



AUSTIN CENTER FOR EVENTS

Special Events Ordinance Community Engagement Summary

Overview:

More than 1600 people have shared their thoughts and recommendations for the Draft Special Events Ordinance in meetings and online surveys organized by the Austin Center for Events (ACE).

By the Numbers

- Community Meetings: 7
- Boards and Commissions Briefings: 14
- Event Stakeholder Small Group Meetings: 4
- Mayor and Council staff briefings: 8
- Digital Feedback Portals: 2



Participants represented of neighborhood groups, universities, churches, business groups, arts organizations, and major event organizers.

Most recently, staff conducted a community engagement meeting at the new Central Library on January 18 and provided a digital feedback portal on the Civic Comment platform to offer feedback. The digital feedback portal closed on January 22. Feedback gathered in the January 2018 engagement effort is included in the appendix.

These online and in-person events allowed the ACE to gather feedback on the permitting process, application and fees, as well as community and stakeholder concerns including event parking, environmental impact and sustainability.



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What we heard

Feedback received through the outreach process highlighted the following key concerns:

- The Tier approach does not effectively address the community's interest in permitting events based on size and scale;
- The proposed ordinances results in an application and approval process that is unclear and does not provide enough certainty or advanced notice of staff decision; and
- The denial and appeal process needs additional clarity.

Event Tiers

- Criteria for each tier category should be more clearly defined.
- Tier system should include measures to minimize the cumulative impact of special event on neighborhoods, parks, and other public spaces.
- Tier system should not negatively impact event diversity or equity for all special event stakeholders.

Staff Response:

In response to community interest in permitting events based on size and scale, the proposed draft ordinance recommends a tiered approach that considers number of attendees, duration, and general area impacted. Staff developed the tier structure starting with the State of Texas' definition of a "mass gathering" (Title 9 of the Health and Safety Code) which utilizes number of attendees – specifically 2,500 – and duration or time period of the event as key criteria. Additionally, departmental staff currently implement and enforce current event related ordinances primarily based on attendees and amount of area impacted.

Criteria for Tiers. Staff updated the draft ordinance to further clarify the tier structure to accomplish the following:

- Tier 1 essentially applies to events protected by the First Amendment such as political marches
- Tier 2 applies to small, stationary events with fewer than 2,500 attendees held over a short period of time
- Tier 3 events are larger than 2,500+ attendees and can be mobile, such as a walk/race event. But, these events are not larger than Tier 4.
- Tier 4 are the largest events from a size/scale/mobility impact/city resourcing perspective such as SXSW and ACL Festival



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Staff will also provide plain language guidance documents for incorporation into the ACE Guidebook that highlights tiers, deadlines and requirements.

Application & Approval Process

- Emissions Reduction Plan requirements need to be more clearly defined.
- Notification process for street closures needs to be streamlined for greater efficiency and effectiveness.
- Preference should be given to local events.
- Request for earlier final approval deadlines. Have a consolidated digital application that has all the potential permits needed on one form.
- Assign an advisor or counselor to each event to guide applicants through the permitting and approval process across different COA departments.
- Offer an intuitive online pre-event planning wizard/tool to help organizers determine their event tier, permitting needs, fees, notification requirements & deadlines, etc. and answer key questions before the ACE application process begins.
Offer event organizers, guidance and suggested best practices to effectively manage safety & security concerns before, during, and after events and minimize impact on surrounding areas.

Staff Response:

Emissions Reduction Plan: Staff updated the draft ordinance to require Tier 4 events to provide an event emission *management* plan rather than an emissions reduction plan. The intent of the emissions management plan is to provide information about how the event organizer intends to manage or minimize emissions during the event. Examples could include encouraging bicycling and alternative transportation including remote shuttles and information campaigns related to these alternative. Details of an emissions management plan would be clarified during the rules process.

Notification process: The current draft ordinance maintains a notification requirement. Criteria for proper notification, including methods to notify, shall be clarified through the rules process. This will allow staff and stakeholders to collaboratively identify alternative notification methods such as utilizing social media or electronic communication rather than only relying on mailing notification letters.

Preference to local events: Staff updated draft ordinance language to allow “legacy events” to give notice of proposed special event dates for a five year period. Legally, all applicants must be considered equally if they meet the requirements to apply for an event. The City may regulate time, place and manner.

Approval deadlines: Staff updated the draft ordinance to modify the tier structure as well as application deadlines and staff decision timeframes for Tier 1 and Tier 2:



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- Tier 1:
 - Application due at least 3 days before event
 - ACE decision must occur no later than 1 day before event
- Tier 2
 - Application due at least 30 days before event
 - ACE decision must be provided 30 days after receipt of application
- Tier 3
 - Application due 120 days before event
 - ACE decision must be provided no later than 30 days before event
- Tier 4
 - Application due 180 days before event
 - ACE decision must be provided no later than 30 days before event

Event Advisor/Case Manager: Due to staffing and resource limitations, this is not a viable option currently. Increases to staff to accommodate this request would need to be considered during the City's annual budget cycle which also includes consideration by the City Council. Currently, the ACE team works with event organizers to walk them through the application and permitting process. Approximately one year ago, ACE launched a digital application to streamline the planning process for event organizers and is exploring improvements to the online application.

Online planning tools: ACE is exploring options for a digital pre-event planning wizard to help organizers determine tier, potential fees, permit requirements, and deadlines before applying for a Special Event permit.

Providing Guidance: ACE currently provides event organizers with guidance regarding safety and event management before during and after events. Staff recommends offering event planner safety and security training workshops throughout the year in line with guidance from the Parkland Events Taskforce. Formalizing a training program would require additional staff and resources which could be considered during the City's annual budget cycle.

Staff removed the Neighborhood Block Parties provision from the draft Special Events Ordinance. A separate permit process was created under Chapter 14-8 (Temporary Closure for Right of Way Events) to address these types of events.

Event Denials & Appeals

- Community appeal process should remain with City Council.
- The appeal process for event organizers should be a clear, easy to understand process based on objective criteria which applies to all stakeholders.



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- Community stakeholders should have a streamlined way to share concerns about proposed events and feedback about current events.

Staff Response

Appeal Process with City Council: Currently, appeals to a denial of permit are considered by the City Council. If a denied permit application includes denial of a street closure permit, the appeal is also considered by the Urban Transportation Commission which provides a recommendation in advance of Council consideration. Placing an appeal on the agenda of both the UTC and the City Council requires time – sometimes 30 to 90 days. This delay to reach a decision does not always meet the timeframe for the event. In a recent case, an appeal was considered by Council the day before the event was scheduled to take place. Staff recommends an administrative appeal process which would allow an appeal team of city staff to review and make a determination more quickly. The appeal team would be composed of supervisors or managers of ACE Team members. The rules process will clarify criteria to evaluate the appeal and could utilize the impact matrix developed by the Parkland Events Task Force as guidance.

Clear, easy to understand appeal process: The rules process will develop criteria for approval of permit, submitting opposition to an event, and determinations regarding appeals. The rules process could also consider adapting criteria similar to the impact matrix developed by the Parkland Events Task Force.

Community interest in sharing concerns about an event: Staff also recommends setting up a phone, online, and app based event proposal feedback system via Austin 3-1-1. Staff will consider information received through 3-1-1 during and after the event for planning purposes for the next year.

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
Question: Keeping in mind the goal and the City's approach to promote both safety and the success of special events that would be in the best interest of the ENTIRE community (patrons and neighbors); what ideas do you have for event notifications, appeal processes, and recommended improvements for all?				
Community Meeting Attendee	Central Austin Library	PARD and ACE increased participation (previous Task Force recommendation)	Accesability	
Community Meeting Attendee	Central Austin Library	Meeting Accessibility	Accessibility	
Community Meeting Attendee	Central Austin Library	Accesible meetings	Accessibility	
Community Meeting Attendee	Central Austin Library	Make City Gov more accessible	Accessibility	
Community Meeting Attendee	Central Austin Library	No notification or appeals process for neighbors	Appeals Process	
Community Meeting Attendee	Central Austin Library	Concerns about appeal process	Appeals Process	
Community Meeting Attendee	Central Austin Library	Best practice examples	Clarification	
Community Meeting Attendee	Central Austin Library	Gray area - on us is not on promoter or city	Clarification	
Community Meeting Attendee	Central Austin Library	More Transparency 1,000 person events	Clarification	
Community Meeting Attendee	Central Austin Library	% of success stories and other people's stories	Clarification	
Community Meeting Attendee	Central Austin Library	Ask for case manager / counsellor for guidance, historical knowledge, - challenges	Clarification	

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Stakeholder	Location	Comments	Theme 1	Theme 2
Community Meeting Attendee	Central Austin Library	To make informed decision	Clarification	
Community Meeting Attendee	Central Austin Library	Dealing with potential clients - starry eyed	Clarification	
Community Meeting Attendee	Central Austin Library	Flowcharts/diagrams	Clarification	
Community Meeting Attendee	Central Austin Library	Make infographics clear and easy to understand takes "x" time to do this	Clarification	
Community Meeting Attendee	Central Austin Library	Clear set of Steps (Right Steps)	Clarification	
Community Meeting Attendee	Central Austin Library	Yes but not a clear path to "Yes"	Clarification	
Community Meeting Attendee	Central Austin Library	Clear process to follow	Clarification	
Community Meeting Attendee	Central Austin Library	Need clear answers & clear next steps	Clarification	
Community Meeting Attendee	Central Austin Library	We don't know what we don't know	Clarification	
Community Meeting Attendee	Central Austin Library	Advisor or Guide to walk you thru the process	Clarification	
Community Meeting Attendee	Central Austin Library	Definition of notification area	Clarification	
Community Meeting Attendee	Central Austin Library	How can public appeal notification process?	Clarification	Appeals Process

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Stakeholder	Location	Comments	Theme 1	Theme 2
Community Meeting Attendee	Central Austin Library	Questions to ask:	Clarification	
Community Meeting Attendee	Central Austin Library	Why is it under transportation?	Clarification	
Community Meeting Attendee	Central Austin Library	How do you close Trinity Street	Clarification	
Community Meeting Attendee	Central Austin Library	Guidance to make informed decisions	Clarification	
Community Meeting Attendee	Central Austin Library	Fluidity and Communication	Communications	
Community Meeting Attendee	Central Austin Library	Clear point of Contact	Communications	
Community Meeting Attendee	Central Austin Library	Directness/Guidance	Communications	
Community Meeting Attendee	Central Austin Library	Bloomington-went to local bars where musicians were	Communications	
Community Meeting Attendee	Central Austin Library	Facebook Live (Code Next) younger people vs anonymous posters who want to antagonize	Communications	
Community Meeting Attendee	Central Austin Library	Diferent hours/times to get engagment not enough time	Communications	
Community Meeting Attendee	Central Austin Library	Social media or website - *one hub for all events	Communications	
Community Meeting Attendee	Central Austin Library	Notify neighborhood orgs - paper mail and email	Communications	

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Community Meeting Attendee	Central Austin Library	Marathon signage post notification but not for events?	Communications	
Community Meeting Attendee	Central Austin Library	This would help notify people within a specific range	Communications	
Community Meeting Attendee	Central Austin Library	Electronic billboards	Communications	
Community Meeting Attendee	Central Austin Library	Apply notifications evenly	Communications	
Community Meeting Attendee	Central Austin Library	Better communicate/publicize upcoming events	Communications	
Community Meeting Attendee	Central Austin Library	standardized communications	Communications	
Community Meeting Attendee	Central Austin Library	consider tiers/ scal of event to determine communications	Communications	
Community Meeting Attendee	Central Austin Library	advance notification that aligns with tiers/impact size	Communications	
Community Meeting Attendee	Central Austin Library	2012/2013 suggestion- public database of all events - size - duration- road closures- parkland	Communications	
Community Meeting Attendee	Central Austin Library	One entity to better cooperate coordination all considerations	Communications	
Community Meeting Attendee	Central Austin Library	30 days is iffy for City to notify of changes	Communications	Timeline
Community Meeting Attendee	Central Austin Library	coordinate with media outlets	Communications	

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Community Meeting Attendee	Central Austin Library	consistent source of info for residents	Communications	
Community Meeting Attendee	Central Austin Library	Spinning wheels, labor involved, cost range of potential costs/permit	Cost	
Community Meeting Attendee	Central Austin Library	Newbies assume closing a street (\$, challenging)	Cost	
Community Meeting Attendee	Central Austin Library	can't get a permit, scaring off some corporate events just to block off a parking lot	Cost	
Community Meeting Attendee	Central Austin Library	positive economic impact	Economic Impact	
Community Meeting Attendee	Central Austin Library	Not permitting per se	Permits	
Community Meeting Attendee	Central Austin Library	How many event were denied due to disapproval by residents?	Permits	
Community Meeting Attendee	Central Austin Library	list of complaints (if any)	Permits	Communications
Community Meeting Attendee	Central Austin Library	Reality check up front manage expectations of 3rd party clients	Planning	
Community Meeting Attendee	Central Austin Library	City that is flexible, knows what it's doing	Planning	
Community Meeting Attendee	Central Austin Library	Flexibility -checklist	Planning	
Community Meeting Attendee	Central Austin Library	Reference previous Events	Planning	

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Community Meeting Attendee	Central Austin Library	Having process will help make determination sooner	Planning	
Community Meeting Attendee	Central Austin Library	Historical Reference; consultants;	Planning	
Community Meeting Attendee	Central Austin Library	Playing location when they were comfortable time	Planning	
Community Meeting Attendee	Central Austin Library	Time, places, venues that work for them (participants, musicians	Planning	
Community Meeting Attendee	Central Austin Library	Opening "Barn Door"	Planning	
Community Meeting Attendee	Central Austin Library	Case Manager would be good	Planning	
Community Meeting Attendee	Central Austin Library	24hrs have to cancel	Planning	
Community Meeting Attendee	Central Austin Library	30 days can still move	Planning	
Community Meeting Attendee	Central Austin Library	Timing to adequately address concerns	Planning	
Community Meeting Attendee	Central Austin Library	Alternate locations travel plans catering appeal process	Planning	
Community Meeting Attendee	Central Austin Library	More reasonable timeline for approval denial	Planning	Approval Process
Community Meeting Attendee	Central Austin Library	Timelines are very long.	Planning	

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Stakeholder	Location	Comments	Theme 1	Theme 2
Community Meeting Attendee	Central Austin Library	City can deny w/in 1 bus day	Planning	
Community Meeting Attendee	Central Austin Library	Approval process should be tied to when app submitted, not 1 day before event.	Planning	Approval Process
Community Meeting Attendee	Central Austin Library	P14,line6,4.1932-no required city action until 1 bus day before event	Planning	
Community Meeting Attendee	Central Austin Library	Client relationships/contracts/relationships all can be impacted	Planning	
Community Meeting Attendee	Central Austin Library	Event	Planning	
Community Meeting Attendee	Central Austin Library	Enough advance notice to allow time for objections to be addressed	Planning	
Community Meeting Attendee	Central Austin Library	Trail of Lights example	Planning	
Community Meeting Attendee	Central Austin Library	events are an industry, but there are local vendors, neighbors that are impacted by the events	Planning	
Community Meeting Attendee	Central Austin Library	days, week/weekend considerations	Planning	
Community Meeting Attendee	Central Austin Library	daily life must continue despite large scale events	Planning	
Community Meeting Attendee	Central Austin Library	competition for same weekends for events in Austin biggest concern for tiers	Planning	
Community Meeting Attendee	Central Austin Library	not enough weekends for events in Austin	Planning	

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Stakeholder	Location	Comments	Theme 1	Theme 2
Community Meeting Attendee	Central Austin Library	application response period for decision/approval doesn't work	Planning	
Community Meeting Attendee	Central Austin Library	Recommendation - 4500 people coming to Rainey Street	Safety	
Community Meeting Attendee	Central Austin Library	Red Flags	Safety	
Community Meeting Attendee	Central Austin Library	Expectations of meeting crowd control/safety	Safety	
Community Meeting Attendee	Central Austin Library	Two ambulances, cops, EMS	Safety	
Community Meeting Attendee	Central Austin Library	Public Safety Security	Safety	
Community Meeting Attendee	Central Austin Library	Safety and security - if it goes wrong - it's bad for the event/city.	Safety	
Community Meeting Attendee	Central Austin Library	Want to be sure people are safe	Safety	
Community Meeting Attendee	Central Austin Library	Communication back on safety/security	Safety	
Community Meeting Attendee	Central Austin Library	Public	Safety	
Community Meeting Attendee	Central Austin Library	Street closures/ late night events	Safety	
Community Meeting Attendee	Central Austin Library	Lack of crosstown routes, traffic issues with events	Safety	

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Community Meeting Attendee	Central Austin Library	Temporary signage	Safety	
Community Meeting Attendee	Central Austin Library	event planners need closures	Safety	
Community Meeting Attendee	Central Austin Library	alternate routes for roads that are consistently closed to reduce impact for residents	Safety	
Community Meeting Attendee	Central Austin Library	tiers are not intuitive - based upon total number of street closures	Tier	
Community Meeting Attendee	Central Austin Library	spreadsheet with questions y/n then determine tier	Tier	
Community Meeting Attendee	Central Austin Library	tier should be defined by the impact on the City	Tier	
Community Meeting Attendee	Central Austin Library	tier system proposed isn't considering all impacts	Tier	
Community Meeting Attendee	Central Austin Library	Tier 1 24hrs final decision not conducive to good environment-not enough time to cancel	Tier 1	
Community Meeting Attendee	Central Austin Library	Tier 2 30 days would be better give time to "fix it" clear process for appeal	Tier 2	
Community Meeting Attendee	Central Austin Library	For venues, live music abbreviated time, lost ability to get a permit code Ch. 9. In part 5, line 31, they repeal temp permit code and process can't advance length of time w/in 30 days (tier 2)	Tier 2	
Community Meeting Attendee	Central Austin Library	Tier 2 event have issues w/ notification process	Tier 2	
Community Meeting Attendee	Central Austin Library	tier 3?	Tier 3	

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Stakeholder	Location	Comments	Theme 1	Theme 2
Visit Austin	Email	4-19-1 (12) (a) Defines a special event as having 100 or more attendees This number should be increased to 175 or more attendees	Clarification	Permits
Visit Austin	Email	4-19-1 (12)(c) Is Temporary, involves 100 or more attendees o This number should be increased to 175 or more attendees	Clarification	Permits
Visit Austin	Email	4-19-20 (C) A special event permit is not required for an event that complies with Chapter 14-8, Article 3 (Neighborhood block Party Requirements). Page 1 of the Ordinance document states “An ordinance amending city code title 4 to add Chapter 4-19 relating to special events; repealing and replacing Chapter 14-8 relating to right-of-way closures for special events and neighborhood block parties” Question: Does Chapter 14-8 still provide a permitting exception for Neighborhood block parties? Has Chapter 14-8 been repealed and replaced as stated on page one?	Clarification	Permits
Visit Austin	Email	14-8-22 States that “the director may not approve a closure permit for a special event (1) that would exceed the maximum number of special events, as established by Council, for which a particular public right-of-way may be closed during a calendar year; What is that maximum number?	Clarification	Permits
Visit Austin	Email	We continue to share our interest in working with ACE when we have clients interested in use of right-of-way and parks. There is trend in our industry for “festivalization” of meetings whereby group organizers want to transform their events to a festival type atmosphere. Austin is the perfect location to create what is natural theme for us here.	Approval Process	permits
Texas Disposal Systems	Email	Hello Mr. Manno We had the pleasure of meeting each other at one of the recent stakeholder meetings regarding the proposed Special Events Ordinance. The following brief comments have been prepared by TDS and pertain to the current draft Ordinance under consideration. They are in response to the request for stakeholder comments by the January 19, 2018 deadline: With regard to the waste reduction and diversion components of the revised draft special events ordinance dated 1-08-2018, in order to fully comply with City Code 15-6-11 through 15-6-13 (which defines the role of the City and that of private collection services as it relates to waste management), Texas Disposal Systems urges City staff and the City Council to amend the ordinance to specify that it should not be interpreted to direct or allow Austin Resource Recovery (ARR) or any other City department to contract to provide waste-related services to event organizers, either directly – using City personnel and equipment – or through private contractors.	Planning	Waste Disposal

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Texas Disposal Systems	Email	It is important to note that City staff are currently interpreting language contained in City of Austin Resolution No. 20091022-040 – which directed the City Manager to implement recycling at City-sponsored events – as direction to contract to provide a full range of waste-related services (including solid waste, recycling, organics, and portable toilet services) to events that in some cases do not appear on the list of officially City-sponsored events. Despite acknowledging that contracting for – and in many cases fully subsidizing the cost of – these waste services “competes with private haulers” in clear violation of City Code 15-6-11 through 15-6-13, City staff continues the practice even now, pending Council action with regard to the recommendations of the Solid Waste Policy Working Group. TDS thus urges that the revised draft special events ordinance be amended to avoid a similar misinterpretation by City staff, and to ensure that event services remain an open marketplace.	Planning	Waste Disposal
Texas Disposal Systems	Email	If the City desires to incent waste reduction and diversion at special events, TDS would support the City providing a payment voucher or reimbursing event organizers for waste-related services provided by licensed private haulers, in compliance with City Code 15-6-11 through 15-6-13. For reference: City of Austin Resolution No. 20091022-040: http://www.austintexas.gov/edims/document.cfm?id=131421 City of Austin “Policy Considerations” Memorandum (See Question #2): http://www.texasdisposal.com/sites/default/files/uploads/2-15-17Sam_Angoori_Memo_re_Policy_Considerations-.pdf Austin City Code 15-6-11 through 15-6-13: http://cdn.texasdisposalsys.netdna-cdn.com/sites/default/files/uploads/City%20Code%20Section%2015-6-11%20through%2015-6-13.pdf Given TDS’ role as one of Austin’s largest providers of solid waste, recycling, organics and portable restroom services for special events, we intend to continue following the development of a Special Events Ordinance and to actively participate in the forthcoming discussions regarding this important Ordinance.	Planning	Waste Disposal
James Russell	Meeting	business code classification? Many events aren't businesses	clarification	Permits
James Russell	Meeting	4-19-1: This is a definition w/ significant business implications as well as planning implications	clarification	Approval Process
James Russell	Meeting	What is a consolidated permit?	clarification	Permits

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James Russell	Meeting	4-19-21 A-4 All non-profit 5k runs no matter where they take place (D-2) this is the only place there is a dollar amount attributed to a tier. Can this be a measurement for all tiers?	tiers	Approval Process
James Russell	Meeting	4-19-24 What about co sponsored events? Park events and TCOUS/TUPs too? This should be provided no matter what based on application this is a business decision that needs to be made early in the planning process APD vs Constables, ARR vs TDS, EMS vs Private should be net 30 upon receipt of invoice	clarification	cost
James Russell	Meeting	4-19-30 B this includes, potentially, a funeral procession, private event at a home, weddings, etc.? Anywhere in the City limits?	clarification	tiers
Question: The ordinance allows staff to make administrative decisions for application requirements and approvals. What criteria should staff consider?				
Community Meeting Attendee	Central Austin Library	Appeal process look at if it's a community or administrative issue.	Appeals Process	
Community Meeting Attendee	Central Austin Library	Event org fear one dept. could have too much power to deny, consistency on appeals team.	Appeals Process	
Community Meeting Attendee	Central Austin Library	Appeals process consider if similar event has been approved.	Appeals Process	
Community Meeting Attendee	Central Austin Library	Consider impact (POSITIVE!) to the community in appeals process	Appeals Process	Community Impact
Community Meeting Attendee	Central Austin Library	Can you appeal the appeal?	Appeals Process	
Community Meeting Attendee	Central Austin Library	Can the city do that? Require local vendors, musicians?	Clarification	
Community Meeting Attendee	Central Austin Library	Legal issues - like the density bonus?	Clarification	
Community Meeting Attendee	Central Austin Library	Does it "bleed" onto other events?	Clarification	

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Community Meeting Attendee	Central Austin Library	Can we consider that? Value spend (airport hotel beverage) as part of admin process	Clarification	
Community Meeting Attendee	Central Austin Library	Criteria should be the same should be clear	Clarification	
Community Meeting Attendee	Central Austin Library	Two different = two different view points Rubric should be clear and have no variations	Clarification	
Community Meeting Attendee	Central Austin Library	Rubric that clarifies decisions - initiates concerns. Not subjective but objective decision making.	Clarification	
Community Meeting Attendee	Central Austin Library	Notification process unclear for tier 1+2	Clarification	Tier 1; Tier 2
Community Meeting Attendee	Central Austin Library	Timelines for app + notification process is unclear	Clarification	Timeline
Community Meeting Attendee	Central Austin Library	Clarify timelines +components for each tier	Clarification	Timeline
Community Meeting Attendee	Central Austin Library	ARR no longer managing items in Ord, why are they there?	Clarification	
Community Meeting Attendee	Central Austin Library	Minimum requirement for waiver?	Clarification	
Community Meeting Attendee	Central Austin Library	drop dead deadline should be specified	Clarification	
Community Meeting Attendee	Central Austin Library	above is slippery slope	Clarification	
Community Meeting Attendee	Central Austin Library	ordinance reads for a very specific group of events	Clarification	

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Community Meeting Attendee	Central Austin Library	definition re. how much can a deadline be waived - concern with good cause??? What does this mean?	Clarification	
Community Meeting Attendee	Central Austin Library	hopes this is the last Council meeting	Clarification	
Community Meeting Attendee	Central Austin Library	concern is lobbying vs. community	Communications	
Community Meeting Attendee	Central Austin Library	Collaborative vs Events that are not congruent (cross promotion)	Communications	
Community Meeting Attendee	Central Austin Library	Encourage collaboration among event promoters	Communications	
Community Meeting Attendee	Central Austin Library	Would know or not?	Communications	
Community Meeting Attendee	Central Austin Library	Inconsistent/incomplete app requires no ace action/notification to applicant	Communications	
Community Meeting Attendee	Central Austin Library	Should staff make community determinations? Or council?	Communications	
Community Meeting Attendee	Central Austin Library	Need to ensure consistency	Communications	
Community Meeting Attendee	Central Austin Library	lawyer for F1 had ability to have priority over another event if got a signature	Communications	
Community Meeting Attendee	Central Austin Library	scale fee for rush permits, corporate clients will pay the increased fee, i.e., charge if w/l app deadline- change of use and meters	Cost	
Community Meeting Attendee	Central Austin Library	Income for artists, not just city revenue.	Cost	

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Community Meeting Attendee	Central Austin Library	Economies of scale	Cost	
Community Meeting Attendee	Central Austin Library	parks are over-utilized because lack of affordable rental space	Cost	
Community Meeting Attendee	Central Austin Library	Economic impact? If the event who can't get a 1-day street closure, clients think they have more clout.	Economic Impact	
Community Meeting Attendee	Central Austin Library	Local economy impact statement	Economic Impact	
Community Meeting Attendee	Central Austin Library	Weight econ impact/neighborhood impact/etc.	Economic Impact	Community Impact
Community Meeting Attendee	Central Austin Library	Reputation, vetting criteria applies to everyone	Permits	
Community Meeting Attendee	Central Austin Library	Would like denial notification response to include a reason to give feedback to event organizer.	Permits	
Community Meeting Attendee	Central Austin Library	Sp. Ev permit process only covers sound + parking	Permits	
Community Meeting Attendee	Central Austin Library	get waiver if rules were followed but an additional closure is needed	Permits	
Community Meeting Attendee	Central Austin Library	waivers should not be made if it displaces another event that's approved	Permits	
Community Meeting Attendee	Central Austin Library	submit application - denied or accepted if met requirements	Permits	
Community Meeting Attendee	Central Austin Library	discounts/free concerns- there should be a cap. Private report on economic boost to City. Tax payer concern for these events when a for profit event	Permits	

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Community Meeting Attendee	Central Austin Library	recommend super majority of Council, not administrative approval	Permits	
Community Meeting Attendee	Central Austin Library	If there are exceptions to the rules, why not charge more (City collects more revenue)	Permits	
Community Meeting Attendee	Central Austin Library	Events at the same time (ex. Symphony and FFF)	Planning	
Community Meeting Attendee	Central Austin Library	Overbooking - issues and logistics Events are unrelated Start/end time conflicts	Planning	
Community Meeting Attendee	Central Austin Library	Reviewer - process of determination of other events in adjacent area	Planning	
Community Meeting Attendee	Central Austin Library	Local event takes precedence over non-local?	Planning	
Community Meeting Attendee	Central Austin Library	Legacy events have seniority (UT Football)	Planning	
Community Meeting Attendee	Central Austin Library	Objective checklist - who are you? Do you have money for off duty police?	Planning	Safety
Community Meeting Attendee	Central Austin Library	Need streamlined/simple notification process	Planning	
Community Meeting Attendee	Central Austin Library	Event side of process needs to be Est first	Planning	
Community Meeting Attendee	Central Austin Library	Would like more modify e-notifications options. Mail is required which extends timeline .would speed up timeline. Would be more effective	Planning	
Community Meeting Attendee	Central Austin Library	Use parkland task force event matrix as a model.	Planning	

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
Community Meeting Attendee	Central Austin Library	Concern about moving from council to staff	Planning	
Community Meeting Attendee	Central Austin Library	30 days out City could say no and pull the permit. Nobody likes this	Planning	Approval Process
Community Meeting Attendee	Central Austin Library	preliminary after 10 business days of application submittal. This is good but not 30 days for final approvals	Planning	Approval Process
Community Meeting Attendee	Central Austin Library	why asking for site plan so late? Event planners would like to submit earlier to confirm approval	Planning	
Community Meeting Attendee	Central Austin Library	seems like the 30 days out allows for larger corporate events last minute	Planning	
Community Meeting Attendee	Central Austin Library	event planners can pad deadlines and enforce rules...compliance with events/planners then City can decline is frustrating	Planning	
Community Meeting Attendee	Central Austin Library	too many events for this City, regular park and road closures are hard on residents	Planning	
Community Meeting Attendee	Central Austin Library	not enough event space	Planning	
Community Meeting Attendee	Central Austin Library	need more event indoor/outdoor space	Planning	
Community Meeting Attendee	Central Austin Library	size of event space, cost and staff parking concerns	Planning	Costs
Community Meeting Attendee	Central Austin Library	consider the partnerships	Planning	
Community Meeting Attendee	Central Austin Library	Makes is safer	Safety	

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
Community Meeting Attendee	Central Austin Library	Repeat event - didn't do a good job on posting event signage, broken rules in past events	Safety	
Community Meeting Attendee	Central Austin Library	Take into account - do you have experience? New event?	Safety	Planning
Community Meeting Attendee	Central Austin Library	measuring sound is not just A scale, A & C scales (bass concern). PARD has considered both scales.	Tier	
Community Meeting Attendee	Central Austin Library	tier 3 is ambiguous. Anything that doesn't fit other tiers	Tier 3	
Community Meeting Attendee	Central Austin Library	Approvals, Requirements - impact area - limitations on permits -Tier 4 only	Tier 4	Approval Process
Community Meeting Attendee	Central Austin Library	Lot of events - small area - impact area Tier 4 generally; BSF Lamar - Park	Tier 4	
Community Meeting Attendee	CivicComment	As a long time resident of an area of Austin where the majority of 'events' take place; I'm asking the City to finally acknowledge that the constant disruption of access to streets, businesses, areas of town and the loud noises generated by bombarding the same areas of town over and over again throughout the year needs to stop. Any requirements for permits should include not only limiting the total number of events per year but also there should be a limit to how many per year may be held in any one area of town. When determining these limits, recurring events such as football games, Xmas park and street closures, etc. and the traffic and noise they generate should also be considered. Between football season, SXSW, ACL, Xmas, foot races and the constant noise caused by bands down town (yes, this is still happening) to name just a few, some parts of Austin NEVER have a respite from noise, congestion and limits to access of public lands above and beyond what is considered 'normal' in Austin these days. Its time to limit the overall disruption and 'spread the joy' to rest of Austin.	PERMITS	Approval Process
Community Meeting Attendee	CivicComment	1. Is it correct that the event described in (12) would be considered a Tier 3 event? 2. I assume this provision is intended to apply to pop-up events that often occur concurrently with other festivals (ACL, SX, etc.), but how will the city distinguish a large private party, such as a family-hosted wedding on private property, from an event described in (12)?	TIER 3	

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
Community Meeting Attendee	CivicComment	What are the suggested pricing of the permits? Can special reductions be given to local 501c3 Charities for fundraising events? Consider a food and beer fundraiser will be paying fees for COA Temp Health Permits, TABC permit fees, Fire Permit fee, etc. How much are the ACE fees going to be?	PERMITS	Costs
Community Meeting Attendee	CivicComment	Currently Hancock Recreation Center allows the use of champagne or wine during rentals, and other PARD facilities such as Zilker Clubhouse allow beer and wine. Will the proposed ordinance language require future renters of these facilities to apply for a separate special event permit, in addition to their rental agreement, if they plan to serve wine or other alcoholic beverages that are currently allowed in these venues? See Hancock rental agreement here: http://www.austintexas.gov/sites/default/files/files/Parks/Recreation_Centers/hancock_agreement_packet2017.pdf	Permits	Approval Process
Community Meeting Attendee	CivicComment	Is being partially funded by the City of Austin Economic Development Department's Cultural Contracts considered a City Partnership (co-sponsor)? What city services would be eligible in that case?	Permits	Costs
Visit Austin	Email	Instead of an application deadline by Tier, perhaps the application deadlines should be on an application pricing scale? For instances, applications submitted 30 days prior to event would be higher priced than an application submitted 90 days out.	Tiers	Cost
Visit Austin	Email	4-19-30 (B) (4) 120 Calendar Days for a Tier 3 Event One size does not fit all, so again application deadlines should be tied to application fee or permit price	Tiers	Cost
Visit Austin	Email	4-19-32 (A) "For a Tier 3 or Tier 4 Event, ACE will issue, within 10 business days of receiving a complete application, a preliminary recommendation to approve the application" We believe the preliminary recommendation should be issued within 48 – 72 hours for all events, Tier 1 through Tier 4; this would allow event producers time to remedy any concerns	tiers	Approval Process
Visit Austin	Email	4-19-32 (D) (E) ACE will take final action to approve or deny an application no later than 30 days before a Tier 3 or Tier 4 event; ACE will take final action to approve or deny an application no later than the close of business one business day before the start of a Tier 1 or Tier 2 event Event organizers need more advance notice of approval or denial. This approval timing is not appropriate given the resources invested by the event producers. Perhaps, all applications could be reviewed with 72 hours of receipt, and a preliminary recommendation made regarding approval or denial of said application; this would allow the event producer an opportunity to address application concerns and remedy those concerns	Approval Process	

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
Visit Austin	Email	4-19-34 (E) Except as provided in Section 4-19-31 (C) (Contents of Special Events Application) no action is required to be taken on an incomplete or untimely application. This is not appropriate. Event Producers should be notified if the application has been rejected because it is either incomplete or has not met the required deadlines or is not accompanied with the appropriate permit fees.	Approval Process	
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-31 What will be in the rules? Final Site plan?	clarification	Approval Process
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-32 A-3 Should this have exemptions? B) what is the intent of this? Interpret this as currently defined as tier 3. That a 5k cannot happen at the domain if there is also a 5k in SW Austin. E.) One Day?	Approval Process	
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-33 A) Will notifications differ by tier? How will notifications work for tier 1 with only 3 days to apply and 1 day prior will know if approved? Is there any merit to the premise that all events are approved until otherwise notified? B) Neighbors and producers need notifications to be very early in the process in order to rectify a potential disapproval. Only ACE has the right to denial? What about affected residents and businesses? Neighborhood Associations currently have "super majority"	notifications	Approval Process

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-34 B)1 will the applicant be notified? B)3,4,5 per attendee #? Geography? Type? This varies dramatically per event. B) 6 As determined by whom? Can this be a rewarded behavior? Very Expensive Page 15 C)2 Private providers? 4-19-34 E0 How do you know if you've submitted an incomplete application of no action is required.		
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-35 A)What's is an Appeal Team made up of? Neighborhood Input? Affected or denying party input? C) this time table doesn't apply equitably to all tiers. D) If this is the case then there shouldn't have been a denial, correct?		
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-43 F)1 Does this match PETF? J) This is problematic for a long time K) Existing Businesses (Brazos Hall, etc)		

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-44 attendee definition becomes important here. Parks events have different rules F) this should be incentivized, not mandatory \$\$\$		
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	4-19-50 B)Attendee definition matters again. C) This will be very meaningful for all events \$\$\$. Who gets to direct paid officers? 4-19-51 D) Flaggers 4-19-52 B) Consistency		
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	14-8-33 A) What's the application? B) What's the fee? C) On what criteria?		

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	14-8-35 Where do they get barricades?		
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	Part 4 What is 14-63? Part 5 What are these?		
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	Music venues have not been included/involved in the stakeholder process. Is the venue operator the event producer or the person renting it?		

Appendix A: January 2018 Community Feedback - Special Events Ordinance

Stakeholder	Location	Comments	Theme 1	Theme 2
James Russell (Trail of Lights Foundation, Kite Festival Foundation, and Zilker Neighborhood Executive Committee member)	Meeting	temporary fire capacity for venues		

Appendix B ACVB Comments on Draft Special Events Ordinance

From: Linda Atkins <latkins@visitaustin.org>

Date: January 25, 2018 at 4:38:51 PM CST

To: "Manno, William" <william.manno@austintexas.gov>

Cc: "frances.hargrove@austintexas.gov" <frances.hargrove@austintexas.gov>

Subject: RE: Comments on Draft Special Events Ordinance

Bill,

Thank you for taking the concerns and suggested revisions from Visit Austin and sharing them with the facilitator. Our comments below reflect collective feedback from several departments of Visit Austin including Convention Services, Music Marketing and our Sports Commission; all of whom work and collaborate with meeting and event planners producing events in Austin.

- Article 1. General Provisions
 - 4-19-1 (12) (a) Defines a special event as having 100 or more attendees
 - This number should be increased to 175 or more attendees
- 4-19-1 (12)(c) Is Temporary, involves 100 or more attendees
 - This number should be increased to 175 or more attendees
- Article 2. Special Event Permit
- 4-19-20 (C) A special event permit is not required for an event that complies with Chapter 14-8, Article 3 (Neighborhood block Party Requirements).
 - Page 1 of the Ordinance document states “An ordinance amending city code title 4 to add Chapter 4-19 relating to special events; repealing and replacing Chapter 14-8 relating to right-of-way closures for special events and neighborhood block parties”

- Question: Does Chapter 14-8 still provide a permitting exception for Neighborhood block parties? Has Chapter 14-8 been repealed and replaced as stated on page one?
- Article 3. Special Event Applications
 - Instead of an application deadline by Tier, perhaps the application deadlines should be on an application pricing scale? For instances, applications submitted 30 days prior to event would be higher priced than an application submitted 90 days out.
- 4-19-30 (B) (4) 120 Calendar Days for a Tier 3 Event
 - One size does not fit all, so again application deadlines should be tied to application fee or permit price
- 4-19-32 (A) “For a Tier 3 or Tier 4 Event, ACE will issue, within 10 business days of receiving a complete application, a preliminary recommendation to approve the application”
 - We believe the preliminary recommendation should be issued within 48 – 72 hours for all events, Tier 1 through Tier 4; this would allow event producers time to remedy any concerns
- 4-19-32 (D) (E) ACE will take final action to approve or deny an application no later than 30 days before a Tier 3 or Tier 4 event; ACE will take final action to approve or deny an application no later than the close of business one business day before the start of a Tier 1 or Tier 2 event
 - Event organizers need more advance notice of approval or denial. This approval timing is not appropriate given the resources invested by the event producers
 - Perhaps, all applications could be reviewed with 72 hours of receipt, and a preliminary recommendation made regarding approval or denial of said application; this would allow the event producer an opportunity to address application concerns and remedy those concerns
- 4-19-34 (E) Except as provided in Section 4-19-31 (C) (Contents of Special Events Application) no action is required to be taken on an incomplete or untimely application.
 - This is not appropriate. Event Producers should be notified if the application has been rejected because it is either incomplete or has not met the required deadlines or is not accompanied with the appropriate permit fees.
- 14-8-22 States that “the director may not approve a closure permit for a special event (1) that would exceed the maximum number of special events, as established by Council, for which a particular public right-of-way may be closed during a calendar year;
 - What is that maximum number?

In addition to the feedback above, we continue to share our interest in working with ACE when we have clients interested in use of right-of-way and parks. There is trend in

our industry for “festivalization” of meetings whereby group organizers want to transform their events to a festival type atmosphere. Austin is the perfect location to create what is natural theme for us here.

Thank you again for working with us as we welcome more meetings, conventions and sporting events to Austin.

Regards,

Linda

LINDA ATKINS | VICE PRESIDENT OF SERVICES

V: (512) 583-7222 | latkins@visitaustin.org | visitaustin.org

Appendix C: Texas Disposal Systems (TDS) Comments-Revised Draft Special Events Ordinance

From: Ryan Hobbs [<mailto:rhobbs@texasdisposal.com>]

Sent: Friday, January 19, 2018 4:45 PM

To: Manno, William <william.manno@austintexas.gov>

Cc: Adam Gregory <agregory@texasdisposal.com>

Subject: Texas Disposal Systems (TDS) Comments - Revised Draft Special Events Ordinance:

Hello Mr. Manno

We had the pleasure of meeting each other at one of the recent stakeholder meetings regarding the proposed Special Events Ordinance. The following brief comments have been prepared by TDS and pertain to the current draft Ordinance under consideration. They are in response to the request for stakeholder comments by the January 19, 2018 deadline.

With regard to the waste reduction and diversion components of the revised draft special events ordinance dated 1-08-2018, in order to fully comply with City Code 15-6-11 through 15-6-13 (which defines the role of the City and that of private collection services as it relates to waste management), Texas Disposal Systems urges City staff and the City Council to amend the ordinance to specify that it should not be interpreted to direct or allow Austin Resource Recovery (ARR) or any other City department to contract to provide waste-related services to event organizers, either directly – using City personnel and equipment – or through private contractors.

It is important to note that City staff are currently interpreting language contained in City of Austin Resolution No. 20091022-040 – which directed the City Manager to implement recycling at City-sponsored events – as direction to contract to provide a *full range* of waste-related services (including solid waste, recycling, organics, and portable toilet services) to events that in some cases *do not appear on the list of officially City-sponsored events*. Despite acknowledging that contracting for – and in many cases fully subsidizing the cost of – these waste services “competes with private haulers” in clear violation of City Code 15-6-11 through 15-6-13, City staff continues the practice even now, pending Council action with regard to the recommendations of the Solid Waste Policy Working Group. TDS thus urges that the revised draft special events ordinance be amended to avoid a similar misinterpretation by City staff, and to ensure that event

services remain an open marketplace.

If the City desires to incent waste reduction and diversion at special events, TDS would support the City providing a payment voucher or reimbursing event organizers for waste-related services provided by licensed private haulers, in compliance with City Code 15-6-11 through 15-6-13.

For reference:

City of Austin Resolution No. 20091022-040:

<http://www.austintexas.gov/edims/document.cfm?id=131421>

City of Austin "Policy Considerations" Memorandum (See Question #2):

http://www.texasdisposal.com/sites/default/files/uploads/2-15-17Sam_Angoori_Memo_re_Policy_Considerations-.pdf

Austin City Code 15-6-11 through 15-6-13:

<http://cdn.texasdisposalsys.netdna-cdn.com/sites/default/files/uploads/City%20Code%20Section%2015-6-11%20through%2015-6-13.pdf>

Given TDS' role as one of Austin's largest providers of solid waste, recycling, organics and portable restroom services for special events, we intend to continue following the development of a Special Events Ordinance and to actively participate in the forthcoming discussions regarding this important Ordinance.

Thanks,

Ryan Hobbs

Texas Disposal Systems, Inc.

(512) 421-1300

www.texasdisposal.com