



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

BOARD OF DIRECTORS
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DATE: November 6, 2025

TO: Board of Directors

FROM: Jim Friedl, General Manager

SUBJECT: Modify Very Large Community Events Permitted at the Conejo Creek Complex

RECOMMENDATION

1. Modify the type of user group applicant for such events to be limited to local, established service clubs and nonprofit organizations with a verifiable history of substantial local community service and philanthropy.
2. Modify the sports field use areas to be limited to light-duty equipment and vehicles for events.

BACKGROUND

The attached Staff Report to the Board of Directors, dated December 15, 2022, which also references a prior Staff Report dated November 15, 2018, serves as a policy limiting the number of “Very Large” Community Events at Conejo Creek Complex to a total of four.

This coming year, 2026, two traditional user groups are seeking to use Conejo Creek North and South for their very large community events. Consideration for Board’s approval of their agreements is on the agenda tonight. Both events will be compliant with the proposed modifications as proposed in the agreements tonight.

Staff have worked with various user groups over the years with community events at the Conejo Creek Complex. Staff have been solicited for non-profit and private events at the complex. Due to park availability and community benefit, the Board has historically only approved non-profit event permits at the complex. As this has become the standard, staff recommends that the policy be modified to limit user groups to local, established service clubs and non-profit organizations with a verifiable history of substantial local community service and philanthropy. Should a future unique opportunity arise that differs from this, as with all very large community events, staff would return to the board for approval.

Additionally, due to the event use and heavy-duty setup at past events, Conejo Creek South has experienced turf damage and damage to the irrigation infrastructure. In June 2025, the Board approved capital projects in Years 1 and 2 of the 10-year Capital Improvement Plan to renovate

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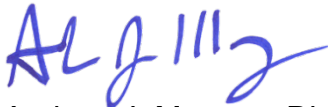
the irrigation system, which will include replacing the mainline and associated equipment. Thus, staff recommend that for future permits, sports field use area access be limited to light-duty equipment and vehicles for events such as pop-up tents, smaller-scale stages, and light-duty trucks, which will help protect the renovated irrigation infrastructure for future community use and benefit by limiting irrigation breaks and downtime of the field due to these repairs.

Staff have met with the Ad Hoc Committee for Large Events (Directors Huffer and Cusworth) in review of this recommendation. This policy itself does not permit any particular event; it provides staff with more detailed requirements to share with potential user groups seeking the necessary agreements and permits to hold their event. The Board of Directors retains discretion on whether to approve any individual very large community event.

STRATEGIC PLAN COMPLIANCE

Meets 2025 Strategic Plan Goal 4.5: Build, maintain, and support relationships with local organizations engaged in activities consistent with the District's mission. Look for collaborative opportunities to expand services and fill unmet needs.

Respectfully submitted by,



Andrew J. Mooney, Director
Parks & Planning

Attachments