



**PARKS & RECREATION ADVISORY BOARD  
MEETING AGENDA**

**Thursday, January 29, 2026 at 6:00 PM  
Bulverde City Hall Council Chamber  
30360 Cougar Bend, Bulverde, Texas 78163**

- 1. CALL THE MEETING TO ORDER**
- 2. REGULAR AGENDA ITEMS**
  - 2.I. Consider and take action to approve the Parks & Recreation Advisory Board meeting minutes from December 16, 2025.
  - 2.II. Discussion and presentation on the Texas Parks & Wildlife Grant Program.
  - 2.III. Discussion and possible action on the Stargazing event at Bulverde Community Park.
  - 2.IV. Discussion and possible action on the allocation of the \$2,500 Kiwanis Club donation to the City's budget for the City's parks.
  - 2.V. Discuss and consider approval of a request by Bulverde Community Parks Association and Friends of the Park for a Parks Special Use Permit to hold its Bulverde Musik in the Park at the City of Bulverde Community Park on 3/21/2026, 4/18/2026, 5/16/2026, 6/6/2026, 9/12/2026, 10/3/2026, 10/24/2026.
  - 2.VI. Discussion by the Parks & Recreation Advisory Board on requests for items / topics to be placed on future meeting agendas.
  - 2.VII. City Council Meeting Update.
  - 2.VIII. City of Bulverde Update from the Public Works Director.
- 3. ADJOURNMENT**



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Aaron Martinez, Public Works Director

*(Sandra V. Ham, City Secretary, signing for Public Works Director Martinez)*

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodation must be made 48 hours prior to the meeting. Please contact the City Secretary at 830.438.3612 or FAX 830.438.4339 for information or assistance.

A quorum of the City Council, Planning & Zoning Commission, Parks & Recreation Advisory Board, and/or Zoning Board of Adjustment may be present at this meeting in order to discuss agenda items related to board business.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Parks & Recreation Advisory Board of the City of Bulverde was posted on the bulletin board in front of Bulverde City Hall, which is readily accessible to the public at all times, and on the City's website, [www.bulverdetx.gov](http://www.bulverdetx.gov), by 6:00 pm on January 23, 2026.

*These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code.*

**City of Bulverde, Texas  
Parks & Recreation Advisory Board  
Tuesday, December 16, 2025  
Meeting Duration: 06:30 PM to 07:45 PM**

**Call Meeting to Order**

Chair Angie Krawietz called the meeting to order at 6:30 PM.

**Members of Parks & Recreation Advisory Board Present:**

Chair Angie Krawietz  
Vice-Chair Dominic Perez  
Board Member Jessica Croll  
Board Member Shannon Ewing  
Board Member Laura Gottlieb  
Board Member Rebekah Hays  
Board Member Tiffany Rider

**Members of Parks & Recreation Advisory Board Absent:**

**City Staff Present:** Public Works Director Aaron Martinez

**Regular Agenda Items**

**2.I. Consider and take action to approve the Parks & Recreation Advisory Board meeting minutes from November 19, 2025.**

***Motion:*** Vice Chair Dominic Perez made a motion seconded by Board Member Rebekah Hays to approve the Parks & Recreation Advisory Board meeting minutes from November 19, 2025.

***Vote:*** Motion carried (7) ayes to (0) nays.

**2.II. Discussion and consider action to request donated funds from the Friends of the Park and recommend approval to Council for budget allocation.**

***Motion:*** Board Member Rebekah Hays made a motion seconded by Vice Chair Dominic Perez to accept the donated funds from the Friends of the Park to be utilized towards the purchase of benches and tables in Bulverde Community Park.

***Vote:*** Motion carried (7) ayes to (0) nays.

**2.III. Discussion on the installation of a donated Little Lending Library for Krawietz Park, and action on same.**

**Motion:** Vice Chair Dominic Perez made a motion seconded by Board Member Jessica Croll to accept the donation of a Little Lending Library for Krawietz Park.

**Vote:** Motion carried (7) ayes to (0) nays.

**2.IV. Discussion and review of the City of Bulverde's *Parks, Recreation, Trails and Open Space Master Plan*, and discussion on the Board's process for soliciting future community input.**

**Motion:** Board Member Shannon Ewing made a motion seconded by Board Member Laura Gottlieb to request information from the City regarding the percentage of trees required to be purchased for the "10 Acres" property in order to designate the property as a park.

**Vote:** Motion carried (7) ayes to (0) nays.

**2.V. Discussion by the Parks & Recreation Advisory Board on requests for items / topics to be placed on future meeting agendas.**

The Parks & Recreation Advisory Board discussed the following items for future meeting agendas:

- None

**2.VI. City Council Meeting Update.**

Report given by Board Chair Angie Krawietz.

**2.VII. City of Bulverde Update from the Public Works Director.**

Report given by Public Works Director Aaron Martinez.

**Adjournment**

7:45 PM.

There being no further business to come before the Parks & Recreation Advisory Board, the meeting was adjourned.



## PARK SPECIAL USE PERMIT

Special Event Permit  
Bulverde Musik in the Park

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**MEETING DATE:** January 29, 2026

**AGENDA ITEM:** Discuss and consider approval of a request by Bulverde Community Parks Association and Friends of the Park for a Parks Special Use Permit to hold its Bulverde Musik in the Park at the City of Bulverde Community Park on 3/21/2026, 4/18/2026, 5/16/2026, 6/6/2026, 9/12/2026, 10/3/2026, and 10/24/2026.

**DEPARTMENT:** Planning & Development

**PRESENTED BY:** Bailey Dorn, Planner II

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### BACKGROUND:

Bulverde Musik in the Park has held a series of free music concerts at the Bulverde Community Park since 2017. The group plans to continue the success of past events with a 2026 Spring and Fall Live Concert series comprised of seven events on 3/21/2026, 4/18/2026, 5/16/2026, 6/6/2026, 9/12/2026, 10/3/2026, and 10/24/2026. They are requesting exclusive use of the Gazebo, Pavilion No. 1 and Pavilion No. 2, from 12:00 p.m. until 10:00 p.m. The estimated number of attendees is 300 people which requires a Special Event Permit.

Analysis: Staff has reviewed the application and accompanying documents. The following waivers or modifications to Chapter 15 and Chapter 16 are requested:

1. Sec. 15.02.008: Allowing Event Vehicles Outside of Parking Lot
2. Sec. 15.02.009(17): This is a live concert and noise producing devices will be used.
3. Sec. 15.03.002: Reservation Fees Waived
4. Sec. 16.01.001: Food Truck Permit Fees waived

The applicant has coordinated with Bulverde Police and the V.I.P.S. to assist with public safety and parking during the event. Volunteers and City Maintenance Staff will assist with clean-up during and after the event to ensure the park is left in the same condition as before the event. With permission from the business across the street, extra parking can be arranged and the use of a shuttle to transport from that facility to the park.

### ATTACHMENTS:

- Application
- Supporting Documents



## Parks Special Use Permit Application

### Section 1: Applicant Information

Name: Bulverde Music in the Park Organization, if applicable: \_\_\_\_\_

Address: PO Box 30 Bulverde TX 78163 Phone: 210-218-8805  
Street City State Zip

### Section 2: Requested Use Information → 4-18-26, 5-15-26, 6-6-26, 9-12-26, 10-3-26, 10-24-26

1. Date of Proposed Event: 3-21-26 2. Time of Proposed Event: From \_\_\_ : \_\_\_ am/pm to \_\_\_ : \_\_\_ am/pm

3. Summary Description of Event (Please Attach additional sheets if necessary):

A series of free music concerts hosted by the Bulverde Community Parks Association (501-c3) and the Friends of the park for families to come and listen to bands at no charge promoting fellowship. We will have access for food trucks for purchase available on site. We also offer children's activities at no charge that families can enjoy free of charge.

4. Estimated Number of Attendees 300

5. Summary Description of Plan to Protect City Property From Damage and to Properly Clean Up After Event (Please Attach additional sheets if necessary):

Volunteers and committee members along with the help of the City of Bulverde public works department are on site for clean up and we have volunteers in patrol to help with parking and public safety. There are two paid police officers on site as well for public safety.

6. Please list any provisions of the City's Park Regulations (Ch. 15 of the Code of Ordinances) that you would like waived or modified for your event. Please list specific section numbers and describe why you are seeking a waiver or modification of the regulation. (Attach additional sheets if necessary)

Sec-15-02-008 - Our bands need access to the Gazebo for set up/take down.  
Sec-15-03-002 - We ask that the reservation fees be waived as we are a 501-c3.  
Sec-15-002-009-17 - This is a live concert and noise producing devices are used.

### Section 3: Evidence of Liability Insurance

1. Please attach evidence that you have Liability Insurance with bodily injury limits of not less than \$100,000 per occurrence.

**Section 4: Indemnification and Hold Harmless Agreement**

1. Please attach a fully executed copy of the mandatory Indemnification and Hold Harmless Agreement provided by the City.

**Section 5: Public Safety Plan**

1. Summary Description of Event Public Safety Plan, including how police protection will be provided during the event in accordance with Section 15.03.001(c)5. (Attach additional sheets if necessary):

*We will have volunteers and committee members on site the days of the concerts for safety and precaution. The VIP's and volunteers will help with parking and safety at our events are covered with two paid police officers.*

**Section 6: Park Rules & Parking Plan**

1. To ensure safety and enjoyment of park facilities, please review the attached Park Rules and Regulations and Parking Plan Exhibit.

2. Summary Description of Event Parking Plan, including where additional parking will be provided during the event in accordance with Section 15.02.008. (Attach additional sheets if necessary):

*We use the full parking lot available as well as the north end of the park for the event with VIPs/volunteers directing the spaces available. Parking along one side of Bulverde lane is available and we have the Bulverde Spring Branch Activity Center bus to transport attendees from their parking lot to the park.*

**Section 7: Supplemental Information**

Please attach any additional information that you believe may be helpful to the City when considering your request. This can include event flyers, programs, statements from key stakeholders, or any information that you believe is relevant to your application.

**Section 8: Submission**

This application, along with all attachments, must be submitted to the City of Bulverde, 30360 Cougar Bend, Bulverde, TX 78163 at least 60 days prior to the proposed event. Questions should be addressed to the Planning and Development Department at 830-980-8832.

I acknowledge that the information contained in this application is true and correct to the best of my knowledge. I further declare that I am authorized to submit this request on behalf of myself or the organization I am representing, if applicable.

*Annie Kraus*  
Signature of Applicant

*1-13-24*  
Date

# PARK FACILITY RESERVATION FORM

Section 1: Contact/Customer Information:

Name: Bulverde Musik in the Park

Address: PO Box 30

Phone: 210-218-8805

Bulverde, Tx. 78143

City Resident:  Yes  No

Section 2: Facility Selection - Please select the facility you wish to reserve:

Pavilion No.1 (Near Parking Lot)

Practice Field (Baseball, Soccer, Football)

Pavilion No.2 (Near Basketball Court)

Basketball Court

Gazebo

Section 3: Reservation Date & Duration\*

Date of Reservation:      -      -      *See Below*

Duration of Reservation:

Purpose of Reservation:

Start time: 12:00 am/pm

Free Community Concerts *See Below*

End time: 10:00 am/pm

Number of Attendees: 300

\*To Reserve for multiple dates: For Pavilion or Gazebo, fill out a separate form for each reservation. For Practice Field & Basketball Court: List all reservation dates in space below. List additional dates on back. The Practice Field & Basketball Court cannot be reserved for more than 4 hours on any one day by the same person/group.

1. 3-21-24 2. 4-18-24 3. 5-15-24 4. 6-6-24 5. 9-12-24  
 6. 10-3-24 7. 10-21-24 8.      -      -      9.      -      -      10.      -      -

Section 4: Fees - Fees must be paid in full for all reservations at the time the reservation is made. R= City Resident NR=Non Resident

Pavilion 1: Circle Amount

<u>R</u>	\$50	\$100	\$150	\$
Up to	2hrs	4hrs	6hrs	Other
NR	\$60	\$120	\$180	\$
Pavilion 1 Total: \$				

Pavilion 2: Circle Amount

<u>R</u>	\$50	\$100	\$150	\$
Up to	2hrs	4hrs	6hrs	Other
NR	\$60	\$120	\$180	\$
Pavilion 2 Total: \$				

Gazebo: Circle Amount

<u>R</u>	\$75	\$150	\$225	\$
Up to	2hrs	4hrs	6hrs	Other
NR	\$85	\$170	\$255	\$
Gazebo Total: \$				

Practice Field/BB Court: Circle Amount

R	\$10	\$20
Up to	2hrs	4hrs(max)
NR	\$15	\$30
Daily total \$ X # of Days=		
Practice Field Total: \$		

Section 5: Payment Type - Reservations are not finalized until payment has been made. For reservations submitted by fax, please contact the City if you have not received a response within 4 hours of submission. Please select payment type:

Cash (in person only)  Check (in person only)  Credit Card (in person & phone)

*We are sponsored by the Friends of the Park Committee & ask for fees to be waived.*

I understand that I and my party are responsible for following the City's rules & regulations governing the use of the Bulverde Community Park, as laid out in Chapter 15 of the City's Code of Ordinances, and that my right to use the Park may be revoked for any violation of Park rules & regulations without a refund.

Angie Krausz  
Applicant Signature

1-13-24  
Date

# BULVERDE COMMUNITY PARK

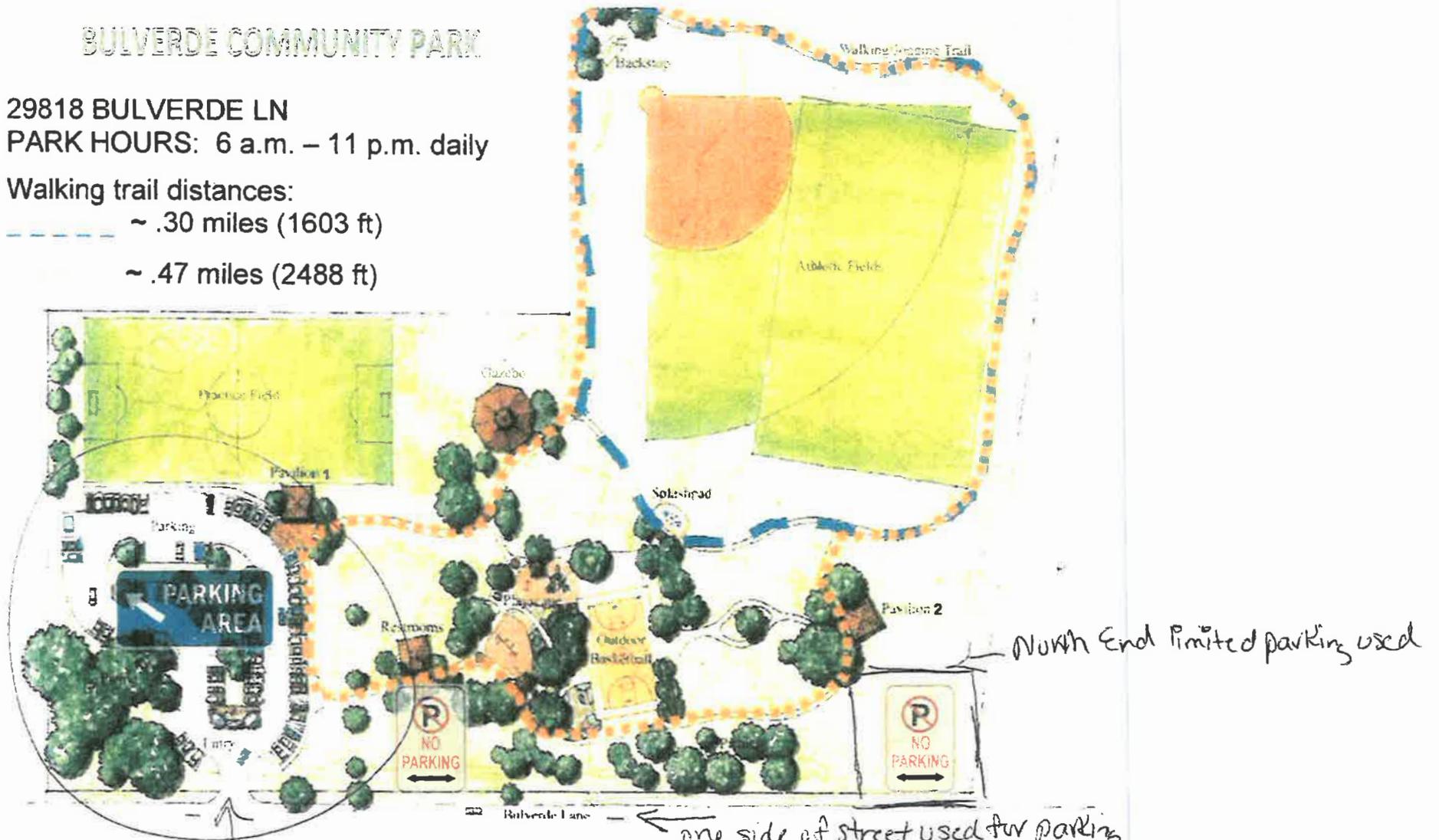
29818 BULVERDE LN

PARK HOURS: 6 a.m. – 11 p.m. daily

Walking trail distances:

----- ~ .30 miles (1603 ft)

----- ~ .47 miles (2488 ft)



North End Limited parking used

one side of street used for parking when necessary.

BSDAC Shuttle drops here with parking used n/a site at

BULVERDE MUSIK IN THE PARK PRESENTS

# SPRING LIVE

## CONCERT SERIES

AT THE BULVERDE COMMUNITY PARK

**SATURDAY**

THE MUSIK STARTS AT 7:00PM

**MARCH 21ST**

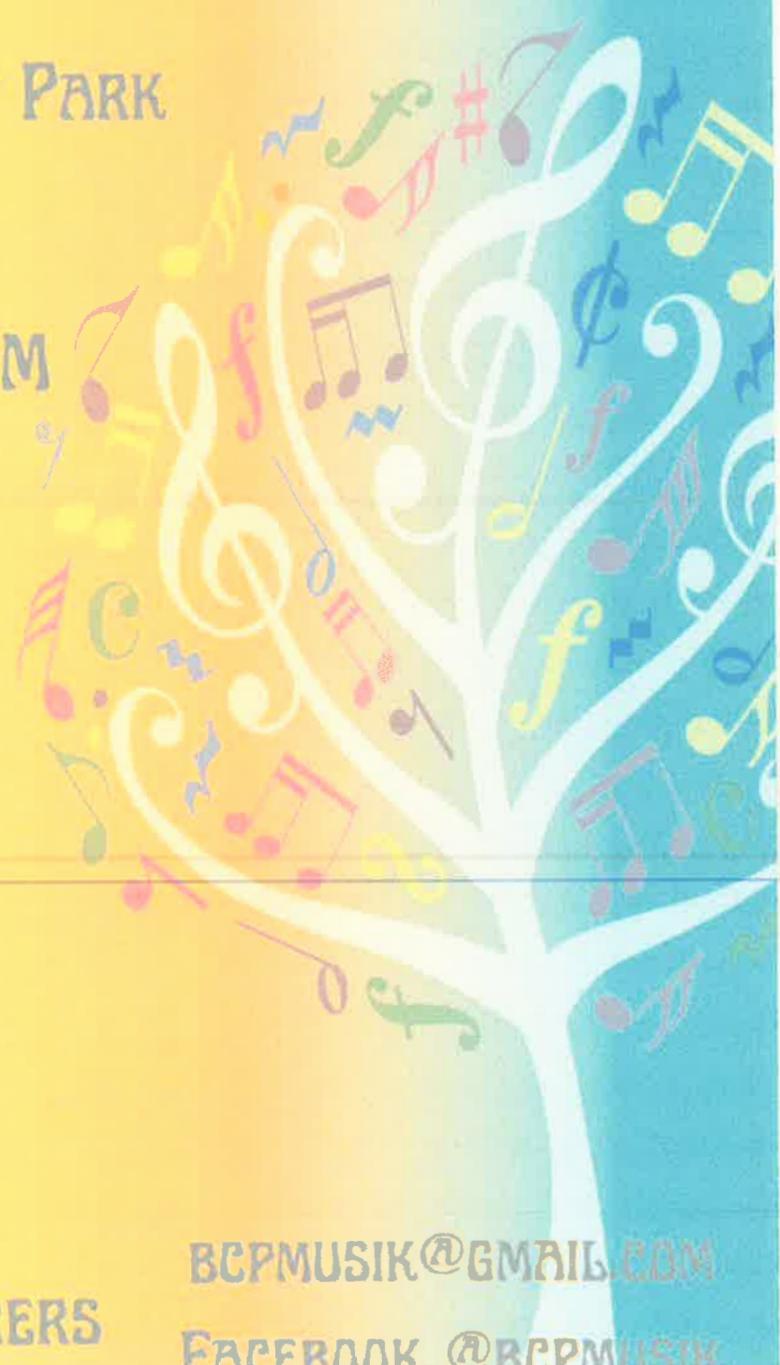
**RUBEN V**

**APRIL 18TH**

**JESSE STRATTON BAND**

**MAY 16TH**

**MATT KIRK AND THE GÜEYFARERS**



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