

PARKS, RECREATION & CULTURAL SERVICES MEMORANDUM
#21-2026

DATE: Aug. 24, 2026

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Jason Loveland, Acting City Manager *AL*

FROM: Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*

SUBJECT: CB-2041 – Organized Community Event Permits

PURPOSE

To consider CB-2041, an ordinance on first reading amending Section 17-4-2 of the Northglenn Municipal Code to include definitions and permit requirements for organized community events held in City parks.

BACKGROUND

CB-2041 would require a permit for any organized community event held in a City park and open to the public. The proposed ordinance includes the following regulations:

- A group could receive permits for no more than one event every other week, not to exceed 26 events per calendar year.
- Staff would balance the needs of the applicant group with the City's need to administer the various uses of the park.
- Staff would also evaluate:
 - The expected size of the community event;
 - the impact on park operations;
 - other previously scheduled uses of the park or portion of the park facility; and
 - potential adverse effects on public health, safety, or welfare.

An Organized Community Event Permit would not be required for private gatherings, such as birthday parties, family reunions, or school visits.

The City already has permitting processes for amplified sound, off-leash dog events, and park vending. A similar process for Organized Community Event Permits would be developed to promote compliance with the ordinance while making the permit process accessible to community members.

The proposed ordinance aligns with the language that was agreed upon by the plaintiffs in the proposed settlement agreement.

BUDGET/TIME IMPLICATIONS

There are no direct financial impacts to the City.

STAFF RECOMMENDATION

Staff recommends approval of CB-2041 on first reading.

STAFF REFERENCE

If Council members have any questions, please contact Amanda Peterson, Director of Parks, Recreation & Culture, at apeterson@northglenn.org or 303.450.8950.

CB-2041 – Organized Community Event Permits

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S BILL

ORDINANCE NO.

No. CB-2041
Series of 2026

Series of 2026

A BILL FOR AN ORDINANCE REPEALING AND REENACTING SECTION 17-4-2 OF THE NORTHGLENN MUNICIPAL CODE REGARDING PERMITTING OF CERTAIN EVENTS IN CITY PARKS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Section 17-4-2 of the Northglenn Municipal Code is hereby repealed and reenacted to read as follows:

Section 17-4-2. Organized Community Event Permits – Persons Excepted.

(a) Organized Community Event Permits.

(1) *Definition.* For purposes of this Section 17-4-2, the following terms shall have the following meanings:

A. "*Group*" means any number of people, whether organized formally or informally, that gather together as individuals for a common purpose, common interest, or common activity, or are otherwise organized for a common purpose, common interest, or common activity.

B. "*Organized community event*" means any organized temporary activity using a park facility or portion of a park facility, excluding athletic fields, organized by a group which includes a public invitation through public notice, social media, or any other communication method which reasonably may be expected to attract a group of individuals in response to the public invite.

(2) *Exclusions.* The term "organized community event" shall not include any activity sponsored in whole or in part by the City or another political subdivision of the State of Colorado.

(3) *Permit required for an Organized Community Event.* It shall be unlawful to have an organized community event as defined hereunder without first obtaining a permit from the Director as described in this Section 17-4-2.

(4) *Number of Permits.* Any organized community event that involves more than one activity or site, or which is held over a period of two or more consecutive days, need only obtain one permit, provided that the application specifies each activity, park facility or portion of park facility, and dates. A permit may authorize organized community events to occur on multiple specified dates. A permit shall not be denied solely because an organized community event occurs

on a recurring basis, on multiple specified dates, or has previously occurred in a park facility. In no event shall a permit be granted to a group for more than one organized community event every other week, not to exceed 26 times per year, in the City of Northglenn.

(5) *Criteria for Issuance of Organized Community Event Permits.* The Director shall utilize the following criteria when making any decision to grant, deny, or revoke a permit or relocate an event to another facility in the park:

- A. The desired park facility to be used by the applicant group;
- B. Whether the applicant group seeks to use all or a portion of a park facility;
- C. The needs of the applicant group seeking to utilize all or a portion of the park facility balance with the needs of the City in administering the various uses of the park, taking into account the expected size of the group, the impact on park operations of the organized community event, and other previously scheduled uses of the park or portion of a park facility;
- D. Whether objective physical characteristics of the requested location render the location unable to accommodate the proposed attendance and activities safely;
- E. Whether the proposed use creates a risk of personal injury or property damage beyond normal wear and tear;
- F. Whether the proposed event may reasonably be expected to increase the risk of public or private disturbances or nuisances;
- G. Whether the proposed event may reasonably be expected to call for additional police, trash removal, maintenance, or other public services demands;
- H. Whether use of a particular area of a park or park facility that by the nature of the public invitation utilizes a portion of a park or park facility for the organized community event to the exclusion of individuals not participating in such organized community event; or
- I. Other significant adverse effects upon public health, safety, or welfare.

(6) The Director shall approve or deny any permit application within ten (10) business days. The Director shall provide a written explanation for any revocation or denial of a permit application or decision to relocate an organized community event. The written explanation shall identify the specific subsection of Section 17-4-2 relied upon and the specific objective facts supporting the determination. Failure to issue a written decision denying the permit within the requisite time period shall constitute a grant of the requested permit.

(7) *Compliance with Local Laws, Ordinances, and Park Rules.* A group utilizing all or a portion of a park facility for an organized community event permit issued pursuant to this Section 17-4-2 shall be responsible for compliance with all generally applicable laws, ordinances, park rules, and regulations, and the failure to comply with such laws, ordinances, park rules, and

regulations shall be grounds for revocation of a permit or denial of a future organized community event permit.

(b) In addition to community event permits as defined above, the City Council hereby finds that justification for exceptions to park closing hours may exist in the case of activities of groups of citizens when valid reasons are established for the extension of such closing hours and responsibility for removal of litter, trash and debris and the performance of conditions can be established as follows:

(1) The Parks and Recreation Advisory Board is directed to establish rules and procedures for the issuance by the Director of permits for exceptions to park closing hours consistent with the guidelines of this Section 17-4-2(b).

(2) The Director may issue a permit for the use of any part of or all of the park, after the specified closing time and until a time specified in such permit. When any such permit has been issued, the closing time of the park shall be extended to the time specified. Such permit may require performance of conditions including removal of litter, trash and debris, and in such case shall entitle the applicant to be or remain in such park after the extended closing time and until such conditions are performed. A permit issued pursuant to this section shall not be construed as absolving an applicant from obtaining a Special Events Permit pursuant to Section 18-2-8 of the Municipal Code, or such additional permits as are otherwise required by the City or by law.

(c) The provisions of Section 17-4-2 of this Article shall not apply to employees of the Department, police officers, ambulance personnel, firemen, or any city, state or county officers engaged in the performance of their duties.

INTRODUCED, READ AND ORDERED POSTED this ____ day of _____, 2026.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____, 2026.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney