

MAYOR AND COUNCIL COMMUNICATION

DATE: May 6, 2025
TO: Mayor and Council
FROM: Melinda Moritz, Public Works Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 1 General Provisions, Article 1.09 Parks and Recreation, Section 1.09.034 Prohibited Activities and Uses, to Add a Subsection (i) Special Events

SPONSOR(S): City Manager Caldera, Ph.D.

PURPOSE & BACKGROUND

The purpose of this item is to consider an amendment to the city code to include regulations for special events at the city's parks.

The current code already states that the entire park cannot be rented at one time to any group; however, this past weekend one such group circumvented the regulation by renting out different portions of the park at different times of the day and stating that it was for a family picnic. The group was told after their previous year's event that they would need permission from the Park Commission and City Council to use the park again. Attendance at this past weekend's event was so large that the attendees were forced to secure parking outside of the park parking lot and blocked driveways along Cherryleaf Street. The Police Department had to use all their resources to provide security for the event.

To better prepare for these types of events in the park in the future, we propose the following amendment to the park usage rules:

"(i) Special event. A special event is defined as a group of persons or an organization, with or without vendors, that rent any single or combination of pavilions, athletic fields, or tennis/basketball courts, that may have a significant impact on park resources, as determined by the Leon Valley Police Department, over the period of a single day or weekend. Such special events shall require a completed application and an approved variance from the Park Commission and City Council. Arrangements for security must be made and approved by the Leon Valley Police Department and event logistics must be approved by both the Leon Valley Police and Leon Valley Fire Departments."

Fiscal Impact

A Special Event fee could be created for this type of activity. Staff suggests a fee of \$500, which would recover the cost of staff time, and the Park Commission and Council consideration of each request. The cost of security would be at the requester's expense.

Recommendation

Staff recommends amending the Code to require special event organizers to acquire a variance from the Park Commission and City Council for their events.

The cost for such consideration is at the discretion of the City Council.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary