



CHAPTER 25, ARTICLE V – ORDINANCE AMENDMENTS

OR-26-002

January 6, 2026

Background

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- Parades and assemblies regulated under Chapter 25
- Shows, performances, carnivals, and similar events regulated under Chapter 5
- Current regulations were adopted decades ago and do not fully reflect current public safety and resource management needs

Background & Purpose

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- Review and update City regulations related to special events
- Consolidate event regulations currently located in multiple code chapters
- Improve clarity and administration of event permitting

Council Direction & Stakeholder Input

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- Council directed staff to review the Parade and Assembly Ordinance & hold a stakeholder meeting
- Staff held a stakeholder meeting including:
 - Downtown Merchants Association
 - Downtown Advisory Board
 - Youth Advisory Commission
 - Internal City departments
- Stakeholders supported changes and provided additional feedback

Stakeholder Feedback

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- Smaller and first-time events should not close streets
- Preference for use of City-owned lots Downtown for events up to 500 attendees
- Street closures should be limited to larger or City-sponsored events
- Need for predictable application & event timelines
- Desire for clear expectations, accountability, and post-event feedback
- Concerns related to vendor placement, generators, and blocked storefronts

Proposed Staff Changes

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- Consolidate parades, assemblies, and amusements into one ordinance
- Repeal Chapter 5, Article IV (Shows, Etc.)
- Establish a tiered structure based on event size and operational impact
- Fees to be established per tier in FY27 with the new fee schedule

Resource-Based Review

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- Allow more than one event on the same day when City resources are available
- Approval based on:
 - ▣ Availability of required City resources
 - ▣ Prior event history
 - ▣ Timely submission of a completed application

Tiered Event Structure

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Tier 1 – Minor Events

- Neighborhood or community-scale events
- Up to 100 attendees
- Minimal impact to City services
- Examples: block parties, HOA events

Tier 2 – Limited Impact Events

- Small public events
- 101–500 attendees
- No road closures
- No alcohol service

Tiered Event Structure Cont.

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Tier 3 – Moderate Impact Events

- 501–1,000 attendees
- Road or parking lot closures
- Increased public safety coordination

Tier 4 – Major Impact Events

- Over 1,000 attendees or multi-day events
- Alcohol service, noise waivers, or significant closures
- Highest level of City coordination

Recurring Events

- Series of substantially similar events (e.g., markets)
- Reviewed collectively

Insurance & Risk

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- Insurance requirements scale by tier and event risk
- Lower-risk events may have minimal or no insurance requirements
- Higher-risk events require increased coverage
- Coverage considers:
 - Attendance size
 - Duration
 - Alcohol service
 - Rides or temporary structures

Operations & Accountability

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- Clarify when street closures may be approved
- Encourage use of parking lots and appropriate venues for smaller events
- Establish clearer requirements for vendors
- Allow consideration of prior compliance history
- Strengthen enforcement authority for public safety concerns

Special Events Guide

- User-friendly resource for event organizers
- Explains ordinance requirements in user-friendly format
- Includes timelines, checklists, and examples
- Does not add or change ordinance requirements
- Supports consistent and transparent administration



Special Events Guide

This guide provides an overview of the City of Killeen's special event permitting process, including event classifications, application timelines, and general requirements.



Financial Impact & Recommendation

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- No direct cost to adopt ordinance
- Continues collection of event-related fees, per adopted fee schedule
- Supports cost recovery for police, fire, EMS, and sanitation services
- Revenues and expenditures already budgeted
- Staff recommends adoption of the ordinance, as presented