



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Kelly Schmidt, Parks & Community Services Director

Council Meeting Date: September 7, 2021

Agenda Item Wording: Discuss and consider approval of a Special Event Permit Application for the Dripping Springs Pumpkin Fest to take place September 25 through October 31, 2021, at the Dr. Pound Farmstead and Utilizing Founders Memorial Park for Parking and Dumpster and Portable Toilet Placement.

Agenda Item Requestor: Dr. Pound Farmstead/Friends of the Pound House, Dripping Springs Pumpkin Patch, LLC.

Summary/Background: The purpose and business of the event is to offer a family-friendly fund raiser 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, hay maze and pyramid, 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 Term of the event is from September 20, 2021 – November 4, 2021 (daily).

In exchange for the use of the Dr. Pound Farmstead grounds, the event will be donating \$20,000 to the organization.

Applicant has contacted the Dripping Springs Youth Sports Association (DSYSA) and has received support and an endorsement from that organization. An email from the umbrella board president Travis Leopold has been received by staff documenting the understanding that there may be parking overlap during the event hours of operations and peak field use by DSYSA.

Applicant estimates that they will have 400 visitors a day between the hours of 10am and 8pm.

Emergency Management Coordinator Roman Baligad reviewed the special event permit application and had concerns over security during peak hours and recommended a traffic control plan be submitted. A traffic control plan and more specific information regarding security plans was submitted and approved.

**Recommended
Council Actions:**

Approve with the following condition: verification that the notice to neighbors letter was delivered to properties within 500 feet of Founders Memorial Park and the Dr. Pound Farmstead.

Attachments:

- Pumpkin Fest Event Permit Application
- Certificate of Insurance
- DSYSA Umbrella Board President E-mail
- Letter requesting placement of an additional dumpster & toilet on park property
- Event Site Plan
- Email response to further questions posed by City Administrator
- 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:

Notify applicant of City Council decision.