

Unified Development Code – Temporary Use Permits

Request	Hold a public hearing and make a recommendation to City Council on revisions to Chapter 125 of the Code of Ordinances of the City of League City related to Temporary Use Permits.
Applicant	City of League City
City Council	Public Hearing & First Reading – September 23, 2025; Second Reading – October 14, 2025
Attachments	<ol style="list-style-type: none">1. Redlined Ordinance2. Proposed Special Event Ordinance

Summary Approval of this proposed ordinance will amend Chapter 125 related to Temporary Use Permits and create Chapter 14, related to Special Events, establishing a unified process for the administration and permitting of special events in League City.

As League City continues to grow, the community has experienced an increase in both the frequency and scale of special events. These special events, while beneficial to the social and economic fabric of the city, frequently require a significant allocation of city resources, often beyond the scope of normal operations. Large events may strain public safety capabilities and, in the event of a catastrophic incident, could potentially exceed available emergency response capacity. Special events could range from a monthly Farmer’s Market to the Holiday in the Park celebration.

In addition, residents and event organizers currently must interact with multiple departments to obtain permits, submit plans, and coordinate logistics. This fragmented approach can result in confusion, miscommunication, and inefficiencies both internally and externally.

The proposed ordinance establishes a single point of contact through the Office of Emergency Management (OEM), streamlining the permit process and ensuring all relevant safety, logistical, and administrative requirements are addressed in a centralized manner. It defines criteria for what constitutes a special event (e.g., attendance exceeding 150 people or significant impact on city services), outlines application requirements and timelines, and ensures that event approvals are coordinated across all necessary city departments.

This effort reflects months of collaboration among representatives from Emergency Management, Police, Fire, Parks, Legal, and Planning departments. It aligns with the city’s strategic priorities by enhancing public safety, improving customer service, and increasing efficiency.

The amendments under consideration by the Planning and Zoning Commission relate specifically to Temporary Use Permits (TUPs) within the Unified Development Code (UDC). Currently, the TUP Ordinance contains a separate permitting process for private special events, which will now be integrated into a newly created ordinance. Consequently, most of the existing TUP section within the UDC will become redundant. The creation of Chapter 14, dedicated to Special Events, consolidates all associated regulations into a single ordinance, eliminating the need for a standalone TUP Ordinance. However, the sections regarding concrete mixing and batch plants, as well as temporary parking lots, are not addressed by the new ordinance and will therefore remain part of the UDC.

Development Services Strategic Plan

The proposed ordinance amendments are consistent with several initiatives of the Development Services Strategic Plan, including:

- Regularly review ordinances to flag opportunities for policy improvements.
 - o *The proposed ordinance amendments are a result of staff reviewing the Unified Development Code and finding ways to help streamline development processes.*
- Ensure that new and modified policies and procedures are proactively communicated to all patrons and that reasonable implementation (lead) time is provided.
 - o *Staff met with stakeholders to discuss the proposed ordinance amendments. There were no objections to the proposed changes.*

Outcomes

The proposed ordinance amendments will have the following outcomes:

- The creation of a centralized permitting process through the Office of Emergency Management will reduce bureaucratic complexity and streamline event coordination.
- A unified ordinance ensures thorough safety assessments and better coordination across emergency services, potentially reducing risks associated with large-scale events.
- Residents and event organizers will have a single point of contact, minimizing misunderstandings and communication errors.
- Simplify special permit regulations.
- The amendments reflect and support League City's strategic goals, such as improving customer service, operational efficiency, and public safety standards.

For additional information, you may contact Kris Carpenter, Planning Director at 281-554-1098 or at Kris.carpenter@leaguecitytx.gov.

3.14.15 Temporary Structures and Uses

- a. **General.** Structures and uses ancillary to a permitted principal that are intermittent in nature are considered temporary structures and uses. Temporary structures and uses are subject to the same regulations that apply to principal uses in each district, except as otherwise specified by this Section. This Section establishes regulations for temporary structures and uses.

~~b. **Temporary Uses.** Special events that will occur for a consecutive 72 hours or less in a 12-month period shall obtain approval from the City of League City Police Department. Temporary uses that will occur for longer than a consecutive 72-hour period in 12 months shall obtain a temporary use permit and be located, developed, and operated in compliance with the following standards:~~

1. **Temporary Use Permits (Administrative).** The Planning ~~Manager~~Director and Building Official or designees shall approve or deny temporary use permits based upon consideration of the nature of the use; existing uses in the surrounding area; noise, dust, light and traffic generated; and health and sanitary conditions. The Planning ~~Manager~~Director and Building Official or designees shall have the right, upon finding that a hazard or nuisance shall exist by continuing such use, to revoke any temporary use permit at any time or to deny any extension. The Planning ~~Manager~~Director and Building Official or designees may consider temporary use permits for the following uses:

~~i. **Temporary uses of a religious or philanthropic nature** by those organizations not normally conducting business for profit may be allowed for the period of their actual duration up to a maximum of 30 days, except that two extensions of up to 30 days may be possible upon application and approval.~~

~~ii. **Temporary sales of seasonal products** such as firewood, cut trees, plants, fruits and vegetables, and the like may be allowed during their normal and generally accepted season for a period of up to 30 days, except that two extensions of up to 30 days may be possible upon application and approval. Temporary sales of seasonal products may be allowed no more than 90 days, whether consecutive or cumulative, per site within a 12-month period.~~

~~**Temporary Use Permits (Planning and Zoning Commission).** The Planning and Zoning Commission shall approve or deny temporary use permits based upon consideration of the nature of the use; existing uses in the surrounding area; noise, dust, light and traffic generated; and health and sanitary conditions. The Planning and Zoning Commission shall have the right, upon finding that a hazard or nuisance shall exist by continuing such use, to revoke any temporary use permit at any time or to deny any extension. The Planning and Zoning Commission may consider temporary use permits for the following uses:~~

- i. **Concrete mixing or batching plant uses** temporarily required by contractors during the construction of residential structures, buildings, and infrastructure

improvements, provided that such use shall not be permitted nearer than 250 feet to a developed lot in a district zoned for residential uses. The period of time for which the use may be permitted shall be determined by the Planning and Zoning Commission.

- ii. **Temporary parking lots** for overflow parking of principal uses on site or adjacent to the site. The period of time for which the use may be permitted shall be determined by the Planning and Zoning Commission. *Exception:* The City Planner and Building Official or designees may approve for a period of up to 30 days, except that two extensions of up to 30 days may be possible upon application and approval.
 - iii. **Other Temporary Uses.** All other temporary uses that are not described in this section may be considered by the Planning and Zoning Commission.
2. **Building and Fire Permits.** Temporary uses shall obtain applicable building and fire permits prior to commencement of activities.
 3. **Setbacks.** The temporary use shall be set back a minimum of 50 feet from any adjacent, occupied residential lot or parcel.
 4. **Parking.** Any parking for the use shall be on site or adjacent to the site. The number of spaces required shall conform to the requirements of Section 4.19.
 5. **Signage.** All signage shall conform to the requirements Article 8: Signs.
 6. **Additional Requirements.** Adequate sanitation, water, traffic control, parking and public health measures shall be provided for all temporary uses.

Chapter 14

Article I. - SPECIAL EVENT ADMINISTRATION & PERMITTING

Sec. 14-1. Purpose.

The purpose of this article is to provide definitions, permitting requirements, and methods for administering special events within the City of League City to ensure public safety, efficient allocation of city resources, and the orderly conduct of special events that may impact public safety.

Sec. 14-2. Definitions.

Applicant means the person, sponsor, promoter, organizer, operator or any of their respective agents, representatives or contractors who file an application for a special event permit and who agrees to be responsible for the special event.

Attendees means any individual who is present within the area of a special event, including but not limited to participants, spectators, event staff, vendors, and volunteers.

OEM means the City of League City Office of Emergency Management department, who shall act as the administrative department for the purpose of this article.

Reoccurring Special Event means any event that occurs, or is intended to occur, more than one time within a 35 calendar day period, which may be evidenced in the permit application or by submission of separate permit applications for the same event. Except where a distinction is made, the term Special Event includes a Reoccurring Special Event.

Special Event means any one-time, annual, infrequent, or reoccurring gathering which could potentially and extraordinarily impact City resources and public safety, and that attracts, or is expected to attract, more than one hundred and fifty (150) attendees.

Sec. 14-3. Permit Required.

- (a) It shall be unlawful for any person, organization, or entity to:
- (1) hold a Special Event without first obtaining a permit issued under this article and/or paying any applicable fee(s);
 - (2) promote a Special Event without having first applied for a Special Event permit;
 - (3) hold a Special Event after the Special Event permit has been revoked; or
 - (4) hold a Special Event after the City has canceled the Special Event.

Sec. 14-4. Permit Application.

- (a) An Applicant seeking a Special Event permit must file an application using the City's designated online portal. An application must be filed not less than 45 calendar days before the first proposed date of the Special Event. Expedited consideration of permits desired less than 45 calendar days prior to the first proposed date of the Special Event may be conducted at the discretion of the OEM.
- (b) The application must be signed by the Applicant and must include at a minimum the following information:
 - (1) The name, mailing address, email and telephone number, including cellular, of the Applicant. If the Applicant is an entity or organization, the above information shall be provided in addition to the name and contact information of the individual making application on behalf of such an entity or organization, identifying in what capacity and under what authority such person represents the entity or organization;
 - (2) The name, address, email and telephone number, including cellular, of the Applicant's employee(s) or agents(s) who will be present and in charge during the entire Special Event including setup and breakdown, and if applicable, the specific day and times such employee(s) or agent(s) will be present;
 - (3) The location and description of the property on which the Special Event is to be held;
 - (4) Requested date(s) and time(s) of the Special Event;
 - (5) Description of site plan showing event layout, security and safety plan, transportation plan, and parking plan;
 - (6) Full description of activities planned for the Special Event, including schedule, set-up/break down times, event elements, trash management, and sanitation plans;
 - (7) Estimated number of Attendees;
 - (8) If applicable, media and/or drone management plan;
 - (9) If applicable, additional required permit(s) and/or rental agreement(s); and
 - (10) If applicable, proof of liability insurance for the Special Event naming the City of League City as an additional insured and execution of a waiver and indemnification agreement.
- (c) The City reserves the right to require any additional information it deems necessary to ensure public safety and limit the potential impact on City resources.
- (d) Requirement of additional permits.
 - (1) Approval of a Special Event permit does not negate the requirement of any other permit or rental agreement as required under city policy, local, state, or federal law. Applicants may be required to obtain additional permits from the City or relevant state agency, including but not limited to a tent or structural permit, alcohol permit, amplification permit, media permit, fireworks permit, security permit or signage permit.

- (2) It shall be the Applicant's sole responsibility to ensure the Applicant follows all City policies, local, state, and federal laws and acquires all necessary permits to be in compliance with all local, state, and federal laws.

Sec. 14-5. Fee(s).

Any fee(s) assessed under this article shall be imposed for the sole purpose of recovering the administrative costs incurred by the City in processing the Special Event application and/or Special Event permit. The amount of such fee(s) shall be at a rate as determined by City Council and may be amended from time to time as deemed necessary.

Sec. 14-6. Application review.

- (a) After an application has been filed, the application shall be sent to the applicable City departments for approval.
- (b) Each City department designee shall evaluate the application to ensure the City has adequate resources and that the Special Event can be conducted without an impact on the public's health, safety, or welfare. Upon evaluation completion, the City department designee shall make any comments, concerns, or recommendations to the OEM.
- (c) Based on any comments, concerns, or recommendations, the OEM may require the Applicant to provide additional information, permits, and/or plans, which may include event staffing details, a medical plan, a site safety plan, and/or an inclement weather plan.
- (d) The OEM shall approve or deny an application within 15 calendar days after a complete application is received.
- (e) Any application seeking a Special Event permit for an event that is or is intended to be a Reoccurring Special Event, must also be approved by the City Manager or their designee.

Sec. 14-7. Issuance, denial or revocation of permit.

- (a) A permit shall be issued after receiving a complete application, approval by the necessary department(s), and payment of any required fee(s).
- (b) A permit is only valid for the Special Event for which the application is made and may not be transferred or assigned to any another person, organization, or entity.
- (c) A permit may be denied for failing to timely file an application, filing an incomplete application, false or misleading application information, failure to receive approval by the applicable City department(s), failure to adhere to any requirements under this article, or if City determines, in its sole discretion, the Special Event will negatively affect the public's health, safety, or welfare.
- (d) A permit may be revoked, at any time, for failure to adhere to any requirements under this article, failure to acquire necessary permits, false or misleading application information, or for any violation of City policy, local, state, or federal laws.
- (e) The City reserves the right to cancel any Special Event, in its sole discretion, if the City determines cancellation is necessary to protect the public's health, safety, or welfare. This

includes, but is not limited to inclement weather events, blocking of ingress or egress of public streets, pandemics, or civil disorder.

Sec. 14-8. Inspections.

- (a) The City, including but not limited to the police department and fire marshal office, reserves the right to inspect any Special Event before, during, or after the Special Event to ensure the safety of the public and compliance with this article. If it is determined a violation is occurring, the City may order the Applicant of the Special Event to correct the violation and, if necessary to protect the public's health, safety, or welfare, shut down the Special Event.
- (b) It is an offense should the Applicant fail to comply with an order issued under this section.

Sec. 14-9. Penalty.

Any person, organization, or entity who violates any of the provisions of this article shall, upon conviction, be fined the maximum fine allowable by state law.

Sec. 14-10. Appeal.

The Applicant shall have the right to appeal the denial or revocation of a permit by submitting an appeal, in writing, to the City Secretary within 7 calendar days of receiving notice of denial or revocation. The Applicant may submit documents or other evidence in support of their position with their written appeal. The City Manager or their designee will review the appeal and may reverse, affirm, or modify in any regard the denial or revocation. A decision shall be issued by the City Manager or their designee within 7 calendar days after the filing of the written appeal with the City Secretary, and such decision shall be final.

Sec. 14-11. Special Event Additional Rules and Regulations.

City Council authorizes the City Manager or their designee to promulgate rules and regulations consistent with, and to further the purpose of, this ordinance.