

**MEMORANDUM**

**TO:** Mayor and City Council Members  
Douglas G. Faseler, City Manager

**FROM:** Kyle Kramm, Main Street Program Director

**THROUGH:** Rick Cortes, Assistant City Manager

**SUBJ:** Downtown Events Guidelines

**DATE:** June 13, 2018

A growing number of events within the downtown historic district has led to staff to review the current downtown event guidelines. The following recommendations were approved by the Main Street Advisory Board.

1. Address the number of events allowed. The current guidelines say no more than four street closures allowed in a month and no more than four multi-day events. Staff is recommending to remove the cap on the number of events as the street closures are now spread out through the downtown district and no longer impacting just one area.
2. Clarify that all public events using City property in downtown must provide liability insurance.
3. Require a deposit for an event involving a street closure. Currently only events renting Central Park or Walnut Springs Park pay deposits. There are now a growing number of events that are only involving street closures. There is no deposit for an event that is only closing a street. Staff believes that a deposit should be required for these street closures to ensure that if there is damage to property or staff time is required outside normal circumstances, there is a way to recoup some of those costs.

The first two amendments would be reflected in Chapter 90 of the Code of Ordinances, while the deposit would be reflected in the Fee Schedule of the Code of Ordinances.

Staff also discussed with the Board about amending the end time for events in downtown Seguin. Current end time is midnight, unless Council approves a later end time for the event. The Board felt that Council approval of events going past midnight was appropriate.

Staff recommends approval of the changes to the downtown event guidelines.