



STAFF REPORT

MEETING DATE:	April 6, 2026
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING A SPECIAL EVENTS POLICY ATTACHED AS EXHIBIT "A" AND PROVIDING AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

On April 21, 2025, the City Council adopted Ordinance No. 2025-04-1207 establishing a Special Events Ordinance. To implement the ordinance successfully, a Special Events Policy is required. This will provide uniform guidelines for staff and renters to follow when members of the public wish to hold an outdoor special event on public property within City limits. Specifically, the policy covers application and approval processes, rules and regulations the applicants must abide by, cancellations, and liability.

Budget Implications

The policy states that the fees and deposits are set according to the fee schedule in Appendix A of the Code of Ordinances.

Operational Impact

Implementing this policy will provide an avenue for staff to uniformly implement rules and guidelines when members of the public wish to hold a special event.

Legal Review

The City Attorney approved the resolution, policy, and related materials.

Staff Recommendation

Staff recommends that the City Council adopts the resolution implementing the Special Events Policy.

Supporting Documentation and Attachments

1. Special Events Resolution and Policy
2. Special Events Application Form
3. Special Events Agreement
4. General Rules and Regulations Handout
5. Internal Approval Form