

# **City of Austin**

## **Austin Center for Events**

### **Special Events Ordinance**



AUSTINmarathon & HALFmarathon

V08082013

# Why are we here?

- ❖ May 2012 Council Resolution directs City Manager to:
  - create a special events team from departments that would act as a single point of entry for special events within the City; and
  - identify any budgetary, ordinance, or staffing changes necessary.
- ❖ Austin Center for Events (ACE) anchor team: Police, Fire, EMS, Transportation, and EGRSO (Music).

# Why are we here?

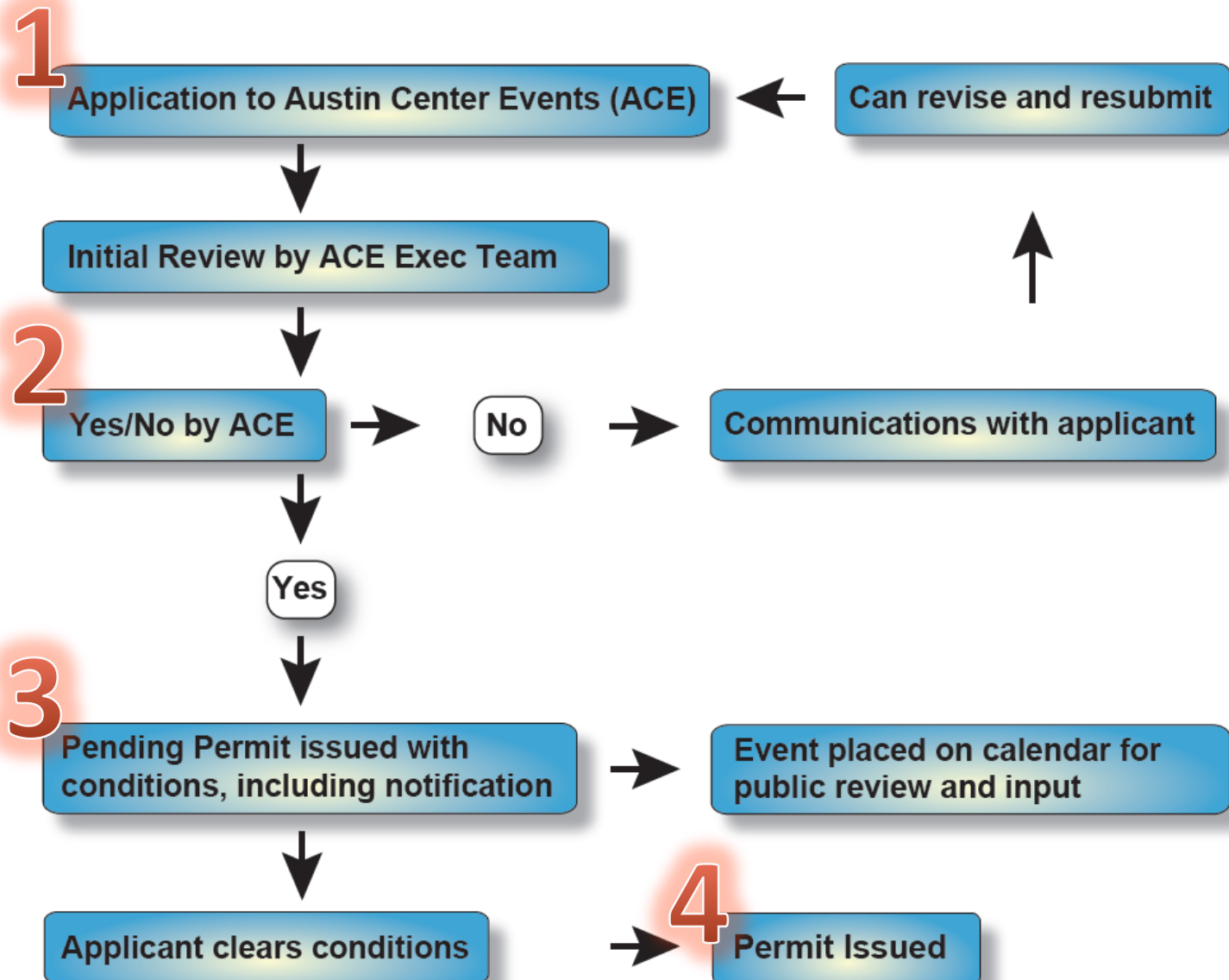


# ACE Overview

- ❖ New ordinance formalizes ACE as team comprised of representatives of city departments that will:
  - review, approve or deny applications for a special event permit;
  - Be accountable for purposes of reviewing any application required for event under Chapter 9-2 (*Noise and Amplified Sound*) and Chapter 25-2, Article 6 (*Temporary Uses*); and
  - adopt rules governing administration and enforcement of ordinance.



# Basic Application Process



# Comprehensive Application

- ❖ Applications will be reviewed by ACE team.
  - Includes “triggers” for partner departments and agencies.
- ❖ Additional requirements may apply.
- ❖ Master events application completed with public input. Soft launch planned soon.
  - Eventually will be in web-based format.

# What is a “special event”

- ❖ 100+ people at City-owned/controlled facility (excludes Convention Center, Long Center, and Palmer Events Center, and City Hall).
- ❖ Interferes with City street, walkway, or City right-of-way for non-parking use; or
- ❖ Is temporary and inconsistent with the permanent legal use of property, or the occupancy levels permitted, and includes one of following:
  - temporary structures (tents, stages, or fences);
  - sound equipment (per Sec. 9-2-1); or
  - consumption of food and/or alcohol.

# Exemptions to “special event”

- ❖ An event conducted entirely on parkland using only Parks and Recreation Department resources.
- ❖ An event conducted in a city auditorium or meeting room that requires only resources related to that facility
- ❖ An event conducted on sidewalks and city parkland that is spontaneous.
  - Spontaneous means an event that results from news or affairs that come into public knowledge less than 48 hours prior to the event.



# Tier 1 Events

- ❖ Application due at least 3 days in advance.
  - Stationary and has minimal impact on City resources and mobility; or
  - is moving and consists exclusively of people in a police-escorted bubble; or
  - is an assembly at a city facility and lasts less than 4 hours; or
  - is an assembly exclusively on private property and last less than 4 hours.

## Tier 2 Events

- ❖ Application due at least 30 days in advance.
  - Is an assembly at a city facility\*\* and anticipates attendance of less than 2,500 people per day;
  - Is an assembly primarily on private property lasting four days or less; or
  - Is stationary and impacts up to two blocks of a street, sidewalk, or city right-of-way.

\*\* Means City parkland, buildings, and all other City-owned, controlled, or maintained property that is not a street, sidewalk, right-of-way, or spaces not open to the general public for rental. Also see slides 7 and 8.

# Tier 4 Events

- ❖ Application due at least 180 days in advance.
  - occurs at 2 or more city-owned, operated, controlled facilities and also includes use of city streets, sidewalks, and right-of-ways, or
  - requires \$100,000 or more in city services, staff time, and equipment.

## Tier 3 Events

- ❖ Application due at least 120 days in advance.
  - Tier 3 events are special events that are not covered by Tiers 1, 2, and 4.

# Approval, Denials & Appeals

- ❖ The ACE will approve, deny or revoke applications/permits.
  - Cannot grant deadline waivers.
- ❖ **Appeal Team comprised of directors** may grant deadline waivers and uphold/reverse permit denials issued by the ACE.
  - Appeal request due 10 business days after applicant has been notified of denial.
  - Appeal Team must act on the appeal within 10 business days of valid request.

# Notifications

- ❖ Public mandate for better events notification process.
  - Survey data shows preference for electronic notification.
  - ACE taking steps to provide solutions.
- ❖ Public comment periods will accompany special event applications.
  - Repeat events must work in good faith to address prior year's issues and lessons learned.
  - Public can still give concerns after window closes, staff will mediate.



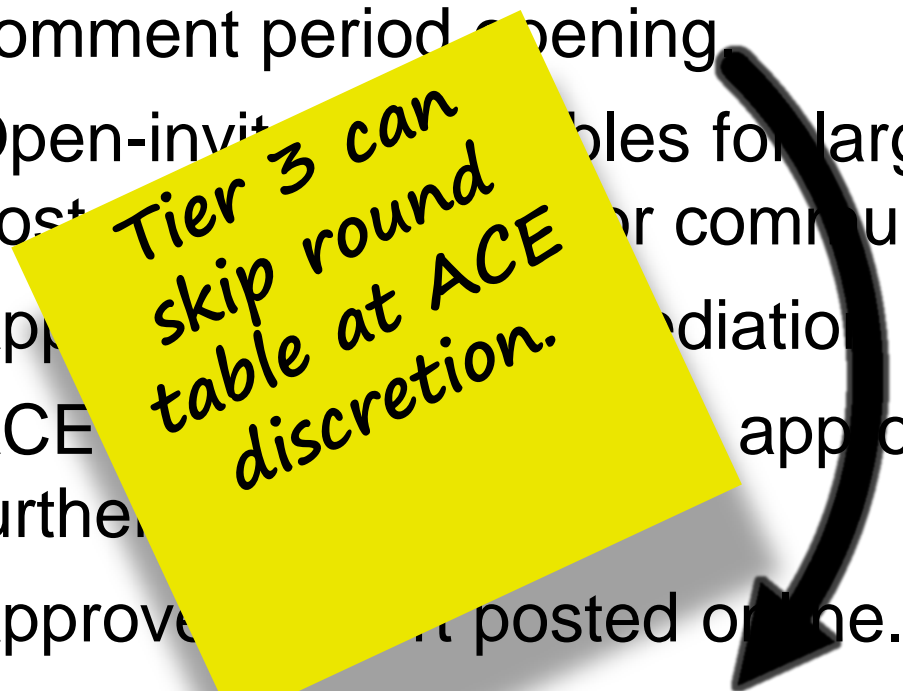
# Basic Large Events Notifications

- 1) Accepted application posted to Web.
- 2) E-mail notification to opt-in list that comment period opening.
- 3) Open-invite roundtables for large events hosted by applicant for community
- 4) Applicant submits remediation report.
- 5) ACE reviews report. Can approve or require further remediation.
- 6) Approved report posted online.
- 7) ACE can receive and address post-comment period feedback.
- 8) Special Event Permit issued.

# Basic Large Events Notifications

- 1) Accepted application posted to Web.
- 2) E-mail notification to opt-in list that comment period opening.
- 3) Open-invitation tables for large events hosted for community.
- 4) Application mediation report.
- 5) ACE can approve or require further action.
- 6) Approved application posted online.
- 7) ACE can receive and address post-comment period feedback.
- 8) Special Event Permit issued.

*Tier 3 can skip round table at ACE discretion.*



# Special Event Districts

- ❖ ACE may establish a special events district in area surrounding a special event venue.
  - ACE will determine time limits and boundaries in consultation with City departments and partner agencies (i.e. TxDPS).
  - Purpose is to address capacity and public safety in area surrounding venue.
  - ACE will determine the maximum number of special event permits issued in district.

# Miscellaneous

- ❖ Entrance fees may not be charged to a person that needs access to a:
  - residence in a special event district or right-of-way closure area; or
  - business within a special event district or right-of-way closure area.
- ❖ To the extent feasible, special events will make bicycle parking available.
- ❖ An event organizer shall provide for ADA parking to replace disabled parking made unusable by the special event.

# Safety, Sustainability and Staffing

- ❖ Public safety plan required and must be approved by ACE (per sec. 4-15-50).
  - Plan will cover police, fire, medical and transportation.
- ❖ Sustainability plan required for Tier 3 & 4.
- ❖ ACE will charge event organizer the actual cost of the wages or salaries, as established in a separate ordinance(s), for City personnel.

# High-Capacity Venues

- ❖ A high capacity event venue is a venue that is not located on public-owned, controlled, or maintained property that holds more than one event per calendar year that has at least 5,000 attendees.
  - ACE issues permit
  - Necessary to operate or manage a venue
  - Addresses public health, safety, and welfare concerns



# Fines & Enforcement

- ❖ Separate offense for each day or part of day when the violation is committed.
  - Up to \$2,000 for a violation of fire safety, zoning, or public health and sanitation provisions, or
  - up to \$500 for all other violations of this chapter or requirements of a special event permit.
- ❖ ACE may suspend/revoke a special event permit.
  - Notice will be in writing and set forth the reasons for suspension/revocation.

# Additional Information

- ❖ Special Events ordinance expected to add 600 new “events”.
  - Growth due to migration into ACE of permits previously issued by Planning Development Review and Development Assistance Center.

# Ordinance Timeline

- ❖ Staff anticipates that it will bring the proposed ordinance to City Council for consideration on Aug. 29, 2013.
- ❖ Commissions meetings planned:
  - Urban Transportation: Aug. 13, 2013
  - Zero Waste Advisory: Aug. 14, 2013
  - Downtown: Aug. 21, 2013
  - Parks: Aug. 27, 2013
  - Music: To be determined

# Next Steps

- ❖ Consolidating various special events pages into CityStage.
- ❖ Creating application manual.
- ❖ Creating e-notification system.
- ❖ Rolling out comprehensive application.
- ❖ Preliminary application fee schedule.
- ❖ Establish Ordinance rules.



Questions?



Austin Center for Events partners, June 2013

