Springs Pumpkin Fest” which will feature seasonal decorations, photo opportunities, face painting, balloon twisting, live music, pony rides, petting zoo, trackless train rides, games and activities, seasonal vendors, licensed food trucks, and other attractions commonly associated with fall festivals and/or pumpkin patches, as well as the sale of pumpkins, gourds, and concessions. The event is planned to be open from September 24 to October 31st with setup and teardown dates starting on September 17, 2022 and lasting until November 7, 2022.

The applicant has contacted DSYSA requesting shared use of the parking lot. An email from the DSYSA president, Michelle Ciacco has been received by staff documenting the understanding that there may be parking overlap during the event hours and of operations and peak field use by DSYSA.

The Dripping Springs Farmers Market Manager is aware they will need to move operations for the time the Pumpkin Festival is using the Pound House grounds. They will be utilizing the area around Founders Park Pavilion and Pool House during that time.

Emergency Management Coordinator, Roman Baligad reviewed the special event permit application and has no concerns.

Commission Recommendation:

Staff Recommendation: Approve Dripping Springs Pumpkin Fest, LLC's request to utilize Founders Park parking lot for guest parking.

Attachments: Pumpkin Festival Special Event Permit Application including:

- Event Site Plan
- Sound Control Schedule
- Maintenance & Clean Up Plan
- Monitoring & Security Plan
- Neighborhood Notification Plan
- Correspondences to local EMS/Fire/Constables
- Traffic Plan
- Solaro Estate Winery TABC License
- DSYSA President Email
- Certificates of Insurance
- Dripping Springs Pumpkin Fest, LLC Certificate of Formation Limited Liability Company
- Event Location Agreement Between Dripping Springs Pumpkin Fest, LLC, and the Dr. Pound Farmstead

Next Steps/Schedule: Send to City council for final approval.