

Consider Code Amendments Park Usage for Special Events Requiring a Special Event Permit

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Summary

- Question
 - City Council is being asked to consider amending the LVCC Park regulations to add regulations and a fee for special events at the park
- Options
 - Approve the amendments
 - Denial
 - Other
- Declaration
 - The amendments would provide a more secure environment for park users and alleviate undue demands on Police and Fire personnel

Purpose

- 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 and (j) Violation Fine, and to amend Appendix A Fee Schedule to add a Special Event Permit fee and procedure
- These amendments will include regulations, fees, and a fine for large special events at city parks

Purpose / Background

- Code already states that the entire park cannot be rented at one time to any group; however, one group circumvented regulations by renting different portions of the park at different times of the day, stating the event was a family picnic
- Attendance at the event was so large, attendees parked outside of the park, blocking driveways along Cherryleaf Street
- Security was not adequately provided
- Leon Valley Police Department had to deploy all available resources for security and traffic control

Code Amendments

- Proposed amendments to the Code of Ordinances:
 - “(i) Special event - 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, week, or weekend.
 - Such special events shall require 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.”

Code Amendments

- The following process is required for special events:
 - 1) Submit a completed “Special Event” application, including the fee(s) prescribed in Appendix A Fee Schedule.
 - 2) The application will be reviewed by the Police and Fire Departments for recommendations.
 - 3) Arrangements for security must be coordinated with the Leon Valley Police Department. Event logistics require approval from both the Police and Fire Departments.
 - 4) Security and traffic control costs will be the responsibility of the event organizer.
 - 5) Special event organizers must obtain a variance as recommended by the Park Commission and approved by the City Council.

Code Amendments

- (j) Violations Punishable by Fine
 - Violations of this section constitute a misdemeanor punishable by a fine not exceeding \$500.00. Additionally, violators will bear all costs incurred by the city for managing the special event. Each violation is considered a separate offense.”

Code Amendments

- Appendix A Fee Schedule, Section A2.003 Municipal Park Administrative Fees – adding:
 - “(g) Special Event Permit Fee: \$500.00 per event, in addition to rental fees of each park amenity, cleanup fees, private security, and traffic control activities, as required by the Leon Valley Police and Fire Departments.”
- Appendix A Fee Schedule, Section A2.003 Municipal Park Administrative Fees – Revising alpha/numeric order:
 - “(g) Swimming Pool Fees”

Fiscal Impact

- The Code amendments will assist in recouping all costs associated with processing and monitoring special events at the parks

Recommendation

- Staff recommends amending the Code to define a special event, and require special event organizers to acquire a permit, pay fees, and obtain a variance from the Park Commission and City Council for their events