



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Yalondra Santana, Manager  
**DEPARTMENT:** Heritage and Tourism

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance adopting regulations governing special events in the City of Manor, Texas, and providing for related matters.

### BACKGROUND/SUMMARY:

The City of Manor seeks to establish comprehensive regulations for the management and oversight of special events. Key elements include permit application processes, duration and frequency limits, inspection requirements, and conditions for denial or revocation of permits. The attached ordinance is provided for City Council consideration.

**LEGAL REVIEW:** Yes, Shruti Vanaparthi, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 768 Special Events

### STAFF RECOMMENDATION:

Staff recommends that the City Council approve Ordinance No. 768 adopting regulations governing special events and authorizing the City Manager to implement necessary changes to internal policies and procedures.

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