

STATE OF TEXAS §
 §
COUNTY OF EL PASO §

**AGREEMENT FOR THE TEMPORARY CLOSURE
OF STATE RIGHT OF WAY**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the “State,” and the City of El Paso, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the “local government.”

W I T N E S S E T H

WHEREAS, the State owns and operates a system of highways for public use and benefit, including **Mesa St. and Texas Ave.**, in El Paso, County; and

WHEREAS, the local government has requested the temporary closure of **Mesa St. between Franklin Ave. and Texas Ave., and Texas Ave. between Oregon St. and Octavia St.**, for the purpose of allowing the **WinterFest 2025 Opening Day & Lights Parade**, from **6:00 am** on **Saturday, November 22, 2025**, to **6:00 am** on **Sunday, November 23, 2025**, as described in the attached “**Exhibit A**”, hereinafter identified as the “Event;” and

WHEREAS, the Event will be located within the local government’s incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State’s right of way will be performed within the State’s requirements; and

WHEREAS, on the **18th day of November, 2025**, the El Paso City Council passed a Resolution, attached hereto and identified as “**Exhibit B**,” establishing that the Event serves a public purpose and authorizing the local government to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The physical description of the limits of the Event, including county names and highway numbers, the number of lanes the highway has and the number of lanes to be used, the proposed schedule of start and stop times and dates at each location, a brief description of the proposed activities involved, approximate number of people attending the Event, the number and types of animals and equipment, planned, physical modifications of any man-made or natural features in or adjacent to the right of way involved and a location map is attached hereto as “**Exhibit C,**” and incorporated as if fully set forth herein.

Article 3. OPERATIONS OF THE EVENT

A. The local government shall assume all costs for the operations associated with the Event, including but not limited to; plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signage.

B. The local government shall submit to the State for review and approval: the construction plans, if construction or modifications to the State’s right of way is required; the traffic control and signage plans; traffic enforcement plans, and; all other plans deemed necessary by the State. The State may require that any traffic control plan of sufficient complexity be signed, sealed and dated by a registered professional engineer. The traffic control plan shall be in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices. All temporary traffic control devices used on state highway right of way must be included in the State’s Compliant Work Zone Traffic Control Devices List. The State reserves the right to inspect the implementation of the traffic control plan, and if it is found to be inadequate, the local government will bring the traffic control into compliance with the originally submitted plan, upon written notice from the State noting the required changes, prior to the event. The State may request changes to the traffic control plan in order to ensure public safety due to changing or unforeseen circumstances regarding the closure.

C. The local government will ensure that the appropriate law enforcement agency has reviewed the traffic control for the closures and that the agency has deemed them to be adequate. If the law enforcement agency is unsure as to the adequacy of the traffic control, it will contact the State for consultation no less than 10 workdays prior to the closure.

D. The local government will complete all revisions to the traffic control plan as requested by the State within the required timeframe or that the agreement will be terminated upon written notice from the State to the local government. The local government hereby agrees that any failure to cooperate with the State may constitute reckless endangerment of the public and that the Texas Department of Public Safety may be notified of the situation as soon as possible for the appropriate action, and failing to follow the traffic control plan or State instructions may result in a denial of future use of the right of way for three years.

E. The local government will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

F. The local government will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right of way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The local government will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the local government shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

G. The local government hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the local government's traffic control plan.

H. The local government will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right of way and restore or repair the State's right of way, including, but not limited to, roadway and drainage structures, signs, overhead signs, pavement markings, traffic signals, power poles and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural and cultural environment in accordance with federal and state law, including landscape and historical features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the local government will remain the property of the local government. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

Article 5. TERMINATION

A. This agreement may be terminated by any of the following conditions:

- (1) By mutual written agreement and consent of both parties.
- (2) By the State upon determination that use of the State's right of way is not feasible or is not in the best interest of the State and the traveling public.
- (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
- (4) By satisfactory completion of all services and obligations as set forth herein.

B. The termination of this agreement shall extinguish all rights, duties, obligations, and liabilities of the State and local government under this agreement. If the potential termination of this agreement is due to the failure of the local government to fulfill its contractual obligations as set forth herein, the State will notify the local government that possible breach of contract has occurred. The local government must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the local government does not remedy the breach to the satisfaction of the State, the local government shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State's right of way, the local government and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the local government and/or its contractors are encroaching upon the State right of way.

B. In the event the local government is a self-insured entity, the local government shall provide the State proof of its self-insurance. The local government agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the local government and the State.

Article 10. COMPLIANCE WITH LAWS

The local government shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right of way.

Article 11. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

Local Government:	State:
City of El Paso Attn: Dionne Mack City Manager 300 N. Campbell- City 1, 2 nd Floor El Paso, Texas 79901	Texas Department of Transportation Attn: Tomas C. Trevino, P.E. El Paso District Engineer 13301 Gateway West El Paso, Texas 79928-5410

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

THE CITY OF EL PASO

Executed on behalf of the local government by:

Dionne Mack
City Manager

Date _____

APPROVED AS TO FORM:

Russel T. Abeln

Russell T. Abeln
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Philip F. Etlwe

Philip F. Etlwe, Director
Planning and Inspections Department

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____
Tomas C. Trevino, P.E.,
El Paso District Engineer

Date _____



Exhibit A
City of El Paso
Streets and Maintenance
Traffic Control Permit



Site Address: 114 MILLS, EL PASO, TX 79901

Permit No: **EPTC25-03902**

Issued: **10/02/2025**

Expires: **01/12/2026**

Applicant	Phone Number	Barricade Company
PHOEBE GRIJALVA 801 texas EL PASO, TX 79901	Applicant:915-242-9000 Barricade:915-592-6619	APACHE BARRICADE & SIGN 11560 PELLICANO DR PO BOX 950667 EL PASO, TX 79996

WORK AUTHORIZED: COEP PARKS AND RECREATION WILL BE HAVING AN EVENT AT SAN JACINTO PARK, REQUIRING STREET AND SIDEWALK CLOSURES PROVIDED BY APACHE BARRICADE COMPANY. NO OVERNIGHT TC DEVICES, EQUIPMENT, OR DEBRIS ARE TO BE LEFT ON OR OFF THE WORK AREA. ACTIVE TCP MUST BE PRESENT AND FOLLOWED AT ALL TIMES WITH AT LEAST 10' TRAVEL LANES. RESIDENT, BUSINESS & EMERGENCY VEHICLES MUST HAVE ACCESS AT ALL TIMES.
24/7 CLOSURE 11/10/25-01/12/26
OPENING DAY CLOSURE-11/22/25 6:00AM -11/23/25 6:00AM
PARADE- 11/22/25 11:00 AM - 9:00 PM

TYPE OF TRAFFIC CONTROL SET UP: ROAD CLOSURES / LANE CLOSURES/

Start Date: 11/10/2025

Expiration Date: 01/12/2026

Length of Term: Long 24/7 CLOSURE 11/10/25-01/12/26
OPENING DAY CLOSURE-11/22/25
6:00AM -11/23/25 6:00AM
PARADE- 11/22/25 11:00 AM - 9:00 PM

**PERMIT APPROVED
FOR COEP ROW
ONLY**

*** NOTICE ***

1. THIS PERMIT IS ISSUED IN ACCORDANCE WITH PROVISIONS OF CHAPTER 12.30 OF THE MUNICIPAL CODE AND CURRENT EDITION OF CHAPTER SIX OF THE TEXAS MANUAL OF UNIFORMED TRAFFIC CONTROL DEVICES AND THE APPLICANT, IN ACCEPTING IT, OBLIGATES THEM TO COMPLY FULLY WITH ALL THE PROVISIONS OF THE MUNICIPAL CODE.
2. THIS TRAFFIC CONTROL PERMIT AND APPROVED TRAFFIC CONTROL PLAN, OR A COPY THEREOF, SHALL BE KEPT ON THE JOB SITE UNTIL COMPLETION OF THE PROJECT.
3. I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS PERMIT AND STATE THAT THE ABOVE INFORMATION IS CORRECT, AND AGREE TO COMPLY WITH ALL CITY, STATE AND FEDERAL LAWS REGULATING ACTIVITIES COVERED BY THIS PERMIT.

City Traffic Engineer

Contractor's, Owner's or Agent's Signature

Issued By Jose De Santiago

TRAFFIC CONTROL PLANSHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS
MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES**ONE DAY PERMIT UNLESS NOTED**CLOSURE DATE: 11/10/25-01/12/26Time: 24/7BY: [Signature] DATE: 10/01/2025
CITY OF EL PASO STREETS AND MAINTENANCETCP PREPARED BY: OMAR J GUEVARA, TCDS
APACHE BARRICADE & SIGN

POSTED SPEED	FORMULA	MIN. TAPER LENGTH			SUGGESTED MAX. DEVICE SPACING		MIN. SIGN SPACING X DISTANCE	SUGGESTED MINIMUM LONGITUDINAL BUFFER
		10' OFFSET	11' OFFSET	12' OFFSET	ON A TAPER	ON TANGENT		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	200'
35		205'	225'	245'	35'	70'	160'	250'
40		265'	295'	320'	40'	80'	240'	305'
45	$L = WS$	450'	495'	540'	45'	90'	320'	360'
50		500'	550'	600'	50'	100'	400'	425'
55		550'	605'	660'	55'	110'	500'	495'
60		600'	660'	720'	60'	120'	*600'	570'
65		650'	715'	780'	65'	130'	*700'	645'
70		700'	770'	840'	70'	140'	*800'	730'



WINTER FEST
LOCATION: MILLS BETWEEN OREGON AND MESA
PROJECT: WINTERFEST CLOSURE
TTC: ROAD CLOSURE W/ DETOUR ROUTE

NOTES:

1. DRAWING NOT TO SCALE.
2. MUST PROVIDE 10' MINIMUM PER TRAVEL LANE.
3. CLOSURE TO REMAIN OVERNIGHT 24/7.

LEGEND

= WORK AREA



= ROAD CLOSED

UNLESS OTHER WISE

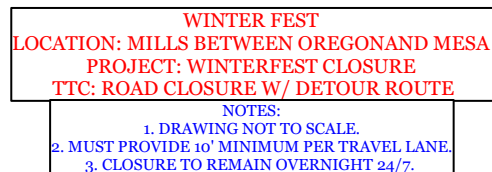
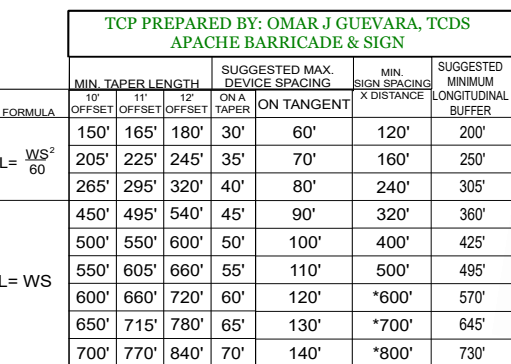
TRAFFIC CONTROL PLAN

MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

CLOSURE DATE:11/22/25-11/23/25

BY: DATE: 10/02/2025

BY: [Signature] DATE: 10/02/2025
CITY OF EL PASO STREETS AND MAINTENANCE



F = PED BIKE
R = RACK BARRICADE.

 = WORK AREA

➤



 = WATER BARRIER

UNLESS OTHERWISE



EPTC25-03902

TRAFFIC CONTROL PLAN

SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS
MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

ONE DAY PERMIT UNLESS NOTED

CLOSURE DATE: 11/22/25

Time: 11:00AM-9:00PM SAT

BY: [Signature] DATE: 10/02/2025
CITY OF EL PASO STREETS AND MAINTENANCE

TCP PREPARED BY: OMAR J GUEVARA, TCDS
APACHE BARRICADE & SIGN

PG 2 OF 2

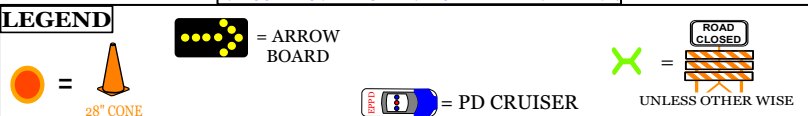
POSTED SPEED	FORMULA	MIN. TAPER LENGTH			SUGGESTED MAX. DEVICE SPACING		MIN. SIGN SPACING X DISTANCE	SUGGESTED MINIMUM LONGITUDINAL BUFFER
		10' OFFSET	11' OFFSET	12' OFFSET	ON A TAPER	ON TANGENT		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	200'
35		205'	225'	245'	35'	70'	160'	250'
40		265'	295'	320'	40'	80'	240'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	360'
50		500'	550'	600'	50'	100'	400'	425'
55		550'	605'	660'	55'	110'	500'	495'
60		600'	660'	720'	60'	120'	*600'	570'
65		650'	715'	780'	65'	130'	*700'	645'
70		700'	770'	840'	70'	140'	*800'	730'



WINTERFEST PARADE
LOCATION: DOWNTOWN
PROJECT: PARADE
TTC: ROAD CLOSURE / LANE CLOSURES W/ DETOUR ROUTE

NOTES:
1. DRAWING NOT TO SCALE.
2. MUST PROVIDE 10' MINIMUM PER TRAVEL LANE.

LEGEND





EPTC25-03902

TRAFFIC CONTROL PLAN

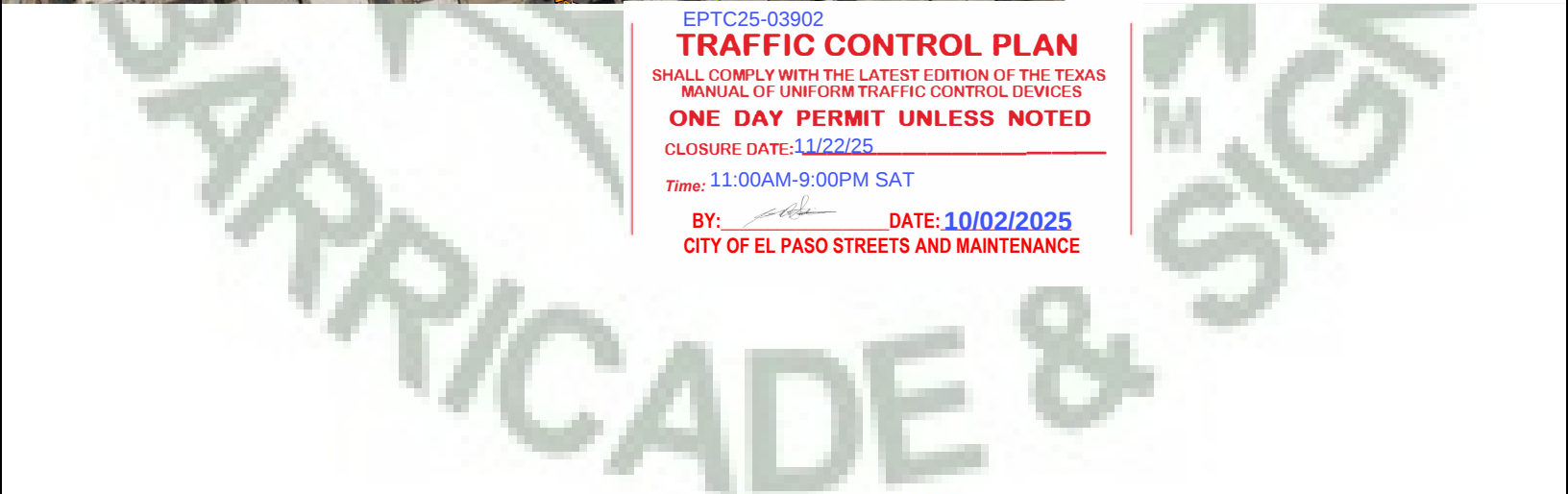
SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS
MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

ONE DAY PERMIT UNLESS NOTED

CLOSURE DATE: 11/22/25

Time: 11:00AM-9:00PM SAT

BY: [Signature] DATE: 10/02/2025
CITY OF EL PASO STREETS AND MAINTENANCE



TCP PREPARED BY: OMAR J GUEVARA, TCDS
APACHE BARRICADE & SIGN

PG 1 OF 2

POSTED SPEED	FORMULA	MIN. TAPER LENGTH			SUGGESTED MAX. DEVICE SPACING		MIN. SIGN SPACING X-DISTANCE	SUGGESTED MINIMUM LONGITUDINAL BUFFER
		10' OFFSET	11' OFFSET	12' OFFSET	ON A TAPER	ON TANGENT		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	200'
35		205'	225'	245'	35'	70'	160'	250'
40		265'	295'	320'	40'	80'	240'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	360'
50		500'	550'	600'	50'	100'	400'	425'
55		550'	605'	660'	55'	110'	500'	495'
60		600'	660'	720'	60'	120'	*600'	570'
65		650'	715'	780'	65'	130'	*700'	645'
70		700'	770'	840'	70'	140'	*800'	730'



WINTERFEST PARADE
LOCATION: DOWNTOWN
PROJECT: PARADE
ITC: ROAD CLOSURE / LANE CLOSURES W/ DETOUR ROUTE

NOTES:
1. DRAWING NOT TO SCALE.
2. MUST PROVIDE 10' MINIMUM PER TRAVEL LANE.

LEGEND

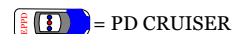


Exhibit B

RESOLUTION

WHEREAS, Parks & Recreation Department (hereinafter referred to as “Grantee”) has submitted an application for a Special Event Permit as per Chapter 13.38 (Special Events) of the El Paso City Code, for the use and closure of rights-of-way within the City of El Paso (hereinafter referred to as “the City”) for the **WinterFest 2025 Opening Day & Lights Parade event from Saturday, November 22, 2025, 6:00 am to 6:00 am. on Sunday, November 23, 2025,** (hereinafter referred to as the “Event”); and

WHEREAS, The Event will utilize both City and State rights-of-way: and

WHEREAS, The City of El Paso (hereinafter referred to as the “City”) has found the Event serves a public purpose; and

WHEREAS, The State of Texas (hereinafter referred to as the “State”) owns and operates a system of highways for public use and benefit, including **Mesa St. between Franklin Ave. and Texas Ave. and Texas Ave. Between Oregon St. and Octavia St.** within El Paso, Texas; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of portions of the State Highway System for periods of time exceeding four hours; and

WHEREAS, the State in recognition of the public purpose for the Event, provides a means of cooperating with the City for the temporary closure of State right-of-way, provided the closure is in accordance with the requirements of 43 TAC, Section 22.12 and the City enters into an Agreement for the Temporary Closure of State Right-of-Way for the Event (Form TEA 30A).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF EL PASO:

That the closure of rights-of-way within the City of El Paso for the **WinterFest 2025 Opening Day & Lights Parade event from Saturday, November 22, 2025, 6:00 am to 6:00 am. on Sunday, November 23,** serves a public purpose of providing cultural and recreational activities for the residents and visitors of the City of El Paso, and in accordance with 43 TAC, Section 22.12, the City Manager be authorized to sign an Agreement For The Temporary Closure of State Right Of Way (Form TEA 30A) by and between the City of El Paso and the State of Texas, acting by and through the Texas Department of Transportation, for the temporary closure and use of State owned and operated street (s) in excess of four hours for portions of **Mesa St. between Franklin Ave. and Texas Ave. and Texas Ave. between Oregon St. and Octavia St.** upon the issuance of required permits from the City of El Paso and substantial conformity to the finalized TEA30 agreement between the City of El Paso and State of Texas Department of Transportation.

(Signatures on following page)

APPROVED this _____ day of _____, 2025.

CITY OF EL PASO:

Renard U. Johnson, Mayor

ATTEST:

Laura D. Prine,
City Clerk

APPROVED AS TO FORM:

Russel T. Abeln

Russell T. Abeln
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Philip F. Etiwe

Philip F. Etiwe, Director
Planning & Inspections Department

Exhibit C

WinterFest 2025 Opening Day Nov 22 2025

Event Name : WinterFest 2025 Opening Day Nov 22 2025

Event Type : Opening Day

Event Purpose : Opening Day

No Of Days : 1

Event Start Date : November 22, 2025

Event End Date : November 22, 2025

Event Time :

	Start Time	End Time
Day 1 - November 22, 2025	6:00 PM	10:00 PM

	Date	From	To
Setup	November 22, 2025	6:00 AM	9:00 AM
TearDown	November 22, 2025	11:00 PM	Nov. 23, 12AM - 6AM

Anticipated Maximum Attendance (Staff, Volunteers and Attendees.) :

Date	Participants	Spectators	Total
Day 1 - November 22, 2025	10000	10000	20000

Contact Person(s)

Name : Phoebe Grijalva

Address : 801 Texas El Paso , Texas, 79901 , USA

Email : grijalvap@elpasotexas.gov

Mobile : 9152977426

Office Phone :

Park Use

Downtown Parks : Cleveland Square, Pioneer Plaza, San Jacinto Plaza

Aside from the permanent park amenities, will you be introducing any additional items on the park grounds? : No

Will you have any amusement devices? : No

Number of amusement devices? : 0

Type(s) of amusement devices? : n/a

Other(Obstacle Course , bungee etc) : n/a

Fire & Public Safety

Security

Hiring Security Guards : Yes

Number of Security Guards : 35

Security Company :

Company Name : Night Eyes

Contact Person : Barbara Rodriguez

Address : 2407 Yandell Dr. El Paso, Texas, 79903 USA

Mobile : 9153510831

Office Phone :

Email : nebarb01@night-eyes.com

Police

Hiring Police Officers : Yes

Number of Police Officers : 35

Police Official Company :

Company Name : EPPD

Contact Person : Araceli Rosales

Address : El Paso, Texas, USA

Mobile : (915) 269-1064

Office Phone :

Email : 2038@elpasotexas.gov

Will you be erecting temporary fences or barriers? Yes

Will you be erecting temporary structures such as tents or canopies? Yes

Size and quantity of temporary structures :

Two, one on each side of the stage, 30X40 and on Oregon st, 25 10X10 Canopies used by vendors

Will your event feature or utilize compressed gases? No

Fireworks

Will your event feature or utilize fireworks or pyrotechnics? No

Supply of electrical power to the event :

Stage and tents will be powered by generators, vendors will provide their own source of power

What will need electrical power?

Stage, Restrooms and tents by stage

Participating businesses open in the conjunction with the event?

yes, all downtown businesses will be open during their business hours.

Traffic Control Information

Company Name : Apache Barricade & Sign

Company Contact Number : 915-5926619

Street Clousre :

Mesa st. from Franklin to Texas leaving access to the parking garage on Franklin and Mesa,
Oregon st. from Franklin to Texas leaving access to the Mills parking garage. Mills from El Paso
Dr. Henry Trost to Stanton, Main St. from Oregon to Stanton

Alley is Affected : No

Parking Meters

Will you need exclusive use of parking meters within the proposed footprint before or after street closure?

Yes

Will you need exclusive use of parking meters outside of the proposed location before or after street closure?

Yes

Start Date : November 22, 2025

End Date : November 22, 2025

Animals

No animal featured in this event

Amplification

Microphones Qnt	Speakers Qnt	Amplifiers Qnt	OtherQnt
6	6	2	0

Purpose of Amplification : Concert

Location description of amplification devices : Stage will be inside the 401 N. Mesa Parking lot.

Alcohol Use

Will alcoholic bevarages be sold, served or consumed at your event? No

Will alcoholic bevarages be sold, served or consumed on a city right of way? No

Will alcoholic bevarages be sold, served or consumed in the park? No

Trade name of establishment / organization obtaining the TABC permit in conjunction with the event:

Permit / License Holder name :

Will non-profit entity buy/sell alcohol for your event? No

Food & Merchandise Sales

Number of food location : 5

Number of beverage location : 5

Event feature merchandise vendors : Yes

Event Clean Up

Cleanup plan : Clean-up will be performed during and after event by city departments and DMD

Name of the Organization responsible for cleanup : City of El Paso Streets and Maintenance and DMD

Contact Number : 9152245976

Contact Number : Carlos Rodriguez

Email : rodriguezca@elpasotexas.gov

Internet Access

Is Wireless Internet access needed? Yes

Is A Secure Wireless Internet Connection needed ? Yes

Uploaded files

Certificate of insurance documents : submitted

Signed notice of proposed closure form : submitted

Public Safety Plan : submitted

Parking Meters : submitted

Food vendor's name & Contact : submitted

Merchandise name and contact : submitted

Applicant Name : Phoebe Grijalva

Applicant E-Signature : Phoebe Grijalva
Phoebe Grijalva (Oct 1, 2025 14:54:32 MDT)

Sign Date : 08/19/2025



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Organization Information

Name of the Organization:

City of El Paso Parks and Recreation

Address:

801 Texas

City

State

Zip Code

Full Time

Texas

79901

Phone

9152977426

E-Mail:

grijalvap@elpasotexas.gov

Contact Information

Name:

Phoebe Grijalva

Address:

801 N. Texas

City:

State:

Zip Code:

El Paso

Texas

79902

Phone:

915-297-7426

E-Mail:

grijalvap@elpasotexas.gov

Preferred Language:

English



Español



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Event Details

Name of the Event:

WinterFest 2025 Lights Parade

Location of the Event: (Event must take place in city limits or on park grounds)

Corner of Texas Ave. and Campbell Ave.

City

El Paso

State

Texas

Zip Code

79901

Event Type: (Only Choose One)

Athletic Event

March

Procession

PD Escort

Bazaar

Block Party

☒ Celebration

Festival

Sidewalk Sale

Street Dance

Street Display

Other:

Target Audience: (Only Choose One)

18 Years +

21 Years +

☒ Families

Children

Teens

Does the event route or footprint cross or take place near/on Union Pacific railroad property?

Yes

☒ No

Does the event route or footprint cross or take place near/on Streetcar right-of-way?

☒ Yes

No

Does the event take place on a park?

☒ No

Yes (List Park Name): San Jacinto

Does your event utilize a parking lot or private property? (If yes; see additional documentation below)

No

☒ Yes (Provide Address): 401 N. Mesa St.

Additional Documentation

If your event will be utilizing a parking lot or private property please provide a letter on letterhead from the business manager, owner, property owner on letterhead. ***Further review will be required to ensure additional permits are not needed.**



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Parades Only

Where will you begin staging for your parade? (Provide the exact location)

City 3

Address:

801 Texas

City:

El Paso

State:

Texas

Zip Code:

79902

How will the parade participants be released?

All at Once

☒ In waves/groups

Turn-by-Turn Directions: (Include this on your attached route; if utilizing MapMyRun provide the map link)

From Texas Ave. Participants will turn right on Campbell then turn left on Mills, then turn right on N. Stanton, then turn left on Main Street, then turn left on Main Street, then turn left on San Antonio, then turn left on Campbell and right on Myrtle to Finish on Myrtle and Campbell

Event Date(s) & Time, Traffic Control & Traffic Monitoring

Event Date		Event Time	
Start Date:	November 22, 2025	Start Time:	6:00 PM 11:00 am <u>PG</u>
End Date:	November 22, 2025	End Time:	11:00 PM 21:00 <u>PG</u>
Traffic Control			
Start Date:	November 22, 2025	Start Time:	6:00 AM 11:00 am <u>PG</u>
End Date:	November 22, 2025	End Time:	11:00 PM 21:00 <u>PG</u>
Traffic Monitoring			
Start Date:	November 22, 2025	Start Time:	3:00 PM 11:00 am <u>PG</u>
End Date:	November 22, 2025	End Time:	10:00 PM 21:00 <u>PG</u>



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Expected Event Attendance (Whole numbers only)

Anticipated number of participants:

1150

Anticipated number of event staff/volunteers:

150

Anticipated number of vehicles:

60

Type of Vehicle: (food truck, trailer, etc.):

Float Vehicles

Anticipated number of total people attending event:

70000

How are the numbers above determined?

Jacob'sd Method +/- 20%

Event Clean Up

The El Paso City Code requires applicants to clean the street, sidewalks, parks and other rights-of-way from all event litter and debris. In the event that the areas are not cleaned by the applicants, the City may perform such cleaning at a cost to the applicant. Arrangements may be made in advance to perform the cleaning, at a cost, by requesting the City Street Sweeping services below.

Who is responsible for the clean up of the event footprint? (Street, Sidewalk, Park, etc.)

Applicant	☒ City Street Sweeping	☐ Downtown Management District	☐ Third Party Service
-----------	---	--	---

Name and cell phone number of the on-site responsible person for clean up:

Carlos Rodriguez

9152245976

What is your cleaning and sanitation plan? (Be detailed)

City of El Paso Environmental Services and DMDf will assist cleaning up and collecting trash, extra trash cans will be

Will you have portable jons and/or handwashing stations? (If yes, list the company name and phone number)

No	☒ Yes: Sarabia's Portable Johns & Blue Sanitation
----	--



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Event Clean Up continued

How many portable jons and/or handwashing stations will you have?

Portable Jons: 65

Handwashing Stations: 20

Alcohol Sales and Consumption

Insurance and other provisions may be required when hosting, serving, consuming or selling on city right-of-way. All alcohol sales require a TABC license.

Will alcoholic beverages be sold, served or consumed at the event?

No

Will alcoholic beverages be sold, served or consumed at a city park?

No

Will alcoholic beverages be sold, served or consumed on city right-of-way?

no

Is your event BYOB?

no

ALCOHOL SALES ONLY—Trade Name of the TABC licensed applicant:

n/a

Traffic Control Plan

Traffic control is normally not required for parades; however, it may vary on a case by case basis.

Barricade Company:

Apache

Alley affected?



Yes

No

Description of Closure (Name of streets that are being closed):

Campbell St. from Main St. to San Antonio St.
Mills Ave. from Virginia to Campbell
Texas Ave. from Ange to Oregon
Myrtle Ave. from Virginia to Campbell



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Police and Security

EPPD estimated cost for your event will be provided to you; the deposit is to be paid two (2) business days prior to your event date.

Will you be hiring the El Paso Police Department to conduct traffic control/enforcement for your event?

☒ Yes No (Name of the licensed Texas Peace Officer Entity): EPPD

If you elected no for the question above submit a signed memo from the respective licensed Texas Peace Officer Entity on department letterhead indicating that they will be providing traffic enforcement services.

Will you be hiring security guards (armed/unarmed)?

No ☒ Yes (Number of Guards): 10

Name of the Company:

Night Eyes

Contact Person:

Barbara Rodriguez

Address:

2407 Yandell Dr.

City:

El Paso

State:

Zip Code:

79903

Phone Number:

9153510831

E-Mail:

nebarb01@night-eyes.com

Parking Meters

All parking meters requested for exclusive use will be bagged at 6:00AM on the start date selected; additional fees may apply.

Do you need parking meters within the event footprint to be bagged?

☒ Yes No



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Parking Meters continued

Do you need parking meters outside the event footprint to be bagged?	
Yes	☒ No
Start Date for Meter Bagging:	
November 21, 2025	
End Date for Meter Bagging:	
November 22, 2025	
Attach the meter numbers on a separate page.	

Fire & Safety

All temporary fencing, barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guards may be required and must be approved by EPFD.	
Will temporary fences or barriers be erected?	
No	
Will temporary membrane structures be erected (tents/canopies)?	
No	
Will stages or other structures be erected?	
No	
Quantity and Size of Structure(s):	
0	
Description/Purpose of Structure(s):	
N/A	
How will you supply power to your event?	
N/A	
Will the event feature or utilize fireworks/pyrotechnics?	
Yes	☒ No



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Amplification Use

Amplification utilized during the event shall comply with the noise standards set forth in Chapter 9.40 (Noise) and 13.28

Will your event use amplified devices, microphones, speakers, instruments?

Yes

☒ No

How many of the following will you be using?

Microphones:

Speakers:

Amplifiers:

Other:

Purpose of Amplification: (Select only one)

Announcements

☒ Ambience

Concert

Advertising

Location description of amplification devices:

Speakers will be on the sides of the stage

Animals

Applicants are required to keep event footprint clean and free of animal excrement during the event.

Will your event feature animals?

☒ No

Yes (Breed and how many):

How will the animals be used during the event?

Will on-site housing be provided?

Yes

☒ No

If Yes, describe housing:

n/A

Food Sales

Health permits are to be pulled separately through the health department.



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Food Sales continued

Will the event feature food, beverage or merchandise vendors?	
Yes	☒ No
Approximate number of food location:	
0	
Approximate number of beverage locations:	
0	
Approximate number of pre-packaged food locations:	
0	
Approximate number of exposed food location:	
0	

General Agreements

Please make sure that all required fields are filled in and/or checked. Incomplete applications will be rejected.
☒ I understand that at least 50% of the estimate for EPPD escort and street sweeping must be paid a minimum of 2 business days in advance prior to permit issuance or my event may be cancelled.
☒ I understand that at any estimate that is provided is only an approximation of the actual cost. I will be responsible for paying the full cost of the services provided to me, which may be higher than the estimates provided.
☒ If requesting street sweeping services: I hereby request that the City of El Paso provide the cleaning as indicated in the application and the city and its employees deem appropriate. I am obligated under the El Paso City code to keep the event footprint clean of all litter and debris; whether, caused by myself, participants or spectators to the event. I agree to pay the city for the cost of such cleaning services when I am billed within 30 days of receiving the invoice.
☒ I understand that the application fee is non-refundable.
☒ The information provided in this application as well as the supporting documents are true and correct.

Additional Documentation

Provide your legible route along with turn-by-turn directions.
Provide your legible site map.



EVENT PERMIT APPLICATION

Parades, Temporary & Special Events

CITY OF EL PASO ■ 811 TEXAS AVE. ■ EL PASO, TX 79901 ■ (915) 212-1563

Electronic Signature & Date

eSigned via GovOS.com

07-08-2025

Phoebe Grijalva

Key: cb0d572bec01559710d1c48983b34c35