



City of San Marcos

City Council Work Session

September 19, 2023



Presentation Item 1

Receive a staff presentation, hold discussion, and provide feedback on proposed amendments to Chapter 19 - Special Events of the City's Code of Ordinances.

Purpose



- Inform Council about upcoming changes to the Special Events Ordinance and Process
- Receive any feedback

Why?



- The last time our Special Events Ordinance was updated was almost 15 years ago.
- Will create a more streamlined process for our Citizens and a central location (MyGovernmentOnline) for permits.
- Will help ensure:
 - Consistency
 - Safety
 - Equity

Progress to date



- **2019/2020** : City Staff began to work on updating our Special Events Ordinance, Chapter 19 of City Code. COVID hit and all Special Event permits were moved to the Department of Emergency Management with changes to the ordinance put on hold.
- **Spring 2023 – To Date:** City Staff from the following departments have been meeting to go through the ordinance to propose the redline changes presented:
 - Animal Services
 - Code Compliance
 - Communications
 - Destination Services (Arts and Main Street)
 - Emergency Management
 - Fire
 - Health
 - Marshal's Office
 - Parks & Recreation
 - Planning & Development Services
 - Police
 - Public Works –Traffic
 - Resource Recovery & Community Enhancement
 - Risk Management

Notable changes



- Special event definition
 - Changed from 100 people to 500 people
 - Or, 250 people if alcohol is sold
 - Or, if a road is closed.
- Responsible official has been moved from Chief of Police to the Fire Code Official.

Notable changes continued



- **Permit Application deadline**
 - 60 days versus the current 20 days
- **Clarification for permit application requirements**
 - Addition of email address, site plan, emergency action plan etc.
- **Insurance requirements**
 - Removed City Manager's authority to waive this requirement
 - Removed the bond requirement
- **Permit Determination Form**
 - Additional step in the process

Notable changes continued



- The following exemptions have been removed for consistency and equity.
 - City involvement or an event on City property is not a reason to exempt the event.
 - City Parks
 - An event sponsored by the City
 - Parades
 - Dependent upon the location and # of people attending, most of the following will not need a permit.
 - School events on school owned property
 - Events held by a religious organization on their own premise
 - Private events not open to the public.

Recommendation and Next Steps



- Staff recommends proceeding with the ordinance amendments as presented for first reading on October 2nd, during Council's regular meeting.
- Ordinance Adoption.
- Communicate new process to stakeholders.
- Implementation goal is Spring of 2024.
- Fee schedule amendment in 2024.