



## SEO Write the Rules Summer Session

### Meeting Notes

August 21, 2018

#### Topics for Discussion

- Revisiting Topic – Occupancy Loads

#### Organizations Represented

Fair Market

SXSW

Red Velvet Events

Gather Venues

Austin Music People

Mohawk

Bangers

TDS

Trident Hospitality Group

ACL Live

Eeyore's Birthday

Electric Company Live

#### Meeting Summary

- This meeting was a follow up to the 6/26 Write the Rules session that outlined proposed rules and guidelines for Temporary Structures, Tents , Temporary Change of Use (TCOU), Special Event Temporary Use (formerly TUP), Occupant Load Changes for Assembly Venues.
- Austin Center for Events Staff answered a comprehensive list of questions from stakeholders compiled by Austin Music People.



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##### Austin Music People Q&A:

Q: Is there a write-up of the process we discussed of obtaining SRO load cards? Is it what is listing on the Commercial Plan Review website and/or in the latest backup you released?

- Staff: It's a 7-day review, which is the quickest they can do right now. You come in with a full set of plans with all the requirements and it shouldn't be a problem. If you have samples that you want to run by me, we're happy to review it.
  - Stakeholder: So is it a 7-day review or long term process as stated on the presentation?
  - Staff: It all depends on what you submit. If you have everything together it should be a pretty simple process. It should take seven days. We can review it within 7 days and send it back for comments, submit again, seven days.
  - Staff: Just to add a little more to it, I think the intent of long term was a venue looking for an increased occupant load over what they have now where generally they've already got the maximum load that they can have based on what they've been reviewed for already. What we're trying to get at there is if there is some underlying reason why they want an increase load, generally they already have a max load, and they would have to do some kind of remodel, add a bathroom, or add parking. That's what we were getting at. It's generally the venues already have a max load that meets their needs. If they want to do something different in that space, you know, a different floor plan, they can come fill out an ACE application.
  - Stakeholder: That makes sense. If it's a big remodel, it'll take a long time. But if they're removing tables and chairs, it's going back to a 7 day process?
  - Staff: Once you establish your occupancy, get the standard 6-1 ratio, then you don't have to go back to DSD.
  - Stakeholder: I thought everything was moving to DSD, a whole new process, brand new SRO card.
  - Staff: If you have established occupancy, and it's the standard room 6-1 ratio, you're done unless you want to do something completely different that's not going to match your floor plan, or you want something additional.
  - Stakeholder: I just thought this was a whole new process to give everybody this brand new SRO card.
  - Staff: This process has been out there.
  - Staff: The intent of this was not to say all venues in Austin need to move to this process or need to go through this process. This was simply designed to address if there are venues that know they want to make changes, that they want to increase their occupancy load, if it's a recurring thing they want to do every year, and for some reason they face challenges in that process, there is actually a longer term solution to do that. We wanted to make sure venues knew about this process. The intent of this was not to say, "Everybody go through this entire process" ...that's not it. Some venues have it, and



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that's fine. Some venues may never want to go through this process. However, we do know that anecdotally based on some experiences with this previous SX, there has been confusion over load limits, when you can increase it, when you can't, who approves it, how that process works. The goal of this was just to walk people through what the process looks like, and to let folks know what this SRO process looks like for venues if they choose to use that option. If you're a venue and you decide this isn't right for you, that's great too. I want to be clear, there is not a push by the City of Austin or the Special Events Office to make sure venues go through a new process to get this SRO designation. This is really just to say this is another tool if you need it and feel like you want this designation for your venue because you want to increase your occupancy load and you want to avoid the headache of trying to figure it out every year

- Staff: I'm going to add to that a little bit and make sure everyone knows: our role in the Music Division is to be the liaison between venues and DSD and AFD. They're the officials who are working on this stuff but we serve as a liaison and provide support to venues when they're working permitting and regulatory processes.
  
- Staff: Why would a venue that has a permanent assembly use need to either submit an ACE application or come into commercial plan review for some kind of new load card? Let's make sure we cover that. Because they're already an assembly use, they already have a load card and floor plans approved. If it's sort of a traditional venue, maybe they have a built in stage and audience area so they maybe got a load already approved. ACE application is when they want to do something different with their floor plan that is different than the norm and they don't need an increase, which generally they don't because most venues already have the maximum load they need. So if they want to do a different setup with custom builds, they can submit an ACE app. That will get reviewed, Fire department is responsible for that review, and they help provide a temp load in that case. Venues should come in for a permanent increase if they're doing a remodel or something major to the venue. We want to support venues in that so they can earn more revenue and get more people in there, but it has to be done properly and safely. So, what we're getting at is when a venue does come in and they have to go through commercial plan review, there are options for the load cards they can get. They can get this SRO card, or they can still get multiple load cards and floor plans. And if venues already have what they need, they don't have to come at all anytime soon. It would be if they have a remodel.
  
- Staff: If you're increasing your load temporarily, that's a DSD review. If you're submitting an ACE application because you're changing your venue, if it's an increase, DSD will look at that. If it's a decrease because you're adding a bunch of extra props and stages, that's a standard AFD review.
  
- Stakeholder: I get what you're saying, but we had a number of instances in SX where there are venues with just a standard load, have gotten that number with tables and



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chairs in the venue, there were a number of years that have gone by where SROs weren't really issued by AFD, so I think that number of those types of venues might want to go to DSD to get that increase. Just because they want to take out tables and chairs.

- Staff: I can add a little more to that as well. DSD and AFD have done a lot of work, and we've tried to help them a little bit. They have gotten all the load cards into one place with DSD and they're evaluating them to make sure they fully understand what the current, valid load is. We're helping them with that research. As we've started to do that research, we've especially looked at venues that have done special events or submitted an ACE app, or come in to get a different floor plan reviewed and we haven't found any that don't have a sufficient load that couldn't use an ACE app when they do something different. When venues want to take all the tables and chairs out and put a stage in, we haven't found any venues that would be limited and couldn't use an ACE app. I don't think we're going to find a lot that don't have the load they need. Once that's all documented, hopefully in September, we'll reach out to venues to make sure they're on the same page about what the City understands their valid load can be and make sure that matches theirs. So hopefully there's not going to be many venues that need to come in because all they have is a table and chair load and they need an SRO.

Q: How long has the new SRO process been around and which venues have gone through the process to date?

- Staff: Right now, at least 4 venues have gone through the process since November 2017.
- Staff: I only know of 4 different venues. There's no way to actually look it up in the system. It has to be done by address, so I couldn't tell you how many have actually done it.

Q: When a venue is applying for a new SRO load through DSD, will a commercial plan review be triggered? What does a commercial plan review consist of? What are the associated fees?

- Staff: Realistically, if a venue wants to go through this change and go through this process, that's 7 business days?
- Staff: Yes it is. And if the plans are available, you can use the same plans you obtained your previous load with and reuse those. The only additional thing is going to be the application and those requirements.
- Staff: How often do you see plans have to be resubmitted or changed?
- Staff: It's a pretty common occurrence. It happens with every addition or remodel.
- Staff: So, if you were going to go through this process with your venue, how much time would you budget in to go through this process?
- Staff: The preparation time, to get everything together, is on the checklist. You can draw plans or have them pulled in 3 days, then you submit and they'll look at it within 7 days,



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it's of the approved plan, everything should be there if you've already gone through the process once before. 7 days is a good count.

- Staff: Does anyone need any more clarity around the formula, the 6-1 ratio, or the policy?
- Stakeholder: Is there a ratio for a stage? Right now there is a tables and chairs equation, but not a stage equation. I think right now with venues a big question is with this new load card is right now there are tables and chairs equation, but will this stage equation be included moving forward or will it not?
- Staff: The 15-1 comes out of the Fire code and building code. That's the ratio for occupancy on a stage. What I guess you're looking for is if you add a stage, how many people are we going to have to take out of there, will it be SRO or tables and chairs, and that's really going to be a Fire determination.
- Staff: The only thing that's in there is if you have a table. That's it. You deduct 6 people if you add a table. If you do anything else, if you have a stage, that's a plan review. The only thing it does is for you to add tables and chairs back into your venue.
- Staff: That said, if you have that new SRO load card, you can still submit an ACE app to have a stage. As long as you're not looking to increase the occupancy.
- Stakeholder: So if you're adding a stage, then you want to submit an ACE app?
- Staff: If you have a load that's sufficient for the max load you need, if you've got a new SRO load card or maybe you have an existing SRO load card, and you want to add a stage, and that's not going to increase your occupancy, it's probably going to decrease it because you're taking up floor space, that's an ACE app.
- Stakeholder: So just for clarity, that's where it goes to the temporary event load card, because you're getting that through the ACE app, through AFD, correct?
- Staff: Yes.
- Staff: This SRO load card is only there to help a venue go from their tables and chairs configuration to a SRO configuration. It's not meant for a special event, it's not meant for anything else. It's allowing them to take the tables in, and take them out for flexibility. It's pretty much all it provides for.

Q: Can you please write out how enforcement of venues formulating their own capacities via SRO load card inclusions will work on the ground via AFD inspectors and PACE teams, ect, that are out on the streets during special events?

- Stakeholder: There's been confusion as to who is held accountable, manager or owner. A lot of times we'll see managers or employees getting citations and have to deal with that. Are managers and owners equally accountable with a citation? Or how does that work?
- Staff: We write the citation to the highest ranking person on the property.
- Stakeholder: And the room. So it's usually not the owner?



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- Staff: If not the owner, the manager, the assistant manager, and then the bartender. Whoever is in charge of the bar at the time the violation occurred, they are held responsible. We always offer to write the owner if it's an ongoing issue and the owner is responsible and he wants to take responsibility. But at the time of the violation, the person that is there will be issued the citation and if we get cooperation we will transfer the citation to the owner if they'll take it. We have a lot of owners who won't.
- Stakeholder: If there time for the manager to call the owner? Or is this something that takes place afterwards?
- Staff: This typically takes place afterwards. If the manager is five minutes away, we'll wait but it typically happens within the next few business days.
- Stakeholder: We were just talking about stages. The number of ACE app's we submit just because everyone needs a stage, adds to everyone's work load. It would be cool, and it would make it a lot easier for everybody and have an equation.
- Staff: I totally agree with you, and I don't have a say in that. The people that wrote it, that's what they came up with. I know it doesn't address stages and it doesn't address those concerns.

Q: Can venues still get multiple load cards for different layouts?

- Staff: Are there any venues here that have that?
- Stakeholder: There are events that come through that definitely want different setups but because we're married to the ones we have they have to stick with that.
- Stakeholder: Does DSD do an inspection walk through or just look at the plans?
- Staff: DSD would never do it just looking at the plans.

Q: Can you explain more about how occupant load cards are issued for special event venues such as Fair Market, Brazos Hall, 800 Congress, and ect?

- Staff: The cards are issued by DSD and have an established occupancy load. Right now, the only thing that we did different was the tables and chairs, so you can have that option to move them around. The only thing we didn't do was create something to consider changes when stages, and things of that nature. There are a bunch of load cards out there right now that have been issued by AFD, and they're still valid. As far as the stages go, the occupancy is still 15-1 which is just fine when you have a SRO. If you have a SRO load card and you put a stage in, there's really not much change there.
- Staff: For special event venues that are adding stages and changing configurations, the SRO load card does not work for that. There is not a process for that other than submitting an ACE application and paying the plan review fee. It doesn't benefit the special event venue because now they have to submit an ACE app every time you have an event. And the purpose of becoming an event venue is to avoid that. I don't have an answer for that. There isn't one at this time. It has not been worked out with the City. What we do have is a review process for each event. The adding of a stage is calculated



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at 15-1, so if you have a tables and chairs configuration on your current load card and you change your stage, typically that doesn't change the load because your tables and chairs are staying in the same \_\_\_\_\_. But if you're SRO and you add a stage, it changes those numbers. It's different sizes, and that's why we have to do a review on that.

- Staff: Are there certain venues that have certain go-to plans? Or best practices? Are there certain approaches venues can take to have plans in place for certain types of events they do.
- Staff: If their venue is calculated at tables and chairs configuration and they don't have an SRO load card, they're typically not going to get overcrowded if they stay at that number. It gives them the flexibility to stay within that load. If they add stages, they add tables, it's all going to be calculated at 15-1. So if their original occupant load is calculated, which is not the number they typically want, they're going to be fine every time. But if they go to an SRO number and they get an SRO number for an empty venue, every single time they're going to have to submit a plan review to reduce that number.
- Staff: I want to add two quick things. One thing that's really important is that venues can get multiple load cards and floor plans approved, and that is something that is new and could accommodate a special event venue. Obviously, a venue is not trying to get an unlimited number. That's not sustainable. But maybe to get a few. It does seem like some venues have different clients each time, and it's a different set-up. There is no perfect solution for that, they have to look at it. But one possible benefit is the multiple floor plans. So Fair Market, for example, wanted to get 3, 4, 5 to accommodate a big portion of their client events. The other thing I would say, is that if you're going to submit ACE apps, and you have good relationships and communication with AFD, that seems to go a long way and helps make the review process smooth. The good communication really helps keep everyone on the same page.
- Stakeholder: So, about 85-90% can be accommodated by tables and chairs setup, so would it be better for us to keep that load card?
  - Staff: Yes, it's less plans for you to submit. The problem is, it doesn't give you that higher load card that most of you want. I know with your venue, you stay within that number almost all the time, you just change the layout. If you're a tables and chairs configuration, the number works and it's the best option. But when they go through a plan review, I don't know if that's what they would issue because they're going to look at the site plan you submitted when you got your A3. And they're going to say it's empty, so you get an SRO. That's not a number you need because you can't work from that.
  - Staff: And he can't work from that because he's always adding stuff, stages...
  - Staff: Well the stage is permanent there, but it's not permanent in a lot of venues. I get it. I know the way we used to operate in the past when we weren't so limited. We came out, we'd give you a load, and it worked great. We can't operate the way we used to because we've grown too much. We're asking too



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much of each other to try and calculate all of these. The City doesn't provide the staff for us to do what we used to do. So these processes were put into place.

Q: What triggers custom floor plans that would require temporary event load cards via and ACE application?

- Staff: If you are doing something that's outside of your load card and you need a temporary change, you need to submit an ACE application. That's all the information I have.
- Stakeholder: So if a venue has a tables and chairs load, not an SRO load, if they take those out and put in a stage, is an ACE app needed in that scenario?
  - Staff: Yes, because it changes the configuration of your floor plan. What I understand from my chief is that we still want to review this to make sure it's not blocking exits or causing any other concerns.
  - Stakeholder: So, to clarify, if I decided to put a stage on the third roof of Mohawk, and we had a third load card that went through proper approvals, would that be an additional thing, if we did it the same way every time, that could be activated? So the question is, if there are three ways setting up a venue, one with SRO, one with the occupancy with tables and chairs, if you're taking about the ability to apply for an additional card, would a stage scenario be configurable if you're doing the same thing every time?
  - Staff: Absolutely.
  - Staff: The thing to make sure to know is obviously, when you come in, if you've got your two approved already and you want a third, you're going to go through the commercial plan review that Tony laid out.
  - Stakeholder: So perhaps then, for spaces that do live music or events they could apply for a third permit for, say SXSW, for a stage the same way every time.
  - Staff: If it's done the same way every time, it's just the same as applying for a third load card. The one thing I'm going to say in that though, is that if you have 3 load cards and no site plan that goes along with those load cards, I have no idea what to enforce. So, it's going to be the opinion of whoever is out there to make a judgement call and to determine which occupant load card you're following. It's going to be very subjective. I would hope that the process gets better and includes site plans with the load card so on the enforcement side we have something clear to go by. That has not happened yet.
  - Stakeholder: So for the new process for obtaining new load cards and site maps. Are site maps available for those two or three configurations?
  - Staff: They'll going to be part of your submittal. It's not a requirement to attach it to your load card, but it would be in your best interest.



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- Stakeholder: So in order to help AFD do their job, if I were to reapply for all of those 3 types of permits, would it be a good idea to get a different site map for each one that was attached to it?
- Staff: If you submitted 3 different ones, yes you would get 3 different ones back.
- Staff: You're submitting those floor plans with your application and what he's suggesting is if that is attached to the load card so everyone on the field is on the same page that would be an improvement.
- Staff: Well we need to get there, because it's not there. You can submit a plan and you can put any drawing you want on there. And that load card does not say "it matches this site plan"...there's nothing there. So it's still going to be subjective until we can tie a site plan to a load card. And if there's nothing to tie those two together, it's a subjective call that we have to make on the fly.
- Staff: One more comment, these guys talked about many of the AFD load cards are still valid, and most of those have floor plans \_\_\_\_\_ that are attached. So that's one more thing \_\_\_\_.
- Stakeholder: So adding to the question, during SX, where we might have 50 same venues that we're going to keep every year that do the same stage installations, it might be better to have these venues go through DSD and get that additional load card, or you have to keep going through this yearly ACE process even though the stages are the same year after year.
- Staff: Doesn't matter to me. If any venue wants to go through the permanent route, that would be fine. If you want to continue to submit ACE applications, submit them.
- Staff: I'd recommend you guys go the permanent route on that. It's going to open up your business model to additional events throughout the year. We would love to see y'all do the permanent load cards and site plans, so that you guys can use them throughout the year and diversify your revenue streams as best you can, and so that we can minimize as many of these issues during spring season as possible. Just to kind of alleviate DSD and AFD during that time so that we can focus on things that do pop up that we weren't expecting.
- Stakeholder: It seems to me like when issues arise, it's because the venue thought their load was something that AFD says it isn't, there's some sort of discrepancy. So I'm wondering if there's a way for a venue to proactively check without putting themselves up for review, if there's a difference between DSD load, or AFD load, or a load a venue maybe got an increase for it that was temporary and they thought it was permanent. Is there a way to nail down ahead of time that we're all in agreement on what my load is before I start booking SXSW?
  - Staff: Great question, and yes. And that's really the work we're undertaking right now. Most of the lifting is Tony working with AFD. A



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lot of improvements have been made, and currently working on that now. All the AFD load cards are now with Tony. He's going through to make sure there's no discrepancies. What we're going to be doing is meeting here shortly, and validate the current load so DSD and AFD is on the same page. And then the Music Division's role is to take those loads to the venue and say this is what the City has, and hopefully in most cases it'll be the same number that's on that venue's wall. And we'll be good. If not, that's where we'll kind of want to clean up...

- Stakeholder: So you're saying everyone in the room should be waiting for you to contact them with their verified load, and you can kind of give them?
- Staff: Yes.
- Stakeholder: Say if a venue wanted to reach out and find out in case they do need to make permanent changes to increase their load, is that okay?
- Staff: So what I kind of said earlier is September, we'll have most of them. Venues can contact us, but we kind of need to get through the weeds of it.
- Stakeholder: So in the event that the load that you guys determine is the valid load, is lower than what the venue thought it was, and they weren't anticipating or weren't intending to do some sort of improvements to the building to increase their load, does that mean that they have to pay the fee and go through this process just to match the number that you all came up with if it's different than what they have been operating under?
- Staff: So if the number that they validate is what's current and valid, again, keeping in mind that if AFD has issued one, that's remaining, as long as the floor plan hasn't changed, those are being honored. If what they say is current and valid is different than what the venue has, we want to reconcile that and figure out what that is. Hopefully that will be a small number and we can quickly get the problem solved. Maybe they'll have information that's useful that can correct our understanding, but if it turns out that the venue has the wrong understanding...
- Stakeholder: Okay so this is a good time to get on the same page about that. It seems to me like that will increase a higher work load, so I know we're saying a 7 day process, but it sounds like while we're doing this reconcile process, there may be a back log, is that a concern?
  - Staff: I think with what we've seen so far, we don't see many issues. We need to kind of keep going and get it in front of the venues, so I



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- wouldn't 100% say that until we finish the work and get it in front of the venues.
- Stakeholder: But would it be okay to go ahead and check to see if it's been done already?
  - Staff: Yes, that's totally fine, and we'll tell them if it's done or not. These guys are meeting as soon as next week to try and work through these.
  - Staff: The information is there. If anyone wants to call and ask, I'd be happy to help with that.
  - Stakeholder: And in terms if there is an issue, we don't anticipate there being many venues that run into this issue, we are working on capacity with the city to help financially so that you can make those improvements to get your load back up or even increase it from what it was before. We're looking at that process right now and what it would look like when we roll that out. We should know more in the coming weeks.
  - Staff: And one last thing is, we also have \_\_\_\_ to support these venues going through the process.
  - Staff: The overall message though is that it does not hurt to be proactive and to start this process as early as possible. If you know this is an option that you want to start consider exploring, now is the time to start looking at these things. I highly encourage everyone and I have full confidence in these folks when they say 7 days is 7 days. But I like to build in more time, particularly with these kinds of processes. So just build in a little bit of wiggle room for yourselves.
- Stakeholder: Just for clarity, and I want to help both the venue and AFD when we're talking about a potential venue looking for that third load card that we were talking about earlier where you're submitting for a permanent stage load card through DSD. I think I heard that AFD may have some problems when out in the field when inspecting because there's not associated site plans to that stage load card. If that's the case, would this process help AFD: When the venue submits for that new load card through DSD, could they just keep that whole application process on file so when AFD shows up, they can show them all the paperwork, which the site plan would be included, and obviously the new approved load card. Would that help the AFD inspector be able to match up a site plan with that new permanent load card?
    - Staff: Yes and no, if it's not a simple plan, no. It's not going to be kept together or kept in the right spot. It's going to disappear. If we had something to tie the two together, it would be easy. The problem that we have is that the current load card that is issued by DSD, there's no



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- way to tie it to a plan. If we can get those changes made and get that added in as part of the process, then it makes enforcements easier.
- Stakeholder: Is that a difficult process to attach the load card to the site plan?
  - Staff: It's the City's system. The AMANDA system doesn't have the capability that I'm aware of to be able to do that. It's a software issue I think.
  - Stakeholder: I get that, but what if the venue had it on hand. They have to have the load card posted, but they also have to have a diagram or something posted.
  - Staff: Yeah. Absolutely. It would just all have to match up. That just doesn't exist right now, and we're going to have to figure out how to put that together. Because what does exist, isn't going to work for you.
  - Stakeholder: So when you say go either way, SXSW could do 15 DSD permits for our venues that need to put a stage in, you're saying there is no system through DSD because we could get a whole bunch of those but there is no site plan attached, so when you see that number you won't really know if it's accurate.
  - Staff: Is that what you guys are saying?
  - Staff: I think we're saying different things now. I know that when you get a plan review, you get a permit and you get the plan back. When the inspector goes to look at them, he matches them up. I mean, that's what he's expected to approve. You have some responsibility to have them there. Still, it's the property owner's job to have that documentation there somewhere onsite. If you want to work, you need to have the documentation.
  - Staff: I think it's important to point out that it would be ridiculous to have venues go through a process and then have no way to verify it.
  - Stakeholder: The City has no way to verify it, but if the venues keep it up...
  - Staff: Right, so there's some responsibility that as a venue having gone through that process with DSD, you know your venue. We're looking at internal processes, we understand that we have some technological challenges that we have to work through. But I want to be clear, the technological and innovative challenges we're having to work through are separate. I don't want to make it seem like we're asking you to go through this process and it's a meaningless process. It is not. It's a really important process to make sure we get you where you need to be so that you're not running into the same challenges every year if you're a venue that has run into challenges with load increases and the process.



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That's what this discussion was designed to help clarify as much as we could. Some of what's getting lost in this conversation is how we as a City are going to work through some of our technical challenges with AMANDA, with how things tie together when we're on the ground. That's something that we can commit to that we're actively trying to fix. But your site plans are valid plans, and there are ways to verify those plans.

- Stakeholder: In the event that you have more than one load card, based off different site plans, can you indicate to AFD ahead of SXSW which one you are using so there's no confusion.
  - Staff: If you have a load card that is tied to a site plan and you present that you should be fine. I don't think there's a reason you would need to verify to AFD that you're operating under X or Y.
  - Stakeholder: Well, you said it's subjective.
  - Staff: The subjective part becomes when we can't verify the site plan to the load card. If there's a way to tie the two, then we're fine.
  - Staff: And it always helps if you have that stuff ready to go. I want to be clear, if you have your site plans and your load cards all together and you present that stuff when someone shows up at your door, that's awesome.
  - Stakeholder: Wouldn't the site map for an alternative stage configuration have architectural drawings that would specify a stage? In my experience doing plan review for different remodel projects is that you have to have specific plans for adjustments. Two, a recommendation for venues that I've found successful, when managing compliance is to Xerox copies of all of these site plans, put them in every drawer at every bar, and every door that way, especially during SXSW, every time Fire code compliance walks in, you've got one and you give them the hard copy in the office.
- Staff: If the venue wanted to create a binder of printed materials with site plans and load cards, can they take it to you to get a stamp or something? So that the inspector on the ground knows its official?
  - Staff: It would be no different than site visit.
  - Staff: if the load card and site plan have a date that match, that should be enough. Just need to be retained and kept together.

Q: Regarding section 4-20-32 in the SEO: For a Tier 3 or 4 event, ACE will issue within 10 business days of receiving a complete application a preliminary recommendation to approve the application. Can the preliminary recommendation approval include a certificate of occupancy status and any open code to get addressed checked?



## SEO Write the Rules Summer Session

### Meeting Notes

August 21, 2018

- Staff: When ACE receives an app, one of the first things we do is verify the address. If we get an address we don't recognize, we will dig a little deeper. So it is our intent to get that information about open code violations or occupancy issues and get that to the applicant as soon as possible. If we can, we will try to do that at the time of the preliminary recommendation. We may not have the answer at that time, but we will start the conversation at that time and get that resolved as soon as possible.
- Staff: One more thing, something we talked about is making sure in the guidebook best practices for event organizers and have this be one of the best practices. Before you secure this place, check with the owner to get a copy of the CO and find out what the use of the space is. And of course, if you can't find out, make a request to ACE. It's also important for the event organizer to find out from the owner about what you can do there and what you can use the space for.

Q: When can AFD mandate the hiring of Fire Watch? What is the criteria? Can you point to where this is in the code or the draft rules?

- Staff: The code was a little vague, we left the part at the bottom as a catch-all because not all of these events will fit into a neat little box. But just to attempt to provide more clarity.

Q: Will you please provide a list of all proposed ACE event-related fees or costs for fiscal year 2019, with any increases from last year?

- Staff: Right now we're going through the budget process, and you can check out the City's proposed fee schedule starting on page 564 in the City Manager's proposed budget. If you want to do a comparison to last year's fees, you can go to page 435 of last year's budget. We understand that we need to be more proactive in communicating what our fees will be as it pertains to special events, but we want to remind you that our fee schedule comes out every year as part of the budget process. You don't have to wait for that announcement to come from us; that happens every September. We will get better about communicating that with you, but it is available online.