CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Special Event Permit - ValleyFest
Valley Band Booster Club
Approval of Temporary Parking on Grass Areas

DATE: September 4, 2018

FINANCIAL IMPACT: None

BACKGROUND:

Valley High School will be hosting its Annual ValleyFest Marching Band Festival on Saturday, October 6th at Valley Stadium. This is the largest fundraiser for the Valley Band Booster Club. ValleyFest hosts approximately 40 marching bands and has an estimated total attendance of 5,000 for the day-long event, which generates a lot of traffic, including buses, equipment trucks, and spectator vehicles.

Pete Anderson is a member of the Valley Band Booster Club and has been tasked with coordinating parking for the event. Mr. Anderson has submitted the special event application, which includes a proposal to allow parking in two designated grass areas on the City-School campus, the grass area northeast of Valley Stadium and the other being the grass area east of the entrance to Southwoods Freshman High School, as indicated on the attached map. Staff recommends approval of the request.

OUTSTANDING ISSUES (if any): None

RECOMMENDATION:

Motion to approve staff recommendations to allow temporary parking of cars on the grass areas as requested subject to complying with all other applicable City requirements and the following:

1. Ramp the curb in the stadium lot for access to the parking northeast of the stadium and not the access road
2. Place barrier tape along the north edge of the parking northeast of the stadium to clearly delineate this as a special parking area and to impede ingress from the access roads.
3. If conditions are deemed too dry at the time of the event by Fire Department staff, then parking on the grass will be prohibited.

Lead Staff Member: Ryan T. Jacobson, City Clerk RTJ

STAFF REVIEWS

Department Director	Ryan T. Jacobson, City Clerk
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	RTJ

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	
Date Reviewed	

Attachments:

Attachment A - Written Request
Attachment B - Parking Map

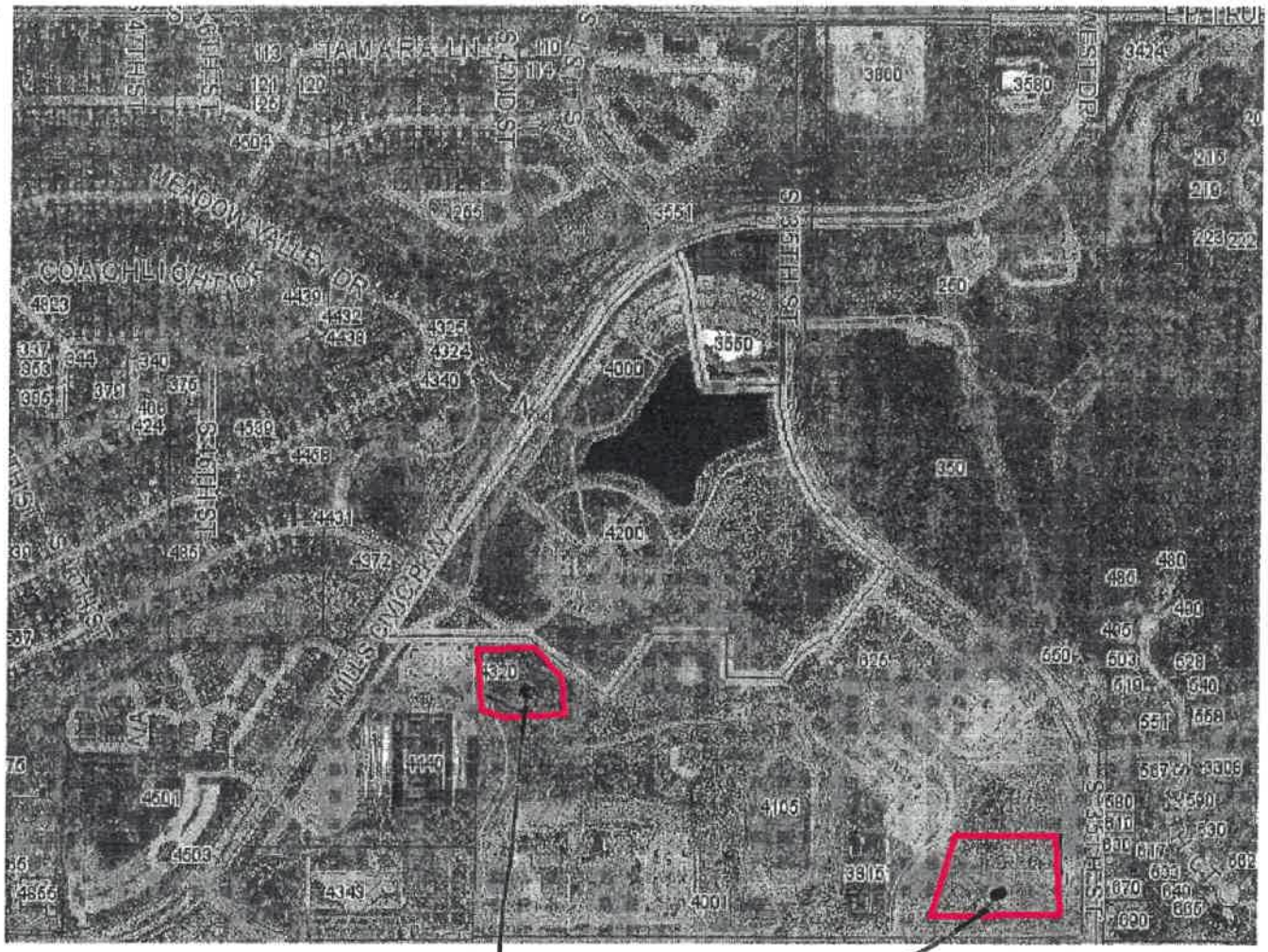
ValleyFest Special Event Request

We are requesting permission to park on the grass at the following locations (see attached map) near Valley Stadium on October 6, 2018.

Location 1 – the open field to the east of the lower stadium lot. The parking area will be roped off so that cars will be kept in specific areas on the grass. The parking area will be monitored at all times during our event and cars will be directed where to park. The parking area will be used for volunteer. The cars will enter off Mills Civic Pkwy at the entrance near the lower parking lot of the stadium. We will have ramps to get over the curbs. The cars will exit at the same location they entered.

Location 2 – the grass area at Valley Southwoods just inside the parking lot entrance of Fuller Road. The parking area will be monitored at all times during our event and cars will be directed where to park. We will have ramps to get over the curbs. The cars will exit at the same location they entered. Those parking here will be allowed to walk the fitness trail to the stadium. There will be sufficient lighting after dark.

The parking lots at City Hall, lower stadium lot, Valley Southwood lots, and Jordan Creek lots will be used for bus and equipment truck parking only – no cars will be allowed in these lots.



Volunteer Parking here.

Public Parking