

PARK ORDINANCE DISCUSSION

June 8, 2021



Chapter 58 - Park and Recreation Ordinance does not address group gatherings in public parks except for setting rental requirements for the Pavilion at Les Lacs Park and the Pavilion at the Addison Athletic Club Outdoor pool.

Chapter 67 - Special Events Ordinance* includes the following definitions and permit requirements for group gatherings:

- District Event - An event held within the district and average attendance that equals or exceeds 1,500 participants per day.
- District Function – An event held within the district and average attendance is fewer than 1,500 participants per day.
- Non-District Event – An event held on private or public property outside of the district that has or is expected to have an average attendance that equals or exceeds 1,500 participants and spectators for each day.
- Event Permit – No special event may be held within the town without first obtaining a special event permit. It is encouraged that special events be hosted in the Addison Arts & Events district when appropriate, but permits may be obtained for other areas within the town as determined through the special events application.

*The Special Events Department is bringing a proposed update to this ordinance to Council in the fall of 2021. The proposed update would make recommendations to reduce the number of daily participants needed to require a permit. These changes will focus on Addison Circle Park and Vitruvian Park.

Current Ordinances do not preclude gatherings under 1,500 people from occurring in Addison Parks. As a result, issues with group gatherings at Urban and Neighborhood Parks, some of which are not designed to accommodate large groups, are occurring. Those issues are:

- Group sizes have exceeded parking capacity.
- Groups have told residents the park is closed for their use.
- Park grounds and amenities have been damaged from mis-use (i.e., stakes have punctured irrigation lines, applied adhesives have damaged paint on site amenities, landscape beds have been trampled and/or electrical plugs have been damaged).
- Demands on park staff have increased due to increased clean up of trash and debris.
- Park staff are typically not on-site during evenings when events typically occur so clean up is not immediate.
- Many group gatherings are not initiated by Addison Residents or Businesses.
- The current ordinance does not provide the Addison Police Department with a means to address issues related to gatherings in Addison Parks.

Staff receives calls from residents, businesses and non-residents requesting to reserve a space for small gatherings, such as weddings and neighborhood parties. Many of the requests are for reserving park spaces other than the pavilion at Les Lacs Park.

Addison Parks



DESTINATION PARKS*

Addison Circle Park

Vitruvian Park

CHARACTERISTICS

- 10+ Acres
- Regional Use
- Parking to support use

COMMUNITY FACILITIES*

Addison Athletic Club

Addison Conference & Theatre Center

CHARACTERISTICS

- Regional or Town Wide Use
- Parking to support use

URBAN PARKS

Arapaho Park

Addison Grove Parks (Future)

Beckert Park

Bosque Park

Parkview Park

Spruill Park

Quorum Park

CHARACTERISTICS

- 1/3 – 3 Acres
- Resident, Business & Visitor Use
- Shared Parking

NEIGHBORHOOD PARKS

Addison Town Park

Celestial Park

Dome Park

Les Lacs Park

North Addison Park

Winnwood Park

CHARACTERISTICS

- 2-6 Acres
- Neighborhood Use
- Limited or No Parking

GREENBELT TRAILS**

White Rock Creek Trail

Redding Trail

CHARACTERISTICS

- Linear 20 – 100' wide
- For connectivity
- Limited or No Parking

Proposed Solution

Staff proposes that a Park Use Permit be developed to meet the needs of Addison Residents and Businesses while reducing the impacts of group gatherings that are occurring.

The Permit would identify:

- Who can apply for the permit?
- What is the cost of a permit?
- What are the hours of use?
- What locations are appropriate for park use by groups?
- What size group requires a permit?
- Rules for use.
- Recourse if rules are broken.

Proposed Solution

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Who Can Apply for a Park Use Permit?

Addison Residents and Businesses. (Business use would be limited to select locations.)

What is the cost of the permit?

Residents - \$150 refundable deposit. (3 hour limit)
Businesses - \$150 refundable deposit + \$75.00 for the first 3 hours and \$25 / hour thereafter.
Minimal charge may be required for set up of items.

What are the hours of use?

8:00 AM – 8:00 PM

What size group requires a permit?

20-100 People

These guidelines follow the precedents set to reserve the pavilion at Les Lacs Park, except for Group Size which is 75.

Proposed Solution



URBAN PARKS

Arapaho Park
Addison Grove Parks (Future)
Beckert Park
Bosque Park
Parkview Park
Spruill Park
Quorum Park

NEIGHBORHOOD PARKS

Addison Town Park
Celestial Park
Dome Park
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What Locations Are Appropriate?

All gatherings of more than 20 people would require an application for a Park Use Permit. The Director of Parks & Recreation will consider all applications and analyze criteria to determine if the permit is approved or not. If approved, the permit would reserve a specific space within a park for group use for a specified time frame.

In order to determine approval of the application the following criteria would be considered:

- Maximum number of attendees
- Requested Location
- Proposed Date & Time
- Type of Event
- Parking Needs / Arrangements
- Set Up Needs

Issuance of Park Use Permits will be limited to parks classified as Urban Parks. The following exceptions will be allowed for parks classified as Neighborhood Parks:

- Les Lacs Park Pavilion may be reserved.
- Neighborhood specific gatherings (HOA meetings / block parties) that do not require parking or restrooms will be considered for Neighborhood Parks.



What are the rules for use and recourse if rules are not followed?

The Individual making the reservation will assume liability for any damages. If the rules for use are not followed the deposit will be forfeited.

The Individual making the reservation is responsible for ensuring the park area is left clean and clear of litter, debris and set-up items. Clean Up must be completed within time period of the reservation.

The reservation is for a specific area in a park. The individual reserving the area understands the remaining areas of the park will be open for public use.

The following items require special approval and must be included in the Park Use Permit application:

- Portable tables and chairs
- Music
- Alcohol
- Portable restrooms
- Bounce House / Games (that require staking)
- Food Trucks

Next Steps



- Staff requests input from Council regarding the proposed Park Use Permit.
- If the discussion is generally in favor of the permit, staff will prepare an update to the Park & Recreation Ordinance and bring it to Council for consideration of adoption.

Park Use Permit Overview	
Who Can Apply for a Permit?	Addison Residents and Businesses
What is the Cost of the Permit?	Residents - \$150 Refundable Deposit Businesses - \$150 Refundable Deposit + \$75 first 3 hours and \$25 / Hour thereafter
What are the hours of use?	8:00 AM – 8:00 PM
What locations are appropriate for park use by groups?	Urban Parks – Addison residents and businesses Neighborhood Parks – Addison residents for neighborhood gatherings only.
What size group requires a permit?	20-100 would require a Park Use Permit > 100 would require a Special Event Permit
What are the rules?	Individual making the reservation is responsible for damage. Individual making the reservation is responsible for clean up and off-site disposal of garbage. Permit is for a specific area in the park. The park remains open for public use. Approval is required for the set up of portable items, music, alcohol, games and food trucks and a small fee may be associated if staff presence is required.
What is the recourse if the rules are broken?	Park Use Permit applicant will lose their deposit, plus charges will incur for replacement or repair of any damage to the park or park facilities. If a Park Use Permit was not secured for a group gathering a citation would be issued, and a fine up to \$500 may be issued by the Municipal Court.