

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 16, 2021

Submitted By:

Staff

Agenda Item:

Discussion and possible action to establish a Special Event Permit process

Description:

The city does not currently have an established method to review and process requests for special events in public spaces. Staff is recommending the creation of a permitting process that would allow for better coordination, documentation, and accountability for public events that involve the use of public land including streets and park land, and city staff time and resources.

Action Requested:

Approve the creation of a special event permit process and authorize the Development Services Director to create a Special Event Permit Application.

Fiscal Impacts:

Proposed fees:

Application fee: \$200

Police Officers and Public Works Crew: Reimbursement for actual costs

Attachments:

1. Draft Permit Application