



STAFF REPORT

MEETING DATE:	April 21, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	Discuss and consider Ordinance 2025-04-1207 OF THE CITY OF HUTCHINS, TEXAS AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED "GENERAL PROVISIONS" BY AMENDING ARTICLE 1.14 TITLED "PUBLIC GATHERINGS" BY REPEALING DIVISION 2 TITLED "PARADES, CARNIVALS, CIRCUSES AND TENT SHOWS" IN ITS ENTIRETY AND REPLACING IT WITH A NEW DIVISION 2 TITLED "SPECIAL EVENTS" ESTABLISHING REQUIREMENTS FOR SPECIAL EVENTS; AND AMENDING APPENDIX A TITLED "FEE SCHEDULE" BY AMENDING ARTICLE A1.000 TITLED "GENERAL PROVISIONS" BY REPEALING SECTION A1.003 TITLED "PERMIT FEES FOR PARADES, CARNIVALS, CIRCUSES, AND TENT SHOWS" IN ITS ENTIRETY AND REPLACING IT WITH A NEW SECTION A1.003 TITLED "SPECIAL EVENTS"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

Special events as defined by this section pertain to members of the public hosting events on public property that require permits or municipal resources. Examples include events with vendor booths, block parties, parades, car shows, and park gatherings that have enough people in attendance to require first aid or medical provisions. The current stipulations in the Code of Ordinances regarding special events is broad and does not cover the current situations faced by the City. The purpose of having a special events ordinance and subsequent policies is to give the City authority to ensure that events conducted by the public are carried out safely and does not impose an undue burden on staff or liability for the City. As of now, there is not a formal, official process for approving special events which can lead to safety issues, nonuniformity, and negative impacts on staff time.

This Ordinance will require those wishing to host a special event to submit a written application and, as deemed necessary by staff, have safety provisions such as on-site paramedics, traffic control, security, and fire protection plans. It will also require applicants to pay application fees and other costs associated with the staff time needed to review the applications, meet with applicants, conduct permit inspections, setup traffic control mechanisms, and be on-site during the event. At present, staff members are conducting these necessary duties on top of regular work.

Legally, the Code of Ordinances must have updated language to allow passage of more specific special event policies.

Budget Implications

Operational Impact

This Ordinance would pave the way for a new Special Events Policy, and provide uniform procedures for approving special event requests.

Legal Review

The City Attorney approved the ordinance.

Staff Recommendation

Staff recommends that the City Council adopt the ordinance.

Supporting Documentation and Attachments

1. Ordinance